

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

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

10000/110/195 ESTABLISHMENT MEMORANDUM 142/EST  
SEPT. 44 - FEB. 46

RESTRICTED

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER

11)

1 June 1945.

CONTROL OF EXPENDITURE

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

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

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

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

3. The responsibility for control of Allied Commission/Allied Military Government expenditure devolves upon those officers who are empowered to authorize such expenditure. It would appear that the instructions contained in Establishment Memorandum Number 5, dated 2 August 1944 (Local Purchases and Contracts), and Establishment Memorandum Number 33, dated 15 December 1944 (Allied Commission/Allied Military Government "Housekeeping" Expenditure) are not always being complied with. Regional Commissioners should, therefore, direct the

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

*J. L. Jones*

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

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

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Colonel, Infantry,  
Acting Vice President.

OFFICIAL:

*J. L. Jones*

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

18 September 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

17)

ENTERTAINMENT EXPENDITURE

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

"4. (a) All statements of expenditure of AC/AMC funds for the purpose of official entertainment will be submitted in detail, with supporting vouchers approved by the Chief Commissioner or the Executive Commissioner, to the appropriate Sub-Accountant (at Hq or in the Region concerned), for payment.

(b) It will be realized that the term "official entertainment" covers only necessary entertaining of important Allied personages and comparable Italian officials. Each statement and supporting vouchers submitted for approval in accordance with sub-para (a) above will include a justification for the entertainment. No hesitation will be shown in disapproving entertainment claims which are not considered both necessary and official."

BY COMMAND OF REAR ADMIRAL STONE:

C. W. PARKIN  
Colonel, Infantry  
Actg Vice President

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
OFFICE OF THE CHIEF COMMISSIONER

12 February 1946

ESTABLISHMENT MEMORANDUM)

NUMBER 33)

CHANGE NUMBER 2

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

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

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

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

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

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

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

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

"(c) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing for Liaison Groups by the Chief Liaison Officer, and for AMG Udine Province by the Provincial Commissioner."

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

*K. Wilbe-Jones*  
K. WILBE-JONES  
Lieut Colonel  
Executive Officer (B)

Distribution:

"A"

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

11 January 1946

NUMBER

1)

CIVILIAN CONTROL

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

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

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

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

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

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

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

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

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

6. All Italian civilian employees will eventually wear an identification badge. Civilian workmen will be in possession of a work-ticket showing the work necessary to be performed.

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

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

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

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

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

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

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

Establishment Memorandum #1, Hq Allied Commission, dtd 11 January 46, Cont'd:  
12. Between 1830 hours and reveille, all persons, civilian and military, entering or leaving the building will sign the book which has been placed in the main hall for that purpose.

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL: *K. W. Jones*  
K. WILDE-JONES  
Lieut Colonel  
Executive Officer (B)

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The particulars required. Contents of the parcels may be verified by the CG.RR.  
or CR on duty.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL: *K. Wilke-Jones*  
K. WILKE-JONES  
Lieut Colonel  
Executive Officer (B)

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

HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office of the Executive Commissioner

file 142

Ref: 60/14/EC

7 January 1946

Memo to Establishment Section. ✓

Ref Establishment Memorandum No 20 dated 21 Dec 45.

1. It appears that the following have been omitted from the distribution of the above memorandum:

Executive Commissioner, Col (B), Establishment Section.

2. May this be corrected, please.

*W. H. Cleary*  
Brigadier  
Executive Commissioner

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM  
NUMBER : 20)  
21 December 1945.

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

1. In view of the reversion of control to the Italian Government of the Northern Regions on 1 January 1946 the following instructions will be effective immediately.
2. This Memorandum cancels this Headquarters letter CA/140/7/16 dated 24 September 1945 as amended by letter of even number dated 19 October 1945 and all other instructions concerning vehicle ceilings in the Regions.
3. Instructions for the disposal of American and British W.D. Property are laid down in Appendices "A" and "B" to this Memorandum respectively.
4. Responsibility for American equipment, stores and vehicles will devolve on the Company Commander, 2675th Regt. concerned, and that for the British on the Senior British Officer in the Liaison Team.
5. Effective immediately on the implementation of these instructions American Officers will be mounted with American vehicles and British Officers mounted with British vehicles.

BY COMMAND OF REAR AIRLIAL STONE :

NORMAN E. WISKE,  
Colonel, Cavalry,  
V.P. Establishment Section.

ON FILE : J. L. Jones,  
Colonel,

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BY CORAL AND NEAR CENTRAL STONE :

MORLAN E. FISKE,  
Colonel, Cavalry,  
V.P. Establishment Section.

07. 江氏 :

J. L. JONES,  
Colonel,  
Executive Officer

INDIAN CO. S.A.C.

For action to

:- Regional Commissioner, LOMBADELA Region.  
 " " " " " "  
 " " " " " "  
 " " " " " "  
 S.C.A.O., A.M.C. VENEZIA GIULIA  
 Major D.C. Moyle. F.A., G-4(B), H.Q. Lomb.

Information to:- Director, Displaced Persons & Repatriation S-C. (para (b) Sub (iv) of Appendix III refers)

H.2. Commandant } (para (b) sub para (iv) of Appendix III refers)

E.Q. Commandant } (para (b) sub para (v) of  
M.T.O. (P) Appendix "B" refers)  
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Establishment Memorandum No. 20 dated 21 December 1945.

APPENDIX "A".

1. Upon the turn over of the North to the Italian Government the following procedure will apply in regard to the supply of the American Officers assigned to the various Liaison Teams.
2. In order to determine the amounts and the types of T/E items, less vehicles, that will be necessary for the efficient functioning of the Liaison Teams, the following information is requested of the Senior American Civil Affairs Officers in each Region:
  - (a) The T/E items such as typewriters, field desk, safes etc needed.
  - (b) The total number of each item needed to insure efficient operation.
3. Company "O" in MILAN will be responsible for the supply of Lombardia, Liguria and Piemonte Regions and each American Liaison Officer will draw the equipment he needs from that Company. Company "J" in TRIESTE will supply the American Officers with the TRIESTE and UDINE Liaison Teams. Company "M" in PADOVA will supply the American Officers assigned to ROLLANO, VENICE and P.DUA Liaison Teams. Each officer will sign an M/R for the property he is issued and it then becomes his responsibility. An officer being transferred to another region that is being supplied by a different Company will turn in his equipment and re-draw it from the Company responsible for the supply of the region to which he is being transferred. In the event of an officer being transferred he will obtain a clearance from the Company Commander of the Company supplying him and present it to G-4 (4) this Headquarters for final clearance. Equipment will not be drawn by an officer from any source other than the Company to which he is attached for supply. If any property becomes excess to an officer's needs he will turn it in to his supply Company and under no circumstances will it be returned to Depot Stock by an individual.
4. Under the new set up of Liaison Teams the 2675th Regiment will supply American transport for American officers and the G-4 (B) will supply British transport to British officers. American officers will draw a vehicle on M/R from either Company "O", MILANO, Company "J", TRIESTE, or Company "M" in PADOVA, depending on the region to which he is assigned. To repeat, Company "O" in MILANO supplies the Liaison Officers on LOMBARDIA, LIGURIA and PIEMONTE. Company "J" supplies TRIESTE and UDINE teams and Company "M" in PADOVA is responsible for ROLLANO, VENICE and P.DUA Teams.
5. In regards to civilian requisitioned vehicles, the following excerpt of letter from Commanding General, MTOUSA is quoted:

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

"You are required to advise PDS of the vehicles for which you have no further use prior to taking de-requisition action to enable PDS to determine

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

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

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

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

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

Establishment Memorandum No. 20 dated 21 December 1945.

APPENDIX "B"

Disposal of British W.D. Property.

(a) Office Machinery and other property excluding Vehicles.

(i) Italian Purchased Property.

Italian Purchased Property will be handed over to the Italian Government in accordance with the instructions laid down in this H.Q. letter reference 36/41/XO. dated 12 May 1945 (copy of which with amendment is attached at Appendix "C" for easy reference). Articles which are essential and which cannot be supplied from W.D. sources may be retained but will be kept to a minimum. Wherever there is a possibility of retaining either W.D. or Impressed property the W.D. property will be retained even though the quality may be less satisfactory.

(ii) W.D. Property.

W.D. Property will be retained in such quantities as may be required to enable the Liaison Team to function efficiently. Surplus property will be handed in to local Ordnance and receipts in duplicate on A.F. G.1033 obtained and forwarded to this H.Q. (G-4(B)) as soon as possible.

(iii) Office Machinery.

Surplus Office Machinery will be returned to the nearest H.M. Stationery Office and receipt obtained on A.F. G.1033 and forwarded to this H.Q. (G-4(B)) in duplicate.

"Advice of transfer" page from P.S.S. Form 22 will be completed in respect of the transfer, signed and forwarded to this H.Q. (G-4(B)) with appropriate A.F. G.1033. The authority for the transfer is GIG, GMP, PSS/G/361 dated 17 October 1945, and will be inserted in the "Advice of Transfer" page referred to above.

(b) Vehicles.

The following table sets out the allotment of vehicles to the Liaison Teams in accordance with the new proposed W.D. for this Commission which has been submitted to GIG, GMP for approval. These figures are therefore liable to alteration at a later date through it is thought unlikely that they will be increased.

| <u>Liaison Teams.</u>   | <u>S/Car</u> | <u>P.U.</u> | <u>Jeep.</u> | <u>15-wt.</u> | <u>1-ton</u> | <u>M/C</u> | <u>Offrs.Pr.</u> |
|-------------------------|--------------|-------------|--------------|---------------|--------------|------------|------------------|
| <u>Lombardia expie.</u> | 2            | 14          | 4            | 2             | 1            | 4          | 17               |
| <u>Liguria.</u>         | 1            | 3           | 1            | 1             | -            | 1          | 4                |
| <u>Piemonte.</u>        | 1            | 6           | 2            | 1             | -            | 1          | 9                |
| <u>Venezia.</u>         | 1            | 3           | 1            | 1             | -            | 1          | 4                |

be retained but will be kept to a minimum. Wherever there is a possibility of retaining either W.D. or Unprocessed property the W.D. property will be retained even though the quality may be less satisfactory.

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Surplus Office Machinery will be returned to the nearest H.M. Stationery Office and receipt obtained on A.F. G. 1033 and forwarded to this H.Q. (G-4(B)) in duplicate.

"Advice of Transfer" page from P.S.S. Form 22 will be completed in respect of the transfer, signed and forwarded to this H.Q. (G-4(B)) with appropriate A.F. G. 1033. The authority for the transfer is G.H.Q. C.M.F. 283/04/361 dated 17 October 1945, and will be inserted in the "Advice of Transfer" page referred to above.

(b) Vehicles.

The following table sets out the allotment of vehicles to the Liaison Teams in accordance with the now proposed W.E. for this Commission which has been submitted to G.H.Q. C.M.F. for approval. These figures are therefore liable to alteration at a later date though it is thought unlikely that they will be increased.

| <u>Liaison Team.</u> | <u>S/Car</u> | <u>P.U.</u> | <u>Jeep.</u> | <u>15-cwt.</u> | <u>2-ton</u> | <u>M/O</u> | <u>Offrs. Ev.</u> |
|----------------------|--------------|-------------|--------------|----------------|--------------|------------|-------------------|
| Lombardia cpte.      | 2            | 14          | 4            | 2              | 1            | 4          | 17                |
| Liguria.             | 1            | 3           | 1            | 1              | -            | 1          | 4                 |
| Piemonte.            | 1            | 8           | 2            | 1              | -            | 1          | 9                 |
| Venezia.             | 1            | 3           | 1            | 1              | -            | 1          | 4                 |
| Venezia Giulia.      | 1            | 30          | 10           | 8              | 5            | 4          | 4                 |
| Udine                | 1            | 11          | 6            | 2              | -            | 2          | 13337             |
| Bolzano              | 1            | 2           | 1            | 1              | -            | 1          | 3                 |

According to the present holding of vehicles in the Regions the following transfers will be made to G-4(B) Motor Pool, Milan.

(i) Lombardia

11 x 15-cwt.  
4 x 3-ton

(ii) Piemonte.

3 x 15-cwt.  
1 x 3-ton.

(iii) Venezia.

23 x 15-cwt.  
9 x 3-ton  
13 x 11/2-cwt.  
81 x Requisitioned and Captured Enemy Vchrs.

Establishment Memorandum No. 20 dated 21 December 1945.

Appendix "B" Sheet 2.

(iv) Venezia Giulia.

6 x 15-cwt.  
1 x 3-ton.  
24 x Captured Enemy Vehicles which will  
include:  
Dodge Sedan No. M/4747166  
Fiat 1500 No. M/4747167.

The following issues will then be made from G-4 (B) Motor Pool, MILAN:-

- (i) Lombardia Liaison Team. 17 x Requisitioned and Captured Enemy Vehs.  
1 x M/Cycle.
- (ii) Liguria. 5 x Requisitioned and Captured Enemy Vehs.  
1 x 15-cwt.  
1 x M/Cycle.
- (iii) Piemonte. 11 x Requisitioned and Captured Enemy Vehs.  
1 x M/Cycle.
- (iv) Displaced Persons and Repatriation Sub-Commission.  
9 x 3-ton.
- (v) British Motor Pool, Super Garage, ROME.  
11 x Requisitioned and Captured Enemy Vehs.  
1 x 15-cwt.

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

W.D. Vehicles - to No. 19 Vehicle Park, MILAN.  
Captured Enemy Vehicles - to No. 1 German V.R.D.  
Requisitioned Vehicles - to the Ispettorato Generale della Motorizzazione.

A.Fs. C.1033 will be forwarded to this Headquarters (G-4(B)) in respect of all transfers.

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

(c) M.T. Spare Parts.

The supply of M.T. Spare Parts will be made in accordance with this Headquarters letter G-4/132/17 dated 20 December 1945.

