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HQ AC, ESTABLISHMENT MEMORANDA
JAN. 1945 - JAN. 1947

33/CC

Office of the
Chief Commissioner

ALLIED COMMISSION

LIST OF PAPERS

File under No. 33 HQ AC ESTABLISHMENT MEMORANDA 1945 & 1946

From: 4 Jan 45

To :

~~RESTRICTED~~ PT II

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS
1483				

~~RESTRICTED~~

Headquarters
Allied Commission (ITALY)
C. H. F.

6 Jan 47

Establishment Memorandum)
Number 34)

METHOD OF DISPOSAL OF BILLS AND CHARGES
AGAINST ALLIED COMMISSION (ITALY)

1. Establishment Memorandum Number 19 dated 1 Nov 45 is no longer effective and is hereby rescinded.
2. Effective immediately, any Division, Sub-Division or office incurring under existing rules, any expenditure with a civilian firm on behalf of the Allied Commission, will be responsible for seeing the matter through to final discharge.
3. All Divisions or Branches will immediately review all bills outstanding either against them or against former Sections or Sub-Commissions for whose work existing Divisions have become responsible. Settlement, where possible, will be made forthwith. In cases where prompt settlement, for any reason, is not possible, the Division or Branch concerned will refer the bill to the Claims and Assessments Board as set up by Executive Memorandum Number 11 dated 6 Jan 47.
4. The Claims and Assessments Board will take final action after due investigation, either to approve or disapprove all such bills.
5. If a bill is approved as a proper charge against the Italian Government, it will be forwarded, with necessary details, to the appropriate Ministry or Agency of the Italian Government.
6. If a bill is approved as a proper charge against AMG/AC funds, the Claims and Assessments Board will prepare a Payment Voucher (Form F/F3A) in duplicate, and will forward it, together with the original bill, to AFM for payment.

33/CC

33/11

2. office incurring under existing rules, any expenditure with a civilian firm on behalf of the Allied Commission, will be responsible for seeing the matter through to final discharge.

3. All Divisions or Branches will immediately review all bills outstanding either against them or against former Sections or Sub-Commissions for whose work existing Divisions have become responsible. Settlement, where possible, will be made forthwith. In cases where prompt settlement, for any reason, is not possible, the Division or Branch concerned will refer the bill to the Claims and Assessments Board as set up by Executive Memorandum Number 11 dated 6 Jan 47.

4. The Claims and Assessments Board will take final action after due investigation, either to approve or disapprove all such bills.

5. If a bill is approved as a proper charge against the Italian Government, it will be forwarded, with necessary details, to the appropriate Ministry or Agency of the Italian Government.

6. If a bill is approved as a proper charge against AMC/AC funds, the Claims and Assessments Board will prepare a Payment Voucher (Form F/F3A) in duplicate, and will forward it, together with the original bill, to AMC for payment.

1482 BY COMMAND OF REAR ADMIRAL STONE

K. Wilber-Jones

OFFICER:

K. WILBER-JONES

Lt-Col R.

Executive Officer (B)

Robert C. Ross

ROBERT C. ROSS

Lt-Col F.

Executive Officer (A)

Distribution:

Chief Commissioner
Executive Commissioner
Director DP Division
" Legal Division
" Public Safety Division
" Economic Division (6)
" Communications Division

Director Archives Division
Executive Officer (A) (3)
Executive Officer (B) (3)
Claims Board
Spare (12)

9

JUN 28 1946

Chief Comm.

HEADQUARTERS ALLIED COMMISSION
APO 794
ECONOMIC SECTION

Tel. 536

JWD/an

Ref: 1.11/ES

21 June 1946

ES MEMORANDUM)

NUMBER 6)

APPOINTMENTS - ECONOMIC SECTION

Announcement is made of the following appointment and change in appointment within the Economic Section:

Lt.Col. R.E. Horn (B), 18528, DCLI, as Assistant Executive Officer, effective 23 May 1946.

Major T.C. Elliott (B), 291805, Gen List, as Chief Industry Officer, Industry & Utilities Branch, vice Lt.Col. F.W. Tooby (B), 50453, RA, relieved, effective 21 June 1946.

