

ACC 10000/148/149

188/TN/1

OFFICE ACCOMODATION

MAR. 1945 - FEB. 1946

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/82/Tn.1

19 February 1946

SUBJECT : Request for Move of Telephone.

TO : Headquarters Signal Officer
HQ AC.

1. It is requested that telephone No. 478704
be moved from Room 1, 2nd Floor, Main Building to
Room 37, 3rd Floor Annex.

2. The new listing will be as follows :

Mr. Nicholas B. Miele
Port and Warehouse Division
Trans. & Ship. Sub-Com.

For the Director :

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

2600

Telf. 482

HEADQUARTERS ALLIED COMMISSION
APO 394

WPS/mdm

Transportation and Shipping Sub Commission

Ref. AC/188/81/Tnl.

16 February 1946

MEMORANDUM

SUBJECT : Removal of Telephone

TO : Headquarters Signal Officer
HQ ACIt is requested that telephone No. 208 be removed
from Room 9, 2nd floor, Main Building.

For the Director:

WALTER P. SCOGGINS
Lt. Col. OM
Chief, Admin. Div.

2599

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/80/Tn.1

14 February 1946

MEMORANDUM

SUBJECT : Repair of Telephone.

TO : Headquarters Signal Officer
HQ AC.

It is requested that telephone No. 489 in Room
39. 3rd Floor Annex be repaired.

For the Director :

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

2398

Tel. 482

HEADQUARTERS ALLIED COMMISSION
AFO 394
Transportation and Shipping Sub-Commission

WPS/lmr

14 February 1946

AG/188/79/Tn.1

SUBJECT : Light bulbs.

TO : Hq Commandant (Office Space Section).

It is requested that new light bulbs be installed in Rooms 13 and 19, 2nd Floor, Main Building, as the former bulbs were stolen during the night of 13 February.

For the Director :

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

2597

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/78/Tn.1

13 February 1946

MEMORANDUM

SUBJECT : Request for Removal of Telephone.

TO : Headquarters Signal Officer
HQ AC.

It is requested that telephone No. 514 located
in Room 5, 2nd Floor, Main Building, be removed.

For the Director :

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

4896

Tel: 482

HEADQUARTERS ALLIED COMMISSION

WPS/fl

APO 394

Transportation and Shipping Sub-Commission

AC/188/77/Tnl

11 Feb. 1946

Subject : Request for Extensions to Telephones

To : Headquarters Signal Officer
H Q A O

File

It is requested that one (1) extension to each of the following telephones be installed in Room 49, 3rd Floor Annex:

Tel. N. 408 located in Room 47, 3rd Floor Annex

Tel. N. 478700 located in Room 47, 3rd Floor Annex.

For the Director:

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

2595

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/76/Tn.1

11 February 1946

SUBJECT : Removal of Telephones.

TO : Headquarters Signal Officer
HQ AC.It is requested that the following
telephones be removed :Tel. No. 478406 From Room 33, 3rd Floor Annex
Tel. No. 478305 from Room 35, 3rd Floor Annex.

For the Director :

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

2094

Tel. 390 HEADQUARTERS ALLIED COMMISSION /gs
APO 394
Transportation and Shipping Sub-Commission

Our Ref :- AC/188/75/Tn.1.

7 February 1946

SUBJECT :- Typewriter repair-man.

TO :- Headquarters Commandant
(Attn. Office Space Section)

It is requested that a typewriter repair-man be sent to Room 39 2nd Floor annex, to repair a typewriter No. 514-5656536 as soon as possible.

For the Director :-

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

6383

HEADQUARTERS ALLIED COMMISSION
AFO 394
TRANSPORTATION AND SHIPPING SUB COMMISSION

6 Feb. 46

SUBJECT : Repair of Typewriter
TO : Space Section Office, Allied Commission

1. It is requested that the typewriter No. 514-5656956 located in room 39 2nd floor anex, porta & Warehouse Division be repaired as soon as possible.

W. G. Prilland
GERD LESTER
1st Lt. QMC
Warehouse Branch

2592

Tel. 390

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

MDM/lmr

AC/188/74/Tn.1

5 February 1946

SUBJECT : Electrician.

TO : HQ Commandant (Office Space Section).

It is requested that an electrician be sent
on the 2nd Floor Room 13 to repair electric wire.

For the Director :

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

209

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

LR/lr

AC/188/73/Tn;1

4 February 1946

SUBJECT : Typewriter repair-man;

TO : Headquarters Commandant
(Attn. Office Space Section)

FILE
→

It is requested that a typewriter repair-man be sent to Room 5, 2nd Floor to repair a typewriter (Underwood) as soon as possible.

For the Director :

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

2090

Tel. 480 HEADQUARTERS ALLIED COMMISSION WPS/ga
APO 394
Transportation and Shipping Sub-Commission

Our Ref :- AC/188/72/Tn.1.

2 February 1946

SUBJECT :- Telephone break down.

TO :- Headquarters Signal Officer, HQ AC.

It is requested that the telephone extn. 342
located in room 7 second floor main be repaired at
your earliest convenience.

For the director :-

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

2589

Tel. 482 HEADQUARTERS ALLIED COMMISSION LR/lr
APO 394
Transportation and Shipping Sub-Commission

AC/188/71/Tn.1

26 January 1946

FILE
SUBJECT : Request for Locksmith.

TO : Headquarters Commandant.

It is requested that a locksmith be sent to
Room 15, 2nd Floor to repair a door lock, as soon as possible.

For the Director :

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

2588

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/ga

Our Ref :- AC/188/70/Tn.1.

25 January 1946

SUBJECT :- Repair of Adding Machine.

TO :- Headquarters Commandant
HQ AC.
Attention : Building Superintendent.

It is requested that an electric adding machine
in Room 35, 3rd Floor Annex, be repaired.

For the Director :-

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

2587

INTER-OFFICE MEMO

CSW/lp

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

3/A/Tn.1.

25 JAN 1946
Date.....

Please may the under-noted repairs be carried out as early
as possible.

For the Director,

Wyatt Business Executive
(G.S. WYATT) Capt. R.A.
Accountant

Electric adding machine "TOTALIA" - Room no. 35 -3 floor annex

2586

Tel :- 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/ga

Our Ref :- AC/188/59/Tn.1.

25 January 1946

SUBJECT :- Typewriter repair.

TO :- HQ. Commandant (Office Space Section)

FILE
It is requested that a typewriter repair-man be sent to Room 23, 2nd Floor, to repair an Olivetti machine No. 97942, as soon as possible.

For the Director :-

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

2502

188/185

1st. Sub.

To: Headquarters Commandant
HQB AC

1. Attention is invited to basic communication.

2. May the light bulbs be installed as requested please.

2584

For the Director:

Walter P. Boggins
Lt. Col. USA
Chief, Admin. Sec.

COPYHEADQUARTERS ALLIED COMMISSION
TRANSPORTATION AND SHIPPING SUB-COMMISSION

CL/mfg

Subject :- Light bulbs

To :- Office, Space Section.

