

2286

Declassified E.O. 12356 Section 3.3/NND No. 785016

ACC

100-9/123/104

2152/INFO

10000/128/104

2.52/INFO

Office Space & Supplies
Feb. 1944 - Oct. 1944

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

2145/INTO
10 October 1944

SUBJECT: Stationary request.

TO : HQ. Commandant Supply Officer.

1. The following items are required for the operation of the functions of the Information Division:

- 4 Box drawing pins.
- 4 Box common pins.
- 1 Ball of twine, lightweight
- 100 Economy labels.
- 1 Box pencils, lead No 2.
- 1 Box assorted pencils, colored.
- 2 Boxes, clip paper.
- 1 Bottl of ink, blue-black.
- 30 Folders, legal size.
- 40 Envelopes, legal size
- 25 Envelopes, letter size
- 25 Envelopes, small size

4567

*are't
for Pens - drawing*

John V. Hinkel
John V. HINKEL
Major, M.I.
Director
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

111A

SUBJECT : Supply

5 October 44

TO : Office Space & Supply, HQ ACC

May the undersigned please be furnished with one wooden box to be used as a safe in this office.

JVC
JOHN V. BINKEL
Major M.I.
Director
Information Div.

4566

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

11DA

2145/INFO
2 October 1944

SUBJECT: Stationary request.

TO : HQ. Commandant Supply Officer.

1. The following items are required for the operation of the functions of the Information Division:

48	Reams of paper, legal size second sheet.	✓
18	Reams of paper, letter size first sheet.	✓
2	Reams of paper, letter size second sheet.	
2200	Sheets, carbon paper, legal size.	✓
2000	Sheets, carbon paper, letter size.	✓
14	Box, box drawing pins.	
14	Box, pins, common.	
1	Ball of twine, lightweight.	
2	Erasers, for typewriter.	
100	Economy, labels.	
50	Tags, India Cross bars.	
348	Box, pencils lead No. 2.	
8	Box, assorted pencils, colored.	
14	Box, boxes, clip paper.	
24	Pads, note, small.	
24	Pads, large.	
1	Bottle of ink, blue-black.	
400	Folders, legal size.	
50	Envelopes, legal size.	
22	Envelopes, letter size.	
2400	Box points, pens.	

4568

John V. Rinkel
JOHN V. RINKEL
Major, M.I.
Director
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

1094
2145/INFO
25 September 1944

SUBJECT: Box.

TO : Office Space and Supply HQ.ACC.

1. May a box please be made to be used as a safe by this division, at your earliest convenience.
2. The approximate measurements should be :
Length : 30 inches
Height : 24 inches
Width : 20 inches.
3. It would be appreciated if a padlock could be provided.


F.E. GILLET
Major,
5 Innis D.G.

4564

HEADQUARTERS
ARMED AND DANGEROUS
INFORMATION DIVISION

108A

19 September 1944

SUBJECT: Typewriter repair

TO: Repair Shop

It is requested that the typewriter in room 37 floor 4 be repaired
as soon as possible.

John V. HINGEL
Major, M.I.
Director
Information Division

4563

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
13 September 1944

SUBJECT: Stationary request,
TO : H. J. Commandant supply officer.

1. The following items are required for the operation of the functions of the information division,

4	reams of paper, legal size first sheet
6	reams of paper, legal size second sheet
2	reams of paper, letter size first sheet
2	reams of paper, letter size second sheet
200	sheets, carbon paper, legal size
100	" " " letter size
4	box drawing pins
4	box pins, common
1	roll of twine, lightweight
2	erasers, for typewriter
100	envelopes, labels
50	tags, india cross bars
1	box pencils lead no. 2
1/2	box assorted pencils, colored
1/2	box boxes, clips paper
3	pads, note, small
3	pads, large
1	bottle of ink, blue-black
2	typewriter ribbons (woodstock)
100	folders, legal size
50	envelopes legal size
25	envelopes letter size
1	box points, pens.

4500
JOHN V. HINKEL
Major, M.I.
Director
Information Division

Information Sheet

106A

Ext. 477

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

ETN/WPS/WFP

G4/41/6

7 September 1944

MEMORANDUM TO: See Distribution.

ASSIGNMENT OF TRANSPORTATION

1. In order to provide adequate military and civilian transportation for operational needs of newly activated Regions, it has become necessary to reduce the number of military and civilian vehicles at Headquarters, ACC.
2. With regard to assignment of civilian vehicles in Headquarters, ACC, commencing from this date on, the following will govern:
 - a. Vehicles will be assigned to Branches, Sections, and Sub-Commissions and not to individuals, with exception of those individuals listed in (b) below.
 - b. Vehicles will be assigned on the basis of one per each General Officer and Chiefs or Heads of Branches, Sections, and Sub-Commissions and one vehicle for every additional four officers assigned.
 - c. Requests for assignment of vehicles will be forwarded to Office of G-4 (A), Headquarters, ACC, for necessary action.
3. It is strongly urged that Heads of Sections, Branches, and Sub-Commissions instruct their officers that the vehicle situation is a precarious one and that every effort be made to protect vehicles in their care.

Walter P. Scoggie
WALTER P. SCOGGIE
Lt. Colonel, GAC
G-4

DISTRIBUTION "B"

Group I

G-4 (A) 25

4561

9/11
2745
14 June
1200
JOS

105A

Major John V. HINKEL

Requisitioning of automobile

1047 INFO

3 September

1.

1. This vehicle is a Lancia Aprilia 76163 Road, Chassis 439-10892, Motor 99-17344 is being tested prior to being requisitioned for use of the Information Division, ACC.

2. The papers requisitioning this vehicle are in process of being submitted to the proper requisitioning authorities of ACC. (G-4 American).

John V. HINKEL
Major, A.I.
Director
Information Division

4560

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: G-4 - (A)

SUBJECT: Receipt for Civilian Car's

FILE No. R.C.U. -18

TO: INFORMATION DIVISION

5/Sept. 1944.

Please have the attached receipts for Requisitioned
Vehicles assigned to your Officer signed.

Keep one copy and send original to this Office.

For G-4 - (A)

RECEIVED BY INFO DIV ACC

Date 12 Time 10

File 7 Auto 705

Frank Mauro
125. Prof.
Aug 06 44.
Capt. Roy L. Volstad.
Assistant.

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

103A

1145/INF

5 September 1944

SUBJECT : Repair

TO : Office Space & Supply (Att. Capt. Sinclair)
A.C.C. HQ

Could ammunition box sent to you with this letter please
be repainted and a padlock be fixed to same, so that it may be
used for the purpose of locking up documents.

[Signature]

F.E. GILBERT
Major
5 INNIS D.G.

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
5 September 1944

SUBJECT: Stationary request.

TO : H.Q. Commandant Supply Officer.

1. The following items are required for the operation of the functions of the Information Division:

4	Reams of paper, legal size first sheet
6	Reams of paper, legal size second sheet
2	Reams of paper, letter size first sheet
3	Reams of paper, letter size second sheet
200	Sheets, carbon paper, legal size
100	Sheets, carbon paper, letter size
2	Eggs stencils
1	doz. box drawing pins
1	box, pins, common
1	ball of twine, lightweight
2	erasers, for typewriter
100	economy, labels
50	tags, India Cross bars
1	doz. pencils lead No. 2
1/2	doz. assorted pencils, colored
1/2	doz. boxes, clip paper
3	pads, note, small
3	pads, large
1	bottle of ink, blue-black
2	typewriter ribbons (W. & A. Smith)
100	folders, legal size
50	envelopes legal size
25	envelopes letter size
1	com. points, pens.

John V. Hinkel
John V. HINKEL
Major, M.I.
Director
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

101A

2145/INFO
30 August 1944

SUBJECT: Request for Purchase.

TO : Purchasing officer, A.C.C.

1. It is requested the Chinagraph pencils, blue and red, 3 carls, be purchased locally for this division.
2. These supplies are urgently needed by this office, for map work, overlays, situation sheetches etc., and could not be obtained otherwise.


John V. HINKEL
Major, M.I.
Director
Information Division

4558

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

1900A
2145/INFO

28 August 1944

SUBJECT: Vehicle.

TO : Manuel Sanchez, Library of Congress
Representative.

Reference your Memo, dated August 27, the
assignment of HQ. A.C.C. vehicle 208, of this Division
for the use of the attached Representative of the Library
of Congress is hereby confirmed.

John V. Hinkel

John V. HINKEL
Major, M.I.
Director
Information Division

4557

Copy: File 2122.

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

99A
2145/1070
28 August 1944

SUBJECT: Radio Receiver

TO : Col. E.L. CLOUGH, Exec. Officer Hq A.C.C.

Attached Payment Voucher (in duplicate) for Radio Receiver
Marconi purchased by the Information Division for the daily News
service please is submitted for your approval and signature.


F.E. GILLETT
Major
5 INNIS D.G.

4556

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
15 August 1944

SUBJECT : Stationary request.

TO : H.Q. Commandant Supply Officer.

1. The following items are required for the operation of the functions of the Information Division;

- * 2 Reams of paper, legal size first sheet
- 6 Reams of paper, legal size second sheet
- 2 Reams of paper, letter size, first sheet
- 3 Reams of paper, letter size, second sheet
- 200 Sheets, carbon paper, legal size
- 100 Sheets, carbon paper, letter size
- 2 Plgs stencils
- 1 doz. box drawing pins
- 1 box, pins, common
- 1 ball of twine, lightweight
- 2 erasers, for typewriter
- 100 economy, labels
- 50 tags, India Cross bars
- 1 doz. pencils lead No. 2
- 1/2 doz. assorted pencils, colored
- 1/2 doz. boxes, clips paper
- 3 pads, note, small
- 3 pads, large
- 1 bottle of ink, blue-black
- 2 typewriter ribbons
- 100 folders, legal size
- 50 envelopes legal size
- 25 envelopes letter size
- 1 box points, pens

4555

John V. Hinkel
Major, M.I.
Director
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
12 August 1944

SUBJECT : Typewriter repair.

TO : Office Space.

1. Some minor repairs to be executed to our typewriter.

J. V. Hinkel
John V. HINKEL
Major, M.I.
Director
Information Division

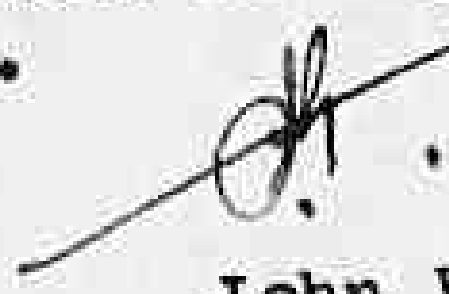
HEADQUARTERS
A IED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
12 August 1944

SUBJECT : Paste request.

