

ACC 078/17/PWU

10000/150/88

ESTABLISH
(OCT. 1944)

10000/150/88

ESTABLISHMENT & OFFICE MEMORANDUMS
(OCT. 1944); JAN. - NOV. 1945

078/117 Bure

ESTABLISHMENT & OFFICE

MEMORANDUMS

Opened - 19 Jan 45
Closed - 30 November 45

Opened - 19 Jan 45
Closed - 28 November 45

10000

150

88

THIS FOLDER
CONTAINS PAPERS

FROM

TO

CATALOGUE.

078/17. P w u.

No	Date	Ref	From	Subject
1	HQ AC Est Sec	30	10-1-44	Review of Traveling Allowance
2	" " " "	19	2-13-44	Order and Directives
3	" " " "	32	8-12-44	HQ Substances Pool for Vehicles
4	" " " "	33	15-12-44	A48/CA expenditure
5	" " " "	34	19-12-44	
6	" " " "	1	4-1-45	Further improved Traveling Allowance
7	Attaching General Profile N.R.		19-1-45	Preparation of Letters
8	Director PWU	126/PWU	22-1-45	Report on Statements being Circulated
9	HQ AC Cdt. Sec.	3	11-1-45	
10	HQ AC Cdt. Sec.	65/COS	8-2-45	Office Memorandum N°3
11	First Lt. Off.		5/2/45	"Holding" of Communications
12	Officer's Party	126/PWU	17/3/45	Preparation of Case for G.P.P. Comdr.
13	Com. Section	191/08	27/3/45	Inform. copies of case for G.P.P. Comdr.
14	HQ AC Est. Sec.	65/10/CO	16/3/45	Official Mail Service
15	HQ AC P.W.U.	126/PWU	22-3-45	To be taken up the typewriter
16	HQ AC Est. Sec.	370	21-3-45	Assignment of Unit
17	HQ AC Est. Sec.	-	14-4-45	Adm. of Allied Comm. HQ
18	Chief Adm. & Pers. Branch	123/45		Preparation of Reports
19	" "	-	24-10-45	Correspondence & filing
20	ret. T. or Present		17-10-45	Time off duty for Exercise & Recreation
21	Est. Secy	N°19	1-11-45	Understanding Accounts
22	F.I. Rickett	100/PWU	28-11-45	Letter of Lt. Col. Harry A. Quate

Tele: 120*Major M. W. Highland*

EJR/mc

HEADQUARTERS ALLIED COMMISSION
APO 394

Public Works and Utilities Department

REF. : 188/PWU

28 Nov. 1945

SUBJECT : Duties of Lt.Col. Harry A. QUARTIER Q.M.C.

TO : All Concerned

1. Lt.Col. Harry A. Quartier Q.M.C. having been assigned to the Industry and Utilities Sub-Commission by SO 321 Hqs ALCOM dated 26 November 1945 assumes the duties of Supply and Property officer Public Works and Utilities Department.

2. Lt.Col. Quartier is authorized to inspect any or all property records involving equipment or materials of this Department and of Public Works and Utilities Officers or individuals assigned to this Department in the execution of their duties.

E. J. Ristedt
E.J. RISTEDT,
Colonel, C.E.

078/17

P. H. Shi.

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

20

27 October 1945

ESTABLISHMENT MEMORANDUM)

NUMBER

18)

TIME OFF DUTY FOR EXERCISE AND RECREATION

1. Insofar as operational requirements permit, Sundays, holidays, Wednesday afternoons, and Saturday afternoons will be considered off duty hours for all personnel of the Allied Commission, including Italian staff.

2. Skeleton staffs will be maintained in all Sections during the above mentioned periods and personnel so retained are to be given off-duty time commensurate with periods they are on duty.

BY COMMAND OF REAR ADMIRAL STONE:

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

J. L. Jones
OFFICIAL:

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

DISTRIBUTION:

"A"
Groups I and II

942

RESTRICTED

Major Rector

AEE/EO

Tel. 478200

HEADQUARTERS ALLIED COMMISSION

APO 394

Public Works and Utilities Sub-Commission

Ref. 126/1/P.W.U.

P.W. & U. Office Memo.)

Number

1.)

Correspondence & Filing

1. Refee. the Office Memorandum No 18, dated 24 Oct. 44. from the Office of the Chief of Staff.

2. The cooperation of Chiefs of Divisions and their Staff Officers is essential in order to ensure the smooth working of the Filing System we are now instructed to bring into use. You are requested to note the following points which are extracted from Memo No. 18 and amplified for your information:-

1. Incoming Correspondence

(a) All incoming letters must first pass through the General Office, (Room 21) especially letters brought in by hand to individual officers, these must be passed to the General Office for filing before any action is taken.

