

acc

10000/148/198

107/TN/

OFFICE EQUIPMENT - REQUEST FOR + RECEIPTS FOR

JAN. 1945 - JAN. 1947

EO 128
Admin Off.

Tel. No. : ROME 489081, Ext. 436.

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

Ref. : G-4/103/1/2.

Subject : Office Machinery.

14 January 1947.

Director, Economic Division.
(Attn. Transportation Sub-Division).

Imperial W.D. No. Z.099560.

1. The a/m typewriter on charge to you will be returned to this office not later than 31 January 1947.

R.M. Green
R.M. GREEN,
S.comd.ATS,
DACMG.

259782

List of Stores, Plant, Tools, Instruments, &c.

Issued to 508
Requisitioned by S. E. D. P.
From C. 4 (2) 42 AC Date 3-1-47

Signature _____
Rank: _____ Date: 3/1/42

Ext.470

HEADQUARTERS ALLIED COMMISSION
APO 794
ECONOMIC DIVISION
TRANSPORTATION SUB-DIVISION

AHS/fm

Ref.: 487/Tn.1

30 Dec.46.

Subject: Typewriter

To: Office Space Section.

1. This Sub-Division is actually in possession of 1 typewriter only(IMPERIAL No. Z 099960),requiring repair.

2. Please arrange for this to be repaired as soon as possible.

A.H.STREET,
Lt.Colonel,
Director.

2306

187

Ref. 470

HEADQUARTERS ALLIED COMMISSION
APO 794
ECONOMIC DIVISION
Transportation Sub - Division

ARE/ta

AC/187/Tn.1

19 Dec. 1946

Subject : Inventory of Property.

To : Economic Division,
HQ. AC.

1. Reference your RE/1.23 of 17th December.
2. This Sub - Division is actually in possession of 1 typewriter only (Imperial No Z 095560).

A. H. STREET
Lt. Colonel
Director.

2505

HEADQUARTERS ALLIED COMMISSION
APO 724
ECONOMIC DIVISION

17 December 1945

Ref.

SUBJECT: Inventory of Property.

TO :	Director Food & Agric. and Supply	Sub-Division
"	C.R.M.	"
"	Industry & Utilization	"
"	Commerce	"
"	Transportation & Shipping	"

1. An inventory of all office machines and equipment, ie typewriters, adding machines, safes, etc., will be made, and forwarded to this office by 23 December 1945.

2. This inventory will be kept separate as to property issued by the American 8-4 section and British 8-4.

FOR THE DIRECTOR :

Jack Wallace Jr.
JACK WALLACE JR.
Capt. Inf.
Asst. Adm. Staff Officer

2302

Industry & Utilities
Commerce
Transportation & Shipping

1. An inventory of all office machines and equipment, ie type-writers, adding machines, safes, etc., will be made, and forwarded to this office by 23 December 1946.

2. This inventory will be kept separate as to property issued by the American S-4 section and British C-4.

FOR THE DIRECTOR :

Jack Wallace Jr.
JACK WALLACE JR.
Capt. Inf.
Asst. Asst. Staff Officer

2002

187

ALL SERVICES**List of Store Plant, Tools, Instruments, &c.**

Issued to

Requisitioned by

From *on loan to transport*
4 Shipping Co. W.
G-4 (E) H Q AC Date *12 Dec 46*

Index (or Cat.) No.	Designation	Quantity
	<i>HFERRIN No.</i>	
	<i>2106146</i>	<i>1</i>
	<i>Returned 14 Dec 46</i>	
	<i>W. S. Coyle Cpl.</i>	

W. S. Coyle Signature
W. S. Coyle Rank *12 Dec 46* Date

Ext. 170

HEADQUARTERS ARMY COMMISSION
APO 734
SIGNALS DIVISION
Transportation Sub-Division

RE/Ka

AC/157/23.1

21 November 66

Subject : Typewriter.

To : Office Space Section
HQ. AC.

1. This Sub-Division is actually in possession of 1 typewriter only (Imperial No 8 099560), requiring repair.
2. Please arrange for this to be repaired and another supplied meanwhile.

A. H. STARR
Lt. Colonel,
Director.

2503

157

Subject : Typewriters.

Transportation (Br) Main,
C. M. F.

Tel : Rome 843191
Ext 9315

Ref : Tn.A.1/11/3

To : Director General,
I. S. R.

4 November 46

1. Ref your letter undated and unnumbered received 11th Oct 46 dealing with typewriters stated to have been loaned by the I.S.R. to the Allied Services operating in the Ministry of Transport Building Rome.

I have circulated all departments concerned with the following results :

	Machines held	Machines returned	Date of return	To whom returned
7107 Rly Supervisory Group M.R.S.	Olivetti 2635127 183699 397154 Invicta 49457	Olivetti 206357 145343	18-1-46 10-12-46	Sig. Trisoglio Sig. Polverari
E.C.I.T.O.	Olivetti 78963	Remington 71545	15-10-46	Economato
'Q' Mov	----	Olivetti 129586	15-10-46	"
'Tn Br Main	160209 401247	124002 196697	15-10-46 15-10-46	" "

Total number of machines stated to have been loaned : 29
Total traced as above 13
Number deficient 16+

V A.C. UNRRA States a number of typewriters were returned to I.S.R. LT.COL.A.H.STREET - when his department vacated the building but at the moment is unable to trace the receipt for them.

At the time of writing no further trace can be found of remaining machines although extensive inquiries have been made.

to the Allied Services operating in the Ministry of Transport Building Rome.

I have circulated all departments concerned with the following results :

7107 Rly Supervisory Group M.R.S.

Machines held	Machines returned	Date of return	To whom returned
---------------	-------------------	----------------	------------------

Olivetti	Olivetti		
----------	----------	--	--

2636127	206357	18-1-46	Sig. Trisoglio
---------	--------	---------	----------------

183699	145343	10-12-46	Sig. Polverari
--------	--------	----------	----------------

397154			
--------	--	--	--

Invicta			
---------	--	--	--

49457			
-------	--	--	--

E.C.I.T.O.

Olivetti	Remington		
----------	-----------	--	--

78968	71545	15-10-46	Economato
-------	-------	----------	-----------

'Q' Mov

----	Olivetti		
------	----------	--	--

	129586	15-10-46	"
--	--------	----------	---

'Tn Br Main

160209	124002	15-10-46	"
--------	--------	----------	---

401247	136697	15-10-46	"
--------	--------	----------	---

Total number of machines stated to have been loaned : 29
Total traced as above 13
Number deficient 16+

A.C. UNRRA States a number of typewriters were returned to I.S.R.
✓ IT.COL.A.H.STREET - when his department vacated the building but at the moment is unable to trace the receipt for them.

At the time of writing no further trace can be found of remaining machines although extensive inquiries have been made.

R. J. Wheatland Captain, RE,
Deputy Director of Transportation. (R.J. WHEATLAND).

copy to : DD Tn GHQ
7107 Rly Super.Gp
ECITTO
'Q' Mov
COL. STREET ✓

187

No. of sheets in voucher

Sheet No.

ISSUE AND RECEIPT VOUCHER

To be filled in by CONSIGNOR

Issued by

*Transportation Co. of Hy. of
B. of H. Q. A.C.*

PARTICULARS OF DESPATCH

For Office Stamp &

Voucher No.

Carrier's Note No.

Account

Date of Despatch

Date account commenced

Authority *G-4(B) H. Q. A.C.*

Mode of Conveyance

DESIGNATION
Size and Fitting

SECTION

Catalogue
Number

Quantity

Condition and
Quantity

Ledger
Folio

Date

Voucher
Number

Catalogue
Number

Posted

Date

Value
£ s. d.

Deser
and M
pack

*DUPLICATE: G. E. STEINER
REPLY No. 27723*

Without cover.

* Of Consignor on original and triplicate and of Consignee on duplicate.
† To be completed in the case of MT and similar stores, also for clothing, necessaries and general stores when Catalogue Nos. are published.
* These columns for Store Depot use only.

* CONSIGNOR

Storeholder's Initials

Date

* CONSIGNEE

Storeholder's Initials

Date

Posted by

Checked by

TALLY LEDGERS DATE

*R. H. O. KERN
S. J. COWAN
J. A. H. G. C.*

Army Form G1033

Relationship with Huf
Bureau HQ, A.C.
(B) HQ, A.C.
4(B/HQ, A.C.)

PARTICULARS OF DESPATCH

For Office Stamp \$

TO BE FILLED IN BY CONSIGNEE

Category: Note 50

Date of Despatch

Mode of Conversion

Account

Receipt
Voucher No.

Date account commenced

REMARKS	
<i>(Tonnage, etc., details to be entered here when this form is used by Ordnance Officers as an Issue Voucher)</i>	

[illegible]

CONSIGNOR

Storeholder's Initials

100

* CONSIDEREE

Storeholder's Initials

Date _____

Posted by

1. *Introduction*

TALLY	LEDGERS	DATE
-------	---------	------

R.H.D. ROSEN
5/24/68
L.A.M.C.

Lee Green, Bond

§ Signature of Consignor or Consignee

Ext. 470

HEADQUARTERS ALLIED COMMISSION
APO 794
Transportation and Shipping Branch

AHS/Am

AC/187/Tn.1

14 October 46

Subject : Office Machinery - Location.

To : G - 4 (B)
Hq. AC.

1. Reference Daily Bulletin No 234 of 9 October 1946.
2. This Branch is actually in possession of:
 - 1 Typewriter Imperial No 2,099560.
 - 1 Duplicator Gestetner (Rotary) No 27723.

A. H. STREET
Lt. Colonel
Director.

2509

Ext.470

HEADQUARTERS ALLIED COMMISSION
APO 72
Transportation and Shipping Branch

AC/In

AC/187/In.1

14 October 46

Subject : Office Machinery - London.

To : G - 4 (8)
HQ. AC.

