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

785015

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

785015

10000/110/302

88/XOA - BACKING FOR ESTABLISHMENT
MEMORANDUM
SEPT. 44 - OCT. 44

DRAFT

HEADQUARTERS
ALLIED COMMISSION
APO 394

~~HEADQUARTERS~~ ESTABLISHMENT MEMORANDUM

NUMBER

30 ~~400~~

6 NOVEMBER 1944

~~Subject:~~ CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE.

~~1. REVISED ESTABLISHMENT MEMORANDUM NO. 29, SUPPLEMENT
ESTABLISHED MEMORANDUM NO. 29, DATED 2 NOVEMBER 1944, WHICH
IS HEREBY REVOKED.~~ *See p. 2*

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 (H.Q., 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:-

ESTABLISHMENT MEMORANDUM NO 29 DATED 2 NOVEMBER 1944 WHICH
IS HEREBY FORWARDED.

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 (H.Q., REGIONAL OR
PROVINCIAL) BY WHICH HE IS EMPLOYED, THEREBY INVOLVING ABSENCE
FROM HIS OR HER HOME.

4. THE RATE OF TRAVELLING ALLOWANCE WILL BE LIME 150 PER DAY
(24 HOURS), AND LIME 100 FOR AN ADDITIONAL PART OF A DAY,
EXCEEDING 8 HOURS, OVER AND ABOVE THE COMPLETED 24 HOUR PERIODS.

EXAMPLES:-

PERIOD OF ABSENCE.

- A) 08.00 HRS 1 NOVEMBER TO 17.00 HRS 2 NOVEMBER. (24 HRS+9 HRS).
B) 08.00 HRS 1 NOVEMBER TO 10.00 HRS 3 NOVEMBER. (48 HRS + 2 HRS).

TRAVELLING ALLOWANCE
LIME

250 46.99
300

(SEE PAGE 2)

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10 3 4 6

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- 2 -

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, 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 THIS 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 Commodore STONE;

*Norman S. Foster,
Colonel
Deputy Chief of Staff*

*Official:
D.*

0347

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

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 THIS 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 Commodore STONE;

Official:
C.W. Parker
Colonel Infantry
Executive Officer (US)

Norman S. Fiske,
Colonel
Deputy Chief of Staff

4698

Dist: "A"

Dis: HQ;
Establishment Memorandum No 29, 2 Nov
1944, is, noted.

0348

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

Col. Fiske

To note & we will
publish of OK CMP

0349

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

785015

DRAFT

HEADQUARTERS ALLIED COMMISSION
APO 394

1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

Working
1. Effective 1 November 1944, the travel allowance for 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 E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

DISTRIBUTION:

Est Memo 29

4687

0350

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

Field Order

1. ~~It is hereby declared that,~~ ^EEffective 1st November, 1944, the travel allowance for 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 ~~but do not exceed the full 24 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.

W

*Official
Parker*

Parker

Distribution

0331

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

G /

A

10/26/44

1. Study this.
2. See Col Clough
before he leaves
3. Give me draft
what you think should
be published

CMP

10352

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
FINANCE SUB-COMMISSION
APO 394

REF: 13128/F/

24 OCTOBER 44

SUBJECT: CIVILIAN TRAVELLING ALLOWANCE

TO: ESTABLISHMENTS SECTION,
(ATTENTION COL. CLOUGH).

1. FURTHER TO OUR LETTER 13128/F DATED 5 OCT 44, CONSIDERATIONS BASED ON ACCOUNTING SIMPLICITY NOW LEAD US TO SUGGEST THAT IT WILL NOT BE PRACTICABLE TO ADOPT THE SOMEWHAT INVOLVED ITALIAN GOVERNMENT RATES, AND THAT INSTEAD, A SINGLE FIGURE FOR THE DAILY RATE OF TRAVELLING ALLOWANCE BE ARRIVED AT, WHICH WILL BE A FAIR RATE TO ALL CONCERNED.
2. IT IS THEREFORE SUBMITTED THAT THE RATE TO BE INSERTED IN THE ESTABLISHMENT MEMORANDUM YOU ARE PREPARING, BE FIXED AT LIRE 150 PER DAY FOR ALL CLASSES OF AMG/ACC CIVILIAN EMPLOYEES, IRRESPECTIVE OF THEIR MONTHLY PAY. REFERENCE TO OUR ABOVE MENTIONED LETTER WILL SHOW THAT EMPLOYEES EARNING UP TO APPROXIMATELY LIRE 3.500 PER MONTH WILL BENEFIT FROM THIS REVISED SCALE, WHILST THOSE ON THE HIGHER RATES OF PAY ARE NOT LIKELY TO SUFFER ANY HARSHIP, AT A RATE OF 150 LIRE PER DAY IN ADDITION TO THEIR RECENTLY AUGMENTED SALARY.
3. PRIOR TO THE PUBLICATION OF THE ESTABLISHMENT MEMORANDUM, IT IS UNDERSTOOD FROM OUR RECENT CONVERSATION THAT YOU WILL WISH TO SETTLE CERTAIN QUESTIONS, INCLUDING THE FOLLOWING:
 - (A) CLAIM FORM FOR CIVILIAN TRAVELLING ALLOWANCE.
 - (B) DEFINITION OF ABSENCE FROM HOME OR DUTY STATION.
 - (C) MAXIMUM PERIOD, ALLOWANCE PAYABLE
 - (D) PAYMENT FOR PART OF A DAY, OVER AND ABOVE 24 HOURS.

