

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

785016

ACC

10000/143/687

10000/143/687

ESTABLISHMENT MEMORANDUM
MAR. 1944 - APR. 1946

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

ACC/14066/1/PS

ESTABLISHMENT MEMORANDUM.

[illegible]

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."

TO	
DIRECTOR	15/2
DEPUTY DIRECTOR	18/2
CHIEF OF BUREAU	18/2
CHIEF OF DIVISION	
CHIEF OF SECTION	
CHIEF OF OFFICE	
CHIEF OF CLERK	
	3670

"(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
Lieut Colonel
Executive Officer (B)

Distribution:

"A"

RESTRICTEDHEADQUARTERS ARMED COMMISSION
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER

4)

CHANGE NUMBER 3

17 December, 1945.

R
14066/1

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 :

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

DISTRIBUTION

"A"

Less Group III.

TO	INIT.	DATE
DIRECTOR	<i>[Signature]</i>	20/12
DEPUTY DIRECTOR	<i>[Signature]</i>	20/12
EXEC. OFFICER	<i>[Signature]</i>	
POLICE	<i>[Signature]</i>	20/12
LIC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

3670

ALLIED SUPPLY ACCOUNTING AGENCY

Branch of

ALLIED FORCE HEADQUARTERS
G-5 SECTION
CMF.

Postal Address

c/o FINANCE SUB-COMMISSION
HEADQUARTERS ALLIED COMMISSION
APO 394 CMF.

Ref : 13620/F/A
Subject: Withdrawals by Order of AMG Fabriano
To : Public Safety Sub-Commission

Date 13 April 1946

1. We return herewith the documents forwarded originally with our letter of the 9th April and returned by yours of the 11th April.

2. Your attention is invited to Establishment Memorandum No. 19 dated 1st November 1945 in which it is clearly stated that Sub-Commissions are themselves responsible for clearing up their own affairs.

R. J. Green
Major R.T.R.
for Chief Accountant,
Allied Supply Accounting Agency.

ALLIED SUPPLY ACCOUNTING AGENCY *bliss*

Branch of

ALLIED FORCE HEADQUARTERS
G-5 SECTION
CMF.

Postal Address

c/o FINANCE SUB-COMMISSION
HEADQUARTERS ALLIED COMMISSION
APO 394 CMF.

Ref : 13620/F/A

Date 9 April 1946

Subject: Withdrawals by order of A.M.G. Fabriano

To : Public Safety Sub-Commission. ✓

1. We enclose herewith details of a claim made by C.A.C. Ancona.
2. This Agency has no power to authorise payments nor have we any means of checking up on the accuracy of claims.
3. G-1 American inform us that the officer stated to have authorised the transactions, Capt. B.R. Johnson, was a member of your Sub-Commission and therefore it would appear that you are the correct people to certify this transaction.

R. T. R.
Major, R.T.R.
Per Chief Accountant,
Allied Supply Accounting Agency.

Copy to : Consorzio Agrario Cooperativo
Provinciale di Ancona.

TRANSLATION

CONSORZIO AGRARIO PROVINCIALE DELLA PROVINCIA DI ANCONA
Legal Office in Ancona
Administrative and commercial office in Jesi

Jesi, 26 March 1946

Liquidating Office
AS

TO : Allied Commission H.Q.
Finance Sub-Commission
C.M.F.

SUBJECT : A.M.G. Fabriano.

We take leave to send you enclosed herewith No. 3 invoices concerning wares withdrawn by the A.M.G. of Fabriano which, so far have not been paid off.

The administrative situation we are confronted with does not permit us to maintain this account in suspense; therefore we apply to your Sub-Commission for the purpose of obtaining a settlement of this account at the earliest possible date.

Awaiting your reply on this matter, we remain,

Your very truly
S/Illegible

3674

Consorzio Agrario Provinciale della Provincia di Ancona

ENTE MORALE (LEGG. 2 FEBBRAIO 1905 - XVII, N. 155)

SEDE LEGALE IN ANCONA

SEDE AMMINISTRATIVA E COMMERCIALE IN JESI

Filiali: Osimo - Sassoferrato - Succursali: Ancona - Arcevia - Barbera - Belvedere Ostrense - Castelbellino - Castelleone di Stessa - Castelplanio - Cerreto d'Esti - Chiaravalle - Corinaldo - Cupramontana - Fabriano - Filottrano - Loreto - Maiorati - Monte di Maiorati - Montecarotto - Montecarotto Stazione - Montemerano - Monte San Vito - Morro d'Alba - Numana - Ostra - Osine di Ostra - Ostra Vetere - Polverigi - Senigallia - Serra de' Conti - Serra S. Quirico - Steffola

C. P. C. Ancona - N. 13685
Telefoni 1-05 - 6-18
Telegr.: CONSAGER - Jesi

Jesi, 26 Marzo 1946

UFFICIO STRALCIO
AS

To H.Q.
ALLIED COMMISSION
FINANCE SUB-COMMISSION

C. M. F.

A.M.G. FABRIANO

Allegate alla presente Vi rimettiamo N° 3 fatture per merce prelevata dall'A.M.G. di FABRIANO e a tutt'oggi ancora non pagate.

Esigenze amministrative ci impediscono di tenere il conto in sospeso, ci rivolgiamo quindi a codesta spett. Sub.- Commissione affinché la posizione venga regolata entro brevissimo tempo.

In attesa di leggerVi in merito, gradite i ns. distinti saluti.

CONSORZIO AGRARIO PROVINCIALE
DI ANCONA
IL DIRETTORE



ALLEGATI N° 6 (sei).-

2 / 4 / 46
CA/49
DEAL WITH 3

3671

COPY TRUE TO THE ORIGINAL

Jesi, 14 September 1944

Wares withdrawn from the
Center of Fabriano

TO : The Allied Military
Government.
Fabriano.

Amount L. 4.613.95

Cash payment

Commercial Invoice No. 1 /A.M.G.

<u>No. of ticket</u>	<u>Medium</u>	<u>Description of the wares</u>	<u>Quantity</u>
1	Carabinieri Reali in Fabriano	Fuel Barrel No. 2 35 gallons per barrel equivalent	2.22750

Price per Unit

2070

Amount

4.610.95

Ware delivered by order of Capt. B.R. Johnson

The additional war tax will be remitted when the Provincial Command
of the "R. Guardia di Finanza" (Excise Officers' Body) gives directions
on the matter.

Stamps
Total Lire

L. 3
L. 4.613.9570

COPIA PER NOTIZIA E CONTROLLO

CONSORZIO AGRARIO COOPERATIVO PROVINCIALE DI ANCONA

SEDE LEGALE IN ANCONA

SEDE AMMINISTRATIVA E COMMERCIALE IN JESI

Filiale: Osimo - Succursali: Ancona - Airo - Arcevia - Belvedere Ostrense - Castelbellino - Castelplanio - Cerreto d'Esti - Chieravalle - Corinaldo - Cupramontana - Fabriano - Filottrano - Loreto - Maiolati - Mare di Maiolati - Montecarotto - Montecarotto Stazione - Montemarciano - Monte San Vito - Morro d'Alba - Numana - Ostia - Ostia Vetere - Senigallia - Serra de' Conti - Serra S. Quirico - Staffolo - Villa Strada

U. P. E. C. Ancona - N. 13085
Telefono 1-05
Telegr.: SACEPA - Jesi

Jesi, 14 Settembre 1944.

Spett. Amm.^{na}

Merce prelevata dalla Succursale di
Dal Centro di FABRIANO

ALLIED MILITARY GOVERNMENT

FABRIANO

Importo L. 4.613,95

FATTURA COMMERCIALE N.1/A.M.G.

== Pagamento a 15 giorni dalla fattura ==
Contanti netti

Contanti netti										
N. Buono	Data	C O L O N O	DESCRIZIONE DELLA MERCE	QUANTITÀ			PREZZO unitario		IMPORTO	
				Q.li	Kg.	Gr.				
1	14/9	A mezzo Carabinieri Reali di Fabriano	Benzina fusti n° 2 da galloni 35 ciascuno pari a	2	22750		2070=		4.610	95
			Merce consegnata dietro ordine del Capitano B.R.Johnson.							
			Addizionale di guerra verrà assolta quando saranno fornite dal Comando Provinciale della R.Guardia di Finanze le norme da seguire.							
										
Condizioni Generali: Alla scadenza la fattura del bono essere regolata in contanti o con accettazione; mancando tale regolamento il Consorzio ha facoltà di emettere tratta e copertura gravandola delle spese relative. - Dalla scadenza della fattura decorrono gli interessi di mora d'uso se la fattura non viene pagata. - Eventuali contestazioni al presente conto debbono essere fatte immediatamente e direttamente alla Sede Centrale in Jesi.			CONSORZIO AGR.COOPERATIVO PROVINCIALE DI ANCONA Ufficio Vendite		CONTROLLO 		Bollo L. 3 =		4.610 95	
							TOTALE L.		4.613 95	
									S. E. ed O.	

The warehouse - keeper will deliver to the A.M.G.

