

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

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10000/110/263 33

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

10000/110/263 33/X0A - OFFICE SPACE, AND  
ACCOMMODATION.  
JAN. 45 - JULY 45

0004

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File: 33/XOA - OFFICE SPACE & ACCOMODATION - LIST OF PAPERS.

NUMBER	DATE	FROM	TO	SUBJECT
1	11 Jan 45	Hq Comdt	VP, Estab Sec	Reallocation Off Acmdtn
2	30 Mar 45	Hq Comdt	Actg Exec Comm	Office Accomodation
3a		Exec O (B)	Exec O (US)	Comments on above
3	5 May 45	Exec O (US)	Hq Comdt	Office Accomodation
4	23 Mar 45			Meeting of O-S Comm.
5	12 Apr 45	Actg Exec Comm	Hq Comdt	Office Accomodation
6	28 Apr 45	Hq Comdt	Exec Comm	Office Accomodation
6a				Chart of old Set-up
6b				Chart of new Set-up
7	13 Jun 45	Hq Comdt	V/P Est Sec	Office Accomodation
8	16 Jun 45	Col Parkin	SOAO 5 Army	Accomodation - Milan
9	10 Jul 45	Office Space Sec.	Hq Comdt	Office Accomodation

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3918

HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office Space Section  
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10 July 1945

HQC/45/1

SUBJECT: Office Accommodation.

TO : HQ Commandant  
(Chairman, Office Space Committee)

1. To complete the plan of moving Sub-Commissions throughout the Headquarters in accordance with the decision made by the Office Space Committee on Thursday, 5 July 1945, amongst the changes scheduled was that W.M.D. & Lt. P.W. S/C would move to accommodation on the 2nd floor main, instead of to 5 Annex (West) as outlined in the original plan.

2. This Sub-Commission was due to move to their new location on Wednesday, 11 July 1945, but the Director has stated his unwillingness to move, because the new accommodation is inadequate. As a result, the following moves cannot be completed:

Commerce S/C from 6A to 3rd floor main  
British & American Political Advisors to new accommodation on 3rd floor  
Finance Branch of D.P. & R S/C to 6A

3. Attached is a statement showing number of rooms and corresponding square footage in present accommodation, and new accommodation offered to W.M.D. & Lt. P.W. S/C.

*R. F. Sinclair* Capt.  
R. F. SINCLAIR  
Office Space Section

3917

Present Accommodation

<u>Room No.</u>	<u>Sq. Feet</u>
1	176
3	192
5	224
7	208
2	224
4	224
6	224
44 (4A)	340
46 (4A)	119
	<u>1931</u>

New Accommodation

<u>Room No.</u>	<u>Sq. Feet</u>
24	192
26	192
28 )	384
30 ) -	
32 )	368
34 ) -	
27	192
29	192
31	176
310	208
36	192
38	176
40	176
	<u>2448</u>

Offered as added space:

20	192
22	192
	<u>384</u>

Total - 2432



0008

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HEADQUARTERS  
ALLIED COMMISSION  
APO 394

GMP/rjp

16 June 1945

SUBJECT: Accommodations-Milan

TO : S.C.A.O. 5th Army

1. The attention of this Headquarters has been invited to the fact that the Diana Hotel, in Milan, hitherto occupied by AC/AMO personnel of Lombardia Region, and used as a transient hotel for visiting AC officials, has been taken over by Fifth Army, who propose to use it as a Rest Center.

2. As you are no doubt aware, one of Allied Commission's most difficult tasks is the reuniting of North and South Italy. To this end, it has been necessary to provide travelling facilities and accommodations for both a number of AC personnel and various officials of the Italian Government. In connection with this, it is vitally important that adequate accommodations be available, that this work may proceed without hitch.

3. It is understood that Fifth Army has already extensive rest centre facilities in the Lago Di Como area, and it is a source of some surprise that a rest centre should be set up in Milan, already crowded and notoriously the hottest city in Italy, in the summer months.