GHT/JR

G. H.ipping Capt R.A.
FOR CHIEF ACCOUNTANT,
FOR JOINT DIRECTORS,
FINANCE SUB-COMMISSION.

4695

0353

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Ext. 280

5 October 1944.

SUBJECT: Civilian Travelling Allowances.

TO : Vice President, Establishment Section.

1. For some time there has been considerable discussion about the payment of a uniform rate for civilian employees of this organization while travelling away from their Headquarters and normal billets.

2. Recent events, including the substitution of Italian civilians for officers in many assignments, necessitate the publication of uniform per diem rates. It must also be considered that this substitution of civilians for military personnel will increase in the near future.

3. There are two categories of civilians involved, namely:

a. Italian civilian drivers. These are at present paid time and a half and furnished rations while out on trips. This is considered adequate and the system is working satisfactorily. Therefore, no change is contemplated.

b. Italian civilian engineers, economists and other professional men who travel for the purpose of making inspections and for other duties which would normally be performed by an officer. This is the category for which no uniform per diem scale exists in A.C.C. The Italian Government, however, has in effect the daily travelling allowances based on the monthly salary of the personnel involved. These are as follows:

Monthly pay	Daily Travelling Allowance
7,700	270
6,700	255
6,200	220
5,600	205
4,500	170
3,800	155
3,400	135
3,000	120
2,700	100
2,300	95
2,000	95

463
76

*Call
Capt. Lippin
1189161
Ext 259
Region II used
a messenger - claim
Refuse 'away from station'*

0354

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

4. It is recommended that the above tabulated daily travelling allowances be approved and published for the guidance of all concerned throughout this organisation.

E. L. CLOUGH
Colonel, A.G.D.
Executive Officer.

0358

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
FINANCE SUB-COMMISSION
APO 394
TEL: 178604

13128/7

18 October 1944

SUBJECT: Out-of-pocket expenses of
Civilian Drivers employed
by AMG/ACC.

TO ~~RFQ~~
~~Lazio Region.~~

1. Reference your F/380/IV of 16 October, 1944.
2. The Finance Sub-Commission has suggested to the Establishments Officer, HQ. ACC, the issuance of a uniform instruction on the subject of per diem pay for Italian civilian drivers, and such an instruction is in course of preparation.
3. It would seem that the various Regions should not issue such instructions without first receiving authority from HQ. ACC., and I am sending a copy of your letter to the Establishments Officer.

By Command of Commodore Stone,

(Signed) A.P. GRAFFTEY - SMITH

Joint Director,
Finance Sub-Commission.

Copy to:
Establishments Officer ✓
(with copy of letter from RFQ).

HELT/EB

25/10
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4692

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO UMBRIA REGION
APO 394

F/380/ IV

16 October 1944

SUBJECT: Out-of-pocket expenses of
civilian Drivers employed
by AMG/ACC.

TO : Joint Directors Finance sub Commission
HQ.ACC.
Ministero delle Corporazioni

1. Copy of a letter R/5445 dated 28 sep.44 by the Executive Officer(Provinces) of this Region to the Provincial Commissioner, Perugia, subject: Transport from Rome working in Provinces, is attached.

2. I am not aware of the existence of any authority from you on this subject but Col.Howell, then RFO Region IV, informed me some time ago that he had your verbal authority to pay Italian Drivers and/or Civilians proceeding to Provinces on temporary duty a nightly allowance of Lit.50 to cover their accommodation expenses.

3. In this Region rations are issued to Italian Drivers and/or Civilians when proceeding forward to Provinces on temporary duty so that presumably the nightly allowance of Lit.50 or the daily allowance of Lit.25 mentioned in para 3 of the attached letter is intended to cover only the expense of a bed-room in a hotel or house.

4. You may feel that there should be uniformity throughout AMG/ACC territory on the subject and your instructions therefore on the subject are requested.

It is the opinion of the undersigned that matters of this kind should always be referred to you before any decision is made.

4691

E.R. Leigh-Jones
W/Odr.R.A.F.
Regional Finance Officer

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Ext. 280

6 October 1944.

SUBJECT: Civilian Travelling Allowances.

TO : Vice President, Establishment Section.

1. For some time there has been considerable discussion about the payment of a uniform rate for civilian employees of this organization while travelling away from their Headquarters and normal billets.

2. Recent events, including the substitution of Italian civilians for officers in many assignments, necessitate the publication of uniform per diem rates. It must also be considered that this substitution of civilians for military personnel will increase in the near future.