By order of Capt. B.R. Johnson

By means of Real Carabinieri of Fabriano

	Qls.	Kgs.	grams.	Price	Total Amount
N. 2 Fuel barrels containing					
35 gallons, equal to . .	2.22	750	.	20.50	4610.95

Stamps	3
	4613.95

3668

BOL

CONSORZIO AGRARIO PROVINCIALE DI ANCONA UFFICIO VENDITE		BOLLETTA DI USCITA					N. 01 h. DATA 11.9.44					
Il Magazziniere consegnerà al Sig. Alind Militari per ordine del Cap. B. R. Johnson a C. R. R. Fabriano .							residenza _____ residenza Fabriano					
N. Classifica per la Sede	QUALITÀ	QUANTITÀ						PREZZO		IMPORTO		
		Richiesta			Consegnata							
		Q. II	Kg.	Gr.	Q. II	Kg.	Gr.					
	Bellini tutti u. 2 ds collari 35 pezzi a firmati da C. R. R. Fabriano Chiuso a 11.9.44 I.to. Cap. B. R. Johnson				1	22	750	20	50	16	10	95
		COPIA PER NOTIZIA - CONTROLLO							3	66	75	
10-210x150 9-43 100 BL - 50X4 Civerchia, Jesi.		(ISTRUZIONI). La presente copia unitamente alla copia B dovrà essere trasmessa al Magazziniere. — Il Magazziniere segnerà le quantità effettivamente consegnate e ritorrerà la copia A all'ufficio fatturazione.							Firma Ufficio Vendite I.to. Cristalli			

[illegible]

Copy true to the original

Jesi, 14 September 1944

TO : The Allied Military Government
FABRIANO

Wares withdrawn from the Fabriano center

Amount L. 6.696.95

By Cash net

Number of Tickets	Medium	Description of the wares	Quantity Qls	Price per Unit	Amount
2	Delivered by order of Capt B.R. Johnson	Nafta barrels No. 2 of 36 gallons each equal to	2.68390	1525	4092.95
		Dense (heavy) lubricating oil 1-----		2600	2600----

The additional war tax will be remitted when the Provincial Command of the Excise Officers Body indicated the course to be followed on the matter.

Stamp £ 4
6696.95

3660

COPIA PER NOTIZIA E CONTROLLO
CONSORZIO AGRARIO COOPERATIVO PROVINCIALE DI ANCONA
 SEDE LEGALE IN ANCONA
 SEDE AMMINISTRATIVA E COMMERCIALE IN JESI

Filiale: Osimo - Succursali: Ancona - Airo - Arcevia - Belvedere Ostrense - Castelbellino - Castelplanio - Cerreto d'Esti - Chieravalle - Corinaldo
 Cupramontana - Fabriano - Filottrano - Loreto - Maiolati - Moie di Maiolati - Montecarotto - Montecosaro Stezzano - Montemarciano - Monte San Vito
 Morro d'Alba - Numana - Ostia - Ostia Vetere - Senigallia - Serra de' Conti - Serra S. Quirico - Steffato - Villa Strada

U. P. E. C. Ancona - N. 13085
 Telefono 1-05
 Telegr.: SACEPA - Jesi

Jesi, 14 SETTEMBRE 1944.

Spett. Amm.^{na}

Merce prelevata dalle succursali
 del Centro di Fabriano.

ALLIED MILITARY GOVERNMENT
FABRIANO

Importo L. 6.696,95

FATTURA COMMERCIALE N. 2/A.M.G.

CONTANTI NETTO

CONTANTI NETTO											
N. Buono	Data	C O L O N O	DESCRIZIONE DELLA MERCE	QUANTITÀ			PREZZO unitario		IMPORTO		
				Q.li	Kg.	Gr.					
2	14/9	Consegnatovi per ordine del Capitano B.R. Johnson.	Nefte fusti n° 2 da galloni 36 ciascuno pari a Olio lubrificante denso	2	68390		1525=		4092	95	
				1	=	=	2600=		2600	=	
 L'addizionale di Guerra verrà assolta quando saranno fornite dal Comando Provinciale delle R. Guardia di Finanza le norme da seguire.											
Condizioni Generali: Alla scadenza le fatture debbono essere regolate in contanti o con accettazione; mancando tale regolamento il Consorzio ha facoltà di emettere traite a copertura gravandola delle spese relative. - Dalla scadenza della fattura decorrono gli interessi di mora d'uso se la fattura non viene pagata. - Eventuali contestazioni al presente conto debbono essere fatte immediatamente e direttamente alla Sede Centrale in Jesi.			CONSORZIO AGR. COOPERATIVO PROVINCIALE DI ANCONA Ufficio Vendite		CONTROLLO 		Rollo 3664 TOTALE L.		L. 6.692 95 4 ==	6.696 95	
										S. E. od O.	

Copy true to the original

Jesi, 14 September 1944

TO : The Allied Military Government
FABRIANO

Wares withdrawn from the Fabriano center

Amount L. 595.55

By Cash net

<u>Number of Ticket</u>	<u>Medium</u>	<u>Description of the wares</u>	<u>Quantity Qls Kg Gr</u>	<u>Price per Unit</u>	<u>Amount</u>
3	Delivered through Captain B.R. Johnson	Sausages of pork No. 6 cans, 34 onces each	0 5782	103	595.55

The income and additional war tax will be remitted when the Provincial Command of the Excise Officers
Body indicates the course to be followed on the matter.

Total £ 595.55

3660

[illegible]

COPIA PER NOTIZIA E CONTROLLO

CONSORZIO AGRARIO COOPERATIVO PROVINCIALE DI ANCONA SEDE LEGALE IN ANCONA SEDE AMMINISTRATIVA E COMMERCIALE IN JESI

Filiali: Osimo - Succursali: Ancona - Asolo - Arcore - Belvedere Ostense - Castelbellino - Castelplanio - Cerreto d'Est - Chieravalle - Corinaldo
Cupramontana - Fabriano - Filottrano - Loreto - Maiorati - Moia di Malotelli - Montecarotto - Montecarotto Stazione - Montemarciano - Monte San Vito
Morro d'Alba - Numana - Ostia - Ostia Vetere - Senigallia - Serra de' Conti - Serra S. Quirico - Staffolo - Villa Sarda

14 Settembre 1944.

U. P. E. C. Ancona - N. 13085
Telefono 1-05
Telegr.: SACEPA - Jesi

Jesi,

Spett. Amm.^{no}

Merce prelevata ~~dalla Succursale di~~
dal CENTRO di FABRIANO

ALLIED MILITARY GOVERNMENT
FABRIANO

Importo L. ~~595,55~~

FATTURA COMMERCIALE N. 3/A.M.G.

~~Pagamento a trenta giorni dalla fattura~~
Contanti netto

Pagamento a terra guerra										
Contanti netto										
N. Buono	Data	C O L O N O	DESCRIZIONE DELLA MERCE	QUANTITÀ			PREZZO unitario		IMPORTO	
				Q.li	Kg.	Gr.				
3	14/9	Consegnatovi a mezzo Capitano B.R. Johnson.	Salsicce di carne di porco . n° 6 baratt. da 34oz. ciascuno.	0	05782	103	==		595	55
 L'imposta sull'entrata e l'addizionale di guerra verranno assolte quando saranno fornite dal Comando Provinciale della R. Guardia di Finanza le norme da seguire. 366										
Condizioni Generali: Alla scadenza le fatture debbono essere regolate in contanti o con accettazione; mancando tale regolamento il Consorzio ha facoltà di emettere tratta e copertura gravandola delle spese relative. - Dalla scadenza della fattura decorrono gli interessi di mora d'uso se la fattura non viene pagata. - Eventuali contestazioni al presente conto debbono essere fatte immediatamente e direttamente alla Sede Centrale in Jesi.			CONSORZIO AGR. COOPERATIVO PROVINCIALE DI ANCONA Ufficio Vendite		CONTROLLO 		Bollo L. 595 55 TOTALE L. 595 55 S. E. od O.			

3 NOV. 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

19)

1 November 1945

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.
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;

92001

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.

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)

DISTRIBUTION:

11/11

3660

G. M. PARKIN
Colonel, Infantry
DAFET Vice President

TO	INIT.	DATE
DIRECTOR	<i>[Signature]</i>	6/11
DEPUTY DIRECTOR	<i>[Signature]</i>	6/11
EXEC. OFFICER	<i>[Signature]</i>	6/11
POWICE	<i>[Signature]</i>	6/11
LIC. & REG.	<i>[Signature]</i>	6/11
PRISONS	<i>[Signature]</i>	6/11
ADM. OFFICER	<i>[Signature]</i>	6/11
SECURITY	<i>[Signature]</i>	6/11
CHIEF CLERK	<i>[Signature]</i>	6/11

27 OCT. 1945

2 NOV. 1945

R E S T R I C T E DHEADQUARTERS 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.

OFFICIAL:

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

DISTRIBUTION:

"A"

Groups I and II

Circulate

TO	INIT	DATE
DIRECTOR	<i>[initials]</i>	29/10
DEPUTY DIRECTOR	<i>[initials]</i>	30/10
EXTC. OFFICER	<i>[initials]</i>	27-10
POLICE	<i>[initials]</i>	29/10
LIC. & REG.	<i>[initials]</i>	31/10
PRISONS	<i>[initials]</i>	1/11
ADM. OFFICE		
SECURITY		
CHIEF		

R E S T R I C T E D

3638

- 3 SET. 1945

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER

15)

28 August 1945.

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:

"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.

1295

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

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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:

"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 Venezia Giulia, under reference Number 4251, dated 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

J. L. JONES,

Colonel,

Executive Officer (B)

DISTRIBUTION:

Group I Dist "D"

Group II Dist "A"

3658

TO	INIT	DATE
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
POLICE		
L.C. & M.G.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

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

RECEIVED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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:

OFFICIAL :

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

DISTRIBUTION:
"A"

TO	1st 6/10
FROM	8/9
DATE	6-10
BY	
REMARKS	
INITIALS	
SIGNATURE	
DATE	

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

3657

R E S T R I C T E DHEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION20 SET. 1945
Annex 204

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/AMG 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 H₁ 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:

"A"

TO	INITIALS	DATE
DIRECTOR	W.B.	21/9
DEPUTY DIRECTOR		
EXEC. OFFICER	W.B.	20-9
POLICE		
LIC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF		

R E S T R I C T E D

3656

10 SET. 1945

R E S T R I C T E DHEADQUARTERS 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).DISTRIBUTION:

"A"

TO		
DIRECTOR	<i>[initials]</i>	<i>[initials]</i>
DEPUTY DIRECTOR	<i>[initials]</i>	<i>[initials]</i>
EXEC. OFFICER	<i>[initials]</i>	<i>10-9</i>
POWERS	<i>[initials]</i>	<i>11-2</i>
L.C. 1		
L.C. 2		
L.C. 3		
L.C. 4		
L.C. 5		
L.C. 6		
L.C. 7		
L.C. 8		
CHIEF CLERK		

3650

R E S T R I C T E D

3 SET. 1945

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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:

"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 Venezia Giulia, under reference Number 4251, dated 25 August 1945.

