ACC

10000/109/867
(VOL. I)

10000/109/867
(VOL. I)

APPROVAL FOR EXPENDITURE
JAN. 1944; OCT. 1944 - OCT. 1945

Minute 104 (Cont'd)

Comparative statement

	Lire per month
Cost of cleaning and maintenance of this HQ building (650 rooms)	1,393,136
Cost of cleaning and maintenance of HQ Lombardia Region (280 rooms). (See Appendices C and D to Folio 102)	496,350

This Headquarters is considered to be $2\frac{1}{2}$ to 3 times as large as HQ Lombardia Region so that the expenditure appears to be in proportion.

11 Sept 45

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

Executive Commissioner: 105.

To see 104, please.

Exec. Sec.
11 Sept 45

3158

TO: Executive Commissioner.

The figures for expenditure on cleaning and maintenance of the Headquarters building are as stated below. Those for materials are based on the average for the last three months. As monthly expenditure varies considerably, the figures given are very approximate.

For purposes of maintenance and cleaning, there are about 550 rooms in the Main, Annexe and I.N.A. buildings. In addition, the maintenance staff is called upon from time to time to perform work at the five hotels used as OR/EM billets.

		Lire per month
120 Cleaners		667,200
Maintenance		
2 Sub-Professionals (Chief Carpenter) (Sanitary Engineer)	23,020	
8 Electrical Mechanics	76,800	
5 Plumbers	49,000	
10 Carpenters	92,600	
2 Boilermen	18,520	
2 Joiners	18,660	
1 Glazier	9,160	
3 Masons	27,600	
2 Locksmiths	18,150	
1 Upholsterer	9,600	
6 Elevator Operators	33,876	
1 Watchman	8,450	385,466
Civilian Mess (Catering for 660)		
1 Mess Manager	7,925	
14 Waiters	94,850	
2 Cooks	16,580	
11 Kitchen fatigues, serving, etc.	65,255	184,610
191		1,237,276

Materials

Keys	2,700	
Sun-blind repairs	10,100	
Plumbers' materials	4,300	
Carpenters' materials (Plaster Board, Paint, Screws, Nails, etc.)	17,700	
Electrical equipment (Buzzers, Wire, Switches, etc.)	19,300	

3155

For purposes of maintenance and cleaning, there are about 660 rooms in the Main, Annexe and I.M.A. buildings. In addition, the maintenance staff is called upon from time to time to perform work at the five hotels used as OR/EM billets.

			Lire per month
120	Cleaners		667,200
	Maintenance		
2	Sub-Professionals (Chief Carpenter) (Sanitary Engineer)	23,020	
8	Electrical Mechanics	76,300	
5	Plumbers	49,000	
10	Carpenters	92,600	
2	Boilermen	18,520	
2	Joiners	18,660	
1	Glazier	9,160	
3	Masons	27,600	
2	Locksmiths	18,180	
1	Upholsterer	9,600	
6	Elevator Operators	33,876	
1	Watchman	8,450	385,466
	Civilian Mess (Catering for 660)		
1	Mess Manager	7,925	
14	Waiters	94,850	
2	Cooks	16,580	
11	Kitchen fatigues, serving, etc.	65,255	184,610
191			1,237,276

3155

Materials

Keys	2,700	
Sun-blind repairs	10,100	
Plumbers' materials	4,300	
Carpenters' materials (Plaster Board, Paint, Screws, Nails, etc.)	17,700	
Electrical equipment (Buzzers, Wire, Switches, etc.)	19,300	
Elevator repairs (Over 20,000 Lire has since been spent on overhauling elevators)	3,800	
Electric Lamps	76,300	
Cleaning materials (HQ Supply & purchase)	5,000	
Printing of civilian mess tickets	14,160	
Wood Fuel	2,500	155,860

Summary

Materials	155,860
Wages	1,237,276
	1,393,136

103

HQ Comdt

1. Ref folio's - mins 88 - 94.
2. At folio 102 Lombardia Region gives the breakdown of the monthly charges asked for by the Chief Commissioner in 94.
3. Can you supply the corresponding figures for the HQ building, for comparison?

7 Sep 45

A. Risley Sen Pad

315½

~~78~~ 89

Finance Sub Com

Your comments are requested on folio ~~77~~ 88.

11 Aug 45

M. Pasley Sen Cond

~~79~~ 90

Ex. Comm.

Insufficient data are available on which to base a careful appreciation of the amounts claimed. However (a) on prima facie evidence that no civilian staff is employed and paid for in the Montecatini building. (b) on the recommendation of the RFO and his Chief Accountant who appear to have studied the matter in detail, I would recommend that the suggested payments be authorised

Fin S/C
12. VIII. 45

A.P. Grafftey Smith
Brig

Salient

~~91~~ 92

~~O.S.O.~~

1. At 88 Lombardia Region ask for authority to make payments to the firm owning the building in which the HQ is housed for (a) alterations etc made for the benefit of AMG
(b) for the cleaning & maintenance of the building, for which the firm still

3153

Ex. Comm.

Insufficient data are available on which to base a careful appreciation of the amounts claimed. However (a) as prima facie evidence that no civilian staff is employed and paid for in the Montecatini building, (b) on the recommendation of the R.F.O. and his Chief Accountant, who appear to have studied the matter in detail, I would recommend that the suggested payments be authorised.

A.P. Grafftey-Smith
Brig.

Fin S/C
12. VIII. 45

Sol...

~~##~~ 92

~~C.S.O.~~

1. At 88 Lombardia Region ask for authority to make payments to the firm owning the building in which the HQ is housed for (a) alterations etc made for the benefit of AMG
   (b) for the cleaning & maintenance of the building, for which the firm still retains responsibility.

3153

2. Comments of Finance S/C are at min ~~77~~ 90. & draft letter of authority for signature at folio ~~##~~ 91.

13 Aug 45

A. Pisky Sen Pond

El 13/8

~~##~~ 93
I approve for CC

DS 14/8

Letter despatched
As per folio 91

80

To: Offices of Exton

78

Min ~~342~~ Recommend approval

T... major

for Brig.

... Dir

Finance S/C

4 Aug. '45

81

C.S.O.

Letter at 79 for approval & signature please.
The circumstances under which this bill was incurred are given at 77, & recommendation from Finance Sub Com at min 80.

4 Aug 45.

M. Pirby
Sen Cond

84

Ex Cmc
~~C.S.O~~

1. Please see 83 The disarming of Patriots has been accepted as an Allied responsibility.
A very large number of Patriots were disbanded in Udine Province because (a) Two large Bands had to be retained in that area for "mopping up" purposes after the surrender.
(b) Italian Bands which had ...

3151

4 Aug. '45 Finance S/C

C.S.O.

~~4~~ 81

Letter at ~~2~~ 79 for approval & signature please.
The circumstances under which this bill was incurred are given at ~~73~~ 77 & recommendation from Finance Sub Com at min ~~3~~ 80

4 Aug 45.

M. Pixley
Sen Cond

Ex Cmu
~~C.S.O~~

~~3~~ 84

1. Please see ~~7~~ 83 The disarming of Patriots has been accepted as an Allied responsibility.
A very large number of Patriots were disbanded in Udine Province because (a) Two large Bands had to be retained in that area for "mopping up" purposes after the surrender. (b) Italian Bands which had been operating in Venezia Giulia & Jugoslavia ~~were~~ & with 8 Army were also disbanded there

315

2. Letter of approval prepared for signature at 4.

~~7~~ Aug 45.

M. Pixley Sen Cond

E. 7/8.

85

Approved NB/(8/8)

68

HQ Commandant

Ref 65. Your comments are requested on the charges in the invoices attached. How do they compare with charges for similar work in Rome?

27 July 45
735

R. P. Sly for Col

69

To OFFICE OF EXECUTIVE COMMISSIONER

1. Ref 68 - Prices compare very favourably with those prevailing in ROME. They are considered to be fair and reasonable.

2. Is LOMBARDIA interpreting para 3(b) of Establishment Memorandum 33 correctly? It has been the practice in this Section to request approval for expenditure of over L.200,000, only when such an expense would be incurred for printing copies of one item.

3. Accounts submitted to the Allied Forces should be stamp tax free.

28 July 1945

[signature] Maj.
~~Colonel~~,
Headquarters Commandant.

71

C.S.O.

1. 70 for signature please in reply to 65.
2. Finance Sub Com notify their approval in min 67, HQ Commandant's comments on the charges are at min 69.
3. The point raised in para 2 of 69 is quite correct, as these bills could probably have been dealt with under two separate headings; but as large printing orders of this nature are not likely to reoccur it hardly seems worth while going

69

To OFFICE OF EXECUTIVE COMMISSIONER

1. Ref 68 - Prices compare very favourably with those prevailing in ROME. They are considered to be fair and reasonable.

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3. Accounts submitted to the Allied Forces should be stamp tax free.

28 July 1945

[signature] Maj. ~~Colonel.~~
Headquarters Commandant.

71

C.S.O.

1. 70 for signature please in reply to 65. ~~[illegible]~~
2. Finance Sub Com notify their approval in min 67, & HQ Commandant's comments on the charges are at min 69.
3. The point raised in para 2 of 69 is quite correct, as these bills could probably have been dealt with under two separate headings; but as large printing orders of this nature are not likely to reoccur it hardly seems worth while going ~~[illegible]~~ into this possibility with the Region.

31 July 45

R. Posby Sen Ord [?]

72

S/Cmdr Posby

Letter signed. I agree with your para 3.

[initials] 1/8

62

To: Chief Financial Advisor.

Please see folio 61. for your comments please.

30 June 45.

CSC
To Executive Commissioner.

63

To: Office of Executive Commissioner

1. Approval of bills recommended.

2 July, '45.

B H Simmons
Major
for Brig.
Joint Director
of Finance S/C

66.

Chief Financial Adviser

65 for your comments please.

27 Jul
735

A. Posky for Col
for Ex Com.

67

3143

To: Office of Ex. Comm.

We have no objection in

To: Office of Executive Commissioner

1. Approval of bills recommended.

B L Timmons
Major
for Brig.
Joint Director
Finance S/C

2 July, '45

66

Chief Financial Adviser

65 for your comments please.

A. Poskey for Col
for Ex Com.

27 Jul
735-

67

3143

To: Office of Ex. Comm.

We have no objection in principle to payment. It is suggested that you seek advice from the HQ Commandant as to the reasonableness of the charges.

B L Timmons
Major
for Jt. Dir.
Finance S/C

[redacted]

51

CSO

1. Pl see 50 which is an unsatisfactory reply to 40. An answer is being prepared by Finance S/C & will be submitted on its file.
2. Ref 48, its attachment indicates that E.C. knows about this & intends some course of action.

7 Jun 45

[initials]

52.

Maj Marden.

1. At the request of Col Crawshaw a signal was sent ordering Lt O'Donnel to Rome for the enquiry – it should be on the file. Otherwise [illegible].

2. I will sign for Salary approving expenditure if he will prepare.

[initials]

Lt O'Donnel came to Rome but can throw no light on the situation. [initials] 5/6

3148

2. Ref 48, its attachment indicates that E.C. knows about this & intends some course of action.

7 Jun 45

[illegible]

52.

Maj Madden.

Lt O'Donnel came to Rome but can throw no light on the situation [illegible] 5/6

1. At the request of Col Crawshaw a signal has been sent ordering Lt O'Donnel to Rome for this enquiry - it should be on this file. Otherwise [illegible].

2. I will sign for Salerno [illegible] expenditure if you will prepare.

[illegible] 8/6.

3148

54

CSO

Letter submitted for signature by Ex Comm in action on 48. see F53

[illegible]

55

9/6/45 Ref O'Donnel etc. Brig [illegible] S. is drafting reply to SO

[illegible] 9/6

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

41

Executive Commissioner:

Re bills of Ufficio Trasporti di Roma.

In accordance with your suggestion, Lt Col Bonham Carter was consulted with a view to possibly shedding some light on this situation. However, as will be noted in his comment (minute 39), there is nothing tangible that could be used to help clear up this matter.

14 May 45 Insert "For the CC"

[illegible] 17/5

43

C.S.O.

See folio 42 with suggested draft of an Exec. Memo for your approval.

[illegible] 28/5/45

44

Exec Sectn

Ref 42. This seems all right but it is your memorandum

[illegible] 29/5

48

3147

C.S.O.

133 (7)/5

43

C.S.O.

See folio 42 with suggested draft of an Estab. Memo for your approval.

28/5/45

44

Est Section

Ref 42. This seems all right but it is your memorandum

29/5

48.

3147

C.S.O.

Attached letter (see 47) is submitted for your signature.

30/5/45

49

Est. Section

Please see 44.

see Folio 45

D. Waverly

30/5/45

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

37

Executive Commissioner:

At folio 35 -- letter from Finance S/c concerning bills of the Ufficio Trasporti di Roma submitted for payment. Not having been properly certified, Finance S/c desires your assistance in settling this point.

