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(VOL. 2)

2062

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

785016

ESTABLISHMENT MEMORANDA  
JAN. 1945 - JAN. 1947

142/477  
2)

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785016



HEADQUARTERS ALLIED COMMISSION  
APO 394  
OFFICE OF THE CHIEF COMMISSIONER

12 February 1946

ESTABLISHMENT MEMORANDUM)

NUMBER

33)

CHANGE NUMBER 2

Establishment Memorandum Number 33, this Headquarters, dated 15 December, 1944, is hereby amended as follows:

1. Reference para. 3(a), sub-paras. (ii), and (iii)

Delete existing sub-paras. and substitute sub-paras. (ii), (iii), and (iv) as follows:

"(ii) Liaison Groups, to the Sub-Accountant designated by the Chief Liaison Officer as HQ Disbursement Officer."

"(iii) Udine Province, to the Sub-Accountant designated by the Provincial Commissioner as Provincial HQ Disbursement Officer."

"(iv) AMG Venezia Giulia, to the Sub-Accountant designated by the SCAO as HQ Disbursement Officer."

2. Reference para. 3, sub-paras. (c) and (d), as amended by Change Number 1, dated 3 October, 1945:

Delete existing sub-paras. and substitute sub-paras. (c), (d), and (e) as follows:

"(c) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing for Liaison Groups by the Chief Liaison Officer, and for AMG Udine Province by the Provincial Commissioner."

- "(d) Expenditure of any item or related group of items amounting to between Lire 10,000 and Lire 100,000 will be authorized in writing for AMG Venezia Giulia by the SCAO."
- "(e) Expenditure of any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission, for Liaison Groups, and for AMG Udine Province, or to over 100,000 Lire for AMG Venezia Giulia, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

Distribution:

"A"

83A

RESTRICTEDHEADQUARTERS ARMED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM )

17 December, 1945.

NUMBER

4 )

ORANGE 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 526 of 1945" and substitute "GRO 1266 of 1945".

BY COMMAND OF REAR ADMIRAL STONE :

NORMAN R. FISKE,  
Colonel, Cavalry,  
V.I. Establishment Section.

OFFICIAL :

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

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"A"

Dear Group III.

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

1 November 1945

ESTABLISHMENT MEMORANDUM)  
:  
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 original charges 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.

2. It is the responsibility of the firm 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.

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:

OFFICIAL:

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

C. M. PARKIN  
Colonel, Infantry  
Actg Vice President

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

8114

3 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

33)

CHANGE NUMBER 1

1. Establishment Memorandum Number 33, this Headquarters, dated 15 December, 1944, is hereby amended as follows:

(a) Paragraph 3, sub-paragraphs (b) and (c).

Delete existing sub-paragraphs and substitute sub-paragraphs (b), (c), and (d) as follows:

(b) "Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 50,000 will be authorized in writing at Headquarters, Allied Commission, by the Headquarters Commandant."

(c) "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."

(d) "Expenditure on any one item or related group of items amounting to over Lire 50,000 at Headquarters, Allied Commission or to over Lire 200,000 for Regions, will be approved in writing by the Executive Commissioner, Headquarters, Allied Commission."

BY COMMAND OF REAR ADMIRAL STONE:

22

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

OFFICIAL :

*J. L. Jones*

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

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RESTRICTEDHEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

80A

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. W. PARKIN  
Colonel, Infantry  
Actg Vice President

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

79A

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).

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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-C, 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.

19

OFFICIAL:

*J. L. Jones*

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

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HEADQUARTERS UNITED STATES  
ARMY  
ESTABLISHMENT SECTION

30 July, 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

4.)

CHANGE NUMBER 2

1. Establishment Memorandum Number 4, 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.R.O. 542 of 1945".

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

Delete "A.A.L. Routine Order No. 252" and substitute "G.R.O. 520 of 1945".

BY COMMAND OF BRIG ADJUTANT GENERAL :

3

18

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

OFFICIAL :

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

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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 AC", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

*Fluted*  
2/8/45  
C. M. PARKIN, 17  
Colonel, Infantry,  
Actg Vice President.

OFFICIAL:

*J. Jones*  
J. L. JONES,  
Colonel,  
Executive Officer (F)DISTRIBUTION:

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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.

There 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.

16

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.

16

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 promises 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.

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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Estab Memo #11, this He, 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).

*Revised 3/6/45*

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

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*Index 3/6/45*

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RESTRICTEDHEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

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:

*James Ritchie*  
SIR J. E. T. RITCHIE  
Lt Colonel  
Actg Executive Officer (B)DISTRIBUTION:

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER : 10)

28 May 1945.

ESTABLISHMENT OF TRUCK OPERATING GROUP & MAINTENANCE GROUP, ALLIED COMMISSION

1. These organizations were approved by AFHQ, pursuant to letter AG 537/177 GDS-O, 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, 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.

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.

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, 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.

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*

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

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HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

15 May 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

9)

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 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 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, DCCAO 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-noted schedules.