4. It is requested that urgent and strong representations be made to the Commanding General, Fifth Army, that the Hotel Diana, or alternatively, an equivalent amount of space, be made available to Allied Military Government, Lombardia Region, for the accommodation of AC officials on temporary duty in Milan, and for the accommodation of high officials of the Italian Government, travelling to Milan at Allied Commission's request, or at the request of their own government.

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

3012

0009

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Col. Parkin Ex Offi

Reference our tel.

Conversation.

June 22, '45

Lt J. Lanning  
USAR



HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office of the Headquarters Commandant  
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13 June 1945

HQC/45/1

SUBJECT: Office Accommodation.

TO : Vice President, Establishment Section.

1. In accordance with the plan submitted by the Office Space Committee for the re-allocation of offices throughout the building, and approved by the Executive Commissioner, numerous moves have already taken place. Further moves, however, have been held up insofar as it affects the movement of the Russian and French Representatives on A.C. from their present accommodation to rooms located on the 4th floor. Both representatives have been approached through Liaison Division, and expressed their unwillingness to move. The space suggested for the Russian Representatives was to be vacated by Communications Sub-Commission and consisted of 1 large room, 1 small room and a foyer, but was not acceptable by the Russian Representative as it was not in keeping with his status. A move would be made, however, into similar accommodation to that being used at present. Elsewhere in the building such accommodation is not available. The French Representatives were to move into Rooms 27 and 29, 4th floor, but these rooms were not acceptable mainly on the grounds that they faced to the inside of the building.

2. An alternative plan was suggested as follows: That Transportation Sub-Commission move into the space on the 4th floor and therefore allow the Russian and French Representatives to remain in their present location. This was not acceptable to Transportation Sub-Commission who expressed their desire that the original plan be carried through and so allow the Sub-Commission to be concentrated, as against being split up, as it is now.

3. In view of the above, it is the Office Space Committee's desire that the matter be placed before the Executive Commissioner for his further opinion. The completion of the moves is contingent upon a reply to this letter.

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

Copy to:

Liaison Division

73914

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Mr Taylor Called 1/4/2

He is the son

May Smith of FCo in 1949

0012

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Approved in principle

~~B/c at Ex Comm meeting~~

Received 5/5/45

M/3/5

Noted.

149 Comdt notified

5/5/45

@ M P

0013

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office of the Headquarters Commandant  
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28 April 45

HQC/45/1

SUBJECT: Office Accommodation.

TO : Executive Commissioner.

1. In accordance with your instructions, I have the honour to submit the Accommodation Committee's plan for the re-allocation of accommodation in this Headquarters.
2. In arriving at a decision, the Committee applied the following principles, which it is recommended should be confirmed and adopted.
  - a. That those offices of this Headquarters to which the public require access, should be in the most accessible positions. Not only is this a matter of convenience to the public and saves time, but it also avoids the penetration of the public throughout the building. It also substantially decreases pressure on the lift and leaves the lift free for more essential use. Similarly, offices to which the public do not require access should be located in the less accessible portions of the building.
  - b. That the use of exceptional commodious rooms by individual officers is (with certain exceptions) uneconomic and should not be permitted. Similarly, the use of a number of small rooms for clerks is inefficient.
  - c. That the standard density should be for every 200 sq. ft. -

One officer of the rank of Colonel or upwards; or  
Two officers below that rank; or  
Three clerks.

The preliminary allocation of space has been made upon this basis, plus 12% spare space. It is suggested that in future no further allocation of space should be made to any Section or Independent Sub-Commission unless they will otherwise exceed this standard density. If this density is not reached, Sections or Independent Sub-Commissions are using space less economically than the standard and must make internal adjustments to obtain any additional facilities they may require. It should, however, be open to them to show that some particular equipment or particular operation requires certain space which may be fairly excluded in computing the density.

