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Establishment Memorandum  
July 1944 - MAR. 1945

RESTRICTED

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

6 )

31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

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 Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.

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

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

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

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

| <u>Monthly Basic Wage</u> | <u>Daily Subsistence Allowance</u> |
|---------------------------|------------------------------------|
| 9,600 lire and more       | 250 lire                           |
| 6,000 lire to 9,599 lire  | 225 lire                           |
| 4,500 lire to 5,999 lire  | 175 lire                           |
| 3,500 lire to 4,499 lire  | 150 lire                           |
| less than 3,500 lire      | 125 lire                           |
| <u>Daily Basic Wage</u>   | <u>Daily Subsistence Allowance</u> |
| 370 lire and more         | 250 lire                           |
| 231 lire to 369 lire      | 225 lire                           |
| 170 lire to 230 lire      | 175 lire                           |
| 135 lire to 169 lire      | 150 lire                           |
| less than 135 lire        | 125 lire                           |

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

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

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

| <u>Monthly Basic Wage</u> |  | <u>Daily Subsistence Allowance</u> |  |
|---------------------------|--|------------------------------------|--|
| 9,600 lire and more       |  | 250 lire                           |  |
| 6,000 lire to 9,599 lire  |  | 225 lire                           |  |
| 4,500 lire to 5,999 lire  |  | 175 lire                           |  |
| 3,500 lire to 4,499 lire  |  | 150 lire                           |  |
| less than 3,500 lire      |  | 125 lire                           |  |
| <u>Daily Basic Wage</u>   |  | <u>Daily Subsistence Allowance</u> |  |
| 370 lire and more         |  | 250 lire                           |  |
| 231 lire to 369 lire      |  | 225 lire                           |  |
| 170 lire to 230 lire      |  | 175 lire                           |  |
| 135 lire to 169 lire      |  | 150 lire                           |  |
| less than 135 lire        |  | 125 lire                           |  |

a. For absences of more than ten but less than 24 **125** hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

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

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

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

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

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

By Command of Rear Admiral STONE:

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

OFFICIAL:

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

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"3"

U. M. Jones  
Colonel, Infantry  
Actg Deputy Executive Commissioner

OFFICIAL:

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

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HEADQUARTERS  
ALLIED COMMISSION

APC 394

(Establishment Section)

ESTABLISHMENT MEMORANDUM

NUMBER

5)

22 March 1945

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

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

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

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

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

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

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

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

4. The practice of requisitioning goods and property on U. S. Army requisition forms will cease effective this date, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Establishment Memorandum Number 5, dated 2 August 1944, subject "Local Purchases and Contracts". All requests for authority to requisition property which cannot be purchased or rented will be sent to G-4 (A), this headquarters, for approval.

which has been formally requisitioned on U. S. Army requisition forms by Regions and Headquarters of the Allied Commission, including AIG 5th and 8th Armies.

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

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

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

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

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

4. The practice of requisitioning goods and property on U. S. Army requisition forms will cease effective 1 June 1944, and whenever possible goods needed will be purchased locally or rented (except motor vehicles) in accordance with Establishment Memorandum Number 5, dated 2 August 1944, subject "Local Purchases and Contracts". All requests for authority to requisition property which cannot be purchased or rented will be sent to G-4 (A), this Headquarters, for approval.

5. Irregular and unauthorized requisitioning of property has led to many claims involving the U. S. Government. Officers will familiarize themselves with the provisions of this directive and strict compliance with the above is directed. Regional Commissioners, including SCAG's AIG 5th and AIG 8th Armies will be responsible for seeing that the provisions of this directive are passed on to all concerned. Officers have in the past seized goods or property and issued owners temporary receipts on any form or scrap of paper. A temporary receipt form has been prescribed and will be used. The

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## RESTRICTIONS

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

practice of issuing irregular and unauthorized temporary receipts will cease.

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

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

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

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

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

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

## III. PURCHASED PROPERTY

### 1. Responsibility.

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

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

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

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will issue instructions for disposition

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

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

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

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

## III. PURCHASED PROPERTY

### 1. Responsibility.

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

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

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

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

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

2. Checks.

a. A system of checking property purchased from A. C. or A.M.G. funds will be instituted throughout all Regions which will ensure that such property is checked by a responsible officer at least once a month.

b. On any change of Regional Commissioner or of the officer appointed to look after this property, or of a Provincial Commissioner, such property will be checked and signed for by the incoming officer.

3. Returns.

a. An initial return has already been asked for.

b. Any future purchases involving a sum exceeding 5,000 lire will be notified forthwith to G-4 (B).

c. If any such purchased property is transferred, whether by sale or otherwise, such disposal will be immediately notified to G-4 (B).

d. All Regions, Armies, Headquarters Commandant and D.P.&R. S.C. will render to G-4 (B) monthly, on the 10th of each month, a return stating what additional purchases have been made during the preceding month, including any already notified under paragraph 3 (b) above. This return will also include any reduction in the holdings of the Region, etc., reported under paragraph 3 (c), or effected under the provisions of paragraph 4 below.

4. Losses and Writes-Off.

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

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

BY COMMAND OF HEAD ADJUTANT GENERAL:

OFFICIAL:

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

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

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

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

#### OFFICIAL:

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

BY COMMAND OF REAR ADMIRAL STONE:

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

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| G-4 (B)   | - | 25        |

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HEADQUARTERS ALLIED COMMISSION  
APO 394

20 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER : 3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

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

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

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

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

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

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

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or

reference or use.

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

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

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

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

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

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

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

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

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

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

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

BY COMMAND OF THE ADMIRAL STONE:

OFFICIAL:

NORMAN M. FISKE  
Colonel  
Deputy Executive Commissioner

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

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HEADQUARTERS  
ALLIED COMMISSION  
APO 394

21 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

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RATIONS FOR ITALIAN MILITARY AND CIVILIAN PERSONNEL.

This Memorandum is intended to provide Regional and other officers with a quick method of reference to the existing Directives on the above matter. It supersedes Establishment Memorandum No.18 of the 2 June 1944 as from the date hereof.

1. CIVILIAN.

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

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

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

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

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

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

2. ITALIAN MILITARY PERSONNEL.

Provisions as to feeding Italian Military personnel in all areas are set out in Land Forces Sub-Commission Administrative Instruction No.12 dated 12th with Establishment Section letter 36/36/Est.

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## 1. CIVILIANS.

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

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2. ITALIAN MILITARY PERSONNEL.

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

3. PATRIOTS.

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

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel

Acting Executive Commissioner.

OFFICIAL:

*C. M. Parkin*

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

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ALLIED COMMISSION  
APO 394

3 March 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

2)

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

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

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

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

- (a) Reference AG 400/454 D-O, Hq NATOUSA, to CG, Communications Zone, NATOUSA, dated 1 Oct 44, subject: "Issue of Equipment to 2675th Regiment, Allied Control Commission (Ovhd)".
  - (b) Reference letter, Hq AAL, dated 30 Oct 44, to Army Sub-Commission, Allied Control Commission, subject: "1st Truck Battalion, 2675th Regiment, Allied Control Commission".
  - (c) Establishment Memorandum No. 28, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".
- b. 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel) now under process of organization.
- (1) For authority as to organization, personnel, tools, and equipment, reference is made to:
- (a) Reference AG 091.711/234 D-O, Hq NATOUSA, to CG PBS, dated 7 Feb 45, subject: "Supply of US-ITI Personnel and Equipment for Allied Commission Truck Battalions".
  - (b) Reference AG 322/140 C-O, Hq NATOUSA, to CG PBS, dated 18 Feb 45, subject: "Organization of the 2696th Technical Supervision Company (Ovhd)".
  - (c) Reference G-5: 322-68 AFHQ to Hq ACOM, dated 19 Feb 45,

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

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

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

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

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

(c) Establishment Memorandum No. 23, Hq Allied Commission, 31 Oct 44, subject: "Organization of 1st Truck Battalion".

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

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

(a) Reference AG 091.711/234 D-O, Hq NATOUSA, to CG PBS, dated 7 Feb 45, subject: "Supply of US-III Personnel and Equipment for Allied Commission Truck Battalions".

(b) Reference AG 322/140 C-O, Hq NATOUSA, to CG PBS, dated 18 Feb 45, subject: "Organization of the 2696th Technical Supervision Company (Ovhd)". **120**

(c) Reference G-5: 322-68 AFHQ to Hq ALCOM, dated 19 Feb 45, subject same as b (1) (a) above.

(d) Reference AG 400/308 D-O, Hq NATOUSA to Deputy President ALCOM, dated 19 Feb 45, subject: "Tools and Equipment for Additional Civil Truck Companies".

(2) Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel) will assist Establishment Section, Hq ALCOM and the 2675th Regiment, whose function and responsibility it is to complete the activation of the 2d and 3rd Truck Battalions, Allied Commission (Italian Army Personnel).

- 1 -

RESTRICTED

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

# RESERVED

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

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

## (1) Transportation Sub-Commission.

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

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

- (a) Discipline and administration of U. S. Army Personnel.
- (3) G-1 British.
- (a) Discipline and administration of British Army Personnel.
- (4) G-4 American.
- (a) American supplies and WD material and spares.
- (5) G-4 British.
- (a) British supplies and WD material and spares.

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

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

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

a. Units based in an Army Zone.

- (1) Truck units of the Motor Transport Group, Allied Commission (Italian Army Personnel) when based in an Army Zone will be attached to the Army under G-5 control.

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

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

- 2 -  
R E S T R I C T E D

R E S T R I C T E D

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

c. General.