3. There are two categories of civilians involved, namely:

a. Italian civilian drivers. These are at present paid time and a half and furnished rations while out on trips. This is considered adequate and the system is working satisfactorily. Therefore, no change is contemplated.

b. Italian civilian engineers, economists and other professional men who travel for the purpose of making inspections and for other duties which would normally be performed by an officer. This is the category for which no uniform per diem scale exists in A.C.C. The Italian Government, however, has in effect the daily travelling allowances based on the monthly salary of the personnel involved. These are as follows:

Monthly pay	Daily Travelling Allowance
7.700	270
6.700	255
6.200	220
5.600	205
4.500	170
3.800	155
3.400	135
3.000	120
2.700	100
2.300	95
2.000	95

4690

10358
Declassified E.O. 12356 Section 3.3/NND No.

785015

4. It is recommended that the above tabulated daily travelling allowances be approved and published for the guidance of all concerned throughout this organization.

E. L. Clough
E. L. CLOUGH
Colonel, A.G.D.
Executive Officer.

4689

HEADQUARTERS
ALLIED COMMISSION
FINANCE SUB-COMMISSION
APO 394

TEL: DIAL 489161, EXT. 259

REF: 13128/F

28 OCTOBER 1944

SUBJECT: CIVILIAN TRAVELLING ALLOWANCES.

TO : ESTABLISHMENTS SECTION
(ATTENTION LT. COL. YULE).

1. FURTHER TO OUR LETTER 13128/F DATED 24 OCTOBER, AND TELEPHONE CONVERSATION BETWEEN LT. COL. YULE AND CAPT. TIPPING, ATTACHED HERETO IS A SUGGESTED FORM OF CLAIM AND RECEIPT, F/F-35. PAPAS 3(A) AND 3(D) OF OUR ABOVE-MENTIONED LETTER REFER.

2. IT HAS BEEN FURTHER AGREED IN PRINCIPLE THAT THE MAXIMUM PERIOD FOR PAYMENT OF THE ALLOWANCE WOULD BE IN THE REGION OF 14 DAYS. IT IS NEVERTHELESS PRESENTED, FOR YOUR CONSIDERATION, THAT IN EXCEPTIONAL CASES, THIS MIGHT CAUSE HARDSHIP, E.G. WHERE AN OFFICER IS ATTACHED TO ANOTHER H.Q., FOR (SAY) A MONTH, AND TAKES WITH HIM HIS CIVILIAN DRIVER, WHO HAS A HOUSEHOLD TO MAINTAIN AT HIS DOMICILE. THIS COULD BE OBVIATED BY REQUIRING SPECIAL PERMISSION, BEFORE A CIVILIAN EMPLOYEE IS SENT AWAY ON TEMPORARY DETACHMENT, FOR A PERIOD EXCEEDING 14 DAYS. THE GRANTING OF THIS SPECIAL PERMISSION COULD BE MADE TO CARRY WITH IT AUTHORITY TO CLAIM TRAVELLING ALLOWANCE FOR A PERIOD EXCEEDING 14 DAYS.

3. A SUGGESTED CLARIFICATION OF "ABSENCE FROM HOME, OR DUTY STATION" WOULD BE "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 H.Q. BY WHICH HE IS PERMANENTLY EMPLOYED, THEREBY INVOLVING ABSENCE FROM HOME."

0360

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

1. FURTHER TO OUR LETTER 13128/F DATED 24 OCTOBER, AND TELEPHONE CONVERSATION BETWEEN LT. COL. YULE AND CAPT. TIPPING, ATTACHED HERETO IS A SUGGESTED FORM OF CLAIM AND RECEIPT, F/F-35. PARAS 3(A) AND 3(D) OF OUR ABOVE-MENTIONED LETTER REFER.

2. IT HAS BEEN FURTHER AGREED IN PRINCIPLE THAT THE MAXIMUM PERIOD FOR PAYMENT OF THE ALLOWANCE WOULD BE IN THE REGION OF 14 DAYS. IT IS NEVERTHELESS PRESENTED, FOR YOUR CONSIDERATION, THAT IN EXCEPTIONAL CASES, THIS MIGHT CAUSE HARDSHIP, E.G. WHERE AN OFFICER IS ATTACHED TO ANOTHER H.Q., FOR (SAY) A MONTH, AND TAKES WITH HIM HIS CIVILIAN DRIVER, WHO HAS A HOUSEHOLD TO MAINTAIN AT HIS DOMICILE. THIS COULD BE OBIATED BY REQUIRING SPECIAL PERMISSION, BEFORE A CIVILIAN EMPLOYEE IS SENT AWAY ON TEMPORARY DETACHMENT, FOR A PERIOD EXCEEDING 14 DAYS. THE GRANTING OF THIS SPECIAL PERMISSION COULD BE MADE TO CARRY WITH IT AUTHORITY TO CLAIM TRAVELLING ALLOWANCE FOR A PERIOD EXCEEDING 14 DAYS.