28 August 1945.

1300

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

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

785016

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:

"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 Venezia Giulia, under reference Number 4251, dated 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

DISTRIBUTION:

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

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

DIRECTOR	
DEPUTY DIRECTOR	
EXECUTIVE OFFICER	
PLANS	
LOGISTICS	
TRAINING	
RESEARCH	
ADMINISTRATION	
COMMUNICATIONS	
INTELLIGENCE	
LEGAL COUNSEL	
CHIEF OF STAFF	

RESTRICTED

29 AGO. 1945

RESTRICTED

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 AG", dated 11 July 1945.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

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:

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

OFFICIAL:

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

1. NAME	2. GRADE	3. SIGNATURE	4. DATE
1. NAME	2. GRADE	3. SIGNATURE	4. DATE
1. NAME	2. GRADE	3. SIGNATURE	4. DATE
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1. NAME	2. GRADE	3. SIGNATURE	4. DATE
1. NAME	2. GRADE	3. SIGNATURE	4. DATE
1. NAME	2. GRADE	3. SIGNATURE	4. DATE

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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:

"A"

TO	DATE	INITIALS
DIRECTOR	July 11/45	W.S.
DEPUTY DIRECTOR	July 11/45	W.S.
EXECUTIVE OFFICER	July 11/45	W.S.
ADJUTANT GENERAL	July 11/45	W.S.
CHIEF CLERK	July 11/45	W.S.

RESTRICTED

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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.

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

Establishment Memorandum Number 33, which lays down the powers of Regional Commissioners. Provincial 6655 v

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.

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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RESTRICTED

Estab Memo #11, this Ho, 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).

TO	
DIRECTOR	<i>JLJ</i> 3/6
DEPUTY DIRECTOR	<i>JLJ</i> 3/6
EXEC. OFFICER	<i>JLJ</i> 3/6
POLICE	<i>JLJ</i> 4/2
LIC. & REG.	<i>JLJ</i> 4/2
PRISON	<i>JLJ</i> 4-6
ADM. OFFICER	<i>JLJ</i> 4-6
SECURITY	<i>JLJ</i> 4-6
CHIEF CLERK	<i>JLJ</i> 4-6

DISTRIBUTION:
"A"

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

OFFICIAL:

J. L. Jones

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

TO		
DIRECTOR	<i>WLC</i>	<i>3/6</i>
DEPUTY DIRECTOR	<i>WLC</i>	<i>3/6</i>
CHIEF OF STAFF	<i>WLC</i>	<i>3/6</i>
ADJUTANT	<i>WLC</i>	<i>4-6</i>
SEC. & REG.	<i>WLC</i>	<i>4-6</i>
PRISON	<i>WLC</i>	<i>4-6</i>
ADM. OFFICER	<i>WLC</i>	<i>4-6</i>
SECURITY	<i>WLC</i>	<i>4-6</i>
CHIEF CLERK	<i>WLC</i>	<i>4-6</i>

*Copies in
Cdr's files*

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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~~ ^{Director, Transportation Section, 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 Commanding Officer of the Truck Operating Group and Maintenance Group.

BY COMMAND OF REAR ADMIRAL STONE:

26/4/45

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~~ ^{Director, Transportation Section, 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 ²⁶⁴³ Commanding Officer of the Truck Operating Group and Maintenance Group.

BY COMMAND OF REAR ADMIRAL STONE:

TO	100%
DIRECTOR	100%
EXECUTIVE OFFICER	100%
POLICE	100%
LIC. & REG.	100%
PRISONS	100%
ADM. OFFICER	100%
SECURITY	100%
CHIEF CLERK	100%

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

OFFICIAL:

J. L. Jones

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

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Public Safety

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION14066/1
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22 May 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

CHANGE NUMBER 1

7)

30A

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,
Colonel,
Executive Officer (E)

DISTRIBUTION:

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Jul 24/5
D.L. 20/5
P.H. 24/5

3648

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

22 May 1945

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 (E)

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HEADQUARTERS ALLIED COMMISSION

AFC 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	- Lenate Airdrome for Lombardia Region
TURIN	- for Piemonte Region) Not in operation at present.
GENOVA	- for Liguria Region) 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, 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.

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

Schedule 'A':

3640

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

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, 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.

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	--

-1-

RESTRICTED

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

DISTRIBUTION:

"A"

TO	
DIRECTOR	<i>File</i> 17/3
DEPUTY DIRECTOR	<i>File</i> 17/3
EXEC. OFFICER	<i>File</i> 17/3
POLICE	<i>File</i> 17/3
LIC. & P.F.S.	<i>File</i> 17/3
PRISONS	<i>File</i> 17/3
ADD. OFFICER	<i>File</i> 17/3

PREVISO 1150 hrs 1430 hrs
 MILAN (Inmate) 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.

DISTRIBUTION:

"A"

TO		
DIRECTOR	<i>[Signature]</i>	17/5
DEPUTY DIRECTOR	<i>[Signature]</i>	19/5
EXEC. OFFICER	<i>[Signature]</i>	
POLICE	<i>[Signature]</i>	
LIC. & RES.	<i>[Signature]</i>	
PRISONS	<i>[Signature]</i>	
ADM. SERVICES	<i>[Signature]</i>	
SECURITY	<i>[Signature]</i>	
CHIEF CLERK	<i>[Signature]</i>	

785016

31A

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

4 May 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

(g)

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. H. PARKIN
Colonel, Infantry,
Acting Vice President.

OFFICIAL:

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

DISTRIBUTION:
"A"

	DIRECTOR	14-10
	DEPUTY DIRECTOR	14-15
	EXEC. DIR.	14-16
	POWELL	15-1
	SEC. WARD	
	PURVIS	Ring 14-4
	SAL. OFFICER	
	SECURITY	
	CIPHER C.	

364a

R E S T R I C T E D

*Psychic Safety**14066/1**30A*

R E S T R I C T E D

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, AL-
LIED 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:

"A"

DIR. IN	<i>Jul 14/5</i>
DEPT. IN	<i>14/5</i>
EXEC. OFFICER	<i>14/5</i>
PLANS	<i>15/5</i>
LOG. & SUP.	<i>14/5</i>
PERSONS	<i>14/5</i>
TRAINING	
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CH.	

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R E S T R I C T E D

Public Safety
RESTRICTED

29A

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:

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

OFFICIAL:

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

DISTRIBUTION:

TO		
DIRECTOR	<i>[initials]</i>	4/4
DEPUTY DIRECTOR	<i>[initials]</i>	4/4
EXEC. OFFICER	<i>[initials]</i>	4/4
POLICE	<i>[initials]</i>	4/4
LIC. & REG.	<i>[initials]</i>	4/4
PRISONS	<i>[initials]</i>	5/4
AD.	<i>[initials]</i>	5/4
SEC.	<i>[initials]</i>	5/4
CHIEF	<i>[initials]</i>	5/4

RESTRICTED

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RECEIVEDHEADQUARTERS
ALLIED COMMISSION

APO 394

(Establishment Section)

ESTABLISHMENT MEMORANDUM

NUMBER

5)

Public Property

28A

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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 AIG 5th and 8th Armies.

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

- 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.
- Regional Requisitioning Officer will receipt for all requisitioned property on a shipping ticket from G-4 (A), Headquarters AC, and is therefore responsible to G-4 (A).
- G-4 (A) is accountable for all U. S. Government property in the Allied Commission.
- 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.
- 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

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 AC, and is therefore responsible to G-4 (A).
- c. G-4 (A) is accountable for all U. S. Government property in the Allied Commission.

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

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

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 AMG 5th and AMG 8th Armies will be responsible for seeing that the provisions of this directive are passed on to all concerned. Officers have in the past seized goods or property and issued owners temporary receipts on any form or scrap of paper. A temporary receipt form has been prescribed and will be used. The

RESTRICTED

RECEIVED

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

practice of issuing irregular and unauthorized temporary receipts will cease.

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

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

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

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

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

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

III. PURCHASED PROPERTY

1. Responsibility.

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

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

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

1 3 2 3

1. Items will be returned indicating which items are authorized and all such property will be recorded in a Regional Requisitioned Property Book, kept in accordance with W. D. Circular 170 governing the maintenance of a Company Property Book for all W. D. property. For those items not authorized, G-4 (A) will issue instructions for disposition.

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

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

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

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

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

III. PURCHASED PROPERTY

1. Responsibility.

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

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

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

d. The Director, D.P.W. 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.

R E S T R I C T E D

RESTRICTED

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.

OFFICIAL:

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

BY COMMAND OF REAR ADMIRAL JONES:

C. M. PARKIN
Colonel, Infantry
Acting Deputy Exec. Comm.
3641

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 REAR ADMIRAL [Signature]

OFFICIAL:

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

C. M. PARKIE
Colonel, Infantry
Acting Deputy Exec. Comm. 3641

DISTRIBUTION

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

RESTRICTED

20 March 1945.

ESTABLISHMENT MEMORANDUM

NUMBER

3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.
8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles. One

3640

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.

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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.

-1-
RESTRICTED

RECEIVED

Estab Memo #3, this Ho, 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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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.

RECEIVED BY THE ARCHIVES

OFFICIAL:

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

NORMAN B. FISKE

Colonel

Deputy Executive Commissioner

DISTRIBUTION:

"a"

- 2 -

RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394

20 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.
8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or 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

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.
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-1-
RESTRICTED

RECEIVED

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:

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

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

BY COMMAND OF THE UNITED STATES

NORMAN E. FISKE

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BY COMMAND OF HER MAJESTY THE QUEEN

OFFICIAL:

NORMAN E. FISKE
Colonel
Deputy Executive Commissioner

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

DISTRIBUTION:

"A"

- 2 -
RESTRICTED

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 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 Personnel) now under process of organization.