1. Request is hereby made for light bulbs for two fixtures in corridor of 2nd floor annex Transportation Sub-Commission, Ports & Warehouse Division, room 33 and 39.

GERD LESTER
1st Lt. QMC
Warehouse Branch.

2683

Tel: 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/fl

AC/188/67/Tnl

21 January 1946

SUBJECT : Typewriter repair -

TO : HQ. Commandant - (Office Space Section)

FILE
It is requested that a typewriter repair-man be sent to Room 23, 2nd Floor, to repair an Olivetti machine No. 229140, as soon as possible.

For the Director:

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

2382

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION and SHIPPING SUB COMMISSION

Tel. 290
Ref. AC/3.1/84/Tn6

CCC/mvm
14 January 1946

188/Tn7
SUBJECT: Installation of Telephone
and Sign

TO : Administration Division
(Att: Lt. Col. W. P. Scoggins)

1. We request that a telephone be installed in Room 39,
Third Floor Annex for the use of Lt. G. Lester, Head of the
Warehouse Operations Branch.

2. We request a sign as follows:

Warehouse Operations Branch
Lt. G. Lester (A)

Charles C. Crooks
CHARLES C. CROOKS, Chief
Ports & Warehouse Division

2381

66

File

CFB/mb

TRANSPORTATION & SHIPPING SUB-COMMISSION

INTER OFFICE MEMORANDUM

Tele : Ext. 514

276/67/Tn.3.

188/Int
6 December 1945

SUBJECT : Desk Lamps

TO : Administrative Division
(Attn. Lt. Col. Scoggins)

1. The lighting in this office, room No. 7 is poor and with the present early hours of darkness it is difficult to work satisfactorily.
2. Is it possible please for two desk lamps to be provided one for use by the typist who works in this office and one for use by the Officer.

4580
C.F. Berridge
C.F. BERRIDGE,
Major, R.E.
Chief, Movements Division

65

3/11/45

C O P Y

TRANSPORTATION SUB-COMMISSION
PORTS & WAREHOUSE DIVISION
APO 394

GL/mfg

SUBJECT :- Typewriter, repair.

TO :- Office Space Section.

1. Request is hereby made to repair typewriter No.-14-5656556, Underwood, located in room 39 2nd floor Annex.

GERD LESTER
1st Lt.QMC

2579

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394

WPS/lmr

Transportation and Shipping Sub-Commission

AC/188/39/Tn.1

16 January 1946

MEMORANDUM

SUBJECT : Request for Removal and Installation of
Telephone.

TO : Headquarters Signal Officer,
HQ AC.

1. It is requested that telephone Extension
No. 483, located in Room 52, 3rd Floor Annex, be moved
to Room 39, 3rd Floor Annex.

2. The New listing is :

1st Lt. Gerd Lester (A)
Warehouse Branch
Port and Warehouse Division
Transportation and Shipping Sub-Commission

For the Director :

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

63

2578

Tel: 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/fl

MEMORANDUM

AG/188/60/Tal

18 January 1946

SUBJECT : Request for Removal of Telephones.
TO : Headquarters Communications Officer
HQ. AG.

712
It is requested that two (2) telephones, Extension 513, located in Room 25, 2nd Floor Main Building, be removed.

For the Director:

W.P. SCOGGINS
Lt. Col. GAC.
Chief, Admin. Div.

62
2537

Tel.482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/ga

Our Ref :- AC/188/61/Tn.1.

18 January 1945

MEMORANDUM

SUBJECT :- Removal of Telephone.

TO :- Headquarters Communications
Officer
HQ AC

Confirming action already taken, it is requested that telephone No. 394 located in Room 39, 3rd Floor Annex, be removed.

For the Director :-

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

2576

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/60/Tn.1

16 January 1946

MEMORANDUM

F122
SUBJECT : Removal of Telephone.
TO : Headquarters Communications
Officer
HQ AC.

It is requested that telephone extension
No. 544, located in Room 50, 3rd Floor Annex, be
removed.

For the Director :

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

2375

AG/188/Tn.1.

1st IND

WPS/gb

HQ, ALLIED COMMISSION, Transportation and Shipping S/C 14 Jan. '46

TO :- Headquarters Signal Officer, HQ AC.

1. Attention is invited to basic communication.
2. It is requested that the telephone be repaired at your earliest convenience.

For the Director :-

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

77121

2071

C O P Y

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

JSB/gsl

Our Ref : AC/28/205/Tn5

14 January 1946

SUBJECT : Telephone break down.

TO : Administrative Div/-Tnptn S/C.

Room No. 66 - Phone Extn 308 - 3rd Floor Annex

1. The a/m telephone is out of order, will you please arrange for repair to be effected as soon as possible.

J/S. BILLINGHURST
Captain R.A.S.C.

2573

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lr

AC/188/59/Tn.1

10 January 1946

SUBJECT : Light Bulb.

TO : Headquarters Commandant.
Attention : Building Superintended.

FILE
It is requested that a light bulb be furnished for the desk lamp in Room 13, 2nd Floor, Main Building, as soon as possible.

For the Director :

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

4572

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/58/Tn.1

7 January 1946

MEMORANDUM

SUBJECT : Repair of Window Shade.

TO : Headquarters Commandant.
Attention : Building Superintendent.

FILE
It is requested that a Window shade in
Room 8, 2nd Floor, Main Building, be repaired.

For the Director :

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

2071

Tel. 390

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

LP/lr

AC/188/57/Tn.1

3 January 1946

SUBJECT : Clotheshangers.

TO : Headquarters Commandant
(Office Space Section)

FILE
It is requested that a carpenter be sent to Room 23,
2nd Floor to fix two clotheshangers, as soon as possible.

For the Director :

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

2579

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AG/188/56/Tn.1

5 January 1946

MEMORANDUM

SUBJECT : Request for Locksmith.
TO : Headquarters Commandant.

File
It is requested that a locksmith be sent to
Room 19, 2nd Floor to repair a door lock.

For the Director :

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

2009

Tel. 482

HEADQUARTERS ALLIED COMMISSION WPS/ga
APO 394

Transportation and Shipping Sub-Commission

Our Ref :- AC/188/53/Tn1

22 December 1945

MEMORANDUM

SUBJECT :- Repair of Typewriter

TO :- Headquarters Commandant
(Attention: Building Superintendent).

It is requested that a typewriter in Room 11,
2nd Floor Main, be repaired at the earliest practicable date.

For the Director :-

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

54

2568

INTER-OFFICE MEMO

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

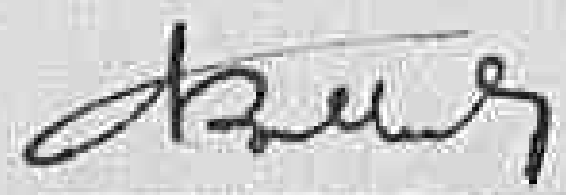
188/m 7

3/A/Tn.1.

Date 20 December 1945

Please may the under-noted repairs be carried out as early as possible.

