

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

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MISC-MEMORANDUM
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File 1

HEADQUARTERS ALLIED COMMISSION
APO 354
INDUSTRY AND UTILITIES SUB-COMMISSION

Administrative
Memorandum
Number 1

14 November 1943

ESTABLISHMENT OF AN EXECUTIVE OFFICE,
INDUSTRY AND UTILITIES SUB-COMMISSION.

1. Reference is made to Economic Section Memorandum No. 26, dated 1 November 1943.
2. Announcement is made of the assignment, effective 14 November 1943, of Major A.E. KELLY R.M., an Executive Officer, Industry and Utilities Sub-Commission.
3. The Executive Officer, Industry and Utilities Sub-Commission is located in Room 16 and his Chief Clerk in Room 14, on the 4th Floor, A.C. Bldg. Building.
4. The duties and responsibilities of the Executive Officer, will comprise the following :-
 - a. Receipt, registration, and internal routing of all correspondence received by the Industry and Utilities Sub-Commission and subdivisions thereof.
 - b. Registration and despatching of all outgoing Industry and Utilities Sub-Commission correspondence.
 - c. Coordination and preparation of Travel and Assignment orders relating to Industry and Utilities Sub-Commission personnel.
 - d. Control of assignment and payment of all Italian civilian personnel assigned to the Sub-Commission.
 - e. Such additional related duties as may be assigned from time to time by the Director, Industry and Utilities Sub-Commission.

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DISTRIBUTION "A"

A. E. KELLY, R.M.,
Director,
Industry & Utilities S/C.

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