1. Reference Daily Bulletin No 234 of 9 October 1946.
2. This Branch is actually in possession of:
 - 1 Typewriter Imperial No A.099560.
 - 1 Duplicator Gestetner (Rotary) No 27723.

A. H. STREET
Lt. Colonel
Director.

Ext.470

HEADQUARTERS ALLIED COMMISSION
APO 794
Transportation and Shipping Branch

AMS/tn

7 Sept 46

Subject : AG Telephone Directory.

To : Signal Officer
Room 58, 1st Floor Annex.

1. Reference your letter of 3 September 46, above
subject.

2. The following is the list of telephone numbers
at this Branch:

a - 390, Chief Clerk, Room 19 1st Floor.

b - 470, Director Lt.Col.A.H.Street, Room 23 1st Floor.

A.H. STREET
Lt.Colonel
Director.

187
2408

Ext. 470

HEADQUARTERS ALLIED COMMISSION
APO 794
Transportation and Shipping Branch

ARS/ta

7 Sept 46

Subject : AO Telephone Directory.

To : Signal Officer
Room 58, 1st Floor Annex.

1. Reference your letter of 3 September 46, above subject.

2. The following is the list of telephone numbers at this Branch:

a - 390, Chief Clerk, Room 19 1st Floor.

b - 470, Director Lt. Col. A. H. Street, Room 23 1st Floor.

A. H. STREET
Lt. Colonel
Director.

4297

SIGNAL OFFICE
HEADQUARTERS ALLIED COMMISSION
APO 794

3 September 1946

SUBJECT: AC. Telephone Directory.

TO : *Transportation + Shipping Hq*

It is requested your section submit a sectional listing of telephone numbers and an officers telephone listing including location. This information is required to correct the current telephone directory.

Send listings to Signal Officer, Room 58, 1st Floor Annex.


MARLEY R. BROWN, JR.
1st Lt. C.E.
Hq. Signal Officer.

2496

Ext. 470

HEADQUARTERS ALLIED COMMISSION
APO 794
Transportation and Shipping Branch

ATS/2m

AC/187/Tn.1

10 August 1946

Subject : Office Machinery - Location.

To : G - 4 (B)
HQ. AC.

1. Reference your G.103/1/2 of 7 August 46.

2. This Branch is actually in possession of:

1 Typewriter Imperial No. E.099560.

1 Duplicator Gestetner (Rotary) No. 27723.

3. No surplus.

A. E. STEWART
Lt. Colonel
Director

2495

Tel. No. : ROME 489081, Ext. 436.

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

Subject : Office Machinery - Location.

Ref : G4/103/1/2

7 August 1946.

Transportation & Shipping Branch.

1. It is desired that a physical check be made of Office Machinery in your possession, accountable to G-4 (B) Branch, and which according to our records is as follows:-

W.D. Office Machinery

Typewriters

Imperial No. Z.099560 *OK*

Duplicators

Gestetner (Rotary) No. 27723 *OK*

Purchased Property Office Machinery

NIL

2. Please confirm in writing, not later than 16 August 1946, that the a/m machinery is actually in your possession, or advise what differences exist, if any.

3. Please indicate at the same time if any of this machinery is surplus to your present requirements.

R.M. Green

R.M. GREEN
S. Comd. ATS
DAQMG

2494

Issue Voucher
No. and DateG-4/100/AC275
19/3/44

ISSUE and RECEIPT VOUCHER

NOTE—Voucher must accompany the Stores when practicable

Account:—

OFFICE MACHINERY

For
Office
StampReceipt
Voucher
No. and Date

Account:—

No. of

Sheet No. 1

Issued by:—

G-4/100/AC275
C.H.F.

Issued to:—

Transferred to Shipping
Branch 24/7/44Date and Mode of
ConveyanceCarriers or Convoy
Note No. and Date

Authority for Issue:—

G-4/100/AC275

DESIGNATION
(1)Quantity
(4)Description
and marks
on packages
(5)

For Store Depot use only.

Ledger
Folio
(1)Cat. or
Part No.
(2)Section or
Sub-SectionS.
(6)R.
(7)D.
(8)U.
(9)Rate
(10)Value
(11)

TYPE WRITER

OLIVE 172744

Machine returned to
G-4/100 Branch 24/7/44.
C. Humphreys S/Sgt.Army Form G 1033
(in books of 100)* Of consignor on original and triplicate,
and of consignee on duplicate.Signature. S. COMD. ATS.
(Signature of consignor or consignee) D.A.M.G.

2008

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

785021

FOLD HERE

ON HIS MAJESTY'S SERVICE

IMMEDIATE

AFFIX
STAMP

FOLD HERE

FOLD HERE

ROME AREA ALLIED COMMAND
APO 794, US ARMY

CBM/BL/an
10 July 1946

AG 311.3/49

SUBJECT: Telephone Equipment

TO : All Units

1. Due to the increasing number of lost telephone instruments and other telephone equipment incurred by units moving, being redeployed, or deactivated, the following measure will be effective immediately.

2. Before vacating a premise or area, it will be the responsibility of each Commanding Officer, or Officer in Charge of each respective unit, to obtain a clearance from Signal Officer, this Headquarters, to insure that all telephone equipment has been retrieved by signal personnel effecting disconnection. In the event of missing equipment, Officer in Charge of unit will be held strictly accountable for reimbursement of monetary value of equipment.

BY COMMAND OF BRIGADIER LOW:

s/ C. B. Murphy
C. B. MURPHY
Major AGD
Adjutant General

DISTRIBUTION
"A"

AG 311.3/49
(10 Jul 46)

1st Ind.

RBB/mb

HEADQUARTERS, ALLIED COMMISSION (OVERHEAD), APO 794, U. S. ARMY, 12 July 1946.

TO: All Sub-Commissions, Branches & Sections, Allied Commission, APO 794,
U. S. Army.

For compliance.

BY COMMAND OF REAR ADMIRAL STONE:

Richard B. Bullock
RICHARD B. BULLOCK
Major Inf
Adjutant

187

MEMORANDUM RECEIPT

+ CREDIT + DEBIT SLIP

+ Issued to: } Lt. Col. W.P. SCOGGINS
+ Earned in by: }

Place Transportation S/G Date 1/3/46

Hq Supply 2675th Regt.

(Name of supply branch)

Property

Number	Stock Number	Articles
1	Typewriter Olivetti 90 space. #229140	
////////////////////////////////last item////////////////////////////////		

Received the above-named articles.

No. M/R258

Q. M. C. Form. 487. Revised May 14 1931. + Strike out words not applicable.

2491

187

Place Transportation S/C Date 1/3/46

Hq Supply 2675th Regt.

Property

(Name of supply branch)

Received the above-named articles.

No. M/R257

Q. M. C. Form. 487. Revised May 14 1931. + Strike out words not applicable.

2491

Ext.390

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Branch

/vr

AC/187/Tn.1

9 May 1946

Subject : Office Machinery - Location.

To : G-4 (B).

1. Reference your G-4/103/1/2 dated 4 May 1946.
2. The u/m office machinery was handed in to Hq. Supply.
Olivetti Typewriter 12" No 55549
Alfa Everest Adding Machine No 113516
3. Owing to an error when checking the number of the Imperial Typewriter in our possession, the wrong number was submitted in our return. Will you please delete Imperial Typewriter No 87525-15 and insert Imperial Typewriter No Z 099560.
4. AF G1033 in respect of Gestetner Rotary Machines No 27723 and 27490 and Imperial Typewriter No Z 099560 is attached.

WALTER P. SCOGGINS
Lt.Colonel, QMC
Director.

2489

8

8

JE/hs

INTER OFFICE MEMO
OFFICE OF G-4 (B)

Ext:436

G4/103/1/2

4 May 1946.

SUBJECT : Office Machinery - Location.

TO : Transportation and Shipping Branch.

1. Reference your Return Ref. AC/185/In.1. dated 23 April 1946.
2. The u/m machines which appear on our records as having been issued to your Branch are not shown on your return:-

Imperial typewriter 15" No. Z 099560

Olivetti typewriter 12" No. 55549 -

Alfa Everest Adding Machine No. 113516 -

3. Similar returns having now been received from all Sub-Units within this Hqs., and these machines not appearing on any of them, precludes the possibility of them having been unofficially transferred.

4. It is therefore requested that a thorough search be instituted within your Branch with a view to tracing these machines. Please advise this office of the results and, if negative, any information which can be given and which would assist in locating these machines would be appreciated.

5. AFs G1033 are attached hereto in respect of the British WD typewriters which are shown on your return to bring them officially on charge to your Branch. It is requested that the second copy be signed and returned to this Branch.

6. Will you please advise from where the u/m typewriter was obtained and on what authority:-

Imperial No. 87525 - 15.

R.M. Green

R.M. GREEN : 88
S. Comd. AHS
G-4 (B)

Declassified E.O. 12356 Section 3.3/NND No. 785021

ISSUE AND RECEIPT VOUCHER

No. of sheets in voucher: _____ Sheet No. _____

TO BE FILLED IN BY CONSIGNOR

Issue Voucher No. GL/HQ/AC/260

Account OFFICE MACHINERY

Date account commenced 3/5/46

Issued by G-4 (B) H. Q., A.C.

To TRANSPORTATION & SHIPPING BRANCH H.C., A.C.

Authority G-4 (B) H.C., A.C.

PARTICULARS OF DESPATCH

Carrier's Note No.

Date of Despatch

Mode of Conveyance

For Office Stamp. S

[illegible]

* Of Consignor on original and triplicate and of Consignee on duplicate.
 † To be completed in the case of MT and similar stores, also for clothing, necessities and general stores when Catalogue Nos. are published.
 ‡ These columns for Store Depot use only.