TO : HQ. Commandant.

1. May this office please be supplied with two
quarts of paper hangers glue.


John V. HINKEL
Major, M.I.
Director
Information Division

4552

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
8 August 1944

SUBJECT: Stationary request.

TO : H.Q. Commandant Supply Officer.

1. The following items are required for the operation of the functions of the Information Division:

- 2 Reams of paper, legal size first sheet
- ~~84~~ 4 Reams of paper, legal size second sheet
- 2 Reams of paper, letter size, first sheet
- ~~0~~ 3 Reams of paper, letter size, second sheet
- ~~100~~ 200 Sheets, carbon paper, legal size
- ~~50~~ 100 Sheets, carbon paper, letter size
- ~~30~~ 2 Pkgs stencils
- ~~0~~ 1 doz. box drawing pins
- ~~0~~ 1 box, pins, common
- ~~0~~ 1 ball of twine, lightweight
- ~~0~~ 2 crasere, for typewriter
- 100 economy, labels
- ~~0~~ 50 tags, India Cross bars
- 1 doz. pencils lead No. 2
- 1/2 doz. assorted pencils, colored
- ~~0~~ 1/2 doz. boxes, clips paper
- 3 pads, note, small
- 3 pads, large
- 1 bottle of ink, blue-black
- 2 typewriter ribbons
- ~~30~~ 100 folders, legal size
- 50 envelopes legal size
- 25 envelopes letter size
- 1 box points, pens.

4552

H. V. Hinkel
John V. HINKEL
Major, M.I.
Director
Information Division

HEADQUARTERS
ARMED CONTROL POSITION
APO 534

2415/1120

8 August 1964

Subject: Delay of Repewriter

To : Headquarters Command

We are returning typewriter Model No. 634873 for repair.

[Signature]
JOHN W. HIRSH
Major, M.I.
Director, Information Division
AGC

4551

RECEIVED INFORMATION
Date: _____
Time: _____
Info: _____

Subject: Review of Appendix

To : Headquarters Commandant

We are returning typewriter Worksheet No. 6346173 for review.

[Signature]
JOHN T. HENRY

Major, M.T.

Director, Information Division

AGC

4551

RECEIVED 20 NOV 1973

Info

Info

[Handwritten signature]

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

93A
2145/INFO
7 August 1944

SUBJECT : Opening of file.

TO : Office Space Section.

1. It is urgently requested that a locksmith be sent to INFO DIVISION, Room 11, floor 3 to open a file cabinet.

John V. Hinkel for Dir
for John V. HINKEL
Major, M.I.
Director
Information Division

gwb
400

FORM FOR USE IN REPOSITIONING PROPERTY

MAIN HQ., ACC.
REQ. NO. ~~386~~ 386UNITED STATES ARMY
ARMATA DEGLI STATI UNITI D'AMERICADATE: 26 JULY 1944
DATA: 26 LUGLIO 1944The following items of property have
been taken by the United States Army
from:Le seguenti proprietà sono prese
per l'Armata degli Stati Uniti d'Amer-
ica

Owner or Possessor and Address

~~VIRGILIO CARTOTI~~~~Via Ludovisi n° 47~~~~R O M A~~

Description of property

(Indicate condition)

(If motor vehicle, engine, chassis,
and Italian license numbers must
be shown.)~~Lancia Aprilia 1938~~~~Chassis n° 38.7242~~~~5 TIRES~~

Signature

Firma

Address

Indirizzo

Descrizione della proprietà presa
(Indicare la condizione)~~License n° MI 59548~~~~Motor n° 8547~~I certify that the property described
above is required for immediate use
in military service. Payment has not
been made for the use or possession
thereof.Io certifico che le suddette pro-
prietà descritte sono necessarie per
ragioni militari e che nessun paga-
mento è stato fatto per servizio e
possessione di ciò.Name Rank Organization
WALTER P. SCOGGINS Lt. Colonel.
Allied Control Commission
Name of Headquarters or OfficeOrganization
0277640You will be notified at a future date
when to present this certificate to for
consideration of your claim.Sarà notificato separatamente
a chi dovrà presentare il certi-
ficato, affinché il vostro reclamo
venga preso in considerazione.NOTE: To be prepared in triplicate: original to owner, duplicate to be
forwarded to Headquarters, ACC, for Attention: G-4, and triplicate to be
retained for record.

HEADQUARTERS
ALLIED CONTROL COMMISSION
Information Division
APO 394
U.S. Army

26 July 44

SUBJECT: REGISTRATION OF AUTOMOBILE
(Lancia Apulia 1938—License No. MI 59548
Motor No. 8547; Chassis No. 387242)

TO : Signor Virgilio Cartotti, 46 Via Ludovico, Rome

1. Your automobile—Lancia Apulia 1938; License No. MI 59548; Motor No. 8547; Chassis No. 387242—has been officially requisitioned, effective this date, by the United States Army by Requisition No. 386, Allied Control Commission.
2. Authority is hereby granted to you to use said vehicle in conducting your business affairs in the Provinces of Frosinone, Rome, Naples and Viterbo through Monday, 14 August 44.
3. Said vehicle will be turned over to this office on or before 14 August 44.

John V. Hinkel
John V. Hinkel,
Major, M.I.
Director
Information Division
A.C.C.

COPY TO:

Mr. John Rossi,
46 Via Ludovico
Rome

4568 yf6

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

92A *out*

2145/INFO
2 August 1944

SUBJECT : Typewriter

TO : Hq. Supply.

1. The following is now in the possession of this Division:

Q. typewriter, Woodstock, 14"
carriage, # N. 63647-E

enb

John V. HINKEL
Major, M.I.
Director
Information Division

4547

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
4 August 1944

SUBJECT : Request for Ensign.

TO : Chief Liaison Officer HQ. A.A.I.

1. A request for an ensign has been received from the HQ. of the Region; that will be much concerned with water transport.

2. Enquires have been made in this city and it is possible to have one made up if a Union Jack can be supplied.

3. Can an Army Commander's Union Jack (size used on car) please be made available for the a/m purpose?

f
Norman E. FISKE
Colonel, Cavalry
Deputy Executive Commissioner

4546

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
1 August 44

SUBJECT : Stationary request

TO : Hq Commandant, Supply Officer

1. The following items are required for the operations of the functions of the Information Division :

- 2 reams paper, letter size, first sheet
- 2 " " " " second "
- 2 " " legal " First "
- 6 " " " " second "
- 100 sheets carbon paper, letter size
- 100 " " " legal "
- 1 ball of twine, lightweight
- 1 roll wrapping paper
- 1 dozen boxes of ~~labels~~
- ~~envelopes, typewriter~~
- 100 economy labels
- 50 tags, India Cross bars
- 1 dozen pencils, lead No 2
- 1 " " coloured
- 1 " boxes, paper clips
- 3 pads, note, small
- 3 pads, letter size
- 1 bottle of ink, blue black
- 2 bottles of glue
- 1 pair of scissors
- 2 typewriter ribbons
- 1 stapling machine
- 1 perforating machine
- 1/2 dozen boxes, pins

4545

John V. Hinkel
for John V. HINKEL,
Major, M.I.
Director
Information Division

An emergency request was filled by this office Friday 29 July. An agreement was made that goods would be delivered stationary every Friday instead of Tuesday.

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

89A
2145/XERO
25 JULY 1944

SUBJECT: Typewriter repair.

TO: Mr. Smith, Office Space Section.

It is requested that this office's typewriter, serial No. 10948, be repaired.

Also, it is requested that the Woodstock 105407, at present in the repair shop, be either returned repaired or condemned.

JFH
John F. Hinkel
Major, A.C.C.
Director
Information Division

4544

4ml

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

884
2145/INFO
29 July 1974

SUBJECT : Locks and Keys for Rooms 44 and 46.

TO : Hq. Commandant.

May locks and keys to rooms 44 and 46, 3rd floor, please
be supplied as soon as possible. These rooms have been newly assigned
to this division but cannot be used unless locks and keys are installed.

JWH. *by JWH*
John V. HUNKEL
Major, M.I.
Director
Information Division.

4543
4/1/74

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

2345/INTO
25 July 1944

SUBJECT: Stationery request
To : H. Commandant Supply Officer

The following items are required for the operation of the functions of the Information Division:

1. plain paper, letter size-first sheet	- 1
1. " " " " -second sheet	- 2
1. " " legal " -first sheet	- 1
6. " " " " -second sheet	- 6
100. sheets carbon paper, letter size	- 100
100. sheets carbon paper legal size	- 100
1. ball of twine, light weight	- 0
1. roll wrapping paper	- 50
1. dozen boxes of tacks	- 0
2. erasers typewriter	- 0
100. labels economy	- 100
50. tags India cross bars	- 0
1. dozen pencils lead No. 2.	- 0
1. dozen assorted coloured pencils	- 12
1. dozen boxes, clips paper	- 2
3. pads note small	- 3
1. bottle of ink blue-black	- 1
1. dozen holders pen	- 12
1. box points pen	- 18
1. roll of paper tracing	- 12" x 40 yds.
1. pair of scissors	- 0
2. typewriter ribbons	- 2

S.V. HINGOOL
Major M.I.
Director Information Div.

4542

S4 413.5 1st Ind. CCC/cap
HEADQUARTERS, 2675TH REGIMENT, ALLIED CONTROL COMMISSION, (OVERHEAD), OFFICE OF S-4
APO 394, US ARMY, 21 July 1944

TO: Director, Information Division, Allied Control Commission, APO 394, US Army

1. No American machines are available for issue to this Headquarters.
2. Suggest Italian sources or British sources.

For the Commanding Officer:

Clayton Craig
CLAYTON C. CRAIG
Captain, Infantry
S-4

7/21 1500
2145 1500
1500 1500

6544

AMB

HEADQUARTERS
ALLIED CONTROL COMMISSION
PROPAGANDA DIVISION

85A

2145/LITO
13 July 1942

SUBJECT: Typewriters

REF: C-4.

1. During its stay in Hades the division, which includes Reference Library, Map Store, Bulletin Service and Translators, had 6 typewriters at its disposal, two of which loaned from the GI Branch. One was in good condition and therefore, the number hardly sufficient.
2. Before the move from the Provincial one machine Woodstock, was sent for repair and not returned. It was unusable because of lack of spare parts.
3. Meanwhile one of the two typewriters loaned from GI Br. had to be returned. This leaves this office of 4 officers, 234/ORS and 4 civilians with 1 typewriter, which are not in good condition.
4. It is requested that this office be provided with three typewriters and that this request be treated as urgent.