(b) All filing will be done by the General Office (which will now function as a Central Registry) and all original letters must be kept in General Office files. Officers who wish to keep their

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2. Outgoing Correspondence

All outgoing letters will be sent (with the file concerned) to the General Office for dispatch.

The letter reference will include the folio in the file and this will be left blank for filling in by the Dispatch clerk, e.g. 101/ /P.W.U. As it is necessary to make new files for this system you will, in case of doubt, obtain a file reference from the Chief Clerk. The prefix A.C.C. to all letter references will cease to be used.

3. Correspondence between Sub-Commissions etc. in A.C.

Letters and memorandum will not normally be used. Correspondence of this nature will be conducted through the medium of minute sheets inside the files, specimens of which are attached.

4. Movement of files

It is essential that all file movements should be recorded in the register kept in the General Office and as files will now pass with the current Correspondence attached you are requested to expedite their release in order that they may circulate elsewhere as required.

5. If properly worked the new system in as near fool proof as possible and I am sure I can rely on you for assistance in every way to facilitate its efficient working.

P.E. 8e. 12

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Distribution

Director
Chief of Divisions
All Officers
Chief Clerk
File.

R. E. Rhodes
G. E. RHODES,
Lieut-Colonel, R.E.,
Deputy Director.

To : C.O.S.

TEXT

P.W.U. Sub-Com.
5 Nov. 44.
Tel. Ext: 614.

Signature & appointment.

939

SECRET

HEADQUARTERS
ALLIED CONTROL COMMISSION

CMT

Office of the Chief of Staff.

+++++

13 October 1944

Ref. 65/1/COS.

OFFICE MEMORANDUM)

NUMBER 17)

INSTRUCTION ON ROUTING AND
PREPARATION OF CORRESPONDENCE

1. All correspondence, including cables, is divided into three groups:

Group A. Correspondence dealing with new matters of major policy, or changes in existing major policy.

Group B. Correspondence dealing with new matters of minor policy, or changes in existing minor policy, and all matters affecting the Commission as a whole, on which the policy, major or otherwise, has been decided.

Group C. Correspondence dealing with technical and routine matters.

2. Incoming Correspondence.

All correspondence will be addressed to Headquarters, Allied Control Commission except that in Group C correspondence may be marked for the attention of the Sub-Commission or Branch concerned. The Message Centre will deal with the three groups of correspondence in the following manner:

(i) Correspondence in Group A will be forwarded to the Chief of Staff Office.

(ii) Correspondence in Group B will be forwarded to the Section Staff of the appropriate Deputy Chief of Staff, or to the appropriate Independent Sub-Commission.

(iii) Correspondence in Group C will be forwarded direct to the appropriate Sub-Commission or Branch.

3. Outgoing Correspondence.

(i) Correspondence in Group A will be sent out by the Chief of Staff Office.

(ii) Correspondence in Group B will be sent out by the Staff Section of the appropriate Deputy Chief of Staff or by the appropriate Independent Sub-Commission.

(iii) Correspondence in Group C will be sent out by the appropriate Sub-Commission or Branch.

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4. Correspondence from Regions will be addressed to Headquarters Allied Control Commission and will in all cases issue in the name of the Regional Commissioner.

Correspondence in Groups A and B will be signed by the Regional Commissioner, his Executive Officer, or an officer deputed by him.

Correspondence issuing from Headquarters Allied Control Commission will in all cases be addressed to the Regional Commissioner and if necessary marked for the attention of the appropriate Division of his Headquarters.

3. Correspondence to parallel and higher formations:

e.g. (HQ A.A.I.
(A.F.H.Q.
(Diplomatic and Consular Missions.

- (i) All correspondence will issue over the name of the Chief Commissioner.
- (ii) Correspondence in Group A must be signed by the Chief Commissioner, Deputy Chief Commissioner, Chief of Staff "for the Chief Commissioner", or in the absence of the Chief of Staff by the Deputy Chief of Staff, Establishment Section in his capacity as Deputy to the Chief of Staff.
- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission "for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub-Commission or Branch "for the Chief Commissioner".

5. Correspondence to lower formations:

- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
- (ii) Group B will issue over the name of the Deputy Chief of Staff or head of Independent Sub-Commission.
- (iii) Group C will issue over the name of the Director of any Sub-Commission or Branch.

7. Correspondence between Sub-Commissions:

This will be done in the form of inter departmental minutes. Sub-Commissions will not correspond with each other by letter.

8. Preparation for signature.

America staff procedure in the preparation of letters will be followed, e.g., to parallel or higher formations the legend "for the Chief Commissioner" will appear on the bottom of the letter and above the signature. To subordinate formations the legend "by command of Commodore Stone" will appear at the bottom of the letter above the signature.

(signed:) S. LUSH

Brigadier,
Chief of Staff.