• CONSIGNOR

Storholder's Initiative

Date _____

- CONSIGNEE

Storeholder's Initials

Dalt

Posted by

Checked by

TALLY

LEDGERS

DATE _____

Declassified E.O. 12356 Section 3.3/NND No. 785021

Army Form G1033

[illegible]

AS/fl

HEADQUARTERS ALLIED COMMISSION

APC 394

Transportation and Shipping Branch

Tel: 482

14 March 1946

AC/167/Tn.1.

Subject : Removal of telephones

To : HQ Signal Officer

42 AC

The removal of the following telephones is requested:

Room

11	2nd Floor Main Building - Telephone No.	388
"	"	376
"	"	529
35	3rd floor Annex	478704
37	"	483
39	"	290
41	"	290
43	"	347
45	"	347
45	"	259
45	"	408
47, 3rd	"	478700
47	"	534
49	"	478700
49	"	318
49	"	566
51	"	308
53	"	378
53	"	378
68	"	308
66	"	566
64	"	250
64	"	407
60	"	362
58	"	

4108

FILE

WALTER P. SCOGGINS
Lt. Colonel, QMC

Subject : Removal of telephones

To : HQ Signal Officer

HD AC

The removal of the following telephones is requested:

Room

Room	11	2nd Floor Main Building	Telephone No.
"	13	"	376
"	35	3rd floor Annex	529
"	37	"	478704
"	39	"	483
"	41	"	290
"	43	"	290
"	45	"	347
"	45	"	347
"	45	"	259
"	45	"	408
"	47, 3rd	"	478700
"	47	"	534
"	49	"	478700
"	49	"	318
"	49	"	566
"	51	"	308
"	53	"	378
"	53	"	378
"	58	"	308
"	66	"	566
"	64	"	250
"	68	"	407
"	60	"	362
"	58	"	

FILE

2186

WALTER P. SCOGGINS
Lt. Colonel, OMC
Director

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB COMMISSION

13003/T

1 March 1946

SUBJECT : Routing of Correspondence.

TO : All Concerned.

1. The Finance Sub Commission of the Allied Commission formerly included two functions which have recently been placed under AFHQ:

- (a) the function of accounting for civilian supplies made available to the Italian civil population, which now comes under the Allied Supply Accounting Agency
- (b) the supply of lire currency to the Allied Forces in Italy, and various related technical functions, which is the responsibility of the Allied Financial Agency.

Both ASAA and AFA will continue to be located in Rome and attached to the Allied Commission.

2. It is desirable that correspondence pertaining to Allied Supply Accounting Agency and Allied Financial Agency matters be addressed directly to these Agencies instead of through the message center of the Finance Sub-Commission as at present.

3. It is therefore requested that all correspondence and documents on matters of civilian supply accounting be addressed to the Allied Supply Accounting Agency. Much of such correspondence was formerly addressed to the Chief Accountant, Allied Commission, and should now be readressed.

4. All correspondence on the following questions should in future be addressed to the Allied Financial Agency:

- (a) the supply of lire currency to the Allied Forces
- (b) redemption of counterfeit notes
- (c) destruction of mutilated or foul currency
- (d) seized or confiscated enemy funds

2019

1. The Finance Sub Commission of the Allied Commission formerly included two functions which have recently been placed under AFHQ:

- (a) the function of accounting for civilian supplies made available to the Italian civil population, which now comes under the Allied Supply Accounting Agency
- (b) the supply of lire currency to the Allied Forces in Italy, and various related technical functions, which is the responsibility of the Allied Financial Agency.

Both ASAA and AFA will continue to be located in Rome and attached to the Allied Commission.

2. It is desirable that correspondence pertaining to Allied Supply Accounting Agency and Allied Financial Agency matters be addressed directly to these Agencies instead of through the message center of the Finance Sub-Commission as at present.

2105

3. It is therefore requested that all correspondence and documents on matters of civilian supply accounting be addressed to the Allied Supply Accounting Agency. Much of such correspondence was formerly addressed to the Chief Accountant, Allied Commission, and should now be readressed.

4. All correspondence on the following questions should in future be addressed to the Allied Financial Agency:

- (a) the supply of lire currency to the Allied Forces
- (b) redemption of counterfeit notes
- (c) destruction of mutilated or foul currency
- (d) seized or confiscated enemy funds
- (e) funds taken from Allied ex POW.

5. In addition, questions relating to the expenditure of AC/AMG funds will continue to be handled by the Financial Accounting Unit of the Allied Financial Agency. Therefore AC/AMG Sub Accountants' reports, etc., will be addressed to AFA.

6. Correspondence for both ASAA and APA will be marked "c/o HQ Allied Commission, APO 394" and will be appropriately routed by the AICOM message center.

RECEIVED
Director,
Finance Sub Commission.

Distribution:

Allied Supply Accounting Agency (5)
Allied Financial Agency (5)
S.C.A.O. AMG Venezia Giulia (For CTO) (5)
Prov. Commissioner AMG UDINE Province (1)
AICOM Chief Liaison Officer Naples (1)
Livorno (1)
Bologna (1)
Liguria (1)
Piemonte (1)
Lombardia (1)
Bolzano (1)
Venezia (1)
Sicily (1)
Fari (1)
Ancona (1)

Executive Commissioner
A/VE Economic Section (1)
Civil Affairs Section, AICOM (1)
Establishment Section, AICOM (1)
Director each Sub Commission, AICOM (1)
G-5 (Financial Adviser) A.T.H.Q. (5)
D.F.I.C. GHQ C.M.F. (25)
Financial Adviser (Br) G.H.Q., C.M.F. (3)
G.H.Q. (for Q (AE) and Q (Maint)) (3)
Fiscal Director, MTCUSA (25)
MTCUSA (for G-4) (3)
Fiscal Director PES (1)
HQ PES, APO 782 (1)
HQ Auxiliary Troops Sub Command (1)
(Central Records Section)
Southern District I.E.S.

Director,
Finance Sub Commission.

Distribution:

Allied Supply Accounting Agency (5)
Allied Financial Agency (5)
S.C.A.C. AMG Venezia Giulia (For CFO) (5)
Prov. Commissioner AMG UDINE Province (1)
AICOM Chief Liaison Officer Naples (1)
Livorno (1)
Bologna (1)
Liguria (1)
Piemonte (1)
Lombardia (1)
Bolzano (1)
Venezia (1)
Sicily (1)
Fari (1)
Ancona (1)

Executive Commissioner
A/VE Economic Section (1)
Civil Affairs Section, AICOM (1)
Establishment Section, AICOM (1)
Director each Sub Commission, AICOM (1)
G-5 (Financial Adviser) A.T.H.Q. (5)
D.F.I.C. GHQ C.M.F. (25)
Financial Adviser (Br) G.H.Q., C.M.F. (3)
G.H.Q. (for Q (AE) and Q (Maint)) (3)
Fiscal Director, MTOUSA (25)
MTOUSA (for G-4) (3)
Fiscal Director PES (1)
HQ PBS, APO 782 (1)
HQ Auxiliary Troops Sub Command (1)
(Central Records Section)
Southern District I.D.S.
APO 782
Ministry of the Treasury (5)
Ministry of Finance (5)
POW Accounts Office (1)
Allied Screening Commission (1)
U.S. Claims Service (1)
Claims and Hirings (Er) (1)
No. 3 Command Pay Office (5)

TRANSLATION.-

ES FILE 3.05

FROM : Interministerial Price Committee
TO : Ministry of Transportation
& for info : Ministry of Industry and Commerce.
Economic Section A.C.
Presidency of the Council.

THEIR FILE : No. 534

22 February 1946.

SUBJECT : Revision of Catania's urban tramway rates.

1. Refers letter NO; 2300 dated 11 February 1946 regarding the request made by the Managing Company of the Urban Tramway Lines of Catania, for obtaining the authorisation to augment the rate of the ordinary ticket from 3 to 4 Lire.

2. We herewith inform you that the Interministerial Price Committee, following your Ministry's suggestion has authorized this augment, and herewith request that you issue the relative authorization in due form, and forward it for information to this Committee.

FOR THE PRESIDENT

Gronchi.

Econ Sec Distr

INFO ACTION: Ind & Uti

INFO: Price

file

148 2 148

HEADQUARTERS ALLIED COMMISSION
APO 364
Transportation and Shipping Sub-Commission

Tel. 376

Ref. AG/Tn.1

15 January 1946

187/Tn.1

TO: RAIL DIVISION
ROADS DIVISION
PORTS & WAREHOUSE DIVISION

2483

SUBJECT: Letters to AFHQ.

FILE
1. During the remainder of the life of this Sub-Commission, all letters which Divisions may wish to send to AFHQ, or branches thereof, will be prepared for the signature of the Director and will be signed by him or by such Deputy as may be appointed in his absence.

2. This instruction will be brought to the notice of all your staff.

P.D.G.

P.D.G. Buchanan
Colonel
Director

58

AC/187/57/Tn.1

1st. Ind.

WPS/lmr

HQ Allied Commission Transportation and Shipping S/C 21 Dec.45

TO : Headquarters Commandant
Attention : Building Superintendent

May the door sign requested in basic
communication please be supplied.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief Admin. Div.

2482

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/187/55/Tn.1

19 November 1945

MEMORANDUM

SUBJECT : Door Sign.

TO : Headquarters Commandant.

It is requested that a door sign with the following inscription be supplied :

TRANSPORTATION AND SHIPPING SUB-COMMISSION

DIRECTOR

COL. P.D.G. BUCHANAN (B)

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

55

481

Tel. 538

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

Ref. 187/08

187/101 10 November 1945

SUBJECT: Improper Use of the Old Organizational Titles.

TO : See Distribution Below.

A considerable volume of correspondence is still coming to the attention of the Acting Vice President which bears little resemblance to the new organization chart of the Economic Section, issued 1 November 1945 as Executive Order No. 77. The old rubber stamps are still being used. These instructions must be called to the attention of the stenographic staff.