Accordingly a letter to Col Poletti has been prepared for your signature.

10 May 45

[signature]

38.

Civil Affairs Section
attention Col Bowlam Carter

Would you please review letter at folio 35 and if possible shed some light on the case. i.e. officers responsible for and who would have knowledge of the transactions, etc.

11 May

F W Stamp – Maj

39

Ex. Commissioner

I cannot throw much light on this.

I had knowledge of the expenses incurred by 6 Gen. Hospital and reported the matter to this HQ several months ago. It was then taken out of my hands – Brigadier Griffiths Smith knew of it as I spoke to him at the time.

I also knew of the Economics and Supplies account. This was taken up with this Commission by RFO (H/Lt Leigh Jones) I believe the result was the arrangement by which the services came here. I know that this was agreed

Captain Levy certainly authorised some of the expenditure. It would surprise me to learn that Lt O'Donnell [illegible] involved.

The thing appeared to be a legacy of the initial chaos in Transportation in the Region at the time when it was

Civil Affairs Section
attention Col Bonham Carter

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11 May

[signature] Maj

39

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I also knew of the Economics and Supplies account. This was taken up with this Commission by RFO (H/leader high [illegible]) I believe the result was the arrangement by which the monies came here ~~however that [illegible] was expended~~

Captain ... certainly authorised some of the expenditure. It would surprise me to learn that Lt O'Donnell is involved.

The thing appeared to be a legacy of the initial chaos in Transportation in the Region, the time when it was operated by completely inexperienced Officers. - I think also that it is partly a result of no provision being made for cost of transporting flour when political prices was in force, and also other AMG foods.

That is the background. I am not able to say why the affair was not cleared up. It was my understanding that it was being done when I left. Possibly they were ordered away before completion.

A. D. Bonham Carter
Lt Col CAS

13 May

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

24.

Exec Commr:

To see folio 22 Finance's comments regarding procedure in approving the expenditure of large sums from public funds. At folio 23 there is a draft memorandum to all sections and independent subcommissions submitted for your approval.

March

25.

1. In regard to current claim for printing costs by Transportation Sub-Com, please obtain statement from HQ Comdt in accordance with para 4 of folio 22

2. Issue 27 as amended : deal with C.F.A first.

27.

Establishment Section for Hq Comdt:

Regarding minute 25, will you kindly submit statement as called for in paragraph 4 of folio 22 relative to the reasonableness of the estimated cost of the printing job outlined in your letter HQC/8, 8 March 45, subject "Printing - Transportation Subcommission.

May this matter please be treated as most urgent?

21 March

H.W. STEARNS
Major, AGD

28.

Executive Commissioner

Reference Minute 27, the estimated cost of L. 1.587.650 for printing Instruction Books and Forms for the Transportation Sub-Commission is considered the lowest at which the project can be accomplished under existing conditions.

It is suggested that draft contained in Minute 26 be amended as noted.

22 March 45

R. H. ROBERTSON
Colonel
Hq. Commandant.

3145

15.

Headquarters Commandant.

4 Feb 45.

Either the books are useful and should have been issued by 1/1/45 or else they are not.

It would seem that as 37.6% only has been issued that they are not - or else something very wrong has taken place in distribution. On what basis were 1,000 printed and why have they not been made use of?

MsL

Brigadier.
Chief of Staff.

16.

C.C.S.

6 Feb 45.

Distribution of the Year Book has necessarily been slow because of piece-meal deliveries from the printer. Further, the printing was delayed for over two weeks because of an acute power shortage.

In addition to the Headquarters distribution, one copy was sent to each of the Regional Commissioners, with a covering letter. To this there have been very many congratulatory letters thanking Headquarters, and further stating how very useful the book is proving.

Since it was felt that perhaps the Year Book's existence was not yet generally known, it has been announced in the Daily Bulletin for 4 February and will be published for a few more days. In addition, 15 copies will be distributed to each region.

The figure of 1,000 was established for the print order inasmuch as considering the size of the job, 1,000 copies is the most economical quantity to publish. Printing 750 copies, for example, would have jumped the unit price by about 25%.

R H Robertson Colonel
R. H. ROBERTSON
HQ. Commandant.

17.

But we pay the gross price!

MsL 7/2

3144

18.
~~40~~

Establishments
(Hq Comdt.)

17.

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

Chief of Staff.

16.

C.O.S. 6 Feb 45.

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R. H. ROBERTSON Colonel
Hq. Commandant.

17.

But we pay the gross price!

31.4.4

18.

Establishments
(Hq Comdt.)

To note min 17. 7/Feb.

19.

C.O.S.

Minute 17 noted

8 Feb.

20.

Chief of Staff:

See 19.

11 [illegible]/1/45

To Lt Col Shepp:

The approximate price for printing 300 copies of the "Desk Guide to Italy", plus 500 copies of each page thereof so that additional books can be made up, is 80,000 lire.

Lt. [illegible] Cashman

14

CSO

To see folio 13 This is in response to a personal inquiry made by the CoS.

[illegible], 1 Feb.

3143

4605/9 Ex Com

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION

6 SEP 1945

Tel. 12641
Ext. 2023

4 September 1945

RC/0469

SUBJECT: Cleaning and Maintenance Expenses.

SEP - 6 1945

TO : Executive Commissioner, HQ, A.C.

REFERENCE: Our R/0282 dated 11 August 1945
Your 4605/80/EC dated 13 August 1945
Your 4605/95/EC dated 20 August 1945.

1. Montecatini in Milano according to its records expended funds as follows for the setting up of Lombardia Regional HQ:

Supplies and Materials (See Appendix A)	1.822.686	lire
Wages (See Appendix B)	358.234	lire
Total Organisational Expenses	2.180.920	lire

2. In settlement of the above claim, Lombardia Region has requested and the Executive Commissioner has granted authorization to pay Montecatini 275.000 lire. This claim has been paid.

3. For the regular cleaning and maintenance of Lombardia Regional HQ, Montecatini according to its records expends the following funds:

Supplies and Materials (See Appendix C)	24.970	lire
Wages (See Appendix D)	471.380	lire
Total Monthly Expenses	496.350	lire

4. To meet this monthly charge, Lombardia Region has requested and the Executive Commissioner has granted authorization to pay Montecatini 275.000 lire per month. This monthly charge is being paid regularly.

5. Daily wage rates shown in the Montecatini reports will seem at first glance to be grossly exaggerated. These figures represent the cost of the employee to Montecatini and include pro rated expenses met by the firm in connection with its company mess, employees cooperative, company medical and dental service for employees and their families free issue of work clothes, etc. If Lombardia Region were to pay these employees directly

3142

RA 15/9 (See N 103 (spare copy) 104 105

under AFHQ wage rates the monthly wage bill would be the following:

23 Cleaners (male)	x	26 days	x	235	140.530	lire
4 Cleaners (female)	x	26 days	x	207	21.528	"
2 Mimeo.Operators	x	26 days	x	262	13.624	"
2 Electricians	x	26 days	x	277	14.404	"
2 Telephone Mech.	x	26 days	x	277	14.404	"
1 Carpenter	x	26 days	x	270	7.020	"
1 Painter	x	26 days	x	270	7.020	"
1 Window cleaner	x	26 days	x	235	6.110	"
1 Locksmith	x	26 days	x	277	7.202	"
8 Warehousemen	x	26 days	x	277	57.616	"
2 Doormen	x	26 days	x	235	12.220	"
4 Floormen	x	26 days	x	235	24.440	"
Total monthly wages					326.118	lire

6. For the Executive Commissioner's information it is also pointed out that the "flat-fee maintenance and cleaning plan" now in force thanks to Lombardia Region will make it possible for the Allied Commission to operate two HQ's for less than the cost of maintaining one. Lombardia Region has by agreement with the Office of the Representative of the Chief Commissioner contracted its own offices to the extent that as of 5 September 1945 it will be possible for the Office of the Representative of the Chief Commissioner to move into the Lombardia Regional HQ Building lock, stock and barrel without increasing the cost of maintaining and cleaning that building by even one lira.

7. We think this is good administration.

Charles Poletti

CHARLES POLETTI
Colonel
Regional Commissioner

4 Incl.
Appendix "A"
" "B"
" "C"
" "D".

MONTECATINI

SOCIETÀ GENERALE PER L'INDUSTRIA MINERARIA E CHIMICA

ANONIMA - CAPITALE VERSATO L. 2.000.000.000

MILANO

SERVIZI DEL PERSONALE E DEL LAVORO

SERVIZIO ECONOMATO

MILANO, 31 agosto 1945

Spett.

COMANDO MILITARE ALLEATO
PER LA LOMBARDIA

MILANO

Via Albania, 20

Oggetto: Lavori straordinari per traslochi materiali

Vs.

Ns.

Come da Vs. richiesta, Vi comunichiamo che le spese per consumo di materiali verificatosi in occasione dell'occupazione da parte Vostra dei 5 piani del ns. Nuovo Palazzo Uffici, relative ai traslochi, sistemazione e pulizia straordinaria, senza comprendere quelle che noi abbiamo incontrato per la sistemazione dei ns. uffici in altri locali, sono le seguenti:

n° 40	tramezze smontabili	£.	1.696.350.--
Kg.420	cera per pavimenti	"	94.920.--
" 860	segatura	"	2.193.--
n° 89	scope-spazzole	"	4.404.--
Kg. 71	detersivi	"	1.807.--
Spugne stracci	....	"	1.321.--
Varie	....	"	1.986.--
Materiale tecnico come: prese e spine di corrente n°148 Kg. 4.350 nastro isolante - mt.90 filo sterlingato - n°4 relé - mt.7 piattina biaccata -mt. 1027 cordoni a conduttori elettrici - n°53 pulsanti - n°4 portalampade n° 177 accessori per telefoni - Kg. 22,540 viti,chiodi, ganci, ecc. - piante e varie	....	"	19.705.--
	Totale	£.	1.822.686.--

Distinti saluti.

MONTECATINI

3144

MILANO
Via Albania, 20

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n° 89 scope-spazzole	"	4.404.--
Kg. 71 detersivi	"	1.807.--
Spugne stracci	"	1.321.--
Varie	"	1.986.--
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Totale	£.	1.822.686.--

Distinti saluti.

MONTECATINI
Amministr. di Sede

A P P E N D I X "A"

Mod. ECON 40 (A 4) 1000-11-944

MONTECATINI

SOCIETÀ GENERALE PER L'INDUSTRIA MINERARIA E CHIMICA
ANONIMA - CAPITALE VERSATO L. 2.000.000.000

MILANO

SERVIZI DEL PERSONALE E DEL LAVORO

SERVIZIO ECONOMATO

MILANO, 31 Agosto 1945

Spett/

COMANDO MILITARE ALLEATO
PER LA LOMBARDIA

MILANO
Via Albania n°20

Oggetto: Lavori straordinari per traslochi- Mano d'opera

Come da vostra richiesta vi comunichiamo che le spese di mano d'opera per il trasloco dei ns/ uffici dai 5 piani del ns/Nuovo Palazzo a voi ceduti e per la sistemazione e pulizia straordinaria degli uffici stessi secondo le vostre necessità.-Nelle cifre esposte non sono comprese le ulteriori spese da noi incontrate per la sistemazione dei ns/ uffici in altri locali.-Per quanto sopra sono occorsi 10 giorni di lavoro normale più due giorni di lavoro straordinario festivo-notturno.-

n° 66 manovali per traslochi -giorni 660 x 244	L.	161.040,-
percentuale straordinaria festiva notturna-132x248	"	32.736,-
Prestazioni di Mano d'opera dell'impresa Basilico per pulizia straordinaria in ore notturne....................	"	36.738,-
15 Manovali per sistemazione uffici del Comando-150x244.......	"	36.600,-
percentuale straordinaria festiva-notturna-30x248	"	7.440,-
25 Manovali per pulizia stroardinaria-250x244	"	61.000,-
3 donne per pulizia - 30x190	"	5.700,-
6 operai per montaggio tramezze spostabili -60x283	"	16.980,-
Totale	L.	358.234,-

Distinti saluti.

MONTECATINI

[signature]

Oggetto: Lavori straordinari per traslochi- Mano d'opera

COMANDO MILITARE ALLEATO
PER LA LOMBARDIA

MILANO
Via Albania n°20

Vs.

Ns.