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

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

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

TO: Hq AAI	FROM: Hq AAI
SUBJECT: ESTABLISHMENT OF MOTOR TRANSPORT GROUP	DATE: 3 March 1945
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)".	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".
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ESTABLISHMENT OF MOTOR TRANSPORT GROUP
ALLIED COMMISSION (ITALIAN ARMY PERSONNEL)

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

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

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

- 1 -
REGISTERED

RECEIVEDEstablishment Memo #2, this Hq. 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. GARVES (O-15340), Inf, USA, is hereby assigned as Commanding Officer of the Motor Transport Group, Allied Commission (Italian Army Personnel).

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

a. Units based in an Army Zone.

- (1) Truck units of the Motor Transport Group, Allied Commission (Italian Army Personnel) when based in an Army Zone will be

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

-2-
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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3637

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HEADQUARTERS ALLIED COMMISSION
APO 394

24 February 1945.

EXECUTIVE ORDERS)

NUMBER 18)

Appointment of Chief Staff Officer to the Executive Commissioner . I
 Revocation of Section II, Executive Orders Number 17 II

I - APPOINTMENT OF CHIEF STAFF OFFICER TO THE EXECUTIVE COMMISSIONER

Announcement is made of the appointment of Major E. A. C. TALBOT, 136947, Grenadier Guards, (B), as Chief Staff Officer to the Executive Commissioner, vice Colonel G. W. I. SHIPP, NYA, KARRC, (B), relieved.

II - REVOCATION OF SECTION II, EXECUTIVE ORDERS NUMBER 17

Section II, Executive Orders Number 17, this headquarters, dated 20 February 1945, pertaining to the appointment of Lt Col EUGENE R. McPHEE, 0220462, Ord, (A), as Executive Officer of Liguria Region, is hereby revoked.

BY COMMAND OF REAR ADMIRAL STONE:

M. S. LUSH,
 Brigadier,
 Executive Commissioner.

OFFICIAL:

N. W. DRAGNEFF,
 Lt Col, AGD,
 Adjutant.

DISTRIBUTION:

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 Including Gp III
 Less Serial 84.

TO		
DIRECTOR	1/3	2/3
DEPUTY DIRECTOR	1/3	2/3
EXEC. OFFICER	1/3	2/3
POLICE	1/3	2/3
EC. & REG.	1/3	2/3
PRISONS	1/3	2/3
ADM. OFFICER	1/3	2/3
SECURITY	1/3	2/3
CHIEF CLERK	1/3	2/3

3630

RESTRICTED

Public Safety

R E S T R I C T E D

24A

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)

DISTRIBUTION:

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

3635

R E S T R I C T E D

Public Safety
RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

23A
14066/1
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:

Proforma of Certificate
of Unserviceability.

DISTRIBUTION:

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

TO	
COL. CHAPMAN	<i>13/1</i>
COL. YOUNG	<i>13/1</i>
LT. COL. WILCOX	<i>14/1</i>
MAJ. LUCKMAN	<i>13/1</i>
MAJ. WILSON	<i>13/1</i>
MAJ. HANBU	<i>13/1</i>
MAJ. BALLANCE	<i>13/1</i>
CAPT. POWELL	<i>14/1</i>
WIFE	<i>14/1</i>

3630

RESTRICTED

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 _____	

(Name)

(Rank)

(ASN)

(Region)

3634

R E S T R I C T E D

ESTABLISHMENT	NUMBER
COL. CHAPMAN	
CO. VANCE	
LT. COL. WILSON	
MAJ. LUCKMAN	
MAJ. WILSON	
MAJ. HANBURY	
MAJ. BALLANCE	
CAPT. POWELL	
CHIEF CLERK	

ESTABLISHMENT
HEADQUARTERS ALLIED
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT	NUMBER
COL. CHAPMAN	
CO. VANCE	
LT. COL. WILSON	
MAJ. LUCKMAN	
MAJ. WILSON	
MAJ. HANBURY	
MAJ. BALLANCE	
CAPT. POWELL	
CHIEF CLERK	

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

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

b. To carry out this responsibility:

- (1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed. *Amended Sec 29a.*
- (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
- (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
- (4) Subject to the provisions of Annex A & B Attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission. **3631**
- (5) The Transportation Sub-Commission will be responsible for approval.

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

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

b. To carry out this responsibility:

- (1) All motor maintenance and operating personnel will be allocated by the Transportation Sub-Commission, to this Headquarters and to the Regions as needed. *Amended Sec 29a.*
 - (2) Personnel allocated to this Headquarters, will be assigned to the Headquarters Transportation Section. The Headquarters Transportation Officer will be in command of the Headquarters Transportation Section. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transfer of personnel from one garage to another will be accomplished by the Establishment Section, upon recommendation of the Headquarters Transportation Officer.
 - (3) Personnel allocated to Regions, will be assigned to Regional Transportation Sections. This personnel will be under the command of the Regional Transportation Officer, who is responsible to the Regional Commissioner. He will receive technical instructions direct from the Transportation Sub-Commission. Operational matters, including transferring personnel from one locality to another in the Region, will be accomplished by orders of the Regional Commissioner upon recommendation of the Regional Transportation Officer.
 - (4) Subject to the provisions of Annex A & B attached, all tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission. *3631*
 - (5) The Transportation Sub-Commission will be responsible for approving garage allocation. *22b 22c*
3. Responsibility of G-4s (See Annex A and B attached).
4. Responsibility of other elements:
- a. Headquarters Maintenance Officers will be directly responsible to the Headquarters Transportation Officer for the maintenance of all Headquarters vehicles. Their duties include the supervising and training of personnel in maintenance and driving. It is essential that all incidents, involving accountability of property be co-ordinated with G-4 (both American and British). (See Annex A and B) *22c*
 - b. Regional Maintenance Officer will be directly responsible to the Regional Transportation Officer for the maintenance of all vehicles within their respective Regions; the supervising and training of personnel in maintenance.

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

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

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

5. Accountability: (See Annex D-4 A and B).

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

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

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

By command of Rear Admiral STONE:

NORMAN E. FISKE

Colonel

Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

C. M. PARKIN

Colonel, Infantry

Executive Officer (US).

DISTRIBUTION:

"A"

5. Accountability: (see annex G-4 A and B).
6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.
7. THE MOVEMENTS DIVISION, (TRANSPORTATION SUB-COMMISSION), will control the movement and selection of cargo, of load-bearing vehicles.

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

By command of Rear Admiral STONE:

OFFICIAL:

C. M. Parkin

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

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

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ANNEX "A" to Etab Memo
No. 34, this Hq, dtd
19 Dec 44.

RESPONSIBILITIES OF G-4 (A)1. VEHICLE RECORDS.

a. G-4 (A) is accountable for all vehicles (which include requisitioned civilian vehicles), and Motor Maintenance equipment used by Allied Commission and 2675th Regiment and all motor maintenance parts for US Army military vehicles.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.

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

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

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

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

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

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

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

2. REPORTS.

a. Monthly Material Status Reports will be submitted by the Unit American Transportation Officer on forms furnished by G-4 (A), indicating status of equipment as of 1200 hours on the 1st of each month.

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all US Army vehicles, motor maintenance equipment and accessories now in the possession of the Transportation Sub-Commission.

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

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

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

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

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

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

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

2. REPORTS.

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

3. SUPPLIES.

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

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

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

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ANNEX "B" to
Etab Memo No. 34, this
Hq. dtd 19 Dec 44.

RESPONSIBILITIES OF G-4 (B)

1. G-4 (British) will be responsible for records and major items of supply.
2. RECORDS.
 - a. G-4 (British) will keep all records and prepare vehicles census of all W.D. vehicles in use in the Sub-Commission.
 - b. Vehicle Casualties. These will be rendered by G-4 (B) for all W.D. vehicles of the Commission.
 - c. Vehicle locations.
 - (1) Distribution of all vehicles to Regions, AMG armies will be recorded by G-4. For this purpose whenever W.D. vehicles (other than W.E. vehicles) are moved from one part of the Commission to another, a copy of the movement order will be sent to G-4 (B). W.E. and W.D. vehicles used on direction of Public Safety Sub-Commission (Fire Service) will not be moved except on the instruction of G-4 Branch.
 - (2) Whenever any W.D. vehicles, whether on W.E. or not, are transferred from one part of the Commission to another, transferor and transferee will sign and exchange A.Fs. G.1033 and transferor will forward a third copy signed by both to G-4 (British).

3. SUPPLY.

a. Vehicles.

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

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

b. Equipment.

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

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

(2) If any garage equipment is required, surplus to LAD scale to en-

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

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

c. Vehicle locations.

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

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

3. SUPPLY.

a. Vehicles.

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

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

b. Equipment.

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

(1) To indent for all G.1042 M.T. Equipment and L.A.D. Equipment authorized under Special List 94/1 and to issue same when received in accordance with the request of or approval by Transportation Sub-Commission.

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

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

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

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

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

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

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

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

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

5. Administrative Instructions No. 3 of 16 April 1944 are cancelled and responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be rendered:

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

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

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

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

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

6. Returns to be rendered:

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

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

Responsible Officer	Vehicles for which Responsible
Headquarters Commandant	1. All British D vehicles and Requisitioned vehicles in HQ Motor Pools or assigned to any official, Sub-Commission, etc., other than Sub-Commissions, etc., of which the Director is "Responsible Officer" as set out in this instruction.
	2. Vehicles of Liaison Officers in Rome.

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RESTRICTED

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

Responsible Officer	Vehicles for Which Responsible
SCAO's 5th & 8th Armies	All WE, civilian supply and other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.
Regional Commissioners	1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch. 5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission.
Displaced Persons and Repatriation Sub-Commission	All own vehicles except those working in army areas.