S. J.
ELWOOD HOLSTEN
Chief Staff OfficerDistribution:

Price Branch
Administrative & Personnel Br.
Administrative Officer, FIA
Message Center
Chief, Supply Group
Program Coordination Br.
Requisition Br.
Surplus & Special Materials Br.
Captured Enemy Materials Br.
Food & Agriculture Sub-Commission
Industry & Utilities Sub-Commission
Transportation & Shipping Sub-Commission
Finance Sub-Commission
Commerce Sub-Commission
Labor Sub-Commission

54

2169

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/ga

Our Ref :- AC/187/53/Tn.1.

7 November 1945

SUBJECT :- Cable Addresses.

TO :- Message Center
HQ AC.

1. This Sub-Commission is constantly receiving signals from all over Europe and in many cases the originating office cannot be determined as this office does not have the cable addresses.

2. It is requested that this office be furnished with all European Military signal addresses and if this information is not available in your office it is further requested that same be obtained from A.F.H.Q.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel OMC
Chief, Admin. Div.

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/lr

AC/187/52/Tn.1

10 October 1945

MEMORANDUM

SUBJECT : Request for Office Furniture.

TO : Headquarters Commandant,

Attention : Building Superintendent

It is requested that the following furniture be
furnished at the earliest possible date :

Room 31, 3rd Floor Annex

- 4 - Desks or Tables
- 1 - File Cabinet or Book Shelf

Room 52, 3rd Floor Annex

- 1 - Desk or Table

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, GMC
Chief, Admin. Div.

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/gb

Our Ref :- AC/187/51/Tn.1.

26 July 1945

SUBJECT :- Office Furniture

TO :- Hq. Comdt. (Office Space Section).

1. It is requested that items of office equipment as listed below be furnished this Sub-Commission immediately.

- 1. Glass topped Desk
- 1. Office Chair.
- 1. Desk Lamp.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel QMC
Chief, Admin. Div.

2478

FILE

Tel. 390

HEADQUARTERS ALLIED COMMISSION

RG/lr

APO 394

Transportation Sub-Commission

AC/187/50/Tn.1

28 June 1945

Fals
SUBJECT : Typewriter repair.

TO : HQ. Commandant.

May a typewriter repair man be sent to
Room 6, 6th Floor to repair typewriter No.634178 E.22.

For the Director :

WALTER P. SCOGGINS

Lt. Colonel, QMC

Chief, Admin. Div.

2477

Tel. 390

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

RG/lr

AC/187/49/Tn.1

28 June 1945

SUBJECT : Desk trays.

TO : HQ., Commandant. (Attn. Sgt. Pook)

1. Please furnish this Sub-Commission with 12 desk trays as soon as possible.

2. When they are ready please deliver to or notify Sgt. Giardino, 6th Floor, Room 20, Transportation Sub-Commission.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

2476

Tel. 400

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/ga

Our Ref :- 187/48/Tn.1.

26 June 1945

SUBJECT :- Typewriter Repairs.

TO :- Hq. Comdt. (Office Space Section)

748
It is requested that a typewriter repairman
be sent to Room 20, 6th Floor to repair one (1)
Underwood machine.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel OMC
Chief, Admin. Div.

4475

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/no

23 June 1945

Our Ref :- AC/287/47/Rn.1.

SUBJECT :- Typewriter Repairs.

TO :- Hq. Comdt. (Office Space Section)

1. It is requested that a typewriter repairman be sent to Room 12, 6th Floor to repair one (1) Woodstock machine.
2. Request that this matter be treated as urgent because of the immediate need of this machine.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel QMC
Chief, Admin. Div.

File
47

Tel. 390 HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AC/187/46/Tn.1

21 June 1945

SUBJECT : Desk Trays.

TO : HQ. Cmât. (Attn. Sgt. Pook)

File
1. May this Sub-Commission please be furnished with nine (9) "IN" and "OUT" desk trays.

2. Please deliver to or notify Sgt. Giardino, Room No. 20, 6th Floor - telephone 390, when ready.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

4474

Tel. 390

HEADQUARTERS ALLIED COMMISSION

AM/LR

APO 394

Transportation Sub-Commission

AC/187/45/Tn.1

15 June 1945

TO : Hq. Comdt.

SUBJECT : Repair man.

1. ~~Request~~ Request is made for a repair man to be sent up to Room 20, 6th Floor, for the purpose of making repairs on an adding machine.

2. May this please be treated as urgent.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

4173

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/ga

Our Ref :- 187/44/Tn.1.

14 June 1945

SUBJECT :- Typewriter Repairs

TO :- Hq. Comdt, Office Space Section

1. It is requested that a Typewriter Repairman be sent to Room 76, 3rd Floor Annex to repair one (1) L.C. Smith Typewriter.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel OMC
Chief, Admin. Div.

2172

44

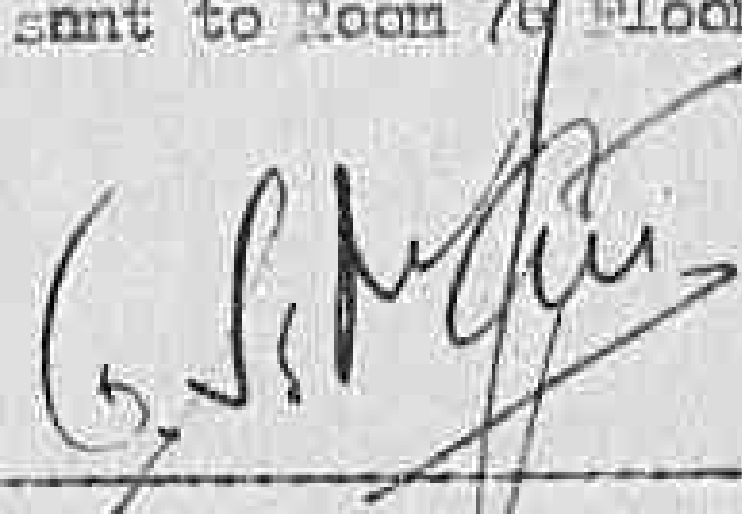
OFFICE - OFFICE MEMO

CSW/lp

To : - Administration Division.
From : - Accounts Branch.
SUBJECT : - Repairs.

13th June 1945

Please may the typewriter repairer be sent to Room 76 Floor 7 A.
for the purpose of replacing a small spring.



(C.S. WYATT) Capt. R.A.
Accountant

4471

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/gg

Our Ref : -AO/187/43/Tn.I.

11 June 1945

SUBJECT : - Typewriter Repairs.

TO : - Hq. Comdt, Office Space Section.

I. Request that a typewriter repairman be sent to room
10, 6th floor to repair one (1) Woodstock machine.

For the Director:-

WALTER P. SCOGGINS
Lt. Colonel QMC
Chief, Admin. Div.

File
2470

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub Commission

JG/m1

Our Ref : 187/42/Tn.1

5 June 1945

SUBJECT : Repairs.

TO : Hq.Comdt (Office Space Section.)

1. It is requested that a locksmith be sent to Room 43,
7th Floor Annex to repair a cabinet lock.

2. It is also requested that a mechanic be sent to the
above mentioned room to repair an adding machine.

For the Director :

WALTER P. SCORGINS
Lt. Colonel CMC.
Chief, Admin. Div.

INTER - OFFICE MEMO

CSW/lp

To : - Administration Division.

From : - Accounts Branch.

Subject:- Repairs.

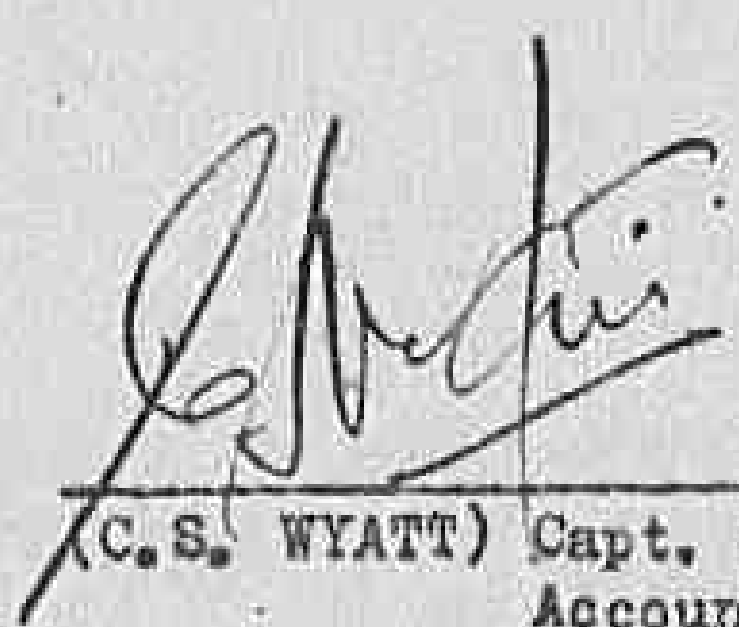
3/A/Tn.1.

4th June 1945

Please may repairs be carried out as follows : -

- (a) Filing cabinet
- (b) Adding machine

For the Director,


(C.S. WYATT) Capt. R.A.
Accountant

INTER OFFICE MEMO

CSW/ga

To :- Transportation Sub-Commission Administration Div.
From :- Accounts Branch
SUBJECT :- Repairs.

3/A/Tn.1.

1st June 1945

1. Please may the repair men be sent to room 43, 7 A. Floor,
to repair:-

- (a) Lock on office cupboard
- (b) Hand-operated adding

For the Director :-

C.S. WYATT Capt. R.A.
Accountant
WPS/ga

AC/187/41/Tn.1.

1st Ind

HQ, ALLIED COMMISSION, Transportation Sub-Comm.

1 June 1945

TO : Hq. Comdt.

For your appropriate action.

For the Director :-

Walter F. Scoggins
WALTER F. SCOGGINS
Lt. Colonel QMC
Chief, Admin. Div.

