

Declassified E.O. 12356 Section 3.3/NND No. 785015

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BY
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Declassified E.O. 12356 Section 3.3/NND No. 785015

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TRAVEL - ALLIED CIVILIAN
PERSONNEL (INVESTIGATION
BY CHIEF COMMISSIONER)
JULY 45 - AUG 45

10611/EST

HEADQUARTERS ALLIED COMMISSION
APO 394
Establishment Section

Ref/106/EST

9 August 1945

SUBJECT: Allied Civilian Travel

TO : Chief Commissioner

1. Reference is made to your letter of 23 July, subject as above, no reference.

2. With particular reference to par 2 of your letter, the following information has been furnished by Economic Section:

"2. The investigations requested in para 2 (a), (b), and (c) of the basic communication are as follows:

- (a) Para 5, Special Order 95, this Headquarters, dated 5 April 45, was requested by Major Robert E. Doe. The three civilians mentioned therein went to Naples with Lt. Frank J. Amoroso who was on official business in connection with G-4 activities. They returned with the same transportation. No special transport was requested.
- (b) Para 46, Special Order 96, this Headquarters, dated 6 April 45, was requested by Mr. Stewart Brown and Mr. Leland Allbaugh. This travel was performed by Army Tactical Aircraft by Miss Wolff's friend. They returned with the same aircraft. No transportation or billeting arrangements were requested in this case.
- (c) Para 3, Special Order 1942, this Headquarters, dated 22 May 45, was requested by Capt. Jack Williams. The two civilians mentioned therein went to Venice with Lt. Cmdr. Bruno C. F. Mulleri who was on official business. Mr. Antolini was in Venice at that time and it is assumed that billeting arrangements were taken care of by him. Miss Assante returned in a special plane with Mr. Antolini's party and Miss Shepherd made her own arrangements.

6895

2. subj: Allied Civilian Travel, ref: 106/EST, dtd. 9 Aug. 45, cont'd

(c)cont'd Travel by plane was not authorized and the orders read travel by Government motor is authorized and will be furnished by Transportation Sub-Commission. No special transport was requested.

3. All of the above travel was performed with the knowledge of Mr. Antolini, Acting Vice President, Economic Section, at that time."

3. Attached hereto is copy of directive which has been published to cover travel by civilians while on leave. It is believed that enforcement of the terms of this directive should prevent recurrence of such incidents.

C. M. Parkin
C. M. PARKIN,
Colonel, Inf.,
Actg Vice President

incl:

1. Letter, subj: Leave, Civilian Employees
ref: 106/EST, 1 August 1945

Copy in extra file
6894

1894

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

785015

HEADQUARTERS ALLIED COMMISSION

APC 394

Establishment Section

Ref/106/EST

1 August 1945

SUBJECT: Leave, Civilian Employees

TO : See Distribution

1. The following rules concerning leave, and travel in connection therewith, are applicable to all Allied civilian employees of AC/AMG:

a. The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the regular courier services, will not be requested, although if the individual transport is scheduled to the destination of the individual, this office has no objection, except as laid down by Ltr. Ref. 550/118/EC, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.

b. Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.

1. The following rules concerning leave, and travel in connection therewith, are applicable to all Allied civilian employees of AC/ALG:

a. The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the regular courier services, will not be requested, although if the individual transport is scheduled to the destination of the individual, this office has no objection, except as laid down by Ltr. Ref. 550/118/EC, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.

b. Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.

c. Orders will not be requested for secretarial ~~689~~ employees to travel unless concurred in by the Section concerned. Anyone travelling on leave outside the Rome Area without proper military orders is subject to disciplinary action which means placing the individual in a "leave without pay" status.

d. Prior to departure from Rome, arrangements must be made in advance for housing and billeting by the individual. The Army does not accept this responsibility.

Ltr. File 106/EST, 1 August 1945. Cont'd

2. Travel orders will not be granted for secretarial employees to proceed on temporary duty away from their assigned posts unless the request therefor is accompanied by a detailed explanation of the necessity for the travel.
3. Travel orders will not be issued to locally-employed civilians for leave purposes.

BY COMMAND OF REAR ADMIRAL ONE:

C. M. PERKIN,
Colonel, Inf.
ctg Vice President

OFFICIAL:

J. L. Jones

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

DISTRIBUTION

"A"

Executive Commission:

④ Per your request (See 254/09/50),
 been with explanation of allegedly irregular board,
 and draft directive governing board while on
 leave, by civilians (allied) of this type.

Int Sec.
 6 Aug

W. H. H. H. H.
 Capt. H. H. H.
 for Capt. H. H. H.

ESTAB SEC.