John V. Hinkel

JOHN V. HINKEL
Major
Director
Propaganda Division

4539

HEADQUARTERS
UNITED STATES COMMISSION
INFORMATION DIVISION

2145/1000
48 July 1942

SUBJECT : directory

TO : Adjutant, AGC.

The following is the amended directory of the information division:

	(Major HENRIEL	room 7 (entrance r. 5) tel.	457
	(Major CIGLEY	" 3	
	(Capt. BRAYBROOK	" 15	" 578
3 floor	(Lt. CASHMAN	" 5	
	Chief Clerk	" 11	
	(Map Room	" 13 (entrance r. 11)	" 478007
	(Reference Library	" 12	
	Bulletin Service	" 1	
4 floor	(Translators	" 27	
	Interpreters (div)	" 29	
2 floor	(Mr. Latcha, Library-	1 bis	
	(Room of Congress, attached)		

for *John V. HICKEL*
Major, A.I.
Director
Information Division

4538

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

85A
2145/INCO
27 JULY 1948

SUBJECT: Request for electrical picture

TO: HQ Commandant: ACC (Attention Captain Pearson).

1. At present there are no light facilities available in room 15: 3rd floor.

2. May a chandelier please be fixed at the earliest convenient moment, as the office is used for night as well as for day duties.

for *JWB*
John V. HINCH
Major M.I.
Director
Information Division

4537

HEADQUARTERS
MILITARY SERVICE COMMISSION
INFORMATION DIVISION

82A

2145/INTO
12 JULY 1944

SUBJECT : Telephones

TO : Major General

1. At present this Division is allotted 3 telephones

457-Major Hinkel	room 7	3rd Floor
57-Capt. Braybrooke	" 13	" "
473007-Chief Clerk	" 41	" "

2. As a consequence of internal changes the following adjustments are required:

- a) switching numbers between Capt. Braybrooke and Chief Clerk 573-473007.
- b) a branch (same number) of the Chief Clerk number - 573 after 24 is acquired with-t Major Gillett, room 8.
- c) a branch (same number) of Major Hinkel's number, 457 to Lt. Graham, room 5.

John V. HENCKS
Major M.I.
Director
Information Division

4536

RECEIVED
INFORMATION DIVISION
JULY 1946

81A

2145/1000
13 JULY 1946

SUBJECT: Vehicles

TO: Executive Officer, 173

1. In accordance with daily bulletin to 173, para 5, it is requested that one vehicle be assigned to this division.
2. No vehicle has as yet been assigned to this office.

John A. Sullivan
Major, U.S. Army
Director
Information Division.

4535

HEADQUARTERS
 MILITARY SERVICE COMMISSION
 INFORMATION DIVISION

19A

2145/INPO
 15 JULY 1944

SUBJECT: Information Division Directory

TO: Adjutant, AGC.

In order to correct incorrect listing, the following information is submitted:

Information Division:	Major Hinkel	3	Floor/room	7	Tel.	457
	Major Gillett	"	"	9		
	Capt. Braybrooke	"	"	5	"	578
	Lt. Cashman	"	"	5	"	578
	Clerks	"	"	11		478007

+ *Capt. Braybrooke*
 John V. HENSEL
 Major M.I.
 Director
 Information Division

Copy to switchboard supervisor.

4533

(Advance) HEADQUARTERS
ALLIED CONTROL COMMISSION.
INFORMATION DIVISION

SUBJECT : Request for typewriters.

27
2145 / Info (3) ✓
6 July 1944

TO : Office Space Section.

May this division please be supplied with **3** typewriters, for the use of the translators of the translators pool, under the supervision of this division. At the present time, the only typewriter in this division is being used by the clerks as well as the translators and is not sufficient for the amount of work to be done by the division.

F.E.
F.E. GILBERT,
Major,
5 Innis D.C.

4532

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

Teleph. 489081
Ext. 457.

6 June 1944

SUBJECT: Look for Central Reference Library.
TO : Capt. K.L.H.W.

May a special (Yale) look please be supplied for the
door of the Central Reference Library, room I2, 3d floor, for
security-reasons.

F. E. GILBERT
Major
5 Innis D.G.

~~2145~~

2145 7 June
4531

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

76A

2145/1170
11 July 1944

SUBJECT: Library Requirements

TO : H. Commandant (att. Sgt. Polverino).

The reference library needs urgently:

- 1.) Key for cupboard containing secret documents
- 2.) Repair of the door
- 3.) Permission for the division's messenger
CHARLES QUACQUARINI to withdraw document
folders of the old Fascist Ministry from
the cellar of this building.

John V. HINNEB
Major M.I.
Information Div.

4530

(Advance) HEADQUARTERS
ALLIED CONTROL COMMISSION.
INFORMATION DIVISION

4/591.520
2. 2145/Info (A)

2145/Info (A)

6 July 1944

SUBJECT : Request for typewriters.

TO : Office Space Section.

May this division please be supplied with **3** typewriters, for the use of the translators of the translators pool, under the supervision of this division. At the present time, the only typewriter in this division is being used by the clerks as well as the translators and is not sufficient for the amount of work to be done by the division.

F. E. Gillett

F. E. GILLETT,
Major,
5 Innis D.G.

Major Gillett

It is suggested that no
typewriters are available at 2529
in addition of course. *By H. H. H.*

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

Tel: 482081
Ext: 457

id 2145

2366/Info.
11 July 1944

SUBJECT: Bulletin Board

TO : Executive Commissioner

Reference 2366/Info dated 9 July addressed to Executive
office ~~to~~ ~~transmit~~, copy to you.

1. Herewith attached is that which has been received
by way of answer.

2. As it is felt that the contention made, must still
be upheld if this Division is to carry out its duties with effi-
cacy, the question is hereby submitted for a ruling.

WES/dv

Copy to Executive Office

et

M. E. GILBERT
Major
5 Louis D.C.

4528

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

Teleph: 429081
Ext: 457

2266 /Info (a)
9 July 1944

SUBJECT: Bulletin Board.

TO : Executive Officer.

Reference is made to a conversation between Assistant
Hq. Commandant (Capt. KEARIN) and Major GILBERT (Info.Div.) PM 2
JULY 1944.

The Assistant Hq. Commandant intimated that certain space
on the board which has been prepared by the Information Division
would be required by the Hq. Commandant for purposes other than
Intelligence.

The purpose of this memorandum is to confirm the sta-
tement made by Major Gillett that all available space on this
board will be required by the Info.Div.

P.E.G./edw

[Signature]
P.E. GILBERT
Major
5 Innis D.C.

Copy to Executive Commissioner.

4527

SUBJECT: Bulletin Board.

TO : Executive Officer.

Reference is made to a conversation between Assistant Hq. Commandant (Capt. KEARIN) and Major GILBERT (Info.Div.) on 2 July 1944.

The Assistant Hq. Commandant intimated that certain space on the board which has been prepared by the Information Division would be required by the Hq. Commandant for purposes other than Intelligence.

The purpose of this memorandum is to confirm the statement made by Major Gilbert that all available space on this board will be required by the Info.Div.

F.E.G./mdw


P.E. GILBERT
Major
5 Louis B.C.

Copy to Executive Commissioner.

4527

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

Telephone: 489081
Ext: 457

6 July 1944

SUBJECT: Telephone

TO : Hq. Commandant
(attention Capt. MEARIN)

Refery letter of 6th. May the telephone for Capt. Bray-
brocke be transferred from room 5 (3d floor) to room 9 (3d floor):
may a telephone please be installed in room 5 (3d floor) for Major
Hinkel.


F. E. GILBERT
Major
5 Innis D.G.

4528

TO : Hq. Commandant
(attention Capt. HEARIN)

Refer my letter of 6th. may the telephone for Capt. Bray-
brooke be transferred from room 5 (3d floor) to room 9 (3d floor):
may a telephone please be installed in room 5 (3d floor) for Major
Hinkel.


P. E. GILBERT
Major
5 Innis D.C.

4528

ADVANCE HEADQUARTER
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

5 July 1944.

SUBJECT : Yale lock for Central Reference Library
TO : Hq Commandant ACC Adv. Hq. (Att. Capt. Kearin)

1. May 1 (one) Yale-lock please be fitted to door
of Central Reference Library of this Division on the third
floor.

F. E. GILBERT
Major
5 Innis D.C.

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
RC & MG SECTION

2111/Info (A)
2 July 44

SUBJECT: Talc, Supply of

TO : RE HQ AAI

1. Reference the supply of Talc for map overlays.
2. May this HQ please be supplied with six sheets Talc for the a/ m purpose.

f *ds*
N.E. PISKE
Colonel Cavalry
Deputy Executive Commissioner

Copy to: Chief Liaison Officer

4524

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

29 June 44

SUBJECT: List of Officers for Signs

TO : Hq Commandant ACC (Adv)

1. In accordance with instructions in Daily Bulletin No. 10, Par 6, dtd 29 June 44, the following information is submitted:

INFORMATION DIVISION

Room No.	5	Major John V. Hinkel
"	7	Major F.E. Gillett
"	9	5 Innis D.G.
"		Capt. C.R. Braybrooke

2. It would be appreciated if similar signs were made

for

Room No.	11	Information Division - Clerks - Map Supply
"	1	Information Division - Translators' Pool

F.E. Gillett
Major
5 Innis D.G.

4023

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

28 June 44

SUBJECT: Empty cases
TO : Office Space Section

Pursuant to Daily Bulletin this date, it is advised that five (5) empty packing cases of the Information Division are now in the hallway at the end of the 3rd floor near Room 5 (between Main building and Annex).


F.E. GILLETT
Major
5 Innis D.G.

4522

file

HQ Comdt ACE (adv)

If arrangements can be made Sgt BUSCH knows where the Radio Receiver is to be located - transport will be necessary.

At the same time he could deal with the supply of City plans which is also urgent.

[Signature]
Mjor
5 June D.C.

210928B

Info Div

(ADV)
HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

21 June 1944

SUBJECT: Map & Bulletin Boards
for Entrance Hall, ACC HQ

TO : HQ. Comdt. ACC (Adv Hq)

1. It is requested that boards be prepared for display of Maps & Bulletins.
2. The suggested position is on Right of the main Entrance.
3. May boards please be prepared & details as attached.
4. Electric lighting will no doubt be necessary.