RECEIVED HEADQUARTERS ALLIED COMMISSION 1945

APPENDIX "C".

File : 36/11/X04

SUBJECT : Disposal of Property Purchased from AC/AMG Funds.

TO : See distribution.

1. Upon the closing down of all AC/AMG Headquarters the following procedure will be adopted in disposing of property acquired by purchase, payment of which has been made from AC/AMG Funds.

(a) The Headquarters Commandant or corresponding officer of the Region or other formation concerned, will transfer to other offices or subordinate formations, any items needed for continued use by AC/AMG.

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

(c) All items surplus to (a) & (b) above, will be turned over by the Headquarters Commandant or corresponding officer of the Region or formation concerned, to the local Intendente di Finanza, as representing the Italian Government. A complete and descriptive receipt for all such property so turned over, will be taken, one copy to be retained by the AC/AMG Officer handing over the property, two copies to be forwarded to the Finance Sub-Commission, Headquarters Allied Commission and one to G-4 British.

BY COMMAND OF REAR ADMIRAL STONE:

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

Attachment No. 1.

On close-down of Northern Region, para 1 (b) above may be disregarded

(a) The Headquarters Commandant or corresponding officer of the Region or other formation concerned, will transfer to other offices or subordinate formations, any items needed for continued use by A2/A3.

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

(c) All items surplus to (a) & (b) above, will be turned over by the Headquarters Commandant or corresponding officer of the Region or formation concerned, to the local Intendente di Finanza, as representing the Italian Government. A complete and descriptive receipt for all such property so turned over, will be taken, one copy to be retained by the A2/A3 Officer handling over the property, two copies to be forwarded to the Finance Sub-Commission, Headquarters Allied Commission and one to C-4 British.

BY COMMAND OF REAR ADMIRAL STONE:

/s/ C. K. PARKIN,  
C. K. PARKIN,  
Colonel, Infantry, (US)  
Executive Officer (US)

Attachment No. 1.

On close-down of Northern Region, para 1 (b) above may be disregarded as H.Q. Commandant does not require anymore purchased property.

1335

142  
REF ID: A12122HEADQUARTERS AIRLINE COMMISSION  
APU 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

349

19 December 1944.

1. Establishment Memorandum No. 22, this Headquarters, dated 27 September 1944, is hereby rescinded in its entirety, and this Memorandum substituted in lieu thereof:

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, organization and inspection of all vehicles of this Headquarters and the Regions. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

- (1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.
- (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
- (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
- (4) Subject to the provision of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, organization and inspection of all vehicle maintenance (both I & W) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

- (1) all motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.
  - (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
  - (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
  - (4) Subject to the provisions of annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
  - (5) The Transportation Sub-Commission will be responsible for apportioning garage allocation.
3. Responsibility of G-4s (See annex A and B attached).
4. Responsibility of other elements:
- a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See annex A and B).
  - b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance.

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RESTRICTED

Estab Memo No. 34, this Ho, dtd 19 Dec 44 (Cont'd):

and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspections of all vehicles within his Region and bring about correction of all deficiencies noted.

c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in US AR 83 and AR 35-6640 and AR 850-15 and British AD regulations. (See also paragraph 7, annex B, for list of responsible officers).

5. Accountability: (see annex C-4 a and B).

6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

7. THE MOVEMENTS DIVISION, (TRANSPORTATION SUB-COMMISSION), will control the movement and selection of cargo, of load-bearing vehicles.

a. Regional Transportation Officers will perform this function within the Regions under the general direction of Movements Division, Transportation Sub-Commission.

By command of Rear Admiral STONE:

OFFICIAL:

*C. M. Parkin*

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

NORMAN E. FISK  
Colonel  
Deputy Chief of Staff

DISTRIBUTION:

"X"

7. THE MOVEMENTS DIVISION, (TRANSPORTATION SUB-COMMISSION), will control the movement and selection of cargo, of load-bearing vehicles.

a. Regional Transportation Officers will perform this function within the Regions under the general direction of Movements Division, Transportation Sub-Commission.

By command of Rear Admiral STONE:

ROBERT A. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

*C. M. Parker*

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

DISTRIBUTION:

11A

- 2 -

RESTRICTED

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

## RESTRICTED

ANNEX "A" to Estab Memo  
No. 34, this Hq, dtd  
19 Dec 44.

### RESPONSIBILITIES OF G-4 (A)

#### 1. VEHICLE RECORDS.

a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and Motor Maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.

c. A Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

(1) The Property Book, which will be known as the "Unit Transportation Property Book", will record all US Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to companies.

(2) G-4 (A) will be notified in writing of the assignment, and relief of the Transportation Officer, so that a transfer of property in the Unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as allocated by the Transportation Sub-Commission.

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

d. Reports of Survey or Certificates will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

#### 2. REPORTS.

the Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.

c. A Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

(1) The Property Book, which will be known as the "Unit Transportation Motor Maintenance Equipment Other than 2675th Regimental T/E vehicles and equipment issued direct to companies.

(2) G-4 (A) will be notified in writing of the assignment, and relief of the Transportation Officer, so that a transfer of property in the Unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as allocated by the Transportation Sub-Commission.

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

d. Reports of Survey or Certificate will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

## 2. REPORTS.

a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as later than 1200 hours on the 10th of each month, so as to reach the office of G-4 (A) not later than 1200 hours on the 12th day of each month. (This deadline must be met).

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## 3. SUPPLIES.

a. All American vehicles and motor maintenance equipment and spare parts will be drawn through G-4 (A), this Headquarters.

b. All motor maintenance parts will be drawn on an exchange basis, direct from the nearest Ordnance Depot or the parts section of G-4 (A). Requisition will be submitted to G-4 (A).

c. Unserviceable vehicles may be salvaged at any Ordnance Depot. Unserviceable American vehicles will not be turned into REE. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E).

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INDEX "B" to  
Estab Memo No. 34, this  
Hq. dtd 19 Dec 44.

#### RESPONSIBILITIES OF G-4 (B)

1. G-4 (British) will be responsible for records and major items of supply.

#### 2. RECORDS.

a. G-4 (British) will keep all records and prepare vehicles census of all W.D. vehicles in use in the Sub-Commission.

b. Vehicle Casualties. These will be rendered by G-4 (B) for all W.D. vehicles of the Commission.

c. Vehicle locations.

(1) Distribution of all vehicles to Regions, AMG armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.E. and W.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4 Branch.

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.Fs. G.1033 and transferor will forward a third copy signed by both to G-4 (British).

#### 3. SUPPLY.

a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

A/. G-4 (B) will set up an M.T. Spare Parts and Equipment Section who will have the following duties:

(1) To indent for all G.1098 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approved by Transportation Sub-Commission.

(2) If any spare equipment is wanted

(1) Distribution of all vehicles to Regions, AMG armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.D. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.E. and W.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4, Branch.

(2) Whenever any W.D. vehicles, whether on W.D. or not, are transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.F.s. G.1033 and transferor will forward a third copy signed by both to G-4 (British).

### 3. SUPPLY.

#### a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4, Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

#### b. Equipment.

A/. G-4 (B) will set up an M.T. Spare Parts and Equipment Section who will have the following duties:

(1) To indent for all G.1033 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

(2) If any garage equipment is required, surplus to LAD scale to **1332** endeavor to obtain release on receipt of a special application from Transportation Sub-Commission.

(3) To indent for M.T. First Aid scaling for all British W.D. vehicles of the Commission and to issue such scalings to Regions etc. as Transportation Sub-Commission may request.

(4) To hold a reserve of M.T. First Aid kits and to replace any items used by Regions etc., on application from the Region concerned.

(5) To be responsible for all indents for tools, spare parts and other equipment for all British W.D. vehicles of the Commission.

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

## RESTRICTED

APPENDIX "B" to  
 Retab Memo No. 34, this  
 HQ, dtd 19 Dec 44. (Cont'd)

B/. (1) Regions etc. will make all demands for tools, spare parts and indents on Ordnance.

(2) This does not prevent Transport Officers from using their own initiative to obtain local assistance from salvage etc., where permitted.

(3) AMG 8th Army are authorized to continue to work through Army sources where desirable. Their vehicles are, however, being included in scalings such expressions as JMCOT will be avoided.

4. In order to carry out the above policy, the returns set out in appendix "B" will be rendered to G-4 Branch of the parties set out in such appendix. All previous instructions as to returns to G-4 Branch are cancelled.

5. Administrative Instructions No. 3 of 18 April 1944 are cancelled and responsibility for vehicles will be as set out in Paragraph 7.

6. Returns to be rendered:

| Type of Return                                                                                                                                                                                                                                                                                        | Rendered by                                      | Rendered to | Date                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------|---------------------|
| Vehicle Census Return<br>(WE, Civilian Supply &<br>Miscellaneous vehicles<br>will all be shown but<br>separately).                                                                                                                                                                                    | Responsible<br>Officers named<br>in Paragraph 7. | G-4 (B)     | 21st each<br>month. |
| Vehicle Casualties. Any<br>vehicle lost, stolen, or<br>otherwise struck off strength<br>(e.g. Fire accident, wear &<br>tear). No particular form is<br>necessary but vehicle must be<br>clearly identified. If hit,<br>cause must be stated and the<br>certificate forwarded as early<br>as possible. | Responsible<br>Officers named<br>in Paragraph 7. | G-4 (B)     | Within<br>24 hours. |

7. Responsibility for rendered:

4. In order to carry out the above policy, the returns set out in appendix 7 will be rendered to G-4 Branch by the parties set out in such appendix. All previous instructions as to returns to G-4 Branch are cancelled.

5. Administrative Instructions No. 3 of 13 April 1944, are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

| Type of Return                                                                                                                                                                                                                                                             | Rendered by                                | Rendered to | Date             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|------------------|
| Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately).                                                                                                                                                                     | Responsible Officers named in Paragraph 7. | G-4 (B)     | 21st each month. |
| Vehicle Casualties, any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire accident, wear & tear). No particular form is necessary but vehicle must be clearly identified. If MIA, cause must be stated and BIR certificate forwarded as early as possible. | Responsible Officers named in Paragraph 7. | G-4 (B)     | Within 24 hours. |

7. Responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

| Responsible Officer             | Vehicles for which Responsible                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Major, Staff Sergeant, Sergeant | <ol style="list-style-type: none"> <li>1. All British WE vehicles and Requisitioned vehicles in HQ Motor Pools or assigned to any official, Sub-Commission, etc., other than Sub-Commissions, etc., of which the Director is "Responsible Officer" as set out in this instruction.</li> <li>2. Vehicles of Liaison Officers in Rome.</li> </ol> |

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ASSET "B" to  
Estab Memo No. 37, this  
Rpt. dtd 19 Dec 44 (Cont'd)

| Responsible Officer                               | Vehicles for Which Responsible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCAO's 5th & 8th Armies                           | All WE, civilian supply and other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Regional Commissioners                            | <ol style="list-style-type: none"><li>1. All WE vehicles on charge to Region or Province.</li><li>2. All requisitioned cars requisitioned by or transferred to Region.</li><li>3. All civilian supply vehicles allotted to Region.</li><li>4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch.</li><li>5. <u>For maintenance only</u>, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission.</li></ol> |
| Displaced Persons and Repatriation Sub-Commission | All own vehicles except those working in army areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

1331

RESTRICTED

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

28 November 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

31)

1. Effective 1 December 1944, the operation and maintenance of all Headquarters transport will be taken over by the Establishment Section and will be operated by the Headquarters Transportation Officer. (See Appendix attached).

2. Commencing on 1 December 1944, all motor vehicles, with the following exceptions will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. This however, will not apply to those service Sub-Commissions which are operating under separate War Establishments. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

EXCEPTIONS

- 1 vehicle - Chief Commissioner
- 1 " - Chief Commissioner (for visitors)
- 1 " - Chief of Staff
- 1 " - Russian Representative to the Commission
- 1 " - French Representative to the Commission
- 1 " - Deputy Chiefs of Staff
- 1 " - Commanding Officer 2675th Regt, Allied Commission
- 1 " - Hq Transportation Officer
- 1 " - Director of each Sub-Commission

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Rome for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment of these vehicles. Any such vehicles will not in the meantime, be turned in to the Super Garage.

4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

2. Commencing on 1 December 1944, all motor vehicles, with the following exceptions will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. This however, will not apply to those service Sub-Commissions which are operating under separate War Establishments. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

EXCEPTIONS

- 1 vehicle - Chief Commissioner
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3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Rome for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment of these vehicles. Any such vehicles will not in the meantime, be turned in to the Super Garage.

4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

OFFICIAL:

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

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

1330

DISTRIBUTION:  
"A"

APPENDIX TO  
Etab Memo #31, Hq Allied  
Commission, dated 28 Nov 44.

OPERATION OF HEADQUARTERS TRANSPORT POOL (ROAD) ALLIED COMMISSION

1. Vehicles on the strength of the Headquarters Transport Pool will be divided into four sections:

Section 1. Vehicles for trips out of Rome of more than one (1) day's duration.

Section 2. Vehicles used for trips out of Rome but completed same day.

Section 3. Vehicles operating only within Rome city limits, (See NOTE below)

Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by an assigned driver.

3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.

4. Requests for transport will be made to the Dispatcher's Office as follows:

Section 1. Trips of more than one day -- 48 hours in advance on Travel Order application form.

Section 2. Trips to be completed same day -- 24 hours in advance on "Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi booking office.

Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible.

Section 3. Vehicles operating only within Rome city limits,  
(See NOTE below)

Section 4. WD load carriers for moving personnel, stores, rations,  
etc., and providing courier services.

2. Every vehicle will be driven by an assigned driver.

3. With the exception of those cars assigned under the orders of the  
Chief Commissioner or the Chief of Staff, the movement of all vehicles will be  
controlled by the Headquarters Transportation Officer, through the Dispatcher's  
Office.