For signature

Issue 188 (6/8)

Executive Officer (B):

W. H. H. H. H.

For signature, please

W. H. H. H. H.
 Capt. H. H. H.
 for Capt. H. H. H.

MR 8/8

Handwritten
Capt. [unclear]
for [unclear], U.S. [unclear]

File.
6 Aug

ESTAB SEC

4 1P

[Handwritten signature]

Issue [unclear] 6/8

Q 1P

Residual Officer (B)

MP 8/8

for signature, please
[Handwritten signature]
Capt. [unclear]
for [unclear], U.S.

8/8/85

6892

D R A F T

HEADQUARTERS ALLIED COMMISSION
APO 394
Establishment Section

Ref/106/EST

August 1945

SUBJECT: Leave, Civilian Employees

TO : See Distribution

1. The following rules concerning leave, and travel in connection therewith, are applicable to all Allied civilian employees of AC/ACG:

a. The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the ⁶⁸⁹¹ar courier services, will not be requested, although if the individual transport is scheduled to the destination of

Individual, this office has no objection, except as laid down by Ltr. Ref. 550/118/20, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.

b. Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.

c. Orders will not be requested for secretarial employees to travel unless concurred in by the Section concerned. Anyone travelling on leave outside the Rome Area without proper military orders is subject to disciplinary action which means placing the individual in a "leave without pay" status.

d. Prior to departure from Rome, arrangements must be made in advance for messing and billeting by the individual. The Army does not accept this responsibility.

2. Travel orders will not be granted for secretarial employees to proceed on temporary duty away from their assigned posts unless the request therefor is accompanied by a detailed explanation of the necessity for the travel.

3. Travel orders will not be issued to locally-employed civilians for leave purposes.

BY COMMAND OF REAR ADMIRAL STONE:

6890

Official:

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

C. M. PARKIN,
Colonel, Inf.
Actg Vice president.

5
Executive Officer (B):

1. To see folios 1-4,
please.

2. Request that a
directive, embodying the provisions of folio 3,
par 1 A (a), (b), (c) + (e) be published as
applicable to British civilian employees
of A.C., and copy thereof placed on this file.
Unless there are strong administrative
objections, this office considers that the
same restrictions should prevail in the
case of all Allied civilian personnel.

Int. Sec.
30 July

6889
Lt. General
Capt. H.C.
for Col. V.P.

Minute #4

4

TO: Acting Vice President
ESTABLISHMENT SECTION

1. Reference is made to your preceding minute.
2. The investigations requested in para 2 (a), (b), and (c) of the basic communication are as follows:
 - (a) Para 5, Special Order 95, this Headquarters, dated 5 April 45, was requested by Major Robert E. Doe. The three civilians mentioned therein went to Naples with Lt. Frank J. Amoroso who was on official business in connection with G-4 activities. They returned with the same transportation. No special transport was requested.
 - (b) Para 46, Special Order 96, this Headquarters, dated 6 April 45, was requested by Mr. Stewart Brown and Mr. Ieland Allbaugh. This travel was performed by Army Tactical Aircraft by Miss Wolff's friend. They returned with the same aircraft. No transportation or billeting arrangements were requested in this case.
 - (c) Para 3, Special Order 1942, this Headquarters, dated 22 May 45, was requested by Capt. Jack Williams. The two civilians mentioned therein went to Venice with Lt. Cmdr. Bruno C. F. Mulieri who was on official business. Mr. Antolini was in Venice at that time and it is assumed that billeting arrangements were taken care of by him. Miss Assante returned in a special plane with Mr. Antolini's party and Miss Shepherd made her own arrangements. Travel by plane was not authorized and the orders read travel by Government motor is authorized and will be furnished by Transportation Sub-Commission. No special transport was requested.
3. All of the above travel was performed with the knowledge of Mr. Antolini, Acting Vice President, Economic Section, at that time.
4. It was the understanding of the Economic Section that FEA personnel on duty with the Allied Commission are in a quasi-military category and as such are required to have orders in their possession.

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upon departure from Rome when on duty or leave. The issuance of orders to FEA personnel on leave under "Activities of the Allied Commission" or "Duties in Connection with the Allied Commission" were published in order that they would serve only as a travel authorization. Since FEA personnel are dressed as civilians it was thought that official orders in their possession would facilitate their passage through Military and Italian Government road blocks and checking stations. Although orders stated "Activities in Connection with the Economic Section" FEA personnel on leave were required to file leave applications with the FEA Administrative Office, and such leave was charged against the individual. Orders were requested as a protective measure on the part of the individual rather than to misrepresent their being on official business.

5. Under existing Civil Service Regulations employees are authorized two and one-sixth days annual leave per month. No special provisions have been published by higher authority to govern the policy of leave for Civil Service employees in this theatre, therefore, in the past applications for leave have been acceptable to places where billeting facilities were available.

6. Since the Personnel Office of the Economic Section was re-established approximately 10 April 45, no transportation has been requested for personnel on a leave status, although if there is transportation scheduled to go to a particular destination there has been no objection to FEA personnel going along if space is available and billeting arrangements have been arranged in advance.