FOR THE ACTING VICE PRESIDENT:

Carlos G. Webster, Jr.
CARLOS G. WEBSTER, Jr.,
Lt.Col., FA
Chief Staff Officer

DISTRIBUTION
"A"

481

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HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

Tel. 536

Ref: L.11/ES

ES MEMORANDUM)

NUMBER

:

4)

RWH/an

14 March 1946

ES MEMORANDUM AMENDMENTS

The following amendments are applicable to ES Memorandum Number 27 dated 5 November 1945.

1. Section I, paragraph 5 is rescinded and is amended to read:

AC Signal Center will transmit the message electrically and the Economic Section Message Center will mimeograph copies and distribute them as shown in Section IV of this memorandum.

2. Section II, paragraph 2 (a) is rescinded and is amended to read:

As shown in Section IV of this memorandum, Economic Section Message Center will receive twelve (12) mimeographed copies from AC Message Center on initial distribution. Economic Section Message Center will immediately make the indicated distribution to the Chief Staff Officer.

3. Section II, paragraph 2 (b) is rescinded and is amended to read:

The Office of the Chief Staff Officer, Economic Section, will designate an office within the Economic Section as "Action" designee, and will indicate such designated office on all six (6) of the Chief Staff Officer's copies. One of these will then be sent to the "Action" designee; one to the Acting Vice President, Economic Section, for information; one to the Deputy Vice President for information; one to the Economic Section Message Center for file; and the remaining two will be retained for the Chief Staff Officer's files.

4. Section IV is rescinded and is amended to read:

STANDARD DISTRIBUTION BY AC MESSAGE CENTER FOR ALL CABLES IN

33/a

33/a

Economic Section Message Center will mimeograph copies and as shown in Section IV of this memorandum.

2. Section II, paragraph 2 (a) is rescinded and is amended to read:

As shown in Section IV of this memorandum, Economic Section Message Center will receive twelve (12) mimeographed copies from AC Message Center on initial distribution. Economic Section Message Center will immediately make the indicated distribution to the Chief Staff Officer.

3. Section II, paragraph 2 (b) is rescinded and is amended to read:

The Office of the Chief Staff Officer, Economic Section, will designate an office within the Economic Section as "Action" designee, and will indicate such designated office on all six (6) of the Chief Staff Officer's copies. One of these will then be sent to the "Action" designee; one to the Acting Vice President, Economic Section, for information; one to the Deputy Vice President for information; one to the Economic Section Message Center for file; and the remaining two will be retained for the Chief Staff Officer's files.

4. Section IV is rescinded and is amended to read:

STANDARD DISTRIBUTION BY AC MESSAGE CENTER FOR ALL CABLES IN COL-MCC, PAT-TAP, CAL-LAC, AND GEM-LEG SERIES

1480

Copies of outgoing MCC and TAP and incoming COM, PAT, CAL, LAC, GEM, and LEG cables will be distributed as follows:

Action Direction - Econ Sec 12
(CSO (6)
(Supply Opns-V.G./Udane (6)

Advance Copies to - Commerce Br (2)
Finance Br
Food-Agric. Br (2)
Ind.-Utilities Br (3)
Tn. Br (2)

STANDARD DISTRIBUTION BY AC MESSAGE CENTER FOR ALL CABLES IN
COL-MOC, PAF-1-F, CIL-LAC, AND GEL-EG SERIES (Continued)

Info - Chief Commissioner
 Exec. Comm. (2)
 CC Br. Emb.
 CA-US Emb.
 WSA. Rome
 EWTR
 UNRR. (3)
 File

Robert R. Smith
 MORRIS R. SMITH
 Major, A.C.D.
 Chief Staff Officer

Major, U.S.D.
Chief Staff Officer

FEB 16 RECD

BOARD OF ALIEN COMMISSION
ECONOMIC SECTION

HC/bb

14 February 1946

Tel: 550

Ref: ES/1.22

SUBJECT: Final Reports of Sub-Commissions

TO : See Distribution Below

1. Before the Sub-Commissions of the Economic Section wind up their activities, it is desired that a final report of each Sub-Commission be written, for submission to the Executive Commissioner and the Chief Commissioner, to higher authority, and possibly for public release.