4467

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB COMMISSION
Port & Warehouse Division

REK/rr

Ref : W/1.1/927/TN6
SUBJECT : Office Equipment
TO : Lt. Col. Scoggins, Chief Administrator Division ✓

1. Request that a typewriter with American keyboard be allocated for the use of Miss Forman, recently assigned American Civilian in my office.

2. Inasmuch as Mrs. Romei will remain on duty here, the Italian typewriter now used here will be needed, and an American typewriter in addition.

For the Director:

Robert H. Klein
ROBERT H. KLEIN
Major Med. Adm. C.
Port & Wase. Div.

187/40
File
187

INTER - OFFICE MEMO

CSW/lp

To : - Administration Division.

From : - Accounts Branch.

SUBJECT : - Repairs to office machinery.

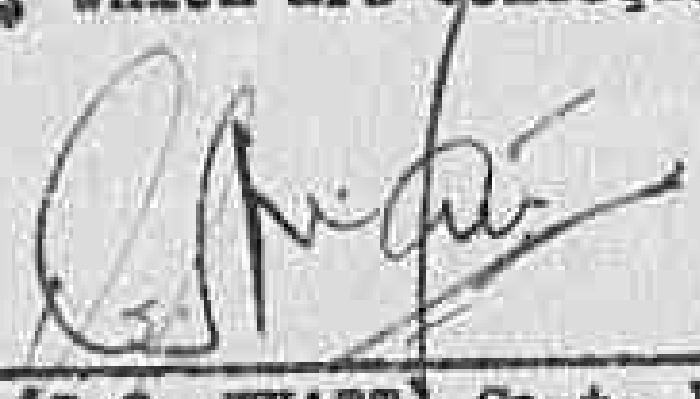
3/A/Tn.1.

19th May 1945

1 Please may the repair man be sent to room 62 Floor 7A. to carry out repairs to a hand-operated adding machine.

2 We should appreciate if this matter can be given priority as we in process of preparing urgently-required balance-sheets which are consequently being delayed.

For the Director,


(C. S. WYATT) Capt. R.A.
Accountant

Copy to: - H.Q. Commandant (Office Space Section)

184/TN1
(288)

Tel Ext 241

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

LWS/el

Ref: 212/145/EC

17 May 1945

SUBJECT: Addressing of Correspondence

TO : Vice President, Economic Section

Reference Transportation Subcommittee's letter
187/31/TH 1, dated 7 May 45, subject as above,
and Brigadier General McKinley's back slip note
to Executive Commissioner received 11 May.

1. The above-cited correspondence requests that in the interest of better efficiency and economy of transportation the Transportation Subcommittee be given permission to communicate directly with its Transportation officers in the field with copies of such communications being sent to the AEC Commissioner, Haglan, and/or the various AEC Liaison offices in which Transportation personnel are located.

2. Your proposed practice will only be resorted to in cases where the time factor is of utmost importance; otherwise, the provisions of my letter, ref. 212/146/EC of 2 May 45, subject "Addressing of Correspondence," will be strictly adhered to.

Major W. STEARNS

Brigadier,
Executive Commissioner.



38

Tele : 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JG/fd

Our ref.: AC/187/37/Tn 1

22 May 1945

SUBJECT : Office Supplies and Repairs

TO : HQ. Comdt. (Office Space Section)

1. It is requested that the Roads Division of this Sub-Commission be furnished with three (3) letter trays.

2. It is also requested that provision be made for the repair of one (1) chair, #10772, located in Room 51, 3rd Floor Annex.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, Q.M.C.
Chief, Admin. Div.

2163

INTER OFFICE MEMO

hgd

21 May 1945

AC/88/30/TN.5

SUBJECT : Supplies.

TO : Admin. Officer, Tptn. S/C

1. May this Section please be furnished with three desk trays.



G.G. GROSS
Chief,
Roads Division.

4462

INTER OFFICE MEMO

MC/28/31/TN.5

21 May 1945

SUBJECT : Carpenter.

TO : Admin. Officer Tptn.S/C

1. It is requested a Carpenter be sent to Room 51 3rd Floor Annex in order to have a chair repaired.

G. G. Gross
G. G. GROSS
Chief,
Roads Division.

2461

MEMORANDUM RECEIPT
TALLY - OUT

Date 21/11/44

Number

Consignee CAPT. J.N.BOWES

TRANSPORTATION SUB COMMISSION

Room No.

Address

CIVITAVECCHIA

No. of Pages	UNIT	CONTENTS
1	ea	OLIVETTI TYPEWRITER 40/90 N. 329923
		Turned in to HQ Supply Office 10 May, 1945 Cullen B. Jones, Jr. 1st Lt., Inf. HQ Supply Officer

Received the above articles
in good condition this date

Signature

Tel :- 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/ga

Our Ref :- AG/187/35/Tn.1.

21 May 1945

SUBJECT :- Repairs

TO :- HQ. Comdt (Office Space Section)

1. It is requested that a repair man be sent to Room 62, 7th Floor Annex to carry out repairs on a hand - operated adding machine.

2. It would be appreciated if this job were given priority since the machine is urgently needed at the present time.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel OMC
Chief, Admin. Div.

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394

LR/lr

Transportation Sub-Commission

AC/187/34/Tn.1

14 May 1945

SUBJECT : Typewriter repair.

TO : HQ. Commandant.

It is requested that a typewriter repairman be sent to Room 17, 6th Floor to repair a typewriter (Olivetti - 152141) as soon as possible.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

(34)
2158

Tele : 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/fd

Our ref.: AC/187/33/Tn 1

14 May 1945

SUBJECT : Typewriter inventory

TO : Economic Section

1. Refer to letter 1.23/ES dated 12 May 1945.
2. This Sub-Commission has in its possession none of the listed typewriters. Neither does it have the subject regimental field desk.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, Q.M.C.
Chief, Admin. Div.

(33)
2437

Tel: 536

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

JW/mea

Ref: 1.23/ES

12 May 45

SUBJECT: Typewriter Inventory

TO : Agriculture Sub-Commission
Commerce " "
Finance " "
Food " "
Industry " "
Labor " "
Public Works & Utilities Sub-Commission
Transportation " "

1. Request is made that typewriters be checked against following list of make and number:

Remington	RS	74872-11	11" carriage
Woodstock		616460	11" "
"		62998828	14" "

2. Report is also requested on a regimental field desk.

3. Returns to be sent to Economic Section by 1200 hrs, 14 May 45. Nil returns to be made if applicable.

For the Chief Commissioner:

William
JACK WILLIAMS
Captain, Inf.
Personnel Officer
Economic Section

2456

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JG/lr

AG/187 /32/Tn.1

11 May 1945

SUBJECT : Office furniture.

TO : Hq. Comdt. (Office Space Section).

1. It is requested that a glass topped desk be furnished the Road Division of this Sub-Commission as soon as possible. The desk is to be placed in Room 64 of the 3rd Floor Annex, and will be used by Lt. Col. G.S. Franklin.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

File

(325)

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

Tel: 318

MJS/hl

187/31/TN 1

SUBJECT: Addressing of Correspondence

5 May 1945

TO : Economic Section,
Att'n: Brig. General McKinley

1. Reference letter issued by the Executive Commissioner, reference 212/136/EC, dated 2 May 1945, it is not feasible to address certain types of correspondence in connection with Movements work thru the AC Liaison Officers for the attention of the Transportation representatives in the field. For example, the AC Liaison Officer for Reggio resides in the Naples Commune; if correspondence for the Transportation Officer at Reggio were addressed via the AC Liaison Officer, the delay which would ensue would cause considerable waste of transportation and loss of efficiency.

2. AFHQ have already stated that every step must be taken to avoid such waste of transportation capacity, and are continually drawing our attention to cases of misuse.

3. For this reason, it is proposed, unless instructions to the contrary are received, to address such correspondence where the headquarters of the AMG representative and the Transportation field officer do not coincide, direct to the Transportation Officer, with a copy to the AMG Commissioner, Naples, or AC Liaison Officer.

4. Your agreement is requested.

M. J. Sierff

M.J. SIERFF, Colonel,
Chief, Movements Division

(31)
2454

QUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

Ref: 318

MJS/h1

187/31/IN 1

SUBJECT: Addressing of Correspondence

5 May 1945

TO : Economic Section,
Att'n: Brig. General McKinley

1. Reference letter issued by the Executive Commissioner, reference 212/136/SC, dated 2 May 1945. It is not feasible to address certain types of correspondence in connection with Movements work thru the AG Liaison Officers for the attention of the Transportation representatives in the field. For example, the AG Liaison Officer for Reggio resides in the Naples Commune; if correspondence for the Transportation Officer at Reggio were addressed via the AG Liaison Officer, the delay which would ensue would cause considerable waste of transportation and loss of efficiency.
2. AHB have already stated that every step must be taken to avoid such waste of transportation capacity, and are continually drawing our attention to cases of misuse.
3. For this reason, it is proposed, unless instructions to the contrary are received, to address such correspondence where the headquarters of the AG representative and the Transportation field officer do not coincide, direct to the Transportation Officer, with a copy to the AG Commissioner, Naples, or AG Liaison Officer.
4. Your agreement is requested.

M.J. GLEFF, Colonel,
Chief, Movements Division

2103

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

MJB/h1

Tel: 318

187/31/TN 1

SUBJECT: Addressing of Correspondence

5 May 1945

TO : Economic Section,
Att'n: Brig. General McKinley

1. Reference letter issued by the Executive Commissioner, reference 212/156/EC, dated 2 May 1945, it is not feasible to address certain types of correspondence in connection with Movements work thru the AG Liaison Officers for the attention of the Transportation representatives in the field. For example, the AG Liaison Officer for Reggio resides in the Naples Commune; if correspondence for the Transportation Officer at Reggio were addressed via the AG Liaison Officer, the delay which would ensue would cause considerable waste of transportation and loss of efficiency.