4. Requests for transport will be made to the Dispatcher's Office as  
follows:

Section 1. Trips of more than one day -- 48 hours in advance on  
Travel Order application form.

Section 2. Trips to be completed same day -- 24 hours in advance on  
"Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi booking  
office.

Section 4. (a) If involving a Travel Order, application will be  
made on Travel Order application form 48 hours in  
advance.

(b) Up to one day, application will be made on Requisition  
for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired,  
and these requests will be met as far as possible. It must be clearly understood  
that the decision as to type of vehicle must rest with the Dispatcher's  
Office as it will obviously depend upon availability.

NOTE: In connection with Section 3 supra, the time limit as laid down in  
Daily Bulletin #218 of 31 August 1944, for a taxi journey of one hour,  
is amended to read 30 minutes. Strict compliance with this will be  
enforced.

HEADQUARTERS ALLIED COMMISSION  
APC 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER :  
19)

1 November 1945

OUTSTANDING ACCOUNTS

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

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

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

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
- b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

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

mission.

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

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

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
- b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. to send the payment voucher and related bill to the Allied Financial agency, c/o Banca d'Italia, Rome, who will arrange for payment.

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

BY COMMAND OF NEW GENERAL STORE:

OFFICIAL: *J. L. Jones*

J. L. JONES  
Colonel,

Executive Officer (B)

DISTRIBUTION:  
N.A.

C. H. ZARKIN  
Colonel, Infantry  
Actg Vice President

1329

142  
HEADQUARTERS ALLIED COMMISSION  
APO 394

31 October 1944.

ESTABLISHMENT MEMORANDUM

NUMBER 28)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Establishment Memorandum No. 25, Hq Allied Control Commission (Establishment Section) APO 394, is hereby rescinded and the following substituted therefor:
2. Announcement is made of the organization of the 1st Truck Battalion, Allied Commission (Italian Army Personnel).
3. This Truck Battalion will consist of a Battalion Headquarters and eight (8) companies from Italian Army Personnel.
4. Its activities will be supervised by Company "T", 2675th Regiment, Allied Control Commission (Ovhd).
5. The 1st Truck Battalion, Allied Commission (Italian Army) and Company "T", 2675th Regiment, Allied Control Commission (Ovhd), is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Commission, for maintenance and operation.
6. The Battalion and Company will be placed under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

By command of Commodore STONE:

NORMAN E. FISKE,  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

*C. M. Parkin*

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

18 September 1945

ESTABLISHMENT MEMORANDUM

NUMBER

17)

ENTERTAINMENT EXPENDITURE

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

"4. (a) All statements of expenditure of AC/AMG funds for the purpose of official entertainment will be submitted in detail, with supporting vouchers approved by the Chief Commissioner or the Executive Commissioner, to the appropriate Sub-accountant (at H. or in the Region concerned), for payment.

(b) It will be realized that the term "official entertainment" covers only necessary entertaining of important Allied personages and comparable Italian officials. Each statement and supporting vouchers submitted for approval in accordance with sub-para (a) above will include a justification for the entertainment. No hesitation will be shown in disapproving entertainment claims which are not considered both necessary and official."

BY COMMAND OF ELAR ADMIRAL STONE:

C. M. PARKIN  
Colonel, Infantry  
Actg Vice President

OFFICIAL:

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

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**R E S T R I C T E D**

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

27 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. Insofar as operational requirements permit, Sundays, holidays, Wednesday afternoons, and Saturday afternoons will be considered off duty hours for all personnel of the Allied Commission, including Italian staff.

2. Skeleton staffs will be maintained in all Sections during the above mentioned periods and personnel so retained are to be given off-duty time commensurate with periods they are on duty.

BY COMMAND OF REAR ADMIRAL STONE:

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

*J. L. Jones*  
OFFICIAL:

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

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Groups I and II

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**R E S T R I C T E D**

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM  
NUMBER :  
19)

1 November 1945

OUTSTANDING ACCOUNTS

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

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

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

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
- b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

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

are erroneously being addressed by civilian creditors to the Finance Sub-Commission.

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

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

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
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- c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

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

BY COMMAND OF HEAD, ALLIED STONE:

OFFICIAL: *J. L. Jones*

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

C. H. PARKIN  
Colonel, Infantry  
Actg Vice President

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142

HEADQUARTERS ALLIED COMMISSION  
APO 394  
FINANCE SUB-COMMISSION

File

13048/F

27 October 1945

SUBJECT: Purchases and Contracts.

TO : Acting Vice-President  
Establishment Section.

57

1. A large amount of unnecessary work is being created for this Sub-Commission by the failure of other Sub-Commissions to carry through to final discharge purchases and contracts made with Italian civilian firms. Such firms render bills to AQ, which bills are frequently routed to Finance Sub-Commission for action.

2. It is therefore requested that the draft Establishment Memorandum be published for the information of all concerned.

(Signed) ROBERT B. MENAPACE.  
Colonel

Director,  
Finance Sub-Commission.

Copy to: 13109/F

BELT/cl

1324

DRAFT

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

October 1945

56

OUTSTANDING ACCOUNTS

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

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

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- b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

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

are erroneously being addressed by civilian creditors to the Finance

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

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

- a. To review the bill and to establish whether the goods have been delivered, or the services rendered, and to verify that the prices charged are correct;
- b. to prepare a payment voucher in duplicate and have the same authorized by the Head of the Sub-Commission or his designee; and
- c. to send the payment voucher and related bill to the Allied Financial Agency, c/o Banca d'Italia, Rome, who will arrange for payment.

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

BY COMMAND OF REAR ADMIRAL STONE:

C.M. PARKIN  
Colonel, Infantry  
Actg Vice President

OFFICIAL:

J. L. JOHNS  
Colonel,  
Executive Officer (E)

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

3 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

33)

CHANGE NUMBER 1

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

(a) Paragraph 3, sub-paragraphs (b) and (c).

Delete existing sub-paragraphs and substitute sub-paragraphs (b), (c), and (d) as follows:

- (b) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing at Headquarters, Allied Commission, by the Headquarters Commandant."
- (c) "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."
- (d) "Expenditure on any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission or to over Lire 200,000 for Regions, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL :

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

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R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

*Col. Yislie*  
52  
27 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. Insofar as operational requirements permit, Sundays, holidays, Wednesday afternoons, and Saturday afternoons will be considered off duty hours for all personnel of the Allied Commission, including Italian staff.

2. Skeleton staffs will be maintained in all Sections during the above mentioned periods and personnel so retained are to be given off-duty time commensurate with periods they are on duty.

BY COMMAND OF REAR ADMIRAL STONE:

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

*J. L. Jones*  
OFFICIAL:

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

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APO 394  
ESTABLISHMENT SECTION

5 September 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 16)

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

1. Announcement is made of the inactivation of the 3d Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 4 September 1945.
2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 17th to 24th Truck Companies inclusive, of Italian Army Personnel.
3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, file AG 547/177 GEG-O, Subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

15)

28 August 1945.

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

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

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

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

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

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

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AFHQ Liguria, Piemonte, Lombardia, etc.

1040

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

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

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

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

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

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Venezia and Venetia Giulia, under reference Number 4251, dated 25 August 1945. **1319**

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

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Group II Dist "A"

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

26 August 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 14)

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

1. Announcement is made of the inactivation of the 1st Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 25 August 1945.
2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 1st to 8th Truck Companies inclusive, of Italian Army Personnel.
3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, file AG 547/177 GEG-O, Subject "Provision of Personnel for Truck Transport and Maintenance Groups nC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

25 August 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 13)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. The Chief Commissioner has directed that, effective immediately, all Allied personnel will take, in lieu of the day off prescribed in 212/195/EC, 9 August 1945, Wednesday and Saturday afternoons off.
2. Skeleton staffs, as on Sunday, will be maintained.
3. No other time off will be taken.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

27 July 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 12)

INACTIVATION OF THE 2d TRUCK BATTALION, TRUCK OPERATING  
GROUP, ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

1. Announcement is made of the inactivation of the 2d Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel), as of 2400 hours this date.

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

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, File AG 537/177 CEG-O, subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

19 July 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

10)

CHANGE NO. 1

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

*James Ritchie*  
SIR J. E. T. RITCHIE  
Lt Colonel  
Actg Executive Officer (E)

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER :  
10)

28 May 1945.

ESTABLISHMENT OF TRUCK OPERATING GROUP & MAINTENANCE GROUP, ALLIED COMMISSION  
177 GDS-O, dated 13 May 1945.

1. These organizations were approved by AFHQ, pursuant to letter AG 537/

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

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

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

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

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

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

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

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

*J. L. Jones*

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

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C. M. PARKIN,  
Colonel, Infantry,  
Acting Vice President **4314**

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*Establishment Section*

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION *JL*  
*SW*

22 May 1945

ESTABLISHMENT MEMORANDUM

NUMBER

7) CHANGE NUMBER 1

*41*

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

a. Paragraph 4.

Delete the present paragraph and substitute the following:

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION

AFO 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

9)

15 May 1945

AIR COURIER SERVICE TO NORTH ITALY

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

- |         |                                        |
|---------|----------------------------------------|
| BOLOGNA | - for Emilia Region and SCAO 5th Army  |
| TREVISO | - for Venezia Region                   |
| VERONA  | - for 5th Army AMG                     |
| MILAN   | - Linate Airdrome for Lombardia Region |
| TURIN   | - for Piemonte Region )                |
| GENOVA  | - for Liguria Region )                 |

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

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

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

4. Commencing Tuesday, 15 May, with Schedule 'A', the service will continue, weather permitting, with Schedules 'A' and 'B' or other alternatives.

# AIR COURIER SERVICE TO NORTH ITALY

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

|         |   |                                      |
|---------|---|--------------------------------------|
| BOLGNA  | - | for Emilia Region and SCAC 5th Army  |
| TREVISO | - | for Venezia Region                   |
| VERONA  | - | for 5th Army AMG                     |
| MILAN   | - | Linate Airdrome for Lombardia Region |
| TURIN   | - | for Piemonte Region )                |
| GENOVA  | - | for Liguria Region )                 |

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

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

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

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

## Schedule 'A':

ROME (Centocelle)  
MILAN (Linate)  
MILAN (Linate)  
TREVISO  
BOLOGNA  
ROME (Centocelle)

| <u>Arrive</u> | <u>Depart</u>            |
|---------------|--------------------------|
| --            | 0930 hrs                 |
| 1145 hrs      | -- Stay overnight        |
| --            | 0930 hrs (following day) |
| 1030 hrs      | 1130 hrs                 |
| 1200 hrs      | (Lunch) 1430 hrs         |
| 1545 hrs      | --                       |

1312

**RESTRICTED**

Establishment Memorandum #9, this HQ, dated 15 May 1945, Cont'd:

Schedule 'M':

|                   | <u>Arrive</u>                | <u>Depart</u>            |
|-------------------|------------------------------|--------------------------|
| ROME (Centocelle) | --                           | 0930 hrs                 |
| BOLOGNA           | 1050 hrs                     | 1115 hrs                 |
| TREVISO           | 1150 hrs                     | 1430 hrs                 |
| MILAN (Linate)    | 1530 hrs (Stay<br>overnight) | 0930 hrs (following day) |
| BOLOGNA           | 1045 hrs                     | --                       |
| ROME (Centocelle) | 1300 hrs                     | 1145 hrs                 |

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

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

*J. L. Jones*

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

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

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RCLOGNA  
ROME (Cantocelle)

1045 hrs  
1300 hrs

1445 hrs  
--

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

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

39  
1 May 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

7)

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

*J. L. Jones*

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

6

31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.

2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

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

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

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

Monthly Basic Wage

9,600 lire and more  
6,000 lire to 9,599 lire  
4,500 lire to 5,999 lire  
3,500 lire to 4,499 lire  
less than 3,500 lire

Daily Basic Wage

370 lire and more  
231 lire to 369 lire  
170 lire to 230 lire  
135 lire to 169 lire  
less than 135 lire

Daily Subsistence Allowance

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

Daily Subsistence Allowance

250 lire  
225 lire  
175 lire  
150 lire

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

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

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

Daily Subsistence Allowance

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

Daily Subsistence Allowance

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

Monthly Basic Wage

9,600 lire and more  
6,000 lire to 9,599 lire  
4,500 lire to 5,999 lire  
3,500 lire to 4,499 lire  
less than 3,500 lire

Daily Basic Wage

370 lire and more  
231 lire to 369 lire  
170 lire to 230 lire  
135 lire to 169 lire  
less than 135 lire

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

**1310**

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

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

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HQ AC., Estab. Sect. Memo No. 6. (Cont'd)

RESTRICTED

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

3. Travelling allowance will be claimed by the employee on the Special Claim Form (F/P35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-Accountants, quoting this Establishment Memorandum as their authority in the space provided on the Payment Voucher (F/P3). Supplies of Claim Form, (F/P35), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

4. Nothing in this Establishment Memorandum shall be construed as bearing reference to U. S. or British civilian employees.

By Command of Rear Admiral STONE:

C. M. PARKIN,  
Colonel, Infantry  
Actg Deputy Executive Commissioner

OFFICIAL:

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

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4. Nothing in this Establishment Memorandum shall be construed as bearing reference to U. S. or British civilian employees.