For the Director,

for  - Executive of Div.
MILTON STEINBERG Capt.
Accountant

Small repair at the electric adding machine. (Room 35, 3rd Floor An.)

53

2587

INTER-OFFICE MEMO

To : Administration Division
From : Accounts Branch
SUBJECT : Repairs

188/m7

3/A/Tn.1.

Date 20 December 1945

Please may the under-noted repairs be carried out as early as possible.

For the Director,

for *M. Bettalio* - Executive of Repairs
MILTON STEINBERG Capt.
Accountant

Two new keys for file cabinets. (3rd Floor An. Room 35)

52

2366

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/mdm

AC/188/51/Tn.1

21 December 1945

MEMORANDUM

SUBJECT : Request for Locksmith
TO : Headquarters Commandant

File
It is requested that a locksmith be sent to Room 35, 3rd Floor Annex
to make two new keys for file cabinets.

to repair a door lock.

For the Director :

192
WALTER P. SCOGGINS
Lt. Col. GAC
Chief, Admin. Div.

2365

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/50/Tn.1

21 December 1945

MEMORANDUM

SUBJECT : Request for Repair of Adding Machine.
TO : Headquarters Commandant.
Attention : Building Superintendent

It is requested that an Adding Machine in
Room 35, 3rd Floor Annex, be repaired.

For the Director :

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

2384

NR/elc

Transportation & Shipping Sub-Commission

INTER OFFICE MEMORANDUM

Tel : 478701

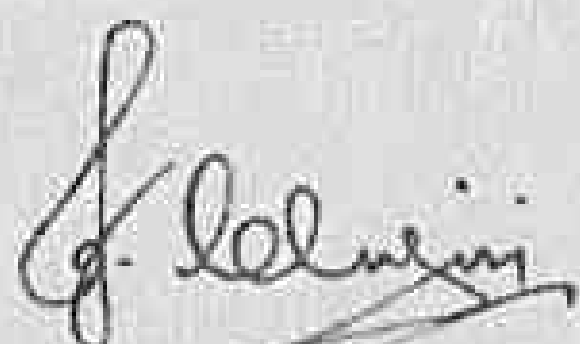
18 December 1945

276/70/Tn 3

TO : Chief, Administration Division

1. Request arrangements be made for bell system to be installed between rooms 4 and 3, and rooms 4 and 14, as soon as possible, please.
2. It is further requested that location of telephone Ext 547 be changed within room 4.

For Chief, Movements Division

I.F. CLINGING,
Captain, R.E.

988/Tn 7

(49)

2563

Tel. 390

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

FL/lmr

AG/188/48/Tn.1

19 December 1945

SUBJECT : Change of Electric Light Bulbs.

TO : Headquarters Commandant
HQ.AC.

FILE
It is requested that the electric light bulb
in Room 1 2nd Floor, be changed for a more powerful one
owing to difficulties being experienced by the occupant,

For the Director :

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

2562

Tel: 482 HEADQUARTERS ALLIED COMMISSION WPS/fl
APC 394
Transportation and Shipping Sub-Commission

MEMORANDUM

AC/88/47/Tnl

19 December 1945

SUBJECT : Request for Bell System.
TO : Headquarters Commandant.
Attention: Building Superintendent.

It is requested that a bell system be installed
between Rooms 4 and 3, and Rooms 4 and 14, 2nd floor
Main Building.

For the Director:

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

2561

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AG/188/46/Tn.1

19 December 1945

MEMORANDUM

711E
SUBJECT : Move of Telephone.
TO : Headquarters Signal Officer.

It is requested that the location of
telephone Ext. 547 be changed within Room 4, 2nd Floor
Main Building.

For the Director :

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

2560

T el. 482

HEADQUARTERS ALLIED COMMISSION
APO 394

WPS/ga

Transportation and Shipping Sub-Commission

Our Ref :- AC/188/45/Tn1

15 December 1945

MEMORANDUM

SUBJECT :- Request for Move of Telephones.

TO :- Headquarters Signal Officer
HQ AC

It is requested that telephones as indicated
below be moved on Monday 17 December after 1000 hours:-

Telephone 547 from Room 3 to Room 4, 2nd Floor Main
Telephone 478303 from Room 3 to Room 4, 2nd Floor Main
Telephone 478701 from Room 2 to Room 4, 2nd Floor Main
Telephone 478903 from Room 4 to Room 3, 2nd Floor Main
Telephone 514 from Room 7 to Room 5, 2nd Floor Main.

For the Director :-

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

2559

FILE

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/gb

Our Ref :- AC/188/44/Tn1

15 December 1945

MEMORANDUM

SUBJECT :- Request for Laborers.

TO :- Headquarters Commandant.
Attention : Building Superintendent.

It is requested that six (6) laborers be sent up to Room 4, 2nd Floor, Main Building on Monday morning 17 December at 0930 hrs to move furniture between rooms.

For the Director :-

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

FILE

2558

Tel: 390

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation & Shipping Sub-Commission

AC/188/43/Tn.1

13 December 1945

SUBJECT: Window Repairs

TO: R.Q.7 Commandant.

Will you please supply as soon as possible a carpenter to repair a window in Room 51, 3rd. Floor Annex.

For the Director:

WALTER P. SCOGGINS
Lt. Col. MC.
Chief, Admin Div.

FILE
4357

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation & Shipping Sub-Commission

R E C E I P T

6 Dec 45

The undermentioned typewriter has been issued on loan to
Ports & Warehouse Division:-

OLIVETTI 12" Carriage - No. 262854

Received in good condition

(Sgd)

Charles C. Crook

Returned to
Typing pool
14 Dec 45

h2

2556

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/mdm

AC/188/41/Tn.1.

6 December 1945

MEMORANDUM

SUBJECT : Repair of Lights
TO : Headquarters Commandant

Attention : Building Superintendent

It is requested that an electrician be sent up to Room 13, 2nd Floor, Main Building to repair the lights as soon as possible as the room is very dark.

For the Director

WALTER P. SOGGINS
Lt. Col. GMC
Chief, Admin. Div.

F11B

2355

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/mdm

AC/188/40/Ta.1.

6 December 1945

SUBJECT : Repair of Heating System

TO : Headquarters Commandant

Attention : Building Superintendent

It is requested that the heating system in Room 13, 2nd Floor Main Building as there is no heat whatsoever coming out of the radiator.

For the Director

WALTER P. BOOGINS
Lt. Col. QMC
Chief, Admin. Div.

27/13

27/13

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

AC/123/39/Tn.1.

6 December 1945

MEMORANDUM

SUBJECT : Request for Repair of Typewriter.
TO : Headquarters Commandant
Attention : Building Superintendent

It is requested that a typewriter in Room 50, 3rd Floor Annex, be repaired at the earliest convenience.

For the Director

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

FILE

2588

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394

WPS/mi

Transportation and Shipping SubCommission

Our Ref : 188/38/Tn.1

5 November 1945

MEMORANDUM

SUBJECT : Repair of Light.