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HEADQUARTERS ALLIED COMMISSION
AFC 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER : 33

15 December, 1944

AMG/AC EXPENDITURE

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

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

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

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

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

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1. Establishment Memorandum No. 5, dated 2 August, 1944, dealt specifically with the authority and responsibility of AMG/AC Officers, in the making of Local Purchases and Contracts, for the provision of furniture and equipment, and labour and materials for re-conditioning offices, messes and billets; it also imposed certain limits on the authorization of expenditures for those purposes.
2. The object of the present Establishment Memorandum is to extend similar provisions to the other classes of Expenditure which are more commonly encountered at Headquarters, and in the Regions and Provinces. These classes of Expenditure are the "Housekeeping" Expenses of the Commission, and are principally made up as follows:
 - (a) Maintenance and repairs to Motor Transport.
 - (b) Printing and Stationery.
 - (c) Maintenance (as opposed to reconditioning and furnishing) of Billets, Offices and Office Equipment.
 - (d) Other expenses of the Commission (excluding items mentioned in para 6 below).
3. The following procedure will be adopted forthwith in the expenditure of AMG/AC funds, for the purposes specified above:--
 - (a) Authority to incur expenditure for any one item or related group of items up to Lire 10,000 is hereby delegated
 - (i) Headquarters, Allied Commission to the HQ Purchasing and Contracting Officer.
 - (ii) Regional Headquarters, to the Sub-Accountant designated by the Regional Commissioner as Headquarters Disbursement Officer.
 - (iii) Provinces, to the Provincial Commissioner, unless in any Region, the Regional Commissioner shall desire to lower this limit.
 - (b) Expenditure of any one item or related group of items amounting to between Lire 10,000 and Lire 200,000 will be authorized in writing, for Regions by the Regional Commissioner, and at Headquarters, Allied Commission by the Headquarters Commandant.
 - (c) Expenditure on any one item or related group of items amounting to over Lire 200,000 whether in the Region or at Headquarters, Allied Commission, will be approved in writing by the Chief of Staff.
4. Where special authorization of any expenditure is required, by reason of the provisions of paras 3 and 4 above, the necessary approval in writing will be obtained by the Officer concerned before the Expenditure is incurred; that is to say, that in these cases, no Officer will commit the funds of the Allied Commission, without the prior consent of the Officers mentioned above. Furthermore, the written authority, signed by the Officer designated in paras 3 and 4 above must be given on, or attached to, the relative Payment Voucher (P/E), and it will be the duty of the Finance Sub-Commission to report to the Chief of Staff any unauthorized payments in excess of the specified limits. The practice of splitting up bills for the same item of Expenditure, in order to avoid the above

provisions, will in no circumstances be adopted.

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

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

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

By command of Rear Admiral STORE:

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

OFFICIAL:

C. M. Parkin

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

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APPENDIX "A"

Heads and Sub-Heads

DISBURSEMENTS IN RESPECT OF AG/AC EXPENDITURE:

STORAGE AND HANDLING OF CONFISCATED OR CAPTURED SUPPLIES:

Salvage Expenses
Other Expenses

MOTOR TRANSPORT (All Divisions):

Hire of Vehicles
Maintenance of Vehicles

OTHER ADMINISTRATIVE EXPENSES (All Divisions):

Printing & Stationery
Maintenance of Offices & Billots
Maintenance of Office Equipment
Messing & Out-of-Pocket Expenses (including Emoluments of Civilian Personnel)
Transport & Travelling (Civilian Personnel)
Witness Fees & Expenses

SPECIAL EXPENDITURE:

Purchase of Office Furniture & Equipment
Purchase of Furniture & Equipment for Billots & Messes
Reconditioning of Offices, Billots & Messes
Purchase of Cash Boxes & Safes

TO	DATE
COL. CH. P. MAN	12/12
DR. YOUNG	12/12
LT. D. W. COX	12/12
MAJ. J. P. MAN	12/12
MAJ. WILSON	12/12
MAJ. HANBURY	12/12
MAJ. BALLANCE	12/12
CAPT. POWER	12/12
CHIEF CLERK	12/12

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17/12

Public Safety

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HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

cc.

8 December 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

32)

HEADQUARTERS STORAGE POOLS FOR VEHICLES

1. Two storage pools for vehicles (American and British) are established in the Super Garage. Vehicles issued or transferred to this Headquarters, pending re-issue to Regions, or Headquarters Transportation Operating Pool, etc., will be stored in these pools.

2. Transfer of vehicles to and from these pools will be done by G-4 (A) and (B) respectively, subject to approval of the "Deputy Chief of Staff" Establishment Section.

3. The Headquarters Transportation Officer is responsible for the maintenance and repair of all vehicles in these pools.

4. Each pool will have an entire floor of the Super Garage assigned. For security of the vehicles, gates with locks will be erected on each floor. These floors will be out of bounds to all personnel except the G-4 personnel involved. When vehicles are moved for repairs to another section of the Super Garage, it will be done under supervision of a G-4 agent.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. Parkin

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

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Including Gp III
Less Serial 85

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*Original on 1404571/AS.**1404571/AS**194*

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HEADQUARTERS ALLIED COMMISSION
APO 394

2 November 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

29)

1. Effective 1 November 1944, the travel allowance for Italian civilian employees of the Allied Commission will be fixed at the rate of 150 Lire per day.
2. For such portions of a day as exceed 8 hours, the travel allowance is 100 Lire.
3. The maximum period for which the travel allowance may be claimed without special permission is 14 days.
4. When the period of absence from home or duty station involves a longer period than 14 days, special permission will be granted by the chief of section employing the civilian. Such special permission constitutes authorization of the travel allowance in excess of the aforementioned 14 day period.
5. Absence from home or duty station is defined as a period exceeding 24 hours in length in which the civilian employee, by virtue of his official duties, is ordered to be temporarily away from the headquarters by which he is permanently employed, thereby involving absence from home.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

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HEADQUARTERS ALLIED COMMISSION
APO 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

28)

ORGANIZATION OF 1ST TRUCK BATTALION

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

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

DISTRIBUTION:

"A"

TO	DATE	
COL. GRANT	11/1	X
COL. YOUNG	11/1	X
COL. WILCOX	2/1	X
MAJ. MASON	11/1	X
MAJ. WILSON	11/1	X
MAJ. HANBURY		
MAJ. HARVEY		
MAJ. BALLANCE		
C. P. POVE		

3625

HEADQUARTERS
ALLIED COMMISSION
AFD 394

31 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

23)

Charge No. 1

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

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

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

TO:	INIT	DATE
COL CHAPMAN		
COL YOUNG		
LT COL W. S.		

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Finance Sub-Commission).

3624

HEADQUARTERS
ALLIED COMMISSION
APO 394

29 October 1944

ac.

ESTABLISHMENT MEMORANDUM)

NUMBER

27)

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

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

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

By command of Commodore STONE:

NORMAN E. FISKE,
Colonel
Deputy Chief of Staff.

OFFICIAL:

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

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COL. HANCOCK		

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT SECTION
APO 394

15A

17 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

25)

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

2. Executive Memorandum Number 81 is accordingly rescinded.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

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

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PRISONS	<i>[initials]</i>	20/10
LIC & P. S.	<i>[initials]</i>	20/10
AC	<i>[initials]</i>	20/10

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944.

ESTABLISHMENT MEMORANDUM)

NUMBER

25)

ORGANIZATION OF 1ST TRUCK BATTALION

1. Announcement is made of the organization of the 1st Truck Battalion, 2675th Regiment, Allied Control Commission, effective 6 October 1944.

2. This organization is hereby placed under the control of the Deputy Chief of Staff, Economic Section, Allied Control Commission, for maintenance and operation.

3. The order of activation placed the Battalion under the control of the Commanding Officer, 2675th Regiment, Allied Control Commission (Ovhd), for administration and supply.

By command of Commodore STONE:

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

OFFICIAL:

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

9 October 1944

ESTABLISHMENT MEMORANDUM)
NUMBER 5)

CHANGE NUMBER #1

LOCAL PURCHASES AND CONTRACTS

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

By command of Commodore STONE:

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

OFFICIAL:

C. M. Parkin

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Section)
APO 394

8 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

24)-----Change No. 1.

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

By command of Commodore STONE:

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

OFFICIAL:

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

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Public Safety

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Section)
APO 394

NEF/LTM/ja

11A

Same file

4 October 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

24)

REQUISITION OF MOTOR VEHICLES

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

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

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

By order of Captain STONE (USNR):

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

OFFICIAL:

C.M. PARKIN,
Colonel, Inf.,
Executive Officer

TO	INIT	DATE
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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishments Branch)
APO 394

27 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER : 22)

ESTABLISHMENT OF MAINTENANCE, ROAD DIVISION,
TRANSPORTATION SUB-COMMISSION

1. A Maintenance Section has been established under the Road Division, Transportation Sub-Commission.
2. a. The Road Division will assume complete responsibility for supervision, control, organization and inspection of all vehicle maintenance (both TE & WE) to include both domestic and civil transport vehicles of this Headquarters and the Regions. This in no way relieves Regional Commissioners and Senior Officers of the responsibility of the supervision of maintenance of vehicles assigned to them.
 - b. To carry out this responsibility:
 - (1) All maintenance and operating personnel of this Headquarters and in the Regions operating or maintaining motor transport will be assigned to the Transportation Sub-Commission.
 - (2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
 - (3) The Transportation Sub-Commission will be responsible for garage allocation.
 3. Responsibility of G-4 (See Annex "A" and "B" attached.)
 4. Responsibility of other elements:
 - a. Headquarters Maintenance Officer will be responsible for the carrying out of the duties detailed in paragraph 2 (a) above. It is essential that all incidents, involving accountability of property be coordinated with G-4 (both American and British). (See Annex "A" and "B".)
 - b. Regional Maintenance Officers (Transportation Sub-Commission Officer) will be directly responsible for the maintenance of all vehicles within their respective Region; the supervising and training of personnel in maintenance and driving, and the continuous execution of preventive maintenance. He will make frequent technical inspection of all vehicles within his Region and bring about correction of all deficiencies noted.
 - c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in U.S. AW 83 and AR 35-6640 and

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 - (2) All tools and equipment for maintaining these vehicles will be allocated by the Transportation Sub-Commission.
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 - c. Regional Commissioners will assume the usual "Commanding Officer" responsibility and supervision, as directed in U.S. AR 83 and AR 35-6640 and AR 850-15 and British W.D. Regulations.
5. Accountability (See Annex G-4 "A" and "B".)
6. All maintenance officers will establish maintenance channels for repair and evacuation within their respective scope of operations.