2. This report should not be a summary of all the facts in all the monthly reports of the sub-commission, although those monthly reports would be an excellent source of reminiscence for this purpose. Rather, the final report (not to exceed five single-spaced pages in length) should attempt to examine critically:

- (a) The problems with which the sub-commission was faced at its inception.
- (b) The changing nature of that problem during the last two and a half years.
- (c) The activities of the sub-commission in solving the problems.
- (d) The lessons for future civil affairs or relief and rehabilitation operations to be drawn from A.C.'s experience in the field which the sub-commission has covered.

3. Drafts of these final reports should be submitted to my office not later than 7 March 1946.

1479. 4. The type of job that is required in this connection does not, in my opinion, permit a very substantial amount of delegation to junior officers or late arrivals in the operation. Each director, and his immediate associates, should take it as a personal responsibility to distill into this form their experience of the past in this operation and their feelings about how it might have been done differently, if we had to do it over again.

HARLAN CLEVELAND
Acting Vice President

Distribution

For Action: Chief, Supply Group (5)
Director, Food & Agriculture S/C (5)
Transportation S/C (5)
Industry & Utilities S/C (5)
Labor S/C (2)
Commerce S/C (2)
Finance S/C (3)

For Information: Chief Commissioner ✓
Executive Commissioner
Civil Affairs Section
A.C. Archives

HEADQUARTERS ALLIED COMMISSION
AFO 394
ESTABLISHMENT SECTION

JAN 14 1946

11 January 1946

ESTABLISHMENT MEMORANDUM)

NUMBER
1)

CIVILIAN CONTROL

1. Civilians entering HQ, A.C. may be divided into three categories:
 - a. Allied civilian personnel
 - b. Italian "
 - c. Italian visitors
2. In view of the extent to which thieving has taken place it is necessary to exercise the strictest possible control of civilians entering the building.
3. All civilians employed in HQ, A.C. have had a pass "authority to enter HQ, A.C., Rome," issued to them.
4. All civilian visitors must enter by the main hall. They will be directed to one of the information desks and be issued with a visitor's permit against which the identity card of the visitor will be retained. An escort girl will conduct the visitors to the office required, except visitors in possession of a courtesy pass.
5. CC. RR. will examine the passes of all employees they do not recognise as such. They will also ensure that all visitors are in possession of the a/m permit. A few courtesy passes have been issued to chosen civilians who will be permitted to proceed without the visitors permit.

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

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

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

6. All Italian civilian employees will eventually wear an identification badge.

1478

Civilian workmen will be in possession of a work-ticket showing the work

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

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

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

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

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

6. All Italian civilian employees will eventually wear an identification badge necessary to be performed.

1478

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

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

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

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

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

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

Establishment Memorandum #1, Ho Allied Commission, dtd 11 January 46, Cont'd:

12. Between 1830 hours and reveille, all persons, civilian and military, entering or leaving the building will sign the book which has been placed in the main hall for that purpose.

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

11833

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

OFFICIAL:

K. Wille-Jones

K. WILLE-JONES
Lieut Colonel
Executive Officer (B)

DISTRIBUTION:

"11"

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

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

DISTRIBUTION:
"A"

DEC 17 REC'D

RESTRICTEDHEADQUARTERS ARMED COMMISSION
APO 394
ESTABLISHMENT SECTION

17 December, 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

4)

CHANGE NUMBER 3

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

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

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

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

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

BY COMMAND OF REAR ADMIRAL STONE :

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

OFFICIAL :

1477

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

DISTRIBUTION

"A"

Loss Group III.

[Handwritten signature]

NOV 3 RECD

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

1 November 1945

NUMBER
19)

OUTSTANDING ACCOUNTS

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

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

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

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

1426

4. In the future the Finance Sub-Commission should be notified of all contracts entered into by the Allied Commission.

to final discharge.