GH
F.E. GILLET
Major
5 Innis D G
Information Division

GERMINI
ELETTRICITA-RADIO

.. .. . R O M A
Sede: VIA MONTE DELLA FARINA, 51
Telefoni: 51.051 (Centralino) 50555 - 53818
Succ.: VIA VOLTURNO, 26 - Tel. 481-840
PALAZZO DELLA RADIO - Piazza Venezia
Ang. Via 4 Novembre) Tel. 60-555 - 681-369

MILANO - Ufficio Commerciale
VIA LUCIANO MANARA, 5 - Telef. 573-810

C P E C di R O M A N. 34478
Indirizzo telegrafico: GERMINI - ROMA
Conto Corrente Postale N. 18177
C.C. Credit. Com. L. 10869 - B. Roma

COMMISSIONE ARLETTA DI CONTROLLO
Magg. Silletto

R O M A

Via Veneto

21 Giugno 1944

Fattura N.

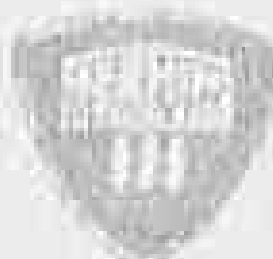
Roma, li

Per le seguenti merci ordinate a mezzo *pagamento* e speditevi a mezzo *porto*

ESTRATTO CONDIZIONI DI VENDITA - La merce in qualsiasi caso viaggia a rischio e pericolo del destinatario anche se venduta franco porto destino. Trascorsi tre giorni dal ricevimento della merce non si accettano reclami. Chi contratta con la nostra Ditta elegge domicilio legale in Roma, il cui territorio è luogo di pagamento di una cambiale non cambia tale condizione. La fattura si terrà esente da ogni altro pagamento, decorrenza di pieno diritto e senza alcuna massa in mano l'interesse del 2% e superiore al tasso ufficiale di sconto senza che il Cliente, per tale ragione, possa acquistare il diritto di dilazionare il pagamento.	I	Radiofono Germoni Ric. 15268 Mat. 9087 <i>Received and certified correct</i> <i>21 JUN 44</i> <i>5 June DG</i> <i>Informin Diskin Acc</i>	L.		27000.==
				4519	

Sig. na
Cont.
G.
P. N.

ELETTRICITA - Materiali e conduttori per impianti luce, forza, telefoni, segnalazioni, esterni, sotterranei, subacquei, aerei, ecc. Materiali isolanti - Lampade Osram - Diffusori, armature, lampadari, ornamenti - Apparecchi elettrodomestici, telefonici - Vetrerie per illuminazione - Depositi Osram S. A., Siemens S. A., A.F.G., Croci & Farinelli, Vancasi, S. A., Marelli S. A., Kontakt, Zetex.



RADIO - Palazzo della Radio - Unico in Italia. Tutte le radio di tutte le marche - Accessori per radio, valvole, Dischi Voce del Padrone, Parlophon, Fonit, Brunswick, Durium - Fonografi - Costruzione, impianti e noleggio di Amplificatori di qualunque potenza, fissi e mobili - Officina riparazioni - Incisione dischi - Noleggio cineradiomobile per amplificazioni sonore - Fonocentrol.

(ADV)

HEADQUARTERS

ARMED CONTROL COMMISSION

RC & HQ SECTION

21 June 1944

SUBJECT: Radio Receiver, Request for

TO : Hq. Comdt. ACC (Adv)

1. In accordance with the Executive Commissioner's instructions many channels have been explored in an endeavour to locate and requisition, for the Information Division, a radio receiver with the following result:

2. (I) Apparently very few are available.
- (II) In accordance with Army orders it seems that the supply of radio receivers is frozen and requisitioning not permitted.
- (III) These orders so far as frozen supply is concerned do not appear to have been effectively carried out as a suitable receiver - a 6 valve Marconi - has been found for sale in a retail store - price 28,000 Lire.
- (IV) It seems that the only means open to this Hq. is purchase.
- (V) Any necessary arrangements please be made to effect the purchase.

for E. L. CLOUGH
Colonel
Executive Officer

4528

1. In accordance with the Executive Commissioner's instructions many channels have been explored in an endeavour to locate and requisition, for the Information Division, a radio receiver with the following result:

- 2.
- (I) Apparently very few are available.
 - (II) In accordance with Army orders it seems that the supply of radio receivers is frozen and requisitioning not permitted.
 - (III) These orders so far as frozen supply is concerned do not appear to have been effectively carried out as a suitable receiver - a 6 valve Marconi - has been found for sale in a retail store - price 28,000 Lire.
 - (IV) It seems that the only means open to this Hq. is purchase.
 - (V) Any necessary arrangements please be made to effect the purchase.

[Signature]
E. L. CLOUGH
Colonel
Executive Officer

4538

Differenzier Manovra

Radio Frequenza

6 valvole -

corte corte - continua
e media -

28.000 -

Differenzier Sordiglino

4 valvole

corte corte e media
alimentazione da 110V a
220 Volt corrente alternata

7000 -

4517

HEADQUARTERS
ROME REGION
ALLIED CONTROL COMMISSION
A.P.O. No. 394, U.S. ARMY
POLICE HEADQUARTERS

20 June, 1944

Sir,

Inquiry relative to your request yesterday revealed that the probability of obtaining radios would be most certain at the following address:

GERMINI RADIO
No. 66
Piazza SS. Apostoli

This building is across the street from our office, and at the present time (morning) is open. I presume that either there are radios in their possession, or else said firm could furnish you with addresses where radios can be found.

J.R. Pollock
J.R. POLLOCK 4516
Lt. Col.,
Chief, AMG Police
ROME

Arcting to Report

Receipt of Briefings

Copy to Welfare Eff.

Ans 361

Car

only ADAS

59 Area

REME - NY

RECEIVED

10-11-44

RECEIVED

RECEIVED

107 Vis Torino

Locat. Subst
59 Area

Capt. Harris

97 FSS

Any Larkin

Welfare Eff.

59 Area

3. Rome Region

GRO 12/14/44

RECEIVED

RECEIVED

RECEIVED

VOUCHER FOR STORES

ARMY FORM 5102C
BATCH
CONTROL NO.

MAND. NATURE OF DEMAND DEGREE OF URGENCY ISSUED BY THE C.O.O.
 NORMAL ONE 3 3.0 556 A.D.

TYPE OF VOUCHER DATE OF VOUCHER
 ISSUE 7.7.44

6072742

H.M. ALLIED CONTROL COMMISSION

SELECTED BY DATE
 PACKED BY DATE
 FUEL
 PART
 COMPLETION

Y.I.25.

SECTION DESIGNATION	PART NUMBER	QUANTITIES			RATE	AMOUNT		PACKAGE	
		REQUIRED	ISSUED	TO FOLLOW				TYPE	MARK V
SHEET 4 1/2 FT. X 2 FT. D15 SHEETS	VC 0304	3							
UNIT COLLECTING									

COPY TO S.I.B. IMMEDIATELY AFTER SELECTION.

Voucher will not be returned to issuer
 NO. RETURNED BY ISS. OFFICER/ISS. OFFICER/ISS. OFFICER/ISS. OFFICER

H.M. ALLIED CONTROL COMMISSION

DATE

SIGNATURE FOR STORES

FIRM AND RECEIVED ONE

7/7/44 1700

7/7/44 1700

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
6 July 1944

SUBJECT: Request for Collection
TO : HQ. Comdt; Rear HQ. ACC.

1. The attached cable deals with supplies which are ready for collection at the 3 Sub-Depot at Pontecagnano.

2. We are informed by G-4 that the supplies are available on presentation of the cable, at the Depot which is not far from your station.

3. It is requested that the Celluloid be collected and sent to this office by the regular Courier. It is urgently needed.

fa *YWC*
JOHN V. HENKEL
Major, M.I.
Director,
Information Division

4514

"Copy"

61B

UNIT 7 LCHS 1062

J2 2

TO 557 A O D RPTD H Q A C C

FROM MILPOT 031530H

CR BT

CRD 2/5350

ISSUE TO MILITARY CONTROL COMMISSION HEADQUARTERS THREE SHEETS CELLULOID
 SHEET 1-1/2 PART X SHEET 2 AND 3 GAUGES AS AVAILABLE (.) UNIT COLLECTING

BT

CCNS/- RE HEADQUARTERS THREE SHEETS

SEPT 1062 03/1745:13 HBRX 7A AR K

RECD 12 1062 03/1745 13 7A AR K

4513

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

60A

2145/INTD
27 June 1943

SUBJECT: Requisition

TO : S-4 Office

1. Reference this office requisition of June 16 (for a period of 2 weeks).
2. Only a fraction of the supplies required were received.
3. 10 days have passed and it is not yet determined how long this office will remain at this Hq.
4. The following supplies are needed urgently:
 - 2 reams, paper, letter size, second sheet
 - 1 " " " " " , first "
 - 1 " " " , legal size , second "
 - 50 sheets " , carbon, legal size
 - 50 " " " , " , letter "
 - 1 ball twine light
 - 1 " " heavy
 - 1 roll, paper, wrapping
 - 10 boxes, tacks, thumb
 - 100 labels, economy
 - 10 boxes clip paper
 - 6 " pins "
 - 6 " pencils, lead
 - 6 " " , colored
 - 6 pads note, small
 - 100 envelopes, assorted sizes
 - 3 ribbons, typewriter.

4512

JOHN V. HENKEL
Major, M.I.
Director,
Information Division

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION (MAIN)

59A

INFO

(Date)

SUBJECT: Transmittal of documents
TO: *Mr. F.E. Giellette*

1. Please acknowledge receipt of w/a article on the form below.
2. *Typewriter*

NAME: *[Signature]*OFFICE: *Major 5 Div D.G.*DATE: *Info Div ACC (AD HQ)**20 Jun 44*

4511
JOHN V. [Signature]
Major, MI
Director,
Information Division

Date

File

Time

File

Info

[Signature]

INFORMATION DIVISION
HEADQUARTERS
ALLIED CONTROL COMMISSION

Subject: Receipt for field-safe.

To:

Please acknowledge receipt for the undermentioned item:-
1 (one) Field-Safe, No. 409864.

Name

Office

Date

Thomas J. Vidala
Capt. Civil. ACC Typing Control.
6-15-44

17A

9/16
2/15

11/5
8/5

HEAD QUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

2145/TPO
16 June 1944

SUBJECT: Requisition

TO : 34 Office

1. The following items are required for the operation of the functions of the Information Division: (for a period of 2 weeks)

3 reams, paper, letter size, first sheet
3 " " " " , second "
1 " " , legal " , first sheet
1 " " " " , second "
100 sheets carbon paper, letter size
100 " paper, carbon, legal size
2 balls, twine, light
2 balls, twine, heavy
4 rolls, paper, wrapping
1 dozen boxes tacks, thumb
1 " " glassine
2 boxes staples, refill
5 carbons, typewriter
5 " , rubber
100 labels, economy
1 dozen, clips, paper
1 " , pins, paper
6 pencil, lead No 2
6 " , colored
100 covers, file, legal size
6 pads, note, small
50 envelopes, legal size
1 machine, stapling
1 " , perforating
1 pair of scissors
1 bottle, glue
1 bottle ink, stamp
1 " ink, blue-black
6 ribbons typewriter (Underwood, Imperial, Woodstock, Olivetti)
100 cards index 4 x 6
1 bottle, fluid correcting
6 holders, pen
1 box, points, pen
50 stencils, British or universal type
50 tags, India, cross bars
1 roll, paper tracing.