NORMAN E. FISKE,
Colonel,
Establishment Officer.

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Public Safety Commission	
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DATE	DATE
D. P. S.	seen 20/9/44
D. D. P. S.	seen 20/9/44
Ex Officer	seen 20/9/44
POLICE	seen 20/9/44
Prisons	seen 20/9/44
Fire & C. D.	seen 20/9/44
Regn & Licensing	seen 20/9/44
Adm Officer	seen 20/9/44
REMARKS	

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ANNEX "A" to
Etab Memo No 22. 27 Sept 44.

RESPONSIBILITIES OF G-4 (A)

1. Vehicle Records.

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

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all U.S. Army vehicles, motor maintenance, and accessories now in the possession of the Transportation Sub-Commission.

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

(1) The Property Book, which will be known as the "Unit Transportation Sub-Commission Property Book", will account for all U.S. Army vehicles and motor maintenance equipment other than 2675th Regimental T/E vehicles and equipment issued direct to Companies.

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

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

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

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

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

b. The Transportation Sub-Commission will turn over to G-4 (A) the complete records on all U.S. Army vehicles, motor maintenance, and accessories now in the possession of the Transportation Sub-Commission.

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

2. Reports.

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

3. Supplies.

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

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

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

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

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

RESPONSIBILITY OF G-4 (BRITISH)

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

2. Records.

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

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

c. Vehicle locations:

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

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

3. Supply.

a. Vehicles:

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

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

b. Equipment:

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

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

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

b. Equipment:

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

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

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

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

6. Returns to be Rendered

Type of Return	Rendered by	Rendered to	Date
Return of all vehicles in possession of or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regions, AMG Armies, Sections, Sub-Commissions of Branches.	G-4 (B)	.
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately.)	Responsible officers named in Paragraph 7.	G-4 (B)	21st each month
Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire, accident, wear and tear.) No particular form is necessary but vehicle must be clearly identified. If BIR, cause must be stated and BIR certificate forwarded as early as possible.	Responsible officers named in Paragraph 7.	G-4 (B)	Within 24 hours

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

responsibility for vehicles will be as set out in paragraph 7.

6. Returns to be Rendered

Type of Return	Rendered by	Rendered to	Date
Return of all vehicles in possession of or under orders that have been issued from any British source other than G-4 or Transportation Sub-Commission and present locations.	All Regions, AMG Armies, Sections, Sub-Commissions of Branches.	G-4 (B)	.
Vehicle Census Return (WE, Civilian Supply & Miscellaneous vehicles will all be shown but separately.)	Responsible officers named in Paragraph 7.	G-4 (B)	21st each month
Vehicle Casualties. Any vehicle lost, stolen, or otherwise struck off strength (e.g. Fire, accident, wear and tear.) No particular form is necessary but vehicle must be clearly identified. If BLR, cause must be stated and BLR certificate forwarded as early as possible.	Responsible officers named in Paragraph 7.	G-4 (B)	Within 24 hours

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

Responsible Officer	Vehicles for Which Responsible
Headquarters Commandant	1. All British WE vehicles and Requisitioned vehicles in Hq Motor Pools or assigned to any official, sub-commission, etc., other than sub-commissions, etc., of which the Director is "Responsible Officer" as set out in this Instruction. 2. Vehicles of Liaison Officers in Rome.

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

Responsible Officer	Vehicles for Which Responsible
Director, Transportation	1. All WE and Requisitioned Vehicles assigned to Transportation Sub-Commission.
Sub-Commission	2. All other vehicles (civilian supply, fire, etc.) assigned to Sub-Commission, Branches, etc., at Hq AOC.
SCAO's 5th & 8th Armies	All WE, civilian supply & other vehicles working with respective armies, including vehicles of Displaced Persons and Repatriation Sub-Commission.
Regional Commissioners	1. All WE vehicles on charge to Region or Province. 2. All requisitioned cars requisitioned by or transferred to Region. 3. All civilian supply vehicles allotted to Region. 4. Any other W.D. vehicles working within the Region on civilian work of which notice is given to Regional Commissioner by G-4 Branch. 5. For maintenance only, any vehicle of Displaced Persons and Repatriation Sub-Commission working within the Region which notice is given to Regional Commissioner by the Sub-Commission
Displaced Persons and Repatriation Sub-Commission	All own vehicles except those working in Army areas.

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HEADQUARTERS

ALLIED CONTROL COMMISSION
(Establishment Branch)

APO 394

28 September 1944

ESTABLISHMENT MEMORANDUM

NUMBER

23)

REQUISITIONED HOTELSGENERAL PRINCIPLES:

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

2. As set out in E.A.I. Letter 72/2/Q2 of 1 March 1944, in subsequent instructions from AAI and ACC Letter 13048/F of 22 August 1944 to R.F.Os., an agreement has been reached between the Allied Armies and the Italian Government whereby the latter, through the Comando Genio Militare, will assume responsibility for payment of all running expenses of certain hotels requisitioned and occupied as billets and messes by the Allied Armies. Included in the hotels covered by this agreement are all hotels so occupied by ACC/AMG. Hotels requisitioned and used as offices are not covered by this agreement; no fully furnished and equipped hotels should be used as accommodation for EM/ORs. *out into the wild world again!*

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

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

361

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4. All regional officers whose duty it is to obtain the requisitioning of hotels should contact the nearest Claims and Hires Officer, British Forces, whose duty it is to see that the arrangements made with Comando Genio Militare are implemented. **3610**
5. As indicated in the following detailed instructions, there will be a military officer in charge of each hotel, who will have certain specific duties and responsibilities to undertake. Regional Commissioners and the ACC Headquarters Commandant will, if they have not already done so, arrange to have appointed an "Allied Officer in Charge" of each hotel occupied by ACC/AMG for purposes of billeting and messing.
6. The above are the general principles involved. Detailed procedure is dealt with below.

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Etab Memo No. 23 this Ho. dtd 26 Sept 44 (Cont'd)

DETAILED INSTRUCTIONS:

7. The actual requisitioning of hotels for ACC/AMG officers' billets and messes will be handled through the appropriate military authorities (Base Section, Town Major, etc.), who have been fully informed of the arrangements referred to in this memorandum.

8. It is essential when a hotel is requisitioned for ACC/AMG officers' billets and messes that a complete physical inventory of the furniture and equipment be taken by an ACC/AMG officer immediately the premises are occupied. This inventory must include reserve stocks of linen, china, cutlery, furniture, etc., but will not include such items as wines and spirits belonging to the hotel. This inventory, properly authenticated by ACC/AMG and countersigned by the hotel management, must be forwarded promptly to the military authority requisitioning the hotel; a copy of the inventory will be retained at the Regional ACC/AMG Headquarters as a record of the articles requisitioned.

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

10. As indicated above, it has been arranged that, pending final determination of the compensation payable by the Italian Government to requisitioned hotels, the Comando Genio Militare will advance funds to the hotel managements to assure the continuity of service.

11. These advances will be made to the hotel management by the Comando Genio Militare on the basis of monthly statements (which must be approved by the Allied officer in charge of the hotel) of payments made by the management for the following items:

- (a) Wages and salaries of the civilian staff, at the authorized rates.
- (b) Replacements of crockery, cutlery, linen, glassware, etc.
- (c) Minor repairs necessary to maintain service
- (d) Purchase of cleaning materials, etc.
- (e) Laundry charges, if additional to (a) and (d) above, but excluding the personal laundry of occupants
- (f) Essential insurance, including compulsory social insurance contributions and benefit (e.g. family allowance) payments
- (g) Heating expenses (including fuel for cooking)

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

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- (g) Heating expenses (including fuel for cooking)

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

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

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

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

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

4461

Signature and Rank

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

(c) It is to be noted that if wages and salaries are paid out of AGC/AMC funds because the hotel management is unable to meet these expenses, \$605,000 will be made for social insurance contributions and \$605,000

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

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.....1944

.....Signature and Bank"

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

(c) It is to be noted that if wages and salaries are paid out of ACC/AMG funds because the hotel management is unable to meet these expenses, no deductions will be made for social insurance contributions and no benefits (e.g. family allowance) payments will be made. However, if the employees are paid by the hotel management, social insurance contributions and benefit payments will be dealt with in accordance with Italian law as modified by Proclamations, etc.

RESTRICTED

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

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

11/17/44
NORMAN E. FISKE,
Colonel, Cavalry.

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DISTRIBUTION:

"A"

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

NORMAN E. FISKE,

Colonel, Cavalry,

For the Executive Commissioner

D. D. P. S.

Ex Officer

PO. 1E

Prisons

File & C.D.

Reg. & Training

CCM Officer

REMARKS

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

2 August 1944.

ESTABLISHMENT MEMORANDUM:

NUMBER 5:

LOCAL PURCHASES AND CONTRACTS *no copies held*

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

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

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

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

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

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4. Regulations governing the above policies: 3608

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

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

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

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

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

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

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

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

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

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

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

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

f. The written authority signed by the officer authorized under paragraph d above must be given on or attached to the relative payment voucher and it shall be the duty of the Officer Accountant to report to the Executive Commissioner

the written authority of the Purchasing and Contracting Officer of ACC Headquarters, or in the Regions by the written authority of the Purchasing and Contracting Officer of the particular Region. In Regions where no Regional Purchasing and Contracting Officer has been appointed, immediate steps will be taken to appoint one.

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

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

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"A"

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO # 394
(Establishment Branch)

22 July 1944

ESTABLISHMENT MEMORANDUM

NUMBER

19)

USE OF GOVERNMENT TRANSPORTATION

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

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

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

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

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

"PASS ENTITLING BEARER TO
TRAVEL IN WD VEHICLES"

(Identify No.) _____

(Full Name) _____

(Unit or Affiliation) _____

is hereby authorized to travel in WD
vehicles in the course of his/her
official duties.

