Declassified E.O. 12356 Section 3.3/NND No. 785019

ACC 120/PWU

10000/150/407
(VOL. II)

OFF
OCT

Declassified E.O. 12356 Section 3.3/NND No. 785019

10000/150/407
(VOL. II)

OFFICE EQUIPMENT
OCT. 1944 - JAN. 1946

Declassified E.O. 12356 Section 3.3/NND No. 785019

TEL: 317

AC/mc

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

120/PWU

224

29 January 46.

Subject : Key for cabinet.

TO : H.Q. Commandant
(att. Office Space Section)

From : Public Works & Utilities Dept.

It is requested that a locksmith be sent to Room 1, fourth floor to make a key for a cabinet in the above room.

3514

L.M. LAUGHLIN
Major, C.E.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.614 AC/mo

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

227

120/PWU 18 Jan. 1946

SUBJECT : Loss of Typewriter Olivetti 325973.
TO : G - 4 (A)
FROM : Public Works and Utilities Dept.

1. Reference our letter 120/PWU dated 23 August 45, copy attached hereto.

2. May a check of your records be made and a reply expidited.

225 & 226

for GEORGE F. PARKER,
Colonel, Inf.,
Chief Elec. Div.

G4/411/A 1st Ind. CMS/1b
HEADQUARTERS, ALLIED COMMISSION, APO 394, OFFICE OF G-4(A), 21 January 1946

TO : Public Works and Utilities Dept. A.C.

1. Reference basic communication.

2. We have no record of subject property. Suggest owner apply to EAAC Real Estate.

3513

ROBERT W. KNOWLTON
Captain Infantry
G-4(A)

P.W.U.
22 GEN 1946
INDUSTRY & UTILITIES DIV

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081
Ext. 317

AC/mc

HEADQUARTERS ALLIED COMMISSION
APO 394
Industry and Utilities Sub-Commission

224

120/PWU

21 Jan. 46

SUBJECT : Olivetti Typewriter 325973

TO : The Assessor of Public Works
Commune of Rome.

1. Reference your letter of the 20 July 1945 and your verbal requests for information regarding the above mentioned typewriter. 3317

2. Check of the records of this Commission prove unfruitful, no trace of this machine can be found as ever being in the possession of the Engineering Division Offices in Corso d'Italia, or, of having been transferred to that Division by the Engineer Service, Rome Allied Area Command APO 794, U.S. Army.

225 zeta.

In lieu of receipt

ab
21/1

GEORGE F. BARKER,
Colonel, Inf.
Chief Elec. Div.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.614

AC/mo

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

225
File

18 Jan. 1946

120/PWU

SUBJECT : Loss of Typewriter Olivetti 325973.
TO : G - 4 (A)
FROM : Public Works and Utilities Dept.

1. Reference our letter 120/PWU dated 23 August 45, copy attached hereto.

2. May a check of your records be made and a reply expidited. 3511

GEORGE T. PARKER,
Colonel, Inf.,
Chief Elec. Div.

Declassified E.O. 12356 Section 3.3/NND No. 785019

(Translation)

Subject : Olivetti typewriter N° 325973

TO : P.W. & U. A.C. Via Veneto

Following verbal urgent request from Engineer Service (Rome Allied Command A.P.O. 794 US Army) on June 17. 1944, when that office was starting its activity in the premises requestioned from this Ripartizione (Via del Mare N° 45), four typewriters, belonging to the Commune together with other furniture, were loaned to the Engineer Service. The receipt was signed by Mr. DINO NEBIL who was by that time the interpreter in that office (Administration Section, Lt. BRAND).

Three of those machines were sent back but it has not been possible yet to locate and get back the fourth one (Olivetti N° 325973 - long carriage model). It is believed that this typewriter got mixed with similar ones used by Engineer Service and transferred in September 1944 to the offices at Corso d'Italia 25 (Lazio-Umbria Region Engineering Division) and then to AMG Headquerters - Via Lucullo, where the 2nd Lt.Rodolfo Gordini was the consignee of the typewriters.

No result has been obtained yet from the researches made in the above Allied Offices and also no reply to our letter of April 28. 1945, was received from Mr. DINO NEBIL - Via Cornelio Celso 9 Rome.

We beg to request that P.W.U. Dept. to take some action in order to locate the typewriter, belonging to the Commune, and send it back or, in case this were not possible, to provide for a suitable reimbursement in order to make it possible to this Ripartizione, the purchase of a similar machine from the market.

The Assessore of PUblic Works
Dr.E. Scialoja

Declassified E.O. 12356 Section 3.3/NND No. 785019

AC/mo

Tel.614

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

224

15 Jan. 1946

120/PWU

SUBJECT : Transfer of telephone

TO : H.Q., Signals Officer

FROM : Public Works and Utilities Dept.

1. It is requested that the external phone No.478906 be removed from Room 9 fourth floor, and be installed in Room 4 fourth floor.?

2. This phone was originally in Room 4 and was transferred to Room 9 (upon request), whilst the undersigned was in hospital.

3504

PETER F. NATALE,
1st Lt., C.E.,
Public Works Div.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 614

HEADQUARTERS ALLIED COMMISSION AC/fr

Inter Office Memo

120/PWU

8 Jan 1946

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Public Works & Utilities Dept.

We request the following supplies for use in our offices : -

✓	Paper, typing, onion skin, quarto	6 reams
✓	Paper, typing, bond, quarto	6 " "
	Paper, wrapping, brown	1 roll
	Scotch tape	4 rolls
✓	Pads, writing, ruled, large	12 each
✓	Clips, paper, small	6 boxes
✓	Paper, carbon, quarto	6 pkgs
	Twine, binding	2 balls
	Paper, blotting, sheets	6 sheets
	Pins, paper	6 pkgs
✓	Pencils, black, with eraser	12 each
	Fluid, cleaning, typewriter	1 bottle
	Pads, writing, ruled, medium	6 each
	Erasers, typewriter	6 "
✓	Nibs, pen	2 doz.
✓	Envelopes, sorted sizes	100 each

3508

J.A. SATRINA
Administrative Officer
Industry & Utilities S/C

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 489081
Ext: 317

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

AC/ 224

120/PWU

SUBJECT : Telephone changes. 3 January 1946

TO : SignalsOfficer.

FROM : Public Works & Utilities Dept.

1. It is requested that the internal telephone No. 320 Room 1, 4th Floor be disconnectedend that in its place an extension be connected to telephone No. 317 Room 2, 4th Floor.

2. At the present time there are two telephones on extension 317 and it is requested that two "Hold phones" (at least one), be installed in their place.

350

L.W. LAUGHLIN,
Major, C.E.,
Asst. Chief Elec. Div.

Declassified E.O. 12356 Section 3.3/NND No. 785019

TEL: 489081
Ext: 317

AC/ 221

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

120/PWU

3 January 46.

SUBJECT : Installation of Buzzers.

TO : H.Q., Commandant.
(Attn: Office Space Section).

FROM : Public Works & Utilities Dept.

1. It is requested that two buzzers be installed, one in Room 3 and the other in Room 2 to be actuated by a button in Room 1, these offices are located on the fourth floor.

2. At the present time there is installed one buzzer in Room 3 operated from Room 2.

3506

L.W. LAUGHLIN,
Major, C.E.,
Asst. Chief Elec. Div.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Ex 614

AC/mo

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

920

120/PWU

18 Dec 45

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Public Works and Utilities Dept.

1. We request the following supplies for use in our Offices :

Paper, typing, onion skin, quarto	4	reams
Paper, typing, bond, quarto	4	reams
Paper, wrapping, brown	1	roll
Scotch tape	4	rolls
Pads, writing, large	35	each
Clips, paper, small	12	boxes
Paper, carbon, quarto	6	pckgs.
Twine, binding	3	balls
Staples, for Italian machines	6	boxes
Folders, filing, British	50	each
Paste	2	pots
Pads, scribbling, small	12	each
Brush, typewriter cleaning	4	each
Paper, blotting, sheet	6	sheets
Paper, blotting, strips	100	each
Paper tracing	2	rolls
Ink drawing	3	bottles
Nap nibs	24	each
Erasers drawing	6	"
Ribbons typewriter	4	"

J.A. SATRINA,
Administrative Officer,
Ind.& Util. S/C

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Ext 14

AC/mo

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

11 Dec 45

120/PWU
SUBJECT : Office Supplies
TO : HQ. Supply Officer
FROM : Public Works and Util. Dept.

We request the following supplies for use in our offices :-

Paper, typing, bond, quarto	2	reams
Paper, typing, manifold, quarto	2	reams
Paper, typing, bond, fool scap	2	reams
Paper, carbon, both sizes	2	pckgs.
Paper, wrapping	1	roll
Ribbons, typewriter	2	each
Pencils, black, with eraser	1	dz.
Clips, paper, small	6	boxes
Pads, writing, large	6	each
Blotting paper, stripes	50	each
Paste	2	pots
Staples (for Zenith Machines)	4	boxes

JOHN A. SATRINA, FEA,
Admin.Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Ext. 614

CT/ct

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

218

120/PWU

4 Dec 45

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Pub Wks & Util Dept.

We request the following supplies for use in our offices :

Paper, typing, bond, quarto	4 reams
Paper, typing, manifold, quarto	4 reams
Paper, typing, bond, fool scap	4 reams
Paper, carbon, both sizes	4 pckgs.
Paper, wrapping	1 roll
Ribbons, typewriter	6 each
Pencils, black, with eraser	1 dz.
Clips, paper, small	6 boxes
Folders, manilla, long size	50 each
Folders, British type	50 each
Envelopes, assorted	100 each
Labels, gummed	300 each
Date stamps	4 each
Twine, binding	2 rolls
Pads, writing, large	6 each
Blotting paper, stripes	50 each
Paste	2 pots
Staples (for Zenith Machines)	4 boxes

JOHN A. SATRINA, FEA,
Admin.Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Electric Buzzers

FILE No. 120/PWU

TO : HQ. Commandant
(Attn. Office Space Secn.)

30 Nov 1945

FROM : ~~Im~~ Pub Wks & Util Dept.

1. Further to our 120/PWU dated 19 Nov 45, may the electric buzzer requested therein please be installed.

2. Also please install another electric buzzer from Room 13 to Room 9, 4th Floor.

JOHN A. SATRINA, FEA,
Administrative Officer

3502

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Ext. 614

File

24/25/ct

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

216

120/PWU

27 Nov 45
18 Dec 45

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Public Works and Utilities Dept.

1. We request the following supplies for use in our Offices :

Paper, typing, onion skin, quarto	4 reams
Paper, typing, bond, quarto	4 reams
Paper, wrapping, brown	1 roll
Scotch tape	4 rolls
~~Labels, gummed~~	~~100 each~~
~~Envelopes, all sizes~~	~~400 each~~
Pads, writing, large	8 each
Clips, paper, small	12 boxes
Paper, carbon, quarto	6 pckgs.
Twine, binding	3 ~~rolls~~ balls
Staples, for Italian machines	6 boxes
Folders, filing, British	50 each
Paste	2 pots
Pads, scribbling, small	12 each
~~Folders, filing, American, long size~~	~~50 each~~
Brush, typewriter cleaning	4 each
Paper, blotting, sheet	6 sheets
Paper, blotting, strips	100 each

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Ext. 614

CT/ct

215

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo

120/PWU

23 Nov 45

SUBJECT : Repairs

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

FROM : Public Works & Util. Dept.

1. Further to our 120/PWU dated 19 November 1945.

2. Repeated hereafter for your convenience is list of repairs requested in above quoted letter :

a. Install two locks on a filing cupboard 350
(Joiner and locksmith required)

b. Supply and install two hanging electric lights

c. Fit a wooden bottom to a typing desk drawer

d. Clean the upper part of four windows (Transoms)

3. May the above mentioned repairs please be attended to.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. Ext. 614

F 8e

CT/ct

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

2/4

120/PWU

21 Nov 45

SUBJECT : HQ. Building Passes

TO : HQ. Commandant
(Attn. Security Officer)

FROM : Public Works and Utilities Dept.

1. May a new AC. HQ. Bldg. Pass be please issued to Mr. Ugo MANCINI, who is employed by this Dept. as a draftsman. Previous pass was contained in the a/m employee's wallet which was stolen from the pocket of his overcoat during lunch time on Nov. 20, 1945.

2. Also, may the attached passes (temporary) for Asta Antonio and Visentini Marco please be renewed, **to enable them to carry out their functions of liaison between the Ministry of Public Works and this Dept.**

3499

Attached : 2 passes

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

CT/ct

213

FILE No. 120/PWU

19 Nov 1945

SUBJECT: Electric buzzer

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

FROM : Pub Wks & Util Dept

May an electric buzzer please be installed in Room 3, fourth floor, to be actuated by two push-buttons located in Room 2 on the same floor.

3498

A.E. PREDDY,
Major, R.A.
Executive Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Ext. 614

File

CT/ct

HEADQUARTERS ALLIED COMMISSION

2/2

Inter Office Memo

120/PWU

19 Nov 45

SUBJECT : Repairs

TO : HQ Commandant
(Attn. Office Spree Section)

FROM : Public Works and Utilities Dept.

Will you please attend to the following works and repairs in Room 9, 4th Floor :-

a. Install two locks on a filing cupboard

b. Supply and install two hanging electric lamps

c. Fit a wooden bottom to a typing desk drawer

d. Clean the upper part of ~~two~~ four windows (Broken)

A.E. FREEDY,
Major, R.A.,
Executive Officer

3497

Declassified E.O. 12356 Section 3.3/NND No. 785019

210

Tel: 589

HEADQUARTERS ALLIED COMMISSION

AEP/bb

INTER OFFICE MEMO

File.