By Command of Rear Admiral STONE:

C. M. PARKIN,  
Colonel, Infantry  
Actg Deputy Executive Commissioner

OFFICIAL:

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

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HEADQUARTERS  
ALLIED COMMISSION

APO 394

(Establishment section)

ESTABLISHMENT MEMORANDUM

NUMBER

5)

22 March 1945

U. S. REQUISITIONED PROPERTY (Except Real Estate)..... I  
CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)..... II  
PURCHASED PROPERTY..... III

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

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

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

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

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

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

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

4. The practice of requisitioning goods and property on U. S. Army requisition forms will cease effective this date.

CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)..... II  
PURCHASED PROPERTY..... III

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

1. The provisions of Section I of this memorandum apply to all property which has been formally requisitioned on U. S. Army requisition forms by Regions and Headquarters of the Allied Commission, including AGO 5th and 8th armies.
2. It is hereby established that all such requisitioned property (vehicles included) are U. S. Government property and will be treated accordingly. The chain of responsibility for all such property will be as follows:
  - a. Officers, American or British, using or in charge of any such property will retain same only after signing a memorandum receipt to the Regional Requisitioning Officer, and each officer is therefore responsible to Regional Requisitioning Officer.
  - b. Regional Requisitioning Officer will receipt for all requisitioned property on a shipping ticket from G-4 (A), Headquarters AGO, and is therefore responsible to G-4 (A).
  - c. G-4 (A) is accountable for all U. S. Government property in the Allied Commission.
  3. Effective this date, no officer, British or American, in the Allied Commission will be in possession of any U. S. requisitioned property unless he has properly signed for same and officers will be held peculiarly responsible for all such property in event property is lost through fault or neglect.
  4. The practice of requisitioning goods and property on U. S. Army requisition forms will cease effective this date, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Establishment Memorandum Number 5, dated 2 August 1944, subject "Local Purchases and Contracts". All requests for authority to requisition property which cannot be purchased or rented will be sent to G-4 (A), this Headquarters, for approval.
  5. Irregular and unauthorized requisitioning of property has led to many claims involving the U. S. Government. Officers will familiarize themselves with the provisions of this directive and strict compliance with the above is directed. Regional Commission, including SCAO's AGO 5th and AGO 8th armies will be responsible for seeing that the provisions of this directive are passed on to all concerned. Officers have in the past seized goods or property and issued owners temporary receipts on any form or scrap of paper. A temporary receipt form has been prescribed and will be used. The

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Establishment Memorandum No. 5, Eq AC, dtd 22 March 45, contd.

practiced issuing irregular and unauthorized temporary receipts will cease.

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

## II. CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)

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

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

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

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

## III. PURCHASED PROPERTY

### 1. Responsibility.

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

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

## II. CONFISCATED GOODS, SERVICES, OTHER PROPERTY (Except Real Estate)

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

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

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

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

## III. PURCHASED PROPERTY

### 1. Responsibility.

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

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

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

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

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# RESTRICTED

Establishment Memorandum No. 5, Hq AC, dtd 23 March 45, contd.

## 2. Checks.

- a. A system of checking property purchased from A. C. or A.M.G. funds will be instituted throughout all Regions which will ensure that such property is checked by a responsible officer at least once a month.
- b. On any change of Regional Commissioner or of the officer appointed to look after this property, or of a Provincial Commissioner, such property will be checked and signed for by the incoming officer.

## 3. Returns.

- a. An initial return has already been asked for.
- b. Any future purchases involving a sum exceeding 5,000 lire will be notified forthwith to G-4 (E).
- c. If any such purchased property is transferred, whether by sale or otherwise, such disposal will be immediately notified to G-4 (E).
- d. All Regions, Armies, Headquarters Commandant and D.P.C., S.C. will render to G-4 (E) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any reduction in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

## 4. Losses and Writes-Off.

- a. In the event of any purchased property being lost or damaged, the circumstances will immediately be investigated by the Region or equivalent formation concerned, and a report, with the recommendation of the Regional Commissioner or his Executive Officer, or equivalent officer in other formations, forwarded to G-4 (E).
- b. G-4 (E) will be responsible for obtaining the views of Finance Sub-Commission or any other appropriate person at this Headquarters and instructing Regional Commissioners as to the terms on which the property may be written off.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

J. L. JONES

G. M. DAVIES

- a. An initial return has already been asked for.
- b. Any future purchases involving a sum exceeding 5,000 lire will be notified forthwith to G-4 (B).
- c. If any such purchased property is transferred, whether by sale or otherwise, such disposal will be immediately notified to G-4 (B).
- d. All regions, Armies, Headquarters Commandant and D.P.A.R. S.O. will render to G-4 (B) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any reduction in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

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

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

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

#### OFFICIAL:

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

BY COMMAND OF REAR ADMIRAL STONE:

C. H. PARKIN  
Colonel, Infantry  
Acting Deputy Exec. Comm.

1308

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HEADQUARTERS ALLIED COMMISSION  
AND 39A  
ESTABLISHMENT SERVICE

30 July, 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

CHANGE NUMBER 2

1. Establishment Memorandum Number 4, this Headquarters, dated 21st March, 1945, is hereby amended as follows:

A. Paragraph 1 (a) (i), lines 2 and 3.

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

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

Delete "A.A.I. Routine Order No. 252" and substitute "C.R.O. 520 of 1945".

BY COMMAND OF HEAD ADJUTANT GENERAL:

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

OFFICIAL:

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

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HEADQUARTERS UNITED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

85a

ESTABLISHMENT MEMORANDUM )

17 December, 1945.

NUMBER

4 )

CHANGE NUMBER 3

1. Establishment Memorandum Number 4, this Headquarters, dated 21st March, 1945, is hereby amended as follows:

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

Delete "GRO 842 of 1945" and substitute "GRO 1266 of 1945".

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

Delete "GRO 520 of 1945" and substitute "GRO 1266 of 1945".

BY COMMAND OF REAR ADMIRAL STONE :

NORMAN E. FISKE,  
Colonel, Cavalry,  
V.P. Establishment Section.

COPY TO :

J. L. JONES, *[Signature]*  
Colonel,  
Executive Officer (P)

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HEADQUARTERS  
ALLIED COMMISSION  
APO 394

21 March 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

4)

RATIONS FOR ITALIAN MILITARY AND CIVILIAN PERSONNEL.

This Memorandum is intended to provide Regional and other officers with a quick method of reference to the existing Directives on the above matter. It supersedes Establishment Memorandum No. 16 of the 2 June 1944, as from the date hereof.

1. CIVILIAN.

(a) (1)

From British Sources. Italian civilians employed in messes, rest camps and hotels as cooks, waiters or attendants will draw the same ration as the military personnel in the establishment concerned. These rations will be paid for by the deduction from the wages paid to the Italian Employee at the rate of 30 lire per day.

(11)

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

(b)

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

(c) (1)

From British Sources. If rations are required for any other Italian civilians, application has to be made to Area Headquarters in accordance with A.A.I. Routine Order No. 252. This order does not amount to an authority to give rations but lays down the method by which application will be judged. Such applications can be made by Regions etc direct and need not pass through this Headquarters.

(11)

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

(111)

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

- (a) (i) From British Sources. Italian civilians employed in messes, rest camps and hotels as cooks, waiters or attendants will draw the same ration as the military personnel in the establishment concerned. These rations will be paid for by the deduction from the wages paid to the Italian Employee at the rate of 30 lire per day.
- (ii) From American Sources. Provisions are set out in NATOUSA Circular No. 116 of the 18th September, 1944, Part II, para. 3.
- (b) Provisions as to supplying a mid-day meal for heavy workers and office workers are set out in AMHQ Administrative Memorandum No. 56 of the 9th December, 1944, which applies to British and American rations.
- (c) (i) From British Sources. If rations are required for any other Italian civilians, application has to be made to Area Headquarters in accordance with A.A.I. Routine Order No. 252. This order does not amount to an authority to give rations but lays down the method by which application will be judged. Such applications can be made by Regions etc direct and need not pass through this Headquarters.
- (ii) From American Sources. Except as above, no Italian civilian can be fed on American Army rations unless under authority from MTOUSA. Such authority will be requested through this Headquarters.
- (iii) The policy in this theatre of operations is to feed civilians on the civilian ration scale and not to give military rations without very good reason. In particular, it is considered important not to give an impression that the issue of rations is held out as an inducement to get civilians to work for military formations. In considering whether an application should be made Regional Commissioners should bear in mind this fact.

## 2. ITALIAN MILITARY PERSONNEL.

1305

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

## 3. PATRIOTS.

- (a) Patriots who come from enemy territory are regarded as an Allied responsibility during the period when it is necessary to hold them for screening etc. (This period will not exceed 30 days). During this period they are given Italian military rations which are issued through reception camps.
- (b) Patriot Representatives with Headquarters, 5th and 8th Armies are entitled to Allied rations under authority AM HQ 1075/5/Q of 20th October, 1944.

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Estab Memo No. 4 this HQ dtd 21 March 45 (Cont'd):

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

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

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel

Acting Executive Officer

OFFICIAL:

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

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NORMAN E. FISKE  
Colonel  
Acting Executive Officer

OFFICIAL:  
*C. M. Parkin*  
C.M. PARKIN  
Colonel, Infantry  
EXECUTIVE OFFICER (US)

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HEADQUARTERS ALLIED COMMISSION  
APO 394

34  
2 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER :  
3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

lied Commission (both Headquarters and field) so as to be readily available for reference or use.

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

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

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

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

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

8. A list (in quadruplicate) will be prepared showing by number and ~~4304~~ all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and one copy will be receipted by archives and returned to the branch concerned.

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

- 1 -  
RESTRICTED

**RESTRICTED**

Estab Memo #3, this Ha, dtd 20 March 45 (Cont'd):

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

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

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

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

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

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

be dealt with as follows:

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

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

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

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

OFFICIAL:

NORMAN E. FISKE  
Colonel  
Deputy Executive Commissioner

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

DISTRIBUTION:  
" " "

-2-  
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*Establishment Section*

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

33

19 January 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

21) - Change No.2, Establishment Memorandum No.21,  
Series 1944.

Paragraph 6c is amended to read as follows: "U. S. Accident Form 26 will be made out and forwarded G-4 (A), this headquarters, on all accidents."

By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

*C. M. Parin*

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

DISTRIBUTION:

Group I - Dist. "C"  
Group II - Dist. "A"  
Group III- Dist. "B"  
G-4 (A) - 25

1303

R E S T R I C T E D

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

BUCK SLIP

DATE: 9/4/44

HEADQUARTERS  
**ALLIED COMMISSION**  
FINANCE SUB-COMMISSION

From

To

|   |                                  |   |
|---|----------------------------------|---|
|   | Col. A. P. Graftey-Smith         |   |
|   | Lieut-Comdr. J. J. Lawler, USCGR |   |
| ✓ | Col. H. G. Crawshaw              |   |
|   | Lt-Col. A. H. F. Stephan         |   |
|   | Lt-Col. J. H. Penick             |   |
|   | Lt-Col. P. D. Banning            |   |
|   | Major B. E. L. Timmons           |   |
|   | Major A. J. Baxter               |   |
|   | Major J. Osmon                   |   |
|   | Major E. J. Gits                 |   |
|   | Major F. W. Tooby                |   |
|   | Major W. E. Price                |   |
|   | Major J. R. H. Hall              |   |
|   | Major M. M. Daugherty            |   |
|   | Capt. G. H. Tipping              |   |
|   | Capt. V. A. Catozella            |   |
|   | Lieut. H. J. Tasea, USNR         |   |
|   | Property Control Division        |   |
|   | SSM Angibault                    |   |
|   | <i>Establishment Sect.</i>       | ✓ |
|   | <i>(to Montant)</i>              |   |
|   | Economic Section                 |   |
|   | Message Center                   |   |

FOR:

- |                           |                                        |
|---------------------------|----------------------------------------|
| Recommendations & Remarks | Necessary Action <del>and return</del> |
| Information & Retention   | Perusal & Return                       |
| Approval or Disapproval   | Filing                                 |
| Investigation & Report    | Despatch                               |
|                           | Necessary Action and retention         |

REMARKS:

1261

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

St. Honan's 0  
Post-attachment facts

We spoke.

Agreed that this should  
be issued in present  
form

A. J. H. H. H.  
for

31

1262

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

*Urgent*

1  
See Lt. MONTANT's note on  
hulk ship

| SEEN          |  |
|---------------|--|
| 1. P.O.S.     |  |
| 2. J.L.       |  |
| 3. C.E.L.     |  |
| 4. M.D.       |  |
| 5. A.C.       |  |
| 6. [ ]        |  |
| 7. P.H.A.     |  |
| 8. P.C.P.     |  |
| 9. DIRECTOR   |  |
| 10. [ ]       |  |
| 11. E.P.A.    |  |
| 12. C.R.O.    |  |
| 13. CHAIRMAN  |  |
| 14. BOARD     |  |
| 15. P.O. DIV. |  |

*30*

*2* → H.Q. Ci  
for comment  
and action  
please  
R.H.

1263

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

**HEADQUARTERS ALLIED COMMISSION**  
ESTABLISHMENT SECTION

File

Date 2 Jan 45

FROM Finance Sub-Commission TO

Deputy Chief of Staff

☒ Staff Officer

Executive Officer (A)

Executive Officer (B)

G-1 (A)

G-1 (B)

G-4 (A)

G-4 (B)

Headquarters Commandant

Adjutant

FOR:

Draft of reply for signature of  
Please see/telephone me about this,  
Investigation and report

Answer

Signature

Approval/Disapproval

Your Information and return

Your File

*W. H. H. H. H. H.*

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

REUNIONING ALLIED COMMISSION  
APO 33A  
ESTABLISHMENT SECTION

REUNIONING MEMORANDUM

MEMOR

January 1945

1. Establishment Memorandum No. 30, 10 December 1945, is hereby rescinded.
2. Travelling allowances for civilian employees of Allied Commissions will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 62, 25 December, 1944, as reproduced below:

ARTICLE 1 - PAYMENT OF TRAVELLING ALLOWANCES TO CIVILIANS EMPLOYED BY THE ALLIED COMMISSIONS IN THE AREA OF THE MEDITERRANEAN AND INDIA

1. U.S. Citizens and Civilian Employees Other Than Those Employed in the Commanding Officers' Office - At the discretion of the commanding officers of units, substantial allowances may be paid under the following conditions to an H/T driver and any other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

The above allowances are properly payable provided the nature or accommodation are not furnished in kind.