4508

CB

JOHN V. HENDEL
Major, M.I.
Director,
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

54A

2145/LINFO
16 June 1944

SUBJECT: Indent for British Stationary

TO : Hq. Commandant

1. The following items are required for the operation of the functions of the Information Division:- (for a period of 2 weeks)

3 reams, paper, letter size, first sheet
3 " " " " , second "
2 balls, twine, light
2 " " , heavy
3 rolls, paper, wrapping
40 boxes tacks, thumb
2 boxes staples, refill
3 erasers, typewriter
100 labels, economy
1 dozen, clips, paper
5 pencil, lead No 2
50 covers, file, legal size
6 pads, note, small
1 machine, stapling
1 pair of scissors
1 bottle, blue
1 " , ink, blue-black.

"S"

JOHN V. HENKEL
Major, A.I.
Director,
Information Division

4507

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

52A

2145/1000
6 June 1944

SUBJECT: Move of HQ. ACC.

TO : Civil Affairs Branch

1. It is estimated that transport will be required for the undermentioned items in the event of a move:-

6 Typewriters

"Goodstock" No 6346475
"Underwood" No 55622739
"Olivetti" No 40988
"Olivetti" No 439648
"Imperial" No 3065452
"Hedington" No 224830

3 Cabinets (filing)

34 Boxes (24x22x30 inch) containing documents
12 " (24x22x36 inch) " maps

2 Desks (field)

1 Desk (typing)

5 Desks (Office)

2 Chairs Folding

1 Cabinet (library)

1 Cabinet (maps)

1 Lamp (desk)

2. The total weight will be approximately 5 tons.

3. A capacity of approximately 600 cubic feet is estimated.

ERS
JOHN V. HUNTER
Major A.I.
Director,
Information Division

4505

145175

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

DBPH/kwlm

3 June 1944

G-4/103/1/2.

SUBJECT : Office Machinery (British).

The undeimentioned typewriters which are on charge to the Allied Control Commission have not appeared in any return of Office Machinery submitted to G-4 Branch.

It is requested that all addressees advise G-4 (B) Headquarters, Allied Control Commission, if they have any record of the present whereabouts of the machines listed below. (NEL returns are not required).

EMERIAL TYPEWRITERS.

063996, 064560, 064635, 064735, 065362, 065466, 065635, 065638, 85930,
7772.

OLIVER TYPEWRITERS

26638, 23177.

ROYAL TYPEWRITER.

2591836.

S. W. Miller

S. W. MILLER,
Lieut-Colonel, R.A.
G-4.

DISTRIBUTION "A".

(1 Copy to each Serial).

4504

was here for

Action copy —
RECEIVED BY DIV ACC
Date 4 June 1944 Time 1450B
File 2145 Info G-4

HEADQUARTERS
RED CONTROL COMMISSION
INFORMATION DIVISION

2115/12170
4 June 1944

SUBJECT :- Boxes for air travel

TO :- Hq., Commandant.

1. Two wooden boxes of light weight are needed by this
Office for transportation of documents by air.

2. Size :
24x14x12.

ell
J. F.E. GILBERT
Major 5 Trais, D.C.
Deputy Director,
Information Division.

4503

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION

49A
file
2145/INFO
4 June 1944

SUBJECT : Broadcast Radio,
Receiver, Requisition of

TO : HQ., Commandant, A.C.C.

1. It is considered desirable that the Information Division should be in possession of a Broadcast Radio Receiver - (Battery model for preference) with a range capable of receiving B.B.C. news.
2. The Director of Communications, Sub-Commission, has had the matter in hand, with the result requisition is recommended.
3. Any necessary steps please be taken to fulfill the request.

for
M.F. LUSH,
Brigadier,
Executive Commissioner,
Allied Control Commission.

4502

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION4711
2145/1180
30 May 1964

SUBJECT: Purchase of Rubber Stamp

TO : Purchasing Officer

1. The following stamp is required by this Division:

"TOP SECRET"

2. It is requested that it be procured as soon as possible.

4500

J.V.H.

JOSE V. HILSON
Major, A.I.
Director,
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
29 May 1944

40A

SUBJECT: Move of HQ ACC

TO : H. Commandant A.C.C.

1. It is estimated that the u/a boxes will be required for the removal of documents of this Division, in the event of a move.

2. 36 boxes 24 x 24 x 30 inches
12 " 24 x 24 x 36 "

3. The weight of documents files etc is estimated at 4 tons.

[Signature]
W.E. GILBERT
Capt. 3 Innis, D.C.
Deputy Director,
Information Division 1639

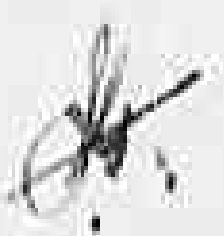
HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2142/UNFO
26 May 1944

SUBJECT: Requisition of wrapping paper

TO : 8-4, 2675th Regt.

1. This division on its semi-weekly requisition lists made repeated requests for wrapping paper, but the request has not yet been met.
2. Wrapping paper is used mainly by the Central Reference Library, for the purpose of sending secret documents and reference books to regional and field officers of ACC/ACG and other intelligence agencies, and it will be readily recognized that without means of wrapping the normal functioning of the Central Reference Library is seriously impaired.
3. Any indication please be given whether a supply will be forthcoming or authority given for purchase.


JOHN V. HUNTER
Major, M.C.
Director,
Information Division

4498

HEADQUARTERS
ARMED CONTROL COMMISSION

SUBJECT

TY WRITER .

444A
23.5.44.

Received from Information Division to be repaired.

1. WOODSTOCK TYPEWRITER.

634647 E 14

R.F. SINCLAIR.
LT. QM.
OFFICE SPACE SECTION.

4497

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

43A
2445/DMD
23 May 1964

SUBJECT: Requisition

TO : S-4 Office

1. The following items are required for the operation of the functions of the Information Division:

2 reams, paper, letter size, first sheet
2 " " " " second " "
1 " " " legal first " "
1 " " " " second " "
1 sheet, paper, carbon, letter size
1 box, chalk, colored
2 balls, twine light
2 " " heavy
2 rolls, paper, wrapping
1 bottle glue
6 boxes, tacks, thumb
3 rolls, paper, glassine
1 printer typewriter
6 " " regular
4.0 inks, economy
6 boxes, oil, paper
2 " " glue
12 pencil, lead no. 2
6 " " colored, assorted
50 covers, file
1 machine, stapling
1 machine, perforating
1 pair scissors
1 set, drawing (for map work)
3 rulers
1 pad, stamp
6 pads, note, small
2 pencil, china-graph, red
2 " " " blue
50 envelopes, legal, size.

4456

ca8

JOHN V. HUNTER
Major, M.I.
Director,
Information Division

ROAD BRIDGES
AND CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO

22 May 1944

SUBJECT: Requisition

TO : Office Space Section

It is requested that this office be furnished with two
bedrooms.

JOHN V. SUTHER
Major, A.I.
Director,
Information Division

4495

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

SUBJECT: Room 46

2145/EPG

20 May 1944

TO : Office Space Section

1. Ref. this Division memo 2145/EPG dated 2 May.
2. The old curtain for Room 46/47 has been removed, but neither a curtained nor black out curtain has been received to replace it.
3. There are two base tiles broken in Room 46 and it is requested that they be repaired.

John V. Hinkel

JOHN V. HINKEL
Major, M.I.
Director,
Information Division

4494

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

40A
2445/INFO
20 May 1944

SUBJECT: Purchase of Rubber Stamps

TO : Purchasing Officer

1. The following additional stamps are required by this Division:

{ "INFORMATION DIVISION"

403

{ Jan 46, Province 1122, Vaper 146

"PASS UNDER COVER"

"BY HAND OF OFFICER ONLY"

2. It is requested that they be procured as soon as possible.

John V. Hinkel

JOHN V. HINKEL
Major, A.I.
Director,
Information Division

4493

HEADQUARTERS
ALBANY CONTROL COMMISSION
INFORMATION DIVISION

39A

SUBJECT: Index Cards

2145/INFO
20 May 1944TO : Hq. Commandant
Printing Section

1. Ref. this office 2145/INFO dated March 21
2. 500 of the 1000 cards to be printed were received on April 4. The balance has never been delivered. These cards are urgently needed for biographical information on Italian officials.
3. It is requested that 1000 ^{additional cards} ~~cards~~ be printed.

J. V. Howell Cyt S. L. D. G.
JOHN V. HOWELL
Major, M.I.
Director,
Information Division 1682

HEADQUARTERS
AIRPORT CONTROL COMMISSION
INFORMATION DIVISION

38A

2445/HQ
15 May 1944

SUBJECT: Request for field safe

TO : Supply officer, 2675th regt.

1. It is requested that a field safe be supplied to the information division, A.C.C., at the earliest practicable moment.

2. Such a safe is urgently needed for the safeguarding of important classified papers.

John V. Hinkel
John V. HINDEL
Major, A.I.
Director,
Information Division

HEADQUARTERS
ALBANY CONTROL COMMISSION
R.C. & H.G. SECTION

4145/INFO
17 May 1944

SUBJECT: Request for twine

TO : Hq. Comdt.

May this Division please be supplied with three balls of
twine and two red china-graph pencils.

NORMAN E. FISKE
Colonel, Cavalry
Deputy Executive Commissioner

4680

36A

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

T2211/415.

04/103/1/2

15 MAY 1944.

SUMMARY : Office Machinery. (British).

Herewith A.F. G. 1033 in respect of Office Machinery held by you.

1. Please sign duplicate voucher and return to this office as soon as possible.
2. It is necessary, for the purpose of records, that in all cases where Office Machinery has been drawn direct from the Stationery Office, Regions, Sub-Commissions, etc. voucher these machines over to this office.
3. With regard to para 2 above, care will be taken to ensure that the date of any voucher made over to this office is prior to the one on the voucher attached herewith.
4. No Office Machinery will be transferred from its present source without prior permission from this office.