Come da vostra richiesta vi comunichiamo che le spese di mano d'opera per il trasloco dei ns/ uffici dai 5 piani del ns/Nuovo Palazzo a voi ceduti e per la sistemazione e pulizia straordinaria degli uffici stessi secondo le vostre necessità.-Nelle cifre esposte non sono comprese le ulteriori spese da noi incontrate per la sistemazione dei ns/ uffici in altri locali.-Per quanto sopra sono occorsi IO giorni di lavoro normale più due giorni di lavoro straordinario festivo-notturno.-

n° 66 manovali per traslochi -giorni 660 x 244	L.	I6I.040,-
percentuale straordinaria festiva notturna-I32x248	"	32.736,-
Prestazioni di Mano d'opera dell'impresa Basilico per pulizia straordinaria in ore notturne....................	"	36.738,-
I5 Manovali per sistemazione uffici del Comando-I50x244.......	"	36.600,-
percentuale straordinaria festiva-notturna-30x248	"	7.440,-
25 Manovali per pulizia stroardinaria-250x244	"	6I.000,-
3 donne per pulizia - 30xI90	"	5.700,-
6 operai per montaggio tramezze spostabili -60x283	"	I6.980,-
Totale	L.	358.234,-

Distinti saluti.

MONTECATINI

3138

APPENDIX "E"

Mod. ECON 42 (A 4) 1000-11-944

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

MONTECATINI

SOCIETÀ GENERALE PER L'INDUSTRIA MINERARIA E CHIMICA
ANONIMA - CAPITALE VERSATO L. 2.000.000.000

MILANO

SERVIZI DEL PERSONALE E DEL LAVORO

SERVIZIO ECONOMATO

MILANO, 31 agosto 945
Via Albania 15

Oggetto: Consumi materiali vari

Spett.
COMANDO MILITARE ALLEATO
PER LA LOMBARDIA
MILANO
Via Albania, 20

Vs.
Ns.

Come da Vs. richiesta, comunichiamo che il consumo di materiali per la manutenzione degli impianti e per la pulizia degli uffici per un normale mese di esercizio é approssimativamente il seguente, limitatamente ai cinque piani da Voi occupati nel nostro Nuovo Palazzo Uffici:

Kg. 19.500	detersivi vari	£.	68,25
" 75.--	cera per pavimenti	"	16.955,75
" 240.--	segatura	"	734,40
-	stracci	"	457,50
" 45.--	pittura	"	870,90
-	viti, chiodi, chiavi	"	571,30
-	materiali vari, piante, ecc.	"	5.311,90

Totale...................... £. 24.970.--

Distinti saluti.

MONTECATINI
Soc. Gen. per l'Industria Mineraria e Chimica

3138

COMANDO MILITARE ALLEATO
PER LA LOMBARDIA

MILANO
Via Albania, 20

Come da Vs. richiesta, comunichiamo che il consumo di materiali per la manutenzione degli impianti e per la pulizia degli uffici per un normale mese di esercizio é approssimativamente il seguente, limitatamente ai cinque piani da Voi occupati nel nostro Nuovo Palazzo Uffici:

Kg. 19.500	detersivi vari	£. 68,25
" 75.--	cera per pavimenti	"16.955,75
" 240.--	segatura	" 734,40
-	stracci	" 457,50
" 45.--	pittura	" 870,90
-	viti, chiodi, chiavi	" 571,30
-	materiali vari, piante, ecc.	" 5.311,90

Totale...................... £. 24.970.--

Distinti saluti.

MONTECATINI
Soc. Gen. per l'Industria Mineraria e Chimica
Condirettore
Amministratore

3138

APPENDIX "C"

Mod. ECON 42 (A 4) 8000-11-944

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

MONTECATINI

SOCIETÀ GENERALE PER L'INDUSTRIA MINERARIA E CHIMICA

ANONIMA - CAPITALE VERSATO L. 2.000.000.000

MILANO

SERVIZI DEL PERSONALE E DEL LAVORO

SERVIZIO ECONOMATO

MILANO, Via Albania 18 — 3I Agosto I945

Spett/

COMANDO MILITARE ALLEATO
PER LA LOMBARDIA

M I L A N O
Via Albania n° I8

Oggetto: Prestazioni di Mano d'opera

Come da vostra richiesta comunichiamo la spesa complessiva per le ns/ prestazioni di mano d'opera necessaria per un normale mese di esercizio per la manutenzione degli impianti e per la pulizia degli uffici dei 5 piani a Voi ceduti del ns/ Nuovo Palazzo.=

n° 23 manovali per pulizia =giornate lavorative	n°	598x350	L.	209.300,00
" 4 donne per pulizia =giornate		I04x300	"	31.200,00
" 2 donne per lavori ciclostile=giornate		52x300........	"	I5.600,00
" 2 elettricisti per manutenz.impianti=giornate		52x405	"	2I.060,00
" 2 telefonisti per " "	"	52x405	"	2I.060,00
" I falegname per " infissi	"	26x395	"	I0.270,00
" I verniciatore per "	"	26x395	"	I0.270,00
" I vetraio per "	"	26x395	"	I0.270,00
" I fabbro per " mobilio	"	26x395	"	I0.270,00
" 8 manovali per lavori di fatica	"	208x350	"	72.800,00
" 2 portieri	"	52x380	"	I9.760,00
" 4 fattorini	"	I04x380	"	39.520,00
		Totale	L.	47I.380,00

Distinti saluti.

MONTECATINI
Soc. Gen. per l'Industria Mineraria e Chimica
Consigliere Amministratore / Direttore Principale

3137

COMANDO MILITARE ALLEATO
PER LA LOMBARDIA

M I L A N O
Via Albania n°18

Vs.
Ns.

Come da vostra richiesta comunichiamo la spesa complessiva per le ns/ prestazioni di mano d'opera necessaria per un normale mese di esercizio per la manutenzione degli impianti e per la pulizia degli uffici dei 5 piani a Voi ceduti del ns/ Nuovo Palazzo.-

n° 23 manovali per pulizia -giornate lavorative	n°	598x350		L.	209.300,00
" 4 donne per pulizia -giornate		I04x300		"	3I.200,00
" 2 donne per lavori ciclostile-giornate		52x300........		"	I5.600,00
" 2 elettricisti per manutenz.impianti-giornate		52x405		"	2I.060,00
" 2 telefonisti per " "	"	52x405		"	2I.060,00
" I falegname per " infissi	"	26x395		"	I0.270,00
" I verniciatore per "	"	26x395		"	I0.270,00
" I vetraio per "	"	26x395		"	I0.270,00
" I fabbro per " mobilio	"	26x395		"	I0.270,00
" 8 manovali per lavori di fatica	"	208x350		"	72.800,00
" 2 portieri	"	52x380		"	I9.760,00
" 4 fattorini	"	I04x380		"	39.520,00
		Totale		L.	47I.380,00

Distinti saluti.

MONTECATINI
Soc. Gen. per l'Industria Mineraria e Chimica
Consigliere Amministratore Delegato
Procuratore Principale
[signatures]

3137

A P P E N D I X "D"

Mod. ECON 42 (A 4) 1000-11-944

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

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

Ext 451

ABA/el 96

Ref: 4605/96/EC

5 September 1945

SUBJECT: Cleaning and Maintenance Expenses

TO : Regional Commissioner, Lombardia Region

95

Reference is made to our letter 4605/95/EC of 20 August regarding above subject. it would be appreciated if you would inform us when the requested breakdown of the monthly charge referred to in our letter 4605/80/EC can be expected.

/s/ A. B. Arnold

91

Brigadier.
Executive Commissioner.

See F 102

3138

5/9

Ext 451

ABA/el 95

Ref: 4605/95/EC

20 August 45

SUBJECT: Cleaning and Maintenance Expenses

TO : Regional Commissioner Lombardia Region

1. Reference your R/0282 dated 11 August 45 and our reply ref. 4605/80/EC 13 August 45 authorising payment to Montecatini of cleaning and maintenance expenses.

2. For the Chief Commissioner's information will you please supply as soon as possible an itemised breakdown of the monthly charge referred to in paragraph 2(b) of our letter ref 4605/80/EC.

3. It is particularly desired to know exactly what salaries and maintenance expenses, personnel, etc., are involved in this expense.

/s/ A.B. Arnold
Brigadier,
Executive Commissioner.

See 595

PA 3185 24/8 noted

ACTION

4605
/9

HEADQUARTERS ALLIED COMMISSION
Office of the Chief Commissioner
APO 394

94

91

18 August 1945

AUG 1945

Executive Commissioner:

For the Chief Commissioner's information will you kindly supply as soon as possible an itemized breakdown of the monthly charge referred to in para 2 (b) of letter 4605/80/EC, 13 Aug 45, addressed to Regional Commissioner, AMG Lombardia Region. In particular it is desired to know exactly what salaries and maintenance expenses, personnel, etc. are involved in this expense.

As a basis for comparison, what is the current monthly cleaning and maintenance charge for Hq AC, Ministry of Corporations Building?

L. W. STEARNS
Major, AGD
SO to CC

313 95

(91)

13 August 1945.

ExC/4605/80/EC.

SUBJECT : Cleaning and Maintenance Expenses.

TO : Regional Commissioner,
AMG Lombardia Region.

(88)

1. Reference your R/0282 dated 11 August 1945.

2. Authority is given for the following payments to Montecatini :

(a) Lire 275.000 for extraordinary organisational expenses connected with the occupation of the Montecatini Building by AMG.

(b) Lire 275.000 per month in respect of cleaning and maintenance of the Montecatini Building while occupied by AMG Lombardia Region.

3. The sum named in para 2 (b) above must of course be reconsidered and reduced should the amount of space occupied by the AMG decrease.

to the Chief Commissioner

M S. LUSH

Brigadier,
Executive Commissioner.

SCF 15/94
(93)

3133

PA 15/8

MP- 4605

(88)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION

16 July 1945

11 AUG 1945

Tel. 12641
Ext. 2023

R/0282

SUBJECT: Cleaning and Maintenance Expenses.

TO : Executive Commissioner, HQ AC, APO 394.

1. Lombardia Regional HQ occupies 250 offices on five floors of the finest office building in Italy if not all of Europe. Not one lira has yet been paid for the organization of this HQ or for its cleaning and maintenance because personnel and materiel of Montecatini have been used throughout.

2. At a conference of the Regional Finance Officer, Regional Accountant and the HQ Commandant early in May, it was decided that it would be more economical in the long run to use the trained crews and existing services of Montecatini and to reimburse the firm, than to attempt to let all the work out to private individual contractors and to maintain a large building maintenance staff employed directly by AMG. See 91

3. Montecatini has now presented us with a sheaf of bills for services and materials used in setting up our offices and for cleaning and maintenance for the months of May, June, and July.

4. In spite of the fact that Montecatini has requested much more, the Regional Finance Officer and the Regional Accountant concur with the HQ Commandant in the opinion that a sum of 275.000.--lire for extraordinary organizational expenses and thereafter 275.000.--lire per month for cleaning and maintaining the entire Regional HQ building would be a fair and reasonable compensation to Montecatini out of AMG funds and that this amount actually is much less than the cost of the services and materials to accomplish the same work had they been hired or ordered directly by us.

3132

809 M81682

(1 spare copy)

(S/CDRP)

(87)

5. In considering these figures it would be well to note that when the AC Sub-Commissions began to descend upon us more than 40 prefabricated partitions were put up to create more offices to accommodate them. This HQ is paying only for the labor involved in setting up these prefabricated partitions which cost 50.000.-- lire each. If AMG had done all its organizational and maintenance work directly in Milano the partitions would never have been set up and the operations of Lombardia Region and the AC Sub-Commissions impaired because an expenditure of 2.000.000.-- lire for the alteration of office accommodations would not have been justified or authorized. However, since these partitions will last a long time and are in the nature of a permanent improvement to its building, Montecatini has consented to bear the cost. This is only one of the many ways in which we are enjoying unusually good services and equipment at a figure which is no greater or perhaps less than the cost of organizing any Regional HQ.

6. Authority is therefore requested to pay Montecatini 275.000.-- lire for services and materials supplied by the firm to set up AMG HQ in Milano and that in addition a payment of 275.000.-- lire per month to Montecatini be authorized for cleaning, repairing and maintaining AMG HQ in Milano.

Charles Poletti
CHARLES POLETTI
Colonel,
Regional Commissioner.

3131

86

Tel : 735

Ref: 4606/EO.

7 August 45

SUBJECT : Approval of Expenditure -Venezia Region.

TO : Economic Section (for Finance Sub-Comm.)

83

1. Reference your 13075/F dated 2 August 1945.

2. Authority is given for the payment from AMG/AC funds of the bills (totalling Lire 31,590) mentioned in para 2 of Venezia Region letter No. RXII/FI/381 dated 28 July 45.

82

M S LUSH

Brigadier,
Executive Commissioner.

3130

PA
9/8

4605 B

(83)

EADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

13075/F

2 August 1945

SUBJECT: Approval of Entertainment Bills in Venezie Region.

TO : Executive Commissioner.

(82)

1. Attached herewith is request from Venezie Region for authorisation for the payment of Lit. 31,530 in connection with receptions given to Partisan officials on the occasion of parades for the purpose of disarmament.

2. Please inform this Sub-Commission whether this expenditure (which does not appear to us to be unreasonable) is approved.