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- d. That no personnel not belonging to HQ, AC, should be accommodated in this building. It is unfair that discrimination should be used in favor of any particular group of personnel and it is obvious that all external staffs with whom AC operates cannot be accommodated in the building. It is best that there should be one rule for all. Not only in view of the shortage of space is their early move from HQ AC desirable, but unless outside staffs are moved out quickly, any re-organization of allocation of space is severely handicapped. It is necessary that there should be a certain amount of empty space in the building in order to allow the commencement of movement.
3. The plan which your Sub-Committee has been directed to prepare is one which will concentrate the Sections and arrange for reasonable accessibility according to the functions of those Sections, and at the same time make the minimum changes to effect that purpose. (See para. 2 a. (2) of my letter of 30 March 1945, reference HQC/45/1.)
4. Appended hereto is a diagram showing the approximate present allocation of space from which it will be seen that Economic Section is distributed on 6 separate floors and that some of its Sub-Commissions are divided by several floors. If all the offices of Economic Section are to be brought together, the alternative possibilities are that they should be concentrated on the 6th and 7th floors; on the 5th and 6th floors; or on the 1st and 2nd floors.
5. Either of the first two suggestions require that a unit of this Headquarters now concentrated (Land Forces Sub-Commission or Civil Affairs Section) will have to find another home. It would either have to be dispersed or go to the first floor (which would mean a double change). If the first floor has to be disturbed, the double change is avoided if Economic Section itself goes there, as suggested in the last of the three possibilities in para. 4. Not only does this avoid a double change, but it is in accord with the principles that those offices to which the public requires access should be most accessible and by placing Economic Section on the first and second floors (and a portion of the third floor), the whole of these offices are brought below the level to which the lift works.
6. No compunction is felt in splitting the Establishments Section which is now located in the basement and first floors. The Establishments Section serves two entirely different functions. There is (a) the housekeeping fraction which can be conveniently located in the basement, and (b) that portion which administers AC itself. There is no reason why these two portions should be adjacent and, in fact, at the present time considerable portions are three floors apart. It will be seen that the 6th floor, vacated by Economic Section, is more than large enough to accommodate the whole of Establishments Section which is at present located on the first and fourth floors. This not only concentrates these two fractions of the Establishments Section, but complies with the principle that offices to which the public does not require access should be located on the less accessible floors. It is, therefore, recommended that Establishments Section be concentrated on the 6th floor.



- (6)
7. There remains now to find accommodation for those few other offices which have been displaced by the concentration of the Economic Section. These consist of the Air Force Sub-Commission, which it is suggested should occupy the 8th floor, the Naval Sub-Commission, which it is suggested should occupy the remainder of the 6th floor with Establishments Section, the Displaced Persons, Security, and Monuments & Fine Arts Sub-Commissions, which should be brought alongside Civil Affairs Section, to which they belong. It will be noted that the proposed arrangement concentrates the three service Sub-Commissions. It also results in the following senior heads having direct access to the Chief Commissioner's offices by the west staircase:

The Air Vice Marshal of Air Force Sub-Commission  
Major General of Land Forces Sub-Commission  
Rear Admiral of the Naval Sub-Commission  
Vice President of Civil Affairs Section and  
Vice President of Economic Section.

8. These proposals are represented diagrammatically on an appendix hereto. The diagram shows general principles only and does not deal with minutiae of allocation, which is a matter for detailed working out in the Headquarters Commandant's office. Those offices which under the proposals are not required to move are hatched.
9. It is recommended
- i. That the plan be adopted;
  - ii. That a small Sub-Committee of three, representing Civil Affairs, Economics and Establishments Sections, be appointed to assist the Headquarters Commandant in matters of detail in regard to the allocation;
  - iii. That the allocation shall, when possible, be of blocks to Sections and Independent Sub-Commissions who shall be responsible for sub-allocation; and
  - iv. That the principles in para. 2 be confirmed.

  
R. H. ROBERTSON Colonel  
Chairman, Accommodation Committee

Copies to:

Vice President, Economic Section  
Vice President, Civil Affairs Section  
Vice President, Establishments Section ✓



10016

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MAIN BUILDING

NORTH

EAST

WEST EAST

8	7	6	5	4	3	2	1	GR
IND	FIN	FIN	IPT	FOOD	ARMY	FINU	FINU	
COMCE	COMICE	PS	PS	PS	PS	PS	PS	
IND	IND	EST	EST	EST	EST	EST	EST	
NAVY	AIR	W	W	W	W	W	W	
MFA	DPR	MISC	DPR	DPR	DPR	DPR	DPR	
PER	PER	MIS	EX COM	EST	EST	EST	EST	
MIS	PT							