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

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel  
Deputy Executive Commissioner

OFFICIAL:



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

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R E S T R I C T E D

*Political Section*R E S T R I C T E DHEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

19 January 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

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

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

By command of Rear Admiral STONE:

NORMAN E. FISCHE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

*C. M. Parkin*  
C. M. PARKIN  
Colonel, Infantry  
Executive Officer (US)DISTRIBUTION:Group I - Dist. "C"  
Group II - Dist. "A"  
Group III - Dist. "B"  
G-4 (A) - 25R E S T R I C T E D

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*Political Section*  
**RESTRICTED**HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

5 January 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

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

1. In paragraph 3 add the following subparagraph:

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

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

By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

Incl:

Proforma of Certificate  
of Unserviceability.DISTRIBUTION:Group I - Dist. "C"  
Group II - Dist. "A"  
Group III - Dist. "B"  
G-4 (A) - 25

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\_\_\_\_\_  
(Name of regional Headquarters)

\_\_\_\_\_  
(Date)

REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATE

CERTIFICATE

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

Make \_\_\_\_\_

License \_\_\_\_\_

Model \_\_\_\_\_

Old MAG/ACC No. \_\_\_\_\_

Year \_\_\_\_\_

New AC No. \_\_\_\_\_

Motor No. \_\_\_\_\_

Chassis No. \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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RESTRICTED

*Political Section*

A E T H I O P I A

HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

19 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER : 34)

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

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

b. To carry out this responsibility:

- (1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.
- (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
- (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
- (4) Subject to the provisions of annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by **115** Transportation Sub-Commission.
- (5) The Transportation Sub-Commission will be responsible for approving garage allocation.

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, 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 the responsible officers of the supervision of maintenance of vehicles assigned to them.

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(3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.

(4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by **115** Transportation Sub-Commission.

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

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

4. Responsibility of other elements:

a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See Annex A and B).

b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance.

RESERVED

Estab Memo No. 34, this Hq. dtd 17 Dec 44. (Cont'd):

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

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

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

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

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

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

By command of Rear Admiral STONE:

OFFICIAL:

*C. M. Parkin*

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

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

DISTRIBUTION:

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

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

By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

*C. M. Parkin*

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

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

RESPONSIBILITIES OF G-4 (a)

1. VEHICLE RECORDS.

- a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and Motor Maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.
- b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.
- c. A Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

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

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

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

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

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

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

2. REPORTS.

- a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as 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).

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

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

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

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

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

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

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

## 2. REPORTS.

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

## 3. SUPPLIES.

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

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

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

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DECLASSIFIED

ANNEX "B" to  
Estab Memo No. 34, this  
Hd. dtd 19 Dec 44.

0186

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

RESPONSIBILITIES OF G-4 (B)

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

2. RECORDS.

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

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

c. Vehicle locations.

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

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferer and transferee will sign and exchange A.Fs. 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) AMG 8th army are authorized to replace unserviceable British vehicles by vehicles of the same category through army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

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

(1) To indent for all G.1093 L.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

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

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

c. Vehicle locations.

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

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transfer and transferee 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) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

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

(1) To indent for all G.1043 M.T. Equipment and L.A.D. Equipment authorized under Special List 74/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission. **113**

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

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

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

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

## RESTRICTED

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

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

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

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

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

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

6. Returns to be rendered:

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

be rendered to G-4 Branch by the parties set out in such appendix. All previous instructions as to returns to G-4 Branch are cancelled.

5. Administrative Instructions No. 3 of 14 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

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

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

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

--2--  
RESTRICTED

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

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

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RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

5 January 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

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

1. In paragraph 3 add the following subparagraph:

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

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

By command of Rear Admiral STONE:

MOGLAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

Incl:

Proforma of Certificate  
of Unserviceability.

DISTRIBUTION:

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

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RESTRICTED

R E S T R I C T E D(Name of regional Headquarters)(Date)REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATEC E R T I F I C A T E

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

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

(Name)(Rank)(ASN)(Region)R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION  
APO 334  
ESTABLISHMENT SECTION

4 January 1945

ESTABLISHMENT MEMORANDUM

NUMBER

1)

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 30, 10 November 1944, is hereby rescinded.
2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

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

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

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

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

2. Employees in Clerical and Supervisory Grades - 4 per diem allowance may be paid as follows:

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

9,600 lire and more per month - 250 lire per day.

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

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

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

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

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

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

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

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

9,600 lire and more per month - 250 lire per day.  
6,000 lire to 9,599 lire per month - 225 lire per day.  
4,500 lire to 5,999 lire per month - 175 lire per day.  
3,500 lire to 4,499 lire per month - 150 lire per day.  
less than 3,500 lire per month - 125 lire per day.

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

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

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

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

4. Traveling allowances will be claimed by the employee on the Special Claim Form (P/335), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (P/33). Supplies of Claim Form, P/335, are being distributed to all locations, of this headquarters, and additional supplies will be furnished upon application.

7. Nothing in the Establishment Memorandum shall be construed as barring references to "C.O. or British civilian employees."

BY COMMAND OF ROYAL AIR FORCE STAFF:

NORMAN D. FISKE  
Colonel  
Deputy Chief of Staff

14 Jan 45  
Colonel, Infantry  
Executive Officer (US)

DISTRIBUTION:  
1 AGO

REF ID: A44242

HEADQUARTERS ALLIED COMMISSION  
PO 394  
ESTABLISHMENT SECTION

20 December 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

35)

CIVILIAN PERSONNEL PROCEDURE1. GENERAL.

a. The standard operating procedure for reception, assignment and departure of all Allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

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

2. DEFINITIONS.

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

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

3. PROCEDURE.a. Reporting.

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

b. Registration.

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

c. Classification.

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

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

## 2. DEFINITIONS.

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

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

## 3. PROCEDURE.

### a. Reporting.

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

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

### b. Registration.

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

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

### c. Classification.

(1) The Civilian Personnel Director will determine the "Assigned-", "Attached-", or "Miscellaneous-" status and the degree of Allied Commission responsibility.

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

### d. Assignment.

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

- i -  
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0197

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

## RESOLUTION

Estab Memo No. 35, this Ho. dtd 20 Dec 44 (Cont'd):

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

### e. Coordination.

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

### f. Orientation.

The Director will orient the new civilian to:

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

### g. Administrative.

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

### h. Clearance.

- (1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.

f. Orientation.

The Director will orient the new civilian to:

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

g. Administrative.

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

h. Clearance.

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

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RESTRICTED

State Memo No. 35, this HQ, dtd 20 Dec 44 (Cont'd):

A. CONCLUSION:

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

By command of Rear Admiral STONE:

NORMAN E. FISK  
Colonel  
Deputy Chief of Staff

OFFICIAL:



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

DISTRIBUTION:

"A" (plus 50 copies for the Allied Civilian Personnel Director)

U.N.R.R.A.  
F.E.A.

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

20 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER 350

CIVILIAN PERSONNEL PROCEDURE

1. GENERAL.

a. The standard operating procedure for reception, assignment and departure of all allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

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

2. DEFINITIONS.

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

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

3. PROCEDURE.

a. Reporting.

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

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

b. Registration.

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

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

c. Classification.

0202

ture of all allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

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

## 2. DEFINITIONS.

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

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

## 3. PROCEDURE.

### a. Reporting.

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

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

### b. Registration.

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

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

### c. Classification.

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

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

### d. Assignment.

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

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RESTRICTED

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REELIATEDEstab Memo No. 35, this Hq. dtd 20 Dec 44 (Cont'd):

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

g. Coordination.

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

f. Orientation.

The Director will orient the new civilian to:

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

g. Administrative.

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

h. Clearance.

- (1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.

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

RESTRICTED

RESTRICTED

Estab Memo No. 35, this Hq., dtd 30 Dec 4. (Cont'd):

4. CONCLUSION:

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

By command of rear admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:



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

DISTRIBUTION:

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U.N.R.R.A.  
F.E.A.

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HEADQUARTERS ALLIED COMMISSION  
APC 394  
ESTABLISHMENT SECTION

19 December 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER : 34)

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

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

b. To carry out this responsibility:

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

2. a. The Road Division, (TRANSPORTATION SUB-COMMISSION), will assume complete responsibility for technical supervision, organization and inspection of all vehicle maintenance (both IE & M2) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves the responsible officers of the supervision of maintenance of vehicles assigned to them.

b. To carry out this responsibility:

(1) all motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed.

(2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.

(3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.

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

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

3. Responsibility of G-4s (See Annex A and B Attached).

4. Responsibility of other elements:

a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See Annex A and B).

b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance

-1-  
RESISTED

RESUMED

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

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

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

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.

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

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

By command of Rear Admiral STONE:

OFFICIAL:

*C. M. Parkin*

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

NORMAN E. FISKE  
Colonel

Deputy Chief of Staff

DISTRIBUTION:

"1"

movement and selection of cargo, of load-bearing vehicles.

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

By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

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

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

RESPONSIBILITIES OF G-4 (A)

1. VEHICLE RECORDS.

- a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and Motor Maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.
- b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.
- c. i. Property Book will be set up in each Region by the American Unit Transportation Officer, in accordance with the instructions contained in Circular 170, War Department, dated 24 July 1944. The American Unit Transportation Officer will be responsible for all such property within his unit.

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

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

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

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

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

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

2. REPORTS.

a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment of 1200 hours on the 10th of each month, so as to reach the office of G-4 (A) later than 1200 hours on the 12th day of each month.

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

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

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

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

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

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

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

## 2. REPORTS.

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

## 3. SUPPLIES.

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

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

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

E E S T I M A T E D

## RECEIVED

ANNEX "B" to  
Estat Memo No. 34, this  
Mo. dtd 19 Dec 44.

### RESPONSIBILITIES OF G-4 (B)

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

#### 2. RECORDS.

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

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

c. Vehicle locations.