2. AFHQ have already stated that every step must be taken to avoid such waste of transportation capacity, and are continually drawing our attention to cases of misuse.

3. For this reason, it is proposed, unless instructions to the contrary are received, to address such correspondence where the headquarters of the AMG representative and the Transportation field officer do not coincide, direct to the Transportation Officer, with a copy to the AMG Commissioner, Naples, or AG Liaison Officer.

4. Your agreement is requested.

M.J. GIEFF, Colonel,
Chief, Movements Division

2452

2057

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

785021

ALLIED ~~CONFIDENTIAL~~ COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Typewriter repairman.

FILE No. 187/Tn.1

TO : HQ. Comdt. (Office Space Sect) 27 April 1945

May a Typewriter repairman please be sent up to Room 50
6th Floor, for the purpose of making repairs on machine.

May this matter please be treated as urgent.

R. GIARDINO
Chief, Clerk
Transportation S/C

4.31

(30)

/fd

INTER OFFICE MEMO

Our ref.: 187/29/Tn 1

30 April 1945

SUBJECT : Typewriter Repairman

TO : HQ. Comdt. (Office Space Section)

1. It is requested that a typewriter repairman be sent to Room 33, 6th Floor to repair typewriter.

2. May this request be considered urgent.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, Q.M.C.
Chief, Admin. Div.

650

(29)

JC/ml

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub Commission

Our Ref : 187/28/Tn.1

24 April '45

SUBJECT : Office Requirements.

TO : Hq.Comdt., HQ. AC (Office Space Section)

1. Request that this Sub-Commission be provided with a small, light, wood box of the following dimensions :-

Length	34 cm	)	
Breadth	20 cm	)	All internal measurements.
Depth	16 cm	)	

2. Request that a glass top for a table in Room 56, 7th Floor annex be provided to replace the present one which has been broken accidentally.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

449

(28)

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Ref. : 309/152/Un 3

23 April 1945

SUBJECT : Office Requirements.

TO : Admin. Division
(Attn. Col. Scoggins).

1. May this office be provided with a small light wooden box of the following dimensions :-

Length 34 cm.
Breadth 20 cm.
Depth 16 cm.

All internal
measurements

2. Can a glass top for one table in Room 56 be supplied to replace the present one which has been accidentally broken.

For Chief Movements Division.


G.B. GAULT,
Major I.R.

2448

JG/ml

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub Commission

Our Ref : AC/187/27/Tn.1

24 April '45

SUBJECT : Strong-Box

TO : HQ.AC.Supply,
(ATT: Supply Officer)

1. The Movements Division of this S/C is in constant receipt of "Classified" correspondence, the custody of which demands the presence of a "Strong-Box".

2. It is therefore urgently requested that a strong-box be furnished this S/C.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

2447

(27)

INTER OFFICE MEMO

FL/gb

Our Ref 1:- 755/9/Tn.3.

11 April 1945

SUBJECT :- Office Equipment

TO :- Administrative Div.

1. Will you please arrange to supply 1
" Strong Box" for this Division, for the safe custody
of "Classified" correspondence

M.J. Sieff
M.J. SIEFF, Colonel
Movements Division

31

2446

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Typewriter Repairman

FILE NO. 187/26/TN.1

TO HQ. Comdt. (Office Space Section) 23 April 194

- File
1. It is requested that a typewriter repairman be sent to Room 17, 6th Floor to repair typewriter.
 2. May this request be considered urgent.

2445

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, GMC.,
Chief, Admin. Div.

(30)

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/gb

Our Ref :- AC/187/25/Tn.1.

23 April 1945

SUBJECT :- Buzzer System

TO :- HQ. COMDT. (Office Space Section)

1. It is requested that A Buzzer System be installed for the Movements Division, this S/C.
2. Buzzer to operate from Room 56, 7th Floor Annex to Rooms 54 and 58, 7th Floor Annex.
3. Have the installer or electrician report to Room 54, 7th Floor A.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, gmc
Chief, Admin. Div.

File
(29) 2444

JHB/mdp

INTER OFFICE MEMO

Our Ref. : AG/524/26/TM 3

21 April 1945

SUBJECT : Buzzer System

TO : Lt. Col. Scoggins,
Administration Division.

1. May a buzzer system please be installed between offices number 54, 56 and 58 7th Floor Annex.
2. Buzzer to be operated from room 56 with sounders in rooms 54 and 58.

For Chief of Movements Division :


G.B. SEDGWICK,
Major I.B.

28

187/TN1

2443

HEADQUARTERS
ALLIED COMMISSION
FINANCE SUB COMMISSION
A.P.O. 394.

17 April 1945.

13003/P.

SUBJECT: Telephones.

TO : ~~Headquarters~~, Communications Officer.

1. May arrangements please be made for telephone extension 456 to be withdrawn from Room 33, 7th Floor Annex, and installed in Room 5 on 6th Floor, which is to accommodate other officer personnel.

(Signed) E. P. WATERS

Joint Director,
FINANCE SUB COMMISSION.

Copy: Transportation Sub Commission. ✓

HK/ht.

(27) 2142

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM
TRANSPORTATION SUB-COMMISSION

SUBJECT: Typewriter Repairman

FILE NO. 187/TNI

TO : HQ. Comdt.(Office Space Section)

3 April 1945

1. It is requested that a typewriter repairman be sent to Room 51, 3rd Floor Annex to repair typewriter.
2. May this request be considered urgent.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

(23) 441
File

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

Office Space Section

SUBJECT: Typing Table.

FILE No. HQC/AS/2

TO : Chief Admin. Div.
Transportation Sub-Commission.

17 April 1945

attached
Reference your AC/187/21/TM.1 dated 12 April 1945.

It is regretted that there are no Typing Tables available.

R. L. Sinclair
R. L. SINCLAIR, Capt 2440
Office Space Section.

(25)

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/lr

AC/187/21/Tn.1

16 April 1945

SUBJECT : Typing Table.

TO : HQ., Comdt. (Office Space Section).

It is requested that a "typing table" be
furnished the Shipping Branch of this Sub-Commission,
Room 54, 7th Floor Annex.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC,
Chief, Admin. Div.

File

24
2439

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

Office Space Section

SUBJECT: Typing Desk.

FILE No HQS/45/2

13 April 1945

TO : Chief Admin. Division
Transportation Sub-Commission

Reference your AC/187/20/Tn 1 undated.

It is regretted that there are no typing desks available.

R. F. Sinclair Capt.
R. F. SINCLAIR
Office Space Section

(28)

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub/Commission

AA/RS

OUR REF : AC/187/20/Tn 1

SUBJECT : Typing Desk.

TO : HQ. COMDT. (Office Space Section)

It is requested that a 'Typing Desk' be furnished this Sub-
Commission for our Roads Division, Room 68, 3rd Floor Annex.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

22
4437

ALLIED ~~CONFIDENTIAL~~ COMMISSION
INTER-OFFICE MEMORANDUM
TRANSPORTATION SUB/COMMISSION

SUBJECT: Typewriter Repairman

FILE No. 187/17/TM
188/TM-1

TO : HQ. COMDT. (Office Space Section) 9 April 1945

It is requested that a 'Typewriter Repairman' be sent up to Room 6, 6th Floor, as soon as possible to carry out repairs on machine.

For the Director:

WALTER F. SCOBINS
Lt. Colonel, QMC
Chief, Admin. Div.

(21)

2436

AA/m1

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub Commission

Our Ref : 187/18/Tn.1

27 March 1945

SUBJECT : Office Furniture.

TO : HQ. COMDT.(Office Space Section)

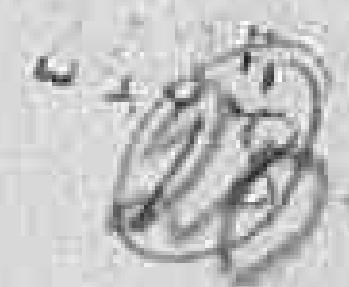
1. Due to the assignment of another officer to the Mov.Div.,Tn.S/C, this HQ, the following items of office furniture are required for Room 12, 6th Floor.

- a. 1 Desk (with adequate locking facilities)
- b. 2 Chairs
- c. 3 Office Cupboards (with adequate locks)

2. Reference par.1 c above there is not a single cupboard in this room.

For the Director :

WALTER P. SCOGGINS
Lt.Colonel, Q.M.C.
Chief, Admin.Div.



INTER OFFICE MEMO.

HJM/gmh.

AC/60/10/Tn3.

25 March 45.

SUBJECT:- Office Supplies.

TO :- Administrative Division.
(attn: Lt Col Scoggins.)

1. May the following items be supplied for
Room 12 please:-

- 1 Desk(with locks)
- 2 Chairs.
- 3 Office Cupboards(with locks)

for
Stat atd
C.N. CHRISTENSEN.
Lt Col.
Movements Division.
Roads Branch.

19
2434

HGD/aa

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Ext : 566

23 March 1945

AC/28/20/Tn.5

SUBJECT : Telephone

To : Admin. Officer, Transportation S/C. ✓

May a telephone please be installed in Room 53,
3rd Floor annex (Capt. Ainsworth) as soon as possible.

G. Fernyough

G. FERNYHOUGH,
Lt Col. R.A.
Roads Division

2433

*This applied for 24 Mar. 1945
aa.*

18

WFO/am

HEADQUARTERS ARMED COMMISSION
APO 394
Transportation Sub-Commission

Ref : 187/15/1n 1

22 March 1945

SUBJECT: Typewriter Repairman.

TO : HQ COMDT. (Office Space Section)

Request is made for a typewriter repairman to repair machine in Room 17, 6th Floor.

Would appreciate if this matter were considered as urgent.

For the Director :

WALTER P. SCOGGINS,
Lt. Colonel, U.S.A.,
Chief, Admin. Div.

1432

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/lr

AC/187/14/Tn.1 *File*

14 March 1945

SUBJECT : Letter trays.