A.P. Grafftey-Smith
Brig

Joint Director,
Finance Sub-Commission.

see M 84 + 85 + 86

3129

(S/Comm Planny)

(32)

HEADQUARTERS
VENEZIE REGION
Allied Military Government
APO 394

TO : Finance Sub-Commission
HQ.AC. (ATTN: Chief Accountant)
APO 394

28 July 1945

SUBJECT: Approval of Entertainment Bills for Partisans Ceremonies.

FILE No: RXII/FI/381

1. In the arrangements for the parades of Partisans with the purpose of disarmament, it has been found necessary to give a reception or small party to Partisan officials and officers as part of the affair.

2. We submit bills for the following in the Province of Udine:

23 June	Tolmezzo - Commune		£. 6.688
13 June	Pordenone		" 5.850
24 June	Udine	£. 13.324	
		" 5.668	" 18.992
		Total	£. 31.530

The items cover wine, beer, fruit, food and service.

3. We feel that this is a proper charge and ask your authority to pay above amounts for bills contracted.

/S/: Edmund O. Howell,
EDMUND O. HOWELL, JR.
Col. Inf.,
Regional Finance Officer

3128

79

Tel : 735

Ref : 4605/RO.

4 Aug 45

SUBJECT: Authorisation of Expenditure.

TO : R.C., LOMBARDIA Region.

78

1. Reference your RO/2250 dated 1 August 45.

2. Authority is given for the payment of the bill for 216,520 lire, forwarded to you on 26 July by the P.C. Brescia.

3. The bill is returned herewith.

E. Talbot

Brigadier,
Executive Commissioner.

3127

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

324

4605

78

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION
APO 394

RC/2250

1 August 1945

AUG 3 1945

Re 77

MEMORANDUM:

TO: Executive Commissioner, Hq Allied Commission

1. I am inclosing a bill for 216,520 Lire, paid to Rimorchi Orlandi, Brescia, for your approval.

Maurice F. Neufeld
MAURICE F. NEUFELD
Captain, QMC
Executive Officer

2 AUG 1945

4 - Incl:
1 - Ltr R. C. Brescia
2 - Payment Voucher
3 - Bill-Rimorchi Orlandi
4 - Ltr from Rimorchi Orlandi

re 79

3120

(S/Cond Proby)

Finance (77)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
BRESCIA PROVINCE

REFERENCE: RWM/mc - 21st. July, 1945. 26 July 45

SUBJECT : Accounts.

TO : REGIONAL COMMISSIONER.
(Att. R.F.O.)

1. I forward here with a bill for £.216.520,= paid to Rimorchi Orlandi, Brescia, with the request that approval for this payment be obtained from the Executive Commissioner HQ.AC.

2. The origin of the debit is as follows,

a) On my arrival in this Province, 130 tyres found at the a/ named factory were seized as being German property, since the factory had been making vehicles for the Germans.

b) A proportion of these tyres (40) were used in the reconditioning by AMG of vehicles for immediate requirements of the Province, under a policy approved by Col. Howell, S.F.O., 5 Army.

c) Subsequently, Orlandi was able to prove good title to the tyres, 90 of which were therefore released to him, and payment at cost price was made for those already used.

3. It is regretted that prior approval for the payment was not obtained (except from Col. Howell) and confirmation of the action taken is now requested.

Time signed 1530 hrs.

H.S. ROBINSON
Lt. Colonel
Provincial Commissioner. 317

2 3 0 6

[redacted]

465/1

75

Ref/90.4/28/EST

July 1945

AUG 1 1945

SUBJECT: Establishment Memorandum No. 33
Authorization of Expenditure

TO : Officer Commanding, Maintenance Group
Allied Commission (Italian Army Personnel)

1. Letter this Headquarters, 90.4/15/EST of 12 April 1945, is hereby cancelled.

2. Establishment Memorandum No. 33, dated 15 December 1944, lays down specified limits to the power of certain officers to authorize AMG/AC expenditure. In particular paragraph 3 (b) limits the authorizing power of a Regional Commissioner to Lire 200,000 for any one item or related group of items.

3. In view of the fact that the Maintenance Group is a special organization, the authorizing powers of a Regional Commissioner as laid down in paragraph 3 (b) of Establishment Memorandum No. 33 are hereby extended to you as Commanding Officer, Maintenance Group; that is to say, you are empowered to authorize "housekeeping" expenditure up to the sum of Lire 200,000. Subject to paragraph 4 below, any expenditure in excess of Lire 200,000 will require the authorization of the Executive Commissioner.

4. Paragraph 3 above is not intended to apply to the special expenditure, under contract, which will be incurred by the Maintenance Group for the assembly of imported motor vehicles. In this case, although the expenditure is, of course, far in excess of Lire 200,000, the power to authorize this expenditure is delegated to Commanding Officer, Maintenance Group. 3124

BY COMMAND OF REAR ADMIRAL STONE:

E. Talbot
Brigadier
Executive Commissioner

5

cc: Finance Sub-Commission

(74)

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

15 December, 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 33)

AMG/AC EXPENDITURE

1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMG/AC Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.

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

(a) Maintenance and repairs to Motor Transport.
(b) Printing and Stationery.
(c) Maintenance (as opposed to reconditioning and furnishing) of Billets, Offices and Office Equipment.
(d) Other expenses of the Commission (excluding items mentioned in para 6 below).

3. The following procedure will be adopted forthwith in the expenditure of AMG/AC funds, for the purposes specified above:-

(a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated

(i) Headquarters, Allied Commission to the HQ Purchasing and Contracting Officer.
(ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
(iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.

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

3123

(c) Expenditure on any one item or related group of items amounting specifically with the authority and responsibility of AMG/AC Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.

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

(a) Maintenance and repairs to Motor Transport.
(b) Printing and Stationery.
(c) Maintenance (as opposed to reconditioning and furnishing) of Billets, Offices and Office Equipment.
(d) Other expenses of the Commission (excluding items mentioned in para 6 below).

3. The following procedure will be adopted forthwith in the expenditure of AMG/AC funds, for the purposes specified above:-

(a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated

(i) Headquarters, Allied Commission to the HQ Purchasing and Contracting Officer.
(ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
(iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.

(b) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters Commandant. 3123

(c) Expenditure on any one item or related group of items amounting to over Lire 200,000 whether in the Region or at Headquarters, Allied Commission, will be approved in writing by the Chief of Staff.

4. Where special authorization of any expenditure is required, by reason of the provisions of paras 3 and 4 above, the necessary approval in writing will be obtained by the Officer concerned before the Expenditure is incurred; that is to say, that in those cases, no Officer will commit the funds of the Allied Commission, without the prior consent of the Officers mentioned above. Furthermore, the written authority, signed by the Officer designated in paras 3 and 4 above must be given on, or attached to, the relative Payment Voucher (P/V), and it will be the duty of the Finance Sub-Commission to report to the Chief of Staff any unauthorised payments in excess of the specified limits. The practice of splitting up bills for the same item of Expenditure, in order to avoid the above

provisions, will in no circumstances be adopted.

5. The limits fixed in paras 3 and 4 will apply only to payments in respect of the working expenses of the Commission (other than salaries) and will not apply to such items as:

(a) Payrolls for Wages of Civilian Employees.
(b) Storage, handling and shipping expenses in connection with the Import and Export of Supplies, and transport or freight charges for the movement of supplies.
(c) Exceptional items, e.g. Purchases of Supplies for Export, or re-Sale in Italy, or expenses connected therewith.

6. The responsibility for the correctness or otherwise of all Disbursements of AMG/AC funds rests with the Sub-Accountant, i.e. the Paying Officer, and not the authorising Officer. Most sub-accountants are experienced Finance Officers, and are aware which types of Expenditures may, or may not, be charged against AMG/AC funds. Attached hereto, at Appendix "A", is a list of the principal Heads and Sub-Heads of Disbursements in respect of AMG/AC Expenditure, which should serve as a further guide to Paying Officers. Regional Commissioners, Provincial Commissioners and other Officers authorizing and incurring expenditure should therefore rely on the judgement of the Finance Officer or other Sub-Accountant. If there is doubt concerning a particular payment, the matter must be referred to the Chief Accountant (for Headquarters payments) or to the Regional Finance Officer (for Regional payments); in the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-Accountant be pressed into making a Disbursement, against his own judgement, which he may later be called upon to refund.

By command of Rear.Admiral STONE:

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

OFFICIAL:

C. M. Parkin

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

DISTRIBUTION:
"A" (Plus 200 copies for Finance Sub-Com)

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APPENDIX "A"

Heads and Sub-Heads

DISBURSEMENTS IN RESPECT OF AMG/AC EXPENDITURE:

STORAGE AND HANDLING OF CONFISCATED OR CAPTURED SUPPLIES:

Salvage Expenses
Other Expenses

MOTOR TRANSPORT (All Divisions):

Hire of Vehicles
Maintenance of Vehicles

OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery
Maintenance of Offices & Billets
Maintenance of Office Equipment
Messing & Out-of-Pocket Expenses (including Emoluments of Civilian Personnel)
Transport & Travelling (Civilian Personnel)
Witness Fees & Expenses)

SPECIAL EXPENDITURE:

Purchase of Office Furniture & Equipment
Purchase of Furniture & Equipment for Billets & Messes
Reconditioning of Offices, Billets & Messes
Purchase of Cash Boxes & Safes

3122

70

Tel: 478201

Ref: 4605/70/EC.

31 July 1945.

SUBJECT: Approval of Expenditure.

TO : Regional Commissioner,
LOMBARDIA Region.

65

1. Reference your RC/5077 of 23 July 45, approval is given for the payment of the bills attached to your letter (totalling 348,118 lire) which are returned herewith.

2. Your attention is drawn to Finance Sub-Commission directive 13139/F of 2 March, para 3 b. of which states that no tax is payable on purchases made by AMG.

/s/ E. [illegible]

Brigadier,
Executive Commissioner.

3121

4605

(15)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION

Tel. 12641
Ext. 2232

23 July 1945

JUL 27 1945

RC/5077

SUBJECT: Approval of Expenditure Exceeding 200.000 lire.

TO : Office of the Executive Commissioner, Headquarters Allied Commission.

1. In accordance with paragraph 3 (c) of Establishment Memorandum N° 33, HQ AC, dated 15 Dec 44, approval in writing is requested to make payment for the attached bills, the aggregate sum of which exceeds the 200.000 lire limit prescribed in the above memo.

For the Regional Commissioner:

Joseph Galluzzo
JOSEPH GALLUZZO
WOJG USA
Asst HQ Comdt

6 Incls.
Bills for printing (in dupl.)

AcM 66967

3120

348. 48

9
(J/Cm Prov)

64

Ref: 4605/64/EC.

4th July 45.

Subject: Expenditure of more than 200,000 lire.

To; Executive Officer,
Lombardia Region.

1. Reference your RC/5061 of 27 June. Approval is given for the payment of the attached bills, which are returned herewith.

2. Please note that in future correspondence of this nature should be addressed to the Office of the Executive Commissioner and not to the Office of the Chief of Staff, which no longer exists.

E. Talbot

Brigadier,
Executive Commissioner.

Encl - 8.

3113

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

4605

Office of Executive Commissioner

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION

Tel. 12641
Ext. 2234

27 June 1945
JUN 30 1945

RC/5061

SUBJECT: Approval of Expenditure Exceeding 200.000 lire.

TO : Office of the Chief of Staff, Headquarters Allied Commission.

1. In accordance with paragraph 3 (c) of Establishment Memorandum Nº 33, HQ AC, dated 15 Dec 44, approval in writing is requested to make payment for the attached bills, the aggregate sum of which exceeds the 200.000 lire limit prescribed in the above memo.

For the Regional Commissioner:

Maurice F. Neufeld
MAURICE F. NEUFELD
Captain QMC
Executive Officer

8 Incls.
Bills for tires and tubes (in tripl.)

see M 62863

3118 see 64

(CSO)

2 3 1 5

x605
A

(60)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION
APO 394

R/2133

18 June 1945
JUN 20 1945

SUBJECT: Ufficio Trasporti di Roma. (57)

TO : Brigadier M. S. Lush, Executive Commissioner, Hq AC.

Ref. 13079/F.

1. The understanding of both Lt. Corvini and Major Horn was that W/Cmdr Legh-Jones, Lazio-Umbria Finance Officer, had arranged with the Chief Accountant to transfer to the Accounting Sub-Section of Hq AC the final approval of all bills of the U.T.R. Both Lt. Corvini and Major Horn had checked, before leaving Rome, and over a period of about five weeks, all bills to the best of their ability. Since W/Cmdr Legh-Jones is not in this Region, perhaps it might be well for Hq AC to speak with him. In addition, it may be necessary for Major Horn or his representative to speak directly with the Finance Sub-Commission.

2. Lt. Col. Harris is not in this Region and it is, therefore, impossible for us to have him report to Hq AC to carry out the work necessary for the approval of the bills under question.