TREVISO - for Venezia Region  
 VERONA - for 5th Army AMG  
 MILAN - Lenate Airborne 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 500 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, DCCAO or SCMO 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) | 1345 hrs      | --                       |

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*Handwritten signature/initials*

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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                 |
| TRIVISO           | 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:

OFFICIAL:

*J. L. Jones*

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

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

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*

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

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

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HEADQUARTERS ALLIED COMMISSION  
AFC 394  
ESTABLISHMENT SECTION22 May 1945 <sup>11</sup>

## ESTABLISHMENT MEMORANDUM

NUMBER : CHANGE NUMBER 1  
7)

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:

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

## OFFICIAL:

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

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APO 394  
ESTABLISHMENT SECTION

1 May 1945.

10

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).
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.

OFFICIAL:

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

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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 pay, 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 |

Daily Basic Wage

|                      |          |
|----------------------|----------|
| 370 lire and more    | 250 lire |
| 231 lire to 369 lire | 225 lire |
| 170 lire to 230 lire | 175 lire |

9

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 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:

Daily Subsistence Allowance

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

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

9

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

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

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 (P/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 Claim 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:

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

OFFICIAL:

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

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Colonel, Infantry  
Actg Deputy Executive Commissioner

OFFICIAL:

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

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HEADQUARTERS  
ALLIED COMMISSION  
APO 394  
(Establishment Section)

22 March 1945

ESTABLISHMENT MEMORANDUM

NUMBER : 5)

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 AMG 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 AGO, 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 remain effective this date, and whenever possible goods

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, main 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 AG, 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 aligned 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.

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 AG 5th and AG 3th 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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# REESTABLISHED

Establishment Memorandum No. 5, Hq 40, 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. M. Circular 170 governing the maintenance of a Company Property Book for all W. M. 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, SCAGs of armies and Headquarters Commandant are responsible for ensuring that the records of their Regions, etc. are

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, SCAGs 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.P.& S.C. 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 HEADQUARTERS

OFFICIAL:

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

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

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 ALLIED COMMISSION  
 AFO 394

Legal Substitution  
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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) (1)

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

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

- (o) "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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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.

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 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.

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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 Archives.

BY COMMAND OF REAR ADMIRAL STONE:

NORMAN E. FISKE  
Colonel  
Deputy Executive Commissioner

OFFICIAL:

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

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HEADQUARTERS  
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

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sion (Ovhd)".

(b) Reference letter, Hq AAI, 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 Per-4 sonnel) 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 MTOUSA, 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 MTOUSA, 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 ALCOM, dated 19 Feb 45, subject same as b (1) (a) above.

(d) Reference AG 400/308 D-O, Hq MTOUSA 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).

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

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. CARNES (O-15340), LtJ, 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

- (2) Commanding Officer, 2675th Regiment, Allied Army Personnel.
- (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), Luf, 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. 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 -  
RESTRICTED

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

HEADQUARTERS ALLIED COMMISSION

AFG 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. **2**

The above allowances are properly payable provided the reasons or accommodations are furnished in kind.

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

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

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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 **2** 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:

c. Employees in receipt of basic wages (see paragraph 4, ATHQ 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 5,599 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. AC, Estab. Memo No. 1, 4 Jan 45 con'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 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 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 (E/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 (E/P3). Supplies of Claim Form, E/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.

By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL  
C. M. FARWIN  
Colonel, Infantry

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By command of Rear Admiral STONE:

NORMAN E. FISKE  
Colonel  
Deputy Chief of Staff

OFFICIAL

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

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# ALLIED MILITARY GOVERNMENT

GOVERNO MILITARE ALLEATO

F/F 35.

## CIVILIAN EMPLOYEE'S CLAIM FOR TRAVELLING ALLOWANCE

DOMANDA PER INDENNIZZO DI VIAGGIO

I  
to \_\_\_\_\_ employed by A.M.G./A.C.  
impiegato presso G.M.A./C.A.  
hereby claim Lire \_\_\_\_\_ being \_\_\_\_\_ at  
con la presente chiedo Lire \_\_\_\_\_ quale rimborso per giorni \_\_\_\_\_ a  
Lire 150 per day, from \_\_\_\_\_ to \_\_\_\_\_ inclusive, in respect of  
Lire \_\_\_\_\_ al giorno dal \_\_\_\_\_ al \_\_\_\_\_ incluso, quale indennizzo  
travelling, allowance, for each 24 hours away from H. Q.  
di viaggio, per ogni 24 ore assenza dal Quartiere Generale.

\* This sum includes Lire 100 for a residual period of more than eight hours.  
Nella suddetta somma sono incluse Lire 100 dovutemi per il rimanente periodo di oltre otto ore.

Date  
Data

Signature  
Firma

Delete if not applicable

\* Cancellare se le Lire non sono incluse.

## CERTIFICATE OF ACCOMPANYING OFFICER

I certify that the above Claim is correct, and that the claimant has not received any free rations or accommodation.

Date

Signature of Officer.

## FORM OF RECEIPT

RICEVUTA

1

Date  
Data

Received the sum of Lire  
Ricevuta la somma di Lire

in settlement of the above-mentioned claim,  
a saldo della suddetta richiesta.

(in words)  
(in parole)

Lire

Signature  
Firma

To be attached to Payment Voucher (F/F 3) by Paying Officer. More than one claim form may be attached to the same Payment Voucher.