3. A SUGGESTED CLARIFICATION OF "ABSENCE FROM HOME, OR DUTY STATION" WOULD BE "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 H.Q. BY WHICH HE IS PERMANENTLY EMPLOYED, THEREBY INVOLVING ABSENCE FROM HOME."

COPY TO

FILE 13827/F/A

For Tipping Lt. Col. Yule

FOR CHIEF ACCOUNTANT,
FOR JOINT DIRECTOR,
FINANCE SUB-COMMISSION.

0361

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

FORM F/38

ALLIED COMMISSION
COMMISSIONE ALLEATA

A. CIVILIAN EMPLOYEE'S CLAIM FOR TRAVELLING ALLOWANCE
DOMANDA PER INDENNIZZO DI VIAGGIO

(more space)
I _____ EMPLOYED BY A.M.G./A.G.
IO _____ IMPIEGATO PRESSO G.M.A./G.A.

HEREBY CLAIM LIRE _____ BEING _____ DAYS AT
CON LA PRESENTE CHIEDO LIRE _____ GUALE RIMBORSO PER GIORNI _____ A

LIRE 150 PER DAY, FROM _____ TO _____ INCLUSIVE, IN RESPECT OF
LIRE _____ AL GIORNO, DAL _____ AL _____ INCLUSO, QUALE INDENNIZZO DI

TRAVELLING ALLOWANCE, FOR EACH 24 HOURS AWAY FROM H.Q.
VIAGGIO, PER OGNI 24 ORE DI ASSENZA DAL QUARTIERE GENERALE.

* THE ABOVE SUM INCLUDES LIRE 100 FOR A RESIDUAL PERIOD OF
NELLA SUDETTA SOMMA SONO INCLUSE LIRE _____ DOVUTEMI PER IL RIMANENTE
MORE THAN 8 HOURS.
PERIODO DI OLTRE 8 ORE.

DATE _____ SIGNATURE _____
DATA _____ FIRMA _____

* DELETE IF NOT APPLICABLE.
CANCELLARE SE LE LIRE NON SONO INCLUSE.

B. CERTIFICATE OF ACCOMPANYING OFFICER

I CERTIFY THAT THE ABOVE CLAIM IS CORRECT, AND THAT THE CLAIMANT
HAS NOT RECEIVED ANY FREE RATIONS OR ACCOMMODATION.

DATE _____ SIGNATURE OF OFFICER _____

C. FORM OF RECEIPT
RICEVUTA

TRAVELLING ALLOWANCE, FOR EACH 24 HOURS AWAY FROM H.Q.
VIAGGIO, PER OGNI 24 ORE DI ASSENZA DAL QUARTIERE GENERALE.

* THE ABOVE SUM INCLUDES LIRE 100 FOR A RESIDUAL PERIOD OF
NELLA SUDETTA SOMMA SONO INCLUSE LIRE 100 DOVUTEMI PER IL RIMANENTE
MORE THAN 8 HOURS.
PERIODO DI OLTRE 8 ORE.

DATE _____
DATA _____
SIGNATURE _____
FIRMA _____

* DELETE IF NOT APPLICABLE.
CANCELLARE SE LE LIRE NON SONO INCLUSE.

B. CERTIFICATE OF ACCOMPANYING OFFICER

I CERTIFY THAT THE ABOVE CLAIM IS CORRECT, AND THAT THE CLAIMANT
HAS NOT RECEIVED ANY FREE RATIONS OR ACCOMMODATION.

DATE _____
SIGNATURE OF OFFICER _____

FORM OF RECEIPT
RICEVUTA

DATE _____
DATA _____

RECEIVED THE SUM OF LIRE _____
RICEVUTA LA SOMMA DI LIRE _____
(IN WORDS) IN SETTLEMENT OF
(IN PAROLE) A SALDO DELLA

THE ABOVE-MENTIONED CLAIM.
SUDETTA RICHIESTA.

LIRE _____
SIGNATURE _____
FIRMA _____

TO BE ATTACHED TO PAYMENT VOUCHER (F/F3) BY
PAYING OFFICER.

DRAFT

HEADQUARTERS
ALLIED COMMISSION
APO 394

ESTABLISHMENT MEMORANDUM

NUMBER

1944.

1. For your information, the following note from the Economic Section is quoted. It is published for the guidance of all Regions 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 Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

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

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

"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 Commodore STONE:

NORMAN E. PISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

DISTRIBUTION:

(3)

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

LDD/es

ES/13 & ES/13A

25 October 1944

MEMORANDUM FOR ESTABLISHMENT SECTION-G-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. ~~Therefore any~~ 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 ~~should~~ be changed and assignments made either to Industry or Commerce as the case may be. //

For the Acting Deputy Chief of Staff:

L. D. Densmore
L. D. DENSMORE
Col, FA, CSO
Economic Section

cc: Industry S/C
Commerce S/C



Memo to Region and Amst Ammer.
In your information the following
note is quoted -

7 notd
465

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

DRAFT

File for Bucking

HEADQUARTERS
ALLIED COMMISSION
APO 304

1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

23)---Change No. 1.