- (iii) Correspondence in Group B may be signed by any Deputy Chief of Staff or head of Independent Sub-Commission "for the Chief Commissioner".
- (iv) Subject to any instructions to be issued by the Deputy Chief of Staff concerned, correspondence in Group C may be signed by any head of Sub-Commission or Branch "for the Chief Commissioner".
6. Correspondence to lower formations:
- (i) Group A will issue from Chief of Staff's office over the name of the Chief of Staff.
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(signed:) S. LUSH

Brigadier,
Chief of Staff.

DISTRIBUTION :

" B "

Less 42-50 & Group III.

C O P Y

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

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RED/eng

27 February 1945

SUBJECT : Information copies of correspondence for the
Acting Vice President.

TO	: Agriculture	Sub-Commission
	Commerce	" "
	Finance	" "
	Food	" "
	Industry	" "
	Labor	" " P.
	P.W. & U.	" "
	Transportation	" "

1. Copies of correspondence and outgoing cables from each Sub-Commission will be submitted to the Economic Section daily by 0900 hours, covering the previous day's work.

2. The correspondence will be fastened in a file folder, with letters, memoranda, etc., on the left side and cables on the right side, as the folder lies open.

3. After perusal by the Acting Vice-President and removal of the correspondence, the empty folders will be returned to the originating Sub-Commission. The folder should carry the following plainly marked on the outside :

" Sub-Commission
Information copies of correspondence
for the Acting Vice President, Economic
Section."

ROBERT E. DOE
Major, A.G.D.
Chief, Adm. & Pers. Div.
Economic Section.

TO : Staff Officer:
Pub. Wks. Divn.
Elect. Divn.
Maj. Price

Please arrange for additional Copies
of outgoing correspondence etc. and
cables from your Division to be forwarded
to Gen. Office for inclusion in folder.

930

A.E. Preedy, Major

A.E. PREEDY,
Major, R.A.,
Admin. Officer

Ext. 614Inter Office Memo.

CCB/ce

126/PWU.

7 March 45.

SUBJECT: Preparation of correspondence.

TO : All Officers of the Sub-Commission.

The Economic Section have issued instructions that letters for the Vice-President's signature will be prepared as follows:

E.B. MCKINLEY,
Brigadier General, U.S.A.,
Acting Vice President,
Economic Section.

His first name should NOT be written out in full.

A. E. Preedy
for A.E. PREEDY,
Major, R.A.,
Adm. Offr.

93

Tel. 489081 Ext. 320

HEADQUARTERS ALLIED COMMISSION
APO 394

LAJ/ram

Public Works and Utilities Sub-Commission

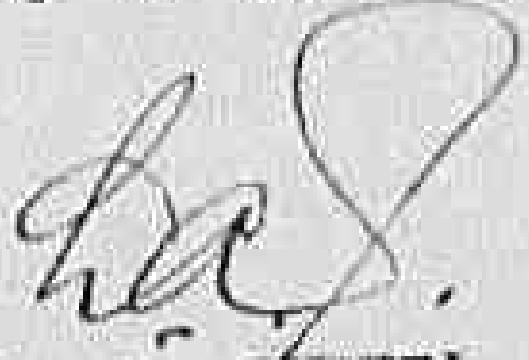
5 March 1945

SUBJECT: "Noting" of Communications

TO : Lt. Col. Thompson
Lt. Col. Lapper
Maj. Preedy

1. Will you please place your initials behind your name on communications which are being sent to you to be "noted" by you. It is difficult for the office force to know whether or not you have seen the communication unless you actually initial such communications.

2. Will you please circulate this memorandum also to your officers so that all may be guided accordingly?


L. A. JENNY
Colonel, C. E.
Director

Tel. 489061
Ext. 320

LAI/ce

MEMORANDUM

REFERENCE: 126/PWU.
SUBJECT: Reports or Statements
being "circulated".
TO: Col. Rhodes,
Col. Lapper,
Col. Thompson. ✓
FROM: Director, P.W. & U. S/C.

22 Jan. 45

1. Will you please make sure that you initial each report or statement that is sent to you marked "circulate". Without this it is difficult for the General Office to know whether or not you have seen these reports.

2. Please make sure also that all matter circulated is called to the attention of your officers, if there are any items of general interest to them. I must depend upon you to do this, so that your officers may be properly advised.

L.A. Jenny
L.A. JENNY,
Colonel, G.E.,
Director.

Col Thompson
for P.W. Div.

OFFICE MEMORANDUM

OCB/bb

TO: All Officers of the Sub-Commission.

All letters prepared for the Director's signature will be finished as follows;

L.A. JEWY,
Colonel, C.E.,
Director.

Handwritten signature

A.K. King
A.E. KING,
J/Comd., A.T.S.,
Act. Adm. Offr.

19 Jan 45.

932

0951