LEGEND

SERVICES S/C		C.C. Ex. Com. A/C	
EST. SEC		OTHER IND S/C	
C.A. SEC		SPARE	
ECON. SEC		NO CHANGE	

OLD

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Wife  
6012-25

XXXXXX

IRON

15

WEST EAST

2 7 6 5 4 3 2 1 2

	K	- - -	- - -	AIR	AIR	AIR
	- - -	- - -	- - -	EST	- - -	NAVY
WMD	MFA PS	P.S.	PH ED	LCSALPOT	CAS LGOUT	
BPAFE	DPR	DOR	MISC PRB	COMS		
FIN	F.M	CONICE	POK LIAIS	EX GRV	CC.	
VDP	TPT	IND	IND	IND		
LAO	AGR	RNV	FOOD	Econ S	Econ. S	
	X	- - -	- - -	EST	- - -	A

METH

## LEGEND

SEARCS 5/6

Est 255

C.A. Sin

from 5-10

C.C. ÊA. COM. YAT

2/5 QM1 R2410

S. A. R. E.

NO CHANGE IN LOCATION

10018

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C  
O  
P  
Y

(5)

HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office of the Executive Commissioner  
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NEF/ard  
12 April 1945

Ref/75/Est

SUBJECT: Office Accommodation.

TO : Headquarters Commandant.

1. With reference to your letter of 30 March 45, regarding office accommodations, the following decisions are announced:-

- a. All rooms occupied by Northern regions will be cleared.
- b. If it is not practicable to find sufficient space, outside elements presently occupying space that are not part of the Commission will be asked to move. Report will be made before this action is taken.
- c. Officers and others who are assigned to Regions and not to Headquarters will be required to vacate their space before anyone is moved.

2. Of the three plans suggested in Paragraph 2 a., it is desired that the Committee adopt the one of restudying the office space situation with the view of keeping the Sections together as nearly as the situation will permit.

/s/ Norman E. Fiske  
/s/ NORMAN E. FISKE  
Colonel  
Acting Executive Commissioner

3908

HQC/45/1

(4)

MEETING OF OFFICE SPACE COMMITTEE HELD IN HQ COMMANDANT'S  
OFFICE, FRIDAY, 23 MARCH 1945, AT 1430 HRS

-----

PRESENT: Capt. H. BUTLER, USN - Representing Independent S/Cs  
Col. R. H. ROBERTSON - Headquarters Commandant  
Lt. Col. S. H. WHITE - Civil Affairs Section  
Major R. E. DOE - Economic Section  
Major E. J. BOCCHINO - Asst. Hq Commandant  
Major J. W. GUNLIFFE - Establishments Section  
Major D.S.L. GREGSON - Land Forces Sub-Commission  
Capt. R. F. SINCLAIR - Office Space Section  
Lt. J. LAMIN, USNR - Chief Commissioner's Office

Colonel ROBERTSON was asked to take the chair.

The Chairman outlined proceedings of the previous meeting and read the directive as contained in the minutes of the Executive Commissioner's meeting, held on Tuesday, 20 March 1945, Minute No. 1, para. (b) - 4.

1. Acting on the instructions contained in that minute and after a general discussion on the situation, it was agreed that in order to meet the immediate requirements of Land Forces Sub-Commission, that Agriculture Sub-Commission should move from their existing accommodation on the 7th floor, Main Building, to the following rooms on the 2nd Floor Annex:

37  
39  
41  
43  
45  
62  
64  
66  
68  
70 and  
72.

and that this be treated as a temporary expedient only. In order to facilitate this move, that Communications Sub-Commission, at present occupying Rooms 43, 45, 66 and 68, mentioned above, should move (43 and 45) to Rooms 39 and 41, 1st floor Annex, and (66 and 68) to Room 12, 1st floor, Main Building, and that Venezia Region, at present occupying Room 27 should move to the room set aside for Regional Commissioners, No. 46, 3rd floor annex; that this move be carried out and completed by 1800 hrs, Monday, 26 March 1945. Land Forces Sub-Commission representative agreed that this would meet the requirements of his Sub-Commission. Any removal of furniture by Agriculture Sub-

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No.