REFERENCE: 120/PWU
SUBJECT : Repairs.
TO : H.Q. Commandant
(Att: Office Space Section)
FROM : P.W. & U. Dept.

13 Nov 45

Will you please attend to the following repairs in our offices on 4th Floor :-

Room 1 - Ease transom.
Room 2 - Provide and fix sun blind.
Electric light bulb.
Room 8 - Provide and fix hat and coat nail (2 pegs)
Room 13 - Repair Elec. light switch and fix new bulb.

Corridors adjoining the above offices - Provide and fix electric lights.

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

3197

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589 HEADQUARTERS ALLIED COMMISSION AEP/bb

INTER OFFICE MEMO

209

REFERENCE: 120/PWU
SUBJECT : Office and Telephone Locations. 10 Nov 1945
TO : Asst. Adjutant, HQ, AC.
FROM : Public Wks & Util Dept.

We request that the following be published in the Daily Bulletin :-

"Public Works and Utilities Dept. is now located on the 4th Floor and the following is published for the information of all concerned" :-

	Room	Tel:	Ext:
Colonel E. J. Ristedt	1		340
Adm. Officer			
Major A. E. Freedy	13	478200	589
Elec. Section			
Lt-Col. G. F. Parker	2		317
Major L. W. Laughlin	2		317
Public Wks. Section			
Major H. W. Hyland	6		339
1st Lt. F. F. Natale	4	478906	
General Office			
Chief Clerk	9		614

E. J. RISTEDT, 3495
Colonel, C.E.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589

HEADQUARTERS ALLIED COMMISSION

AP/bb

INTER OFFICE MEMO

File

208

REFERENCE: 120/P&U
SUBJECT : Moving telephones.
TO : Signal Officer
FROM : P. W. & U. S/C.

9 Nov 1945

Will you please arrange to move and refix the following telephones :-

	1st Floor		4th Floor		Tel.	Ext.
Col. Ristedt	From Room	10	To Room	1	478602	320
Elec. Div.	" "	8	" "	32		317 (2)
P. W. Div.	" "	12	" "	6		339 (2)
Housing Officer	" "	7	" "	4	478906	
P. W. Clerks	" "	5	" "	8	478907	
Drawing Office	" "	16	" "	23	478806	
Major Preedy	" "	9	" "	13		589
Major Preedy	" "	11	" "	13	478200	
General Office	" "	11	" "	11		614 (2)

In addition will you please fix direct line telephone in Room 1, 4th Floor.

E. J. RISTEDT,
Colonel, C.E.
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CT/ct

HEADQUARTERS ALLIED COMMISSION

207

Inter Office Memo

6 Nov 45

120/PWU

SUBJECT : Request for Stationery

TO : HQ Supply Officer

FROM : Public Works & Util Sub-Commission.

1. We request the following supplies for use in our Offices :

Paper, typing, bond, quarto	3 reams
Paper, carbon, both sizes	4 pckgs.
Ribbons, typewriter	4 ea.
Pencils, black	½ dz.
Paste	2 pots
Paper, wrapping	50 yds.
Twine, binding	1 roll
Fluid, cleaning, typewriter (Nutype)	1 bottle

A.E. FREEDY,
Major, R.A.,
Adm. Officer.

3493

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589 HEADQUARTERS ALLIED COMMISSION AEP/bb

INTER OFFICE MEMO

206

REFERENCE: 120/PWU
SUBJECT : Location - Telephone Number.
TO : Assistant Adjutant, H.Q., A.C.
FROM : P. Wks. & U. Sub-Commission.

5 Nov 1945

We request that the following telephone number be published in the Daily Bulletin :-

1st Lt. P. F. NATALE, Housing Officer, 478906.

E. J. RICHTER,
Colonel, C.E.,
A/Director.

Copy to: H.Q. Commandant.

349

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Ext. 614

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Works and Utilities Sub-Commission

AC/ct

205

23 Oct 45

120/PWU

Subject : Office Supplies

To : HQ Supply Officer

From : Public Works & Utilities S/C.

We request the following supplies for use in our offices :

Paper, typing, bond, quarto	3 reams
Paper, typing, manifold, quarto	3 reams
Clips, paper, largest size	3 boxes
Clips, paper, small	6 boxes
Staples, for Italian machines (Zenith)	6 boxes
Erasers, typewriter (red)	½ dz.
Pencils, black	½ dz.
Pencils, red & blue	½ dz. ea.
Filing fasteners, metal	4 boxes
Typewriter ribbons	4 each
Paste	4 ~~boxes~~ pots
Paper, wrapping	20 yds.
Pads, plain, medium	½ dz.
Paper, carbon, quarto	6 pckgs
Paper, carbon, fool scap	6 pckgs
Twine, binding, white cotton	1 roll
Envelopes, 9"x 4"	50 each

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

204

SUBJECT: Repairs to Typewriter FILE No. 120/PWU

TO : HQ Commandant
(Attn. Office Space Section) 22 Oct 1945

FROM : Public Works and Utilities S/C.

Please send typewriter repairman to Room 11, 1st Floor, to attend one Olivetti M.40 typewriter, No. 201110.

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

3493

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER - OFFICE MEMORANDUM

SUBJECT: Electric Plug

FILE No. 120/PWU

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

10 October 1945

FROM : Pub Wks & Util Sub-Commission

Will you please send an electrician to Room 9, 1st Floor, to install an electric wall plug.

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

3489

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AEP/at

202

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

9 Oct 45

Reference : 120/PWU
To : HQ Supply Officer
Subject : Office Supplies
From : PWU Sub-Commission

1. Will you please supply the u/m materials for use in our offices :

Paper, typing, bond, quarto	6 reams
Envelopes, medium	60 each
Envelopes, large	50 each
Paper, carbon, quarto	3 pckgs.
Paper, wrapping	40 yds.
Pads, ruled, large	6 each
Clips, paper	6 pckgs.
"Inter Office Memo" pads	6 each
Staples (for Italian machine)	4 pckgs.

CCB.

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

3483

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478906 HEADQUARTERS ALLIED COMMISSION EJB/bb

INTER OFFICE MEMO.

20

REFERENCE: 120/FWU 9 Oct 45.
SUBJECT : Report on heating systems A.C. H.Q. and Annex.
TO : C.O. 2675th Regiment.
FROM : P. Wks & Utilities S/C.

1. A study of the heating systems has been completed by this Sub-Commission and herewith are its recommendations.

2. The repairs now under way to the three large boilers and pumps in the main building should be completed not later than Nov. 15.

a. As these boilers have oil burners an assured supply of Navy Special should be arranged for immediately as shortages are developing in this fuel in the theatre.

b. In the event that fuel oil can not be obtained it will be necessary to re-install the coal stokers previously in service on the large boilers. Should this be necessary it is recommended that only a good grade of coal such as West Virginia or Welsh be used. Local coals such as Sardo and Lignite have not sufficient heat value with the limited grate area available to be effective.

3. In the Annex after several schemes have been studied, it is suggested that the small boiler (coal fired) ECA II now installed in the main building be dismantled and re-installed in the place of the two existing smaller boilers now in the Annex. This installation should be adequate if a good grade of coal is used as previously suggested. This cost of this work should be approximately $ 1,000.00 The Headquarter Commandant's Office has been requested to obtain an estimate from the heating contractor who performed the work last season and should be completed in 15 days.

4. The repairs to the small old boilers are not practical due to excessive cost and their unreliability in performance last season and therefore is not recommended.

3187

Declassified E.O. 12356 Section 3.3/NND No. 785019

5. The tieing in of the two building systems to carry the load on the main building equipment is not recommended, due to excessive cost and scarcity of materials.

E. J. KISTNER,
Colonel, C.E.,
A/Director.

o.c. HQ. Commandant.

3188

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM 250

FILE No. 120/PWU

SUBJECT: Repairing Buzzer.

8 Oct 1945

TO : HQ. Commandant
Att: Office Space Section

Will you please arrange to have the buzzer connecting Room 10 with Room 11, Ist floor, repaired as quickly as possible.

A. E. FREEDY
Major, R.A..
Adm. Officer.

3485

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

HEADQUARTERS ALLIED COMMISSION

CCE/bb

INTER OFFICE MEMO

199.

8 Oct 45.

REFERENCE: 120/P.W.U
SUBJECT : Electric light.
TO : HQ. Commandant
(Att: Office Space Section)
FROM : P. W. & U. Sub-Commission.

Will you please supply a new bulb to Room 9, first floor.

3484

A. E. FREELY.
Major, R.A..
Adm. Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

197

FILE No. 120/PWU

SUBJECT: Replacing Glass.

TO : HQ Commandant
att: Office Space Section.

6 Oct 45 1945

Will you please arrange to replace the glass in the transoms of the various rooms of our Sub-Commission, 1st floor.

A. E. PREELY
Major R.A.,
Adm. Officer.

3483

Declassified E.O. 12356 Section 3.3/NND No. 785019

file

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM KKH/CCB/ct

FILE No. 120/PWU 146

SUBJECT: Hat and coat hooks

2 Oct 1945

TO : HQ Commandant
(Att : Office Space Section)

FROM : Public Works & Utilities S/C.

Will you please supply and fix hat and coat hooks to the undermentioned offices :

1st floor :	Room	11	 5
	"	10	 1
	"	9	 2

3482

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

CCB/ct

FILE No. 120/PWU

SUBJECT: Office Supplies

28 Sep 1945

TO : HQ. Supply Officer

FROM : Pub Wks & Util Sub-Comm

Will you please supply one heavy stapling machine and staples for use by Mr A.H. Sullivan, FEA.

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

3181

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 509

HEADQUARTERS ALLIED COMMISSION

AEP/bb

INTER OFFICE MEMO

194

REFERENCE: 120/PWU
SUBJECT : Provision of Lock and Key. 27 Sep 45.
TO : H.Q. Commandant,
Att: Office Space Section.
FROM : P. Wks. & U. S/C.

1. Will ypu please arrange to provide and fix lock and key to small cabinet in Room 8, 1st Floor, assoon as possible.

2. This will enable us to release steel filing cabinet to Mr. A. H. Sullivan F.E.A. Economic Section.

3183

E. J. KISPERT.
Colonel, C.E.,
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Ext : 589 HEADQUARTERS ALLIED COMMISSION CCB/sg

INTER OFFICE MEMO.

File

120/PWU. 25 Sep 45

193

Subject: Electric lighting.

To : HQ. Commandant (Office Space Section).

From : P.Wks.& U. Sub-Commission.

Will you please arrange to fix an electric light plug in room 52, 1st floor, occupied by Mr. A.H. Sullivan, FEA.

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

347

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200

HEADQUARTERS ALLIED COMMISSIO...

Inter Office Memo

CT/ct

25 Sep 45

1892

120/PWU

Subject : Office Supplies

To : HQ. Supply Officer

From : Pub Wks & Util S/C.

We request the following supplies for use in our offices :

Carbon paper, quarto	6 pckgs.
Pads, ruled, large	12 ea.
Pads, scribbling, small	8 ea.
Pencils, black	2 dz.
Paper clips, large	4 boxes
Ink, India, drawing, black	2 bottles
" " " red	2 "
Pencils, red & blue	12 ea.
Indelible pencils	6 ea.
Envelopes, largest size	50 ea.
Wrapping paper	20 yds.
Labels, gummed	100 ea.
Folders, Manilla	40 ea.
Folders, British model	50 ea.

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

3478

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

191

SUBJECT: Repairs to typewriter

FILE No. 120/PWU

24 Sep 1945

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

FROM : Pub Wks & Util Sub-Comm.

Please send typewriter repairman to Room 11, 1st Floor, to attend one Woodstock typewriter, No. 634156 E.

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

3477

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

190

SUBJECT: **Repairs to typewriter** FILE No. 120/PWU

TO : HQ. Commandant 21 Sep 1945
(Attn. Office Space Section)

FROM : Pub Wks & Util Sub-Commission

1. Will you please send typewriter repairman to Room 11, 1st Floor, to attend one typewriter, Olivetti, M 40, No. 201110

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

3476

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel : 478906 HEADQUARTERS ALLIED COMMISSION VSR/sg

INTER OFFICE MEMO.

120/PWU. 21 Sep 45

189

Subject: Disappearence of Telephone Instrument from Room 7, Headquarters Building.

To : Signal Officer.

From : P.Wks.& U. Sub-Commission.

1. At about 1700 hours on 20 September 1945, the undersigned discovered that a French telephone desk set had disappeared from his office located in room 7 of the headquarters building, 1st Floor.

2. The missing set had formerly been used by Major H.J. Rosson, who had occupied the office with me. Major Rosson left for America early Wednesday morning, 19 September,without, as far as I know, coming to the office.

3. The disappearence was first noticed after my own telephone, formerly connected to Major Rosson's extension, rang very faintly. I looked for his telephone and found it missing. I then checked the bell of my own instrument, and found that it had been deadened with paper, indicating that Major Rosson's telephone had contained the loud bell.

4. I am certain that the telephone, later missing, was still in my office, connected, on Thursday morning, since I received a message over my own telephone, and I noticed nothing unusual with the bell.

5. As far as I remember, I remained in the office, Thursday until about 1250 hours. I then left, and did not return until about 1600 hours. I noticed nothing unusual until about 1700 hours when my telephone bell rang faintly.

VINAL S. RENTON,
Lt-Col. Inf.,
Plans & Operations.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Office Supplies FILE No. 120/PWU

TO : HQ. Supply Officer 18 Sep 1945

FROM : Public Works and Utilities S/C.

We request the following supplies for use in our offices :

Pencils, black	12 ea.
Carbon Paper, both sizes	6 packg.
Pads, ruled, large	6 ea.
Folders, Manilla	40 ea.
Paper, wrapping	10 yds.