TO : Headquarters Commandant
Attention : Building Superintendent.

1. It is requested that the light over the stairway between the 2nd Floor Main Building and 3rd Floor Annex be repaired.

2. The light has been repaired several times in the last few weeks and it seems that it only lasts about one or two days after repair so there must be a short or something causing it to go out.

3. Inasmuch as several people have fallen on this stairway it is requested that the electrician be instructed to check the trouble carefully.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, Q.M.C.
Chief, Admin. Div. 2652

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AG/188/37/Tn.1

4 December 1945

MEMORANDUM

SUBJECT : Replacement of Light Bulb.
TO : Headquarters Commandant
Attention : Building Superintendent.

It is requested that a larger light bulb be installed in Room 14, 2nd Floor as the present one does not give sufficient light.

For the Director :

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

2551

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 384
Transportation and Shipping Sub-Commission

WPS/gg

Our Ref :- AG/188/35/Tn.1.

29 November 1945

MEMORANDUM

SUBJECT :- Repair of Telephone.

TO :- Headquarters Signal Officer
HQ AC.

It is requested that Telephone No. 478305
in Room 35, 3rd Floor Annex, be repaired.

For the Director :-

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

2050

INTER-OFFICE MEMO

CSV/lp

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

3/A/Tn.1.

27 November 1945
Date.....

Please may the under-noted repairs be carried out as early
as possible.

For the Director,

Michael J. Hickey
(C.S. WYATT) Capt. R.A.
Accountant

Telephone in room 35 3rd Floor Annex.
Telephone No. 478305

File

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

27 November 1945

AG/188/34/Tn.1

MEMORANDUM

SUBJECT : Heat.

TO : Headquarters Commandant.
Attention : Building Superintendent.

1. Rooms 1, 3, 7 and 21, 2nd Floor Main Building,
have no heat in them today.

2. May the heating system in the above numbered
rooms please be checked as to its working condition.

For the Director :

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

2548

AC/188/32/Tn.1.

1st Ind.

WFS/ES

HQ; Allied Commission Transportation and Shipping S/C 23 Nov.45

TO : Headquarters Communications Officer
HQ AC

1. Approved.

2. Rooms 25 and 30, First Floor Main Building are occupied
by the Requisition Branch, Supply Group, Economic Section.

For the Director :-

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

2347

Tel.482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/gb

Our Ref :- AC/188/93/Tn.1.

23 November 1945

MEMORANDUM

SUBJECT :- Removal of Telephones.

TO :- Headquarters Communications Officer
HQ AC.

It is requested that the following telephones
be removed:-

Ext. 560 from Room 31, 3rd Floor Annex.

Ext. 383 from Room 54, 3rd Floor Annex.

For the Director :-

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

2546

SENIOR TRANSPORTATION OFFICER
TRANSPORTATION S/C COMMISSION
HEADQUARTERS
AMG NAPLES COMMUNE
APO 394

TER/ms

16 November 1945

SUBJECT : Telephone Lines
Port Liaison Officer, Naples.

TO : Transportation S/C HQ. AC.

1. Effective immediately our Vacation line is disconnected and dial number substituted. Numbers now connected with Port Liaison Office are as follows:

52031
15682
11786

For the Commissioner

T. E. Ramsey, Capt 2945

T. E. RAMSEY
Capt. Spec-Res.
Port Liaison Officer

COPY TO :
AFHQ G 5
8th Port Commandant
Italian Port Commandant
W.S.A., Naples.
M.W.T.
PIO File.

Tel: 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/fl

MEMORANDUM

AC/188/31/Tn1

19 November 1945

SUBJECT : Request for Repair of Typewriter.
TO : Headquarters Commandant.

File
It is requested that one (1) typewriter in each of
Rooms, 50 and 52, 3rd Floor Annex, be repaired at the earliest
practicable date.

For the Director:

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

2046

TRANSPORTATION and SHIPPING SUB COMMISSION

INTER OFFICE MEMO

Tel. 290
Ref. AC/3.1/41/Tn6

188/41
mvm
16 November 1945

SUBJECT: Electric Light Bulbs

TO : Headquarters Commandant
Office Space Section

1. It is requested that an electric light bulb be furnished immediately for the ceiling light in the corridor over the steps leading from the second floor main to the third floor annex. The lack of light makes it extremely dangerous to use these steps.

2. The ceiling light in Room 45, third floor annex, is very dim for a room of that size. Could you please furnish a brighter light bulb or two desk lamps for the two people who occupy the room.

Charles C. Crooks
CHARLES C. CROOKS, Chief
Ports & Warehouse Division
1113

30

File
11/17/45

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/29/Tn.1

16 November 1945

MEMORANDUM

SUBJECT : Repair of Light.

TO : Headquarters Commandant.

File

It is requested that the light over the stairway between the 2nd Floor Main and 3rd Floor Annex be repaired as it is dangerous to attempt to walk down or up the stairs as it is so dark.

For the Director :

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

2342

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WP3/lmr

AC/188/28/Tn.1

16 November 1945

MEMORANDUM

SUBJECT : Electric Light Bulb.
TO : Headquarters Commandant.

It is requested that a stronger light bulb be installed in Room 45, 3rd Floor Annex as the present one does not give sufficient light for the two people in the room to work.

For the Director :

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

2031

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation and Shipping Sub-Commission

WPS/lmr

AC/188/27/Tn.1

14 November 1945

MEMORANDUM

SUBJECT : Repair of Adding Machine.
TO : Headquarters Commandant.

It is requested that Adding Machine, Electric
No. 1-50640-A located in Room 33, 3rd Floor Annex, be
repaired at the earliest practicable date.

For the Director :

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

2340

INTER-OFFICE MEMO

CSW/lp

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

3/A/Tn.1.

Date. 13 Nov 45

Please may the under-noted repairs be carried out as early as possible.

For the Director,

Melvin Hunter, Capt.
(O.S. WYATT) Capt. R.A.
Accountant

*Adding Machine, Electric
"TOTAKIA" # 1-50640-A*

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/ga

Our Ref :- AC/188/26/Tn.1.

9 November 1945

MEMORANDUM

SUBJECT :- Request for Repair of Adding Machine.

TO :- Headquarters Commandant.

It is requested that Adding Machine No. 113516
in Room 33, 3rd Floor Annex be repaired at the earliest
practicable date.

For the Director :-

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

2539

INTER-OFFICE MEMO

CSW/lp

To : - Administration Division.

From : - Accounts Branch.

SUBJECT : - Repairs.

3/A/Tn.1.

Date.. 8 Nov.

Please may the under-noted repairs be carried out as early as possible.

For the Director,

William Henry Cuff

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

Gadding Machine # 113516 - "Serio"

2538

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/lmr

AO/188/25/Tn.1

9 November 1945

MEMORANDUM

SUBJECT : Request for Light Bulb.
TO : Headquarters Commandant.

File
It is requested that a light bulb be installed
in Room 33, 3rd Floor Annex.