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

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

1476

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

BY COMMAND OF REAR ADMIRAL STONE:

U. M. PARKIN
Colonel, Infantry
Actg Vice President

OFFICIAL: *T. L. Jones*

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

DISTRIBUTION:
"5"

(Signature)

OCT 27 REC'D

R E S T R I C T E D
HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

J. L. Jones
OFFICIAL:

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

DISTRIBUTION:

1475 "A"
Groups I and II

R E S T R I C T E D

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

SEP 19 1945

18 September 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

17)

ENTERTAINMENT EXPENDITURE

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Colonel, Infantry
Actg Vice President

OFFICIAL:

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

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R E S T R I C T E D

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SEP 8 RECD

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

5 September 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

16)

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

1. Announcement is made of the inactivation of the 3d Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 4 September 1945.

2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 17th to 24th Truck Companies inclusive, of Italian Army Personnel.

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, file AG 547/177 GEG-O, Subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

1473

DISTRIBUTION:

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R E S T R I C T E D

SEP 3 RECD

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

28 August 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER : 15)

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

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

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

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

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

OFFICER:

1472
are in accordance with

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

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

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

OFFICER:

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

This order is to be strictly complied with.

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

DISTRIBUTION:

Group I Dist "D"
Group II Dist "A"

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

RESTRICTED

1472

R E S T R I C T E D

AUG 23 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

26 August 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

14)

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

1. Announcement is made of the inactivation of the 1st Truck Battalion, Truck Operating Group, Allied Commission (Italian Army Personnel) as of 2400 hours, 25 August 1945.

2. This battalion consists of a battalion headquarters and eight (8) companies, designated as 1st to 8th Truck Companies inclusive, of Italian Army Personnel.

3. Allied military personnel will be withdrawn in compliance with Letter, AFHQ, file AG 547/177 GEG-O, Subject "Provision of Personnel for Truck Transport and Maintenance Groups AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

1471

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

"A"

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R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

25 August 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

13)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. The Chief Commissioner has directed that, effective immediately, all Allied personnel will take, in lieu of the day off prescribed in 212/195/EC, 9 August 1945, Wednesday and Saturday afternoons off.

2. Skeleton staffs, as on Sunday, will be maintained.

3. No other time off will be taken.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

J. L. Jones

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

1470

DISTRIBUTION:

"A"
Groups I and II

R E S T R I C T E D

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RESTRICTED

HEADQUARTERS ALLIED COMMISSION
394
ESTABLISHMENT SECTION

30 July, 1945.

ESTABLISHMENT MEMORANDUM

CHANGE NUMBER 2

SUBJECT

4)

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

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

Delete words from "the same ration as" to "establishment concerned", and substitute "rations in accordance with G.P.O. 522 of 1945".

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

Delete "A.A.I. Routine Order No. 252" and substitute "G.P.O. 520 of 1945".

BY COMMAND OF H.E. ADMIRAL STONE :

1469

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

OFFICIAL :

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

DISTRIBUTION

"A"

Group III and Serial No. 65.

RESTRICTED

AUG 1 RECD

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

27 July 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

12)

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

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

1468

OFFICIAL:

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

"A"

RESTRICTED

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B

RESTRICTED
HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

AMH 26

19 July 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

10) CHANGE NO. 1

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

DISTRIBUTION:
"A"

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RESTRICTED

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[Handwritten signature]

Chief Commissioner

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

1 June 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 11)

CONTROL OF EXPENDITURE

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

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

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

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

2. In particular you are requested to watch for
of expenditure:

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

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

33

1456 3. The responsibility for control of Allied Commission/Allied Military Government expenditure devolves upon those officers who are empowered to authorize such expenditure. It would appear that the instructions contained in Establishment Memorandum Number 5, dated 2 August 1944 (Local Purchases and Contracts), and Establishment Memorandum Number 33, dated 15 December 1944 (Allied Commission/Allied Military Government "Housekeeping" Expenditure) are not always being complied with. Regional Commissioners should, therefore, direct the attention of all officers to these Memoranda, making particular reference to paragraph 3 of Establishment Memorandum Number 33, which lays down the powers of authorization which are delegated to Regional Commissioners, Provincial Commissioners and other officers. All officers should be reminded that they may be held liable for any expenditures incurred without proper authority. If these instructions are properly adhered to, much will have been done to achieve the desired control and economy.