S. W. Miller

S. W. Miller,
Major, R.A.
G-4.

DISTRIBUTION

Secretary General (Main H.Q.).	Minds.
Public Health (Main H.Q.).	Transportation.
Warfare and Peace Arts.	G-4.
Industry and Commerce (Main H.Q.).	O.C. British Detachment. 6439
Labour (Main H.Q.).	Region I.
Legal.	" II.
Civil Affairs Branch.	" IV.
Information Div.	" V.
Security Branch.	" VI.
Italian Refugee Branch.	" VIII.
E. A. Economic Section.	" IX.
Finance (Main H.Q.).	A.M.G. 8th Army.
H.Q. Commandant (Near H.Q.).	Displaced Persons (H.Q. Bari).
Adjutant's Department (Main H.Q.).	

RECEIVED BY NUC DIV ACE
NO 512 Time 1100
DATE 15 MAY 1944 Info 205

35A

HEADQUARTERS
ARMED FORCES COMMISSION
INVESTIGATION DIVISION

- 2145/Info
DE 2145/Info

SUBJECT : REQUISITION FOR WOODEN BOXES

TO : MR. COMMANDANT (Office space and supply section)

1. It is requested that this office be supplied with ten (10) large wooden boxes.

2. Dimensions : Two (2) feet deep
Two (2) feet long
Three (3) feet wide

3. Such boxes are urgently needed by the general reference library for the shipment of books and documents.

88H

John V. Ginal
Major, A.I.
Director,
Investigation Division.

4487

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

34A

2145/0000

12 May 1946

SUBJECT: Requisition

TO : S-4 Office

1. The following items are required for the operation of the functions of the information division:

- 1 ream, paper, letter size, first sheet
- 1 " " " " " , second "
- 50 sheets paper carbon, letter size
- 25 envelopes legal size
- 100 labels, economy
- 1 set, equipment, drawing, for map work
- 2 rolls, string
- 2 ribbons, typewriter
- 12 pencils, lead no 2
- 6 " " , colored, assorted
- 6 boxes, clips, paper
- 6 " " pins
- 6 " " tacks, thumb
- 1 pair, scissors
- 1 machine, perforating
- 1 " stapling
- 1 tube, glue, iron
- 50 covers, file
- 6 pads, note, small
- 1 " stamp
- 6 pens
- 2 pencils, chinagraph, red
- 2 " " " blue
- 2 typewriter ribbon. (Italian machine and British)
- 100 - 1x6 index cards
- 100 - 5x7 " "

JOHN V. TUNEL
Major, A.I.
Director,
Information Division

4486

UNITED STATES
ARMED FORCES
INFORMATION DIVISION

2145/INFO
2 May 1944

Re: Office Windows

TO : Mr. Tolson, (Office Space Section)

1. reference our 2145/INFO dated April 16, 1944
2. only three of the four windows mentioned were cleaned. It is requested that this work be completed as soon as possible.
3. Attention is drawn to the necessity of a sun blind (also a pr. 13x7 ft) for the large window on the East as likely to render these offices intolerable during the hot weather. As complaints are frequent that the blinding out of this window is not satisfactory, it is suggested that a solution to these two problems could be found by a combined sun blind-blackout.

[Signature]
JOHN V. HINCH
Major, U.S.A.
Director,
Information Division
A.C.C.

HEADQUARTERS
FEDERAL BUREAU OF INVESTIGATION
INFORMATION DIVISION

31A
2145/DEC
28 April 1944

MEMORANDUM FOR: Acquisition

TO : SAC, New York

1. The following items are required for the operation of the central de arance library and the other functions of the information division:

- OX 1 bottle, ink, black
1 roll, string
2 ribbons, typewriter (underwood)
6 pencils, black, No. 2
6 " red blue
1 case, paper, letter size, first sheet
2 " " " " " second " " " "
100 envelopes, assorted sizes
1 bottle, fluid correcting
1 pair, scissors
1 box, books, trash
3 " clips, paper
(2) " pins, paper

CRB

JOHN V. HENNE
Major, U.S.
Director,
Information Division

4483

HEADQUARTERS
UNITED STATES COMMISSION
INFORMATION DIVISION

30A

SUBJECT: Requisition

2145/1000

21 April 1944

TO : 3 - 4 office

1. The following items are required for the operation of the central reference library and the other functions of the information division:

2. 6 boxes, clip paper
- 1 box, pen points
- 6 holders, pen
- 1 pair scissors
- 100 cards, index 5x7
- 50 pens, British or universal type
- 1 ream, paper, second sheet, letter size
- 1 bottle, fluid, correcting
- 1 pencil, china-graph, red blue
- 2 pads, stamp
- 1 bottle, ink, stamp

50- Envelopes War Dept

JOHN V. HENGE
Major, R.I.
Director,
Information Division
A. C. C.

4482

HEADQUARTERS
UNITED STATES COMMISSION
INFORMATION DIVISION

2445/INFO
24 APRIL 1944

SUBJECT: Purchase of stamps

TO : Circulating Officer

1. The following additional rubber stamps are required for this division.

"Return to Information Division, 800"
and
"COPY".

JOHN V. HENNER
Major, M.I.
Director,
Information Division

4481

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

copy

MEMO TO MR. T. G. F. 22, HQ Co., 2675th Regt;

SUBJECT: Requisition of 10 manuals for Court-Martials.

1. It is requested that 10 manuals for Court-Martial, U.S. Army (1948 edition with recent revisions), be requisitioned for this office as soon as practicable.

2. Such manuals are urgently needed by Allied Military Courts under A.C.C. jurisdiction.

J.V.H.

JOHN V. HITCHCOCK
Major, U.S.
Director,
Information Division
A. C. C.

Copy to G-4, A.C.C.

4180

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

Copy File

MEMO TO CHIEF OF STAFF, HQ Co., 2675th Regt;

2145/1070
21 1070 1070

SUBJECT: Acquisition of 10 manuals for court-martials.

1. It is requested that 10 manuals for court-martial, U.S. Army (1928 edition with recent revisions), be requisitioned for this office as soon as practicable.

2. Such manuals are urgently needed by Allied Military Courts under A.C.C. Jurisdiction.

J.V.H.

JOHN V. HIRSH
Major, U.S.
Director,
Information Division
A. C. C.

Copy to G-4, A.C.C.

6780

HEADQUARTERS
JOINT CHIEFS OF STAFF
INFORMATION DIVISION

File

Copy

27H

2425/1070
14 JAN 1964

MEMO FOR THE J.C.S.

SUBJECT: Acquisition of 40 Manuals for Court-Martial.

1. It is requested that 40 manuals for court-martial, U.S. Army (1953 edition with recent revisions), be requisitioned for this office as soon as practicable.
2. Such manuals are urgently needed by allied military courts under A.C.C. jurisdiction.

J.V.H.

JOHN V. HENRI
Major, M.I.
Director,
Information Division
A.C.C.

4479

Copy to Study Officer, Maj. Co.
2575th Regt.

HEADQUARTERS
ALLIED COUNCIL OF MISSIONS
INFORMATION DIVISION

TO: Division Reading

25/4/54
16 APRIL 1954

FROM: Mr. Deane (Office space section)

1. This office has four large windows which have never been cleaned since the beginning of this year, perhaps not since Vassil days.

2. It is requested that they be cleaned as soon as possible.


JOSEPH V. HURRELL
Major, U.I.
Director,
Information Division
A.C.C.

4478

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

25A

2445/INFO
15 April 1944

SUBJECT: Request for British Stationery
TO : HQ Commandant

1. The following items are required by the Information Division
(including Central Reference Library) A.C.C.:

- 6 pencils, red
- 2 pencils, ballpoint, red
- 2 " " " blue
- 3 note books, 80 135 or thinner.
- 100 tags, India cross bars
- 2 pads, stamp, ink
- 1 bottle, ink, stamp
- 6 boxes, clips, paper, small
- 1 ream, paper, first sheet, letter size
- 6x erasers, rubber.

JOHN V. HENKEL
Major, M.I.
Director,
Information Division
A.C.C.

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

26A

2445/INFO
15 April 1944 4477

SUBJECT: telephone facilities

TO : HQ Commandant (att. Capt. Kearin)

1. Two telephone sets, unused, are available in this office.
2. It is requested that they be hooked up with the existing circuit ~~connections~~, as the present set-up is not satisfactory due to the volume of business.

JOHN V. HENKEL
Major, M.I.
Director,
Information Division
A.C.C.

HEADQUARTERS
UNITED STATES COAST GUARD
INFORMATION DIVISION

SUBJECT: Requisition
TO : 3-4 Office

3145/INFO
17 April 1944

1. The following items are required for the operation of the Central Reference Library and the other functions of the Information Division:

- 2. 6 pencils, lead, No. 2
- 6 pencils, red
- 6 " assorted colors for overlays
- 6 books note, or pads
- 25 folders, file, legal size
- 2 pencils, calligraph, red
- 2 " " blue
- 1 ream, typing paper, letter size, first sheet
- 1 " " " " " second "
- 50 sheets, paper carbon, letter size
- 2 pads sticky ink
- 1 bottle, ink, stamp
- 6 sheets, paper, blotting, green, desk size
- 6 boxes, tacks thumb
- 4 ribbons, typewriter
- 6 boxes clips paper.

JOHN V. [Signature]
Major, U.S.
Director,
Information Division

HEADQUARTERS
UNITED STATES COMMISSION
INFORMATION DIVISION

23A

SUBJECT: Purchase of rubber stamps

2410/2000
14 April 1944

TO : Purchasing Officer.

1. The following rubber stamp is required by this division:

CENTRAL REFERENCE LIBRARY
Information Division
Washington, D.C.

2. It is requested that it be procured as soon as possible.


JAMES V. QUINN
Major, U.S.
Director,
Information Division

4475

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

8 April 1944

2145/IMFO

MEMO TO SUPPLY OFFICER, HQ Co., 2675th Regt:

SUBJECT: Requisition of 50 manuals for court-martials.

1. It is requested that 50 manuals for Court-Martials, U.S. Army (1928 edition with recent revisions) be requisitioned for this office as soon as practicable.
2. Such manuals are urgently needed by Allied military courts under U.S. jurisdiction.

JOHN V. SUMNER
Major, U.S.
Director,
Information Division
A. C. C.

*This appears to be a matter for G-4
- Info Div is not a Publications dept.*

4474

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/INFO
5 April 1944

SUBJECT: purchase of rubber stamps

TO : Purchasing officer

21A

1. The question of a previous issue of stamps to this office has been investigated. It could not be found that on February 15, date prior to the merger of the sections of his division, rubber stamps were received here.