785015

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Commission from their existing accommodation must be done by mutual agreement with Land Forces Sub-Commission. Any such furniture so removed will immediately be reported to the Office Space Section.

2. That a small working committee, consisting of the undernoted, be formed to consider the entire re-allocation of office space with a view to carrying out the Chief Commissioner's wishes, and to insuring that each Section was allocated a block of the building so that efficiency in functioning could be carried out, and that the allocating of such space inside the blocks should be carried out by the Sections concerned, and that this working committee be instructed to submit three alternative plans to the General Committee for consideration.

Lt.Col. WHITE - Civil Affairs Section  
 Major DOE - Economic Section  
 Major CUNLIFFE - Establishments Section  
 Capt. SINCLAIR - Hq Commandant's Section (with all relative information in regard to offices, floor space, etc.)

Submitted for approval, please.

*Robertson Col*  
 Chairman

23/3 Approved. It is understood that the officers named on the working committee have been designated by the VPs concerned.

7

0021

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HEADQUARTERS  
ALLIED COMMISSION  
EXECUTIVE OFFICE (US)  
APO 394

Ref: 33/3/XOA

CMP/jp  
5 May 1945.

SUBJECT: Office Accommodation.

TO : Headquarters Commandant, Allied Commission.

1. At the Executive Commissioner's Meeting of Friday, 4 May 1945, the Office Accommodation Plan dated 28 April 1945, was approved with one exception; i.e., that War Materials Disposal & Italian Prisoners of War Sub-Commission be on the 5th floor, alongside of Displaced Persons & Repatriation Sub-Commission, instead of the 6th floor. This will allow the space to be held on the 6th floor, instead of the 5th.

2. I will advise you later of the names of the Committee from each Section.

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



Col. Parkin

Reference attached. My comments are as follows:-

Medical. I see no strong objection to Medical ~~xxxxx~~ being moved from this building but if they are allowed to stay they can certainly operate with fewer rooms.

Transport Stores. Providing satisfactory arrangements are made regarding safety of these stores I see no reason why they should not be moved outside this building.

N.W.Planning. I was under the impression that Establishment Section had already ordered that only one room should be reserved for the use of Regional Commissioners and rear links. This should be sufficient.

External bodies. These should not be accommodated within our HQ.

Observations on para. 2

(a) (1). I do not understand why Economic Section alone should be under consideration. Exec 0 (B) and G-1(B) also are spread out.

(2) and (3). Based on the assumption that Heads of Sections require a more frequent personal contact with heads of their Sub Commissions and other administrative officers within their sections than they have with either the Chief Commissioner or the Executive Commissioner, my opinion is that it is more important that Sections and Sub Commissions should be concentrated.

The same applies to outside visitors - do Heads of Sections have more interviews with outside visitors than with officers of their Sections.

Therefore my recommendation is that the feasibility of para 2 (a) (2) should first be considered.

J.I.J.

Executive Officer (B)

2 April 1945

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HEADQUARTERS  
ALLIED COMMISSION  
APO 394

Date 3/31

Fill in each column, initial action, and draw a line across the sheet just below initials. Number each memo consecutively in first column. Use entire width of sheet for long memos.

No.	From	To	Date	
①	Ex <del>Off</del> MS	Ex <del>Off</del> B <sub>1</sub>	3/ 31	Flake would like our comments on this Please return to me 1st c m p

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Declassified E.O. 12356 Section 3.3/NND No. 785015o  
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HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office of the Headquarters Commandant

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RHR/ejb

30 Mar 1945

HQC/45/1

SUBJECT: Office Accommodation.

TO : Acting Executive Commissioner.

