

OFFICE Instructions

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Tel. 541

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

TH/lr

AC/752/47/Tn.3

24 July 1945

SUBJECT : Sunday Duty.

TO : G-4 (Mov & Tn) - FEHQ
D.M.R.S.

1. The offices of Transportation Sub-Commission will be closed on Sundays. A Duty Officer and Duty Clerk will however be on duty to deal with any emergency which may arise.

2. Location and telephone No.s are as follows : -

DUTY OFFICER

Room 5 - 2nd Floor - 489081 Ext. 318

DUTY CLERK

Room 16 - 2nd Floor - 489081 Ext. 541

For Chief Movements Division :

J.H. Hazelton
J.H. HAZELTON
Lt. R.E.

FILE.

718

FILE

INTER OFFICE MEMO

MJB/bjs

Tel. Ext 518

23rd June 1945

752/36/Tn.3

SUBJECT. Sunday work

TO. Mail Branch
Roads Branch
Shipping Branch
copy Administrative *Division*
Chief Clerk

1. Under present conditions the only personnel necessary in the office on Sundays is that sufficient to give coverage against any emergency which may arise, and the minimum personnel should be employed.

2. Of course any urgent work which arises at the weekend must be dealt with, and not delayed until Monday.

A. J. SIEFF

A.J. SIEFF, Colonel
Chief, Movements Division.

745

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB COMMISSION

RMB:MVM
18 May 1945

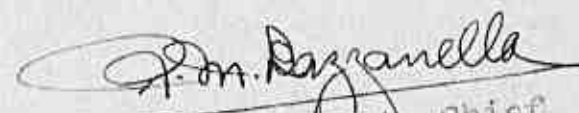
Tel. 290
Ref. AC/3.2/49/Tn6

SUBJECT: Delay in Passing of Correspondence

TO : Col. M. J. Sieff, Chief
Movements Division

1. Reference is made to your letter of 17 May 1945,
ref. 752/28/TN3.

2. Regret very much that the letter to which you refer
was delayed in the internal handling of this division and the
attention of all concerned has been directed to more efficiency
in the future.


R. M. BAZZANELLA, Chief
Ports & Warehouse Division

Copy: Administration Division

HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB-COMMISSION

FILE
28

Tel: 318

MJS/h1

752/28/TN 3

SUBJECT: Delay in Passing of
Correspondence.

17 May 1945

TO : Port & Warehouse Division

1. A letter from Food Sub-Commission, Ref: 79-19/19/Food, dated 7 May, subject: Salt Programs, was wrongly directed to the Port & Warehouse Division; it should have been sent to the Movements Division.
2. This letter was received by the Port & Warehouse Division on the 10th of May but was not re-directed to the Movements Division until the 15th of May.
3. It is understood that this letter was put into Major Klein's in-tray; Major Klein was on tour in the North and did not return until approximately the 14th of May, when he immediately sent the letter to the correct division.
4. It would appear to be necessary to make some improvement in the internal organization of the division, as apparently had Major Klein not returned at that time, or had been delayed, action on this letter would have waited until his return. In view of the urgency for preparing programs of movement for salt for the North as salt is a commodity in very short supply, such delays are regrettable.
5. Will you please take the necessary action to avoid a recurrence?

M. J. Siefert

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

copy to: Administration Division

7'3

Headquarters Indian Commission
APO 394
Transportation Sub-Commission.

FINE

1945/11-27

Ref: 45/752/27 In.3.

18 May 1946.

SUBJECT: Delayed Correspondence.

TO: Administration Division.

Reference your 187/Tn 1 dated 11th May 1945. The following letters have been addressed to the Economic Section, to which no replies have been received:-

- (a) Letter 44/513/115/Tn.3., dated 4th March 1945,
Subject - Monthly Port Capacities Allocated to A.C.
- (b) Letter 45/28/1/Tn.3., dated 10th April 1945,
Subject - Movement of Goods. (Addressed to Priorities Board).
- (c) Letter 745/11/Tn.3., dated 1st May 1945,
Subject - Movement Capacity. (Addressed to Priorities Board).

Ch. F. G. W.

M. J. G. W.
Colonel,
Chief, Mov. Div.

JWB/mb

TRANSPORTATION SUB-COMMISSION

MOVEMENTS DIVISION

INTER OFFICE MEMORANDUM

27 April 1945

tele : 478704

752/20/Tn.3.

SUBJECT : Preparation of Correspondence

TO : All Officers and Clerks
(a) Rail Branch (14)
(b) Roads Branch (7)
(c) Shipping Branch (6)

1.

To clarify the position within this Division the following procedure for the preparation and signature of all correspondence, laid down by the Deputy Director at the Staff Conference on Saturday 21 April '45, will come into force forthwith. This memorandum will be read in conjunction with Transportation Sub-Commission internal Memorandum No. 2, dated 16 March '45.

(a) All letters to parallel or higher formations e.g.

G-5 A.F.H.Q.
G-4 (Mov & Tn) A.F.H.Q.
HQ 15 Army Group
5th and 8th Armies
HQ Movement Areas
and other Military formations or Units not under Command this HQ.

will in all cases be written " For the Chief Commissioner ".