For the Director :

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

2537

7 8 5 0 2

INTER-OFFICE MEMO

CSW/1F

To : - Administration Division.

From : - Accounts Branch.

SUBJECT : - Repairs.

3/A/Tn.1.

Date 0 Nov

Please may the under-noted repairs be carried out as early as possible.

For the Director,

Melvin J. Hamburg, Capt.

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

Light bulb in room 22.

1235

INTER OFFICE MEMO

MS/es

Our Ref :- AC/3/A/Tn.1.

22 October 1945

SUBJECT :- Telephone Installations.

To :- Administrative Division.

188/Tn 1

It is requested the two telephones in room 54, third floor annex be moved to new locations.

a) telephone 478305 (Direct City Dial Line) to be moved to room 35, 3rd floor annex.

b) Telephone 529 (Unrestricted AC Internal) to be moved to room 33, 3rd floor annex.

Milton Steinberg
MILTON STEINBERG
Capt. Accounts Branch

24

2535

Tel: 536

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

LH/mms

Ref: ES/123

10 October 45

SUBJECT: Office Space

TO : Transportation Sub-Commission

1. You are directed to vacate as soon as possible Rooms 16 and 18, second floor main, to accommodate the Coal Division of Commerce Sub-Commission.
2. The French Delegation will vacate Rooms 6 and 8, second floor main, to accommodate the personnel and facilities moved from Rooms 16 and 18.
3. It is requested that you contact Lt. Simmons, Tel. 229 and making arrangements for reallocation of telephones.

Leslie S Moore

LESLIE S. MOORE
Lt. Colonel, AGO
Chief, Adm. & Pers. Branchcc: Headquarters Commandant
Supply Division

23

23/10/45
LH

Tel. 482

HEADQUARTERS ALLIED COMMISSION

JG/lr

APO 394

Transportation Sub-Commission

AC/188/22/Tn.1

27 July 1945

SUBJECT : Locksmith.

TO : Hq. Comdt. (Office Space Section)

1. It is requested that a locksmith be sent to room 1, 2nd floor as soon as possible to repair desk locks.

For the Director :

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

2533

TRANSPORTATION SUB COMMISSION
Ports & Warehouse DivisionINTER OFFICE MEMOTel. 290
Ref. AC/3.2/63/Tn6RMB/mvm
13 July 1945

SUBJECT: Telephone Change for New Office Location

TO : Administration Division
(Att. Lt. Col. Walter P. Scoggins)

1. Please be advised that the under-mentioned personnel are moving today from Room 43, Third Floor Annex to Room 39, Third Floor Annex:

Captain G. W. E. Warley
Mr. A. C. Allman
Lt. A. Marena

2. Please arrange for transfer of telephone 394 from Room 43 to Room 39.

R. M. Bazzanella
— R. M. BAZZANELLA, Chief
Ports & Warehouse Division

2532

188/21

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/nc

REF. : 128/20/Tn1

14 July 1945

SUBJECT: Accommodations

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

1. Due to the permanent move of this Sub-Commission, the need has arisen for either supply, repair or installation of items as listed below:

Officers' Latrine, 2nd Floor
Seat for toilet fixture required.

Room 15, 2nd Floor
Repairs to three desk lamp.
Installation of Coat hangers.

Room 11, 2nd Floor
Installation of Coat hangers.

Room 19, 2nd Floor
Installation of Coat hangers.

Room 33, 3rd Floor Annex
Repairs to light fixture
2 Keys required for cabinets
2 Chairs to be repaired
Installation of Coat hangers.

Room 35, 3rd Floor Annex
1 Key required for cabinet
Installation of Coat hangers.

Room 37, 3rd Floor Annex
Installation of Coat Hangers

Room 54, 3rd Floor Annex
Installation of shade for light fixture
Repairs to one desk lamp
Supply one electric bulb.

2331

- 2 -

2. It is therefore requested that the above matters be treated as urgent and that the necessary supply, repairs and installations be made as soon as possible.

For the Director:

WALTER P. BOGGINS
Lt. Colonel, GRC.,
Chief, Admin. Div.

INTER - OFFICE MEMO

CSW/lp

To : - Administration Division.

From : - Accounts Branch.

SUBJECT : - Repairs.

3/A/Tn.1.

14th July 1945

Please may the undernoted repairs be carried out : -

FLOOR	3 A	ROOM	REPAIRS
		33	1) Electric light. 2) 2 Keys required for cabinets. 3) 2 chairs to be repaired or replaced. 4) re-fix coat hangers.
"		35	1) 1 key required for cabinet. 2) re-fix coat hangers.
"		37	1) re-fix coat hangers.
"		54	1) fix glass lamp cover 2) repairs to desk lamp & provision of 1 electric bulb.

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

FTS/nc

RHP. : 188/19/TH:

SUBJECT : Electrician.

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

1. It is requested that an electrician be sent to room 11, 2nd floor to move electric socket which will be used for operation of desk lamp.

For the Director:

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

Tel. 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JS/lr

AC/188/18/Tn.1

13 July 1945

SUBJECT : Accomodations.

TO : Hq. Comdt. (Office Space Section)

1. Due to the permanent move of this Sub-Commission the need has arisen for either supply, repair or installation of items as listed below :

Hallway, 2nd Floor

Lighting system requires either repairs or installation of bulbs.

Room 3, 2nd Floor

Locksmith required to repair desk locks.

Room 13, 2nd Floor

Three desk lamps required

Three office chairs required.

EM, OR's Latrine, 2nd Floor

Seat required for toilet fixture.

Door sign, designating latrine for EM and OR's, required.

2. It is therefore requested that the above matters be treated as urgent and that necessary supply, repairs and installations be made as soon as possible.

For the Director :

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

5328

Tele : 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

JG/fd

Our ref.: AC/188/17/Tn 1

13 July 1945

SUBJECT : Buzzer System

TO : HQ.Comdt (Office Space Section)

1. Due to the permanent move of the Accounts Branch of this Sub-Commission from the seventh floor annex to the third floor annex, the following electrical installations will be necessary:

Rooms 33, 35, 37 and 54 (3A)

Install buzzer system from room 54 to rooms 33, 35 and 37.

2. It is therefore requested that an electrician be sent to room 54, 3rd floor annex as soon as possible and that this matter be treated as urgent, please.

For the Director :

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

File

2527

Tel. 482 HEADQUARTERS ALLIED COMMISSION JS/lr
APO 394
Transportation Sub-Commission

12 July 1945

AG/188/16/Tn.1

SUBJECT : Electrician.

TO : Hq. Comdt. (Office Space Section)

1. Due to the permanent move of Transportation Sub-Commission from the sixth floor and seventh floor annex to the second floor and third floor annex, the need has arisen for an electrician to either repair or install the following items immediately.

Room 50, 3rd Floor Annex :

Install both light bulb and shade.

Room 31, 3rd Floor Annex :

Install light bulb.

Room 25, 2nd Floor :

Repair light fixture.