1. In accordance with decision taken at the Executive Commissioner's meeting on Friday, 16 March 1945, to the effect that a Committee should be formed to investigate the entire question of office space, I have to report that this Committee has met on two occasions, i.e. 19 March and 23 March 1945. At the meeting held on 23 March 1945, certain decisions were taken and these decisions having received your approval, were put into effect and completion carried out by Monday, 26 March 1945, thereby satisfying the requirements of the Land Forces Sub-Commission (LMSA). Also in that meeting it was decided that a small working committee should be formed to investigate the produce three alternative plans for the entire re-organization of office space of this Headquarters. As a result of these deliberations, certain points of policy arise and a decision is required before further action can take place. These points are as undernoted.

a. As many as 11 rooms are allocated to medical inspection and first aid. These are divided as follows:

American Dispensary, including civilian treatment - 6 rooms  
British M.I. Room, including civilian treatment - 5 rooms

Is it possible that the American Surgeon and the British Medical Officer could move their premises and work in closer conjunction with the EM/ORs billets. I see no objection to this provided one room is set aside for the treatment of Italian civilian personnel, and another two rooms, one for the American Surgeon to interview American officers and one for the British Medical Officer to interview British officers.

b. A large amount of space is allotted in this Headquarters to transport stores. This is entirely a G-4 (B) matter and I can see no reason at all why these stores should not be moved outside this building to a warehouse similar to the warehouses occupied by S-4, 2675 Regiment. In my opinion, the excuse of control is not a good one. With an efficient system and a competent staff, stores can be as well looked after in one place as another.

c. Various administrative offices appear to have excessive space, in particular the Adjutant's Section, including the Message and Signal Sections. This point is raised separately from that of the general one of the more economic



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use of space by personnel, as it involves technical decisions as to the adequacy of the space for the functions to be performed upon which this Committee is not competent to express an opinion.

d. Several rooms at present are allotted to Northern Regions and to N.W. Italy Planning. Very little use appears to be made of these rooms at the present moment and it is suggested that, apart from a room for visiting Regional Commissioners, all N.W. Italy Planning and Northern Regions Rear Headquarters should be located in Via Lucullo, as presumably when Northern Italy is occupied there will be no reason to have Rear Headquarters for any of the Regions located in this Headquarters.

e. There are two external bodies working with AC still in this Headquarters. While accommodation is so tight as it is, there should be rigorous exclusion. If this is not equally applied, not only is discontent caused but pressure is brought for "most favoured nation treatment" and matters have to be dealt with on a personal basis instead of one rule for all. May it please be ordered that C.S.M. Section, who are only here on a temporary basis, and Inter Governmental Committee on Refugees be ordered to vacate this building.

f. The use of exceptionally commodious rooms for individual officers is (with exceptions) not justifiable with the present shortage of space. Such rooms should hold a large number of clerks and free a number of small rooms which are inconvenient for clerical work. It is interesting to note in this connection that the Vice President of the Economic Section has voluntarily given up his big room for the use of clerical and administrative staff, thereby releasing 4 rooms.

g. A principle of efficient office distribution is that those offices to which access is required by persons who are not members of this Headquarters, should be located in the more accessible parts of the building and that those offices which are concerned only with the internal administration of the Headquarters should be located in the less accessible portions of the building. It is requested that instructions should be issued that this principle may be followed.

2. On receipt of the decisions on the above points, the Committee proposes to prepare plans as follows,

a. Three plans are under consideration;

- (1) One - which will, irrespective of the ideal distribution, be that which requires the minimum number of changes to concentrate Economic section for efficient work. At present the Economic Section is distributed through the building from the ground floor to the 8th.
- (2) One - which will concentrate sections and arrange for reasonable accessibility according to functions, at the same time making the minimum changes to effect that purpose.
- (3) One - which is probably the most efficient, by arranging the Heads of all Sections and principal officers with their re-

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spective section staffs on the same floor as but in the other wing from the Chief Commissioner, with the Sub-Commissions of the Sections concerned being accommodated as near to their Sectional Chief's offices as may be, regard also being had to accessibility.

b. The last is probably, theoretically the soundest method of allocation, but it is realized that it would involve the greatest number of changes and might not be very acceptable to the senior officers who lose spacious and commodious offices to which they have become accustomed. It would not only bring all Section Heads together, but would facilitate the distribution of files and letters and other office administration; it would facilitate co-ordination and liaison and also bring all Heads on to the main floor, where they are most readily accessible to important visitors.

c. It is requested, therefore, that a decision be given as to which of these plans should be developed.