(i) On matters of high policy all letters will be prepared for SIGNATURE :-

M.E. THOMAS, Colonel,
Deputy Director.

or in the absence of Deputy Director :-

7'3

SUBJECT : Preparation of Correspondence

TO : All Officers and Clerks
 (a) Rail Branch (14)
 (b) Roads Branch (7)
 (c) Shipping Branch (6)

1.

To clarify the position within this Division the following procedure for the preparation and signature of all correspondence, laid down by the Deputy Director at the Staff Conference on Saturday 21 April '45, will come into force forthwith. This memorandum will be read in conjunction with transportation Sub-Commission internal Memorandum No. 2, dated 16 March '45.

(e) All letters to parallel or higher formations e.g.

G-5 A.F.H.Q.
 G-4 (Mov & Tr) A.F.H.Q.
 HQ 15 Army Group
 5th and 8th Armies
 HQ Movement Areas
 and other Military Formations or units not under
 Command this HQ.

will in all cases be written "For the Chief Commissioner".

(i) On matters of high policy all letters will be prepared for
 SIGNATURE :-

M.B. THOMAS, Colonel,
 Deputy Director.

or in the absence of Deputy Director :-

M.J. SIEFF, Colonel.

(ii) On all matters of general importance signature will be :-

M.J. SIEFF, Colonel.

(iii) All other general correspondence will be signed by the Officer in charge of the Branch, i.e. :-

Rail Branch letters : J.W. BAKER, Lt. Col.
Roads Branch letters : C.N. CHRISTENSEN, Lt. Col.
Shipping Branch letters : G.B. GODFREY, Major

(b) All letters to subordinate formations e.g.

Regions
Provincial Headquarters
AC. Transportation Officers in the field

will be written " By Command of Rear Admiral STONE ".

(i) On matters of high Policy letters will be prepared for SIGNATURE :-

M.B. THOMAS, Colonel,
Deputy Director

or in the absence of Deputy Director :-

M.J. SIEFF, Colonel.

(ii) On matters of general importance signature will be :-

M.J. SIEFF, Colonel.

(iii) All other general correspondence will be signed by the Officer in charge of the Branch as in (a) (iii) above.

(c) To Ministers in reply to letters signed personally by Ministers :-

Dear Minister

Yours very truly

M.B. THOMAS, Colonel,
Deputy Director.

or in the absence of Deputy Director :-

will be written " By Command of Rear Admiral STONE ".

- (i) On matters of high Policy letters will be prepared for SIGNATURE :-

M.B. THOMAS, Colonel,
Deputy Director

or in the absence of Deputy Director :-

M.J. SIEFF, Colonel.

- (ii) On matters of general importance signature will be :-

M.J. SIEFF, Colonel.

- (iii) All other general correspondence will be signed by the Officer in charge of the Branches in (a) (iii) above.

- (c) To Ministers in reply to letters signed personally by Ministers :-

Dear Minister

Yours very truly

M.B. THOMAS, Colonel,
Deputy Director.

or in the absence of Deputy Director :-

M.J. SIEFF, Colonel,
for the Director.

(d) To Ministries or the General public :-

(1) All replies on Policy matters

For the Director

M.B. THOMAS, Colonel

or

M.J. SIEFF, Colonel

(ii) All replies on Routine matters will also be written
"For the Director" and signed as in (a) (iii) above.

(e) All letters to other Sub-Commissions will be written
"For the Director".

All Policy letters and letters of importance will be for
signature by "M.J. SIEFF, Colonel", or in his absence

"J.W. BAKER, Lt. Col."

Other correspondence will be signed by the Officer in charge of
the Branch.

(f) To other Divisions of Transportation Sub-Commission :-

(1) Policy or matters of importance :-

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

(ii) Other letters will be prepared for SIGNATURE :-

For Chief Movements Division.

and signed by the Officer in charge of the Branch as
in (a) (iii) above.

Reference para 1 sub, paras (a) (iii), (b) (iii), (c) (ii) and (f) (ii)
above. In the absence of the head of any Branch correspondence will
be prepared for signature of the next Senior Officer of that Branch.

It is the responsibility of the Officer originating the letter to
determine for whose signature the letter will be prepared and he will
clearly indicate this when drafting or dictating letters for typing.

(ii) All replies on Routine matters will also be written
 " For the Director " and signed as in (a) (iii) above.

(e) All letters to other Sub-Commissions will be written
 " For the Director ".
 All policy letters and letters of importance will be for
 signature by " M.J. SIEFF, Colonel ", or in his absence
 " J.W. BAKER, Lt. Col. ".
 Other correspondence will be signed by the Officer in charge of
 the Branch.

(f) To other Divisions of Transportation Sub-Commission :-

(i) Policy or matters of importance :-

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

(ii) Other letters will be prepared for SIGNATURE :-

For Chief Movements Division.

and signed by the Officer in charge of the Branch as
 in (a) (iii) above.

Reference para 1 sub, paras (a) (iii), (b) (iii), (c) (ii) and (f) (ii)
 above. In the absence of the head of any Branch correspondence will
 be prepared for signature of the next Senior Officer of that Branch.

It is the responsibility of the Officer originating the letter to
 determine for whose signature the letter will be prepared and he will
 clearly indicate this when drafting or dictating letters for typing.

There will be no indication of Division or Branch in the headings of
 correspondence.
 All Inter Office Memoranda will be headed "TRANSPORTATION SUB-
 COMMISSION".

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

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