Room 15, 18 and 19, 2nd Floor :

Install Buzzer System from Room 18 to Rooms 15 and 19.

Rooms 19, 21 and 23 :

Install Buzzer System from Room 19 to Rooms 21 and 23.

Rooms 5 and 16, 2nd Floor :

Install Buzzer System from Room 5 to Room 16.

Rooms 1 and 2, 2nd Floor :

Install Buzzer System from Room 1 to Room 2.

Rooms 50, 46, 31 and 46, 3rd Floor Annex :

Install Buzzer System from Room 50 to Rooms

SUBJECT: Electrician.

TO : Hq. Comdt. (Office Space Section)

1. Due to the permanent move of Transportation Sub-Commission from the sixth floor and seventh floor annex to the second floor and third floor annex, the need has arisen for an electrician to either repair or install the following items immediately.

Room 50, 3rd Floor Annex :

Install both light bulb and shade.

Room 31, 3rd Floor Annex :

Install light bulb.

Room 25, 2nd Floor :

Repair light fixture.

Room 15, 18 and 19, 2nd Floor :

Install Buzzer System from Room 18 to Rooms 15 and 19.

Rooms 19, 21 and 23 :

Install Buzzer System from Room 19 to Rooms 21 and 23.

Rooms 5 and 16, 2nd Floor :

Install Buzzer System from Room 5 to Room 16.

Rooms 1 and 2, 2nd Floor :

Install Buzzer System from Room 1 to Room 2. 2526

Rooms 50, 48, 31 and 46, 3rd Floor Annex :

Install Buzzer System from Room 50 to Rooms 48, 31 and 46.

Rooms 48, 31 and 46, 3rd Floor Annex :

Install Buzzer System from Room 48 to Rooms 31 and 46.

2. It is therefore requested that an electrician be sent to this Sub-Commission as soon as possible and that this matter be treated as urgent, please.

For the Director :

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

4025

Tele: 482

INTER OFFICE MEMO

WPS/rg

Our Ref: 188/16/Tnl

10 July 1945

SUBJECT: New Office Allocations

TO : Director
Deputy Director
Movements Division
Planning Staff
Roads Division
Ports & Warehouse Division
Accounts Branch
Administrative Division

1. The final allocation of Rooms for this Sub-Commission are listed below for the information of all concerned:-

2nd Floor - Main Building

Director and Secretary	- Rooms 11 and 13
Deputy Director	- Room 18
Planning Staff	- Room 14
Administrative Division	- Rooms 15B, 19, 21 and 23
Movements Division	- Rooms 1, 2, 3, 4, 5, 7, 9, and 16
Conference Room	- Room 25

3rd Floor - Annex

Movements Division	- Rooms 31, 46, 48, and 50
Accounts Branch	- Rooms 33, 35, 37, 52, 54, and 56
Ports & Warehouse Div.	- Rooms 45, 47, 39, 49 43, and 41
Roads Division	- Rooms 60, 62, 64, 66, 68, 51 and 53
Extra for storage space	- Room 58

2. It is anticipated that the starting of the move may be expected on Wednesday, 11 July 1945.

3. It is requested that as soon as move is completed, notification of change of telephone numbers to rooms desired be made to Administrative Division, or prior to move if possible.

FOR THE DIRECTOR:

Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, QMC, 4521
Chief, Administrative Division

Tels: 432

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WES/rj

Our Ref: 138/13/Tal

30 June 1948

Subject: Move of Offices

To : Hq. Commandant,
Information Desk.

1. The Ports and Warehouse Division, Transportation Sub-Commission has moved from Rooms 1, 3, 3 and 4, 2nd Floor Main Bldg. to Rooms indicated below on the 3rd Floor Annex:

Ports & Warehouse Division

Chief, Mr. R.M. Baxendale Room 41

Operations Branch

Mr. J.D. Hurley Room 45
Mr. B. McDonnell Room 45
Mr. C.C. Crooks (On Detachment)

Port Branch

Capt. G.W.S. Warley Room 43
Mr. A.C. Allen Room 43
Lt. A. Merens Room 43
Mr. E.S. France (On Detachment)

Warehouse Branch

Mr. R.H. Klein Room 47
Mr. U.A. Gallardi Room 47
Clerks Room 49

FOR THE DIRECTOR:

WALTER S. SCOGGINS,
Lt. Colonel, GPO,
Chief, Admin. Division

2523

Tele : 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/ra

Our ref.: AC/188/14/Tn 1

29 June 1945

SUBJECT : Move of Ports and Warehouse
DivisionTO : Director
Deputy Director
Planning Staff
Movements Division
Roads Division
Rail Division
Accounts Branch.

1. The Ports and Warehouse Division moved this date
to the 3rd Floor Annex to rooms indicated below:

<u>a</u>	Mr. Bazzanella	to Room 41
<u>b</u>	Captain Warley)	
	Mr. Allman)	to Room 43
	Lt. A. Marene)	
<u>c</u>	Mr. Hurley)	to Room 45
	Mr. McDonnell)	
<u>d</u>	Major Klein)	to Room 47
	Mr. Ghilardi)	

2. Telephone numbers remain the same with the exception
of number 478504 which has been discontinued.

3. It is requested that your Directory be changed
accordingly.

Walter F. Scofield
WALTER F. SCOFIELD
Lt. Colonel, A.C.
Chief, Admin. Div.

HEADQUARTERS ALLIED COMMISSION

WPS/mf

APO 394

Transportation Sub-Commission

Our Ref : 188/13/Tn.1

9 June 1945

MEMORANDUM

SUBJECT : New Office Allocations.

TO : Director & Deputy Director
Movements Division
Planning Staff
Roads Division
Port and Warehouse Division.
Accounts Branch
Administrative Division.

1. The Economic Section has allotted this Sub-Commission our new office space and listed below are the proposed allocations for each Division :

2nd Floor, Main Building

Director and Secretaries
Deputy Director
Planning Staff
Admin.Div.
Movements Division

Room 10
Room 12
Rooms 6 and 8
Rooms 1,2,3 and 4.
Rooms 5,7,9,11,13,14,16 and 18

3rd Floor Annex

Movements Division
Accounts Branch
Port and Warehouse Div.
Roads Division
Extra for Storage Space

Rooms 31,46,48 and 50
Rooms 33,35,37,52,54 and 56.
Rooms 45,47,39,49,43 and 41
Rooms 60,62,64,66,68,51 and 53 *OK*
Room 58

2. Due to the fact that several Sub-Commissions will have to move at the same time it will probably not be possible for the entire Sub-Commission to move at the same time. However, the best arrangements possible will be made.

3. The exact date of the move is not yet known. You will be informed as soon as the information is received.

It is requested that each Division allocate the assigned

Roads Division
Port and Warehouse Division.
Accounts Branch
Administrative Division.