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

3474

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

HEADQUARTERS ALLIED COMMISSION 185
AIO 394
Public Works and Utilities Sub-Commission

AEP/bb

120/PWU

17 Sep 1945.

SUBJECT: Equipment purchased with AC funds.

TO : H.Q. A.M.G. Piemonte Region
Att: Regional Engineer.

1. Reference your letter PR/ENG/50.4 dated 11 Sep 45.

2. Since the cabinet and typewriter are now in Torino, the only means of disposition would be to turn the equipment in to the Supply Officer, getting a receipt crediting Major Reuter, noting on the receipt that the items were locally purchased out of A.C. funds.

E. J. RISTEEN,
Colonel, C.E.,
A/Director.

3[illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

APO 394

184

SUBJECT: Equipment purchased with A.C. Funds. FILE No.

TO : Pub. Works & Utilities S/C
Attn: Maj. Preedy

17 Sept. 1945

1. Since the cabinet and typewriter are now in Torino, the only means of disposition would be to turn the equipment in to the Supply Officer, getting a receipt crediting Major Reuter, noting on the receipt that the items were locally purchased out of A.C.C. funds.

RECEIVED
P.W. & U. S/C A.C.
17 SEP 1945 1/0

Page 183 & 182

Cullen B. Jones, Jr.
CULLEN B. JONES, JR.
1st Lt., Inf.
Hq Supply Officer

3172

Declassified E.O. 12356 Section 3.3/NND No. 785019

TELE : 589 HEADQUARTERS ALLIED COMMISSION AEP/sg

Inter Office Memo.

120/PWU. 14 Sep 45

Subject: Equipment purchased with A.C. Funds.

183

To : ~~H.Q. Commandant.~~
(attn. Supply Officer).

From : P.Wks.& U. Sub-Commission.

182

1. Reference the attached copy letter from Adm.Officer Piemonte Region.

2. Will you please advise us on the correct procedure to be taken ?

347

E. J. RISTEDT,
Colonel, C.E.,
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C.
14 SEP 1945 12.0

HEADQUARTERS
PIEMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 394
PW&U DIVISION

JAR/EO

182

PR/ENG/50.4

11 September 1945

SUBJECT: Equipment Purchased with ACC Funds

TO : HQ AC Rome
att. PW&U Sub-Commission

1. During the period the undersigned was Administrative Officer of T.C.U. Division AMG, Rome Region, certain office equipment was purchased for the Division by the Supply Officer, RAAC (Major Reuter), and paid for out of ACC funds. At the time when Colonel C.R. Birchett was ordered to Piemonte Region Headquarters in Chianciano, a four drawer steel filing cabinet and one typewriter were taken there with the approval of Lt.Col. R.E. Findlay who replaced Colonel Birchett as Regional Engineer in Rome Region. Subsequently, when the Regional Headquarters were moved to Piemonte, the cabinet and typewriter were taken to Torino.

2. Since it appears improper to turn these over to HQ Commandant, Piemonte Region, who was not identified with their acquisition, instructions are requested as to the proper disposal in order to release the Regional Engineer and the undersigned of any accountability.

For the Regional Engineer:

183 refers

J A ROBB JR
Major Sig C
Administrative Officer

3170

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

HEADQUARTERS ALLIED CO[illegible]SION

CCB/ct

Inter Office Memo

120/PWU

11 Sep 45

Subject : Office Supplies

To : HQ. Supply Officer

From : Public Wks. & Util. S/C.

181

Paper, typing, bond, quarto	3 reams
Pencils, black	½ dz.
Envelopes, largest size	40 ea.
Pads, ruled, large	6 ea.
Exercise Books, (28 - 31)	3 ea.
Labels, gummed	80 ea.
Paper, wrapping	40 yds
Clips, paper	6 boxes
Paper clamps, No. 2 (medium size)	4 boxes

3269

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 HEADQUARTERS ALLIED COMMISSION AEP/ot

Inter Office Memo

120/PWU 4 Sep 45

Subject : Office Supplies

To : HQ Supply Officer

From : Public Works & Utilities S/C.

180

We request the following supplies for use in our offices :

Paper, carbon, both sizes	6 packets
Envelopes, 4 x 10	50 ea.
Envelopes, 10 x 15	30 ea.
Nibs, pen	10 ea.
Ribbons, typewriter	6 ea.
Clips, paper	4 boxes
Pins, paper	6 packages
Pads, ruled, large	6 ea.
Paper, wrapping	20 yds. 160
Fasteners, files (metal)	2 boxes
Paste	2 pots
Oil, typewriter	1 bottle

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200 HEADQUARTERS ALLIED COMM SION CT/ct

Inter Office Memo

179

28 Aug 45

120/PWU

Subject : Office Supplies

To : HQ. Supply Officer

From : Public Wks. & Util. S/C.

We request the following supplies for use in our offices :

Paper, typing, manifold, quarto	4 reams
Stencils	50 ea.
Paper clips	4 boxes
Paper pins	4 packages
Typewriter ribbons	4 ea.
Pads, ruled, large	6 ea.
Pads, scribbling, small	6 ea.
Envelopes, medium & small	50 ea.
Labels, gummed	100 ea.
Pencils, black	½ dz.
Ditto, clored	1 dz.
Rulers	2 ea.
Carbon paper, both sizes	4 packages
Erasers, pencil	½ dz.
Stencil corrector fluid	2 bottles
Typewriter oil	1 bottle.
Twine, binding	1 roll
Wrapping paper	20 yds.

3167

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

File

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

178

FILE No. 120/PWU

SUBJECT: Repairs to typewriter

27 Aug 1945

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

FROM : Public Works and Utilities S/C.

Please send typewriter repairman to Room 11; 1st floor, to attend two typewriters :

MAKE	MODEL	NUMBER
Woodstock	-	634156 E 22
Olivetti	M.40	219043

A.E. PREEDY, 3466
Major, R.A.,
Adm. Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO.

AEP/bb

177

23 Aug 45.

REFERENCE: 120/PWU
SUBJECT : Loss of Typewriter Olivetti 325973.
TO : G-4(A).
FROM : P. Wks. & U. Sub-Commission.

1. Reference the attached correspondence.

2. We have no record whatever of the whereabout of this machine and we shall appreciate it if you can help us to trace it.

346

E. J. RISTEDT,
Colonel, C.E.,
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] CONTROL COMMISSION.

INTER-OFFICE MEMORANDUM

RECEIVED
S/C A.C
22 AUG 1945 120

SUBJECT: Loss of Typewriter Olivetti
325973

FILE No. 16

TO : Pub. Wks & Util S/C.

22 Aug 1945

1. Careful check of our records and physical inventory of Bldg. shows no trace of Typewriter machine.

2. Suggest this matter be taken up with G-4 American.

17 Rpts.

Cullen B. Jones, 3/C.
1st Lt. Inf. A.U.S.
Bldg Supply Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

COPY

Tel.589

AEP/mc

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO.

REFERENCE : 130/PWU
SUBJECT : Loss of Typewriter Olivetti 325973.
TO : G-4 (A).
FROM : P. Wks. & U. Sub-Commission.

23 Aug. 45.

1. Reference the attached correspondence.

2. We have no record whatever of the whereabout of this macine and we shall appreciate it if you can help us to trace it.

E. J. RISTED,
Colonel, C.E.,
A/Director.

G4/41/A 1st Ind. OMS/1b
HEADQUARTERS, ALLIED COMMISSION, APO 394, OFFICE OF G-4(A), 21 January 1946

TO : Public Works and Utilities Dept. A.C.

1. Reference basic communication.

2. We have no record of subject property. Suggest owner apply to RAAC Real Estate.

3764

ROBERT W. KNOWLTON
Captain Infantry
G-4(A)

Copia conforme all'originale

OFFICES PUBLIC WORKS e UTILITIES S/C
Via Veneto (Ministero Corporazioni)

OGGETTO: Macchina da scrivere Olivetti N. 325973

A richiesta verbale urgentissima dell'Engineer Services Rome Allied Command A.F.O.794 U.S. Armj del 17 Giugno 1944 data d'inizio delle sua attività nei locali requisiti di questa Ripartizione siti in Via del Mare n.45, furono fornite in prestito, con altri mobili d'Ufficio, anche quattro macchine da scrivere di proprietà Comunale, ricevute a firma del Sig.Nebil Dino, allora addetto quale interprete al Servizio suindicato(Administration Dection L.T.Bland).

Mentre sono state finora restituite tre di dette macchine, non è stato possibile rintracciare e rievere in restituzione la quarta macchina da scrivere e cioè quella di marca Olivetti matricola numero 325973 a carrello lungo che si ritiene sia stata confusa con altre simili usate del Servizio suindicato e asportate, in successivi trasferimenti, nei locali siti al Corso d'Italia 25 nel settembre u.s. (Engineering Division Lazio -Umbria Region) e poscia in Via Lucullo (Headquorters Allied Military Government - Sten.Gordini Rodolfo, consegnatario delle macchine da scrivere).

Risultava vana ogni ricerca sin'oggi effettuata nei suindicati Uffici degli Alleati e rimasta senza risposta la richiesta d'informazioni inviata il 28 Aprile u.s. al Sig. Nebil Dino, domiciliato in Via Cornelio Celso n.9 - Roma, si prega codesto Ufficio di volersi interessare per la ricerca e restituzione della suindicata macchina [illegible] e in caso negativo, di voler[illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785019

A richiesta verbale urgentissima dell'Engineer Services Rome Allied Command A.P.O.794 U.S. Army del 17 Giugno 1944 data d'inizio delle sua attività nei locali requisiti di questa Ripartizione siti in Via del Mare n.45,furono fornite in prestito, con altri mobili d'Ufficio,anche quattro macchine da scrivere di proprietà Comunale, ricevute a firma del Sig.Nebil Dino,allora addetto quale interprete al Servizio suindicato(Administration Section L.T.Bland).

Mentre sono state allora restituite tre di dette macchine,non è stato possibile rintracciare e ridurre in restituzione la quarta macchina da scrivere e cioè quella di marca Olivetti matricola numero 325973 a carrello lungo che si ritiene sia stata confusa con altre simili usate dal Servizio suindicato e asportate, in successivi trasferimenti,nei locali siti al Corso d'Italia 35 nel settembre u.s. (Engineering Division Lazio -Umbria Region) e poscia in Via Lucullo (Headquarters Allied Military Government - Sten.Gordini Rodolfo,consegnatario delle macchine da scrivere).

Risultava vana ogni ricerca sin'ora effettuata nei suindicati Uffici degli Alleati e rimasta senza risposta la richiesta d'informazioni inviata il 28 Aprile u.s. al Sig. Nebil Dino,domiciliato in Via Cornelio Celso n.9 - Roma, si prega codesto Ufficio di volersi interessare per la ricerca e restituzione della suindicata macchina da scrivere di proprietà Comunale o,in caso negativo,di,volerne concedere un adeguato indennizzo,per l'acquisto di altra macchina consimile.

3762

L'ASSESSORE AI LL.PP.
f/to(Dr.E.Scialoja)

Declassified E.O. 12356 Section 3.3/NND No. 785019

Declassified E.O. 12356 Section 3.3/NND No. 785019

(Translation)

Subject : Olivetti typewriter N° 325973

TO : P.W. & U. A.C. Via Veneto

Following verbal urgent request from Engineer Service (Rome Allied Commend A.P.O. 794 US Army) on June 17. 1944, when that office was starting its activity in the premises requestioned from this Ripartizione (Via del Mare N° 45), four typewriters, belonging to the Commune together with other furniture, were loaned to the Engineer Service. The receipt was signed by Mr. DINO NEBIL who was by that time the interpreter in that office (Administration Section, Lt. BRAND).

Three of those machines were sent back but it has not been possible yet to locate and get back the fourth one (Olivetti N° 325973 - long carriage model). It is believed that this typewriter got mixed with similar ones used by Engineer Service and transferred in September 1944 to the offices et Corso d'Italia 25 (Lazio-Umbria Region Engineering Division) and then to AMG Headquarters - Via Lucullo, where the 2nd Lt.Rodolfo Gordini was the consignee of the typewriters.

No result has been obtained yet from the researches made in the above Allied Offices and also no reply to our letter of April 28. 1945, was received from Mr. DINO NEBIL - Via Cornelio Celso 9 Rome.

We beg to request that P.W.U. Dept. to take some action in order to locate the typewriter, belonging to the Commune, and send it lack or, in case this were not possible, to provide for a suitable reimbursement in order to make it possible to this Ripartizione, the purchase of a similar machine from the market.

The Assessore of PUblic Works
Dr.E. Scialoja

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589

HEADQUARTERS ALLIED COMMISSION

AEP/bb

INTER OFFICE MEMO.

175

file.

21 Aug 45.

REFERENCE: 120/PWU
SUBJECT : Loss of Olivetti Typewriter 325973.
TO : H.Q. Commandant.
FROM : P. Wks. & U. S/C.

1. Reference the attached letter from the Commune di Roma.

2. We have no record whatever of this transaction and we are unable to trace to whom this typewriter may have been transferred.

3. Can you help in any way please ?

346

E. J. RISTELT.
Colonel, C.E..
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

HEADQUARTERS ALLIED COMMISSION

CT/ct

174

Inter Office Memo

120/PWU

21 Aug 45

Subject : Office Supplies

To : HQ. Supply Officer

From : Public Works & Utilities S/C.