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

(2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferer and transferee will sign and exchange A.Fs. 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) AMG 8th Army are authorized to replace unserviceable British vehicles by vehicles of the same category through army sources. They are not authorized to draw additional vehicles or replace a vehicle of one type by a vehicle of another type without G-4 sanction.

b. Equipment.

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

(1) To indent for all G.1093 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

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

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

c. Vehicle locations.

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

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

### 3. SUPPLY.

a. Vehicles.

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

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

b. Equipment.

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

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

(2) If any garage equipment is required, surplus to LAD scale to ~~ex~~<sup>102</sup> endeavor to obtain release on receipt of a special application from Transportation Sub-Commission.

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

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

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

## RESTRICTED

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

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

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

(3) AMG 8th army are authorized to continue to work through army sources where desirable. Their vehicles are, however, being included in scalings demanded. Any indents by AMG 8th army will be clearly marked "AMG 8th ARMY" and such expressions as AMGOT will be avoided. **408**

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

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

6. Returns to be rendered:

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

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

Responsible Officer

Vehicles for which Responsible

Instructions as to returns to G-1 Branch are cancelled.

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

6. Returns to be rendered:

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

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

| Responsible Officer     | Vehicles for which Responsible                                                                                                                                                                                                              |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headquarters Commandant | 1. All British AD 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.                                                                                                                                                                                                    |

RESTRICTED

Annex "B" to  
 Estab Memo No. 34, this  
 Reg. and 19 Dec 44 (Cont'd)

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

RESTRICTED

0/217

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

15 December, 1944

ESTABLISHMENT MEMORANDUM

NUMBER

33)

AMC/AC EXPENDITURE

1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMC/AC Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for reconditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.

2. The object of the present Establishment Memorandum is to extend similar provisions to the other classes of Expenditure which are more commonly encountered at Headquarters, and in the Regions and Provinces. These classes of Expenditure are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:

- (a) Maintenance and repairs to Motor Transport.
  - (b) Printing and Stationery.
  - (c) Maintenance (as opposed to reconditioning and furnishing) of Billots, Offices and Office Equipment.
  - (d) Other expenses of the Commission (excluding items mentioned in para 6 below).
3. The following procedure will be adopted forthwith in the expenditure of AMC/AC funds, for the purposes specified above:-
- (a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated
    - (i) Headquarters, Allied Commission to the Hq Purchasing and Contracting Officer.
    - (ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
    - (iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.
  - (b) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters Commandant.
  - (c) Expenditure on any one item or related group of items amounting to over Lire 200,000 whether in the Region or at Headquarters

*Political Section*  
455

to over Lire 200,000 whether in the Region or at Headquarters 100  
is approved in writing by the Chief of

P218

making of small requisites, equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.

2. The object of the present Establishment Memorandum is to extend similar provisions to the other classes of Expenditure which are more commonly encountered at Headquarters, and in the Regions and Provinces. These classes of Expenditure are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:

- (a) Maintenance and repairs to Motor Transport.
- (b) Printing and Stationery.
- (c) Maintenance (as opposed to reconditioning and furnishing) of Billots, Offices and Office Equipment.
- (d) Other expenses of the Commission (excluding items mentioned in para 6 below).

3. The following procedure will be adopted forthwith in the expenditure of A/C/AO funds, for the purposes specified above:-

- (a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated
  - (i) Headquarters, Allied Commission to the Hq Purchasing and Contracting Officer.
  - (ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
  - (iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.
- (b) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters Commandant.
- (c) Expenditure on any one item or related group of items amounting to over Lire 200,000 whether in the Region or at Headquarters Allied Commission, will be approved in writing by the Chief of Staff.

4. Where special authorization of any expenditure is required, by reason of the provisions of paras 3 and 4 above, the necessary approval in writing will be obtained by the Officer concerned before the Expenditure is incurred; that is to say, that in these cases, no Officer will commit the funds of the Allied Commission, without the prior consent of the Officers mentioned above. Furthermore, the written authority, signed by the Officer designated in paras 3 and 4 above must be given on, or attached to, the relative Payment Voucher (P/P), and it will be the duty of the Finance Sub-Commission to report to the Chief of Staff any unauthorized payments in excess of the specified limits. The practice of splitting up bills for the same item of Expenditure, in order to avoid the above

provisions, will in no circumstances be adopted.

5. The limits fixed in items 3 and 4 will apply only to payments in respect of the working expenses of the Commission (other than salaries) and will not apply to such items as:

- (a) Payrolls for Wages of Civilian Employees.
- (b) Storage, handling and shipping expenses in connection with the Import and Export of Supplies, and transport or freight charges for the movement of supplies.
- (c) Exceptional items, e.g. Purchases of Supplies for Export, or re-sale in Italy, or expenses connected therewith.

6. The responsibility for the correctness or otherwise of all Disbursements of AMG/AG funds rests with the Sub-accountant, i.e. the Paying Officer, and not the authorizing Officer. Most sub-accountants are experienced Finance Officers, and are aware which types of Expenditure may, or may not, be charged against AMG/AG funds. Attached hereto, at Annex "A", is a list of the principal heads and sub-heads of Disbursements in respect of AMG/AG Expenditure, which should serve as a further guide to Paying Officers. Regional Commissioners, Provincial Commissioners and other Officers authorizing and incurring expenditure should therefore rely on the judgment of the Finance Officer or other Sub-accountant. If there is doubt concerning a particular payment, the matter must be referred to the Chief Accountant (for Headquarters payments) or to the Regional Finance Officer (for Regional payments); in the latter case the responsibility will rest with the Regional Finance Officer who should consult the Chief Accountant in doubtful cases. In no circumstances will a Sub-accountant be pressed into making a Disbursement, against his own judgment, which he may later be called upon to refund.

By command of Rear Admiral STONE:

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

OFFICIAL:

*C. M. Parkin*

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

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## APPENDIX "A"

Head and Sub-Heads

## DISBURSEMENTS IN RESPECT OF JMWAVE EXPENDITURE:

## STORAGE AND HANDLING OF CONFISCATED OR CAPTURED SUPPLIES:

Salvage Expenses  
Other Expenses

## MOTOR TRANSPORT (All Divisions):

Hire of Vehicles  
Maintenance of Vehicles

## OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery  
Maintenance of Office & Billows  
Maintenance of Office Building  
Housing & Out-of-Pocket Expenses (including Emoluments of Civilian Personnel)  
Transport & Travelling (Civilian Personnel)  
Witness Fees & Expenses

## SPECIAL EXPENDITURE:

Purchase of Office Furniture & Equipment  
Purchase of Furniture & Equipment for Billows & Houses  
Requisitioning of Offices, Billows & Messes  
Purchase of Cash Boxes & Safes

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

8 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

32)

HEADQUARTERS STORAGE POOLS FOR VEHICLES

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

By command of Commodore STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

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*Political Sect. 444*

HEADQUARTERS ALLIED COMMISSION  
APC 394  
ESTABLISHMENT SECTION

28 November 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

31)

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

EXCEPTIONS

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

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

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

By command of Commodore STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

97

OFFICIAL:

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

EXCEPTIONS

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

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

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

By command of Commodore STONE:

OFFICIAL:

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

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NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff  
97

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

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

OPERATION OF HEADQUARTERS TRANSPORT POOL (ROAD) ALLIED COMMISSION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Headquarters  
Allied Commission  
APO 394

10 November 1944.

# ESTABLISHMENT MEMORANDUM

NUMBER : 300

## CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE

1. Establishment Memorandum Number 29, this headquarters, dated 2 November 1944, is hereby revoked.
2. Authority is given as from 1 November 1944, for the payment of travelling allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty station.
3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employee, by virtue of his or her official duties, is ordered to be temporarily away from the headquarters (Headquarters, Regional or Provincial) by which he is employed, thereby involving absence from his or her home.
4. The rate of travelling allowance will be Lira 150 per day (24 hours), and Lira 100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

### Examples:

#### PERIOD OF ABSENCE:

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

#### TRAVELLING ALLOWANCE:

##### LIRA

250  
300

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

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

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

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

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

#### Examples:

#### TRAVELLING ALLOWANCE:

##### LINE

250

#### PERIOD OF ABSENCE:

a. 0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs)

b. 0800 hours 1 November to 1000 hours 3 November. (43 hrs plus 2 hrs) 300

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

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-accountants, 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 Commanders JMB:

NORMAN S. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

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

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*Political Section*  
*F*HEADQUARTERS ALLIED COMMISSION  
APO 394

31 October 1944.

## ESTABLISHMENT MEMORANDUM)

NUMBER

28)

ORGANIZATION OF 1ST TRUCK BATTALION

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

By command of Commodore STONE:

NORMAN E. FISKE,  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

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

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*Political Section*

HEADQUARTERS  
ALLIED COMMISSION  
APO 394

*HS*

29 October 1944

ESTABLISHMENT MEMORANDUM )

NUMBER :  
27 )

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

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

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

By command of Commodore STONE:

NORMAN E. FISKE,  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

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

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT SECTION  
AFO 394

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~~SM~~

17 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

25)

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

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore MOORE:

NOELMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

*Discontinue expecting  
any answers.*

DISTRIBUTION:  
mjm

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

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT SECTION  
APO 394

17 October 1944

ESTABLISHMENT MEMORANDUM )

NUMBER 26 )

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

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL:

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

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

*Political Section*  
*WJ*  
*H.C.*

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

9 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER :  
25)

ORGANIZATION OF 1ST TRUCK BATTALION

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

By command of Commodore STONE:

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

OFFICIAL:

*C. M. Parkin*  
C. M. PARKIN,  
Colonel, Infantry,  
Executive Officer.

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

8 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

24)---Change No. 1.

1. Paragraph 3 is amended to read as follows: "The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used in all Regions with the exception of Southern, Liguria and Piemonte Regions who will use the capital letters SR, L and P respectively in place of Roman numerals."