3. Captain Nunn left for Rome this morning.

4. In summary, most of the bills presented so tardily by the U.T.R. have already been checked on the spot by Lt. Corvini and Major Horn. There is little that they could now contribute. The only help that a representative of Major Horn could give would be for the bills presented by the U.T.R. during the last days of our stay in Rome. Certainly the responsibility rests with Lt. Col. Harris and W/Cmdr Legh-Jones, neither of whom are in this Region at the present time. The divisions which used the services of the U.T.R. have already checked that the trucks were used at a certain time, and actually delivered the goods, and have also approved all of the bills, except those sent by U.T.R. during the last days. This Headquarters does not understand what more is expected of the using Divisions. The matter must be settled by Lt. Col. Harris and W/Cmdr Legh-Jones.

MAURICE F. NEUFELD
Captain, QMC
Executive Officer

3117

PA 3/6

PA

(Mas Norden)

(ORIGINAL PASSED TO FINANCE SC
20 June 45)

59

Ref: 4605/EC.

18 June 1945.

SUBJECT: Lazio-Umbria Region Accounts.

TO : Finance Sub-Commission.
Attn: Chief Financial Adviser.

57 refers

1. Major Neufeld, Lombardia Region, mentioned to me your letter on the transport account of Lazio-Umbria Region. Lt.Col. HARRIS is not in Lombardia and they do not know where he is. Major Neufeld also said that Leigh-Jones knows a great deal about this case.

2. I instructed him, however, that the matter was viewed with great concern by you and myself, and that Major Horn was to report to ROME to clear it up.

M.B.

Brigadier,
Executive Commissioner.

MBL/JG.

4605

PERSONAL.

58

Ref: 13079/F.

12th June 1945.

13 JUN 1945

57

I have just signed a letter 13079/F of 11th June 1945 regarding bills of the Ufficio Trasporti di Rome. I am much concerned with the matter and I would ask you to give it your personal attention.

M. S. LUSH

Colonel Charles Poletti,
Regional Commissioner,
Allied Military Government,
LOMBARDIA REGION.

MSL/JG.

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

12th June 1945.

13 JUN 1945

(57)

I have just signed a letter 13079/F of 11th June 1945 regarding bills of the Ufficio Trasporti di Roma. I am much concerned with the matter and I would ask you to give it your personal attention.

M. S. L[illegible]H

Colonel Charles Poletti,
Regional Commissioner,
Allied Military Government,
LOMBARDIA REGION.

MSL/JG.

3113

4605

HEADQUARTERS ALLIED COMMISSION
Office of Executive Commissioner
APO 394

11 June 1945

13079/F

13 JUN 1945

SUBJECT: Bills of Ufficio Trasporti di Roma.

TO : Regional Commissioner,
Lombardia Region.

(50)

1. Reference is made to your letter R/2057 of 1 June on the above subject.

2. Finance Sub-Commission inform me that W/Cmdr. Legh-Jones, R.F.O. Lazio-Umbria Region, did not arrange with the Chief Accountant to transfer the checking and approval of all bills of U.T.R. to the Accounting Sub-Section.

3. Further I am informed that Major Ponder was only delegated to investigate the extent of the work required to be carried out on the bills in question before they could be approved.

4. As soon as it was apparent that only a small proportion had been checked as to services rendered and none as to accuracy of the charges the Chief Accountant put on record the fact that

(a) the checking of these bills could not be carried out by his staff as neither the personnel nor the technical knowledge was available,

(b) the only persons capable of checking the bills were the responsible Regional Officers of Lazio-Umbria Region,

(c) the bills could not be paid until checked and approved.

5. It is considered that it was obviously the duty of responsible Regional Officers to ensure that UTR rendered their accounts promptly and the explanation contained in your letter is therefore not satisfactory.

6. Lt. O'Donnell has been interviewed and appears to have had nothing to do with civilian transportation. The Chief Accountant is now informed that this was under the control of Lt/Col. Harris.

See file 58-60

(PA)

7. In view of the urgency of the matter I must ask you to instruct Lt/Col. Harris or some responsible officer delegated by him to report to this Headquarters immediately to carry out the work necessary for approval of the bills of U.T.R. Major Horn has agreed to send a representative of Economics and Supply Division to carry out their part of the work.

8. A further matter has been brought to my notice. Capt. Nunn who was in charge of the distribution of tyres to civilians, received a consignment in February from Commerce Sub-Commission.

9. These tyres should have been accounted for in accordance with Finance Sub-Commission instruction of 9 January.

10. Capt. Nunn left Rome for Lombardia Region without accounting for the consignment in question and an investigation of the records he left behind has failed to disclose the disposition of a considerable number of tyres. Further only a small proportion of the proceeds of sales appears to have been paid in to the Allied Financial Agency.

11. Finance Sub-Commission requested G-1 (Br.) to instruct Capt. Nunn to report to this Headquarters for the purpose of rendering a full accounting. A reply was received from your Region stating that Capt. Nunn would not be available until at least the end of this month.

12. The position is regarded very seriously by Finance Sub-Commission; and I must ask you therefore to instruct Capt. Nunn to report to this Headquarters immediately to render the required accounting.

13. Please acknowledge by signal

By Command of Rear Admiral STONE:

M. S. LUSH

Brigadier,
Executive Commissioner.

APGS/MCH/ms.

53

Tel: 735

9 June 1945.

Ref: 4605/53/EC.

SUBJECT: Authorisation of Expenditure.

TO : Economic Section (for Finance Sub-Commission).

43

1. Reference your 13073/F of 4 June 45 and letter from Emilia Region, R.IX/FI/125.8 dated 31 May 45, the expenditure of L. 30,000 is approved.

2. Letter under reference from Emilia Region together with its enclosure, are returned herewith.

ET

Brigadier,
Executive Commissioner.

Incl:
as above

31113

PA 10/6

2 5 2 2

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HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LOMBARDIA REGION
APO 394

JUN 6 1945

R/2057

40

1 June 1945

SUBJECT: Bills of Ufficio Trasporti di Roma.

TO : Brigadier M. S. Lush, Executive Commissioner, Hq AC.

1. Reference to your letter dated 16 May 1945, Ref. No. 4605/40/EC, subject as above.

2. In March 1945, Ufficio Trasporti di Roma began presenting Lazio-Umbria Region with thousands of bills for transport performed as far back as June, 1944.

3. The first batch of bills to be delivered was checked by Lt. Corvini, Hq Commandant, Region IV, who discovered that U.T.R. was charging to A.M.G., among other things, all transport performed where the particulars were unclear. For example, the Hq Commandant had ordered and received a certain amount of transport. U.T.R. presented him with bills for almost a million lire. When U.T.R. was asked to produce the trip tickets signed by the Hq Comdt. or his representative, it was discovered that bills contracted by four or five Army units such as R.A.A.C. had been charged to AMG.

4. W/Cmdr. LEGH-JONES, R.F.O., ordered that these bills were to be submitted to the responsible Regional Officers, particularly the Regional Food Officer, for checking and that none was to be paid until the Accounting Section of the Finance Sub-Commission had passed on the rates charged. Since this work had not been completed when the R.F.O. closed out his account, he arranged with the chief accountant to transfer the whole transaction to the Accounting Section.

5. Major PONDER, then on TD with the Accounting Section, was delegated to investigate the rates. As far as is known, when Region IV left Rome, no final report had yet been made by Major PONDER.

6. It is true that most of the transport in the early months was ordered through Capt. LEVY. Lt. O'DONNEL, however, was never in any way connected with this aspect of civilian transport in Rome. Most of the transport was performed for the Economics & Supply Division as stated.

AuH 57.

see P155

3110

(ORIGINAL PASSED TO CAPT HOLT, FINANCE SC)
7 JUNE 45

See F.57 58

49

7. In summary, failure to clear outstanding accounts was due to the fact that the Ufficio Trasporti did not present bills until March and that at least 2 months careful checking by Economics & Supply Division and Hq Commandant was necessary. As arranged with the R.F.O., W/Cmdr. Legh-Jones, the whole transaction was then turned over to Major Ponder who should be able to supply the Finance Sub-Commission with the information desired.

MAURICE F. NEUFELD
Captain, QMC
Executive Officer

4605

118

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

13075/F

4 June 1945

JUN 5 1945

SUBJECT: Authorization of Expenditure.

TO : Executive Commissioner.

1. Reference attached letter from Emilia Region.

2. Please indicate whether the expenditure described above has your approval.

for B. L. Simmons Major
Joint Director,
Finance Sub-Commission.

See 53

3110

(Lt Col Talbot)

47

Tel : 478201

30 May 1945

Ref/4605/47/EO.

SUBJECT : Bills of Ufficio Trasporti di Roma.

TO : Regional Commissioner, Lombardia Region.

Reference 4605/40/EC of 16 May 45 para 4, no explanation of the failure to clear outstanding accounts before Lazio Umbria Regional HQ in Rome were closed has yet been received at this HQ.

E. Talbot

Brigadier,
Executive Commissioner.

BU 6/6

Noted

M45450

3103

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

x605

46

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

13075/F

29 May 1945

MAY 29 1945

SUBJECT: Lt. Herman A. Kopp.

TO : Regional Commissioner (For RFO).
Liguria Region
Piemonte Region
Lombardia Region
Venezia Region.

Lt. Herman A. Kopp has been authorised to proceed to north Italy for the purpose of purchasing spare automobile parts. You are requested to afford him every facility in effecting such purchases, which are to be paid for from AC/AMG funds.

By Command of Rear Admiral STONE,

[redacted] B. E. L. TIMBOL
Major for
Joint Director,
Finance Sub-Commission.

Copy to:
HQC/9/1 13079/F.

1st Ind.

In accordance with the provisions of Establishment Memorandum No. 33, dated 15 Dec 1944, para. 3(c), expenditure is authorised in this connection to the extent of 1,[illegible] lire.

BELT/cl

Erich Hla

for M. S. LUSH, Brig.
Exe. Commissioner

3107

3108

15

Tel : 735

Ref/4605/45/EC.

30 May 45

SUBJECT : Establishment Memoranda.

TO : Establishment Section.

1. Attached draft Establishment Memorandum, subject "Control of Expenditure", is approved in principle.

2. Subject to conformity with your requirements for Establishment Memoranda it may now be issued.

E. Talbot

for Chief Staff Officer
Executive Commissioner.

Copy to : Finance Sub-Comm. (ref. 13075/F dated 27 May)

42

3107 30/5

4605

42

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

13075/F

27 May 1945

MAY 28 1945

SUBJECT: Establishment Memorandum - suggested draft of

TO : Executive Commissioner.

— 41 (But see 45)

1. Attached hereto is a suggested draft of an Establishment Memorandum whose issue is very desirable at the present time.

2. If approved please return for stencilling.

for B.E.L. Simmons Major
Joint Director,
Finance Sub-Commission

(Note: Estab Sec. are responsible for actual issuance of ESTAB MEMORANDA)

(CAPT ARNOLD)

M.43.

2324

Capt Holt
Ext 295

(40)

Ref: 4605/40/EO.

16 May 1945.

SUBJECT: Bills of Ufficio Trasporti di Roma.

TO : Regional Commissioner,
LOMBARDIA REGION.

1. In connection with the operations of the Ufficio Trasporti di Roma, the Finance Sub-Commission has received more than one thousand invoices (totalling approximately 24,000,000 lire) which were submitted for approval and payment apparently with the consent of the former LAZIO-UMBRIA Region.

2. These invoices relate to work which was carried out from June 1944 by U.T.R. for LAZIO-UMBRIA Region relative to the transportation of civilian supplies. Finance Sub-Commission cannot pay these bills until they have been properly checked and certified by the responsible Regional officers.

3. It is understood that the work as originally carried out was authorised by the former Regional Transportation Officer, Captain Joseph E. LEVI, and later by Lieutenant O'DONNELL. Undoubtedly, in addition to these two officers, there are personnel of the former Economics & Supply Division, LAZIO-UMBRIA Region, who have an accurate knowledge of these transactions. Lt.Col. BONHAM CARTER has been consulted in respect to this matter but he has not been able to shed any light on the problem.

4. It is requested that as soon as operational conditions permit you send to this HQ Lieutenant O'DONNELL and/or any other officers who may have accurate knowledge of this work in order to examine and make the necessary certificates so that Finance Sub-Commission can properly clear the invoices for payment. In the meantime, Finance Sub-Commission is arranging for the payment of 10,000,000 lire on the account pending the proper checking of the invoices. It is further directed that a full explanation be given of the failure to clear outstanding accounts before Regional HQ in ROME were closed.

for the Chief Commissioner

41-50

M S LUSH

Brigadier,
Executive Commissioner.

Copy to: Finance Sub-Commission (Ref your 13079/F of 4 May 45).