2. The following stamps are urgently required by this division:

"RECEIVED BY INFO DIV, ACC
DATE TIME
FILE /INFO

"INFORMATION DIVISION"
ACC

"INFORMATION DIVISION"
ACC
Room 46, Tel: Vaper 146 - "provinola"

3. It is requested that they be procured as soon as possible.

[Signature]
for Director,
Information Division

4473

21A

[Signature]

HEADQUARTERS
ARMED FORCES COMMISSION
INFORMATION DIVISION2145/CEFO
March 31, 1944

SUBJECT: requisition

TO : 3 - 4 office

1. The following items are required for the operation of the Central Reference Library and the other functions of the Information Division:

2. 2 each chinograph pencils
all available colours.
6 notebooks for stenographers
2 erasers for pencil
2 " " typewriter
2 rulers
1 pot glue
2 boxes thumb tacks
1 roll, paper, tracing


JOHN V. HUNTER
Major, A.C.
Director,
Information Division

6471

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2445/INFO
March 28, 1944

SUBJECT: Requisition

TO : S + I Office

1. The following items are required for the operation of the Central Reference Library and the other functions of the Information Division:

2. 2 Each chinograph pencils
all available colours.
- 6 Notebooks for stenographers
- 2 erasers for pencil
- 2 " " typewriter
- 2 rulers
- 1 pot glue
- 2 boxes thumb tacks

eff

Director,
Information Division

HEADQUARTERS
UNITED STATES CUSTOMS
INFORMATION DIVISION

SUBJECT: Requisition

2145/INF
March 28, 1944

TO : Sp-4 Office

1. The following items are required for the operation of the central reference library and the other functions of the information division:

2. 1 ribbon, typewriter
- 1 box clips, paper
- 1 " pins
- 1 cream onion skin, letter size
- 1 " first sheets
- 1 roll wrapping paper
- 1 roll Scotch tape
- 50 covers, file; legal size.

[Signature]
Director,
Information Division

4469

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

16A
2145/INFO
27 March 1944

SUBJECT: Black out Curtains
TO : HQ Commandant (Security Officer)

1. Reference this office 2145/INFO dated 13 March.
2. The Curtains for the Reference Library are urgently needed. If movable curtains are unobtainable, movable frames (2 for each of the windows in room 45) will serve the purpose.

1388
Director,
Information Division

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

15A

SUBJECT: Requisition

2145/HFO
March 24, 1944

TO : S - 4 Office

1. The following items are required for the operation of the central reference library and the other functions of the information Division:

2. 1 roll, paper, wrapping heavy, 42"
1 ball, twine, heavy
2 ribbons typewriter
2 erasers, typewriter
2 " , regular
50 sheets carbon paper letter size
6 pads, note (abt 5 x 3)
2 rolls, tape, scotch
5 pencils, lead.

SM
for: Director,
Information Division

4467

8

HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF G-4
APO 394

21 March 1944

SUBJECT: *Returns*

TO :

*Information Division (Including Archivist
and Librarian)*

1. Attention is directed to A.C.C. R.O. No 2 Para 7,
dated 13 March '44, asking for Return - Warlike Stores.

2. Return called for will be submitted forthwith.

3. It is extremely important that all reports reach this headquarters
on or before deadline dates mentioned.

By command of Lieutenant General MACFARLANE,

D.H. Haslam

D.H. Haslam,
Capt; R.A.
Office of G-4.

4466

12040

2105

Last name

First name

Hon. or prof. title

Birth date

Place of birth

Education:500 minutes
m w/4/44Career:Military service:

1165

Publications, awards, decorations:

005

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

73A

SUBJECT: Request for printing of cards

2465/2427/INFO
24 March 1944

TO : Headquarters Commandant
(Printing Section)

1. It is requested that 1000 printed card forms (sample enclosed) be furnished for the official use of this division.
2. Prompt attention to this request will be appreciated as the cards are urgently needed for our biography section.

1 Enclosure
(sample card form)

Director,
Information Division

4464

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

SUBJECT: Office Machines

2445/INFO
17 March 44

TO : R.C. & A.C. SECTION

The following typewriters are used in this office (library
and translator Section included)

Olivetti	N. 139448
Imperial CO. LTD Leicester	N. 2065452
Underwood	N. 856422709-14
Woodstock	N. 634647 E-14

Run 5
News Run

[Signature]
Director,
Information Division

4463

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

SUBJECT: Office Supply

TO : S - 4 Office

2145/INFO
17 March 1944The following items are required by this Division which includes
the Library:

- 2 balls, twine (1 heavy, 1 light)
- 1 ribbon, typewriter
- 1 roll, wrapping paper, heavy
(abt 40 inches wide)

4462


Director,
Information Division

HEADQUARTERS
ALLIED COMMERCE COMMISSION
INFORMATION DIVISION

2145/INFO
15 March 1944

SUBJECT: File cabinet

TO : Office Space Section
(Attention Capt. Meyler)

1. It is requested that this office be supplied with a four
(4) draw legal size file cabinet.
2. This cabinet is urgently needed.

Leon G. Halden
Capt. Spec. Res
for

Director,
Information Division

4461

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

2405/INFO
15 March 1944

SUBJECT: Office Furniture

TO : Office Space Section

1. In compliance with Regt. Special Order No. 64 Capt. Halden has joined this Division.
2. It is requested that he be furnished a desk.
3. Including Capt. Halden's three desk in this office require trays.

Director,
Information Division

4480

HEADQUARTERS
ARMED CONTROL COMMISSION
INFORMATION DIVISION

10A

2145/INNO
14 March 1944

SUBJECT: Office Supply

TO : S - A Office

The following items are required by this Division which includes the Library:

- 5 sheets, blotting paper ✓
- 3 ribbons, typewriter ✓
- 1 ball, train ✓
- 100 card, index, white 5x7 ✓
- 25 sheets paper, wrapping, heavy ✓
- 50 folders, file, legal size ✓
- 50 tags, file.
- 1 perforator (none in this office)
- 1 box, staples, refill ✓
- 1 bottle, ink, blue ✓
- 5 boxes, pins ✓
- 5 " , clips, paper (large)



for

Director,
Information Division

4459

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

SUBJECT: Office Facilities

2145/DEFO
13 March 1944

TO : HQ Commandant (Security Officer)

1. Appreciation is expressed for carpenter labor recently provided by the Office Space Section, which greatly facilitated work of our library by adjustment of shelving.
2. Request is made for black out curtains for three windows in the same department, Room 45, Provincia, as soon as practicable. This work is especially needed inasmuch as this department has personnel on duty at night and use of the lights is often necessary.

OK
P. E. GILBERT
Capt 5 Innis D.C.
Deputy Director
Information Division

4458

HEAD QUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

8A

SUBJECT: Office Space

2145/INFO
12 March 1945

TO : HQ Commandant

1. Mr. Jacques, a civilian attached to the 2675th Regiment by Command of General Eisenhower, 3 December 1943 is the representative of the Library of Congress in this Theater. He has been connected with the Information Division since February 15.

2. Recently an Italian civilian has joined Mr. Jacques helping him loading, sorting, packing and making the large amount of material to be shipped to Washington.

3. The "Library of Congress Section" has outgrown this office. The Information Division which consists of the Central Reference Library, the map store, the Reading Room, the Inter refers and the office of the Archivist, and the Intelligence Staff Officer occupy Rooms 45 and 46.

4. It is requested that Mr. Jacques, for his work for the Library of Congress be assigned a separate room with key and furniture.

[Signature]
S. E. GILBERT
Capt. 5 Units P.C.
Deputy Director
Information Division

4457

Copies to : Mr. Jacques
File 2145/INFO

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

SUBJECT: Office Supplies

2145/INFO
10 March 44

TO : B - 4 Office

The following articles are needed for the Reference Library, Information Room, and this Office:

- 1 ream Union Skin paper
- 25 Stencils (British)
- 4 Shading pencil
(grease crayon)
- 2 red
- 2 blue


John V. HENKEL
Major, MI
Director
Information Division

4456



HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

7A

SUBJECT: Office Supplies

2145/THFO
6 March, 1944

TO : 3 - 4 Office

The following articles are needed for the Reference Library, Information Room, and this Office:

- 100 Covers for Documents, Gray Bond A 3094/Stout
- 50 File Folder, legal size
- 1 Ball twine,
- 100 Index Cards 5x7 white
- 2 Bottles ink, blue
- 6 Box 8 thumb Tacks
- 1 Box Staples, refill
- 3 Erasers
- 2 Gibbons, typewriter.



John V. HINES
Major, LI
Director
Information Division

4455

HEADQUARTERS
ALLIED CONTROL COMMISSION

14 Feb 1944

MEMORANDUM TO COLONEL FISKE:

SUBJECT: Library site proposals

1. As directed, the following proposals are respectfully submitted for your consideration:

a To utilize that part of Room 46 adjoining the Conference Room to accommodate the ACC Central Reference Library and map store. This space, with slight alterations by carpenters, can be speedily adapted for that purpose, as it is already fitted with shelves for documents, books, etc. and is large enough to accommodate necessary library personnel. (SEE APPENDIX "A")

b To cut an opening (or window) in the partition between the proposed library and the Conference Room to (1) provide daylight for the proposed library, and (2) to expedite the handling of documents to and from ACC personnel using the library. This opening would be closed when a conference was in session; thus assuring privacy for the conference. (SEE APPENDICES "A" and "B")