By command of Commodore STONE:

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

OFFICIAL:

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

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

8 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

24) --- Change No. 1.

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By command of Commodore STONE:

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

OFFICIAL:

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

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ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM )

NUMBER

5 )

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

1. In all paragraphs, substitute "Chief of Staff" for "Executive Commissioner" where the latter appears in the memorandum.
2. In Paragraph 4d (3), - delete "Executive Commissioner" and substitute "Purchasing and Contracting Officer".

By command of Commodore STONE:

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

OFFICIAL:

*C.M. Parkin*

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

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Section)  
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM )  
NUMBER 5 )

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

1. In all paragraphs, substitute "Chief of Staff" for "Executive Commissioner" where the latter appears in the memorandum.
2. In Paragraph 4d (3), - delete "Executive Commissioner" and substitute "Purchasing and Contracting Officer".

By command of Commodore STONE:

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

OFFICIAL:

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

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishments Section)  
APO 394

NEF/LTM/ja *[initials]*

4 October 1944

ESTABLISHMENT MEMORANDUM )

NUMBER

24 )

REQUISITION OF MOTOR VEHICLES

1. Authority previously delegated to Regional Commissioners to requisition motor transport in their respective region is rescinded insofar as it affects Italian Government territory and the Commune of Naples. Headquarters, Allied Control Commission and its subordinate Commissions, Branches and other Subdivisions will not requisition motor vehicles in the above territory. Under very exceptional circumstances, individual requests for authority to requisition may be submitted to this Headquarters for action. Such requests should include specific details and full justification.

2. Requisitioned cars will not be transferred from one region to another except by authority of this headquarters, which will be granted only in exceptional circumstances. Regional Commissioners will derequisition and return all vehicles not essential to operation on the reduced scale contemplated by transfer of territory to the Italian Government. (See Establishment Memorandum #21, dated 3 September 1944).

3. The designation of geographical names for Regions in lieu of numbers will not alter the procedure for assigning registration numbers to vehicles and for the marking of these vehicles. Roman numerals will continue to be used. The number III is assigned to the Southern Region and the number XIV to Liguria Region.

By order of Captain STONE (USNR):

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

OFFICIAL:

*[Signature]*  
O.M. PARKIN,  
Colonel, Inf.,  
Executive Officer.

HEADQUARTERS  
ALLIED COMMISSION  
AFD 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

23)

Charge No. 1

1. Establishment Memorandum Number 23, Paragraph 13 (f), dated 28 September 1944, SUBJECT: REQUISITIONED HOTELS, is deleted and the following substituted therefor:

(f) Essential "War Damage" repairs should be carried out and paid for by the hotel management. If the management have no funds available for this purpose, bearing in mind their hotel running expenses, they must be instructed to make application to the Italian Government (Ministry of Public Works), under the provisions of RDL 26 October 1940, No. 1543. This law governs the procedure for Italian Government participation in the reconstruction of war-damaged privately-owned property. In exceptional circumstances, it may be possible to utilize the appropriate Army Engineering Services, (Royal Engineers or Corps of Engineers). In this latter case, the cost is recorded by Armies, and no further action by AC/AMG is necessary.

By command of Commodore STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff.

OFFICIAL:

*(Signature)*

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

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Finance Sub-Commission).

Ref. Ext. 292

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

REFERENCE : G-1B/371/O

6 October 1944

SUBJECT : Returns - Officers

TO : Distribution below.

1. The instructions on the rendition of Monthly Strength Returns, contained in this office letter 16098/G-1 dated 4 March 44 as amended by 16098/G-1 dated 16 March 44, in so far as it affects OFFICERS, are cancelled.

2. In lieu, a bi-Monthly Return of Officer personnel will be rendered in the form as attached at Appendix "A".

3. The following points should be considered when compiling the Return:-

(a) Under HEADQUARTERS only officers concerned in Regional administration will be noted.

(b) Specialist Officers, e.g. Public Health, Finance etc. employed at Headquarters, will be shown under the appropriate sectional sub-heading, Special Divisions being shown in alphabetical order.

(c) Provincial Commissioners, Provincial Officers, Provincial Police and Specialist Officers will be grouped under the appropriate provincial subheading in the following order:-

Provincial Commissioner  
Executive Officer (if applicable)  
Provincial Officers  
Provincial Police Officers  
Provincial Finance Officers } These to be included  
Provincial Food Officers } as applicable and will  
Provincial Legal Officers } be placed in sectional  
etc. } and alphabetical order  
as with Headquarters Staff.

4. Sections, Branches and Sub Commissions of this H.Q. are merely required to submit a nominal Roll of Officers who are assigned and attached for duty. If Officers who fall in this category are detached to a formation in the field or to another Sub-Commission...

1. The instructions on the return of officers are contained in this office letter 16098/C-1 dated 4 March 44 as amended by 16098/C-1 dated 16 March 44, in so far as it affects OFFICERS, are cancelled.

2. In lieu, a bi-monthly Return of Officer personnel will be rendered in the form as attached at Appendix "A".

3. The following points should be considered when compiling the Return:-

(a) Under HEADQUARTERS only officers concerned in Regional administration will be noted.

(b) Specialist Officers, e.g. Public Health, Finance etc. employed at Headquarters, will be shown under the appropriate sectional sub-heading, Special Divisions being shown in alphabetical order.

(c) Provincial Commissioners, Provincial Officers, Provincial Police and Specialist Officers will be grouped under the appropriate provincial subheading in the following order:-

Provincial Commissioner  
Executive Officer (if applicable)

Provincial Officers

Provincial Police Officers

Provincial Finance Officers

Provincial Food Officers

Provincial Legal Officers

etc.

These to be included  
as applicable and will  
be placed in sectional  
and alphabetical order  
as with Headquarters  
Staff.

4. Sections, Branches and Sub Commissions of this H.Q. are merely required to submit a nominal Roll of Officers who are assigned and attached for duty. If Officers who fall in this category are detached to a formation in the field or to another Sub-Commission, a note to that effect will be made against their names. A specimen of this Return is attached at Appendix "B".

- 2 -

5. These Returns will be rendered in triplicate and will include all assigned and attached Officers on the strength as at the 1st and 16th of the month and should be submitted to reach this Branch not later than the 4th and 20th of the month, commencing at 20th Oct.

6. Returns in connection with O.Rs. and Italian personnel will be rendered as at present.

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION

J.L. JONES,  
Lt. Colonel,  
G-1 (B)

/pc.

DISTRIBUTION: Office of Chief of Staff

D.C.G.A.O. H.Q., A.A. I.  
Vice President, Civil Affairs Section - 10  
" " Political Section - 10  
" " Economic Section - 10  
Director, W.M.D. & I.P.O. W. Sub-Commission  
Director, P.R.B.  
G-4

H.Q. Commandant  
Regional Commissioner - Sicilia Region  
" " - Sardegna Region  
" " - Southern Region  
" " - Lazio Region  
" " - Abruzzi Marche Region  
" " - Toscana Region  
" " - Emilia Region  
" " - Liguria Region  
" " - Piemonte Region  
" " - Lombardia Region  
" " - Venezia Region

Appendix "A" to C-1B/371/0  
dated 6 October 1944.

(Region or AMG Army)

| Return of Officers as at |      |        |                            |
|--------------------------|------|--------|----------------------------|
| RANK                     | NAME | A or B | Assignment and/or Location |
|                          |      |        | Remarks                    |

HEADQUARTERS

|         |            |   |                                |
|---------|------------|---|--------------------------------|
| Colonel | A.B. Smith | B | Regional Commissioner.         |
| Lt.Col. | J.H. Doe   | A | Executive Officer.             |
| 2/Lt.   | A.L. Love  | A | P.A. to Regional Commissioner. |

CIVIL AFFAIRS SECTION  
Displaced Persons & Repatriation

Education

Legal

|       |             |   |        |
|-------|-------------|---|--------|
| Major | H.T. Jordan | A | P.L.O. |
|-------|-------------|---|--------|

Monuments, Fine Arts & Archives

Patriots

Public Health

|         |  |   |          |
|---------|--|---|----------|
| Lt.Col. |  | A | R.P.H.O. |
| Capt.   |  | B |          |

Public Safety

Attd to Reg. -----

|         |            |   |                                |
|---------|------------|---|--------------------------------|
| Colonel | A.B. Smith | B | Regional Commissioner.         |
| Lt.Col. | J.H. Doe   | A | Executive Officer.             |
| 2/Lt.   | A.L. Lowe  | A | P.A. to Regional Commissioner. |

CIVIL AFFAIRS SECTION  
Displaced Persons & Repatriation

Education

Legal

|       |             |        |
|-------|-------------|--------|
| Major | H.T. Jordan | R.L.O. |
|-------|-------------|--------|

Monuments, Fine Arts & Archives

Patriots

Public Health

|         |       |   |          |
|---------|-------|---|----------|
| Lt.Col. | ----- | A | R.P.H.O. |
|---------|-------|---|----------|

Capt.