(51)

BU 28/5

3105

36

Ref: 4605/36/EC

10 May 1945

SUBJECT: Bills of Ufficio Trasporti di Roma

TO : Regional Commissioner, Lombardia Region, AC

1. In connection with the operations of the Ufficio Trasporti di Roma, the Finance Subcommission has received more than one thousand invoices (totalling approximately 24,000,000 lire) which were submitted for approval and payment apparently with the consent of the former Lazio-Umbria Region.

2. These invoices relate to work which was carried out from June 1944 by UTR for Lazio-Umbria Region relative to the transportation of civilian supplies. Finance Subcommission cannot pay these bills until they have been properly checked and certified by the responsible Regional officers.

3. It is understood that the work as originally carried out was authorised by the former Regional Transportation Officer, Captain Joseph E. Levy, and later by Lieutenant O'Donnel. Undoubtedly, in addition to these two officers, there are personnel of the former Economics and Supply Division, Lazio-Umbria Region, who have an accurate knowledge of these transactions.

4. It is requested that, as soon as operational conditions permit, you send to this Headquarters Lieutenant O'Donnel and any other officers who may have accurate knowledge of this work in order to examine and make the necessary certificates so that Finance Subcommission can properly clear the invoices for payment. In the meantime Finance Subcommission is arranging for the payment of 10,000,000 lire on the account pending the proper checking of the invoices.

see folio 40

3102

3102 Brigadier,
Executive Commissioner.

4605

35

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

13079/F. 4 May 1945

SUBJECT: Bills of Ufficio Trasporti di Roma.

TO : Executive Commissioner
HQ. AC.

MAY 6 Rec'd

1. Invoices more than one thousand in number, and amounting to approximately 24.000.000 lire from Ufficio Trasporti di Roma have been submitted to this office by, apparently, the late Lazio-Umbria Region for approval and payment.

2. These invoices relate to work carried out by U.T.R. for Lazio-Umbria Region in connection with the transportation of Civilian Supplies from June 1944 onwards. They cannot be paid by this Sub-Commission because they have not been properly checked and certified by the responsible regional officers.

3. The charges come under the following classifications: 37

(a) Work carried out for Economic and Supply Division (amount approx. lire 15.000.000). These have been certified by the Supply Officer of the Region as to services performed but not as to correctness of the amounts charged (copy of letter from Supply Officer attached).

(b) Work carried out for Economic and Supply Division (amount approx. lire 7.000.000). These invoices are not certified at all.

(c) Invoices in respect of Transportation for American Red Cross (amount approx. lire 1.200.000). Not certified at all.

(d) Invoices for Transportation on behalf of 6th General Hospital (amount approx. lire 500.000). Not certified at all. It is understood the Regional Transportation Officer, Capt. Joseph E. Levy authorized the work.

3100

See Mins 37 38 39 41
Folio 40

27
34

33.

4. A request was made by U.T.R. to the Regional Commissioner Lazio-Umbria Region on 28 February (copy of letter attached), asking him to direct that a settlement should be effected. From this it would appear that the invoices were originally submitted some time before the closing down of the Region.

5. This office is unable to check and certify these invoices because (a) it has not the necessary data or knowledge of the transactions, rates agreed etc. (b) it has not the available personnel and (c) it is not in their province to do so. These invoices should have been certified for payment by responsible officers of Lazio-Umbria Region before closing down of the Region. Until they are properly certified they cannot be paid.

6. We are informed that all the work carried out was authorized by the Regional Transportation Officer, who we believe to have been Capt. Joseph E. Levy in the earlier period and latterly Lieutenant O'Donnel.

7. We can only suggest that these officers and some officer from the late Economic and Supply Division Lazio-Umbria be instructed to provide the necessary certification. In our view these invoices are too bulky to be sent round the country and it would appear necessary for the officers concerned to carry out the work at this headquarters.

8. In the meantime we are arranging a payment on account of Lire 10.000.000 pending the proper checking of the invoices.

9. Your instructions as to how the matter should be dealt with will be appreciated.

A.P. Grafftey-Smith
Brig.

Joint Director
Finance Sub-Commission.

33

Dear Colonel,

as to your knowledge the "Ufficio Trasporti" has effected, from the time it was established, numerous transports on account of various Allied Concerns for a total amount, so far invoiced, of about 25 millions lire.

Debit notes have been duty sent to above Concerns. Hereafter the list of the Allied Military Concerns in question showing the amount due by each them:

American Red Cross	L.	1.015.510,60
A.M.G.- Economics and Supply	"	15.115.359,45
A.M.G.- Signal Officer R.A.A.C.	"	5.697.992,80
A.C.- Communication Division - Major Hawker	"	2.257.284,15
A.C.- Rome Region - Motor Transp. Division	"	84.903,30
Headquarters Lazio Region - Engineering Division	"	83.485,45
A.C.- Engineering Division - Via del Mare	"	130.205,60
Medical Supply Depot Region	"	4.081,10
Governo Militare Alleato	"	177.976,20
" " " - Commerce Sub Commission	"	5.032,35
6th General Hospital - Ospedale Buon Pastore	"	456.389,65

Notwithstanding the invitations we have not received any settlement so far and I beg therefore to ask your intervention for the settlement of the invoices or to effect at least a payment on account of not less than 15 millions.

With many thanks

Your sincerely

WV/ac.

3102

32

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO-UMBRIA REGION
APO 394

ES/1377

3 March 1945

SUBJECT: Bills of Ufficio Trasporti di Roma.

TO : Headquarters Commandant
(Attn. Lt. Corvini)

1. There have been presented for our signatures hundreds of bills by the Ufficio Trasporti di Roma for trucks used in the distribution of foodstuffs and newsprint under the former control of the Division. These bills show on their face certain mileages and gasoline consumption together with various tax data and other information. The bills bear the following stamp which we are authenticating with our signatures, to wit: Goods Services received and checked....... Prices verified.

2. In order that the import of our signatures may be distinctly understood please be advised that we do not vouch for the mileages, gasoline consumption or any other claimed charges. Our signature should be considered as only certifying that the trucks were in fact used for the purpose claimed on the date set forth. Beyond this we have no information and no intention of certifying.

/s/ R.E. Horn, Major
R.E. HORN, Major
Regional Supply Officer
Lazio-Umbria Region, AMG.

DISTRIBUTION:

(1) Addressee
(1) Transportation Division
(1) Adjutant's File
(1) Central File.

3103.

4605

31

14/4

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

76/26/EST

9 April 1945

APR 10 1945

MEMORANDUM TO: All Sections and Independent Sub-Commissions

SUBJECT : Printing and Stationery Expenditures

1. In order to insure that the expenditure of public funds for printing and stationery is kept to an absolute minimum, the following procedure will be immediately adopted in this Headquarters.

2. In all cases involving printing and stationery expenditures, sections and independent subcommissions will submit with their final request to the Headquarters Commandant a certification that the project to cost approximately .... lire is an absolute necessity for the efficient conduct of their business. The cost estimate will first be obtained from the Printing Officer, Headquarters Commandant's Office.

3. The Vice President of the Section will scrutinize the project and sign the certificate on projects in which the cost is in excess of 200,000 lire; the Headquarters Commandant will then further certify on such project that the proposed expenditure is the lowest at which the project can be accomplished under existing conditions before submitting to Executive Commissioner for approval.

4. It is understood that bids must be accepted within seven days for the contract to become operative in order to meet the rapidly fluctuating costs.

G. R. PARKIN,
Colonel, Inf.,
A/Vice President

16/4

3093

DISTRIBUTION:
"B"
Less Gp II & III

(All OFFRS)

[redacted]

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

NEF/mrd

Ref: 4605/30/EC. 5 April 1945

SUBJECT: Local Purchases

TO : Vice President, Establishment Section

1. Several days ago the Headquarters Commandant asked for authority to spend 240,000 lire for typewriters. I found that these typewriters could be supplied by G-4 and consequently did not approve the expenditure. The attached memorandum has just been brought to my attention. This expenditure will not be approved.

2. Before negotiating for the purchase of any supplies or material, you should first ascertain that they are not available from stocks in hand.

(Sgd) NORMAN E. FISKE

NORMAN E. FISKE
Colonel
Acting Executive Commissioner

3098

COPY

29

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

HQC/8

CAB/ejb
8 March 1945

SUBJECT: Printing - Transportation Sub-Commission

TO : Executive Commissioner

1. The attached order is being submitted for your approval please.

2. The quantities have been discussed with Tranportation, and they state that they have carefully screened their requirements.

3. The format of the text has been reduced slightly for a more economical cut of paper, and where possible the quality of the stock has been lowered.

4. The cost is approximately as follows:

		Lire
4000	Instruction Books	320,000
1000	Appendix C (Truck Register)	3,900
250000	Appendix E (Trip Ticket in duplicate and padded, a total of 5,000 pads	825,000
10000	Appendix F (Master Dispatch Record)	39,000
250000	Appendix G (Transportation Request)	362,500
5000	Appendix H (Bill Heads)	7,250
		L. 1,557,650

Original sent back to Hq Com'dt.

/s/ R. H. Robertson
/t/ R. H. ROBERTSON, Colonel
Hq Commandant

"The estimated cost of L. 1,557,650 for printing Instruction Books and Forms for the Transportation Sub-Commission is considered the lowest at which the project can be accomplished under existing conditions."

3057

Ref. 4605/28/EC
22 March 45

/s/ R. H. Robertson
/t/ R. H. ROBERTSON
Hq Commandant

PA

23/3 Approved.
/s/Norman E. Fiske, Colonel
A/Exec Commr

26

D R A F T

MEMORANDUM TO: All Sections and Independent Subcommissions

SUBJECT : Printing and Stationery Expenditures

In order to insure that the expenditure of public funds for printing and stationery is kept to an absolute minimum, the following procedure will be immediately adopted in this Headquarters.

In all cases involving printing and stationery expenditures, sections and independent subcommissions will submit with their final request to the Headquarters ~~Purchasing and Contracting Officer~~ COMMANDANT a certification that the project to cost approximately __________ lire is an absolute necessity for the efficient conduct of their business. The cost estimate will first be obtained from the ~~Purchasing and Contracting~~ PRINTING Officer, Headquarters Commandant's Office.

The Vice President of the Section will scrutinize the project and sign the certificate: on projects in which the cost is in excess of 200,000 lire the Headquarters Commandant will then further certify that the proposed expenditure is the lowest at which the project can be accomplished under existing conditions before submitting to Executive Commissioner for approval.

IT IS UNDERSTOOD THAT BIDS MUST BE ACCEPTED WITHIN SEVEN DAYS ~~IN ORDER~~ FOR THE CONTRACT TO BECOME OPERATIVE IN ORDER TO MEET THE RAPIDLY FLUCTUATING COSTS.

3095

DRAFT

MEMORANDUM TO: All Sections and Independent Subcommissions

SUBJECT : Printing and Stationery Expenditures

In order to insure that the expenditure of public funds for printing and stationery is kept to an absolute minimum, the following procedure will be immediately adopted in this Headquarters.

In all cases involving printing and stationery expenditures, sections and independent subcommissions will submit with their final request to the Headquarters Purchasing and Contracting Officer a certification that the project to cost approximately __________ lire is an absolute necessity for the efficient conduct of their business. The cost estimate will first be obtained from the Purchasing and Contracting Officer, Headquarters Commandant's Office.

On projects in which the cost is in excess of 200,000 lire the Headquarters Commandant will then further certify that the proposed expenditure is the lowest at which the project can be accomplished under existing conditions.

before submittal to Ex Comm. for approval

The V P of the Section will scrutinize the project and ~~submit the~~ sign the certificate:

HEADQUARTERS ALLIED COMMISSION 4605
APO 394
FINANCE SUB-COMMISSION

22

13075/F

14 March 1945

MAR 15 1945

SUBJECT : Printing Costs.

TO : Executive Commissioner.

21

1. I refer to your 4605/25/EC of 9 March 1945, on the subject of AC/AMG funds.

2. The regulations governing the expenditure of AC/AMG funds are laid down in Executive Memorandum N°5 of 12 August 1944, and Executive Memorandum N°33 of 15 December 1944. It is the opinion of the Joint Directors of this Sub-Commission and of the Chief Accountant that ample safeguards have been provided. As you are aware we have an Audit Section under the Chief Accountant which examines all expenditures of AC/AMG to see if they conform to existing regulations.

3. The Finance Sub-Commission is not in a position to examine individual cases of expenditure. Two factors are always involved : (a) is the project necessary, (b) is the amount to be spent reasonable? We cannot answer either of these questions. The first can only be answered by the Sub-Commission (and ultimately the Section Vice-President) concerned; the second question can only be answered by the officer in charge of contracting for similar works (the HQ Commandant).

4. In the specific case of the printing for Transportation Sub-Commission, I note that the HQ Commandant's memo HQC/8 of 8 March to you does not contain either a justification of the expenditure or a statement that he considers the amount to be spent fair and reasonable. I would suggest that you issue instructions to the HQ Commandant that these two elements be included in any future request submitted to you for your approval.