1. The Economic Section has allotted this Sub-Commission our new office space and listed below are the proposed allocations for each Division :

2nd Floor, Main Building

Director and Secretaries
Deputy Director
Planning Staff
Admin.Div.
Movements Division

Room 10
Room 12
Rooms 6 and 8
Rooms 1,2,3 and 4.
Rooms 5,7,9,11,13,14,16 and 18

3rd Floor Annex

Movements Division
Accounts Branch
Port and Warehouse Div.
Roads Division
Extra for Storage Space

Rooms 31,46,48 and 50
Rooms 33,35,37,52,54 and 56.
Rooms 45,47,39,49,43 and 41
Rooms 60,62,64,66,68,51 and 53
Room 58

2. Due to the fact that several Sub-Commissions will have to move at the same time it will probably not be possible for the entire Sub-Commission to move at the same time. However, the best arrangements possible will be made.

3. The exact date of the move is not yet known. You will be informed as soon as the information is received.

4. It is requested that each Division allocate the assigned space within the Division.

For the Director :

002



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



Requirements of Transportation Sub-Commission

3 - Colonels $3 \times 200 =$ 600 sq. ft.

35 - Officers $35 \times 100 =$ 3500 sq. ft.

30 - EM/OR's -
52 - Italian Civilians } $82 \times 66.6 =$ 5461 sq. ft.

120 -

Total -

9561 sq. ft.

6220

Short

3341

29

52 000

30 EM/OR

50

2321

WGP/gb

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

EXT :- 566
REF :- AC/28/84/Tn5
SUBJECT :- Roads Division Offices
TO :- Lt.Col. W.P.Scoggins
Administrative Officer
Transportation S/C

28 MAY 1945

2520

In view of the movement of the Transportation Sub-Commission Offices to the 3rd. floor we request that the Roads Division be allowed to remain in its present quarters .

for *G.G.Gross, Jr.*
G.G.GROSS, Jr.
Chief
Roads Division

188/12
2/14

WGP/gb

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

EXT :- 566 28 MAY 1945
REF :- AC/28/83/Tn5
SUBJECT :- Request for assignment of Office
TO :- Lt.Col.W.F.Scoggins
Administrative Officer
Transportation S/C

2519

Request is hereby filed for the assignment of an additional room, N° 60 on 3.A, (adjoining our present quarters) in order that four employees of this Division, now working in the hall, may have proper facilities .

Warner Peterson, Capt.

G.G.GROSS , Jr.
Chief
Roads Division

188/11
JULY 11

Ext. 376

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

MRT/ch

158/10/Tn 1

29 May 1945

SUBJECT: Office Accommodation

TO : Economic Section

1. The officer ceiling for this Sub-Commission is 52, as authorized by G-1(B) 31/3/A of 7 March 1945; of these officers, 15 are located at the Ministry of Communications, leaving 39 for this building. The EM/OR strength is 30, as authorized by Manpower Committee Meeting 30 December 1944; 2 ORs are in the Ministry of Communications Building, leaving 28 EM/ORs in this building. In addition, there are 50 Italian civilians employed by the Sub-Commission in this building. The present strength of officers, EM/ORs and Italians correspond to the above figures to within one or two each way, and they have, in fact, so corresponded for the last two or three months. 2518

2. It is understood that the new office space is being allocated on the basis of 200 sq. ft. per officer of colonel's rank and above, 100 sq. ft. per other officer, and 66.6 sq. ft. per EM/OR or Italian civilian. On this basis, our requirements in this building will be as follows:

3 Colonels	3 x 200 sq. ft. each	=	600 sq. ft.
36 Officers	36 x 100 sq. ft. each	=	3600 sq. ft.
28 EM/ORs and Secretaries)	78 x 66.6 sq. ft. each	=	5195 sq. ft.
50 Italian Civilians			
120 TOTAL Persons			
	TOTAL Requirements		9395 sq. ft.
	TOTAL Allocated		6220 sq. ft.
	SHORT		3175

3. It is requested that in any plans that are being made this Sub-Commission be allocated at least 9,400 sq. ft. of office space.

4. It is understood from conversations that the space at present allocated amounts only to 6,220 sq. ft. It will be appreciated that we shall not be in a position to vacate our present offices until the allowance has been increased to the 9,400 sq. ft. referred to above.

MERRITT H. TAYLOR
Director

cc: Headquarters Commandant

WPS/fd

HEADQUARTERS ALLIED COMMISSION

APO 384

Transportation Sub-Commission

Tele : 482

Our ref.: AG/188/9/Tn 1

29 May 1945

SUBJECT : Office Space

4017

TO : Economic Section, HQ.AO.
Attention: Major Smith

1. Confirming conversation Lt.Col. Scoggins-Major Smith this morning, it is requested that an additional minimum of 3174 square feet of office space be allotted to this Sub-Commission as the 5250 square feet allotted is less than two thirds of our minimum requirements.

2. There was apparently a mistake in calculating the personnel strength and office space required for this Sub-Commission as evidenced by the small allotment of 6220 square feet.

3. The minimum required space, using the allowance per individual as furnished by your office, for this Sub-Commission according to our personnel ceiling and strength is as follows:

3 Colonels	3 x 200 each	=	600 sq.ft.
36 Officers	36 x 100 each	=	3600 sq.ft.
98 EM/OR's and Secretaries	} 78 x 68.6 each	=	5194 sq.ft.
50 Italian Civilians			
Total	117 Persons	Total	9394 sq.ft.
		Space allotted	6220 sq.ft.
		Short	3174 sq.ft.

4. It will not be possible for this Sub-Commission to move into the 98 offices allotted and it is urgently requested that the additional minimum of 3174 square feet of office space be allocated at the earliest possible date in order that our moving plans may be made.

For the Director :

1. Confirming conversation Lt. Col. Scoggins-Major Smith this morning, it is requested that an additional minimum of 3174 square feet of office space be allotted to this Sub-Commission as the 6220 square feet allotted is less than two thirds of our minimum requirements.

2. There was apparently a mistake in calculating the personnel strength and office space required for this Sub-Commission as evidenced by the small allotment of 6220 square feet.

3. The minimum required space, using the allowance per individual as furnished by your office, for this Sub-Commission according to our personnel ceiling and strength is as follows:

3 Colonels	3 x 200 each	=	600 sq. ft.
36 Officers	36 x 100 each	=	3600 sq. ft.
28 KM/OK's and Secretaries			
50 Italian Civilians	78 x 66.6 each	=	5194 sq. ft.

Total

117 Persons

Total

9394 sq. ft.

Space allotted

6220 sq. ft.

Short 3174 sq. ft.

4. It will not be possible for this Sub-Commission to move into the 28 offices allotted and it is urgently requested that the additional minimum of 3174 square feet of office space be allocated at the earliest possible date in order that our moving plans may be made.

For the Director :

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

HEADQUARTERS ALLIED COMMISSION
APO 384
Transportation Sub-Commission

AA/lr

AC/188/8/Tn.1

19 April 1945

SUBJECT : Door Signs.