B

Attd to Reg. -----

Public Safety

|       |       |   |          |
|-------|-------|---|----------|
| Major | ----- | B | R.P.S.O. |
|-------|-------|---|----------|

INDEPENDENT  
Communications

ECONOMIC SECTIONAgricultureCommerceFinanceFoodIndustryLabourPublic Works & UtilitiesTransportationPROVINCESProvince

|          |       |   |                         |
|----------|-------|---|-------------------------|
| Lt. Col. | ----- | A | Provincial Commissioner |
| Major    | ----- | B | Provincial Officer      |
| Major    | ----- | A | Provincial Officer      |

Province

|          |       |   |                         |
|----------|-------|---|-------------------------|
| Lt. Col. | ----- | B | Provincial Commissioner |
|----------|-------|---|-------------------------|

ATTACHMENTS

|        |       |   |                                |                           |
|--------|-------|---|--------------------------------|---------------------------|
| Major  | ----- | B | Legal Officer                  | From Legal Sub Commission |
| Lieut. | ----- | A | Provincial Officer From Region | -----                     |

Labour

Public Works & Utilities

Transportation

PROVINCES

Province

|          |   |                         |
|----------|---|-------------------------|
| Lt. Col. | A | Provincial Commissioner |
| Major    | B | Provincial Officer      |
| Major    | A | Provincial Officer      |

Province

|          |   |                         |
|----------|---|-------------------------|
| Lt. Col. | B | Provincial Commissioner |
|----------|---|-------------------------|

ATTACHMENTS

|        |   |                    |                           |
|--------|---|--------------------|---------------------------|
| Major  | B | Legal Officer      | From Legal Sub Commission |
| Lieut. | A | Provincial Officer | From Region               |

Appendix "B" to G-1B/371/O  
dated 6 October 1944.

.....  
(Section, Branch or S. C.)

Return of officers as at.....

| <u>RANK</u> | <u>NAME</u> | A or<br>B | <u>Assignment<br/>and/or<br/>Location</u> | <u>Remarks</u>    |
|-------------|-------------|-----------|-------------------------------------------|-------------------|
| Colonel     | .....       |           | Director                                  |                   |
| Lt.Col.     | .....       | B         | D/Director                                |                   |
| Maj.        | .....       | A         | .....                                     |                   |
| Major       | .....       | B         | .....                                     | Attd to .....S.C. |
| Capt.       | .....       | B         | .....                                     | Attd to Reg.....  |

ATTACHED

|        |       |   |       |                              |
|--------|-------|---|-------|------------------------------|
| Major  | ..... | B | ..... | From..... S.C.               |
| Lieut. | ..... | A | ..... | From (outside<br>formation ) |

RESTRICTED

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishments Branch)  
APO 394

27 September 1944

ESTABLISHMENT MEMORANDUM

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 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 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 63 and AR 35-6340 and

## 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.

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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".)

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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.

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 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.

c. 4. 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).

80

## 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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ANNEX "A" to  
Estab 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. 785016

- 2 -  
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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, 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.1033 and transferor will forward a third copy signed by both to G-4 (British).

3. Supply.

a. Vehicles:

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

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

b. Equipment:

(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 equip-

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

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

c. Vehicle locations:

- (1) Distribution of all vehicles to Regions, AMG Armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4. 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) 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.

- 1 -  
R E S T R I C T E D

RESTRICTED

ANNEX "B" to  
Estab Memo No 22, 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 BIR, cause must be stated and BIR certificate forwarded as early as possible. | Responsible officers named in Paragraph 7.                      | G-4 (B)     | Within 24 hours |

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

| 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 (E)     |                 |
| 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 BLR, cause must be stated and BLR 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 | <ol style="list-style-type: none"> <li>1. All British WE vehicles and Requisitioned vehicles in Hq Motor Pools or assigned to any official, sub-commission, etc., other than sub-commissions, etc., of which the Director is "Responsible Officer" as set out in this Instruction.</li> <li>2. Vehicles of Liaison Officers in Rome.</li> </ol> |

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

| Responsible Officer                               | Vehicles for Which Responsible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director, Transportation                          | 1. All WE and Requisitioned Vehicles assigned to Transportation Sub-Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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.<br>2. All requisitioned cars requisitioned by or transferred to Region.<br>3. All civilian supply vehicles allotted to Region.<br>4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by C-4 Branch.<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
(Establishment Branch)  
APO 394

23 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER 23)

REQUISITIONED HOTELSGENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by ACC/AMG for purposes of officers' billets and messes. Such part of ACC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.

2. As set out in E.A.I. Letter 72/2/02 of 1 March 1944, in subsequent instructions from A.I. and ACC Letter 13048/F of 22 August 1944 to H.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for H.F.Os.

3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to H.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.

4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hirings Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.

5. As indicated in the following detailed instructions, there will be a

GENERAL PRINCIPLES:

1. The following instructions refer to hotels requisitioned fully furnished and equipped (as distinct from hotels requisitioned for office purposes) and occupied by ACC/AMG for purposes of officers' billets and messes. Such part of ACC Administrative Order No. 2 of 27 January 1944 as referred to hotels is hereby rescinded, but such part thereof as referred to other accommodation for billets and messes, e.g. requisitioned villas and apartments, remains unaltered.
2. As set out in E.O. Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from A.I. and ACC Letter 13048/F of 22 August 1944 to R.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/Os.
3. Except in cases of emergency during the early days of the occupation of a hotel (as specified in para. 12 below), no payments will be made out of ACC/AMG funds in respect of wages of civilian employees or other running expenses of the hotel as detailed later in this memorandum. Instead, these payments will be made by the hotel management, which will be indemnified in due course in accordance with Italian law for the entire period of requisition. However, pending final determination of the indemnity to be paid, the Comando Genio Militare will make advances to the hotel management to enable them to provide continuity of service. Instructions for obtaining the data on the basis of which these advances for the period to 31 July 1944 will be made and for reporting ACC/AMG payments (which will also be considered as payments on account of the total indemnity) have already been issued to R.F.Os. in letter 13048/F of 22 August 1944. Arrangements for future payments are dealt with hereinafter.
4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and hirings Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented.
5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties and responsibilities to undertake. Regional Commissioners and the ACC Headquarters Commandant will, if they have not already done so, arrange to have appointed an "Allied Officer in Charge" of each hotel occupied by ACC/AMG for purposes of billeting and messing.
6. The above are the general principles involved. Detailed procedure is dealt with below.

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Estab Memo No. 23 this HQ, dtd 28 Sept 44 (Cont'd)

DETAILED INSTRUCTIONS:

7. The actual requisitioning of hotels for ACC/AMG officers' billets and messes will be handled through the appropriate military authorities (Base Section, Town Major, etc.), who have been fully informed of the arrangements referred to in this memorandum.
8. It is essential when a hotel is requisitioned for ACC/AMG officers' billets and messes that a complete physical inventory of the furniture and equipment be taken by an ACC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by ACC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.
9. If a requisitioned hotel has more accommodation than is required by ACC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.
10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel managements to assure the continuity of service.
11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:
  - (a) Wages and salaries of the civilian staff, at the authorized rates.
  - (b) Replacements of crockery, cutlery, linen, glassware, etc.
  - (c) Minor repairs necessary to maintain service
  - (d) Purchase of cleaning materials, etc.
  - (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
  - (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments
  - (g) Heating expenses (including fuel for cooking)

This statement will not include any element of profit, rent or dilapidations.

inventory, properly authenticated, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.

9. If a requisitioned hotel has more accommodation than is required by ACC/AMG officers, the surplus will be made available to transient officers or left vacant, rather than allow the hotel management to rent any portion of the hotel to civilians.

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- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments
- (g) Heating expenses (including fuel for cooking)

This statement will not include any element of profit, rent or dilapidations.

12. If the hotel has sufficient working capital to meet its current expenses until the first advance can be made, all operating expenses will be paid by the hotel management. However, if the management is unable to pay the operating expenses and an advance cannot immediately be obtained from the Comando Genio Militare, then payments may be made out of ACC/AMG funds until funds are made available to the hotel management. Disbursements out of ACC/AMG funds must be supported by the vouchers prescribed by the Chief accountant of ACC for use by Sub-accountants (see Sub-accountants Instructions Nos. 1 and 2).

## EXHIBIT

Estab Memo No 23 this Hq, dtd 28 Sept 44 (Cont'd)

13. The statement referred to in para. 11 above requires the approval of the Allied officer in charge of the hotel. Furthermore, any payments made out of ACC/AMG funds requires the approval of the officer in charge of the hotel. The following explanations are accordingly submitted for guidance:

(a) As regards payments made by the hotel management, the officer in charge of the hotel is required to "certify that the wages paid are correct", but as regards other expenditures his responsibility "is confined to the quality and quantity of the services received and does not include the prices". This is interpreted to mean that the officer concerned should, wherever possible, be present when employees are paid and see that they receive their money and sign the payroll, make tests from time to time to ensure that employees figuring on the payroll are on the job and verify that the basic gross rates of pay are within the limits imposed by Amendment No. 5 to AFHQ Adv. Adm. Echelon Adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of all employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialled documents. He will then append the following signed declaration at the foot of the management's statement:

"With reference to the above statement, I certify to the best of my knowledge and belief that (a) the basic gross rates of pay for civilian employees are within the authorized limits, (b) that I have satisfied myself that employees figuring on the payrolls have been paid and are "bona fide" employees of the hotel, (c) that the number of employees is not excessive, and (d) that the services and supplies included in the statement were authorized by me and that the quantity and quality thereof is fair and reasonable.

.....1944

.....Signature and Rank"

(b) As regards any emergency payments made out of ACC/AMG funds, the officer in charge of the hotel must accept full responsibility as to quantities, quality, prices or rates, arithmetical accuracy of bills, etc. as prescribed in Sub-accountants Instructions Nos. 1 and 2.