1. Establishment Memorandum Number 23, Paragraph 13 (f), dated 28 September 1944, SUBJECT: REQUISITIONED HOTELS, is amended to read as follows: *deleted & 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 ACO/AMG is necessary.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

DISTRIBUTION:

"A"
(Plus 100 copies for the
Accounting Sub-Section of
Finance Sub-Commission).

(2)

Est Memo

73 4684

Change 1

HEADQUARTERS
ALLIED CONTROL COMMISSION
FINANCE SUB-COMMISSION
APO 394
TEL: 478604

13048/R

26 October 1944

SUBJECT: Establishment Memorandum No. 23

TO : Establishment Branch
(Att. Col. Clough) ✓

1. Reference your attached routing slip.
2. This matter has been discussed with HQ AAI and it has been agreed that the present para. 13 (f) of Establishment Memo. No. 23 should be deleted and the following new Para. inserted:

" (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 utilise 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 ACC/AMG is necessary."

A. F. Grassby

Joint Director,
Finance Sub-Commission.

Coc

0368

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

558
C. A. Section

Subject:- Requisitioned Hotels.

HEADQUARTERS ARMY IN ITALY.

Ref:- PLA/7/200.

3072/2/32.

13 Oct 44.

RE: ADD.

Reference your Establishment Memorandum No. 23.

1. It is noted that in para. 13(f) of the above memorandum, it is stated that repairs to "war damage" will not be paid for by the hotel management, but will be carried out by US War Services or paid for from A3/135% funds.
2. This ruling is not correct; according to the information available to this HQ, repairs for "war damage" are covered by an Italian Government scheme. Therefore, in general such repairs should be carried out by the owners, who will in the course be compensated by the Government.
3. Only when the civilian owners are unable to undertake repairs will the work be carried out as works services. All such works are recorded.



Atul Lt Col
Administrative Officer.

4682

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

Backup for

HEADQUARTERS
ALLIED CONTROL COMMISSION

Expense *St Memo No 22* Date *18-1-44* *ACE*

FROM	TO	FROM	TO
Chief Staff Officer		Patrista Branch	
Secretary General		Security Branch	
Archivist		Establishments Branch	
Admin Section		Director	
Interior		Executive Officer (A)	
Public Safety		Executive Officer (B)	
Public Health		G-1 (A)	
Property Control		G-1 (B)	
Legal		G-4 (A)	
Education		G-4 (B)	
Monuments & Fine Arts		H.Q. Comdt	
Economic Section		Adjutant	
Agriculture		Message Center	
Commerce		Orders & Bulletins	
Finance		2575 Regt	
Food		Political Section	
Industry		Navv	
Labor		Army	
Mining Division		Air	
Public Works & Utilities		Communications	
Requisition Division		Civil Censorship Group	
Shipping		W. H. D. & P. C. W.	
Transportation		Public Relations Branch	
R.C. & M.C. Section		U.N.R.R.A.	
P.A. to Executive Commissioner			
Civil Affairs Branch			
Information Division			
Liaison Division			
I. & D.P. S.C.			
Italian Refugees Branch			

FOR

Signature _____
Remarks/Recommendation _____
Information _____
Approval/Disposal _____
Appropriate Action _____
Investigation & Report _____
Dispatch _____

REMARKS

To redraft, summarizing and set so far as possible, & organizing into one memo in line with composition of previous Staff Memo.

(1)

HEADQUARTERS
ALLIED CONTROL COMMISSION
Transportation Sub-Commission
APO 394

Draft

Tele: 378

September 1944

ACC/Tn/R/16

SUBJECT: Establishment of Maintenance, Road Division, Transportation Sub-Commission.

TO : Establishments Officer.

1. A Maintenance Section has been established under the Road Division, Transportation Sub-Commission.

2. a. The Road Division will assume complete responsibility for supervision, control, organization and inspection of all vehicle maintenance (both TE & WE) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves Regional Commissioners and Senior Officers of the responsibility of ^{the supervision of} maintenance of vehicles assigned to them.

b. To carry out this responsibility:

(1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.

(2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.

(3) The Transportation Sub-Commission will be responsible for garage allocation.

3. Responsibility of G-4 (See Annex "A" and "B" attached).

4. Responsibility of other elements:

a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in para 2(a) above. It is essential that all incidents involving accountability of property be coordinated

Pars 2 (a) Cont.

with G-4 (both American and British) See Annex A and B).
(Transportation Sub. Com. Officer)

- b. Regional Maintenance Officers will be directly responsible for the maintenance of all vehicles within their respective Region; the supervising and training of personnel in maintenance and driving, and the continuous execution of preventative maintenance. He will make frequent technical inspection 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 U.S. AW 83 and AR 35-6640 and AR 850-15. and British W.D. Regulations.
5. Accountability (See Annex G-4 A. & B).
6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

James J. Carnes,
Col., Inf.



Approved
C. M. Poshin
Col. Inf.
Comd.