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

a. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1944.) of:

2,600 lire and more per month - 250 lire per day  
6,000 lire to 2,599 lire per month - 200 lire per day

*File*  
*Complete*

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

hardly restricted.

2. Travelling allowances for civilian employees of Allied Command will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December, 1944, as reproduced below:

**III - PAYMENT OF SUBSISTENCE ALLOWANCES TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, FRANCE, GERMANY AND AUSTRIA.**

1. M/T Drivers and Civilian Employees Other Than Those Included in the Commanding Officers' Staffs - At the discretion of the Director of the following conditions of service, subsistence allowances may be paid under the required for service members to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

The above allowances are properly payable provided the rations or accommodation are not furnished in kind.

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

a. Employees in receipt of basic wages (see paragraph b, AFHQ Administrative Memorandum Number 62, 1944.) of:

2,600 lire and more per month - 250 lire per day  
 6,000 lire to 9,999 lire per month - 225 lire per day  
 4,500 lire to 5,999 lire per month - 175 lire per day  
 3,500 lire to 4,499 lire per month - 150 lire per day  
 less than 3,500 lire per month - 125 lire per day.

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

(2) These allowances will be paid in full if no rations or accommodation are provided for the use of the employee making the journey. If rations, but not accommodation, are provided, one third of the allowance will be paid. If accommodation, but not rations, is provided, two-thirds will be paid.

1302

SECRET

HEADQUARTERS  
ALLIED COMMISSION  
APO 394

ESTABLISHMENT MEMORANDUM

NUMBER

2)

ESTABLISHMENT OF MOTOR TRANSPORT GROUP  
ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

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

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

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

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

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

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

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

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

(a) Reference AG 091.712/234 D-O, Hq NATOUSA, to CG P&S, dated 7 Feb 45, subject: "Supply of US-ITI Personnel and Equipment for Allied Commission Truck Battalions".

(b) Reference AG 322/140 C-O, Hq NATOUSA, to CG P&S, dated 19

3 March 1945.

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

purpose of operation and supervision of maintenance of the motor transport units allocated to its control. The following units are placed under its command:

- a. 1st Truck Battalion, Allied Commission (Italian Army Personnel).
  - (1) For authority as to organization, personnel, tools, and equipment, reference is made to:
    - (a) Reference AG 400/454 D-O, Hq NATOUSA, to CG, Communications Zone, NATOUSA, dated 1 Oct 44, subject: "Issue of Equipment to 2675th Regiment, Allied Control Commission (Ovnd)".
    - (b) Reference letter, Hq AAL, dated 30 Oct 44, to Army Sub-Commission, Allied Control Commission, subject: "1st Truck Battalion, 2675th Regiment, Allied Control Commission".
    - (c) Establishment Memorandum No. 28, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".
  - b. 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel) now under process of organization.
    - (1) For authority as to organization, personnel, tools, and equipment, reference is made to:
      - (a) Reference AG 091.711/234 D-O, Hq NATOUSA, to CG PBS, dated 7 Feb 45, subject: "Supply of US-ITI Personnel and Equipment for Allied Commission Truck Battalions".
      - (b) Reference AG 322/140 C-O, Hq NATOUSA, to CG PBS, dated 18 Feb 45, subject: "Organization of the 2696th Technical Supervision Company (Ovnd)".
      - (c) Reference O-5: 322-68 AFHQ to Hq ALCOM, dated 19 Feb 45, subject same as b (1) (a) above.
      - (d) Reference AG 400/308 D-O, Hq NATOUSA to Deputy President ALCOM, dated 19 Feb 45, subject: "Tools and Equipment for additional Civil Truck Companies".
    - (2) Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel) will assist Establishment Section, Hq ALCOM and the 2675th Regiment, whose function and responsibility it is to complete the activation of the 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel).

RECEIVED

Establishment Memo #2, this No. dtd 3 March 45 (Cont'd):

2. Functions and Responsibilities of the Motor Transport Group, Allied Commission (Italian Army Personnel).

a. The Motor Transport Group, Allied Commission (Italian Army Personnel) is a field activity of the Allied Commission. Its Commanding Officer will report to the Chief Commissioner of the Allied Commission in a status comparable to that of a Regional Commissioner Allied Commission/Allied Military Government. The following offices of the Allied Commission will perform for the Chief Commissioner the following listed staff functions in connection with the administration and operation of the Motor Transport Group, Allied Commission (Italian Army Personnel).

(1) Transportation Sub-Commission.

- (a) Designation of loads to be carried.
- (b) Procurement of civilian supply and spares, for other than WD vehicles.
- (c) Technical advice to effect efficient operation and maintenance of vehicles.

(2) Commanding Officer, 2675th Regiment, Allied Commission (Ovhd).

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

(3) G-1 British.

- (a) Discipline and administration of British Army Personnel.

(4) G-4 American.

- (a) American supplies and WD material and spares.

(5) G-4 British.

- (a) British supplies and WD material and spares.

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

a. Colonel J. J. GARNES (O-15342), Inf, USA, is hereby assigned as Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel).

4. Relationship of Motor Transport Group, Allied Commission (Italian Army Personnel) with Allied Commission Regions and Armies.

a. Units based in an Army Zone.

- (a) Designation of loads to be carried.
- (b) Procurement of civilian supply and spares, for other than WD vehicles.
- (c) Technical advice to effect efficient operation and maintenance of vehicles.
- (2) Commanding Officer, 2675th Regiment, Allied Commission (Ovnd).
- (a) Discipline and administration of U. S. Army Personnel.
- (3) G-1 British.
- (a) Discipline and administration of British Army Personnel.
- (4) G-4 American.
- (a) American supplies and WD material and spares.
- (5) G-4 British.
- (a) British supplies and WD material and spares.
- 3. Designation of Headquarters Personnel for the Motor Transport Group, Allied Commission (Italian Army Personnel).

a. Colonel J. J. GARNES (O-15340), LtJ, USA, is hereby assigned as Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel).

4. Relationship of Motor Transport Group, Allied Commission (Italian Army Personnel) with Allied Commission Regions and Armies.

- a. Units based in an Army Zone.
  - (1) Truck units of the Motor Transport Group, Allied Commission (Italian Army Personnel) when based in an Army Zone will be attached to the Army under G-5 control.
- b. Units based in Allied Commission/Allied Military Government Regions.
  - (1) Requests for loads to be carried for regions will be made by Regions to the Motor Transport Group, Allied Commission (Italian Army Personnel) Liaison Officer, who will process such requests as directed by the Transportation Sub-Commission, HQ Allied Commission.

-2-  
RESTRICTED

R E S T R I C T E D

Establishment Memo #2, this HQ, dtd 3 March 45 (Cont'd):

c. General.

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

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel  
Deputy Executive Commissioner

OFFICIAL:



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

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Including Gp III  
Less Serial 84.

- 3 -  
R E S T R I C T E D

1300

*Establish Section*  
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HEADQUARTERS ALLIED COMMISSION  
APO 374  
ESTABLISHMENT SECTION

26  
5 January 1945

ESTABLISHMENT MEMORANDUM)

NUMBER : - Charge No. 1. Establishment Memorandum No. 21, Series  
21) 1944.

1. In paragraph 3 add the following subparagraph:

b. (1) It is directed that beginning as of date of receipt of this communication only vehicles that are unserviceable be derequisitioned and that a certificate of unserviceability be forwarded this office together with release certificate and original copy of requisition.

(2) Proforma of certificate of unserviceability is attached and may be reproduced only by the Regional Transportation Officer or Requisitioning Officer under the supervision of the Regional Commissioner.

By command of Rear Admiral STONE:

MORRIS E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

Incl:

Proforma of Certificate  
of Unserviceability.

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Group I - Dist. "C"  
Group II - Dist. "A"  
Group III - Dist. "B"  
G-4 (A) - 25

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1299

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(Name of Regional Headquarters)

(Date)

REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATE

25

CERTIFICATE

I certify that the below-listed vehicle is in an unserviceable condition:

|           |       |                 |       |
|-----------|-------|-----------------|-------|
| Make      | _____ | License         | _____ |
| Model     | _____ | Old AMG/ACC No. | _____ |
| Year      | _____ | New AC No.      | _____ |
| Motor No. | _____ | Chassis No.     | _____ |
| Remarks   | _____ |                 |       |
|           | _____ |                 |       |
|           | _____ |                 |       |
|           | _____ |                 |       |

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Rank)

\_\_\_\_\_  
(ASN)

\_\_\_\_\_  
(Region)

RESTRICTED

1273

*Establishment*  
HEADQUARTERS ALLIED COMMISSION  
AFO 304  
ESTABLISHMENT SECTION

4 January 1945

ESTABLISHMENT MEMORANDUM

NUMBER

1)

*24*

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

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

2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

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

1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

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

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

3. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1944) of:

2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

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

1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

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

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

a. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1944) or:

9,500 lire and more per month - 250 lire per day.  
6,000 lire to 9,500 lire per month - 225 lire per day.  
4,500 lire to 5,999 lire per month - 175 lire per day.  
3,500 lire to 4,499 lire per month - 150 lire per day.  
less than 3,500 lire per month - 125 lire per day.

1297

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

Hq. AC, Estab. Memo No. 1, 4 Jan 45 cont'd.

(2) These allowances will be paid in full if no rations or accommodations are provided for the use of the employee making the journey. If rations, but no accommodations, are provided, one-third of the allowance will be paid. If accommodations, but no rations, are provided, two-thirds will be paid."

3. The maximum period for which the traveling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

4. Traveling allowance will be claimed by the employee on the Special Claim Form (P/F15), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Command, Finance Officers and/or Sub-accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (P/P1). Supplies of Claim Form, P/F15, are being distributed to all divisions, by this headquarters, and additional supplies will be furnished upon application.

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

By command of Rear Admiral Stone:

NORMAN L. FISKE  
Colonel  
Deputy Chief of Staff

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

DISTRIBUTION:

"A"

1277

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

the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

4. Traveling allowance will be claimed by the employee on the Special Claim Form (W/R35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (P/R3). Supplies of Claim Form, P/R3, are being distributed to all Regions, by the Headquarters, and additional supplies will be furnished upon application.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U.S. or British civilian employees.

By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

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

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141

ESTABLISHED

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER 35)

20 December 1944.

CIVILIAN PERSONNEL PROCEDURE

1. GENERAL.

- a. The standard operating procedure for reception, assignment and departure of all Allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.
- b. The Civilian Personnel Director will be responsible to the Vice-President of the Establishment Section for the execution of this plan.

2. DEFINITIONS.

- a. "Attached" will be used in relationship to all personnel who do not come under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.
- b. "Assigned" will be used whenever personnel comes under complete control of an allied Commission official and is available for assignment in place of an officer or enlisted men & other ranks.

3. PROCEDURE.

a. Reporting.

- (1) The Head of the civilian agency will give advanced warning of new arrivals and have them report immediately to the Civilian Personnel Director, (or Duty Officer after office hours), with all credentials.
- (2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

b. Registration.

- (1) Each Allied Civilian will present a copy of his orders and sign the appropriate Headquarters Register upon arrival and departure.
- (2) All Civilians will be interviewed; a secret "Registration-card

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in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

b. The Civilian Personnel Director will be responsible to the Vice-President of the establishment Section for the execution of this plan.

## 2. DEFINITIONS.

a. "Attached" will be used in relationship to all personnel who do not come under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.

b. "Assigned" will be used whenever personnel comes under complete control of an Allied Commission official and is available for assignment in place of an officer or enlisted men & other ranks.

## 3. PROCEDURES.

### a. Reporting.

(1) The Head of the civilian agency will give advanced warning of new arrivals and have them report immediately to the Civilian Personnel Director, (or Duty Officer after office hours), with all credentials.

(2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

### b. Registration.

(1) Each Allied Civilian will present a copy of his orders and sign the appropriate Headquarters Register upon arrival and departure.

(2) All Civilians will be interviewed; a secret "Registration-card File" will be kept by the Director.

### c. Classification.

(1) The Civilian Personnel Director will determine the "assigned-", "attached-", or "miscellaneous-" status and the degree of Allied Commission responsibility.

(2) If assimilated rank is not stated by the Home Office of the Parent agency, the Civilian Personnel Director will recommend the case to the Allied Commission Adjutant for an appropriate letter of identification.

### d. Assignment.

(1) Initial Allied Commission Section assignments will be made by the Civilian Personnel Director.

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SECRET  
Zetab Memo No. 32, this No. dtd 20 Dec 44 (Cont'd):

- (2) Internal assignments will be made by the Personnel Officer concerned.
- (3) All changes in assignment will be checked with the Civilian Personnel Director.

g. Coordination.

- (1) All statistical information will be coordinated by the Civilian Personnel Director, so that accurate reports can be submitted to higher Headquarters.
- (2) All actual matters of personnel policy will be cleared with the Civilian Personnel Director.

h. Orientation.

The Director will orient the new civilian to:

- (1) the overseas environment, giving special attention to military rules, wearing of uniform, reading of Daily Bulletin, etc.
- (2) Responsibilities as to: military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.
- (3) Privileges as to billeting, messing, recreational facilities, P-X, transportation, etc.

i. Administrative.

- (1) In general, administrative details will be left to the agency concerned.
- (2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.
- (3) He will check identification cards and keep number of all "privileged" cards issued.
- (4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

j. Clearance.

- (1) Orders of departure will be issued.

1280  
Civilian Personnel Director.

f. Orientation.

The Director will orient the new civilian to:

- (1) The overseas environment, giving special attention to military relationship, Allied Commission organization and the section of Italy to which the individual is to be sent.
- (2) Responsibilities as to: military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.
- (3) Privileges as to billeting, messing, recreational facilities, P-X, transportation, etc.

g. Administrative.