(c) It is to be noted that if wages and salaries are paid out of ACC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and benefits (e.g. family allowance) payments will be made. However,

does not include the prices. Wherever possible, be present when employees officer concerned should, wherever possible, be present when employees are paid and see that they receive their money and sign the payroll, make tests from time to time to ensure that employees figuring on the payroll are on the job and verify that the basic gross rates of pay are within the limits imposed by Amendment No. 5 to AFHQ Adv. Adm. Echelon Adm. Instr. No. 24 of 17 July 1944, or subsequent amendments thereto; he would not be required to check daily attendance of all employees, verify social insurance contributions or the clerical accuracy of the payrolls. As regards payments other than for salaries and wages, the hotel management should be instructed that only such bills as had received the approval in writing of the officer as to quantity and quality could be included in the monthly statements. The officer in charge of the hotel should initial payrolls, orders, invoices, etc. "For Identification" when verified or approved and at the end of each month he should compare the management's statement with these initialed documents. He will then append the following signed declaration at the foot of the management's statement:

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.....1944

.....  
Signature and Rank

- (b) as regards any emergency payments made out of ACC/AMG funds, the officer in charge of the hotel must accept full responsibility as to quantities, quality, prices or rates, arithmetical accuracy of bills, etc. as prescribed in Sub-accountants Instructions Nos. 1 and 2.
- (c) It is to be noted that if wages and salaries are paid out of ACC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as modified by Proclamations, etc.

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## RESTRICTED

Estab Memo No 23, this Hq, Atd 28 Sept 44 (Cont'd)

- (d) Where Allied military rations are provided, Lire 900 per month will be deducted from the wage or salary of each employee, whether payment is made out of ACC/AMG funds or by the hotel management. However, where deductions for such rations are made by the hotel management, the amount of such deductions will be paid over by the management to the nearest ACC/AMG Sub-accountant and it will be the responsibility of the officer in charge of the hotel to see that payment is duly made; this procedure has retroactive effect.
- (e) It has been intimated, that, wherever practicable, the former staffs of requisitioned hotels should be retained. However, should the existing staff for a hotel be obviously in excess of requirements, for example in the case of a hotel only partially occupied, it will be the responsibility of the officer in charge to see that an excessive number of employees is not retained on the payroll, whether payment is made out of ACC/AMG funds or by the hotel management. In these circumstances, it may not be practicable to keep the number of cooks, waiters and kitchen employees within the limits for messes set out in ACC Administrative Order No. 2 of 27 January 1944 and consequently the limits imposed by this Order are hereby relaxed in so far as messes in requisitioned hotels are concerned. Administrative Order No. 2 remains in effect so far as messes other than in requisitioned hotels are concerned.
- (f) Essential "war damage" repairs should not be paid for by the hotel management, but should be made by the appropriate military organization (e.g. Royal Engineers) or be paid for, if properly authorized (see Establishment Memorandum No. 5 of 2 August 1944), out of ACC/AMG funds.
- (g) Public services such as water, electricity, etc. will be taken care of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.
- (h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.
14. Regional Commissioners must report to the Chief accountant at ACC Headquarters the date as from which each hotel in their region has been requisitioned for ACC/AMG officers' billets and messes and indicate whether any expenses have had or will have to be paid out of ACC/AMG funds.

NORMAN D. FISKE,

Colonel, Cavalry,

For the Executive Commissioner.

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(g) Public services such as water, electricity, etc. will be taken care of by the Comando Genio Militare direct and consequently will not be paid either by the hotel management or out of ACC/AMG funds.

(h) It is intended that bars should be operated as a separate unit either by the hotel management or the ACC/AMG Mess and therefore no expenses in connection therewith should be included in the monthly statement referred to in para. 11 above.

14. Regional Commissioners must report to the Chief accountant at ACC Headquarters the date as from which each hotel in their region has been requisitioned for ACC/AMG officers' billets and messes and indicate whether any expenses have had or will have to be paid out of ACC/AMG funds.

DISTRIBUTION:  
"A"

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

*1/17/44 E. D. F.*  
NORMAN E. FISKE,  
Colonel, Cavalry,  
For the Executive Commissioner.

*Political Section*

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENT BRANCH  
APO 394

31 August 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

20)

- ISSUE OF SUPPLIES TO ACC/AMG FROM ARMY DEPOTS -

1. In order that proper accounting may be maintained both by the Armed Forces and by ACC it is essential that all ACC/AMG officers requisitioning or drawing stores or supplies from British or American Army depots should state clearly whether such issues are for ACC/AMG's own use and consumption (e.g. rations, Q.M. Stores for messes, offices, etc.) or whether they are for reissue to Italian civilians either direct from the Army Depot or via an ACC/AMG warehouse.
2. This information will be embodied in the requisition for example, "Required for 2675th Regiment" (this would apply to rations or other issues from American Depots for ACC/AMG's own consumption); "Required for ACC/AMG Civilian supplies warehouse of X"; "Required for refugee camp of Y benefit of ACC/AMG"; "Required for ACC/AMG for civilian use."
3. All shipping tickets and issue vouchers will be receipted by the ACC/AMG officer drawing the supplies, who will retain a copy of the shipping ticket or issue voucher; in the case of supplies drawn for civilian use the ACC/AMG officer drawing them will submit his copy of the shipping ticket or issue voucher to the Regional Supply Accountant who will use it as a supporting document for his monthly stock movement reports.
4. Issues to Italian Army formations are not a concern of ACC Regional Officers. These shipping tickets will be signed for by the Italians and not by an ACC/AMG officer. Such issues are a matter only for accounting at ACC Headquarters.

*John J. Albright*  
JOHN J. ALBRIGHT  
Colonel, Infantry  
Establishment Officer  
For the Executive Commissioner.

DISTRIBUTION:

"A"

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ESTABLISHMENTS BRANCH  
APO 394

2 August 1944.

ESTABLISHMENT MEMORANDUM:

NUMBER 5:

LOCAL PURCHASES AND CONTRACTS

1. Establishment Memorandum No. 5 (originally published as Executive Memorandum No. 28, 20 February 1944) and Establishment Memorandum No. 5A of 31 March 1944, are hereby rescinded. These memoranda dealt with local purchases and contracts for supplies and labor, to repair, furnish and maintain messes, billets, offices and other buildings for the occupation and use of ACC/AMG. These instructions have not been complied with in many cases either through misunderstanding or for other reasons.

2. This memorandum restates the policies and regulations which must be followed in entering into contracts for the local purchases of:

- a. Furniture and equipment for offices, messes, and billets.
- b. Labor and materials for the reconditioning and repairing of offices, messes and billets.

3. The following policies will be observed in making all local purchases or contracts for items listed in 2 a and b above:

- a. Normal military channels will be used to obtain available supplies or to make use of the military supply services for repairs and renovations.
- b. Where possible, billets, offices and messes will be requisitioned with contents. (See para. 4b for regulations governing).
- c. Purchases will only be made of such equipment as would normally be issued by the quartermaster departments of the American or British Armies but cannot be obtained owing to local conditions. This same policy applies to the rebuilding and remodeling of messes, offices and billets. Under no circumstances may purchases be made which would give grounds for criticism that officers or EM/ORs of ACC/AMG were getting benefits denied to personnel of army formations. Individual personal items are not to be bought with public funds.
- d. When application is made in accordance with para 3 a, military formation concerned will be asked, if supplies are not available, to give a certificate to that effect, and state whether supplies are a proper subject for local purchase. When in doubt as to the legitimacy of a particular purchase or in doubt as to the policy or regulations of the local purchase directive, the Executive Commissioner, ACC, will be consulted for clarification.

4. Regulations governing the above policies:

31 March 1944, and contracts for supplies and labor, to repair, furnish and maintain messes, billets, offices and other buildings for the occupation and use of ACC/AMG. These instructions have not been complied with in many cases either through misunderstanding or for other reasons.

2. This memorandum restates the policies and regulations which must be followed in entering into contracts for the local purchases of:

- a. Furniture and equipment for offices, messes, and billets.
- b. Labor and materials for the reconditioning and repairing of offices, messes and billets.

3. The following policies will be observed in making all local purchases or contracts for items listed in 2 a and b above:

- a. Normal military channels will be used to obtain available supplies or to make use of the military supply services for repairs and renovations.
- b. Where possible, billets, offices and messes will be requisitioned with contents. (See para. 4b for regulations governing).

c. Purchases will only be made of such equipment as would normally be issued by the quartermaster departments of the American or British Armies but cannot be obtained owing to local conditions. This same policy applies to the rebuilding and remodeling of messes, offices and billets. Under no circumstances may purchases be made which would give grounds for criticism that officers or EM/ORs of ACC/AMG were getting benefits denied to personnel of army formations. Individual personal items are not be bought with public funds.

d. When application is made in accordance with para 3 a, military formation concerned will be asked, if supplies are not available, to give a certificate to that effect, and state whether supplies are a proper subject for local purchase. When in doubt as to the legitimacy of a particular purchase or in doubt as to the policy or regulations of the local purchase directive, the Executive Commissioner, ACC, will be consulted for clarification.

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#### 4. Regulations governing the above policies:

a. When it is impossible to obtain furniture and equipment for the furnishing and re-equipment of billets, offices and messes from normal military sources or by requisition (see 3 b above), local purchases may be made, and payment will be made from ACC/AMG funds.

b. Requisitioning of offices, billets, and buildings will be done through the proper authorities (local representative of American Base Section or British District) controlling the area, e.g.: Buildings requisitioned in the Naples area must be procured through the Real Estate Section of Peninsular Base Section; in Rome through Real Estate Board of Rome Allied Area Command: Buildings requisitioned in a British area would be procured through the office

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

Estab Memo #5, this Hq, dtd 2 August 44 (Cont'd)

of the Town Major. In the latter case, if it is desired to requisition the contents of the building, provisions of GR0123/44 para 25 must be observed.

c. Local purchase is the responsibility of the officer designated as Purchasing and Contracting Officer at Headquarters, ACC and at Regional Headquarters. The Headquarters Commandant is, hereby, designated as Purchasing and Contracting Officer for Headquarters, ACC. The Purchasing and Contracting Officer in each Region is responsible to the Regional Commissioner for local purchases made in the Region. No other officer will effect local purchases without the written authority of the Purchasing and Contracting Officer of ACC Headquarters, or in the Regions by the written authority of the Purchasing and Contracting Officer of the particular Region. In Regions where no Regional Purchasing and Contracting Officer has been appointed, immediate steps will be taken to appoint one.

d. The following procedure will be followed in the expenditure of ACC/AMG funds. The amount of the expenditure for the purposes of authorization will include the several purchases or contracts that make up the total cost of any one project.