ANNEX (A)
RESPONSIBILITIES OF G-4 (A)

I. VEHICLE RECORDS

A. G-4 (A) is responsible for the accountability ^{ility} for all U.S. Army vehicles ^(which includes requisitioned civilian vehicles) and Motor Maintenance equipment used by Allied Control Commission and 2675th Regiment.

B. The Transportation Sub Commission will turn over to G-4 (A) the complete records on all U.S. Army vehicles, motor maintenance, 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 instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible and accountable for all such property within his unit.

1. The Property Book which will be known as the Unit Transportation Sub Commission Property Book ~~and~~ will account for all U.S. 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 on 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 directed by the Transportation Sub Commission.

4. The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub Commission. The Transportation Sub Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to 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).

III REPORTS

A. Monthly Materiel 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.

III SUPPLIES

A. All American vehicles and motor maintenance equipment 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 the Transportation Sub Commission. Requisitions 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 RESE. Replacements may be drawn direct from the nearest Ordnance Depot, see paragraph I, Section E.

ANNEX "B"

Responsibility of G-4 Branch (British)

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

2. Records.

a. ~~Transportation Sub-Commission will give to G-4 the information and documents set out in Appendix "A" hereto.~~ G-4 ^(British) Branch 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 ^(British) Branch for all W.D. vehicles of the Commission.

c. Vehicle locations:

- (i) 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. W.E. vehicles will not be moved except on the instructions of G-4 Branch.
- (ii) Whenever any W.D. vehicles, whether on W.E. or not is transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.F's G.1093 and transferor will forward a third copy signed by both to G-4 Branch. ^(British)

3. Supply.

a. Vehicles:

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

Para 3 (Cont'd)

b. Equipment:

(i) Regions will be responsible for indenting for their own vehicle tools and spare parts.

(ii) G-4 will indent for all G.1098 M.T. Equipment and LAD equipment authorized under Special List 94/1 and will issue same when received to Transportation Sub-Commission for allotment.

(iii) G-4 will indent for M.T. First Aid Kits to scale, and will issue them to Transportation Sub-Commission who will be responsible for keeping them replenished.

(iv) If any major items of ~~gragae~~ equipment are required, ~~suplus~~ to LAD scale, Transportation Sub-Commission will submit a special case to G-4 Branch for supply.

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 Instruction No. 3 of 18 April 44 is cancelled and responsibility for vehicles will be set out in Appendix "C".

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

Appendix "A" T. Army B

~~Return to originator.~~

1. Details of W.D. Vehicles so far authorized for issue for civilian supply. Copy of authorities to accompany.
2. Details of number of vehicles issued against each authority.
3. Details of vehicles now held showing Region, Sub-Commission etc. holding them.
4. In case of a difference of numbers between 2 & 3, statement of reasons for difference including authority for write-off etc.
5. Details of any further releases of vehicles requested or expected.
6. Details of any vehicles not of American or British origin held or released.

~~Appendix A~~

Returns to be Rendered

Type of Return	Rendered by.	Rendered to	Date.
Return of all vehicles in possession or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regions, AMG Armies, Sections, Sub-Commissions or Branches	G-4 (B)	
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately).	Responsible Officers named in Paragraph 2	G-4(B)	21 st each month
Vehicle Casualties.- Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire, accident, wear and tear). No particular form is necessary but vehicle must be clearly identified. If BLR, cause must be stated and BLR certificate forwarded as early as possible.	Responsible Officers named in Paragraph 2	G-4 (B)	Within 24 hours

~~7.~~ With effect from 1st August 1944 responsibility for recording and returns of all vehicles whether WE, civilian or otherwise authorized will be as follows:

Responsible Officer	Vehicles for which Responsible
H.Q. Commandant.	1. All British WE vehicles and Requisitioned vehicles in Hq. Motor Pools and Rome and Naples 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. 2. Vehicles of Liaison Officers in Rome as liaison officers in the G-4 Branch
Director, Transportation Sub-Commission.	1. All WE and Requisitioned vehicles assigned to Transportation Sub-Commission. 2. All other vehicles (civilian supply, fire etc.) assigned to Sub-Commission, branches etc. at Hq. ACC.
SCAO's 5th & 8th Armies.	All WE, civilian Supply & other vehicles working with respective armies, including vehicles of Station Regatta ^{Displaced Persons} Branch + Repatriation Branch Subcommission
Regional Commissioners and Provincial Commissioners of Independent Provinces	1. All WE vehicles on charge to Region or Province. 2. All requisitioned Cars requisitioned by or transferred to Region or Province. 3. All civilian supply vehicles allotted to Region or Province. 4. Any other W.D. vehicles working within the Region or Province on civilian work of which notice is given to Regional or other Commissioner by G-4 Branch.