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

0027

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Copy to Jones <sup>4/2/45</sup>  
for unmask

Ina Bldg. (7 Room  
will  
lounge to P R O & H C  
Robertson will call  
Could move now to 6 rooms  
in Ina Bldg. with chairs &  
tables - Desk away from S R  
later.



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

W. Fiske

(2)

HEADQUARTERS ALLIED COMMISSION  
APO 894  
Office of the Headquarters Commandant

HEW/ojb

30 March 1945

HQC/45/1

SUBJECT: Office Accommodation.

TO : Acting Executive Commissioner.

1. In accordance with decision taken at the Executive Commissioner's meeting on Friday, 16 March 1945, to the effect that a Committee should be formed to investigate the entire question of office space, I have to report that this Committee has met on two occasions, i.e. 19 March and 23 March 1945. At the meeting held on 23 March 1945, certain decisions were taken and these decisions having received your approval, were put into effect and completion carried out by Monday, 26 March 1945, thereby satisfying the requirements of the Land Forces Sub-commission (LMIA). Also in that meeting it was decided that a small working committee should be formed to investigate and produce three alternative plans for the entire re-organization of office space of this Headquarters. As a result of these deliberations, certain points of policy arise and a decision is required before further action can take place. These points are as undernoted.

a. As many as 11 rooms are allocated to medical inspection and first aid. These are divided as follows:

American Dispensary, including civilian treatment - 6 rooms  
British M.I. Room, including civilian treatment - 5 rooms

Is it possible that the American Surgeon and the British Medical Officer could move their premises and work in closer conjunction with the EM/ORA billets. I see no objection to this provided one room is set aside for the treatment of Italian civilian personnel, and another two rooms, one for the American Surgeon to interview American officers and one for the British Medical Officer to interview British officers.

b. A large amount of space is allotted in this Headquarters to transport stores. This is entirely a G-4 (B) matter and I can see no reason at all why these stores should not be moved outside this building to a warehouse similar to the warehouses occupied by B-4, 2675 Regiment. In my opinion, the excuse of control is not a good one. With an efficient system and a competent staff, stores can be as well looked after in one place as another.

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c. Various administrative offices appear to have excessive space, in particular the Adjutant's Section, including the Message and Signal Sections. This point is raised separately from that of the general one of the more economic use of space by personnel, as it involves technical decisions as to the adequacy of the space for the functions to be performed upon which this Committee is not competent to express an opinion.

d. Several rooms at present are allotted to Northern Regions and to N.W. Italy Planning. Very little use appears to be made of these rooms at the present moment and it is suggested that, apart from a room for visiting Regional Commissioners, all N.W. Italy Planning and Northern Regions Rear Headquarters should be located in Via Lucullo, as presumably when Northern Italy is occupied, there will be no reason to have Rear Headquarters for any of the Regions located in this Headquarters.

e. There are two external bodies working with AC still in this Headquarters. While accommodation is so tight as it is, there should be rigorous exclusion. If this is not equally applied, not only is discontent caused but pressure is brought for "most favoured nation treatment" and matters have to be dealt with on a personal basis instead of one rule for all. May it please be ordered that C.S.M. Section, who are only here on a temporary basis, and Inter Governmental Committee on Refugees be ordered to vacate this building.

f. The use of exceptionally commodious rooms for individual officers is (with exceptions) not justifiable with the present shortage of space. Such rooms should hold a large number of clerks and free a number of small rooms which are inconvenient for clerical work. It is interesting to note in this connection that the Vice President of the Economic Section has voluntarily given up his big room for the use of clerical and administrative staff, thereby releasing 4 rooms.

g. A principle of efficient office distribution is that those offices to which access is required by persons who are not members of this Headquarters, should be located in the more accessible parts of the building and that those offices which are concerned only with the internal administration of the Headquarters should be located in the less accessible portions of the building. It is requested that instructions should be issued that this principle may be followed.