(1) Expenditure on any one purchase or contract up to 10,000 Lire may be authorized by the Purchasing and Contracting Officer unless in any Region the Regional Commissioner shall decide to lower this limit.

(2) Bids and contracts for repairs to buildings in excess of 10,000 Lire will be submitted to a representative of the P.W. & U. Sub-Commission for opinion and recommendation as to its acceptance prior to submission for approval to the Regional Commissioner or Executive Commissioner.

(3) Expenditure on any one purchase or contract amounting to between 10,000 and 100,000 Lire will be approved in writing for Region by the Regional Commissioner and for Headquarters, ACC by the Executive Commissioner.

(4) Expenditures on any one purchase or contract amounting to over 100,000 Lire, whether in the Region or at Headquarters, ACC, will be approved in writing by the Executive Commissioner.

(5) In all cases where local purchases or contracts exceed 50,000 Lire, the Purchasing and Contracting Officer will obtain bids in writing from two or more sellers or contractors and the lowest bid will be accepted. When it is impracticable or impossible to obtain more than one bid on a purchase or contract of 50,000 Lire, the Purchasing and Contracting Officer shall obtain bids in writing prior to purchase.

e. The hiring of laborers, skilled or unskilled, for the construction or repair of offices, messes, billets - furniture or other maintenance work for the proper care of the offices, messes and billets, is the responsibility of the Purchasing and Contracting Officer.

f. The written authority signed by the officer authorized under para 4 d above must be given on or attached to the relative payment voucher and it will be the duty of the Chief Accountant to report to the Executive Commissioner any payments in excess of the specified limits which are not properly authorized.

d. The following procedure will be followed in the expenditure of ACC/AMG funds. The amount of the expenditure for the purposes of authorization will include the several purchases or contracts that make up the total cost of any one project.

(1) Expenditure on any one purchase or contract up to 10,000 Lire may be authorized by the Purchasing and Contracting Officer unless in any Region the Regional Commissioner shall decide to lower this limit.

(2) Bids and contracts for repairs to buildings in excess of 10,000 Lire will be submitted to a representative of the P.W. & U. Sub-Commission for opinion and recommendation as to its acceptance prior to submission for approval to the Regional Commissioner or Executive Commissioner.

(3) Expenditure on any one purchase or contract amounting to between 10,000 and 100,000 Lire will be approved in writing for Region by the Regional Commissioner and for Headquarters, ACC by the Executive Commissioner.

(4) Expenditures on any one purchase or contract amounting to over 100,000 Lire, whether in the Region or at Headquarters, ACC, will be approved in writing by the Executive Commissioner.

(5) In all cases where local purchases or contracts exceed 50,000 Lire, the Purchasing and Contracting Officer will obtain bids in writing from two or more sellers or contractors and the lowest bid will be accepted. When it is impracticable or impossible to obtain more than one bid on a purchase or contract of 50,000 Lire, the Purchasing and Contracting Officer shall obtain bids in writing prior to purchase.

e. The hiring of laborers, skilled or unskilled, for the construction or repair of offices, messes, billets - furniture or other maintenance work for the proper care of the offices, messes and billets, is the responsibility of the Purchasing and Contracting Officer.

f. The written authority signed by the officer authorized under paragraph d above must be given on or attached to the relative payment voucher and it will be the duty of the Chief Accountant to report to the Executive Commissioner any payments in excess of the specified limits which are not properly authorized.

g. The Purchasing and Contracting Officer, both at Headquarters, ACC and the Regions will account for and dispose of all moveable property obtained through local purchase in the same manner as other government property.

DISTRIBUTION:  
"4"

- 2 -

*John J. Albright*  
JOHN J. ALBRIGHT,  
Colonel, Infantry,  
Establishments Officer  
For the Executive Commissioner.

RESTRICTED

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO # 394  
(Establishment Branch)

22 July 1944

ESTABLISHMENT MEMORANDUM)

NUMBER : 19)

USE OF GOVERNMENT TRANSPORTATION

1. Vehicles of ACC, whether military or civilian type, will be used only for official business. Vehicles will not be used to commute between the office and hotels or the office and billets within walking distance (1 mile).

2. Attention is invited to Part II, Par 20, Orders 15-31, Serial No. 24 March 44, Hq AFI Routine Orders which states:

"1. Vehicles owned or hired by the WD will not be used to convey civilians unless: -

- (a) They are Government Officials, or
- (b) They are travelling upon official business or business directly connected with the prosecution of the War, or
- (c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

"PASS ENTITLING BEARER TO  
TRAVEL IN WD VEHICLES"

(Identify No.) \_\_\_\_\_  
(Full Name) \_\_\_\_\_  
(Unit or Affiliation) \_\_\_\_\_  
is hereby authorized to travel in WD  
vehicles in the course of his/her  
official duties.  
Place) \_\_\_\_\_  
(Date) \_\_\_\_\_

Commanding \_\_\_\_\_ (Rank)  
(Unit)

- 3. It is forbidden to give casual lifts to civilians.
- 4. Disciplinary action will be taken against any officer or EM/OR disregarding this order."

24 March 44, Hq AFJ Routine Orders which states:

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- (a) They are Government Officials, or
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- (c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

W/PASS ENTITLING BEARER TO  
TRAVEL IN "D VEHICLES"

(Identify No.) \_\_\_\_\_  
(Full Name) \_\_\_\_\_  
(Unit or Affiliation) \_\_\_\_\_  
is hereby authorized to travel in "D  
vehicles in the course of his/her  
official duties.  
Place) \_\_\_\_\_  
(Date) \_\_\_\_\_

Commanding (Name)  
(Unit)

73

- 3. It is forbidden to give casual lifts to civilians.
- 4. Disciplinary action will be taken against any officer or EM/OR disregarding this order."

3. Attention is also invited to Ltr. AG 510, dated 12 July, Hq. Rome Allied Area Command, which states:

"1. Permission to use government vehicles to transport civilians for organized recreation does not include individuals riding around the city of Rome independently. This practice, particularly with regard to the transportation of civilian women, has resulted in a considerable amount of unfavorable comment. Future violations will result in the impounding of the vehicle and the dismounting of all passengers, and the driver, on the spot.

- 1 -

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2. Curfew in Rome is 2300 hrs., for all troops including officers. All vehicles moving on the streets of Rome after curfew without proper authority will be impounded, and all passengers, including the driver, dismounted on the spot."

*John J. Albright*  
JOHN J. ALBRIGHT,  
Colonel, Infantry, Lt  
Establishments Officer  
For the Executive Commission

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- 2 -

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
LPO # 394  
(Establishment Branch)

22 July 1944

ESTABLISHMENT MEMORANDUM

NUMBER : 19)

USE OF GOVERNMENT TRANSPORTATION

1. Vehicles of ACC, whether military or civilian type, will be used only for official business. Vehicles will not be used to commute between the office and hotels or the office and billets within walking distance (1 mile).

2. Attention is invited to Part II, Par 20, Orders 15-31, Serial No. 3, 24 March 44, Hq AAI Routine Orders which states:

"1. Vehicles owned or hired by the WD will not be used to convey civilians unless: -

- (a) They are Government Officials, or
- (b) They are travelling upon official business or business directly connected with the prosecution of the War, or
- (c) They are civilian employees of the WD in course of their duties.

2. All civilians travelling in WD vehicles under the conditions set out in para (1) above will be in possession of an official pass prepared in accordance with the proforma shown below. Such passes will be signed by the OC the Unit authorizing such travel.

"PASS ENTITLING BEARER TO  
TRAVEL IN WD VEHICLES"

(Identify No.) \_\_\_\_\_  
(Full Name) \_\_\_\_\_  
(Unit or Affiliation) \_\_\_\_\_  
is hereby authorized to travel in WD  
vehicles in the course of his/her  
official duties.  
Place) \_\_\_\_\_  
(Date) \_\_\_\_\_

Commanding \_\_\_\_\_  
(Rank)  
(Unit)

- 3. It is forbidden to give casual lifts to civilians.
- 4. Disciplinary action will be taken against any officer or EM/OR disregarding this order."

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(Rank)  
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72

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- 1 -

RESTRICTED

RESTRICTED

2. Curfew in Rome is 2300 hrs., for all troops including officers. All vehicles moving on the streets of Rome after curfew without proper authority will be impounded, and all passengers, including the driver, dismounted on the spot."

*John T. Albright*  
JOHN T. ALBRIGHT,  
Colonel, Infantry,  
Establishments Officer  
For the Executive Commission

DISTRIBUTION:  
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- 2 -

RESTRICTED

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
(Establishment Branch)

3 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER 21)

REQUISITIONING AND REGISTRATION CIVILIAN VEHICLES

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memorandums 12 and 14 and changes thereto.
2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).
3. Return and Derequisitioning of Vehicles.
  - a. When a vehicle is returned to the owner, it will be considered derequisitioned after completion of the following:
    - (1) Two (2) copies of release certificate, attached as Appendix "A," must be signed by the owner.
    - (2) One (1) copy of release certificate, together with requisition originally issued to owner, is to be forwarded to G-4 (A), this Headquarters.
    - (3) Under no conditions will another vehicle be assigned the same Registration Certificate Number that was issued on vehicle being returned.
4. Transfer of Vehicles between Regions.
  - a. Requisitioned civilian vehicles will not be transferred from one Region to another without the written approval of G-4 (A), this Headquarters.
  - b. Regional Commissioners desirous of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.
  - c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.