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

-1-
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RESTRICTEDEstab Memo #11, this Hq. dtd 1 June 45 (Cont'd):

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

DISTRIBUTION:
"A"

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

DISTRIBUTION:
"A"

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Chief Commissioner

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

28 May 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER : 10)

ESTABLISHMENT OF TRUCK OPERATING GROUP & MAINTENANCE GROUP, ALLIED COMMISSION

1. These organizations were approved by AFHQ, pursuant to letter AG 537/177 GDS-0, dated 13 May 1945.

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

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

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

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

6. Paragraph 3, Establishment Memorandum Number 2, of 3 March 1945, is

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the Allied Commission in a status comparable to that of the Allied Commission/Allied Military Government", and SUBSTITUTE THEREFOR: "The Commanding Officer Truck Operating Group and the Commanding Officer of the Maintenance Group, will report to the Vice President of the Economic Section, Allied Commission".

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

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

1465 6. Paragraph 3, Establishment Memorandum Number 2, of 3 March 1945, is rescinded in its entirety.

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:



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

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*Chief Commissioner*HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

22 May 1945

ESTABLISHMENT MEMORANDUM

NUMBER

7) CHANGE NUMBER 1

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

a. Paragraph 4.

Delete the present paragraph and substitute the following:

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

1464

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HEADQUARTERS ALLIED COMMISSION

AIC 394

ESTABLISHMENT SECTION

15 May 1945

ESTABLISHMENT MEMORANDUM

9)

NUMBER

AIR COURIER SERVICE TO NORTH ITALY

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

- | | | |
|---------|---|--------------------------------------|
| Bologna | - | for Emilia Region and SCAO 5th Army |
| TREVISO | - | for Venezia Region |
| VERONA | - | for 5th Army AMG |
| MILAN | - | Linate Airdrome for Lombardia Region |
| TURIN | - | for Piemonte Region |
| GENOVA | - | for Liguria Region |
- Not in operation at present.
Would the responsible Regional Commissioners please report to this Headquarters the names of airdromes suitable at their respective Headquarters.

2. This service will operate with Italian Air Force planes, Type S.M. 79, pay-load 7 passengers, plus 300 lbs. of freight, or 2,000 lbs. of freight without passengers, and S.M. 82, pay-load 20 passengers and 2,000 lbs. of freight.

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

1463

33/

TURIN - for Piemonte Region)
 GENOVA - for Liguria Region)

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

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

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

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

Schedule 'A':

	<u>Arrive</u>	<u>Depart</u>
ROME (Centocelle)	--	0930 hrs
MILAN (Linate)	1145 hrs	Stay overnight
MILAN (Linate)	--	0930 hrs (following day)
TREVISO	1030 hrs	1130 hrs
BOLOGNA	1200 hrs	(Lunch) 1430 hrs
ROME (Centocelle)	1545 hrs	--

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

Schedule 'B':

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

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

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:



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

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

J. L. Jones

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

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

4 May 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

8)

TERMINATION OF EMPLOYMENT BY ITALIAN CIVILIANS

1. All offices employing Italian civilians in the clerical and supervisory grades are directed to inform personnel within their offices of the following:

- a. That in the event of termination of employment by the Allied Commission, the employee will be given two weeks' notice.
- b. That in the event of termination of employment by the employee, two weeks' notice must be given by the employee to the Allied Commission.
- c. That in the event of discharge of employee for fault of misconduct, no notice need be given and discharge will be immediate.

2. This policy will be effected as an operating procedure, wherever practicable, consistent with operational and working conditions within each office of the Allied Commission. The foregoing policy is also for the adoption by Regions.

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

J. L. JONES,

1462

Colonel,
Executive Officer (E).DISTRIBUTION:
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Chief Commissioner

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

1 May 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 7)

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

1. Announcement is made of the organization of the 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel).

2. These truck battalions will consist of a battalion headquarters and eight (8) companies each from Italian Army personnel.

3. The activities will be supervised by the 2696th Technical Supervision Company, (Ovhd), (assigned to 2675th Regiment, Allied Commission (Ovhd)), and Company "T", 2675th Regiment, Allied Commission, (Ovhd).

deleted 4. The 2nd and 3rd Truck Battalions, Motor Transport Group, Allied Commission, (Italian Army Personnel), is hereby placed under the control of the Vice President, Economic Section, Allied Commission, for maintenance, operation and supply.