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

Responsible Officer	Vehicles for which Responsible
Regional Commissioners and Provincial Commissioners of Independent Provinces.	5. <u>For maintenance only</u> , any vehicle of Italian Ref- ugee Branch or Internees and ^{Refugees} Displaced Persons Sub- Commission working within the Region or Province of which notice is given to Regional on other ^{the} Commis- sioner by Italian Refugee Branch or I & D. Sub- Commission.
Internees & Displaced Persons ^{Refugees} Sub-Commission	All own vehicles except those working in Army areas.
Italian Refugee Branch	All own vehicles except those working in Army areas

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

There is a later
Copy than this Part

Tell Park 21 Sept 44

To : Executive Officer (A)

Draft of Establishment
Memorandum is attached for
your approval.

JMS.

To Col Fiske

9/22/44

For Signature

CMP

HEADQUARTERS
ALLIED COMMISSION
APO 394

WPS/cr
30 October 1944

MEMORANDUM.

TO : Executive Officer, (A), Allied Commission.

1. On my recent visit to Southern Region, the Regional Commissioner and Executive Officer discussed with me at length Establishment Memorandum No.22, this Headquarters, dated 27 September 1944.

2. They were not clear as to the intent of the Memorandum relative to the assignment of personnel on transportation duties. Whether such personnel would be assigned to and be directly under the control of the Transportation Sub-Commission this Headquarters with the Regional Commissioner having no authority over them or whether they would remain assigned to the Region with the Regional Commissioner having full control, receiving only technical instruction from the Transportation Sub-Commission.

3. The Regional Commissioner, Col. Temperly, requested that Establishment Memorandum No.22 be clarified as to the assignment of personnel on transportation duties and that until such time as it was clarified that he was assuming that all personnel assigned to the Southern Region would be under his control and that he was issuing to his Region the instructions attached as Inclosure # 2.

Walter P. Schmitt
WALTER P. SCHMITT
LT. Col. GMC.

Incl. -2.

Ept. Memo # 22.

Instructions.

1st Ind.

HEADQUARTERS, ALLIED COMMISSION, APO 394, 31 October 1944. GMP/jp

TO: Transportation Sub-Commission, Allied Commission, 4669
Attention of: ~~Mr~~ Col. J.J. Barnes.

1. For remark.

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

- over -

2nd Ind.
TRANSPORTATION SUB-COMMISSION, HQ AC, APO 394

JJC/hl
2 November 1944

TO: Executive Officer, Att: Col. Parkin

1. Reference para. 2, Transportation personnel are assigned to regions for the purpose of maintaining all military vehicles. In addition, a Transportation Officer is assigned to each region for the purpose of advising the Regional Commissioner not only on maintenance matters but on the organization and operation of all transport in his region. The Transportation Officer is the Sub-Commission's representative in the region to assist the Regional Commissioner in solving all transportation problems. Each region is assigned a certain number of officers and enlisted men for the purpose of assisting the Transportation Officer in carrying out his duties. Regional Commissioners have the right to transfer transportation personnel assigned to regions from one locality to another. However, this should be done on the recommendation of the Transportation Officer.

2. In view of the fact that Establishment Memorandum No. 22 is being modified to include detailed instructions on supply matters, it might be advisable to include a paragraph containing the above information.

James J. Carnes
JAMES J. CARNES,
Colonel, Infantry,
Director, Road Div.

0383

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

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

ESTABLISHMENT MEMORANDUM

27 September 1944

NUMBER

22)

ESTABLISHMENT OF MAINTENANCE, ROAD DIVISION,
TRANSPORTATION SUB-COMMISSION

1. A Maintenance Section has been established under the Road Division, Transportation Sub-Commission.
2. a. The Road Division will assume complete responsibility for supervision, control, organization and inspection of all vehicle maintenance (both T2 & M2) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves Regional Commissioners and Senior Officers of the responsibility of the supervision of maintenance of vehicles assigned to them.
- b. To carry out this responsibility:
 - (1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.
 - (2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
 - (3) The Transportation Sub-Commission will be responsible for garage allocation.
3. Responsibility of G-4 (See Annex "A" and "B" attached.)
4. Responsibility of other elements:

a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in Paragraph 2 (a) above. It is essential that all incidents, involving accountability of property be coordinated with G-4 (both American and British). (See Annex "A" and "B".)

b. Regional Maintenance Officers (Transportation Sub-Commission Officer) will be directly responsible for the maintenance of all vehicles within their respective Region; the supervising and training of personnel in maintenance and driving, and the continuous execution of preventive maintenance and frequent technical inspection of all vehicles within his Region and bring about correction of all deficiencies noted.

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

control, organization and inspection of all vehicle maintenance (both TS & NE) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves Regional Commissioners and Senior Officers of the responsibility of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

- (1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.
- (2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
- (3) The Transportation Sub-Commission will be responsible for garage allocation.

3. Responsibility of G-4 (See Annex "A" and "B" attached.)

4. Responsibility of other elements:

a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in paragraph 2 (a) above. It is essential that all incidents, involving accountability of property be coordinated with G-4 (both American and British). (See Annex "A" and "B".)

b. Regional Maintenance Officers (Transportation Sub-Commission Officer) will be directly responsible for the maintenance of all vehicles within their respective Region; the supervising and training of personnel in maintenance and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspection 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 U.S. AR 83 and AR 35-6640 and AR 850-15 and British W.D. Regulations.