REQUISITIONING AND REGISTRATION CIVILIAN VEHICLES

1. The purpose of this Establishment Memorandum is to amplify and clarify certain other subjects not covered in Establishment Memorandums 12 and 14 and changes thereto.
2. Nothing contained in this Memorandum shall be construed to change or amend Establishment Memorandums referred to in paragraph one (1).
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  - b. Regional Commissioners (circumstances of transferring a vehicle from or to another Region will request same in writing to G-4 (A), stating the reasons for making such transfer. G-4 (A) will approve or disapprove and notify the Region concerned as soon as possible.
  - c. If approval is granted, the Region transferring the vehicle will not reassign another vehicle the same Registration Certificate Number issued on vehicle being transferred.
  - d. Records to accompany the transfer of the vehicle to the new Region will be a copy of the requisition covering the vehicle.
  - e. The Region transferring the vehicle will, before release, remove the Registration Certificate, mark it "Cancelled, Transferred to Region \_\_\_\_\_," and forward cancelled Certificate to G-4 (A).

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Establishment Memorandum No. 21, HQ ACC, dated 3 Sept 1944. (Cont.)

f. The Region receiving the vehicle will, immediately upon receipt of same, assign it a Registration Certificate Number and notify the former Region and G-4 (A), this Headquarters, of the new number.

g. Civilian drivers will not accompany vehicles being transferred.

#### 5. Stolen Vehicles.

a. When a vehicle is stolen, the following will govern:

- (1) All police authorities in the Region concerned will be notified of the theft and every effort will be made to retrieve the vehicle.
- (2) A complete report in triplicate will be sent to G-4 (A), setting forth all the circumstances involving the loss of the vehicle.
- (3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

#### 6. Accidents.

a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.

b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "E," will be rendered G-4 (A), together with a report, as outlined in 6a above.

c. In accidents resulting in injury of personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

#### 7. Screening of Vehicles.

a. When in the opinion of the Regional Transportation Officer, a vehicle is beyond economical repairs and parts from it can be utilized advantageously to repair other vehicles, he will submit to G-4 (A) a certificate attached as Appendix "B" along with the Registration Certificate for the vehicle.

b. Where parts of a vehicle which is beyond economical repair are not needed to repair other vehicles, owners of such vehicles should be notified, and, whenever possible, vehicles returned to them in accordance with paragraph 3 above.

c. No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

- (2) A complete report in triplicate will be sent to G-4 (A), setting forth all the circumstances involving the loss of the vehicle.
- (3) No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

#### 6. Accidents.

- a. When a vehicle is involved in an accident, an accident report shall be rendered G-4 (A), as outlined in paragraph 5a(2) above.
- b. If in the opinion of the Regional Transportation Officer a vehicle is damaged beyond economical repair, a certificate, attached as Appendix "B," will be rendered G-4 (A), together with a report, as outlined in 6a above.
- c. In accidents resulting in injury of personnel, military or otherwise, the U. S. Accident Form 26 will be made out and forwarded this Headquarters, followed by a Report of Investigation covering the accident.

#### 7. Scrapping of Vehicles.

- a. When in the opinion of the Regional Transportation Officer, a vehicle is beyond economical repairs and parts from it can be utilized advantageously to repair other vehicles, he will submit to G-4 (A) a certificate attached as Appendix "B" along with the Registration Certificate for the vehicle.
- b. Where parts of a vehicle which is beyond economical repair are not needed to repair other vehicles, owners of such vehicles should be notified, and, whenever possible, vehicles returned to them in accordance with paragraph 3 above.
- c. No reassignment of Registration Certificate Number will be made. (Paragraph 4c refers.)

#### 8. Channels of Communications.

- a. Regional Commissioners will instruct Provincial Commissioners to take up any questions involving civilian requisitioned cars through the proper channels, to the Regional Transportation Officer and not directly to G-4 (A), this Headquarters.

Establishment Memorandum No. 21, Hq ACC, dated 3 Sept 1944. (Cont.)

9. Regional Transportation Officer.

a. Regional Commissioners are requested to forward to G-4 (A), this Headquarters, the full name, rank, and serial number of the Regional Transportation Officer in their respective Region, and of any newly appointed RTO's in the future.

10. Regional Requisitioning Officer.

- a. Regional Requisitioning Officers are the only officers authorized in Regions to sign formal Requisition Forms. It is their responsibility to control all Requisitioning within their respective Regions.
- b. If a change in Requisitioning Officers occurs, it will be reported to G-4 (A), accompanied by name, rank, and serial number and four samples of the signature of the newly appointed Requisitioning Officer.

11. Reproduction of Appendices "A" and "B" and "Forms for Requisitioning."

a. Permission is granted to the Regions to reproduce Appendices "A" and "B"; however, "Form for Requisitioning" will not be reproduced. An ample supply of standard U. S. Army Requisitioning Forms is on hand and will be dispatched to Regions promptly after receipt of request for same from Regional Requisitioning Officer.

12. Civilian Vehicles Not to Be Requisitioned.

a. For the information and guidance of all concerned vehicles belonging in the categories listed below will not be requisitioned:

|                                                                                                                    |                             |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Doctors                                                                                                            | Italian Government          |
| Nurses                                                                                                             | Bankers                     |
| Food Distribution                                                                                                  | Vatican City                |
| Italian Army                                                                                                       | Diplomatic Corps            |
| Public Utilities                                                                                                   | Italian Navy and Air Forces |
| State Railway                                                                                                      |                             |
| Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione. |                             |

13. Monthly Returns.

a. A monthly return in duplicate as of 2400 hours on the last day of each month will be rendered G-4 (A), this Headquarters, as shown below:

a. Regional Requisitioning Officers are authorized in Regions to sign formal Requisition Forms. It is their responsibility to control all Requisitioning within their respective Regions.

b. If a change in Requisitioning Officers occurs, it will be reported to G-4 (A), accompanied by name, rank, and serial number and four samples of the signature of the newly appointed Requisitioning Officer.

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|                   |                             |
|-------------------|-----------------------------|
| Doctors           | Italian Government          |
| Nurses            | Bankers                     |
| Food Distribution | Vatican City                |
| Italian Army      | Diplomatic Corps            |
| Public Utilities  | Italian Navy and Air Forces |
| State Railway     |                             |

Vehicles bearing the official Italian Motor Vehicle Circulation Permit issued by Ispettorato della Motorizzazione.

13. Monthly Returns.

a. A monthly return in duplicate as of 2400 hours on the last day of each month will be rendered G-4 (A), this Headquarters, as shown below:

| ACC NO. | MAKE | ITALIAN LICENSE NO. | MOTOR NO. | CHASSIS NO. | ASSIGNED TO |
|---------|------|---------------------|-----------|-------------|-------------|
|         |      |                     |           |             | 70          |

b. All vehicles will be recorded regardless of having been scrapped, derequisitioned, or stolen.

c. Report to reach G-4 (A) not later than the 6th day of each month.

Establishment Memorandum No. 21, Hq ACC, dated 3 Sept 1944. (Cont.)

14. Official Use of ACC Civilian Vehicles.

a. The use of ACC civilian requisitioned vehicles will be restricted to circulation necessary to carry out the functions of the Sub-Commission, Branch or Division in connection with their ACC activities.

b. Civilian drivers will not be permitted to circulate in ACC vehicles after official duty hours unless on official business.

• 12

*John J. Albright*  
JOHN J. ALBRIGHT,  
Colonel, Infantry,  
Establishment Officer,  
For the Executive Commissioner.

DISTRIBUTION:

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

DISTRIBUTION:

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

*John J. Albright*  
JOHN J. ALBRIGHT,  
Colonel, Infantry,  
Establishment Officer,  
For the Executive Commissioner.

APPENDIX "A" to  
Establishment Memorandum  
Number 21, 3 September 1944

HEADQUARTERS REGION  
ALLIED CONTROL COMMISSION

Date \_\_\_\_\_

RECEIPT FOR CIVILIAN VEHICLE

Received from Allied Control Commission the following described vehicle:

|                   |                       |
|-------------------|-----------------------|
| MAKE _____        | OLD REG/ACC NO. _____ |
| MODEL _____       | NEW ACC NO. _____     |
| CHASSIS NO. _____ | LICENSE NO. _____     |
| MOTOR NO. _____   | YEAR _____            |

In consideration of return of above vehicle to me, I hereby release the Allied Control Commission, the United States Army, and the British Army from any claims whatsoever for use of above-mentioned vehicle in the military service.

Signature \_\_\_\_\_

Address \_\_\_\_\_

WITNESSES (Officers)

|            |            |           |
|------------|------------|-----------|
| Name _____ | Rank _____ | ASN _____ |
|------------|------------|-----------|

|            |            |           |
|------------|------------|-----------|
| Name _____ | Rank _____ | ASN _____ |
|------------|------------|-----------|

NOTE: To be prepared in duplicate; original to G-4 (A) with copy of Requisition issued. Duplicate for record.

APPENDIX "B" to  
Establishment Memorandum  
Number 21, 3 September 1944

HEADQUARTERS REGION  
ALLIED CONTROL COMMISSION

\_\_\_\_\_  
Date

C E R T I F I C A T E

I certify that the following civilian vehicle has become unserviceable while being used by the military service, that repair parts are not available, and that it has been dismantled and the serviceable parts used or placed in stock to repair other civilian vehicles being utilized for military service.

|                   |                       |
|-------------------|-----------------------|
| MAKE _____        | LICENSE NO. _____     |
| MODEL _____       | OLD AMC/ACC NO. _____ |
| YEAR _____        | NEW ACC NO. _____     |
| MOTOR NO. _____   | REMARKS _____         |
| CHASSIS NO. _____ | _____                 |

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

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

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

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

\_\_\_\_\_  
(Position)

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