Place) _____

(Date) _____

Commanding _____

(Rank) _____

(Unit) _____

360

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

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Place) _____
(Date) _____

Commanding _____ (Rank)
_____ (Unit) 301

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

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

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

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RESTRICTED

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

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

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"1"

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

- 2 -

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HEADQUARTERS
ALLIED CONTROL COMMISSION
(Establishment Branch)
APO 394

14066/1
Public Safety
1 JUN 1944
5A
1 June 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

17)

RESPONSIBILITIES OF SENIOR OFFICERS

1. The senior American officer in each Region (Regional Commissioner or Executive), is responsible that U.S. property and supplies issued to the Company Commander, 2675th Regiment, of that Region, is properly safeguarded, maintained and accounted for. He is further responsible that all personnel records and reports are promptly submitted by the Company Commander as laid down in U.S. Army Regulations and War Department directives.

2. The Commanding Officer, 2675th Regiment, is authorized to correspond directly with the senior U.S. officer in the Region or Sub-Commission, on administrative matters in reference to U.S. personnel, equipment and supplies, and in turn, the senior U.S. officer may correspond directly with the Regimental Commander.

3. The senior British officer is similarly responsible for British personnel, supplies and equipment, and that the proper records are kept and returns forwarded.

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Inf.,
Estab. Officer

For the Executive Commissioner

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"A" less 68, 69, 74, 79, 80

Copy on 14004/2

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HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission

Folio 9A for action/information

X C.P.S.

D.C.P.S. *As*

Ex. Officer *Wm*

Police *Agall*

Prison's
Fire & C.D.

Regn. & Licensing *Agall*

Adm..Officer

REMARKS

.....

.....

3600

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

*Public Safety
Scopies*

4A *5434*
(Signature)

14066/1.

Copy 14031

R
24 May 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

16)

TELEPHONE SECURITY

1. It is absolutely necessary that strict security measures be observed in using the telephone, since practically all telephones are linked with civilian exchanges. The following rules will be observed when using the telephone:

- a. Secret matters should never be discussed over the telephone.
- b. Confidential matters should be discussed by reference to file numbers and dates in such a manner as to guard the content.
- c. Care must be exercised in order to avoid indentifying names of telephone exchanges with locations of headquarters or Army units, i.e., if a person wishes to telephone to an Army headquarters or unit, he should ask for the exchange concerned (Fatima, Broadway), and never mention place names.

2. It is directed that all officers and men be notified of these rules.

John J. Albright
JOHN J. ALBRIGHT.
Colonel, Inf.,
Estab. Officer.
For the Executive Commissioner

DISTRIBUTION:

"A" less 68, 69, 74, 79, 80

3604

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

ESTABLISHMENT MEMORANDUM)

NUMBER

15)

LABOR CLASSIFICATIONS "A" & "B"

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional - English Speaking).

ARMED FORCE WAGE SCALE:

L 4,000-9,600 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated
24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- (a) As a legal advisor to the Court concerning pertinent Italian law;
- (b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
 - (i) Accurately and rapidly interpreting technical legal arguments;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills the court may direct.

REQUIREMENTS:

3603

4066/1. 3A 4/60
RECEIVED ADI SEC.
15 May 1944.

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional-English Speaking).

ARMED FORCE WAGE SCALE: L 4,000-9,600 per month (Divide by 26 for daily rate)

Auth: AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- (a) As a legal advisor to the Court concerning pertinent Italian law;
- (b) As a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
 - (i) Accurately and rapidly interpreting technical legal arguments;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely related subject such as economics, sociology, anthropology, history, literature, political science, etc., or any other combination of such professional study.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed three years of full or part time work in interpreting or translating work in law or Allied professional fields. This experience requirement may be met if the applicant can produce evidence that a major portion of his academic studies involved the

Establishment Memorandum No. 15, Hq. ACC, dated 15 May 44 (cont'd)

continued and successful use of Italian and English languages, including extensive interpreting from Italian to English, or English to Italian.

SPECIAL PROVISIONS:

A. All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

B. All persons whom it is proposed to employ at L 6,000 or above shall be given such salary only after three months of demonstrated successful employment, certified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification "B":

POSITION TITLE: Specialized Court Interpreter (Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,000 - L 6,000 per month. (The top limit for this grade is imposed by A.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.I., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION: Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed one year of full or part time work in interpreting involving the use of an

B. All persons whom it is proposed to employ at L 6,000 or above shall be given such salary only after three months of demonstrated successful employment, certified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification "B":

POSITION TITLE: Specialized Court Interpreter (Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,000 - L 6,000 per month. (The top limit for this grade is imposed by I.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.I., and as published in AFHQ Adv. Adm. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

DUTY DESCRIPTION: Under the direct supervision of the Court; to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed one year of full or part time work in interpreting or translating technical subject matter involving the use of an extensive dual vocabulary.

SPECIAL PROVISIONS: All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

For the Executive Commissioner:

DISTRIBUTION:

"A" 1-55 68, 69, 74, 79, 80

- 2 -

JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APC 394
(Establishment Branch)

1 May 1944

ESTABLISHMENT MEMORANDUM

NUMBER

14)

REQUISITIONING PROCEDURE

1. a. The following will govern all requisitioning of vehicles and supplies by ACC/AMT, effective this date:

- (1) Only such civilian motor vehicles, supplies, and equipment as are essential will be requisitioned.
- (2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full. G-4 will then issue instructions for their disposal.
- (3) Headquarters ACC, Regions, and ~~Independent Sub-Commissioners~~ will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMT 5 Army will be entirely American and by AMT 8 Army, entirely British.

b. (1) Each Region, ~~Independent Sub-Commission~~, and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMT 5 Army will appoint an American officer and AMT 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4 this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.

(2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCAG of Armies.

(3) When requisitioning is accomplished by an officer who is not designated as Requisitioning Officer, a temporary receipt containing full information will be given the owner and a copy forwarded to the Requisitioning Officer, who will satisfy himself that the requisitioning officer is correct. A formal requisition will then be delivered to the owner in exchange for the temporary receipt.

2. a. All requisition forms will show the Region, ~~Independent Sub-Commission~~, and the Requisitioning Officer. The original British Form AB 361 will not

Amendment at 3R.

see 8A

26)

REQUISITIONING PROCEDURE

1. a. The following will govern all requisitioning of vehicles and supplies by ACC/NEP, effective this date:

(1) Only such civilian motor vehicles, supplies, and equipment as are essential will be requisitioned.

(2) When requisitioned items are no longer required they will be reported as surplus to G-4, Headquarters ACC, describing them in full. G-4 will then issue instructions for their disposal.

(3) Headquarters ACC, Regions, and ~~Independent Sub-Commissions~~ will requisition in the proportion of approximately 50% British and 50% American charges, i.e. approximately half of the requisitions issued will be British and half American. Requisitions by AMG 5 Army will be entirely American and by AMG 8 Army, entirely British.

b. (1) Each Region, ~~Sub-Commission~~, and Headquarters ACC will appoint one British and one American officer as Requisitioning Officer. AMG 5 Army will appoint an American officer and AMG 8 Army, a British officer. Their names will be submitted to G-4 this Headquarters, together with four specimens of their signatures. G-4 this Headquarters will be notified upon any change of Requisitioning Officer, and new signatures submitted.

(2) All requisitioning will be accomplished by Requisitioning Officers, and no other officer will be authorized to requisition except in emergencies, and then only on authority of the Regional Commissioner or SCAG of Armies.

(3) When requisitioning is accomplished by an officer who is not designated as Requisitioning Officer, a temporary receipt containing full information will be given the owner and a copy forwarded to the Requisitioning Officer, who will satisfy himself that the requisitioning is correct. A formal requisition will then be delivered to the owner in exchange for the temporary receipt.

2. a. All requisition forms will show the Region, ~~Independent Sub-Commission~~, or other unit by which issued except that original British Form AB 361 will not show rank or unit of Requisitioning Officer. All will be serially numbered beginning with number one. All pertinent information will be shown on all forms but no price or estimate of value will appear.

b. Requisition number and source, whether British or American, in requisitioning vehicles, will be entered on the "Registration Card", which was forwarded as Appendix "B", Establishment Memo No. 12 of this Headquarters, dated 21 April 1944, under "Requisition Number", in this manner: "124 A" or "124 B". The "A" or "B" indicating American or British requisition.

c. Complete and accurate records and location of all requisitioned vehicles will be maintained.

1403
Estab Memo #14, dtd 1 May 1944 (cont'd)

3. British Procedure: Requisition is made either:

- a. Through civil authorities in unoccupied Italy, in which case AFF 780 is delivered to civil authorities who are responsible for obtaining the items required, or,
- b. Directly from owner.
- c. In both (a.) and (b.), AB 361 will be prepared in triplicate and disposed of as follows:

Original - to civil authorities in case (a.) or to owner in case (b.).

Duplicate - direct to No. 8 Command Pay Office, C.M.F.

Triplicate - to G-4, Headquarters ACC.

d. Original copy will instruct recipient to present it to nearest ACC/AMG Headquarters.

e. On presentation, receiving ACC/AMG officer will give a receipt on AFF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.

f. AFF 780 and 781 can be obtained from stationery Depots. All ACC/AMG Headquarters, must maintain a small stock of AFF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.

g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix "A" hereto. Vehicles and other stores will be shown in separate sections of the book.

4. American Procedure:

a. Requisitioning Officers will prepare "Form for Use in Requisitioning Property", (attached as Appendix "B"), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

c. In both (a.) and (b.), AB 361 will be prepared in triplicate and disposed of as follows:

Original - to civil authorities in case (a.) or to owner in case (b.).

Duplicate - direct to No. 8 Command Pay Office, C.M.F.

Triplicate - to G-4, Headquarters ACC.

d. Original copy will instruct recipient to present it to nearest ACC/AMG Headquarters.

e. On presentation, receiving ACC/AMG officer will give a receipt on AFF 781 and forward original AB 361 to Regional or other Headquarters. Regional or other Commander will satisfy himself that requisition is proper and if so, forward AB 361 to No. 8 Command Pay Office, C.M.F. If a Regional or other Headquarters receives AB 361 signed by a Requisitioning Officer other than its own, it will forward same to G-4, Headquarters ACC.

f. AFF 780 and 761 can be obtained from stationary Depots. All ACC/AMG Headquarters must maintain a small stock of AFF 781, or proforma in lieu. AB 361 will only be issued by Headquarters ACC. AB 361 must be kept under lock, it is the sole responsibility of the Requisitioning Officer and will be used only by him. It will never be used as a temporary receipt.

g. A record of requisitions will be kept in the Requisitions Book which will be in the form indicated in Appendix "A" hereto. Vehicles and other stores will be shown in separate sections of the book.