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

File
It is requested that a Door Sign be furnished this Sub-Commission; lettering to be approximately one-half inch ($\frac{1}{2}$ ") in height, bearing the following inscription:

TRANSPORTATION SUB COMMISSION

Lt. Col. M. HARRIS
Major H.C. TALBOT

For the Director :

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

2575

ROME AREA ALLIED COMMAND
REAL ESTATE SECTION
APO 794 US ARMY

MPL/RSM/wc
13 April 1945

REQ 184

Subject: Via Vasca Navale, 58

To: Headquarters Allied Commission
APO 394, US Army

1. Land Forces Sub-Commission A.C. (MMIA) have asked that the above place, requisitioned on 7 Oct. 1944, and assigned to Transportation Sub-Commission A.C., be reassigned in name of M.M.I.A. so as to be available for The War Ministry.
2. Before making this assignment, your agreement is required please.

ROY S. McMURTRAY
Lt. Col. FA.
Real Estate Officer

Copy to: Land Forces Sub-Comm.
(M.M.I.A.)

AC/188/7/TN.1

1ST IND.

WPS/bm

HQ. Allied Commission, Transportation Sub-Comm. 17 April '45.

To : Commanding Officer, Motor Transport Group,
AC, HQ.

Forwarded as a matter pertaining to your office.

For the Director :

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

WPS/ld

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Our ref.: AC/188/6/Tn 1

13 April 1945

MEMORANDUM

TO : Headquarters Commandant
Attention: Major Boechino

1. Confirming conversation Lt.Col.Scoggins-Major Boechino on 13 April 1945 it is requested that Rooms 4, 6 and 8 on the ground floor, now occupied by Liguria Region Rear Headquarters, be assigned to this Sub-Commission in exchange for Rooms 35, 62, 64, 66 and 70 on the first floor annex.

2. This request made in order to get our Ports and Warehouse Division together as they are now occupying Rooms 1, 2 and 3, Ground Floor Main Building and rooms on the first floor annex.

For the Director:

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

2011

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/bm

5 April 1945

AC/188/5/TN.1

SUBJECT : Office Furniture.

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

1. It is requested that the following items
of office furniture be furnished this Sub-Commission, Room 18,
6th Floor :

1 Desk or Table

1 Chair

File
2. May this be considered urgent as this newly assigned
officer can not commence his duties without the s/m items.

For the Director :

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

2513

AA/m1

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub Commission

Our Ref : 188/4/Tn.1

3 April 1945

SUBJECT : Door Sign.

TO : Hq. COMDT.(Office Space Section)

It is requested that a Door Sign be furnished this S/C;
lettering to be approximately one half inch ($\frac{1}{2}$ ") in height,
bearing the following inscription

TRANSPORTATION SUB-COMMISSION
RAIL DIVISION
MECH.ENGINEERING BRANCH
Major E.N.B. Jeffrey, R.E.(B)

For the Director :

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

2512

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/lr

AC/188/3/Tn.1

2 April 1945

SUBJECT : Office Furniture.

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

1. Due to the assignment of additional staff to the Roads Division, this Sub-Commission, Room 51, 3 Fl. Annex, it is requested that the following items of furniture be supplied :

- (1) 3 Office Tables
- (2) 5 Chairs

2. May this matter be considered as urgent as at present the above personnel have no facilities to commence duties.

For the Director:

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

Tel. 566

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

GF/ep

31 March 1945

HC/28/22/TNS

SUBJECT: Office Furniture.

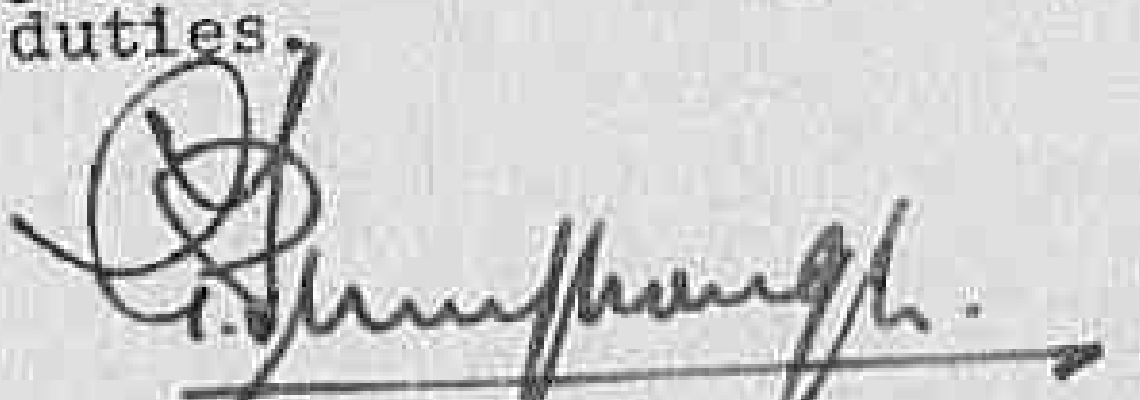
To : Administration Division,
(Att: Col. Scoggins)

1. Captain Harper, Ex-Lazio-Umbria Region, now assigned Liguria Region, has joined this Division on temporary duty pending commencing work with Liguria Region. He will be engaged on certain transport work in connection with civilian vehicles in the ~~Road~~ Compartimento.

2. He has brought with him four (4) civilian office personnel for whom the following additional furniture is requested:

2 office tables
4 chairs

3. May these please be provided at the earliest possible moment as at present the above personnel have no facilities to commence duties.


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

2311

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AA/bm

31 March 1945

AC/188/2/TN.1

SUBJECT : Door Sign.

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

It is requested that the following door sign be furnished this Sub-Commission, lettering approximately one-half inch ($\frac{1}{2}$ ") in height, bearing the following inscription :

TRANSPORTATION SUB-COMMISSION
MOVEMENTS DIVISION
ROADS BRANCH
CAPT. M.J. MANSFIELD, R.E.(B)
CAPT. A.A. GOWER, R.E.(B).

For the Director:

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

File
2510

INTER OFFICE MEMO

GMB/gs

Our Ref :- AC/60/11/Tn.3.

30 March '45

SUBJECT :- Door Sign

TO :- Administrative Division

1. The undermentioned door sign is requested for
Roads Branch, office No 12, - 6 Floor :-

TRANSPORTATION SUB-COMMISSION
MOVEMENTS DIVISION
ROADS BRANCH

CAPT. M.J. MANSFIELD. E.E. (D)
CAPT. A.A. GOWER, E.E. (B)

for *at* *added* *1 apr*
Lt. Col. CHRISTENSEN
MOVEMENTS DIVISION
ROADS BRANCH

2509

16 March 1945

Col. Sieff

A total of 11 or preferably 12 additional rooms would be required to accommodate the entire Transportation Sub Commission on this floor.

5 or 6 Rooms for Ports & Whouse Div. now on 1st Floor Annex

6 Rooms for Roads Div. now on 3rd Floor Annex

11 or 12 - Total

Scoggins
Scoggins

Col Scoggins ✓

Noted. I will raise this with Economic Section once more at the Friday meeting

Mbb
2/10/45

File

2538

188/1/TN1