A.G. Grafftey-Smith
Brig

Joint Director
Finance Sub-Commission

2341

[redacted]

21

Ref: 4605/25/

9th March 1945.

SUBJECT: Printing Costs.

TO : Chief Financial Adviser.

1. I have before me an application to spend L.1,557,650 on behalf of the Transportation Sub-Commission who wish to issue 4000 Instruction Books and a great quantity of appendices in connection with the organisation and administration of truck pools.

2. I have little doubt that these instructions and appendices attached are very desirable and possibly very necessary for the proper working of the Sub-Commission, but I am not prepared to sign an approval for the issue, for instance, of 4000 books at a cost of 320,000 Lire and the rest of the documents, without very much more information. I can imagine no organisation responsible for public funds being willing to sign away large sums of money in this manner.

3. I think it is necessary to establish a procedure by which Sub-Commissions who have to incur expenditure over a certain amount should submit a case either to you, or to me through yourself, in order that full consideration can be given to the expenditure of public work.

4. I should like your comments on the attached case.

Sent with original letter

M S LUSH

MSL/JG.

Brigadier,
Executive Commissioner.

Copy to: Transportation Sub-Com.
Headquarters Commandant.

3092

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4605

13.

HEADQUARTERS ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

APO 394

CAB/ejb

30 January 46

JAN 31 1945

HQC/3

SUBJECT: HQ AC Year Book.

TO : Chief of Staff.

1. The "Year Book" was published to meet demands for 1946 calendars, desk pads, diaries, etc. which this Branch has been receiving.

2. Current prices of year books (in Italian and of considerably inferior grade) average between 150 to 200 Lire. Fillers for desk calendars cost almost as much and then there is the problem of no standard calendar stand, thereby making it impossible to order fillers in quantity.

3. The Year Book in addition to being a useful part of an AC officer's desk equipment, contains an up-to-date telephone directory, the last issue being very much out-of-date.

4. A total of 1000 copies was published at a cost of 200,000 Lire and the books were turned over to Headquarters Supply for issue to all officers of this Headquarters and Regional Commissioners.

5. The matter has been discussed with the Chief Accountant and it is felt that it is a most justifiable housekeeping charge.

R. H. Robertson, Colonel
R. H. ROBERTSON
Hq. Commandant.

3092 see Minute 16 & 17

17 - 19

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

12

Ref. 4605/12/COS

23 January 1945

SUBJECT: Printing of "Desk Guide to Italy"

TO : Information Division

Reference your 3113/Info of 16 January 44.

Authorization is hereby granted for the printing of approximately three hundred copies of the above-mentioned book plus 500 copies of each page at an approximate cost of 80,000 lire.

Printing Office, Hq Commandant Branch, will arrange for work.

Chief Staff Officer
To the Chief of Staff

3090

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

4605

10

HEADQUARTERS ALLIED COMMISSION

Information Division

APO 394

Tel: 48908:
Ext: 578 & 361

Date 16 January 1945.

JAN 16 1945

File Ref: 3113/Info.

Subject: Authorization for printing of book prepared by Information Division.

To: Lt. Col. Shipp.

1. Request is made that authorization be granted for the printing of approximately three hundred (300) copies of the book entitled " Desk Guide To Italy ".

2. The book is now complete and ready to be forwarded to the printers.

9.

3. Attached please find approval by Major Lionel Fielden, Director, Public Relations Branch.

George W. Cashman
GEORGE W. CASHMAN
1st. Lt. Inf.
Public Relations Br.

see Minute 11
7 Feb 45

3083

4605

9

HEADQUARTERS ALLIED COMMISSION

Information Division

APO 394

Tel 480081
Ext. 578 & 361

Date 15 January 1945

File Ref: 3113/Info.

JAN 16 1945

Subject: Authorization.

To: Major LIONEL FIELDEN, Director, Public Relations Branch, A.C.

1. The book entitled " DESK GUIDE TO ITALY " is ready to go to press.

2. It now becomes necessary to obtain the necessary authorization for its publication.

3. Brigadier Lush has seen the book, and as of January 11, 1945, indicated that it should be given a wide circulation.

4. Lt. Col. Shipp has also seen the book and concurs that it should be given a wide circulation. He indicates, however, that consideration should be given to the cost of printing.

5. My opinion with regard to the book is that:

a) It should be bound since the cost of binding is not very much more than the cost without binding, the principal cost being in the plates.

b) The book should be distributed to all Officers doing staff work, to Directors and Deputy Directors of all Sub-Commissions, and to Regional Headquarters.

6. It is suggested that approximately three hundred (300) copies be printed.

George W. Cashman
GEORGE W. CASHMAN
1st. Lt. Inf.
Public Relations Br.

APPROVED BY Lionel Fielden
LIONEL FIELDEN, Major
Director,
Public Relations Branch.
Allied Commission.

3088

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff
++++++++++++++++++++++++++++++

Tel: 451

16 November 44.

Ref : 4605/8/COS

SUBJECT : Approval of Expenditures by HQ Commandant.

TO : Establishment Section
attention HQ Comdt.

1. Reference is made to our 60/COS of 6 October 44 in which approval was given the HQ Commandant to approve expenditures in respect to printing up 200,000 lire (two hundred thousand).

2. The above letter is hereby modified and approval is given for the HQ Commandant to approve other expenditures as authorised by existing regulations, up to the amount of 200,000 lire (two hundred thousand).

Major E. Talbot

Chief Staff Officer,
To the Chief of Staff.

3087/11

7

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff
++++++++++++++++++++++++++++++++

Ref: 60/7/COS.

13 October 1944.

SUBJECT: Printing.

TO : Establishment Section.

1. To co-ordinate approvals issued by this office reference is made to the following:

2

Ref. 60/2/COS of 5 October (attached at A). Para.2 and 3 of this letter, marked for the attention of the HQ Commandant, is hereby cancelled.

3

Ref. 60/3/COS of 5 October (attached at B). The Recommendation made in this letter stands but in addition it is requested that the amendment to Establishment Memorandum No.5 include authority for the increased limits of expenditure. These are set out in Ref. 60/COS of 6 October (attached at C). 6

2. Copies of the above letters are attached as stated.

Chief Staff Officer,
To the Chief of Staff.

B/A

3088

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff

Ref 60/COS. 6th October, 1944

SUBJECT: Printing.

TO : Establishment Section
(For attention HQ Commandant).

1. I refer to your letter of the 3rd October No. HQC/8 which is returned herewith. You will see that the expenditure therein has been approved.

2. In future authority is given to you to approve sums in connection with printing of General Orders, Proclamations, etc., up to a sum of 200,000 lire (two hundred thousand).

Brigadier,
Chief of Staff.

Deputy Chief of Staff,
Establishment Section.

This has been approved by C.C.S. subject to any comments which you may wish to make.

Chief Staff Officer,
To the Chief of Staff.

7th October, 1944
Incl. 1

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60/COS 5

Lt. Col. Shipp;

Major Simmons states that Finance S.C. will always be ready to pass on any expenditure referred to them by the C of S. As a general thing however they feel that unless the expenditure is exceptional, the Hq. Commandant is competent to deal.

emf 5/10

To instruct HQ Comdt to refer direct to HQ Comdt to take instead of the C of S (with copy of letter to Finance S.C.) for another matter. Revise at end of Oct.

H 5/10

Up to £200,000.

3084.

HR 16/X.

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

Office

Capt Oden
Will you pl ring
Maj Thurmond Finance
Sc and find out which
he wishes done. The CoS
wishes that to wait if possible.
[illegible] 5/10

I think that this work can now be delegated to Dorich Finance Sub Com. unless he agrees to leave it in hands of H.Q. Comndt. I should prefer ~~him~~ Finance to bear the burden for another 2 months

R 4/8087

3

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff
++++++++++++++++++++++++++++

Ref: 60/3/COS.

5 October 1944.

SUBJECT: Local Purchases and Contracts.

TO : Establishment Section.

1. With reference to Establishment Memorandum No.5 para.4 d (3), it is considered desirable to substitute "Purchasing and Contracting Officer" for "Executive Commissioner". Do you see any objection to this ?

2. If you agree please also substitute "Chief of Staff" for "Executive Commissioner" where the latter appears elsewhere in the Memorandum and issue an amendment.

This letter sent on file 60 "Correspondence - Establishment Memoranda".

(sgd) E. T

Chief Staff Officer,
To the Chief of Staff.

Copy to:
FE Comdt.

3082

3?/A

2

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff
++++++++++++++++++++++++++

Ref: 60/2/COS.

5 October 1944.

SUBJECT: Printing Approval.

TO : HQ Comdt.

1. Reference your HQC/8 dated 2 Oct 44, approval is given for the printing of the items enumerated at an estimated cost of L.31,700.

2. It is intended to modify the provisions of Establishment Memorandum No.5 para.4 d (3) giving to you authority to approve for this HQ expenditure between 10,000 and 100,000 lire.

3. Proposed expenditure above this figure will be approved by Chief of Staff.

(Sgd) E.T.

Chief Staff Officer,
To the Chief of Staff.

3080

1

Maj Talbot.

1. Ref attd. approval is applied for in accordance with Estab. Mem. 5 dated 2 Aug 44, para 4 d (3).

2. If C of S no longer wishes to approve under 4 d (3) suggest HQ Cmdt has sufficient rank to do so.

3. Recommend that provisions of 4 d (4) be retained.

4. If 2 + 3 above are agreed ~~to~~ Estab Mem 5 will be amended accordingly.

4 Oct 44

[illegible] Capt

Capt [illegible]

[illegible] 2 + 3 above [illegible]

1. [illegible]

[illegible]

2. [illegible] 2 + 3 [illegible]

[illegible]

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[redacted]

4605

1A

ALLIED CONTROL COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Printing Approval. FILE No. HQC/8

TO: Chief of Staff, HQ, ACC. 2 October 1944

3 OCT Recd

May approval please be given for the printing of the following:

Establishment Memorandum No. 5
Executive Memoranda Nos. 5, 10, 12, 36, 38 and 39.

These will set to approximately 34 pages, at an estimated printing cost of 31,700 Lire.

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

Rec 2

3073

113

COPY

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

27 January 1944

ADMINISTRATIVE ORDER)
:
NUMBER 2)

ORDERS REGARDING THE EXPENDITURE OF PUBLIC FUNDS BY AMG-ACC OFFICERS

1. General

a. As a general principle, no officer is entitled to expend public funds or incur expenditure chargeable to public funds except where such expenditure is duly authorized by regulations, orders by higher authority, or specific orders from this Headquarters. The only exception to this is in cases of emergency where there is no time for reference to higher authority. In such a case, an Officer may incur public expenditure up to a reasonable amount as a matter of urgent operational necessity and will immediately report such action with full details of the circumstances and the amount incurred or expended.

b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6c. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AMG-ACC to make payments, or submit claims, under the procedure prescribed by those regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from ASFA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through the Chief Accountant.

3. Out-of-Pocket Expenses.

a. It may happen that Officers and EM/OR on detached duty, or on tour in connection with their official duties are unable to arrange accommodation and messing

1. General

a. As a general principle, no officer is entitled to expend public funds or incur expenditure chargeable to public funds except where such expenditure is duly authorized by regulations, orders by higher authority, or specific orders from this Headquarters. The only exception to this is in cases of emergency where there is no time for reference to higher authority. In such a case, an Officer may incur public expenditure up to a reasonable amount as a matter of urgent operational necessity and will immediately report such action with full details of the circumstances and the amount incurred or expended.

b. If an Officer contravenes the above order, the amount expended will be disallowed and he will be called upon to pay the sum from his own pocket.

c. Certain sums incurred in the past have been disallowed and are now outstanding. As a result of further consideration they are to be written off, and amounts already paid by certain Officers are being refunded. Separate orders regarding this have been issued.

d. The object of this order is to lay down clear instructions for the future which can be acted upon forthwith. This order will have retrospective effect from 30 October 1943, except as provided in paragraph 6a. below. Any pending cases originating before that date, however, will be considered on their individual merits.

2. Difficulties of an Inter-Allied Organization - Action to be Taken.

a. British and American regulations vary considerably. It is not, therefore, always possible in the case of AMG-ACC to make payments, or submit claims, under the procedure prescribed by those regulations.

b. Except, therefore, in the case of British Servant Allowance, which is dealt with in paragraph 5 below, and all normal pay and allowance questions, payments will be made from AMFA funds, and the necessary adjustments as between the British and American Army financial authorities will be made by the Finance Sub-Commission through the Chief Accountant.

3. Out-of-Pocket Expenses.

a. It may happen that Officers and EM/OR on detached duty, or on tour in connection with their official duties are unable to arrange accommodation and messing at Government expense and have to make their own arrangements. In such cases, a claim giving full details will be submitted to Regional, or Army AMG, or (in case of the Chief Officer of a Region, or Army AMG), to this Headquarters for Sanction and payment.