4. American Procedure:

a. Requisitioning Officers will prepare "Form for Use in Requisitioning Property", (attached as Appendix "D"), in the name of the United States Army, in triplicate. These may be obtained from G-4, Headquarters ACC. After having the owner sign his name and address on all three copies, they will be disposed of as follows:

Original - to owner.

Duplicate - to G-4, Headquarters ACC.

Triplicate - retained for record.

5. a. Regional Commissioners, ~~Directors of the~~ ^{Sub-Commissioners}, SCAGs AGC Armies, and Headquarters Commandant will immediately investigate the condition of requisitioned vehicles under their jurisdiction. All unserviceable vehicles which cannot be satisfactorily repaired will be reported to G-4, Headquarters ACC, giving full particulars, as well as all surplus serviceable vehicles.

b. All vehicles retained will be properly requisitioned, if this has not already been done.

c. Report of all requisitioned vehicles due on 21 May 1944 will indicate all vehicles being retained, and will include a certificate that all others have been reported to G-4, Headquarters ACC.

For the Chief Commissioner:

DISTRIBUTION:

"A" less 66 69, 74, 79, 80

- 2 -

John J. Albright
JOHN J. ALBRIGHT
Colonel, Inf.
Establishment Officer.

APPET

Disposal

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:Date orig-:Date :1
:inal rec'd:Sent :1
:from owner:to :6
:
:      :8 C.E.O:8
:
:      :      :

```

[illegible]

Disposal

[illegible]

3p

C

Date orig-:	Date	Date	Date
inal rec'd:	Sent	Duplicate:	Triplicate
from owner:	to	sent to	sent to
:	8 G.B.O.	8 C.F.O.	G-4
:	:	:	:

[illegible]

APPENDIX "B"

FORM FOR USE IN REQUISITIONING PROPERTY

UNITED STATES ARMY
ARMATA DEGLI STATI UNITI D'AMERICA

REQ. NO. _____

DATE: _____
DATA: _____

The following items of property have
been taken by the United States Army
from _____

Le seguenti proprietà sono prese
per l'Armata degli Stati Uniti d'America

Owner or Possessor and Address

Signature

Firma

Address

Indirizzo

Description of property

(Indicate condition.)

(If motor vehicle, make, engine, chassis,
and Italian license numbers must
be shown.)

Descrizione delle proprietà prese
(Indicare la condizione.)

I certify that the property described
above is required for immediate use
in military service. Payment has not
been made for the use or possession
thereof.

Io certifico che le suddette pro-
prietà descritte sono necessarie per
ragione militare e che nessun paga-
mento è stato fatto per servizio o
possessione di ciò.

300

Name

Rank

Organization

ASN

REG. NO. _____

The following items of property have been taken by the United States Army from _____

Owner or Possessor and Address

Signature

Firma

Address

Indirizzo

Description of property
(Indicate condition.)

(If motor vehicle, make, engine, chassis, and Italian license numbers must be shown.)

Descrizione delle proprietà prese
(Indicate la condizione.)

I certify that the property described above is required for immediate use in military service. Payment has not been made for the use or possession thereof.

Io certifico che le suddette proprietà descritte sono necessarie per ragione militare e che nessun pagamento è stato fatto per servizio o possessione di ciò.

300

Name

Rank

Organization

ASN

Name of Headquarters or Office

You will be notified at a future date when to present this certificate to for consideration of your claim.

Sarete notificato prossimamente a chi dovete presentare questo certificato, affinché il vostro reclamo venga preso in considerazione.

Note: To be prepared in triplicate: original to owner, duplicate to be forwarded to Headquarters, ACC, for Attention: G-4, and triplicate to be retained for record.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Establishment Branch)

ESTABLISHMENT MEMORANDUM)

20 July 1944

NUMBER

14)---Change No. 1.

1. In Paragraph 1 (a) (3) delete words "and Independent Sub-Commissions."
2. In Paragraphs 1 (b) (1) and 2 (a) delete words "Independent Sub-Commission."
3. In Paragraph 5 (a) delete words "Directors of Independent Sub-Commissions."

For the Executive Commissioner:

John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishment Officer.

DISTRIBUTION:

"A" less 65, 69, 74, 79 80

3594

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HEADQUARTERS

ALLIED COMBAT COMMISSION

APO 394

7 March 1944

ESTABLISHMENT MEMORANDUM)

NUMBER

7)

1. In the past, the assignment (Posting) of officers and EM/ORs have become complicated by the fact that subordinate headquarters have issued orders on officers or EM/ORs who were attached (on temporary duty) from another organization. These orders placed them on duty either by assignment or by Attachment to a third unit or headquarters, in many cases without notifying the organization to which the officer or EM/OR was assigned (Posted). The result has been that Regional Headquarters and ACC Headquarters have been unable to keep an accurate record of the actual location of personnel. In order to clarify this situation and make possible the keeping of accurate records on personnel, the following procedure will be followed in making changes of Assignment (Postings) and Attachments (temporary duty) when officers are placed on some special duty.

2. a. Original and changes of Assignments (Postings) will be made only on orders of Headquarters ACC. When a Regional Commissioner or, an SCAG of an army AMG desires a transfer of an officer or EM/ORs to or from the Region, or AMG of an army, they will make request to Headquarters ACC. The actual transfer will not be made until Headquarters ACC has cleared the transfer with subordinate headquarters involved. If both headquarters are in agreement and the change of assignment is urgent, the headquarters to which the officer or EM/OR is assigned, may upon request place the officer or EM/OR on temporary duty with the headquarters to which they are to be transferred pending receipt of the ACC order.

b. When the SCAG of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC order after the Attachment has been cleared with the region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

3. a. Sub-commissions operating in the field will likewise issue no orders changing the assignment or Attachment of personnel to their operating forces or from the operating forces to another unit. The head of the section or sub-commission involved will make request for such transfer or Attachment to Headquarters ACC.

3590

to Headquarters may and

1. In the past, the assignment (Posting) of officers and EM/ORs have become complicated by the fact that subordinate headquarters have issued orders on officers or EM/ORs who were attached (on temporary duty) from another organization. These orders placed them on duty either by assignment or by Attachment to a third unit or headquarters, in many cases without notifying the organization to which the officer or EM/OR was assigned (Posted). The result has been that Regional Headquarters and ACC Headquarters have been unable to keep an accurate record of the actual location of personnel. In order to clarify this situation and make possible the keeping of accurate records on personnel, the following procedure will be followed in making changes of Assignment (Postings) and Attachments (temporary duty) when officers are placed on some special duty.

2. a. Original and changes of Assignments (Postings) will be made only on orders of Headquarters ACC. When a Regional Commissioner or, an SCAG of an army AMG desires a transfer of an officer or EM/ORs to or from the Region, or AMG of an army, they will make request to Headquarters ACC. The actual transfer will not be made until Headquarters ACC has cleared the transfer with subordinate headquarters involved. If both headquarters are in agreement and the change of assignment is urgent, the headquarters to which the officer or EM/OR is assigned, may upon request place the officer or EM/OR on temporary duty with the headquarters to which they are to be transferred pending receipt of the ACC order.

b. When the SCAG of either the 5th or 8th Army desires the attachment of personnel of a Region operating closely with AMG of that Army, they may make request to the Regional Commissioner direct and have the Attachment made by Regional order (3 copies of which will be furnished to Headquarters ACC), or they may make request direct to Headquarters ACC for the Attachment by ACC order after the Attachment has been cleared with the region concerned. Relief from Attachment may be made by the Regional HQ only with the concurrence of Army AMG.

3. a. Sub-commissions operating in the field will likewise issue no orders changing the Assignment or Attachment of personnel to their operating forces or from the operating forces to another unit. The head of the section or sub-commission involved will make request for such transfer or Attachment to Headquarters ACC.

3590

b. Sub-commissions operating a distance from headquarters may and should issue travel orders when journeys required are of considerable length.

4. Emergency transfers of officers or EM/ORs from the forward areas may be made by verbal order, but must be accompanied by a request to Headquarters ACC to confirm the transfer by a written order.

For the Executive Commissioner:

John J. Alericht
JOHN J. ALERIGHT
Colonel, Infantry
Establishments Officer

DISTRIBUTION:

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R E S T R I C T E D

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ALLIED CONTROL COMMISSION
APO 394*New file 14066/1
Establishment Memoranda**Public Safety 1416*
8 MAR 19442
6 March 1944*1A*

Ref 16052/G-1

ESTABLISHMENT MEMORANDUM)

NUMBER

1)

1. Matters pertaining to the Establishment Branch of RC & MG will henceforth be published in "Establishment Memoranda", and will not be included in Executive Memoranda as previously required by para. 6 Executive Memorandum No. 16. Establishment Memoranda will include only those matters of general application and interest.

2. The following Establishment Branch matters previously published as Executive Memoranda will not be republished but will be considered as Establishment Memoranda, numbers as indicated and these numbers will not again be used:

EXECUTIVE MEMORANDUMESTABLISHMENT
MEMORANDUM

No. 2 Organization HQ ACC - 7 Feb 1944
as amended by No. 16 - 15 Feb 1944

No. 2

No. 19 M.S. Matters, Brit. Personnel - 15 Feb 1944

No. 3

No. 23 Authorization for Travel - 19 Feb 1944

No. 4

NOTE: This applies strictly to HQ ACC
but may be considered as a guide
by Regions.

No. 28 Local Purchases and Contracts

No. 5

3. Establishment Branch matters applying only to this Headquarters will be published as "Office Memoranda".

By command of Lieut General MACFARLANE:

JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

359.

DISTRIBUTION:

"A"

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1414