5. Accountability (See Annex G-4, "A" and "B".)

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

DISTRIBUTION:
"A"

100-52100
NORMAN E. FISKE,
Colonel,
Establishment Officer.

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ANNEX "A" to
Estab Memo No 22, 27 Sept 44.

RESPONSIBILITIES OF G-4 (A)

1. Vehicle Records.

a. G-4 (A) is responsible for the accountability for all U.S. Army vehicles (which includes requisitioned civilian vehicles) and Motor Maintenance equipment used by Allied Control Commission and 2675th Regiment.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all U.S. Army vehicles, motor maintenance, 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 instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible and accountable for all such property within his unit.

- (1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. 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 on 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 directed by the Transportation Sub-Commission.
- (4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission. The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to 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 salience

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

- (1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. 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 on 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 directed by the Transportation Sub-Commission.
- (4) The reassignment and transfer of all U.S. Army tools and equipment will be accomplished by G-4 (A) as requested by the Transportation Sub-Commission. The Transportation Sub-Commission will furnish G-4 (A) a complete list of tools and equipment (American) now charged to 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 Materiel 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 will be drawn through G-4 (A), this Headquarters.

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RESTRICTED

ANNEX "A" to
Etab Memo No 22. 27 Sept 44
(Cont'd)

b. All motor maintenance parts will be drawn on an exchange basis, direct from the nearest Ordnance Depot or the parts section of the Transportation Sub-Commission. Requisitions 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 REME. Replacements may be drawn direct from the nearest Ordnance Depot. (See paragraph 1, Section E.)

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

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ANNEX "B" to
Etab Memo No 22, 27 Sept 44.

RESPONSIBILITY OF G-4 (BRITISH)

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, AMB 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. W.E. vehicles will not be moved except on the instructions 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, transfer and transference will sign and exchange A.F.'s G.1033 and transferer 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) AMB 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:
 - (1) Regions will be responsible for indenting for their own vehicle tools and equipment.

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. W.E. vehicles will not be moved except on the instructions 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, transfer and transferee will sign and exchange A.F.'s G.1035 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:

- (1) Regions will be responsible for indenting for their own vehicle tools and spare parts.
- (2) G-4 will indent for all G.1098 M.T. Equipment and LAD equipment authorized under Special List 94/1 and will issue same when received to Transportation Sub-Commission for allotment.
- (3) G-4 will indent for M.T. First Aid Kits to scale and will issue them to Transportation Sub-Commission who will be responsible for keeping them replenished.
- (4) If any major items of garage equipment are required, surplus to LAD scale, Transportation Sub-Commission will submit a special case to G-4 Branch for supply.

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ANNEX "B" to
Estab Memo No 27, 27 Sept 44
(Cont'd)

- 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 Instruction No. 3 of 18 April 1944 is 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
Return of all vehicles in possession of or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regions, AMG Armies, Sections, Sub-Commissions of Branches.	G-4 (B)	
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 and tear.) No particular form is necessary but vehicle must be clearly identified. If ELR, cause must be stated and ELR certificate forwarded as early as possible.	Responsible officers named in Paragraph 7.	G-4 (B)	Within 24 hours

7. With effect from 1 October 1944 responsibility for recording and returns of all vehicles, whether WE, civilian or otherwise authorized, will be as follows:

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Return of all vehicles in possession of or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regions, AMG Armies, Sections, Sub-Commissions of Branches.	G-4 (H)
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 and tear.) No particular form is necessary but vehicle must be clearly identified. If FIR, cause must be stated and FIR certificate forwarded as early as possible.	Responsible officers named in Paragraph 7.	G-4 (B) Within 24 hours

7. With effect from 1 October 1944 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	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. 2. Vehicles of Liaison Officers in Rome.

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ANNEX "A" to
Estab Memo No 22, 27 Sept 44
(Cont'd)

Responsible Officer	Vehicles for Which Responsible
Director, Transportation Sub-Commission	1. All WE and Requisitioned Vehicles assigned to Transportation Sub-Commission. 2. All other vehicles (civilian supply, fire, etc.) assigned to Sub-Commission, Branches, etc., at Hq AOC.
SCAO's 5th & 8th Armies	All WE, civilian supply & other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.
Regional Commissioners	1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 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. 5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission
Displaced Persons and Repatriation Sub-Commission	All own vehicles except those working in Army areas.

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... to Sub-Commission, Branches, etc., at Hq ACC.

SCAO's 5th & 8th Armies

All WE, civilian supply & other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.

Regional Commissioners

1. All WE vehicles on charge to Region or Province.
2. All requisitioned cars requisitioned by or transferred to Region.
3. All civilian supply vehicles allotted to Region.
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.
5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission.

Displaced Persons and Repatriation Sub-Commission

All own vehicles except those working in Army areas.

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