7. Attached hereto is a copy of a letter written by Mr. Hughes, FEA Administrative representative with the Allied Commission, in which the first basic policy on leave of absence for FEA personnel was published. This office concurs in the policy laid down in this letter and suggests as a further measure that if civilians are required to have orders to take advantage of their leave, leave orders should be published in letter orders to the individual.

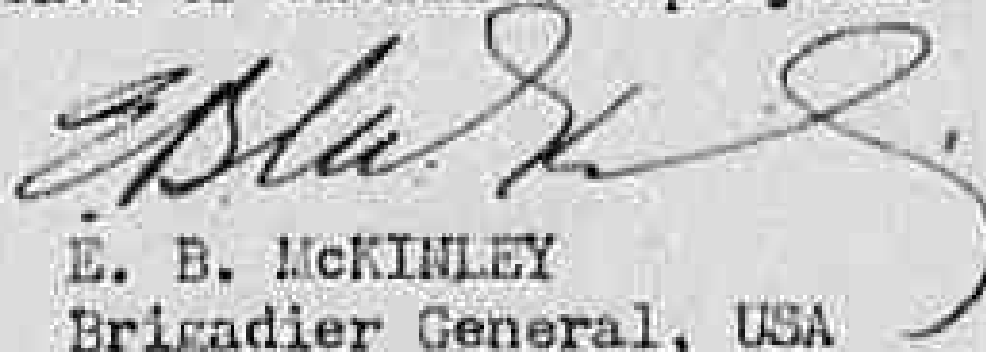
8. If it is considered that U.S. civilian employees are not required to have authority to travel to various points in Italy when on leave, the problem with respect to the issuance of military orders can be covered by discontinuing the issuance of such orders. It is submitted that in view of the military control of transport, living quarters and mess facilities for Allied personnel, military travel orders for civilians while on leave status should continue to be as suggested in para. 7 but that such orders be as is now the practice "on official leave".

6886

- 3 -

9. May this Section be instructed with respect to any changes in procedure with respect to "official leave of civilian employees."

Economic Section
27 July 1945


E. B. McKINLEY
Brigadier General, USA
Acting Vice President

6885

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

11 July 1945

SUBJECT: Leave, FEA Employees

TO : All Concerned

1. No special provisions have been made to govern leave of absences of FEA employees in this theater. When application for leave is desired, the following procedure will govern:

A. Annual Leave:

- (a) The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the regular courier services, will not be requested, although if the individual transport is scheduled to the destination of the individual, this office has no objection, except as laid down by Ltr. Ref. 530/118/EC, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.
- (b) Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.
- (c) Orders will not be requested for secretarial employees to travel unless concurred in by this office. Anyone travelling on leave outside the Rome area without proper military orders is subject to disciplinary action which means placing the individual in a "leave without pay" status.

6881

desired, the following procedure will govern:

A. Annual leave:

- (a) The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the regular courier services, will not be requested, although if the individual transport is scheduled to the destination of the individual, this office has no objection, except as laid down by Ltr. Ref. 550/118/EC, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.
- (b) Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.
- (c) Orders will not be requested for secretarial employees to travel unless concurred in by this office. *The Section concerned.* Anyone travelling on leave outside the Rome area without proper military orders is subject to disciplinary action which means placing the individual in a "leave without pay" status. *6882*
- (c) It has been proposed and arrangements are under way to extend to FEA employees the facilities of rest camps or resorts now reserved exclusively for members of the armed forces.
- (c) Prior to departure from Rome, arrangements must be made in advance for messing and billeting by the individual. The Army does not accept this responsibility.

B. Sick Leave

- (a) Applications for sick leave in excess of three working days shall be supported by a medical certificate. All sick leave must be reported to this office the first morning of the first day of any period of illness. This office will notify the appropriate office of the absence of the individual concerned.

C. Unauthorized leave

- (a) In any other instance where an FEA civilian employee is absent from duty without authority, this office will be notified immediately.

D. Leave Regulations under New Federal Pay Act

- (a) According to Circular Cable of 7 July, effective 1 July under the new Federal Pay Act, no annual or sick leave may be charged against an employee not on duty on Saturdays. An employee must work on Saturday to be eligible for compensation for that day.
- (b) The New Federal Pay Act provides for a regular five-day (eight-hour day) week. Overtime pay will accrue only on Saturday, and for that reason an employee must work Saturday to be paid overtime. No annual or sick leave can be charged against an employee for a Saturday. An employee absent from work on a Saturday is in a "leave without pay" status for that day and will receive no compensation therefor. This office will require a certification from the employee as to attendance on Saturday. Overtime is to be paid by the Rome office based upon Saturday's work. Allotments of pay will be scaled down to base pay. Apparently, this will affect only those employees who are allotting their entire pay.