We request the following supplies for use in our offices :

Pads, ruled, large	6 each
Paper clips	6 boxes
Ink, black, drawing (India)	6 bottles
Paper, carbon, both sizes	4 packets
Paste	2 pots
Paper pins	4 packets
Filing fasteners, metal	2 boxes
Envelopes, medium and small	60 each
Gummed labels	100 each
Thumb tacks	3 boxes
Manilla folders	30 each

345

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Fall 8

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

113

SUBJECT: Repair to electric lights FILE No. 120/PWU

TO : HQ. Commandant
(Attn. Office Space Section) 18 Aug 1945

FROM : Public Wks. & Util. S/C.

Will you please send an electrician to Room 11, 1st Floor, to fix three electric lights.

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

3458

Declassified E.O. 12356 Section 3.3/NND No. 785019

File

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

172

SUBJECT: Repairs to typewriter FILE No. 120/PWU

TO : HQ. Commandant
(Attn. Office Space Secn.)

16 Aug 1945

FROM : Public Wks. & Utilities S/C.

Please send typewriter repairman to room 11, 1st Floor, to attend one Woodstock typewriter, No. N 634156 E 22.

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

3457

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 317

HEADQUARTERS ALLIED COMMISSION

LWL/ec

171

INTER OFFICE MEMO

120/PWU

16 August 1945

Subject :Repairs to Elevato No. 6 in HQ Building

To : HEADQUARTERS COMMANDANT

From : Public Works and Utilities Sub-Commission

1. Reference letter 14 August 1945 - HQC/45. 120

2. The material required to repair elevator No. 6 of A.C. Hqts is all of a specialized character and not obtainable from the open market or the usual supply channels.

3. It is therefore recommended that you, or some reputable contractor, selected by you, communicate directly with the firm S.A.F.O.D. of Torino, who manufactured the elevator in question, sending them the list of material requesting that they send a representative to inspect the elevator and/or inquire if S.A.F.O.D. have the material in stock or can manufacture it.

GEORGE F. PARKER
Lieut-Colonel, Inf.
Chief, Elec. Div.

see folio 170

345

Declassified E.O. 12356 Section 3.3/NND No. 785019

HEADQUARTERS ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

APO 394

170

RECEIVED
P.W. & U. S/C A.C
14 AUG 1945 120

14 August 1945

HQC/45

SUBJECT: Repairs to Elevator No. 6 in HQ Building.

TO : Director, Public Works & Utilities Sub-Commission.

1. In view of the heavy calls made upon the two main elevators, especially during the work hours, the possibility of repairing and putting into commission No. 6 elevator is being investigated by this Section.

2. The materials required to put this elevator in working order are set out in the attached schedule, together with an Italian translation to assist in identification of the components.

3. May this Section be informed, please, whether your Sub-Commission can assist in procuring any or all of these materials.

R.H. Robertson. Colonel

R. H. ROBERTSON
Hq. Commandant.

171 reports

3455

Declassified E.O. 12356 Section 3.3/NND No. 785019

SCHEDULE

1 complete new electrical motor - 4 cable wheel (hauling capacity 10,000 lbs.)
1 electrical panel controlling operating handle.
10 electrical locks.
10 mechanical locks.
Metal cable 11 m/m steel 604 metres.
Black electric wire 8/10 1000 metres.
Black electric wire 50/10 200 metres.
Wire insulating cover (as sample) 6m/m 20 metres.
Wire insulating cover (as sample) 8m/m 20 metres.
Wire insulating cover (as sample) 10m/m 20 metres.

(Italian translation)

SCHEDA

1 argano completo - 4 funi (carico 6 quintali)
1 quadro manovra elettrico
10 serrature elettriche (portala a cabine)
10 serrature meccaniche (portala a cabine)
Fune metallica da 11 m/m tregli 6 - fili 180 (acciaio)
File nero 8/10 1000 metri
Filo nero 50/10 200 metri
Sterlinghe da 6 m/m 20 metri
Sterlinghe da 8 m/m 20 metri
Sterlinghe da 10 m/m 20 metri

3 3/

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

169

SUBJECT: **Maintenance** FILE No. 120/PWU

TO : HQ. Commandant
(Attn. Office Space Section) 11 Aug 1945

FROM : Public Wks. & Util. S/C.

1. The buzzer in Room 11, 1st floor, is not working, will you please attend to this.

2. Will you please also refix the wooden back to one tubular steel chair.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

HEADQUARTERS ALLIED COMMISSION

CT/ct

168

Inter Office Memo

7 Aug 45

120/PWU

Subject : Office Supplies

To : HQ. Supply Officer

From : Public Wks. & Util. S/C.

1. We request the following supplies for use in our offices :

Typing paper, onion skin, quarto	6 reams
Carbon paper, quarto	3 packets
Ditto, foolscap	3 packets
Stencils	50 each
Stencil corrector fluid	2 bottles
Ruled pads, large	4 each
Gummed labels	60 each
Small envelopes	50 each
Erasers, pencil	6 each
Pins	6 packets
Twine, binding	1 roll
Wrapping paper	10 yds.
Scribbling pads, small	6 each
File fasteners, metal	3 boxes

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

3432

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589

HEADQUARTERS ALLIED COMMISSION

AEP/bb

INTER OFFICE MEMO.

167

REFERENCE: 120/PWU
SUBJECT : Typewriter.
TO : Economic Section.
Att: Personnel Officer.
FROM : P.W. & U. Sub-Commission.

4 Aug 45.

164

1. Reference your 1.23/ES dated 3 August 45.

2. We have no spare typewriters.

3457

E. J. RISTEDT.
Colonel, C.E.,
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

160

FILE No. 120/PWU

SUBJECT: Typewriter repairs

4 August 1945

TO HQ. Commandant
(Attn. Office Space Section)

FROM : Public Works & Utilities S/C.

1. Please send typewriter repairman to Room 11, 1st Floor to attend one Woodstock typewriter, No. 634156E22.

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

3450

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

File

165

SUBJECT: Keys

FILE No. 120

TO : NQ Commandant
attn Office Space Section

3 August 1945

Please have a locksmith come to Room 14 1st floor to make two keys for desk drawers.

A.E. PREEDY
Major R.A
Adm Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200 HEADQUARTERS ALLIED COMMISSION CT/ct

163

Inter Office Memo

120/PWU 31 Jul 45

Subject : Office Supplies

To : HQ Supply Officer

From : Public Works & Util. Sub-Commission

1. We request the following supplies for use in our offices :

Ruled pads, large	6 ea.
Envelopes, small, medium & large	50 ea.
Gummed labels	100 ea.
Paper clips	6 boxes
Pencils, black	½ dz.
Ditto, red and blue	1 dz.
Pads, scribbling	½ dz.
Typewriter ribbons	4 ea.
Wrapping paper	20 yds.
Twine, binding	1 roll
Paste	3 pots
Staples (Italian machines)	3 boxes
Pads, medium, plain	3 ea.

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

3 1 4

Declassified E.O. 12356 Section 3.3/NND No. 785019

CT/ct

Tel. 478200 HEADQUARTERS ALLIED COMMISSION

162

Inter Office Memo

24 July 45

Reference : 120/PWU
Subject : Office Supplies
To : HQ. Supply Officer
From : P.Wks. & Util. Sub-Commission.

1. We request the following supplies for use in our offices :

Typewriter paper, manifold, quarto	6 reams
Stencils	40 each
Ruled pads, large	6 each
Typing paper, colored	6 reams
Paper clips	4 boxes
Folders, Manilla	30 each
Pads, writing, large (6" x 8")	4 each
Ribbons, typewriter	4 each
Padlock, with 2 Keys	1 each
Envelopes, 4" x 10"	50 each
Gummed labels	50 each
Paste	4 pots
Typewriter brush	1 each
Fluid, stencil corrector	3 Bottles

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

3148

Declassified E.O. 12356 Section 3.3/NND No. 785019

File

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

101

SUBJECT: Repairs to typewriter FILE No. 120

TO : HQ Commandant
attn Office Space Section 17 July 1945

Will you please have typewriter repairman come to Room 11, 1st floor and attend the following machine

Olivetti - No. 204956

AE PREEDY
Major RA
Adm. Officer

3447

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

160

SUBJECT: Repairs to typewriter

FILE No. 120/PWU

17 July 1945

TO : HQ Commandant
(attn. Office Space Section)

FROM : Public Works & Utilities S/C.

1. Will you please send typewriter repairman to Room 11, 1st Floor, to attend one Olivetti M 40, No. 207276 -

A.E. PREEDY,
Major, R.A.,
Admin.Officer
3/16

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

FILE No. 120

SUBJECT: Repair of Frontis

TO : HQ Commandant
attn Office Space Section

17 July 1945

Will you please have over chair in Room 11 1st floor repaired as soon as possible

AEPREEDY
Major RA
Adm. Officer 3445

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200 HEADQUARTERS ALLIED COMMISSION JFB/bb

INTER OFFICE MEMO.

158

17 July 45.

REFERENCE: 120/FWU
SUBJECT : Office Supplies.
TO : HQ. Supply Officer.
FROM : P. Wks & U. Sub-Commission.

1. We request the following supplies for use in our office:

Envelopes, small	100
Envelopes, 4 x 10	100
Ruled pads	8
Scratch pads	6
Tipewriter ribbons	4
Note pads, 6 x 8	10
Pencils, black	12
Pencils, coloured	12
Erasers	6
Wrapping paper	40 yds.
Twine	1 roll
# 2 Paper-clips	4 boxes.
Paste	2 pots.
Glassine tape	4 pkgs.
Gummed labels	200
Stencils	40

A. E. HEELY,
Major, R.E.
Adm. Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785019

SOCIETÀ TELEFONICA TIRRENA
SOCIETÀ PER AZIONI - SEDE IN FIRENZE
DIREZIONE GENERALE IN ROMA
CAPITALE L. 300.000.000 INTERAMENTE VERSATO

Direzione del Lazio

Abb.ge/ff.

Nuovo impianto

RECEIVED
P.W. & U.S./C.A.C.
15 DEC 1945 120

Roma, li 13 LUG. 1945 19

CORSO VITTORIO EMANUELE, 208

HEADQUARTERS ALLIED COMMISSION
APO 394 = PUBLIC WORKS AND
UTILITIES SUB=COMMISSION

R O M A

A seguito Vs/ nota sigle VSR/ac del 23 Giugno u.s. ci pregiamo comunicarVi di aver ceduto una linea telefonica al ns/ distributore di Piazza Poli per effettuare il collegamento richiestoci dall'Ufficio Centrale Ripartizione Energia Elettrica - Italia Centrale - facendo presente però che lo stesso potrà essere concesso solo nel caso in cui provvedano alla costruzione del raccordo telefonico, data la mancanza da parte ns/ del materiale occorrente.

Distinti saluti

SOCIETÀ TELEFONICA TIRRENA
DIREZIONE GENERALE DEL LAZIO
IL DIRETTORE

Indirizzo Telegrafico: Telfi - Telefi. 0-50

Mod. 20bis R - 145x210 (85.000) Sigraf-Roma 6-945

Declassified E.O. 12356 Section 3.3/NND No. 785019

CO 00 4w 156

Extn : 589. HEADQUARTERS ALLIED COMMISSION CCB/ag

INTER OFFICE MEMO.

12 July 45.

REFERENCE : 120/PWU.
SUBJECT : Telephone Listings.
TO : Adjutant.
FROM : P.Wks.& U. Sub-Commission.

1. Reference Daily Bulletin No.158 dated 7 June 45. para.4.
2. May the following amendments please be published :

"Public Works and Utilities Sub-Commission -

Officer Listing

NAME	RANK	NAT	SUB-COM	FLOOR	ROOM	INT	EXT
Delete :							
HYLAND, N.W.	Major	A	P.W.& U.	1	12	339	
THOMPSON, V.S.	Lt-Col.	B	P.W.& U.	1	12	339	
Add :							
SPANN, W.M.	Lt-Col.	A	P.W.& U.	1	12	339."	

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

Copy to : H.Q. Communications Officer.

3442

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repairs to typewriter FILE No. 120/PWU

TO : HQ. Commandant
(Attn. Office Space Section) 12 July 1945

FROM : P.Wks & Util. Sub-Commission.

155

Please send typewriter repairman to Room 11, 1st floor, to attend one Olivetti M.40 typewriter, N°219043.

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

3441

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

HEADQUARTERS ALLIED COMMI ION

CT/ct

Inter Office Memo

REFERENCE : ~~124~~ 120/PWU

3 Jul 45

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Public Wks. & Util. S/C.

154

1. We request the following supplies for use in our offices :

Paper, typing, manifold, quarto	4 reams
Stencils	40 each
Paper clips	4 boxes
Pads, ruled, large	8 each
Envelopes, small	40 each
Envelopes, medium	40 each
Labels, gummed	90 each
Paste	2 pots
Ribbons, typewriter	4 each
Staples, for italian machines	4 boxes
Pads, scribbling, small	6 each

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

3449

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

153

SUBJECT: Repair of Chairs FILE No. 120

TO : H.Q. Commandant 27 June 1945
attn: Office Space Section.

Will you please pick up 3 chairs in Room 11 1st Floor and have them repaired.

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

3439

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 589 HEADQUARTERS ALLIED COMMISSION AEP/bb

INTER OFFICE MEMO.

152

REFERENCE: 120/PWU 27 June 45.
SUBJECT : Wooden box.
TO : H.Q. Commandant,
att: Office Space Section.
FROM : P. Wks & U. Sub-Commission.

Will you please arrange to have a box made of 3/4 inch. timber size (inside dimensions) 20" x 6" deep x 8" wide for Col. E. J. Ristedt, Director.

A. E. FREELY, 343
Major, R.A.,
Adm. Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

HEADQUARTERS ALLIED COMMISSION

CT/ct

151

Inter Office Memo

26 Jun 45

Reference : 120/PWU

Subject : Office Supplies

To : HQ. Supply Officer

From : Public Wks. & Util. Sub-Commission.