- (1) In general, administrative details will be left to the agency concerned.
- (2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.
- (3) He will check identification cards and keep number of all "privileges" cards issued.
- (4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

h. Clearance.

- (1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.
- (2) The civilian concerned will be notified immediately and provided with a clearance-slip to be completed.
- (3) Upon proper completion and signing out on the Headquarters Register, the travel orders will be handed to the civilian.

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Estab Memo No. 31, this No. dtd 20 Dec 64 (Cont'd):

4. CONCLUSION:

Effective this date, the procedure designated will be followed by all concerned.

By command of Rear Admiral STONE:

WORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:



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

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*Establishment Section*

**R E S T R I C T E D**

HEADQUARTERS ALLIED COMMISSION  
APO 374  
ESTABLISHMENT SECTION

24  
31 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

34)

CHANGE NUMBER 1

1. Establishment Memorandum Number 34, this Headquarters, dated 19 December 1944, is hereby amended as follows:

a. Paragraph 2.b.(1).

Delete the present paragraph and substitute the following:

"All motor maintenance and operating officer personnel will be allocated by the Transportation Sub-Commission to this Headquarters and to the Regions as needed. EM/OKs will be allocated through normal G-1 channels."

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,  
Colonel, Infantry,  
Acting Vice President,  
Establishment Section.

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION

AFG 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

34)

19 December 1944.

1. Establishment Memorandum No. 22, this Headquarters, dated 27 September 1944, is hereby rescinded in its entirety, and this Memorandum substituted in lieu thereof:

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, organization and inspection of all vehicle maintenance (both IS & WE) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

- (1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.
- (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
- (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.

- (4) Subject to the provisions of annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

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plate responsibility for technical supervision, organization and inspection of all vehicle maintenance (both F & W) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

- (1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.
  - (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
  - (3) Personnel allocated to regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
  - (4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
  - (5) The Transportation Sub-Commission will be responsible for approving garage allocation.
3. Responsibility of G-4s (See Annex A and B attached).
4. Responsibility of other elements:
- a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See Annex A and B).
  - b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance.

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Etab Memo No. 34, this Hq. dtd 19 Dec 44. (Cont'd):

and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspections of all vehicles within his Region and bring about correction of all deficiencies noted.

c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in US AW 83 and AR 35-6040 and AR 850-15 and British regulations. (See also paragraph 7, Annex B, for list of responsible officers).

5. Accountability: (see annex 4-4 A and B).

6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

7. THE MOVEMENTS DIVISION. (TRANSPORTATION SUB-COMMISSION), will control the movement and selection of cargo, of load-bearing vehicles.

a. Regional Transportation Officers will perform this function within the Regions under the general direction of Movements Division, Transportation Sub-Commission.

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).

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7. THE MOVEMENTS DIVISION, (TRANSPORTATION SUB-COMMISSION), will control the movement and selection of cargo, or load-bearing vehicles.

a. Regional Transportation Officers will perform this function within the Regions under the general direction of Movements Division, Transportation Sub-Commission.

By command of Rear Admiral STONE:

MORRIS E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

*C. M. Parkin*

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

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AMEX "A" to Estab Memo  
No. 34, this Hq, dtd  
19 Dec 44.

RESPONSIBILITIES OF G-4 (A)

1. VEHICLE RECORDS.

a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and Motor Maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.

c. 4. Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

(1) The Property Book, which will be known as the "Unit Transportation motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to companies.

(2) G-4 (A) will be notified in writing of the assignment, and relief of the Transportation Officer, so that a transfer of property in the Unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as allocated by the Transportation Sub-Commission.

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

d. Reports of Survey or Certificate will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

2. REPORTS.

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

in the possession of the Transportation Sub-Commission.

c. A Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

(1) The Property Book, which will be known as the "Unit Transportation Regional (or Headquarters) Property Book", will record all US Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to companies.

(2) G-4 (A) will be notified in writing of the assignment, and relief of the Transportation Officer, so that a transfer of property in the Unit Transportation Property Book can be accomplished in accordance with Circular 170, War Department, dated 24 July 1944.

(3) Reassignment of Tools and Equipment now charged to 2675th Regiment as T/E property will be made as allocated by the Transportation Sub-Commission.

(4) The procurement, issuing, reassignment, and transfer of all US Army tools and equipment will be accomplished by G-4 (A) as requested or approved by the Transportation Sub-Commission.

d. Reports of Survey or Certificates will be prepared on damaged, lost or stolen vehicles, motor maintenance equipment or accessories by the American Transportation Officer in each unit, and forwarded to G-4 (A). Ref. AR 35-6640.

e. In case of salvage through an Ordnance Depot, a true copy of the Salvage Receipt of the old vehicle, and the Tally Out on the new vehicle, will be forwarded to G-4 (A).

## 2. REPORTS.

a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as of 1200 hours on the 10th of each month, so as to reach the office of G-4 (A) not later than 1200 hours on the 12th day of each month. (This deadline must be met.)

## 3. SUPPLIES.

a. All American vehicles and motor maintenance equipment and spare parts will be drawn through G-4 (A), this Headquarters.

b. All motor maintenance parts will be drawn on an exchange basis, direct from the nearest Ordnance Depot or the parts section of G-4 (A). Requisition will be submitted to G-4 (A).

c. Unserviceable vehicles may be salvaged at any Ordnance Depot. Unserviceable American vehicles will not be turned into NME. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E).

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ANNEX "B" to  
Israh Memo No. 34, this  
file, dtd 19 Dec 44.

RESPONSIBILITIES OF G-4 (B)

1. G-4 (British) will be responsible for records and major items of supply.
2. RECORDS.

a. G-4 (British) will keep all records and prepare vehicles census of all W.D. vehicles in use in the Sub-Commission.

b. Vehicle Casualties. These will be rendered by G-4 (B) for all W.D. vehicles of the Commission.

c. Vehicle Locations.

(1) Distribution of all vehicles to Regions, AMG armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.E. and W.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4 Branch.

(2) Whenever any A.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.Fs. G.1033 and transferor will forward a third copy signed by both to G-4 (British).

3. SUPPLY.

a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

A/. G-4 (B) will set up an M.F. spare Parts and Equipment Section who will have the following duties:

(1) To indent for all G.1033 M.F. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of an approved user.

c. Vehicle locations.

(1) Distribution of all vehicles to Regions, AMG armies will be recorded by G-4. For this purpose whenever M.D. vehicles (other than M.D. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.E. and M.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4 Branch.

(2) Whenever any M.D. vehicles, whether on M.S. or not, are transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.P.s. G.1033 and transferor will forward a third copy signed by both to G-4 (British).

3. SUPPLY.

a. Vehicles.

(1) Except as provided in sub-paragraph (a) (2), no vehicles will be drawn by any Region, or other part of the Commission except on the instructions of G-4 Branch.

(2) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through Army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

A/. G-4 (B) will set up an M.F. Spare Parts and Equipment Section who will have the following duties:

(1) To indent for all G.1033 M.F. Equipment and L.S.D. Equipment authorized under Special List 9A/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

(2) If any garage equipment is required, surplus to LAD scale to <sup>12200</sup> endeavor to obtain release on receipt of a special application from Transportation Sub-Commission.

(3) To indent for M.F. First aid scaling for all British M.D. vehicles of the Commission and to issue such scaling to Regions etc. as Transportation Sub-Commission may request.

(4) To hold a reserve of M.F. first aid kits and to replace any items used by Regions etc., on application from the Region concerned.

(5) To be responsible for all indents for tools, spare parts and other equipment for all British M.D. vehicles of the Commission.

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ANNEX "B" to  
Estab Memo No. 34, this  
Hq, dtd 19 Dec 44. (Cont'd)

B/. (1) Regions etc. will make all demands for tools, spare parts and M.T. equipment on G-4. (B) M.T. Spare Parts and Equipment Section and will not make indents on Ordnance.

(2) This does not prevent Transport Officers from using their own initiative to obtain local assistance from salvage etc., where permitted.

(3) AMG 8th Army are authorized to continue to work through army sources where desirable. Their vehicles are, however, being included in scalings demanded. Any indents by AMG 8th Army will be clearly marked "AMG 8th Army" and such expressions as AMOT will be avoided.

4. In order to carry out the above policy, the returns set out in appendix "B" will be rendered to G-4, Branch by the parties set out in such appendix. All previous instructions as to returns to G-4 Branch are cancelled.

5. Administrative Instructions No. 3 of 18 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

| Type of Return                                                                                                                                                                                                                                                                                         | Rendered by                                      | Rendered to | Date                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------|---------------------|
| Vehicle Census Return<br>(NE, Civilian Supply &<br>Miscellaneous vehicles<br>will all be shown but<br>separately).                                                                                                                                                                                     | Responsible<br>Officers named<br>in Paragraph 7. | G-4 (E)     | 21st each<br>month. |
| Vehicle Casualties, any<br>vehicle lost, stolen, or<br>otherwise struck off strength<br>(e.g. Fire accident, wear &<br>tear). No particular form is<br>necessary but vehicle must be<br>clearly identified. If HIR,<br>cause must be stated and HIR<br>certificates forwarded as early<br>as possible. | Responsible<br>Officers named<br>in Paragraph 7. | G-4 (E)     | Within<br>24 hours. |

5. Administrative Instructions No. 3 of 18 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

| Type of Return                                                                                                                                                                                                                                                                                        | Rendered by                                      | Rendered to | Date                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------|---------------------|
| Vehicle Census Return<br>(WE, Civilian Supply &<br>Miscellaneous vehicles<br>will all be shown but<br>separately).                                                                                                                                                                                    | Responsible<br>Officers named<br>in Paragraph 7. | G-4 (B)     | 21st each<br>month. |
| Vehicle Casualties. Any<br>vehicle lost, stolen, or<br>otherwise struck off strength<br>(e.g. Fire accident, wear &<br>tear). No particular form is<br>necessary but vehicle must be<br>clearly identified. If IIR,<br>cause must be stated and IIR<br>certificate forwarded as early<br>as possible. | Responsible<br>Officers named<br>in Paragraph 7. | G-4 (B)     | Within<br>24 hours. |

7. Responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

| Responsible Officer     | Vehicles for Which Responsible                                                                                                                                                                                                                                                                                                                   |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headquarters Commandant | <ol style="list-style-type: none"> <li>1. All British ID vehicles and Requisitioned vehicles in HQ Motor Pools or assigned to any official, Sub-Commission, etc., other than Sub-Commissions, etc., of which the Director is "Responsible Officers" as set out in this instruction.</li> <li>2. Vehicles of Liaison Officers in Rome.</li> </ol> |

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ARMA "P" to  
 British Memo No. 34, 1945  
 Hqs. Gtd 19 Dec 44 (Cont'd)

| Responsible Officer                               | Vehicles for Which Responsible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCAG's 5th & 8th armies                           | All WE, civilian supply and other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Regional Commissioners                            | <ol style="list-style-type: none"> <li>1. All WE vehicles on charge to Region or Province.</li> <li>2. All requisitioned cars requisitioned by or transferred to Region.</li> <li>3. All civilian supply vehicles allotted to Region.</li> <li>4. Any other WE vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch.</li> <li>5. <u>For maintenance only</u>, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission.</li> </ol> |
| Displaced Persons and Repatriation Sub-Commission | All own vehicles except those working in army areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

*Establishment Section*  
 HEADQUARTERS ALLIED COMMISSION  
 APO 194  
 ESTABLISHMENT SECTION

15 December, 1944

ESTABLISHMENT MEMORANDUM

NUMBER

33)

AMC/AC EXPENDITURE

1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMC/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 these 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 5 below).

3. The following procedure will be adopted forthwith in the expenditure of AMC/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-department designated by the Regional Commissioner as Headquarters Expenditure 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 300,000 will be authorized in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters

billets; it also imposed certain limits on the authorization of expenditures for these 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 Billoets, Offices and Office Equipment.
- (d) Other expenses of the Commission (excluding items mentioned in part 6 below).

3. The following procedure will be adopted forthwith in the expenditure of AMC/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.
- (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.

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4. Where special authorization of any expenditure is required, by reason of the provisions of parts 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 these 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 parts 3 and 4 above, must be given on, or attached to, the relative Payment Voucher (P/P), and it will be the duty of the Finance Sub-Commission to report to the Chief of Staff any unauthorized payments in excess of the specified limits. The practice of settling up bills for the same item of Expense, 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 authorizing 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 judgment 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 judgment, which he may later be called upon to refund.

By command of Rear Admiral STONE:

MURRAY S. FISKE,  
Colonel,  
Deputy Chief of Staff.

OFFICIAL:

*C. M. Purkin*

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

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Disbursements of M2/AC funds must be made by the Sub-accountant, i.e., the Paying Officer, and not the authorizing Officer. Most sub-accountants are experienced Finance Officers, and are aware which types of Expenditures may, or may not, be charged against M2/AC funds. Attached hereto, at Appendix "A", is a list of the principal items and Sub-heads of Disbursements in respect of M2/AC Expenditures, 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 judgment 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 judgment, 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:

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APPENDIX "A"

Items and Sub-Items

DISBURSEMENTS IN RESPECT OF AMMUNITION EXPENDITURES:

STORAGE AND HANDLING OF EQUIPMENT 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 & Buildings  
Maintenance of Office Equipment  
Messing & Out-of-Pocket Expenses (including Expenditures of Civilian Personnel)

Transport & Travelling (Civilian Personnel)  
Medical Fees & Expenses

SPECIAL EXPENDITURES:

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

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

Hire of Vehicles  
Maintenance of Vehicles

# OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery  
Maintenance of Offices & Billboards  
Maintenance of Office Equipment  
Messing & Out-of-Pocket Expenses (including Expenditures of Civilian Personnel)  
Transport & Traveling (Civilian Personnel)  
Witness Fees & Expenses

## SPECIAL PURCHASES:

Purchase of Office Furniture & Equipment  
Purchase of Furniture & Equipment for Billboards & Posters  
Reconditioning of Offices, Billboards & Posters  
Purchase of Cash Boxes & Safes

1287

1301

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

HEADQUARTERS  
ALLIED COMMISSION  
FINANCE SUB-COMMISSION  
A.P.O. 394.