BY COMMAND OF REAR ADMIRAL STONE:

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

33/44

OFFICIAL:

1461

J. L. Jones

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

Q

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Chief Commissioner
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**HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION**

31 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

34)

CHANGE NUMBER 1

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

a. Paragraph 2.b.(1).

Delete the present paragraph and substitute the following:

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

6

31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.
2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, APHQ, 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, APHQ 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 away, 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
for 369 lire	225 lire

1459

Chief Longmire
APR 4 1945

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:

Monthly Basic Wage

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

Daily Subsistence Allowance

250 lire
225 lire
175 lire
150 lire
125 lire

Daily Subsistence Allowance

Daily Basic Wage

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

1459

a. For absences of more than ten but less than 24 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.

RESTRICTED

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

RESTRICTED

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

3. Travelling allowance will be claimed by the employee on the Special Claim Form (I/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 (P/P3). Supplies of Olein Form, (P/P35), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

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

By Command of Rear Admiral STONE:

1192

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

OFFICIAL:

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

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OFFICIAL:

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

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CROSS INDEX SHEET

HQ AC Establishment Memo #3

20 March 1945

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

Document filed in 604/CC

33/CC

1458

CROSS INDEX SHEET

HQ AC ESTABL MEMO #5

22 March 1945

1. US Requisitioned property
2. Confiscated Goods, Services, other property, etc.
3. Purchased property

Document in CC File ⁵⁹⁰33

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HEADQUARTERS
ALLIED COMMISSION
APO 394

MAR 23 1945

21 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

4)

RATIONS FOR ITALIAN MILITARY AND CIVILIAN PERSONNEL.

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

1. CIVILIAN.

(a) (1)

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

(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 Commiss-

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33 / cc

- (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 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 1975/5/Q of 20th October, 1944.

-1-
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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. FIEKE
Colonel
Acting Executive Commissioner.

OFFICIAL:

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

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OFFICIAL:

C. M. Parkin

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

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CROSS-INDEX SHEET

Hq AG Establishment Memorandum #2

3 Mar 45

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

5805/00

Filed in ~~5805~~

1455

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Chief Commissioner

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HEADQUARTERS 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. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

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

1454

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

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*Chief Commissioner***RESTRICTED**

JAN 6 1945

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:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

Incl:

1453 Proforma of Certificate
of Unserviceability.

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

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R E S T R I C T E D

(Name of Regional Headquarters)

(Date)

REQUISITIONED VEHICLE UNSERVICEABILITY CERTIFICATE

C 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 _____

1452

(Name)

(Rank)

$$(\text{SN})$$

(Region)

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
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 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.

14.01 2: Employees in Clerical and Supervisory Grades - 4 per diem

WILL - 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 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.

1401 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. AG, Estab. Memo No. 1, 4 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 not accommodation, are provided, one-third of the allowance will be paid. If accommodation, but not 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 employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

4. Traveling allowances will be claimed by the employee on the Special Claim Form (P/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officer and/or Sub-accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Paymaster Voucher (P/F35). Supplies of Claim Form, P/F35, are being distributed to all Regions, by this Headquarters, and additional supplies will be furnished upon application.

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

By command of Rear Admiral STONE:

MORRAN E. FICKE
Colonel
Deputy Chief of Staff

C. W. PARKIN
Colonel, Infantry

Executive Officer (Hqs)

10-7-33

... will be made by the Headquarters Com-
 mandant, Finance Officers and/or Sub-accountants, quoting this
 Establishment Memorandum as their authority, in the space provided
 on the Payment Voucher (M/F3). Supplies of Plain Paper, M/F35, are
 being distributed to all Regions by this Headquarters, and addition-
 al supplies will be furnished upon application.

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

By command of Rear Admiral STONE,

MORRIS E. FISKE
 Colonel
 Deputy Chief of Staff

~~OFFICIAL~~
 C. M. PERKIN
 Colonel, Infantry
 Executive Officer (US)

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