TO : HQ. Comdt. (Office Space Section)

1. It is requested that twelve (12) letter trays be furnished for; our Movements Division, Transportation Sub-Commission.

2. May this matter be considered an urgent one.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, QMC,
Chief, Admin. Div.

2431 *19*

AA/mi

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub Commission

Ref : 187/13/Tn.1

14 March 45.

MEMORANDUM

SUBJECT : Typewriter Repairman.

TO : HQ COMDT. (Office Space Section)

Request is made for a typewriter repairman to repair machine in Room 31, 7th Floor Annex.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, Q.M.C.
Chief, Admin. Div.

15

187/13/Tn

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Repair of Typewriter

FILE No. 187/12/TN1

TO : HQ. Comdt.

14 March 1945

Request is made for the repairing of one (1)
Typewriter of Transportation -Sub Commission located in Room
17, 6th Floor.

Would appreciate if this matter were taken care
of immediately.

2430

Maria

(12)

2080

Declassified E.O. 12356 Section 3.3/NND No. 785021

H. QUARTER 3 ALLIED COMMISSION

APC 394

Transportation Sub-Commission

AA/89

INTER OFFICE MEMO

Our Ref: AC/187/10/TN.1. 3 March 1945

SUBJECT: - Office Equipment

TO : - HQ COMDT. (Office Space Section)

Request is made for fifteen (15) file trays to be furnished the Statistics Sub-Section of the Accounts Branch of the Transportation S/C.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

File

13 2229

Our Ref: AC/187/10/TN.1.

SUBJECT:- Office Equipment

TO :- HQ COMDT. (Office Space Section)

Request is made for fifteen (15) file trays to be furnished the Statistics Sub-Section of the Accounts Branch of the Transportation S/C.

For the Director:

WALTER P. SCOTTINS
Lt. Colonel, QMC
Chief, Admin. Div.

F112

13 2129

187/8/TN1

HEADQUARTERS ALLIED COMMISSION

APO 394

ECONOMIC SECTION

RED/eng

Ext. 415

23 February 1945

ES/1.01

SUBJECT: Security

TO : Transportation Sub-Commission
 Attention: Lt. Col. Walter P. Scoggins,
 TOP SECRET Control Officer.

1. Attention is invited to your security report of 18 February, Reference 187/TN 1. *See attached Tab 1*

2. The method of handling TOP SECRET documents, as reported in your letter, is not in accordance with paragraph 6, Office Memorandum No. 2, Office of Chief of Staff, 3 February 1945. Your report shows that messengers and military and civilian file clerks handle and have access to TOP SECRET files. The Office Memorandum referred to states that the TOP SECRET Control Officer, the head of the Sub-Commission or Section and the officer to whose work the knowledge is essential should be the only ones to handle TOP SECRET documents.

3. You will please take corrective action to see that the above quoted Office Memorandum is fully carried out in all particulars.

By command of Brigadier General McKIMLEY:

Robert E. Doe
 ROBERT E. DOE
 Major, A.C.D.
 Chief, Adm. & Pers. Div.
 Economic Section.

12

2128

File

SECURITY CHECK LIST

1. Name of Top Secret Control Officer.
2. Means for safeguarding Secret and Top Secret documents in offices unoccupied.
3. Method of handling Secret and Top Secret documents:
 - a. Who carries?
 - b. Who Files?
 - c. Who Has Access to Files?
 - d. What Records are Kept?
 - e. How Passed? (Under Cover or Not?)
 - f. Are Receipts Obtained?
4. Is a daily check made after business hours to see that no classified papers are left inadvertently where they may be obtained by unauthorized persons and to see if all safes, files, etc., containing these documents are properly locked?
5. What means is used to segregate and burn Secret and Top Secret waste?
6. Are the provisions of Office Memorandum No. 2, Office of the Chief of Staff, dated 2 February, 1945, fully carried out?

11
2427Dec
2/1/45

AA/Pd

HEADQUARTERS ALLIED COMMISSION

AFC 394

Transportation Sub-Commission

19 February 1945

Tele : 482

Our ref.: AC/187/7/Tn 1

SUBJECT : Office Machinery

TO : HQ. Commandant

1. The following is a return of 'Office Machinery' as requested in your letter HQC/45/3 dated 12 February 1945.

Type of Machine	Make	Number	Source of Supply	Remarks
Duplicator	Gestetner	27490	HQ. AAT	
Adding Machine	Alfa-Everest	301384	unknown	
Typewriter	Woodstock	N 616401	HQ. Supply	
"	Woodstock	634173302	HQ. Supply	
"	Underwood	2174273/5	unknown	
"	Olivetti	95736	unknown	
"	Olivetti	103316	unknown	
"	Olivetti	255771	unknown	

2. Where details are incomplete the information has been obtainable, however, stens are being taken to have details recorded in this office and as soon as they are at hand you will be advised.

Yor the Director:

WALTER P. SOOGHNS
Lt. Colonel, Q.M.C., 126
Admin. Officer

Tele : 482

19 February 1945

Our ref.: AG/187/7/Tn 1

SUBJECT : Office Machinery

TO : HQ. Commandant

1. The following is a return of 'Office Machinery' as requested in your letter HQG/45/3 dated 12 February 1945.

<u>Type of Machine</u>	<u>Make</u>	<u>Number</u>	<u>Source of Supply</u>	<u>Remarks</u>
Duplicator	Gestetner	27490	HQ. AAI	
Adding Machine	Alfa-Everest	301384	unknown	
Typewriter	Woodstock	N 616401	HQ. Supply	
"	Woodstock	634178	HQ. Supply	
"	Underwood	2174273/5	unknown	
"	Olivetti	95738	unknown	
"	Olivetti	103516	unknown	
"	Olivetti	235771	unknown	

2. Where details are incomplete the information has been obtainable, however, items are being taken to have details recorded in this office and as soon as they are at hand you will be advised.

For the Director:

WALTER F. SCOGGINS
Lt. Colonel, Q.M.C., 425
Admin. Officer

110

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

12 February 1945

HQC/45/3

SUBJECT: Office Machinery.

TO : All Sub-Commissions, Branches, Sections, etc.
this Headquarters.

It is requested that full particulars of ALL office machinery be forwarded to Hq Comdt's Office on proforma as below, not later than 13 Feb 45.

PROFORMA: (Entries set forth as examples)

TYPE of Machine	Make	Number	Source of Supply	Remarks
Typewriter	Everest	1234	American Supply	
Typewriter	Olivetti	1000	Hired	(Owner's name)
Adding (Electric) Totalis		56789	Local purchase	Thru A.C. Purchasing O
Duplicator	Safa	10001	Requisitioned	Thru A.C. Requisitioning O

R. H. Robertson Lt Col
R. H. ROBERTSON
Hq. Commandant.

DISTRIBUTION:
"C"

9
2425

Office Machinery

Account for
~~204,98~~
~~178,065~~
 178,065

● Director: 11 616 401 E Woodstock - Hq. Supply

Dps Director: _____

Admin. Div. * 208232 - Olivetti Alfa Italiana X

* 152141 - Olivetti X

95738 - Olivetti X

* 304404 - " Lt. Barone X

* 229140 - " Lt. Barone X

* 204696 - " Lt. Barone X

301384 - Alfa Everest - Audio-machinery X
 Reg. 203

Auto-Branch

NIL

Planning Staff

NIL

Movements Div

27490 - Gestetner - Duplicator HQ AAI. X

* 174362 - Olivetti - X

634178E22 - Woodstock - Hq. Supply X

File Div.

103316 - Olivetti

61489 - Olivetti Portable (H. Co. Brown) X

2424

78502

Load Division

→ 177 407

DeWitt x

Maint. Bk. 255771 Olivetti

Post & Warehouse Div.

Operations Br.

Port Br.

Washington Bn.

* 291782 Olivetti Ala. ~~Stalder~~

Pirelli Plant

269198, Olivetti - Lt. Barone

2174273/5 Underwood

NOTE—Whenever practical this voucher must accompany the stores

ISSUE AND RECEIPT VOUCHER

Army Form G 1033
(in books of 100)Issue
voucher No.

G4/140/ACC/49

Account

Office Machinery

Date account
commences

3. 14. 44

For Office Stamp

To be completed
by Consignee

No. of sheets in voucher

Sheet No.

Receipt voucher No.

Account

Date account commences

Issued by

G. H. BRANCH H.Q. ACC.

To

TRANSPORTATION SUB. COMMISSION

Authority

Date and mode of conveyance

15. 5. 44

Carrier's or Convey Note No. and Date

For Store Depot use only

Ledge Folio (1)	Cat. or Part No. (2)	DESIGNATION (3) Section or Sub-Section	Total number or quantity (4)	Description and marks on packages (5)						Value (11)		
					S. (6)	R. (7)	D. (8)	U. (9)	Rate (10)		\$	d.
		DUPLICATION "GOSWICKER" No. 27490	1									
		Severed Time Copies		Handwritten Sign. 19/3/45								

* Of consignee on original and triplicate and of consignee on duplicate.
† Part No. to be completed in the case of M.T. or other technical stores.

(SIGNED) CAPT. T. ROWLANDS for LT. COL.