142/EST  
13109/V.

16  
3 December 1944.

SUBJECT: Draft Establishment Memorandum of AMB/AC Expenditure.

TO : Establishment Section,  
(Through Economic Section)

1. Herewith draft of proposed Establishment Memorandum on the above subject.
2. If approved by your section will you kindly allocate an Establishment number and return to this Sub-Commission for issue.

(Signed) A. F. GRIFFITH-SMITH

Colonel,  
Joint Director,  
FINANCE SUB-COMMISSION.

Ref/142/ /EST 1st Inf. /Inf.  
Hq, AC, Office of the Deputy Chief of Staff, Establishment Section, 12 Dec 44.

TO: Finance Sub-Commission, AC

To issue as Establishment Memorandum No. 33.

Incls. n/o

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

1286

  
① MINISTERO DELLE CORPORAZIONI  
IL DIRETTORE GENERALE  
DEL LAVORO E DELLA PREVIDENZA SOCIALE

1<sup>st</sup> Inst  
COL. C. M. PARKIN  
EXECUTIVE OFFICER (U.S.)  
ALLIED 17/11/41 COMMISSION

To Lt. Col. Jones (Br)  
any objections? Parkin

② 2nd Inst. 15  
Colonel Parkin.

I question the figures  
200,000 line in Para 3 (b) and (c).  
Should be 20,000 as in Est memo  
No 5. Otherwise I have no comment  
to make.

J. Jones

17/11/41.  
Triche - Robertson says  
200,000 Line is correct  
1285  
CMB

*Establishment Section*  
*File*

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

8 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER 32)

14

HEADQUARTERS STORAGE POOLS FOR VEHICLES

1. Two storage pools for vehicles (American and British) are established in the Super Garage. Vehicles issued or transferred to this Headquarters, pending re-issue to Regions, or Headquarters Transportation Operating Pool, etc., will be stored in these pools.
2. Transfer of vehicles to and from these pools will be done by G-4 (a) and (b) respectively, subject to approval of the "Deputy Chief of Staff" Establishment Section.
3. The Headquarters Transportation Officer is responsible for the maintenance and repair of all vehicles in these pools.
4. Each pool will have an entire floor of the Super Garage assigned. For security of the vehicles, gates with locks will be erected on each floor. These floors will be out of bounds to all personnel except the G-4 personnel involved. When vehicles are moved for repairs to another section of the Super Garage, it will be done under supervision of a G-4 agent.

By command of Commodore STONE:

NORMAN B. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

DISTRIBUTION:

"a"  
Including Gp III  
Less Serial 85

1304

*Alfred Esterhuysen*

*W. L. Dike*

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

28 November 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER : 31)

13

1. Effective 1 December 1944, the operation and maintenance of all Headquarters transport will be taken over by the Establishment Section and will be operated by the Headquarters Transportation Officer. (See Appendix attached).
2. Commencing on 1 December 1944, all motor vehicles, with the following exceptions will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. This however, will not apply to those service Sub-Commissions which are operating under separate War Establishments. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

EXCEPTIONS

- |           |                                                     |
|-----------|-----------------------------------------------------|
| 1 vehicle | - Chief Commissioner                                |
| 1 "       | - Chief Commissioner (for visitors)                 |
| 1 "       | - Chief of Staff                                    |
| 1 "       | - Russian Representative to the Commission          |
| 1 "       | - French Representative to the Commission           |
| 1 "       | - Deputy Chiefs of Staff                            |
| 1 "       | - Commanding Officer 2675th Regt, Allied Commission |
| 1 "       | - Hq Transportation Officer                         |
| 1 "       | - Director of each Sub-Commission                   |

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Rome for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment of these vehicles. Any such vehicles will not in the meantime, be turned in to the Super Garage.

4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

NORMAN E. DICKS

exceptions will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. This however, will not apply to those service Sub-Commissions which are operating under separate War Establishments. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

#### EXCEPTIONS

- |           |                                                     |
|-----------|-----------------------------------------------------|
| 1 vehicle | - Chief Commissioner                                |
| 1 "       | - Chief Commissioner (for visitors)                 |
| 1 "       | - Chief of Staff                                    |
| 1 "       | - Russian Representative to the Commission          |
| 1 "       | - French Representative to the Commission           |
| 1 "       | - Deputy Chiefs of Staff                            |
| 1 "       | - Commanding Officer 2675th Regt, Allied Commission |
| 1 "       | - Hq Transportation Officer                         |
| 1 "       | - Director of each Sub-Commission                   |

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Rome for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment of these vehicles. Any such vehicles will not in the meantime, be turned in to the Super Garage.

4. All orders assigning cars, or Establishment Orders of Allied Commission contrary to this memorandum, are hereby rescinded.

By command of Commodore STONE:

OFFICIAL:

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

NORMAN E. FICKER  
Colonel  
Deputy Chief of Staff

1283

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

APPENDIX TO  
 Estab Memo #31, Hq Allied  
 Commission, dated 28 Nov 44.

OPERATION OF HEADQUARTERS TRANSPORT POOL (ROAD) ALLIED COMMISSION

1. Vehicles on the strength of the Headquarters Transport Pool will be divided into four sections:
  - Section 1. Vehicles for trips out of Rome of more than one (1) day's duration.
  - Section 2. Vehicles used for trips out of Rome but completed same day.
  - Section 3. Vehicles operating only within Rome city limits.  
(See NOTE below)
  - Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.
2. Every vehicle will be driven by an assigned driver.
3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.
4. Requests for transport will be made to the Dispatcher's Office as follows:
  - Section 1. Trips of more than one day -- 48 hours in advance on Travel Order application form.
  - Section 2. Trips to be completed same day -- 24 hours in advance on "Request for Transport" form.
  - Section 3. Verbal request by phone, or application at Taxi Booking office.
  - Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.  
 (b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.
5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible. It must be clearly understood that the decision as to type of vehicle must rest with the Dispatcher's

Declassified E.O. 12356 Section 3.3/NND

No. 785015

## Section 3. Vehicles operating only within Rome City limits.

(See NOTE below)

Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by an assigned driver.

3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.

4. Requests for transport will be made to the Dispatcher's Office as follows:

Section 1. Trips of more than one day -- 48 hours in advance on Travel Order application form.

Section 2. Trips to be completed same day -- 24 hours in advance on "Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi Booking office.

Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible. It must be clearly understood that the decision as to type of vehicle must rest with the Dispatcher's Office as it will obviously depend upon availability.

NOTE: In connection with Section 3 supra, the time limit as laid down in Daily Bulletin #218 of 31 August 1944, for a Taxi journey of one hour, is amended to read 30 minutes. Strict compliance with this will be enforced.

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

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st memoranda

12

The above does not apply to  
studies not included. The one  
opening under separate life.

- |   |         |                              |
|---|---------|------------------------------|
| 1 | vehicle | Chap Ann                     |
| 1 | "       | relief for CC + for visitors |
| 1 | "       | CO5                          |
| 1 | "       | Truck Member                 |
| 1 | "       | Room member                  |
| 1 | "       | la DAB                       |
| 1 | "       | CO 2675 Reg                  |
| 1 | "       | HA bonds + Transport Officer |
| 1 | "       | ea direct for                |

Col. Parker's  
decision

SECRET

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

1944

ESTABLISHMENT MEMORANDUM

NUMBER

1. Effective 1 December 1944, the operation and maintenance of all Headquarters transport will be taken over by the Establishment Section and will be operated by the Headquarters Transportation Officer. (See Appendix attached)
2. Commencing on 1 December 1944, all motor vehicles, with the following exceptions, will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Carage on or before 7 December 1944. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

EXCEPTIONS

|           |   |                                              |
|-----------|---|----------------------------------------------|
| 1 vehicle | - | Chief Commissioner                           |
| 1         | " | General Officers (Russia-France)             |
| 1         | " | Chief of Staff                               |
| 1         | " | Each Deputy Chief of Staff (or Vice Pres)    |
| 1         | " | <del>Executive Officer (Staff)</del>         |
| 1         | " | <del>Executive Officer (Staff)</del>         |
| 1         | " | Hq Transportation Officer & Hq Commandant    |
| 1         | " | Director of each Sub-Commission              |
| 1         | " | <del>Security Division (Public Safety)</del> |
| 1         | " | Head of each independent Sub-Commission      |

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Rome for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to

with the following exceptions, will cease to be assigned to Sub-Commissions, etc., and will be turned to the Super Garage on or before 7 December 1944. The Headquarters Transportation Officer will call in these vehicles from Sub-Commissions and will issue the necessary receipts.

# EXCEPTIONS

1 vehicle - Chief Commissioner  
 1 " General Officers (Russia-France)  
 1 " Chief of Staff  
 1 " Each Deputy Chief of Staff (or Vice Pres)  
 1 " ~~Executive Officer (Russia-France)~~  
 1 " ~~Executive Officer (Russia-France)~~  
 1 " Hq Transportation Officer & Hq Commandant  
 1 " Director of each Sub-Commission  
 1 " ~~Security Division (Russia-France)~~  
 1 " Head of each Independent Sub-Commission

3. Sub-Commissions, etc., which have vehicles on the strength of this Headquarters but which operate away from Home for long periods, will report to the Headquarters Transportation Officer by 7 December 1944, full particulars of any such vehicles, along with relative information in regard to the particular assignment that these vehicles are on. Any such vehicles will not in the meantime be turned in to the Super Garage.

4. All orders assigning cars or Establishment Orders of AC contrary to this memorandum are hereby rescinded.

By Command of Commodore STONE:

NORMAN Z. FISKE  
 Colonel  
 Deputy Chief of Staff

OFFICIAL:

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

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APPENDIX TO  
Etab Memo #  
dated \_\_\_\_\_

OPERATION OF HEADQUARTERS TRANSPORT POOL (ROAD) AC

1. Vehicles on the strength of the Headquarters Transport Pool will be divided into four sections:

Section 1. Vehicles for trips out of Rome of more than one (1) day's duration.

Section 2. Vehicles used for trips out of Rome but completed same day.

Section 3. Vehicles operating only within Rome city limits. (See NOTE at bottom of appendix).

Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by a driver assigned to that vehicle.

3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.

4. <sup>Requisition</sup> Demands for transport will be made to the Dispatcher's Office as follows:

Section 1. Trips of more than one day -- <sup>24</sup> hours in advance on Travel Order application form.

Section 2. Trips to be completed same day -- <sup>12</sup> hours in advance on "Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi booking office.

Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.

Section 3. Vehicles operating only within some city limits. (See NOTE at bottom of appendix).

Section 4. WD load carriers for moving personnel, stores, rations, etc., and providing courier services.

2. Every vehicle will be driven by a driver assigned to that vehicle.

3. With the exception of those cars assigned under the orders of the Chief Commissioner or the Chief of Staff, the movement of all vehicles will be controlled by the Headquarters Transportation Officer, through the Dispatcher's Office.

4. <sup>Revised</sup> ~~Demands~~ for transport will be made to the Dispatcher's Office as follows:

Section 1. Trips of more than one day -- <sup>24</sup>~~48~~ hours in advance on Travel Order application form.

Section 2. Trips to be completed same day -- <sup>12</sup>~~24~~ hours in advance on "Request for Transport" form.

Section 3. Verbal request by phone, or application at Taxi booking office.

Section 4. (a) If involving a Travel Order, application will be made on Travel Order application form 48 hours in advance.

(b) Up to one day, application will be made on Requisition for Transport, or verbally, if urgent.

5. Applications for transport will state the type of vehicle desired, and these requests will be met as far as possible. It must be clearly understood that the decision as to type of vehicle must rest with the Dispatcher's Office as it will <sup>1280</sup>only depend upon availability.

NOTE: In connection with Section 3 supra, the time limit as laid down in Daily Bulletin #218 of 31 August 1944, for a Taxi journey of one hour, is amended to read 30 minutes. Strict compliance with this will be enforced.

Establishment No. 10  
ALLIED COMMISSION  
194

10 November 1944.

ESTABLISHMENT MEMORANDUM  
NUMBER : 30)

CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE

1. Establishment Memorandum Number 22, this headquarters, dated 2 November 1944, is hereby revoked.
2. Authority is given as from 1 November 1944, for the payment of travelling allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty station.
3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employee, by virtue of his or her official duties, is ordered to be temporarily away from the headquarters (Headquarters, regional or Provincial) by which he is employed, thereby involving absence from his or her home.
4. The rate of travelling allowance will be Lira 150 per day (24 hours), and Lira 100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

Examples:

PERIOD OF ABSENCE:

TRAVELLING ALLOWANCE:

|                                                                        | LINE |
|------------------------------------------------------------------------|------|
| a. 0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs) | 250  |
| b. 0800 hours 1 November to 1000 hours 3 November. (48 hrs plus 2 hrs) | 300  |

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-accountants, quanting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (F/F3). Supplies of Claim Form, F/F35, are being distributed to all regions, by this headquarters, and additional supplies will be furnished upon application.

3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employee, by virtue of his or her official duties, is ordered to be temporarily away from the headquarters (Headquarters, Regional or Provincial) by which he is employed, thereby involving absence from his or her home.

4. The rate of travelling allowance will be Lire 150 per day (24 hours), and Lire 100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

Examples:

TRAVELLING ALLOWANCE:

LINE

|    |                                                 |                     |     |
|----|-------------------------------------------------|---------------------|-----|
| a. | 0900 hours 1 November to 1700 hours 2 November. | (24 hrs plus 4 hrs) | 250 |
| b. | 0800 hours 1 November to 1000 hours 3 November. | (48 hrs plus 2 hrs) | 300 |

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian. Any such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or sub-accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (F/F3). Supplies of Claim Form, F/F35, are being distributed to all regions, by their headquarters, and additional supplies will be furnished upon application.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U.S. or British civilian employees.