We request the following supplies for use in our offices :

Paper, typing, manifold, quarto	6 reams
Paper, carbon	3 packets
Paper clips	3 boxes
Stencils	60 each
Envelopes, small	50 each
Envelopes, medium	50 each
Labels, gummed	100 each
Ribbons, typewriter	4 each
Paper, tracing	1 roll
Pencils, black, soft	12 each
Thumb tacks	4 boxes
Pencils, red & blue	12 each
Ditto, green	4 each
Ink, drawing, black (IMPORTANT)	5 bottles
Erasers, pencil	½ doz.
Pads, scribbling, small	½ doz.
Paper, wrapping	10 yds.
Pads, ruled, large	6 each

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

343

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478906
Ext. 317

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Works and Utilities Sub-Commission

VSR/ac
150

Reference : 120/PWU

23 June 1945

Subject : Installation of Telephone - Ufficio Centrale di Ripartizione del Carico per l'Italia Centrale

To : T.E.T.I.

1. In a letter to your company dated 20 June 1945, File Nº 133, the Director of the Master Control Centre, Central Italy, requested that a telephone permitting direct comunication with the Rome City Exchange be installed in the office of the Control Centre, located at Via Poli 14.

2. This telephone is necessary for the efficient operation of the Central Italy electric system, and any assistance which your company can give in the early installation of this instrument will be deeply appreciated.

66538

W.M. LARNER
Lieut-Colonel,
Chief Elec. Div.

Translation

Ci riferiamo alle lettera in data 20 Giugno 1945 Prot. Nº 133 - indirizzatoVi dal Direttore dell'Ufficio Centrale di Ripartizione del Carico per l'Italia Centrale con la quale si richiedeva l'installazione, nell'ufficio di Via Poli, 14, di un apparecchio telefonico per comunicazioni dirette extra-centralino della Società Romana di Elettricità.

Detto telefono è necessario per l'efficiente funzionamento del "Sistema degli Impianti Elettrici dell'Italia Centrale" e Vi saremo molto grati per qualunque forma di assistenza che vorrete prestarci.

3/13

151 enfers

cc : Ing. Pietromarchi

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

149

SUBJECT:

FILE No. 120/PWU.

TO : HQ Commandant.
(Office Space Section)

21 June 1945.

1. Will you please send a locksmith to room 5, 1st floor to open a cabinet.

2. Will you please also supply and fix a mack bolt or other fastening to one cupboard door in room 11, adjust one door, and supply and fix a lock to one cupboard.

A. E. Peachey.
Major R.A.,
Adm. Officer,
P.W.U. S/C.

3435

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

HEADQUARTERS ALLIED COMMISSION

AEP/ct

Inter Office Memo

File 148

19 June 45

REFERENCE : 120/PWU

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Public Wks. & Util. Sub-Commission.

1. We request the following supplies for use in our offices :

Typing paper, manifold, quarto	6 reams
Typing paper, bond, quarto	4 reams
Stencils	60 each
Carbon paper, quarto	6 packets
Paper clips	6 boxes
Paper pins	6 packets
Paper clips, large	2 boxes
Envelopes, small	50 each
Envelopes, 3½ x 12	150 each
Pencils, black, with rubber	6 each
Ink eradicator	1 set
Erasers, pencil	6 each
Gummed labels	100 each
Blotting paper	50 sheets
Ruled pads, large	6 each
Rulers	2 each
Thumb tacks	2 boxes
India ink, red	2 bottles

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

3434

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 HEADQUARTERS ALLIED COMMISSION AEP/ct

147

Inter Office Memo

REFERENCE : 120/PWU 12 June 45

SUBJECT : Office Supplies

TO : HQ. Supply Officer

FROM : Public Works & Util. S/C

1. We request the following supplies for use in our offices :

Paper, typing, onio skin, quarto	4 reems
Paper, carbon, both sizes	6 packets
Paper clips	6 boxes
Paper pins	6 boxes
Pencils, black, soft	6 each
Twine, binding	1 roll
Erasers, pencil	6 each
Ribbons, typewriter	4 each
Pads, scribbling, small	6 each
Pads, writing, ruled, large	6 each
Stencils	60 each
Paper, wrapping	1 roll
Paste	2 pots
Ink, India, black	4 bottles

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

3139

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tele: 589 HEADQUARTERS ALLIED COMMISSION AEP/ce

INTER OFFICE MEMO.

146

File 8 June 45.

REFERENCE: 120/PWU.
SUBJECT : Telephone Extension.
TO : H.Q. Communications Officer.
FROM : P.W. & U. Sub-Commission.

We request an Extension from the Director's telephone No.320 - Room 10 - to office adjoining.

E.J. RISTEDT,
Colonel, C.E.,
A/Director.

343

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tele: 589. HEADQUARTERS ALLIED COMMISSION AEP/ce

INTER OFFICE MEMO. 145

8 June 45.

File

REFERENCE: 120/PWU.
SUBJECT : Repairs etc.
TO : H.Q. Commandant
(att. Office Space Section)
FROM : P.W. & U. Sub-Commission.

Will you please attend to the following:

1. Repair sun blind in Office No.16 1st Floor.

2. Provide additional desk for Office No.18 1st Floor.

343

E.J. RISTEDT,
Colonel, C.E.,
A/Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

HEADQUARTERS ALLIED COMMISSION

CCB/bb

LETTER OFFICE MEMO.

144

6 June 45

REFERENCE: 120/PWU
SUBJECT : Ventilation.
TO : HQ. Commandant
(Att: Office Space Section.)
FROM : P. Wks. & U. Sub-Commission.

Will you please arrange for the fanlights over the doors of the u/m rooms to be hung, or alternatively, for the upper squares of glass to be removed:

Room 6, 8, 12, 5, 7, 9, 11.

A. E. FREEDY,
Major, R.A.,
Adm. Officer.

3436

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.614.

HEADQUARTERS ALLIED COM... ION

INTER OFFICE MEMO.

CCB/ce

143.

REFERENCE: 120/PWU.
SUBJECT : Maintenance and Repairs.
TO : HQ.Commandant (attn.Office Space Section)
FROM : P.W. & U. Sub-Commission.

6 June 45.

1. Would you please arrange to have the following repairs carried out in our offices on the 1st floor:

Room 5: Repair 1 drawer to a desk.

Room 6: Fit a key to the door.

Supply a larger light bulb.

Brick up the opening between room 6 and the MI room.

Complete the filling of the opening between room 6 and room 8 (both sides).

Room 7: Supply a lamp bulb.

Room 8:

Room 9: Fill in the opening between romms 9 and 11.

Room 11: Supply and fit keys and locks where required and fit a locking bar to one cupboard.

Cut down some shelves to fit a cupboard.

All rooms: Fix hat and coat hooks.

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

3429.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

HEADQUARTERS ALLIED COMMISSION

CCB/bb

INTER OFFICE MEMO

REFERENCE: 120/PWU
SUBJECT : Printing.
TO : HQ. Commandant
(Att: Security Printing Officer).
FROM : P. Wks & U. Sub-Commission.

6 June 45

Will you please supply 6,000 each of forms AC/1 and AC/2, samples of which are attached, as soon as possible.

A.E. FREEDY,
Major, R.A.,
Adm. Officer.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED CONTROL COMMISSION

INTER-OFFICE MEMORANDUM

141

SUBJECT: Repairs to typewriter FILE No. 120/PWU

TO HQ. Commandant
(Attn. Office Space Section) 6 June 1945

1. Please send typewriter repairman to Room 11, 1st Floor, to attend one Woodstock typewriter, No 634156 E 22

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tele: 589

AEP/mo

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO.

140

File

REFERENCE : 120/PWU
SUBJECT : Electric Light in Corridor.
TO : H.Q. Commandant
att. Office Space Section.
FROM : P.W.& U. Sub-Commission.

5 June 1945

1. We request that two Electric Light bulbs be provided in the Corridor adjacent to this Sub-Commission on the 1st Floor.

2. Will you please send a carpenter to Room 16 First Floor to take particulars for 6 shelvs required in one of the cup boards.

E. J. RISTEDT,
Colonel, C.E.,
A/ Director.

3 [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tele: 589

AEP/mc

139

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO.

File

REFERENCE : 120/PWU — 5 June 1945
SUBJECT : Office Location & Tele.Numbers.
TO : The Adjutant H.Q. A.C.
FROM : P.W.& U. Sub-Commission.

May the following changes in Office location & telephone numbers be published in this " Daily Bulletin" please :-

SECTIONAL LISTING

	Floor	Room	Internal	External
Director	1	10	320	
Admin. Officer	1	9	589	
Chief Clerk	1	11	614	478200
Public Works Divn.				
Chief	1	12	339	
S.O. to Chief	1	12	339	
Clerks	1	5		478907
Electrical Divn.				
Chief	1	8	317	
S.O. to Chief	1	8	317	
Operations & Transmission Sect.)	1	7		478906
Supply Officer	1	6		478805

3425

Declassified E.O. 12356 Section 3.3/NND No. 785019

OFFICER LISTING

Name	Rank	Nat.	Sub-Com.	Floor	Room	Int.	External
Hyland N.W.	Major	A	P.W.& U.	1	12	339	
Lapper W.M.	Lt.Col.	B	P.W.& U.	1	8	317	
Laughlin W.L.	Major	A	P.W.& U.	1	8	317	
Parker G.F.	Lt.Col.	A	P.W.& U.	1	7		478906
Preedy A.E.	Major	B	P.W.& U.	1	9	589	
Price L.G.	Major	B	P.W.& U.	1	6		478805
Renton V.S.	Lt.Col.	A	P.W.& U.	1	7		478906
Ristedt E.J.	Col.	A	P.W.&.U.	1	10	320	
Rosson H.R.	Major	A	P.W.& U.	1	7		478906
Shepherd R.W.	Capt.	A	P.W.& U.	1	12	339	
Thompson V.S.	Lt.Col.	B	P.W.& U.	1	12	339	

E. J. RISTEDT,
Colonel C.E.,
A/ Director.

3124

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tele: 589

AEP/mc

138

HEADQUARTERS ALLIED COMMISSION
INTER OFFICE MEMO.

REFERENCE : 120/PWU
SUBJECT : Telephone Directory.
TO : H.Q. Communications Officer.
FROM : P.W.& U. Sub-Commission.

5 June 1945

May the following changes in office location and telephone numbers be recorded in the new Telephone Directory please :-

SECTIONAL LISTING

	Floor	Room	Internal	External
Director	1	10	320	
Admin. Officer	1	9	589	
Chief Clerk	1	11	614	478200
Public Works Divn.				
Chief	1	12	339	
S.O. to Chief	1	12	339	
Clerks	1	5		478907
Electrical Divn.				
Chief	1	8	317	
S.O. to Chief	1	8	317	
Operations & Transmission Sect.)	1	7		478906
Supply Officer	1	6		478805

342

Declassified E.O. 12356 Section 3.3/NND No. 785019

OFFICER LISTING

Name	Rank	Nat.	Sub-Com.	Floor	Room	Int.	External
Hyland N.W.	Major	A	P.W.& U.	1	12	339	
Lapper W.M.	Lt.Col.	B	P.W.& U.	1	8	317	
Laughlin W.L.	Major	A	P.W.& U.	1	8	317	
Parker G.F.	Lt.Col.	A	P.W.& U.	1	7		478906
Preedy A.E.	Major	B	P.W.& U.	1	9	589	
Price L.G.	Major	B	P.W.& U.	1	6		478805
Renton V.S.	Lt.Col.	A	P.W.& U.	1	7		478906
Ristedt E.J.	Col.	A	P.W.& U.	1	10	320	
Rosson H.R.	Major	A	P.W.& U.	1	7		478906
Shepherd R.W.	Capt.	A	P.W.& U.	1	12	339	
Thompson V.S.	Lt.Col.	B	P.W.& U.	1	12	339	

E. J. RISTEDT,
Colonel C.E.,
A/ Director.

3429

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 589

AEP/me

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO.

3 June 1945

137

REFERENCE : 120/PWU
SUBJECT : Telephones ~~etc~~.
TO : H.Q. Communications Officer.
FROM : P.W.& U. Sub-Commission.

1. This Sub-Commission has received orders to move from 8th Floor to 1st Floor on Monday 4 June 45.

2. Will you please arrange to have the following telephones transferred as shewn :-

	From 8th Floor Room	To 1st Floor Room	Tel.	Extn.
Col. E.J. Ristedt	22	10	-	320
Lt.Col. W.M. Lapper) Major L.W. Laughlin)	15	8	-	317
Lt.Col. V.S. Thompson) Capt. R.W. Shepherd) Major N.W. Hyland)	11	12	-	339
Lt.Col. V.S. Renton) Lt.Col. G.F. Parker) Major H.J. Rosson)	4	7	478906	-
Major L.G. Price	7	6	478805	-
Major A.E. Preedy	19	9	-	589
Chief Clerk	21	11	478200	614
P.W. Div. Clerks	13	5	478907	-
Drawing Office	18	16	478806	-

3421

E.J. RISTEDT,
Colonel, C.E.,
A/ Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 589

AEF/mc

136

HEADQUARTERS ALLIED COMMISSION
INTER OFFICE MEMO.

REFERENCE : 120/PWU
SUBJECT : Buzzers.
TO : H.Q. Commandant
att. Office Space Section.
FROM : P.W. & U. Sub-Commission.