2. On receipt of the decisions on the above points, the Committee proposes to prepare plans as follows,

a. Three plans are under consideration:

- (1) One - which will, irrespective of the ideal distribution, be that which requires the minimum number of changes to concentrate Economic Section for efficient work. At present the Economic Section is distributed through building from the ground floor to the 8th.

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- (2)
- (2) One - which will concentrate sections and arrange for reasonable accessibility according to functions, at the same time making the minimum changes to effect that purpose.
- (3) One - which is probably the most efficient, by arranging the Heads of all Sections and principal officers with their respective section staffs on the same floor as but in the other wing from the Chief Commissioner, with the Sub-Commissions of the Sections concerned being accommodated as near to their sectional Chief's offices as may be, regard also being had to accessibility.

b. The last is probably, theoretically the soundest method of allocation, but it is realized that it would involve the greatest number of changes and might not be very acceptable to the senior officers who lose spacious and commodious offices to which they have become accustomed. It would not only bring all Section Heads together, but would facilitate the distribution of files and letters and other office administration; it would facilitate co-ordination and liaison and also bring all Heads on to the main floor, where they are most readily accessible to important visitors.

c. It is requested, therefore, that a decision be given as to which of these plans should be developed.

*H. H. Robertson* Colonel  
H. H. ROBERTSON  
Hq. Commandant.

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*Bring up next meeting 17 Jan 45 -*

**HEADQUARTERS ALLIED COMMISSION**

**OFFICE OF THE HEADQUARTERS COMMANDANT**

**APO 384**

EJB/ejb

11 January 1945

HQC/6

SUBJECT: Reallocation of Office Accommodation.

TO : Vice President, Establishments Section.

1. Reference Transportation Sub-Commission letter AC/TN/GTn, dated 2 Jan 45.

*21 now  
21 more  
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2. A complete check has been made of the office accommodations in this building. It has been found impossible to rearrange the offices in any manner whatsoever in order to give the Transportation Sub-Commission the additional space that they require.

3. The Real Estate Section, RAAC, have been contacted with a view to securing additional offices in close proximity to this Headquarters, but there is no accommodation available.

*Comm Sec  
Includes  
Commence?*

4. The Italian Government have, however, very kindly put at the disposal of the Allied Commission 52 rooms on the second and third floors of the Court of Accounts Building, situated at 591 Via Nomentana. This building is new and has electricity, water and telephone facilities. The rooms themselves are partially furnished and efforts are being made to secure additional furniture. After serious consideration and deliberation, because of the distance involved, it is not considered feasible or practicable to have a Sub-Commission or Branch which has close dealings with other Sub-Commissions to move from this Headquarters. It, therefore, follows logically that in order to achieve the desired results a group or section which is self-sustaining in itself be the one to move. It seems logical, therefore, that the Land Forces Sub-Commission, which has a separate W/E-T/O of its own, including a Headquarters administrative staff, might be moved from this building with the least inconvenience. That Sub-Commission also has its own transport and could, therefore, arrange to convey its personnel to and from their billets. There is ample parking space for vehicles at the rear of the building.

5. At the present time Land Forces Sub-Commission occupy 28 medium and small rooms and 4 large rooms. Transportation Sub-Commission now occupy 21 medium and small rooms and there are 13 medium-size rooms vacant in the Ina Building.

6. The above proposal is forwarded to you for your consideration and approval.

*R. H. Robertson 3893*  
R. H. ROBERTSON  
Hq. Commandant.

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

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15 January 1945

Sir:

The following information was obtained from Office Space, Billeting Office and Message Centre. No one office seems able to confirm all the following:

UNRRA	INA Building
Civil Censorship Group	" "
" " "	(Telephone Sub-Section) Ministry of Interior)
AFA	) two buildings of
" (Accounting Section)	) Banca d'Italia
Property Control	Banca de Lavoro
<del>Public Relations</del>	<del>Via Romange, 5 (f)</del>
Hemp Control	INA Building
Air Force Sub-Commission <i>(part)</i>	Piazza del Popolo
Navy Sub-Commission (Accounting)	Via Sicilia
" " "	Piazza Esedra
Transportation Sub-Commission (Rail)	?
" " "	(part only) Pirelli Tyre Works
Finance	Ministry of Finance

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