By command of General Lord STONE:

OFFICIAL:

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

MOFLAN E. FISKE  
Colonel  
Deputy Chief of Staff

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142, *Ant. Estab. Officer*  
HEADQUARTERS ALLIED COMMISSION  
APO 394

NEF/MP/Ja *File*

2 November 1944

ESTABLISHMENT MEMORANDUM )

NUMBER :  
29 )

1. Effective 1 November 1944, the travel allowance for Italian civilian employees of the Allied Commission will be fixed at the rate of 150 Lire per day.
2. For such portions of a day as exceed 8 hours, the travel allowance is 100 Lire.
3. The maximum period for which the travel allowance may be claimed without special permission is 14 days.
4. When the period of absence from home or duty station involves a longer period than 14 days, special permission will be granted by the chief of section employing the civilian. Such special permission constitutes authorization of the travel allowance in excess of the aforementioned 14 day period.
5. Absence from home or duty station is defined as a period exceeding 24 hours in length in which the civilian employee, by virtue of his official duties, is ordered to be temporarily away from the headquarters by which he is permanently employed, thereby involving absence from home.

By command of Commodore STONE:

NORMAN B. FISKE  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

*C. M. Parkin*

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

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*Establishment Section*  
*File*  
HEADQUARTERS ALLIED COMMISSION  
APO 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER • 28)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Establishment Memorandum No. 25, Hq Allied Control Commission (Establishment Section) APO 394, is hereby rescinded and the following substituted therefor:
2. Announcement is made of the organization of the 1st Truck Battalion, Allied Commission (Italian Army Personnel).
3. This Truck Battalion will consist of a Battalion Headquarters and eight (8) companies from Italian Army Personnel.
4. Its activities will be supervised by Company "T", 2675th Regiment, Allied Control Commission (Ovhd).
5. The 1st Truck Battalion, Allied Commission (Italian Army) and Company "T", 2675th Regiment, Allied Control Commission (Ovhd), is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Commission, for maintenance and operation.
6. The Battalion and Company will be placed under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

By command of Commodore STONE:

NORMAN E. FISKE,  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

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

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142  
HEADQUARTERS  
ALLIED COMMISSION  
APO 394

*Establishment Section*

*Col Liske*

*File*

29 October 1944

*s/w  
word*

ESTABLISHMENT MEMORANDUM )

NUMBER 27 )

1. The following note from the Economic Section is quoted for the information and guidance of all Regional Commissioners and AMG Armies:

"1. On 5 October the Commerce Sub-Commission and the Industry Sub-Commission made a joint request to the Economic Section that the officers of subject Sub-Commissions in the Armies and Regions be consolidated as a separate and single division. Decision has been made after conference with the Chief of Staff to the effect that such consolidation will not be made."

"2. All assignments to Armies and Regions of Industry officers and Commerce officers on the ground that they would work as a single division in the field will be changed and assignments made either to Industry or Commerce, as the case may be."

By command of Commander STONE:

NORMAN E. FISKE,  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

*C.M. Parkin*

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

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C O R R E C T E D C O P Y

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT SECTION  
APO 394

17 October 1944

ESTABLISHMENT MEMORANDUM )  
NUMBER 26 )

1. In accordance with the policy recently established by higher authority, awards, medals, decorations, honors, degrees and gifts of any nature whatsoever will not be accepted by members of the Allied Control Commission from the Italian Government, local sub-divisions thereof and Italian institutions. This prohibition applies whether the persons concerned are presently members of the Commission or have severed their connection thereto.

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

*C M Parkin*  
C.M. PARKIN,  
Colonel, Inf.,  
Executive Officer (U.S.)

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C O R R E C T E D C O P Y

1276

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM )

NUMBER 5 )

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

1. In all paragraphs, substitute "Chief of Staff" for "Executive Commissioner" where the latter appears in the memorandum.

2. In Paragraph 4d (3), - delete "Executive Commissioner" and substitute "Purchasing and Contracting Officer".

By command of Commodore STONE:

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

OFFICIAL:

*C.M. Parkin*

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

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

9 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER 25)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Announcement is made of the organization of the 1st Truck Battalion, 2675th Regiment, Allied Control Commission, effective 6 October 1944.
2. This organization is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Control Commission, for maintenance and operation.
3. The order of activation placed the Battalion under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovnd), for administration and supply.

By command of Commodore STONE:

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

OFFICIAL:

*C M Parkin*  
C. M. PARKIN,  
Colonel, Infantry,  
Executive Officer.

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(Establishment Section)  
APO 394

8 October 1944

ESTABLISHMENT MEMORANDUM

NUMBER 24)---Change No. 1.

1. Paragraph 3 is amended to read as follows: "The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used in all Regions with the exception of Southern, Liguria and Piemonte Regions who will use the capital letters SR, L and P respectively in place of Roman numerals."

By command of Commodore STONE:

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

OFFICIAL:

*C M Parkin*  
C.M. PARKIN,  
Colonel, Inf.,  
Executive Officer (US)

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ALLIED CONTROL COMMISSION  
(Establishments Section)  
APO 394

NEF/LTM/ja

4 October 1944

ESTABLISHMENT MEMORANDUM )

NUMBER 24 )

REQUISITION OF MOTOR VEHICLES

1. Authority previously delegated to Regional Commissioners to requisition motor transport in their respective region is rescinded insofar as it affects Italian Government territory and the Commune of Naples. Headquarters, Allied Control Commission and its subordinate Commissions, Branches and other Subdivisions will not requisition motor vehicles in the above territory. Under very exceptional circumstances, individual requests for authority to requisition may be submitted to this Headquarters for action. Such requests should include specific details and full justification.

2. Requisitioned cars will not be transferred from one region to another except by authority of this headquarters, which will be granted only in exceptional circumstances. Regional Commissioners will derequisition and return all vehicles not essential to operation on the reduced scale contemplated by transfer of territory to the Italian Government. (See Establishment Memorandum #21, dated 3 September 1944).

3. The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used. The number III is assigned to the Southern Region and the number XIV to Liguria Region.

By order of Captain STONE (USNR):

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

OFFICIAL:

*C.M. Parkin*  
C.M. PARKIN,  
Colonel, Inf.,  
Executive Officer.

1272

HEADQUARTERS  
ALLIED COMMISSION  
APO 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

23)

Change No. 1

1. Establishment Memorandum Number 23, Paragraph 13 (f), dated 28 September 1944, SUBJECT: REQUISITIONED HOTELS, is deleted and the following substituted therefor:

(f) Essential "War Damage" repairs should be carried out and paid for by the hotel management. If the management have no funds available for this purpose, bearing in mind their hotel running expenses, they must be instructed to make application to the Italian Government (Ministry of Public Works), under the provisions of RDL 26 October 1940, No. 1543. This law governs the procedure for Italian Government participation in the reconstruction of war-damaged privately-owned property. In exceptional circumstances, it may be possible to utilize the appropriate Army Engineering Services, (Royal Engineers or Corps of Engineers). In this latter case, the cost is recorded by Armies, and no further action by AC/AMG is necessary.

By command of Commadore STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

*C. M. Parkin*

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

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RESTRICTED

REQUISITIONING  
ALLIED CONTROL COMMISSION  
(Establishment Branch)  
APO 394

28 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER : 23)

REQUISITIONED HOTELS

GENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by ACC/AMG for purposes of officers' billets and messes. Such part of ACC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.

2. As set out in HQ AAF Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from AAF and ACC Letter 13048/F of 22 August 1944 to E.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for E.F.Os.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to E.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Staff Officer for the purpose of obtaining the necessary instructions.

GENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by ACC/AMG for purposes of officers' billets and messes. Such part of ACC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.

2. As set out in E.O. Letter 72/2/02 of 1 March 1944, in subsequent instructions from AAI and ACC Letter 13048/F of 22 August 1944 to E.F.Os., an agreement has been reached between the Allied armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/OEs.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to E.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hiring Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.

5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties and responsibilities to undertake. Regional Commissioners and the ACC Headquarters Commandant will, if they have not already done so, arrange to have appointed an "Allied Officer in Charge" of each hotel occupied by ACC/AMG for purposes of billeting and messing.

6. The above are the general principles involved. Detailed procedure is dealt with below.

## RESTRICTED

Estab Memo No. 23 this Hq. dtd 28 Sept 44 (Cont'd)

DETAILED INSTRUCTIONS:

7. The actual requisitioning of hotels for ACC/AMG officers' billets and messes will be handled through the appropriate military authorities (Base Section, Town Major, etc.), who have been fully informed of the arrangements referred to in this memorandum.

8. It is essential when a hotel is requisitioned for ACC/AMG officers' billets and messes that a complete physical inventory of the furniture and equipment be taken by an ACC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by ACC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.

9. If a requisitioned hotel has more accommodation than is required by ACC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel managements to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments
- (g) Heating expenses (including fuel for cooking)

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- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments
- (g) Heating expenses (including fuel for cooking)

This statement will not include any element of profit, rent or dilapidations.

12. If the hotel has sufficient working capital to meet its current expenses until the first advance can be made, all operating expenses will be paid by the hotel management. However, if the management is unable to pay the operating expenses and an advance cannot immediately be obtained from the Comando Genio Militare, then payments may be made out of ACC/AMG funds until funds are made available to the hotel management. Disbursements out of ACC/AMG funds must be supported by the vouchers prescribed by the Chief Accountant of ACC for use by Sub-accountants (see Sub-accountants Instructions Nos. 1 and 2).

## RECEIVED

Estab Memo No 23 this HQ, dtd 28 Sept 44 (Cont'd)

13. The statement referred to in para. 12 above requires the approval of the Allied officer in charge of the hotel. Furthermore, any payments made out of ACC/AGG funds requires the approval of the officer in charge of the hotel. The following explanations are accordingly submitted for guidance:

- (a) as regards payments made by the hotel management, the officer in charge of the hotel is required to "certify that the wages paid are correct", but as regards other expenditures his responsibility "is confined to the quality and quantity of the services received and does not include the prices". This is interpreted to mean that the officer concerned should, wherever possible, be present when employees are paid and see that they receive their money and sign the payroll, make tests from time to time to ensure that employees figuring on the payroll are on the job and verify that the basic gross rates of pay are within the limits imposed by Amendment No. 5 to AFHQ Adv. Adm. Echelon Adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialled documents. He will then append the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figuring on the payrolls have been paid and are 'bona fide' employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable."

.....1944

.....  
Signature and Rank

- (b) as regards any emergency payments made out of ACC/AGG funds, the officer in charge of the hotel must account full responsibility as to quantities, quality, prices or rates, authenticity as bills, etc. as presented.

are paid and see that they receive their money and sign the payroll. make tests from time to time to ensure that employees figuring on the payroll are on the job and verify that the basic gross rates of pay are within the limits imposed by Amendment No. 5 to AFHQ Adv. adm. Echelon adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of all employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialled documents. He will then append the following signed declaration at the foot of the management's statement:

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.....1944

.....  
Signature and Rank

- (b) As regards any emergency payments made out of ACC/AMG funds, the officer in charge of the hotel must accept full responsibility as to quantities, quality, prices or rates, arithmetical accuracy of bills, etc. as prescribed in Sub-accountants Instructions Nos. 1 and 2.
- (c) It is to be noted that if wages and salaries are paid out of ACC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as notified by Proclamations, etc.

## RESTRICTED

Estab Memo No 23, this Hq, At 28 Sept 44 (Cont'd)

- (d) Where Allied military rations are provided, Lire 900 per month will be deducted from the wage or salary of each employee, whether payment is made out of ACC/AMG funds or by the hotel management. However, where deductions for such rations are made by the hotel management, the amount of such deductions will be paid over by the management to the nearest ACC/AMG Sub-accountant and it will be the responsibility of the officer in charge of the hotel to see that payment is duly made; this procedure has retroactive effect.
- (e) It has been intimated that, wherever practicable, the former staffs of requisitioned hotels should be retained. However, should the existing staff for a hotel be obviously in excess of requirements, for example in the case of a hotel only partially occupied, it will be the responsibility of the officer in charge to see that an excessive number of employees is not retained on the payroll, whether payment is made out of ACC/AMG funds or by the hotel management. In these circumstances, it may not be practicable to keep the number of cooks, waiters and kitchen employees within the limits for messes set out in ACC Administrative Order No. 2 of 27 January 1944 and consequently the limits imposed by this Order are hereby relaxed in so far as messes in requisitioned hotels are concerned. Administrative Order No. 2 remains in effect so far as messes other than in requisitioned hotels are concerned.
- (f) Essential "war damage" repairs should not be paid for by the hotel management, but should be made by the appropriate military organization (e.g. Royal Engineers) or be paid for, if properly authorized (see Establishment Memorandum No. 5 of 2 August 1944), out of ACC/AMG funds.
- (g) Public services such as water, electricity, etc. will be taken care of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.
- (h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.
14. Regional Commissioners must report to the Chief accountant at ACC Headquarters the date on from which each hotel in their region has been requisitioned for ACC/AMG officers' billets and messes and indicate whether any expenses have had or will have to be paid out of ACC/AMG funds.

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14. Regional Commissioners must report to the Chief accountant at ACC Headquarters the date as from which each hotel in their region has been requisitioned for ACC/AMG officers' billets and messes and indicate whether any expenses have had or will have to be paid out of ACC/AMG funds.

#### DISTRIBUTION:

(Plus 100 copies for the Accounting Sub-Section of Finance Sub-Commission)

*Norman E. Fisher*  
NORMAN E. FISHER,  
Colonel, Cavalry,  
For the Executive Commissioner.

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