E. Working Hours

- (a) The working hours are from 8:30 a.m. to 5:30 p.m. with 1½ hours for lunch. Employees who are consistently late for work or who absent themselves without regard to leave regulations may be notified to the effect that annual leave will be charged against their leave record for such absence.

F. Vacation Leave

- (a) Twelve days annual leave inclusive of travel time is all that can be allowed for vacation time. This leave must be requested at least two weeks in advance. In order to afford vacations to as many employees as possible, authorization for no more than five employees may be approved during each of the following two weeks' periods: July 9 - 22; July 23 - August 5; August 6 - 19; August 20 - September 1; September 2 - 19.

or Saturday to be eligible for compensation for that day.

- (b) The New Federal Pay Act provides for a regular five-day (eight-hour day) work. Overtime pay will accrue only on Saturday, and for that reason an employee must work Saturday to be paid overtime. No annual or sick leave can be charged against an employee for a Saturday. An employee absent from work on a Saturday is in a "leave without pay" status for that day and will receive no compensation therefor. This office will require a certification from the employee as to attendance on Saturday. Overtime is to be paid by the Rome office based upon Saturday's work. Allotments of pay will be scaled down to base pay. Apparently, this will affect only those employees who are allotting their entire pay.

E. Working Hours

- (a) The working hours are from 8:30 a.m. to 6:30 p.m. with 1 1/2 hours for lunch. Employees who are consistently late for work or who absent themselves without regard to leave regulations may be notified to the effect that annual leave will be charged against their leave record for such absence.

F. Vacation Leave

- (a) Twelve days annual leave inclusive of travel time is all that can be allowed for vacation time. This leave must be requested at least two weeks in advance. In order to afford vacations to as many employees as possible, authorization for no more than five employees may be approved during each of the following two weeks' periods: July 9 - 23; July 23 - August 5; August 6 - 19; August 20 - September 1; September 2 - 19 and September 20 - 30.

Joseph H. Hughes
JOSEPH H. HUGHES
Administrative Officer

ECONOMIC SECTION:

- Minute #2*
1. Attention is invited to folio 1.
 2. It is requested that investigation and report be made into the travel cited in paragraphs 2a, b and c of basic communication, showing
 - a. By whom the orders were requested.
 - b. The precise nature of the official duties to be performed in the course of this travel.
 3. Your particular attention is invited to par 3 of basic communication. Inasmuch as the personnel involved are almost all assigned to Economic Section, and are administered by FEA, your comments and suggestions as to appropriate control measures, are urgently requested.
- 21*

Establishment Section
24 July 1945

C. M. Parkin
C. M. PARKIN,
Colonel, Inf.
Actg Vice President

HEADQUARTERS ALLIED COMMISSION

Office of the Chief Commissioner

APO 394

EWB/ejj
23 July 1945

SUBJECT: Allied Civilian Travel.

TO : Vice President, Establishment Section

1. It has been noted that the Commission is publishing numerous orders authorizing travel, both by government motor transport and military aircraft, for various Allied and Italian civilians on trips which the military necessity thereof may be quite open to question.

2. I cite for example:

a. Paragraph 5 of Special Orders #95, this hq, dated 5 April 1945 in which three American civilians of the Economic Section were authorized to proceed to the Isle of Capri on five (5) days temporary duty in connection with activities of the Allied Commission. It is not exactly clear what official activities that the Allied Commission was engaged in on the Isle of Capri at that time.

b. Paragraph 46 of Special Orders #96, this hq, dated 6 April 1945 two American civilians were directed to proceed to Foggia on temporary duty for two (2) days on an assigned mission. In this particular case travel was directed by military aircraft and indicating that all charges and expenses incidental to travel would be chargeable to the War Department. Again it is not clear what the exact mission on the weekend of April 8th that Miss Wolfe and Miss Carter had in Foggia.

c. Your attention is also invited to paragraph 3 of Special Orders #142, dated 22 May 1945 in which Miss Shappard and Miss Assente of the Economic Section were sent on seven (7) days temporary duty to Venice in connection with activities of the Economic Section. It is not understood what official mission this personnel was assigned to in Venice during this period.

You are accordingly directed to institute an official inquiry, immediately, as to the exact nature of these and any other similar trips.

3. The use of military facilities for personal pleasure trips that are covered by official orders under the guise of official business is a courts-martial offense. Further, the use of military aircraft

for personal pleasure trips has been specifically forbidden by AFHQ directive. Accordingly every effort will be made to eliminate this practice and you will take such steps as may be appropriate to prohibit any recurrence.

4. You will report to this office the action taken.

Elmer W. Stone

ELMER W. STONE
Rear Admiral, USNR
Chief Commissioner

cc: C-5, AFHQ (for MICHA)
Chief Commissioner

1912