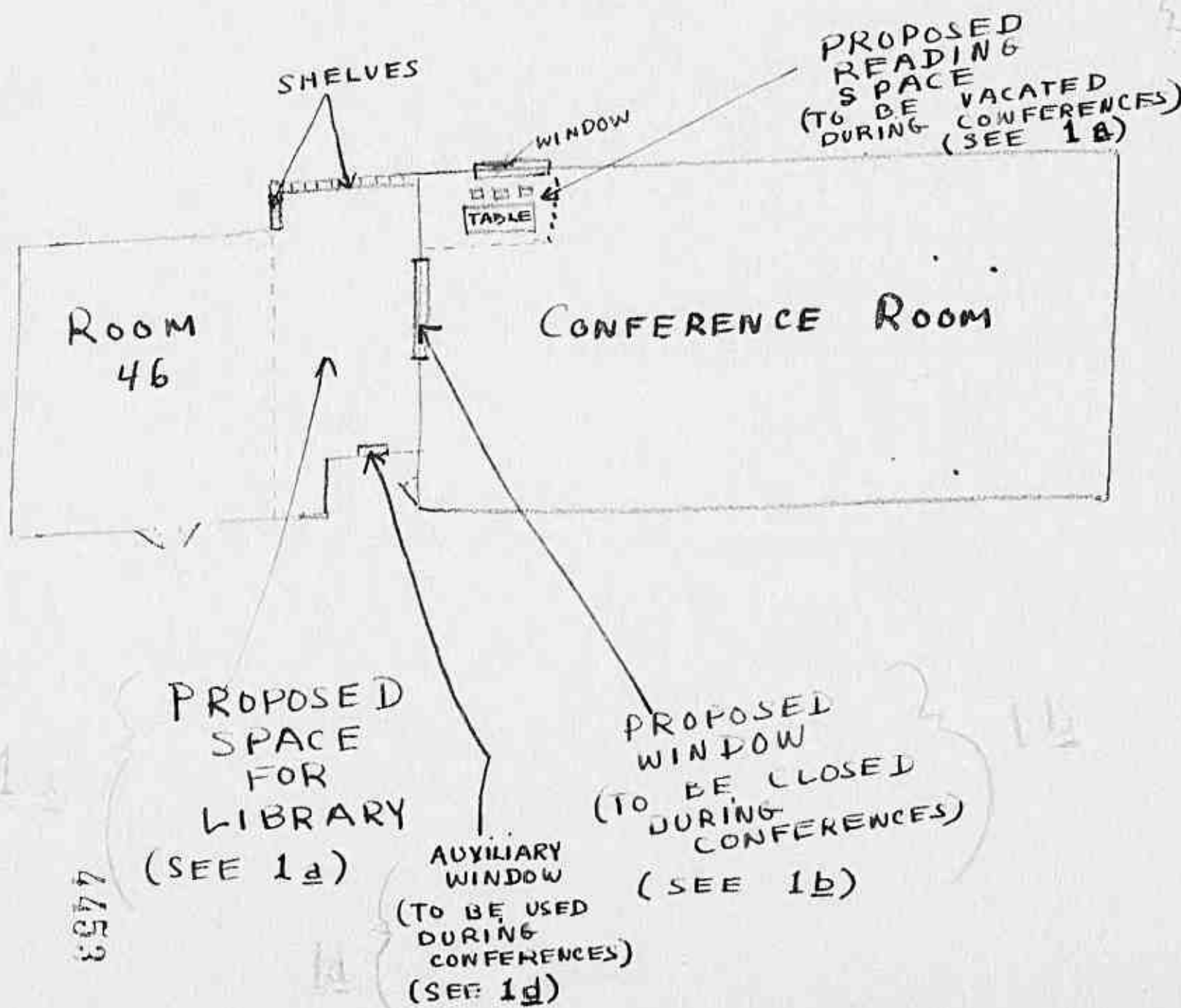
c To establish a small reading space in that corner of the Conference Room adjoining the partition to permit ACC officers to read important documents, thus expediting prompt circulation of timely information and intelligence. (SEE APPENDIX "A")

d To utilize a small auxiliary window in Room 46 for the transaction of library business when a conference necessitates the closing of the large window in the proposed partition. (SEE APPENDIX "A")

2. In view of the existing demands for office space at ACC Hq, it is believed these proposals, if approved, would result in a considerable saving in office space, and would add to the efficiency of the library, reading room and map supply service.

John V. Hinkel
John V. Hinkel
Major, M.I.

APPENDIX "A"

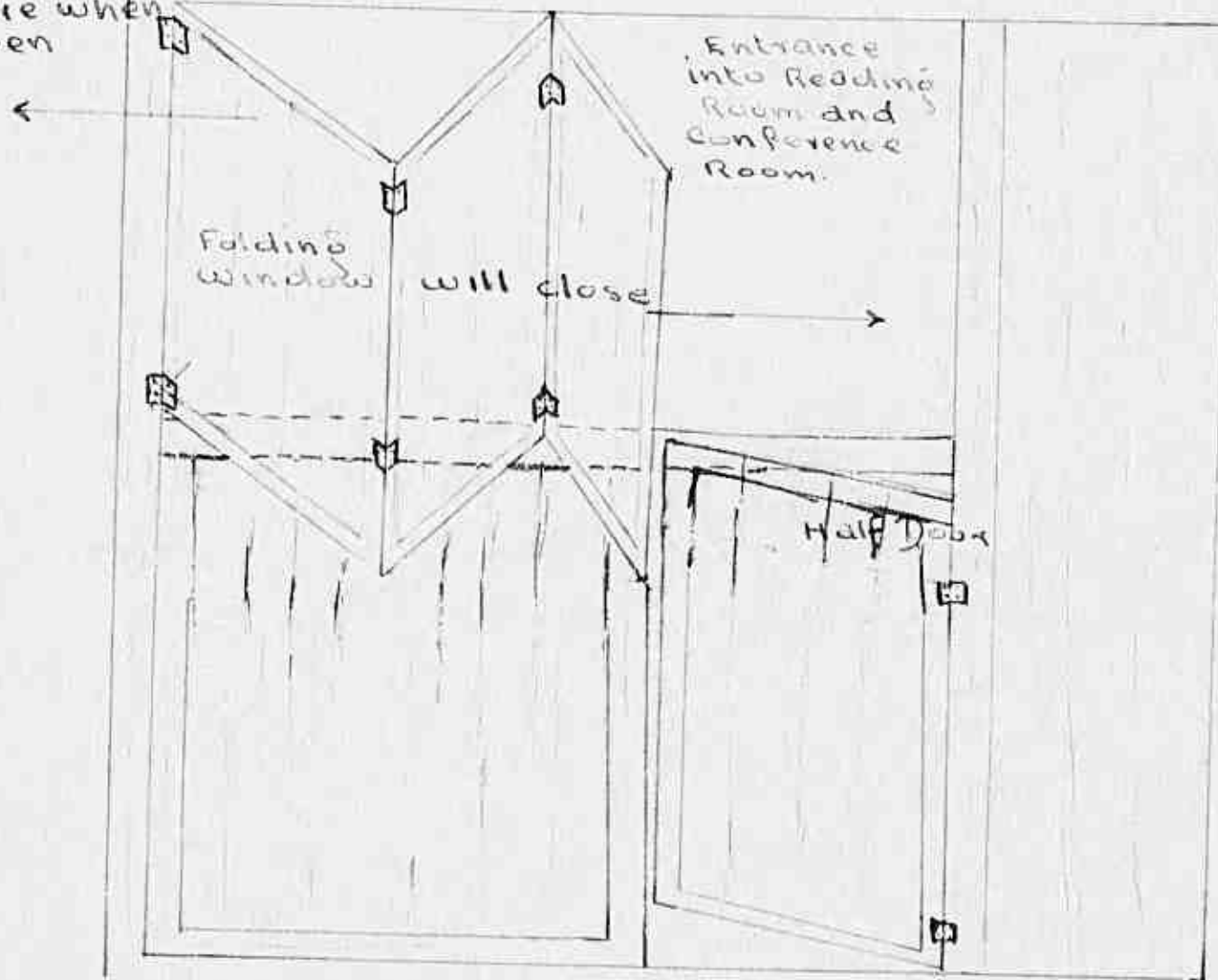


APPENDIX "A"

APPENDIX "B"

B
48

Window will fold
here when
Open



4452

HEADQUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

2145/info
22 February 1944

SUBJECT: Request of Material
TO: Billetting Officer

1. Requesting the following objects:
Four strong pad-locks

John V. Hinkel 4451
Major M.I.
Information Division

HEAD QUARTERS
ALLIED CONTROL COMMISSION
INFORMATION DIVISION

SUBJECT: Request for Office Supplies

TO : G-4 Office

2415/INFO
22 Feb. 44

The following items are urgently needed for the operation of
this office

- 12 pads
- 6 pencils
- 2 boxes, thumb tags
- 25 sheets carbon paper, bond size
- 2 typewriter ribbons
- 50 India tags or Acco Fasteners
- 50 File Folders
- 100 Index Cards (white) 5 x 7
- 10 trays (In-Out)

Major HINDEL
Director
Information Division

HEADQUARTERS
ALLIED SIGNAL COMMISSION

18 Feb 1944

MEMORANDUM TO COLONEL RAINBONE:

SUBJECT: Increased office space for Information Division

1. In amplification of our conversation this morning, the following points are respectfully offered for your consideration:

a. The Information Division, comprising a total of 23 persons, including translators, librarians and archivists, is in urgent need of additional office space because of its increased responsibilities-----administration of library, reading room, translators' pool, archivists, ^{MAP STORE} and information section.

b. A proposal to occupy the present Conference Room (Room 45) seems to satisfy the situation, for these reasons:

(i) The Conference Room is ideally fitted with shelves to house the 2,000 books, documents, etc. in the ACC Library, which is expanding daily, and to accommodate a considerable map store now being distributed by this division.

(ii) A small reading room or space to expedite the transmission of current information in the ACC can be readily set up in it.

(iii) Other parts of the room can be easily fitted with situation maps, etc.

(iv) The room also affords adequate light and ventilation for a large number of personnel.

(v) The room likewise is sufficiently large to permit a number of translators to work under close supervision, which is impossible at present.

2. It is suggested, therefore, that

a. The Information Division be assigned Room 45 (present Conference Room), which, in addition to its present office--Room 46--would be adequate to house most of its staff and enable the division to perform its responsibilities with maximum efficiency.

OR b. Exchange its present office (Room 46) for Room 45.

OR c. Retain Room 45 and be allotted part of Room 46, to be partitioned off.

John V. Hinkel
John V. Hinkel,
Major, M.I.

UNITED STATES
NAVY

15 Feb 1944

OFFICE OF THE JUDGE ADVOCATE GENERAL

MEMORANDUM FOR THE JUDGE ADVOCATE GENERAL

1. In compliance with the instructions of the Judge Advocate General, the following information is being furnished:

a. The information received, regarding a total of 11 persons, including translators, interpreters, and others, is an urgent matter. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

b. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

(1) The information received is being handled in accordance with the instructions of the Judge Advocate General. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

(2) The information received is being handled in accordance with the instructions of the Judge Advocate General. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

(3) The information received is being handled in accordance with the instructions of the Judge Advocate General. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

(4) The information received is being handled in accordance with the instructions of the Judge Advocate General. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

(5) The information received is being handled in accordance with the instructions of the Judge Advocate General. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

2. It is requested, therefore, that

a. The information received is being handled in accordance with the instructions of the Judge Advocate General. It is requested that the necessary steps be taken to ensure that the information is properly handled and that the necessary personnel are assigned to the task.

b. Exchange the present office (Room 45) for Room 46.

c. Retain Room 45 as a limited part of Room 46, to be partitioned off.

Wm V. Hinkley,
Major, M.I.