File

3 June 1945

1. This Sub-Commission has received orders to move from the 8th Floor to the 1st Floor on Monday 4 June 45.

2. Will you also please arrange for the following buzzers to be fixed on the 1st Floor :-

1 From Room 10 to ring in room 11
1 " " 12 " " " " 5
1 " " 8 " " " " 16

E. J. RISTEEN,
Colonel, C.E.,
A/Director.

3 2

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 HEADQUARTERS ALLIED COMMISSION CT/ct

Inter Office Memo

REFERENCE : 120/PWU

TO : HQ. Supply Officer

FROM : Public Works & Utilities S/C

SUBJECT : Office Supplies

29 May 45

135

1. We request the following supplies for use in our offices :

Paper, typing, onion skin, quarto	6 reams
Stencils	60 each
Pads, writing, ruled, large	4 each
Pads, scribbling, small	6 each
Pencils, black, soft	6 each
Typewriter ribbons	4 each
Wrapping paper	20 yds
Paper clips	4 boxes
Paper pins	6 packets
Blotting paper	40 sheets
Thumb tacks	4 boxes
Envelopes, small	50 ea.
do , medium (fool scap)	50 ea.
Gummed labels	100 ea.

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

3419

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

134

SUBJECT: Repairs to typewriter

FILE No. 120/PWU

29 May 1945

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

FROM : Public Works & Utilities S/C

1. Please send typewriter repairman to Room 13, 8th Floor, to attend one Olivetti M.40 typewriter, No 201110.

A.E. PREEDY, 3418
Major, R.A.
Admin.Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

8

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

133

SUBJECT: Repairs to typewriters FILE No. 120/PWU

25 May 1945

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

FROM : Public Wks. & Util. S/C

1. Please send typewrite repairman to Room 21, 8th Floor, to attend following typewriters :

a) Olivetti M.40 No 204956

b) Olivetti M.40 No 201110

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

3417

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 HEADQUARTERS ALLIED COMMISSION CT/ct

182

INTER OFFICE MEMO

22 May 45

REFERENCE : 120/PWU
SUBJECT : Office Supplies
TO : HQ. Supply Officer
FROM : Public Works & Utilities S/C.

1. We request the following supplies for use in our offices :

Paper, carbon, both sizes	6 Packets
Paper, typing, onion skin, quarto	4 reams
Paper clips	6 Packets
Staples ("Zenith" model)	4 boxes
Pencils, black, soft	½ doz.
Pencils, red & blue	1 doz.
Pads, writing, ruled, large	4 ea.
Paper, wrapping	20 yds
Ribbons, typewriter	4 ea.
Cleaning fluid, typewriters	1 bottle
Stencils	60 each

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

3418

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.614 HEADQUARTERS ALLIED COMMISSION CT/ct

137

Inter Office Memo

17 May 45

REFERENCE : 120/PWU
SUBJECT : Office Machinery (Olivetti No. 2314871)
TO : G-4 (B)
FROM : Public Works & Utilities Sub-Commission

1. Reference para 3, Daily Bulletin No 135 dated 15 May 45.
2. NIL return.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

130

INTER-OFFICE MEMORANDUM

SUBJECT: Keys for office cabinet FILE No. 120/PWU

15 May 1945

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

FROM : Public Works & Utilities Sub-Commission.

1. Will you please arrange for a locksmith to be sent up for making a key for a cabinet in room 19, 8th Floor.

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

3414

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO.

129 OT/mc

REFERENCE : 120/PWU

15 May 45

TO : HQ. Supply Officer

FROM : Public Works & Utilities S/C

SUBJECT : Office Supplies

1. We request the following supplies for use in our offices :

Carbon paper, both sizes	6 packets
Typewriter ribbons	6 ea.
Folders, Manilla	20 ea.
Paper, wrapping	30 yds.
Blotting paper	40 sheets
Paper clips	6 boxes
Pencils, black	6 ea.
Paste	2 pots
Envelopes, small	50 ea.
Envelopes, medium	50 ea.
Gummed labels	100 ea.
Pads, writing, ruled, large	8 ea.
Pads, scribbling, small	8 ea.
Shorthand books	4 ea.
Brush for typewriters	1 ea.

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

3413

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

126

SUBJECT: Typewriter repairs

FILE No. 120/PWU

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

14 May 1945

FROM : Pub. Wks. & Util. S/C

1. Please send typewriter repairman to Room 21, 8th floor, to attend two typewriters :

MAKE	MODEL	NUMBER
Olivetti	M.40	204956
Woodstock	-	634156 E 22

3412

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.614 HEADQUARTERS ALLIED COMMISSION COB/ce

Inter Office Memo

127

14 May 45

REFERENCE: 120/PWU.
TO : Economic Section
SUBJECT : Typewriter inventory
FROM : P.W. & Us S/C.

(126)

1. Reference your 1.23/ES dated 12 May 45.

2. NIL return.

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

341

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C.
12 MAY 1945 KD

126

Tel: 536

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

JW/maa

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	74372-11	11" carriage
Woodstock		616460	11" "
"		62998821	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:

16 Inclds

JACK WILLIAMS
Captain, Inf.
Personnel Officer
Economic Section

3419

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081
Ext. 317

HEADQUARTERS ALLIED COMMISSION

LWL/nc

125

INTER OFFICE MEMO

Reference : 120/PWU

12 May 1945

Subject : Furniture replacement

To : HEADQUARTERS COMMANDANT

From : Public Works and Utilities S/C

120

Reference our letter 2 May 1945 - File 120/PWU.

1) - Request is made in order to substitute a damaged canvas awning in room Nº 2 (Drawing Office) 8th Floor, taking one from room Nº 3.

for E.J.RISTEDT
Colonel, C.E.
A/Director

Declassified E.O. 12356 Section 3.3/NND No. 785019

CCB/cc

Tel.478200. HEADQUARTERS ALLIED CC ISSION

Inter Office Memo.

7 May 45.

124

REFERENCE: 120/PWU.
SUBJECT : Office Machinery
TO : G-4 (B).
FROM : P.Wks. & U. Sub-Commission.

1. Ref. Daily Bulletin No.126 dated 6 May 45, para.5

2. This Sub-Commission has one Imperial Typewriter, No. 20600648.

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

3408

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

123

SUBJECT: Leaky Pipe

FILE No. 120/PWC

TO : HQ Commandant
attn Office Space Section

5 May 1945

The pipe from the cisterns on the roof is leating into the hallway at the door of room 82 Eighth Floor. Will you please have this leak repaired as quickly as possible?

A E PREEDY
Major RA.
Adm. Officer. 3407

Declassified E.O. 12356 Section 3.3/NND No. 785019

FILE

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

122

SUBJECT: Office Supplies FILE No. 120/PWU

TO : HQ. Supply Officer 4 May 1945
From : Public Wks.& Util. S/C

1. Will you please issue an emergency supply of :

Tracing paper	1 roll
India Ink	4 bottles

for use in our Drafting Room.

A.E.PREEDY
Major, R.A.
Admin.Officer
Pu.Wks.&U. S/C/

3406

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C.
- 3 MAY 1945 120

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

121

SUBJECT: Canvas Shades.

FILE No. HQC/46

TO : Public Works and Utilities S/C

2 May 1945

120

1. Reference your letter/120/PWU dated 2 May 45.

2. It is regretted that your request for canvas shades cannot be complied with, as no material is available.

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

346

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 317 HEADQUARTERS ALLIED COMMISSION FB/ac

INTER OFFICE MEMO

120

Reference : 120/PWU 2 May 1945
Subject : Furniture replacement
To : HEADQUARTERS COMMANDANT
From : Public Works and Utilities S/C

Will you please replace the canvas shades in Room 3 8th Floor - Public Works and Utilities Sub-Commission.

E.J. RISTEDT
Colonel, C.E.,
A/Director

3407

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.4 78200 HEADQUARTERS ALLIED COMMISSION CT/ot

INTER OFFICE MEMO

30 Apr 45

119

REFERENCE : 120/PWU

TO : H.Q. Supply Officer

FROM : Public Works and Utilities Sub-Commission

SUBJECT : Office Supplies

1. We request the following supplies for use in our offices :

Paper, typing, onion skin, quarto	12 reams
Paper, typing, onion skin, fool scap	8 reams
Paper, typing, bond, quarto	12 reams
Paper, typing, bond, fool scap	8 reams
Stencils	200 each
Paper, carbon, quarto	12 packets
Paper, carbon, fool scap	12 packets
Paper, typing, colored	8 reams
Pads, writing, ruled, large	20 each
Pads, scribbling, small	20 each
S.O. Books No 129	12 each
S.O. Books No 136	12 each
S.O. Books No 137	12 each
Typewriter ribbons	12 each
Paste	8 pots
Paper clips	20 packets
Paper pins	12 packets
Thumb tacks	12 packets
Manilla folders	100 each
Paper, wrapping	50 yds
Erasers, typewriter	12 each
Erasers, pencil	12 each
Erasers, ink	6 bottles
Ink, blue, writing	6 bottles
Ink, India, drawing, black	12 each
Penholders	60 each
Envelopes, small	60 each
Envelopes, medium	60 each
Envelopes, large	12 each
Pencils, black, soft	12 each color
Pencils, red & blue	200 each
Labels, gummed	10 rolls
Classine tape	3 rolls
Dutch tape	4 bottles
Stencil corrector fluid	4 boxes
Filing fasteners, metal	

3403

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

118

SUBJECT: Repairs to Typewriter FILE No. 120/PWV

TO : HQ. Commandant
(Attn. Office Space Section) 27 Apr. 1945

1. Please send typewriter repairman to Room 21, 8th floor, to attend one typewriter

MAKE	NUMBER
Imperial	Z 060648

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

3402.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200 HEADQUARTERS ALLIED COMMISSION CT/ct

Inter Office Memo

Reference : 120/PWU 24 April 45

To : HQ. Supply Officer

From : Public Works & Utilities S/C

Subject : Office Supplies

1. We request the following supplies for use in our offices :

Paper, typing, quarto, onion skin	6 Reams
Ribbons, typewriter	4 Each
Stencils	60 Each
Carbon paper, both sizes	4 Packets
Paper clips, small	6 Boxes
Thumb tacks	4 Boxes
Rulers	2 Each
Envelopes, small	40 Each
Envelopes, medium	40 Each
Labels, gummed	80 Each
Paper, wrapping	20 yds.
Scotch tape (glassine)	4 Rolls

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

3407

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Office Supplies

FILE No. 120/PWU.

TO : HQ Supply Officer

21 April 1945.

1. Considerable inconvenience is experienced in this Sub. Commission due to the lack of a paper punch. We have repeatedly asked for one on our stationery requisitions without success.

2. Is it possible to obtain one?

G. S. Brandy
Major, R.A.,
Adm. Officer 3/00

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200 HEADQUARTERS ALLIED COMMISSION CT/ct

INTER OFFICE MEMO

REFERENCE : 120/PWU 10 April 45

115

TO : HQ. Supply Officer

FROM : P.W. & U. S/C

SUBJECT : Office Supplies.

1. We request the following supplies for use in our offices :

Paper, typing, onion skin, quarto	2 reams
Paper, typing, bond, quarto	2 reams
Paper, carbon, both sizes	4 packets
Stencils	80 each
Typewriter ribbons	4 each
Paper clips	6 packets
Filing fasteners (metal)	1 box
Paste	2 pots
Ink, writing, blue	2 bottles
Envelopes, assorted sizes	6 doz.
Pencils, black	½ doz.
Paper, wrapping	10 yds.
Gummed labels	60 each
Pads, ruled, large	4 each
Paper, typing, colored	4 reams
Erasers, pencil	1 doz.
ditto, typewriter, with brush	1 doz.
Ruler, long	1 each

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

114

SUBJECT: Repair to Typewriter

FILE No. 120/PWV

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

16 April 1945

1. Please send typewriter repairman to Room 21, 8th floor to attend one Woodstock typewriter, Serial No N634156 E

A. E. PREEDY
MAJOR, R.A.
Admin. Officer.
P.W. & V. S/C.

3398

Declassified E.O. 12356 Section 3.3/NND No. 785019

File

Tel. 317

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO

LWL/ac

113

Reference : 120/PWU
Subject : Request for buzzer installation
To : HEADQUARTERS COMMANDANT
(Att Office Space Section)
From : Public Works and Utilities Sub-Commission

16 April 1945

1. Please install one buzzer in Room 18 and one buzzer button in Room 15 and one in Room 16. We will instruct the workman as to the exact location of the buttons.

2. These rooms are on the 8th floor of AC Hqtrs - Public Works and Utilities Sub-Commission.

3. There is a transformer available on the 8th floor.

4. One buzzer, two buttons and necessary wire will be required.

3397

W.M.LAPPER
Lieut-Colonel,
Chief Elec. Div.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Olivia Typewriter E.C. 28692 FILE No. 120/PWU.

13 Apr 1945.

TO : G-4(B)

1. Ref Daily Bulletin No 101, para. 8.

2. NIL return.

C. E. Peachey.
Major, R.A.
Adm. Officer.
P. Wks & U. Sub. Commission

3396

Declassified E.O. 12356 Section 3.3/NND No. 785019

RESTRICTED

File 120 112

AC HQ. TELEPHONE SERVICE ORDERS

Written requests for telephone services or telephone directory additions, or deletions, are required for directory records. This sheet or form thereon should be used. It is important that both sectional and alphabetical (officers' names) directory listing be shown, otherwise, directory service cannot know the disposition of names or titles not shown on the order.