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b. No claims under this paragraph will be submitted by American Officers for expenses incurred in respect of a period during which they were in receipt of "per diem" allowance.

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

RESTRICTED

Adm O No. 2 - 27 Jan 44 (Cont'd.)

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.

5. Personal Servants (British Officers only).

a. The overall British W.E. does not provide specifically for batmen, and only in very rare cases will it be possible to provide general duty men to act in that capacity. The vast majority of Officers will therefore be entitled to servant allowance at two shillings per day, and may if they wish engage personal servants at their own expense. Servants may be shared under private arrangements between Officers concerned.

b. Separate instructions regarding the conditions under which servant allowance may be claimed by Officers not already in possession of it are being issued shortly.

6. Hiring of Civilian Personnel Other than Personal Servants.

a. The general principle to be observed is that except where otherwise provided by regulations or orders, civilian personnel can only be employed in authorized vacancies in a WE/TO where soldiers are not provided.

(1) In an organization such as AMG-ACC however, the rigid application of this rule would lead to a number of hardships and anomalies.
(2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
(3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMG-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
(4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - ACI. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B", such private servants as may be employed under paragraph 5 of this order. Officers concerned, will, however, bear in mind that they are responsible for exercising the greatest possible economy at all times, and if the presence of private servants renders it unnecessary to engage the full number of staff allowed under Appendix "B", the number of the latter employed will be reduced accordingly to what is reasonably necessary.

a. The overall British W.E. does not provide specifically for batmen, and only in very rare cases will it be possible to provide general duty men to act in that capacity. The vast majority of Officers will therefore be entitled to servant allowance at two shillings per day, and may if they wish engage personal servants at their own expense. Servants may be shared under private arrangements between Officers concerned.

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(1) In an organization such as AMG-ACC however, the rigid application of this rule would lead to number of hardships and anomalies.
(2) In Appendix "A" hereto, therefore, details are given of various classes of civilian employees, the conditions under which they may be hired at the public expense, and the authority on which the instructions given in the Appendix are based.
(3) Appendix "A" is not exhaustive - it deals with classes of employees about which doubt exists, and which are particularly applicable to AMG-ACC. The hiring of laborers of various kinds is well established and is covered by AFHQ instructions. Such labor is usually hired by the Army Labor Service. Cases of doubt not covered by Appendix "A" will be referred to this Headquarters.
(4) Appendix "B" gives the scale on which Cooks and Mess Servants to supplement or in lieu of soldier personnel may be hired. This scale is based on British Army Council Instruction 761 of 1941, but modified so as to provide for the absence of batmen, who are taken into account by the above quoted - ACI. It is not proposed to take into account, by way of imposing any official limit on the number of mess employees to be engaged up to the scale laid down in Appendix "B", such private servants as may be employed under paragraph 5 of this order. Officers concerned, will, however, bear in mind that they are responsible for exercising the greatest possible economy at all times, and if the presence of private servants renders it unnecessary to engage the full number of staff allowed under Appendix "B", the number of the latter employed will be reduced accordingly to what is reasonably necessary.

b. It must be clearly understood that civilian cooks and orderlies may only be hired under this paragraph for authorized Messes - i.e., Messes authorized by RCAOs, Regional Commissioners, SCAOs, Army AMG, or this Headquarters.

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RESTRICTED

c. Until the new British overall WE is published and activated, (which will be very shortly) it will not be clear to what soldier personnel a unit or detachment is entitled. Even if entitled, soldier personnel may not be forthcoming. Civilians will, therefore, be hired in accordance with physical fact - on the basis of soldier personnel actually present with the unit and employed in the capacity concerned.

d. All civilians will be hired at current official rates. Any excess over these rates paid must be met from private funds.

e. In cases where civilians employed in Officers' Messes have been paid out of Mess funds, mess accounting officers concerned may submit a claim with a brief statement of the circumstances, to Regional, Army AMG, or this Headquarters, as the case may be, for a refund. Such claims must be strictly limited to what would have been admissable under the terms of this order. Refunds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 October 1943. They are not applicable to Sicily except in so far as they may be made under the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedure.

A. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

B. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

By command of Lieut. General MAC FARLANE:

L.W. STEARNS,
Capt., AGD.
Asst. Adj. Gen.

OFFICIAL :
(sgd.) L.W. Stearns,
L.W. STEARNS,
Capt., AGD.
Asst. Adj. Gen.

DISTRIBUTION :
12 - Region I
12 - Region II
8 - Region V
1 - G-1
2 - G-4
3 - Exec. O
1 - Political Section
1 - Comms Section

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[illegible] funds, mess accounting officers concerned may submit a claim with a brief statement of the circumstances, to Regional, Army AMG, or this Headquarters, as the case may be, for a refund. Such claims must be strictly limited to what would have been admissable under the terms of this order. Refunds under this sub-paragraph will be effective as from date of arrival in Italy, on or after 30 October 1943. They are not applicable to Sicily except in so far as they may be made under the terms of paragraph c. or d. above.

7. Method of Payment and Accounting Procedure.

A. Civilians hired under the terms of Serials 1-6 of Appendix "A" to this Order may be included on any payroll dealing with other classes of hired civilians if they are certified by the Officer employing them as coming within the terms of this Order, or they may be paid on a separate payroll.

B. Any supplementary instructions which may be required to prescribe the procedure whereby payments are to be made or accounting methods to be adopted will be issued direct to all concerned by Chief Financial Officers of Regions (to Regional Officers), of AMG Armies (to Officers of AMG Armies) and of this Headquarters (to Officers of this Headquarters).

By command of Lieut. General MAC FARLANE:

L.W. STEARNS,
Capt., AGD.
Asst. Adj. Gen.

OFFICIAL :
(sgd.) L.W. Stearns,
L.W. STEARNS,
Capt., AGD.
Asst. Adj. Gen.

DISTRIBUTION :
12 - Region I
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8 - Region V
1 - G-1
2 - G-4
3 - Exec. O
1 - Political Section
1 - Comms Section
1 - Economic Section
1 - Admin. Section
4 - Finance Sub-Commission
6 - HQ Comdt. Naples) Includes copies for Officers
6 - HQ Comdt. Salerno) Messes and Mess Council.
6 - Brindisi Detachment
4 - O.C. Rear Detachment (Palermo)
2 - British Admin HQ
2 - HQ 2675 (American) Regt. ACC
30 - HQ AMG ACFN (for favour of distribution to AMG 5th and 8th Armies, Region III and Region IV).
6 - Region VI
12 - Spare
(Distribution controlled by Executive Office)

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RESTRICTED

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

Appendix "A" to Admi

Dated..................27

HIRING OF CIVILIAN EMPLOYEES

SERIAL NO a	CLASS OF EMPLOYEE b	CONDITIONS OF HIRING AND AUTHORITY c	WHETHER ENTITLED TO RATIONS & AUTHORITY d	SCALE A
1	Cooks, Officers' Messes	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 030, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ ADV. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per (ACI 76
2	Cooks, EM/OR Messes & (British) Sergeants Messes	do		
3	Mess Orderlies Officers' Messes	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.		War Dep cular N Jan.194
4	Mess Orderlies EM/OR and (British) Sergeants' Messes	Up to scale laid down in Appendix "B"		

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

Appendix "A" to Admin Order No. 2..........

Dated..............27 January 1944..........

HIRING OF CIVILIAN EMPLOYEES

EE	CONDITIONS OF HIRING AND AUTHORITY c	WHETHER ENTITLED TO RATIONS & AUTHORITY d	SCALE AND AUTHORITY e	REMARKS f
	Up to the scale laid down in Appendix "B" to supplement or replace soldier cooks. (No. 2 District Letter No 21/1A dated 16 December 1943)	American rations may be issued as part of the employees' remuneration under NATOUSA Circular No. 230, dated 26 November 1943. There is at present no corresponding authority to issue British rations, but this matter is being taken up. AFHQ ADV. Echelon letters No 75/Q-1 dated 4 January 1944 and 25/Q dated 14 December 1943 (App. "A") give a certain limited authority.	As per Appendix "B" (ACI 761 of 1941)	
ses vants	do		do	
ffi-	Up to scale laid down in Appendix "B" See also paragraph 6a of this Order.		do War Department Circular No 21 dated 15 Jan.1943 alsolrefers	
a)	Up to scale laid down in Appendix "B"		do	

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

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Appendix "B" to Admin Order No.2.

Dated........27 January 1944

AUTHORISED SCALE OF COOKS AND MESS ORDERLIES FOR MESSES IN AMG-ACC

(Based on Army Council Instruction 761 of 1944)

1. OFFICERS' MESSES

No. in Mess	Cooks	Mess Orderlies
1 - 5	1	1
6 - 10	1	2
11 - 20	1	3
21 - 30	2	4
31 - 40	2	5
41 - 50	2	6
51 - 60	2	7
61 - 70	2	8
71 - 80	2	9
81 - 90	3	10
91 - 100	3	11

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every 5 Officers.

2. SERGEANTS' MESSES

No. in Mess	Cooks	Mess Orderlies
under 10	1	-
11 - 20	1	1
21 - 24	1	2
25 - 30	2	1
31 - 40	2	2
41 - 50	2	3
51 - 60	2	4
61 - 70	2	5
71 - 74	2	6
75 - 80	3	5

and thereafter 1 additional mess orderly for each 10 or part of 10 in the mess.

3. EM/OR MESSES.

NO. in Mess	Cooks	Mess Orderlies

30' 14

1 - 5	1	1
6 - 10	1	2
11 - 20	1	3
21 - 30	2	4
31 - 40	2	5
41 - 50	2	6
51 - 60	2	7
61 - 70	2	8
71 - 80	2	9
81 - 90	3	10
91 - 100	3	11

and thereafter 1 cook for each 50 Officers and 1 Mess Orderly for every 5 Officers.

2. SERGEANTS' MESSES

No. in Mess	Cooks	Mess Orderlies
under 10	1	-
11 - 20	1	1
21 - 24	1	2
25 - 30	2	1
31 - 40	2	2
41 - 50	2	3
51 - 60	2	4
61 - 70	2	5
71 - 74	2	6
75 - 80	3	5

and thereafter 1 additional mess orderly for each 10 or part of 10 in the mess.

3. EM/OR MESSES.

30' 14

NO. in Mess	Cooks	Mess Orderlies
Under 10	1	-
10 - 35	1	1
36 - 75	1	2

and thereafter 1 cook for each additional 50 and 1 mess orderly for each additional 35.

SERIAL NO a	CLASS OF EMPLOYEE b	CONDITIONS OF HIRING AND AUTHORITY c	WHETHER ENTITLED TO RATIONS & AUTHORITY d	SCALE AND AUTHOR[ITY] e
8	Clerks	do.	No.	As in Serial [6] Column c
9	Civilians not provided for above or under AFHQ or other proper authority.	Prior authority will be requested from this Headquarters, giving details and reasons.	–	–

OYEE	CONDITIONS OF HIRING AND AUTHORITY c	WHETHER ENTITLED TO RATIONS & AUTHORITY d	SCALE AND AUTHORITY e	REMARKS f
	do.	No.	As in Serial 6, Column c	
pro- e or other ity.	Prior authority will be requested from this Headquarters, giving details and reasons.	–	–	–

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SERIAL NO a	CLASS OF EMPLOYEE b	CONDITIONS OF HIRING AND AUTHORITY c	WHETHER ENTITLED TO RATIONS & AUTHORITY d	SCALE AND AUT e
5	Cleaners for Officers' Billets	(1) If Officers are accomodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "B" (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The Minimum co ed essential t responsible Of Regard will be No. of privat vants employed Paragraph 6 of Order. (Authority: Thi Order)
6	Civilians employed in the preparation of buildings shortly to be occupied and other classes of temporary employment	Up to what is reasonably necessary in the circumstances.	No	See column c (Authority: Thi Order)
7	Office Cleaners	do	No	As in Serial Column c

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CONDITIONS OF HIRING AND AUTHORITY c	WHETHER ENTITLED TO RATIONS & AUTHORITY d	SCALE AND AUTHORITY e	REMARKS f
(1) If Officers are accomodated in a requisitioned hotel which includes a mess, it may be necessary to engage servants for cleaning of bedrooms, passages, etc. in excess of the scale of mess servants authorized in Appendix "B" (2) Similarly, cleaners may be required for any form of Officers' billet, whether or not a mess is in the same building, if such work cannot be performed by soldier personnel or private servants.	As for Serials 1 - 4	The Minimum considered essential by the responsible Officer. Regard will be had to No. of private servants employed under Paragraph 6 of this Order. (Authority: This Order)	Proposed scale will be submitted for each individual case to Chief Regional or Army AMG Officers or Headquarters, to Executive Officer for Sanction.
Up to what is reasonably necessary in the circumstances.	No	See column c (Authority: This Order)	do
do	No	As in Serial 6 Column c	

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