(Signature of consignee) G-4(B)

IF USED BY ORDNANCE OFFICERS AS AN ISSUE VOUCHER, TONNAGE TO BE ENTERED ON REVERSE

2090

Declassified E.O. 12356 Section 3.3/NND No. 785021

ALL SERVICESList of Stores, Plant, Tools, Instruments, &c.Issued to
Requisitioned by

172-100-1-1

From

Date 17.2.45

Index (or Cat.) No.	Designation	Quantity
	DUPILLOP	0
	WATERMETER	
	N. 27723	1
	1/2 INCH BORE PIP	
	N. 27490	
	1/2 INCH BORE PIP	

Signature

Rank

Date

NOTE - Whenever practicable this voucher must accompany the stores

ISSUE AND RECEIPT VOUCHER

Army Form G 1033
(in books of 100)

Issue Voucher No. G4/HQ/PC/143

Account Office Machinery

Date account commences 17 Feb. 48

Issued by G. H. (B) LTD, Allied Commission
To TRANSPORTATION SVS. COMMISSION

Authority
Date and mode of conveyance By Hand 17/2/48

No. of sheets in voucher
Receipt voucher No.
Account
Date account commences

At
At
Carrier's or Convey Note No. and Date

Leger Folio	Cat. or Part No.	Section or Sub-Section	DESIGNATION	Total number of quantity (1)	Description and marks on packages (2)	For Store Depot use only					Value		
						S. (6)	R. (7)	D. (8)	U. (9)	Rate (10)	(11)	s.	d.
			DUPLICATOR "GERIETNER"										
			No. 27723	1									
Certified true copy <u>Almond</u> <u>Sgt. 19/3/48</u>													

(SIGNED) GRPT. T. ROWLANDS JR. LT. COL. G.H.B.

* Of consignor on original and triplicate and of consignee on duplicate.
† Part No. to be completed in the case of M.T. or other technical stores.

IF USED BY ORDNANCE OFFICERS AS AN ISSUE VOUCHER, TONNAGE TO BE ENTERED ON REVERSE

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/lr

AC/187/6/Tn.1

24 February 1945

MEMO TO : 1st Lt. Roy E. Barone.

SUBJECT : Typewriters.

1. The following numbered typewriters were requisitioned for the Transportation Sub-Commission by Lt. Roy E. Barone and are now in the possession of Transportation Sub-Commission.

OLIVETTI	95738	OLIVETTI (M 40)	304404
"	291782	"	204696
"	208232	"	269198
"	177407	"	229140

2. This is issued as a receipt to Lt. Roy E. Barone.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC,
Chief, Admin. Div.

8
2420

TYPEWRITER REPORT

TYPING POOL - 5 typist - 5 typewriters
 ROADS SECTION - 1 typist - 1 typewriter
 RAILS SECTION - 2 typists - 2 typewriters
 WAREHOUSING - 1 typist - 1 typewriter
 ADJUTANT - 1 typist - 1 typewriter
 CHIEF CLERK'S OFFICE - 2 typists - 2 typewriters
 PIRELLI PLANT - 1 typewriter loaned + 1 *from Barone*
 RAIL SECTION CAPT PING - 2 typewriters

TYPEWRITER NUMBERS:

POOL - 1. 204696
 2. 95738
 3. 229140 Olivetti
 4. 304404
 5. 208232

ROADS: - 1. 177407 - Olivetti

WAREHOUSE 1. 291782 - Olivetti

ADJUTANT 1. N616401E

RAILS: 1. 174362 - Olivetti
 2. N634178E22 - Underwood

CHIEF CLERKS

1. 152141 - Olivetti
 2. Underwood noiseless

Rails (Min. of Comms) 1. 103316 - Olivetti (Lt. Col Vining)
 2. 61489 - Portable Olivetti (Brown's)

Pirelli Plant - 1 Olivetti + 1 *from Barone*

Underwood

7
 244
 July
 1944

2094

WPS/rg

HEADQUARTERS ALLIED COMMISSION
APC 394
Transportation Sub-Commission

Tale: 482

Our ref:- 187/Tnl

18 February 1945

SUBJECT: Security Report - Transportation Sub-Commission.

TO : Economic Section.

1. The following report on security in the Transportation sub-Commission is submitted:

1. Name of TOP-SECRET Control Officer:-
Lt. Colonel Walter P. Scoggins

2. Means of safe-guarding Secret and Top-Secret documents in offices unoccupied:-
Locked cabinets or desks

3. Method of handling Secret and Top-Secret documents:-
TOP-SECRET

- a. Who carries?
Top-Secret Control Officer or Messenger.
- b. Who files?
Top-Secret Control Officer, Military or Civilian file clerks.
- c. Who has access to files?
Officer in charge of Divisions and file clerks.
- d. What records are kept?
Top-Secret Register by Top Secret Control Officer.
- e. How passed?
Under cover.
- f. Are receipts obtained?
Yes.

SECRET

- a. Who carries?
Messengers.
- b. Who files?
Military and civilian file clerks.
- c. Who has access to files?
Officer in charge of Division and file clerks.
- d. What records are kept?
Entered and charged out in general register of Transportation Sub-Commission.
- e. How passed?
Under cover.
- f. Are receipts obtained?
No.

4. Daily checks are made after business hours to see that no papers are left out and to see that all safes, files etc are properly locked.

1. Name of TOP-SECRET Control Officer:-
Lt. Colonel Walter P. Scoggins

2. Means of safe-guarding Secret and Top-Secret documents in offices unoccupied:-
Locked cabinets or desks

3. Method of handling Secret and Top-Secret documents:-

TOP-SECRET

- a. Who carries?
Top-Secret Control Officer or Messenger.
- b. Who files?
Top-Secret Control Officer, Military or Civilian file clerks.
- c. Who has access to files?
Officer in charge of Divisions and file clerks.
- d. What records are kept?
Top-Secret Register by Top Secret Control Officer.
- e. How passed?
Under cover.
- f. Are receipts obtained?
Yes.

SECRET

- a. Who carries?
Messengers.
- b. Who files?
Military and civilian file clerks.
- c. Who has access to files?
Officer in charge of Division and file clerks.
- d. What records are kept?
Entered and charged out in general register of Transportation Sub-Commission.
- e. How passed?
Under cover.
- f. Are receipts obtained?
No.

4. Daily checks are made after business hours to see that no papers are left out and to see that all safes, files etc are properly locked.

5. Secret and Top-Secret waste is accumulated and burned by military personnel.

6. The provisions of Office Memorandum No. 2, Office of the Chief Of Staff, dated 3 February 1945 are carried out as fully as possible with the limited number of military clerical personnel available.

For the Director:

WALTER P. SCOGGINS,
Lt. Colonel, QMC,
Administration Officer.

WSP/hl

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Tel: 482

Our Ref: AG/187/5/Tn.1.

28 January 1945.

SUBJECT: Door Sign

TO : HQ. Comdt. (Office Space Section)

1. Request is made for a door sign bearing
the following inscription; letters one half (1/2") inch
in height: -

TRANSPORTATION SUB-COMMISSION
ROADS DIVISION
SUPPLY BRANCH
CAPT. WARNER G. PETERSON (A)

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, GMC.
Admin. Officer

2417

5



Ministero delle Corporazioni

SEGRETERIA
DI S. E. IL MINISTRO

To Administrative Div -

TRANSPORTATION Sub-Commission

Roads Division

Supply BRANCH

CAPT. W. G. PETERSON (A)

2416

All Divisions

1. In order to have some uniformity in signs on doors the following form will be adopted: -

TRANSPORTATION SUB-COMMISSION

_____ DIVISION

_____ BRANCH

Major A.B. Smith (A)

Capt X.Y. Jones (B)

2. Indents may be put in
Under the Admin - Div.

Do not lose, Please
Jerry - Please keep this
in file, this is the pattern
Col Thomas wants all signs
to follow - Sgt Albert

TRANSPORTATION SUB COMMISSION

DIRECTOR

MERRIT H. TAYLOR

D/DIRECTOR

COLONEL M. B. THOMAS

ADMINISTRATIVE

LT. COL. W. P. SCOGGINS

SHIPPING (MOV)

LT. COLONEL M. J. SIEFF

MAJOR A. M. MCCLURE

CAPT. R. HOYLE

JR./CMR E. FEARNSTIDES

SHIPPING TN

MR. CHARLES C. CROOKS

LT. G. W. E. WARLEY

RAIL (MOV)

LT. COLONEL J. BAKER

MAJOR C. R. WORTHINGTON

CAPT. J. F. H. DUTHIE

LT. A. N. F. WEBB

RAIL TN

LT. COLONEL O. E. LINDBERG

CAPT. A. C. PING

ROADS

COLONEL J. J. CARNES

CAPT. C. W. PEPPER

ROADS (MOV)

LT. COLONEL J. H. BORDASS

HEADQUARTERS
ALLIED COMMISSION
APO 394
OFFICE SPACE SECTION

HQC/10/2

24th January 45

Subject : Oil and Wicks.

To : Transportation Sub-Commission.

Reference your letter AG/462/TN/1 - dated 19th January 45.

It is regretted that this office was unable to procure Oil and Wicks from either British or American Supply Stores.

As urgent request has been made to Ordnance thru' C.C. British Detachment, and this office will supply them as soon as they are to hand.

R. F. Sinclair

CAPT

R. F. SINCLAIR
OFFICE SPACE SECTION

4

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

187/2/CS/nf
2411
20 January 1945

Our Ref: AC/3/A/Tn/1
Tele: 478092

INTER OFFICE MEMO

SUBJECT : Office Equipment
TO : Transportation Sub-Commission,
Administrative Division
(attn. Lt. Col. W.P. Scoggins)
FROM : Transportation Sub-Commission,
Administrative Division
(Accounts Branch)

In preparation for the starting-up of the Statistics Section please may we be supplied with two typewriters and an adding machine as early as possible.

At the moment we have a call on the services of Major Klein's typist and this arrangement is proving insufficient for even our present needs.

C.E. Hodgetts
C.E. HODGETTS
Major
Accountant
2

WPS/hl

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Ref:482
Our Ref: AO/187/1/Tn.1. *file*

24 January 1945.

SUBJECT: Typewriters

TO : Officer in Charge
Pirelli Tire Plant
Industry Sub-Commission

2413

It is requested that the two OLIVETTI Typewriters Nos.269198 and 2174273-5 belonging to this Sub-Commission and being used by the Pirelli Tire Plant, be returned as they are needed very much.

For the Director:

WALTER F. SCOGGINS
Lt.Colonel, GAC.
Admin. Officer

file

7

2103