Date _____

TO : Headquarters Signal Officer, 1st Floor, Room 10

1. INSTALL TELEPHONE SERVICE Floor _____ Room _____

Direct City Dial Line
Unrestricted Internal AC
Restricted Internal AC
Extension Telephones - Extension Off Tel. _____ Floor _____ Room _____

Directory Listing			
Alphabetical (Required)	Officers' Names	Rank	Nationality
Sectional (If desired)	Department or Position Title		Sub-Commission

See _____ For Location Information

Signed _____ Branch Head

2. REMOVE TELEPHONE SERVICE Telephone _____ Floor _____ Room _____

Delete Directory Listing

Alphabetical	Officers' Names	Rank	Nationality
Sectional	Department or Position Title		Sub-Commission

339

RESTRICTED

See Reverse Side

Declassified E.O. 12356 Section 3.3/NND No. 785019

3. MOVE TELEPHONE SERVICE

Telephone _____ From: Floor _____ room _____
To : Floor _____ room _____

Directory Listing

Delete:

Alphabetical _____ _____ _____
Officers' Names Rank Tel. No.

Sectional _____ _____ _____
Department or Position Titles Sub-Commission Tel. No.

Add:

Alphabetical _____ _____ _____
Officers' Names Rank Tel. No.

Sectional _____ _____ _____
Department or Position Titles Sub-Commission Tel. No.

If the directory listing does not change mark: "Same Listing".

Inside Move - Move telephone inside same room

See _____ Floor _____ Room _____ Tel. No. _____

4. DIRECTORY LISTING CHANGES ONLY

Delete:

Alphabetical RHODES, G.E. Lt-Col 589
PREEDY, A.E. Major 614 + 478200
Officers' Names Rank Tel. No.

Sectional Deputy Director Pub. Works & Utilities 589
Admin. Offices - - - 614 + 478200
Department or Position Titles Sub-Commission Tel. No.

Add:

Alphabetical PREEDY, A.E. Major 589
Officers' Names Rank Tel. No.

Sectional Admin. Offices Pub. Works & Utilities 589
Chief Clerk - - - 614 + 478200
Department or Position Titles Sub-Commission Tel. No.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repairs to typewriter

FILE No. 120/PWU

11 April 1945

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

1. Please send typewriter repairman to Room 21, 8th Floor, to attend two typewriters:

MODEL	MAKE	NUMBER
ICO	OLIVETTI	None
M.40	OLIVETTI	207276

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

339

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C.
17 MAR 1945 120

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

Office Space Section

110

SUBJECT: Electric Buzzer

FILE No HQC/46/4

TO Public Works & Utilities S/C

16 March 1945

Reference your 120/P.W.U. dated 16 March 1945.

The repairs as asked for in your 120/P.W.U. of 14 March 1945 were carried out, and the fuse box locked.

In view of the fact that some tampering has taken place in the fuse box, a new transformer will have to be purchased before further repairs can be carried out.

Sir, Col Jenny has told me to chase up these repairs again this morning, but as Capt Sinclair is dealing with it, it is rather out of my hands

Col Bonfoble

R. F. SINCLAIR Capt.
Office Space Section.

3393

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 HEADQUARTERS ALLIED COMMISSION CT/ct

Inter Office Memo

10 April 45

108

REFERENCE : 120/PWU
TO : HQ. Supply Officer
FROM : Public Wks. & Util. S/C
SUBJECT : Office Supplies

1. We request the following supplies for use in our offices :

Paper, typing, onion skin, quarto	4 reams
Carbon paper, both sizes	4 packets
Typewriter ribbons	4 each
Paper clips	6 packets
Paper pins	6 packets
Stencils	60 each
S.O. Books 129, indexed	3 each
Pads, scribbling, small	6 each
Pads, ruled, large	4 each
Pencils, black	4 each
Ditto, red and blue	4 each
Shorthand books	4 each
Labels, gummed	100 each
Envelopes, medium size	60 each
Paper, wrapping	10 yds.
Thumb tacks	4 boxes
Drawing ink, black	2 bottles
Ditto, red	2 bottles

3397

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

107

SUBJECT: Vehicles

FILE No. G 122/SWU

TO : G-4(A)

10 April 1945.

1. Ref Daily Bulletin no 98, para. 2.

2. NIL return.

A. E. Peacey.
Major. R.A.)
Comm. Offs 3397
P. Wks & U. Sub. Com.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel Extn. 589.

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo.

CCB/sg

106

6 April 1945

REFERENCE : 120/PWU.
SUBJECT : Drawing Office Materials.
TO : HQ. Commandant.
(HQ. Supply Officer).

1. Will you please obtain the following materials as soon as possible :

1	roll	tracing cloth	(linen)
1	"	tracing paper	
6	bottles	India drawing ink	(black)
2	"	" "	(red)
2	"	" "	(yellow)
2	"	" "	(green)
1	doz	drawing pencils	HB
1	"	"	H
1	"	"	2H
1/2	"	"	4H.
1/2	"	"	

2. Please also expedite the materials requested in our 120/PWU dated 12 March 45.

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

3391

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Printing.

FILE No. 120/PWV.

TO : HQ Commandant
(att Printing Officer)

6 April 1945.

Will you please supply 5,000 each of forms AC.1 and AC.2. as per attached samples.

A. E. Peachey
3389

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

104

SUBJECT: ~~HQ Comm~~ Adding machine FILE No. 120/PWD.

6 Apr 1945

TO : HQ Commandant,
Office Space Section.

The adding machine on loan to this Sub-Commission is out of order. Kindly attend to please and put right.

A. E. Preedy
3388

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C.
3 APR 1945 120

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO-UMBRIA REGION
(Engineering Division)
APO 394

IVA
Co 4187

March 31st - 1945.

TO : Headquarters - Lazio-Umbria Region
Lt.Corvini - Headquarters Commandant

SUBJECT : Re.Release of space equipment at V.del Mare 45

IN REPLY QUOTE : E4/ENG/11 D

1) Effective 23[59] hrs. April 4 1945 the following space with telephones listed and which have hereto fore been used by the Public Works and Water Section (R.C.) will be released by this Section : -

2) Room n.61-65 One telephone, n.66023 ext.69 from the C.R.E. board in the building.

Room n.70 One telephone, n.683081 ext.3511 which is on the Governatorato board.

Col.Redding has indicated that he desires to keep this space.

3) Room n.75 One telephone, n.683081 ext.3117 on the Governatorato board. Room n.59. For some time these have been occupied by Maj.H.W. Eastwood, Chief of Water Sec. for Piemonte Reg. and his staff. He has indicated that he desires to keep this space and telephone for a further indefinite period.

4) Room n.13 which has no telephone.
Room n.16 which has one direct phone n.66205.
Room n.7 Two telephones.
One n.683081 ext.3053 is on the Governatorato board. The other n.683854 is a direct phone.

Note: Status of telephone n.683854 verified with Chief of telephone services of Comune. He says this telephone was in the room and used by Comune before we acquired use of room n.7 and is being paid for by the Comune.

5) We have no records relating to the requisitioning of the above.

Copy:
Engineer Services, RAAC
Maj. Eastwood
HQ.AC. (PWU)

Conrad A. Rapp
Conrad A. Rapp A.C.Civ.
Technical Engineer
Lazio-Umbria Region AMG.

3387

Declassified E.O. 12356 Section 3.3/NND No. 785019

102

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Passes.

FILE No. 120/PWU.

TO : HQ. Commandant.
(Security Officer).

3 April 1945

May the attached passes please be renewed?

Major, R.A.
Adm. Offr.
P. WKs & V. Sub Offr.

Declassified E.O. 12356 Section 3.3/NND No. 785019

File

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repairs to typewriter FILE No. 120/PWU

TO : HQ. Commandant
(Attn. Office Space Section) 2 April 1945

1. Will you please arrange to have a typewriter in Room 13, eight floor, repaired as quickly as possible ?

2. This machine is an Olivetti M 40, N° 201110

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

3385

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Chairs FILE No. 120/PWU

TO : H.Q Commandant 30 March 1945
attn Office Space Section

Will you kindly pick up 2 chairs in Room 21 Eighth Floor and have them repaired.

A.E. Preedy
Major R.A.
Adm. Officer 3384

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Buzzer. FILE No. 120/PWV

TO : Hdq. Commandant. 30 Jan 1945.
Office Space Section.

The buzzer in the Director's office, room 22, 8th floor, is again not working.
May it be put right please.

A. E. Preedy.
Sergt. R.P.)
Adm 3387.

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

98

FILE No. 120/PWU

SUBJECT: Heating

27 Mar 1945

TO : HQ Commandant
(Office Space Section)

The radiator in Col Jenny's office (Room 22, 8th floor is not working, probably due to an air lock. May this please be rectified.

A. E. Purdy
Major. R.A.,
Adm. Officer
P. Wks & U. Sub-Commission
3307

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 47820

HEADQUARTERS ALLIED C[illegible]SION

INTER OFFICE MEMO.

CCB/mc

97

27 March 1945

REFERENCE : 120/PWU
SUBJECT : Officer Supplies
TO : H.Q. Supply Officer
FROM : P.W.U. Sub-Commission

Please supply the following office supplies:

Pencils HB.			1 doz.
Envelopes 10x4			100
	10x16		100
Ruled pads			6
Typewriter ribbons			3
Typing paper 1st sheets		10x8	2 reams
	2nd sheets	13x8	6 reams
Small scribbling pads			1 doz.
Stencils (British)			50
Fountain pen ink			1 bottle
Wire paper clips			3 boxes
Pins			
Carbon paper	10x8		2 pachets
	13x8		1 pachet
Staples for Zenith Machine			
136 Note boohs			6
Scotch tape			

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

96

SUBJECT: Stapling machine. FILE No. 120/PWV.

TO : HQ. Commandant (att Lt Jones). 27 Mar 1945.

Will you please supply a stapling machine, and the necessary staples, for use in the Electrical Division of this Sub Commission.

A. S. Reedy.
Major. R.A. 33813

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repair of typewriter

FILE No. 120/P.W.U.

TO : H.Q. Commandant
attn: Office Space Section.

26 March 1945

Will you please arrange to have one Remington typewriter in Room 4, 8th floor repaired as quickly as possible. This machine is in a very poor condition. This machine is urgently needed and your immediate attention will be appreciated.

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

3379

Declassified E.O. 12356 Section 3.3/NND No. 785019

020 0 0 93

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: ~~Locks~~ Security of Office Machines FILE No. 120/PWO.

TO : H.Q Commandant.
Office Space Sections.

22 March 1945.

Instructions have been issued that all typewriters will be locked up at night, and in order that these orders may be carried out it will be necessary for keys to be fitted to ~~the~~ these locks. As my this please be done.

The locksmith should report to Room 21, 8th floor.

3373
A. E. Reedy.
Major, R.A.,
Adm. Offr.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel Extn. 6[illegible]

HEADQUARTERS ALLIED [illegible] MISSION

Inter Office Memo.

CCB/sg

92

120/PWU.

22 March 1945

TO : All typists.

1. In view of the number of thefts of office machinery, orders have been issued that all typewriters will be locked up at night.

2. Will you please see that these orders are carried out.

Corporal, RASC.
Chief Clerk.

3377

Declassified E.O. 12356 Section 3.3/NND No. 785019

File 000 91

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repairs to window. FILE No. 120/PWV

TO : HQ. Commandant
Office Space Section.

22 Mar 1945.

One of the window fasteners in the Director's office - Room 22, 8th floor - is defective, so that a gust of wind ~~[redacted]~~ will usually force the window open. May this please be attended to while the Director is away, (to-day and tomorrow, Friday).

A.E. Preedy
Maj 33 FD,
Admn. Offr.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478.906

VSR/lam

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Works and Utilities Sub-Commission

110/PWU

21 March, 1945

SUBJECT: Additional Telephone Calls for Italiano Brown Boveri Engineers.

TO : Regional Commissioner, Lazio-Umbria Region. (Att. Communications Officer).

1. Transmitted herewith is a letter dated 6 March together with a translation addressed to the Soc. Telefonica Tirrena, from the Tecnomasio Italiano Brown Boveri, requesting permission for two of their employees, Ing. Giacinto Cornaro and Sig. Cesare Milani to make additional telephone calls each day.

2. These men are involved in electrical rehabilitation projects in Central Italy, and their work would be facilitated if the extra telephone calls were permitted.

3. Your assistance in obtaining this permission would be appreciated.-

By Command of Rear Admiral Stone.-

W.M. LAPPER
Lieut-Colonel,
Chief Electrical Division

Inclosure:
Brown Boveri letter 6.3.45
Translation letter 6.3.45

Declassified E.O. 12356 Section 3.3/NND No. 785019

AT/lcm

TECNOMASIO ITALIANO BROWN BOVERI

Office of Rome

CO/Ap

6 March, 1945

To the TETI COY

Rome

This office is busy for important works of rehabilitation of Power Plants and Sub-Stations and collaborates with various companies, i.e. S.R.E., A.C.E.A. STIPEL, etc.

Actually it is working for the rehabilitation of the Morino Power plant of S.R.E. of the Mandela and Castelmadama power plants of A.C.E.A., of the Papigno and Galleto power plants of Terni, and soon it will increase its works.

Because of communication difficulties it is necessary for both Eng. Cornaro (director) and Mr. Milani (assistant) to use the telephone out of office hours from their own homes.

The Allied Commands have had chance to see the importance of our works, i.e. recently for the bulk put in operation of the Canterno power plant of S.R.E.

Therefore we request you to obtain the increase of at least 8 daily calls.

Following are the data:

	Director	Assistent
Directory listing	COSNARO Ing.Giacinto Via A. Morelli 16 872.680	MILANI Cesare Viale Vignola 88 391.175
Sort of apparatus	Duplex	Duplex
Present No.of calls	2	2
Requested calls	8	8

3374

We thank you .....

Tecnomasio Italiano Brown Boveri

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CT/ct

89

INTER OFFICE MEMORANDUM

Reference : 120/PWU
To : HQ. Supply Officer
From : P.W.U. Sub-Commission
Subject : Office Stationery

20 March 45

1. We request the following supplies for use in our offices :

Typing paper, onion skin, quarto	5 reams
Carbon paper, both sizes	6 packets
Stencils	100 ea.
Typewriter ribbons	4 ea.
Shorthand books	6 ea.
India tags	50 ea.
Envelopes, all sizes	50 ea. size
Ink, drawing, black	2 bottles
Pencils, black	1/2 dz.
Ditto, blue and red	1/2 dz.
Wrapping paper	20 yds.
String	1 roll
Gummed labels	100 ea.
Paste	3 pots
Paper clips	6 packets
Paper pins	6 packets
Ruled pads, large	4 ea.
Erasers, typewriter, with brush	3 ea.
Erasers, pencil, soft	6 ea.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel Extn.614. HEADQUARTERS ALLIED COMM[illegible]ION CCB/sg

Inter Office Memo.

20 March 45

88

120/PWU.

SUBJECT : Rubber Stamps.

TO : H.Q. Commandant.
(att: Printing Officer).

1. Will you please supply one rubber stemp as follows:

HQ, AC, APO 394,
Pub.Wks & Ut. S.C.
Ref. /PWU.
WD Essential Mail.

2. Please also supply two each large "SECRET" and "CONFIDENTIAL" stemps and one TOP SECRET.

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

3377

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

87

INTER-OFFICE MEMORANDUM

SUBJECT: Office equipment

FILE No. 120/PWU

TO : Headquarters Supply Office
(Attn: Lt. Jones.)

17 March 1945

1. It would be greatly appreciated if this office could be provided with a stylus for signing stencils.

2. We are not in possession of one and, as we use a great many stencils, much inconvenience is caused both to us and to the offices from which we have to keep borrowing

A.E. Peardy
Major. R.A.O.C.
Adm. Offr.,
Public Works & Utilities
Sub-Commission.

3371

Declassified E.O. 12356 Section 3.3/NND No. 785019

4 copy

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Desk Guide to Italy

FILE No. 120/PWD.

TO : Information Division
(attn: Lt. Cashman)

16 March 1945

Will you please supply copies of the "Desk Guide to Italy" for the undermentioned officers:

Lt. Col G. E. Parker.
Major L. W. Laughlin.

A. E. Peaudy
Major, R.A.,
Admin. Offr.
P.W.D. Sub-Commission

3370

Declassified E.O. 12356 Section 3.3/NND No. 785019

FUE 85

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Electric Buzzer. FILE No. 120/PWV.

TO : HQ. Commandant (Office Space Section). 16 March 1945.

Further to our letter 120/PWV dated 14 March 45, your decision has reported in response to our further complaint and informs that the transformer has now been taken from the box, as well as the fuse and the lock of the box.

110 refers

L. A. Jenny.
Col. C.E.
Director
P.W.V Sub Commn

3369

Declassified E.O. 12356 Section 3.3/NND No. 785019

84

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Electric Buzzer FILE No. 120/1WU.

TO H.Q Commandant. 16 March 1945.
Office Space Section.

The buzzer in Col. Jenney's office, Room 22, 8th floor is again out-working. May it please be attended to as soon as possible

G. E. Purdy
Major, R.A.,
Adjutant, Off.
P.W.U. Sub-Compound

3368

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel Extn 614 HEADQUARTERS ALLIED CO[illegible]ISSION CCB/sg

Inter Office Memo.

83

REFERENCE : 120/PWU. 14 March 45
SUBJECT : Keys.
TO : HQ. Commendant, Office Space Section.

1. Please send a locksmith to open some drawers in a desk in Room 7, 8th floor, and fit a key.

A.E. PREEDY.
Major, R.A.,
Admin.Officer.
Pub.Wks.& U. S/C.

3367

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel Extn 320 HEADQUARTERS ALLIED COMMISSION CCB/sg

Inter Office Memo.

82

14 March 1945

REFERENCE : 120/PWU.

SUBJECT : Repairs to buzzer.

TO : Headquarters Commandant, Office Space Section.

1. The electrician has this morning attended to the buzzer in Room 22, 8th floor, and reports that it is in good order. The frequent failures are due to the fuses being removed, and it is requested that a lock may be fixed to the fuse-box.

2. It has also been noticed that one of the fuse boxes on the seventh floor is used by the cleaners as a store cupboard.

L.A. JENNY,
Colonel, C.E.
Director of
Pub.Wks.& U. S/C.

3305

Declassified E.O. 12356 Section 3.3/NND No. 785019

AEP/bb

Tel.Extn. 589

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

81

13 March 1945

REFERENCE: 120/PWU
SUBJECT : Conservation of Water.
TO : H.Q. Commandant.
FROM : P.W.& U. Sub-Commission.

1. Ref. Daily Bulletin No.72 dated 13 Mar.

2. Please note that one tap requires new washer in lavatory between Rooms 21 and 22, 8th Floor. This tap cannot be turned-off and water is running to waste.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

80

CCB/sg

Tel.Extn.614.

HEADQUARTERS ALLIED COMMISSION
INTER OFFICE MEMO.

13 March 45

REFERENCE : 120/PWU.
SUBJECT : Repairs to buzzer.
TO : HQ. Commandant (Office Spece Section).

1. The buzzer from Room 22 to Room 21, 8th floor, is again out of order.

2. This buzzer breaks down so frequently that it is thought that there must be a defect in the wiring, or alternatively, that the wiring is in such a position as to be easily damaged by the cleaners. Will you please instruct your men to thoroughly overhaul it?

3367

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C.
14 MAR 1945 120

HEADQUARTERS
2675TH REGIMENT
ALLIED COMMISSION (OVERHEAD)
HQ & HQ CO SUPPLY

79

13 March 1945

Ext. 582

SUBJECT: Supplies for LeRoy Drafting Set.

TO : P.W. & U. Sub Commission
Attn: Major Preedy

(78 Refers)

1. Reference your letter 120/PWU of March 12,1945.

2. Our requisition was submitted exactly as you had requested.

3. Items not received can only mean that they are not available at the present time.

4. Since the Engineer Section, P.B.S., accepts requisitions twice monthly only, the procurement of missing items may be slightly delayed.

5. For information, itmms such as rubber stamps (Secret, Confidential, and Top Secret) can be obtained from the Printing Section: Attn. Lt. Bongarzoni.

/s/ Elliot L. Lewis
for CULLEN B. JONES, JR.
1st Lt., Inf.
Hq & Hq.Co. Supply Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CT/et

INTER OFFICE MEMORANDUM

78

Reference : 120/PWU

To : HQ. Commandant
(Attn. Supply Officer)

79 Refers

12 March 45

From : P.W. & U. Sub-Commission

Subject : Supplies for Drafting and Statistical Sections P.W.U.

1. Reference our letter 120/PWU of 1 Feb.

2. Requisition therein listed the following Le Roy pens (2each) : Nos 00, 0, 1, 2, 3, 4, 5. The following were received (2 each) : Nos. 00 and 6 each Nos. 1 and 2.

3. Returned herewith 4 each pen Nos. 1 and 2 for exchange with two each Nos. 3, 4, and 5. Also 2 bottles of Le Roy cleaning fluid No 32 33 -F were not received.

4. The a/m articles are from U.S. Army supply.

5. Please supply also :

6 ink erasers
6 Art Gum erasers
100 Thumb tacks
12 Crowquill drawing pens
1 Roll Tracing Cloth (Linen)
1 " " paper
6 Bottles India drawing ink (black)
2 " " " " Red
2 " " " " Yellow
2 " " " " Green
1 Doz Pencils Drawing HB
1 " " " H
1/2 " " " 2H
1/2 " " " 4H

2 Stencil stylus
2 "SECRET" rubber Stamps
2 "CONFIDENTIAL" do do
2 "TOP SECRET" do do

A.B. FREEDY
Major, R.A.
Admin. Officer

3 :62

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CT/ct

77

INTER OFFICE MEMORANDUM

Reference : 120/PWU

To : HQ. Supply Officer

From : P.W. & U. Sub-Commission

Subject : Office supplies

12 March 45

1. We request the following supplies for use in our offices :

Paper, typing, bond, quarto	8 Reams
Paper, carbon, both sizes	6 Packets
Paper clips	8 Boxes
Paper pins	4 Boxes
Stencils	200 Each
Pads, ruled, large	6 Each
Oil, lubricating, typewriter	1 Bottle
Typewriter ribbons	4 Each
Erasers, typewriter, with brush	4 Each
Pencils, black	4 Each
Pencils, red and blue	4 Each
Pencils, shorthand, SOFT	4 Each
Thumb tacks	2 Boxes
Filing fasteners	2 boxes
Paper fasteners	4 Boxes

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

3361

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CT/ct

76

INTER OFFICE MEMORANDUM

Reference : 120/PWU
To : HQ. Supply Officer
From : P.W. & U. Sub-Commission
Subject : Office Stationery

6 March 45

1. We request the following stationery for use in our offices :

Paper, typing, manifold, both sizes	5 Reams
Ribbons, typewriter (MOST IMPORTANT)	6 ea.
Pads, writing, large	12 ea
Inter Office Memo pads	8 ea.
Pencils, black	6 ea.
do red & blue	6 ea.
Envelopes, small & medium	100 ea.
Gummed labels	100 ea.
Punching machine	1 ea.
Erasers, typewriter, with brush	4 ea.
Pads, scribbling, small	4 ea.
Pads, inking, for rubber stamps	2 ea.

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

3366

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CT/ct

INTER OFFICE MEMORANDUM

Reference : 120/PWU
To : HQ. Supply Officer
From : P.W. & U. Sub-Commission
Subject : Office Supplies

75

27 FEB. 45

~~Paper, typing, onion skin, foolscap~~	~~5 Reams~~
do	5 Reams
do	6 Packets
quarto	4 Packets
Carbon paper, both sizes	4 Packets
Clips, paper	6 ea.
Pins, paper	6 ea.
Ribbons, typewriter (MOST IMPORTANT)	6 ea.
Erasers, typewriter, with brush	4 ea.
Pencils, red and blue	6 ea.
Pads, scribbling, small	10 yds
Pads, ruled, large	8 Reams
Paper, wrapping	6 ea.
Paper, typing, bond, quarto	40 ea.
Shorthand pads	100 ea.
Envelopes 9" x 4"	2 Bottles
Labels, gummed	60 ea.
Fluid corrector for stencils	4 rolls
Stencils	20 ea.
Scotch tape	
"Immediate Action" tags	

A.E. FREEDY
Major R.A.
Admin. Officer

3359

Declassified E.O. 12356 Section 3.3/NND No. 785019

INTER-OFFICE MEMORANDUM

SUBJECT: [redacted] FILE No. 00 File 74

TO : 120/PWU

194

Repairing Typewriter

26 February 5

H.Q.Commandant
Att&H:Office Space Section

Will you please arrange to have ~~one~~ two typewriters repaired in Room 19 and 21 Eighth Floor?

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

3358

ALLIED CONTROL COMMISSION
OFFICE MEMORANDUM

Declassified E.O. 12356 Section 3.3/NND No. 785019

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ALLIED CONTROL COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repairing Lights. FILE No. 120/PWU

TO : H.Q.Commandant
Att'n: Office Space Section

24 February 1945

Please arrange to repair the lights in Room 6 Eighth Floor as quickly as possible.

A.E.PREELY
Major, H.A.,
Administrative Officer

3356

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

71

SUBJECT: Repairing of typewriter

FILE No. XX 120/PHU

TO : H.Q.Commandant
Att'n:Office Space Section

23 February 1945

Will you please arrange to have one tyrewriter in Room 21 Eighth Floor repaired immediately?

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

3355

Declassified E.O. 12356 Section 3.3/NND No. 785019

[redacted]

70

Repair of Electric Buzzer 120/PWU

H.Q.Commandant
Att'n.:Office Space Section 24 February 5

Please arrange to have the electric buzzer in Room 21 Eighth Floor repaired as quickly as possible.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Repair of Chair FILE No. 120/PWU

TO : H.Q.Commandant
ATT'N: Office Space Section

23 February 1945

Will you please arrange to have 1 chair in Room 21, Eighth Floor repaired as soon as possible?

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

3353

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

68

SUBJECT: Repair of Electric Buzzer

FILE No. 120/P/U

TO : H.Q.Commandant
Att'n.:Office Space Section

21 February 1945

Please arrange to repair electric buzzer in room 21 eighth floor as soon as possible.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Extn.3..

CCB/sg

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Works and Utilities Sub-Commission

67

REFERENCE : 117/PWU.
SUBJECT : Passes.
TO : HQ. Commendant
(Attn.Security Officer).

21 Feb.45.

1. May a pass for HQ building please be issued for the undermentioned Italian Civilian, who is employed in the Master Control Room of the Central Italy Electricity Scheme.

Maria Teresa DE PLAISANT, 4233345.

L.A. JENNY 3357
Colonel, C.E.,
Director

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Extn.614. HEADQUARTERS ALLIED COMMISSION CCB/sg
APO 394
Public Works and Utilities Sub-Commission

66

21 Feb.45.

REFERENCE : 120/PWU.
SUBJECT : Typewriter repair.
TO : HQ. Commandent, Office Space Section.

1. Please send the repairer to attend to the following typewriter :

Olivetti 207276.

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.614

CCB/EIC

65

MEMORANDUM

20 Feb. 1945

REFERENCE : 120/PWU
SUBJECT : Drafting Materials.
TO : HQ. Supply Officer.
FROM : Public Works and Utilities Sub-Comm.

It is requested that the following materials be obtained from American Engineer sources. It is thought that P.B.S. may be able to supply.

Replacements for Leroy Lettering Set

2 Leroy pens No.3233 No.00
4 " " No.3233 No.1 to 4 Incl.
5 " " " " No.1 to 5 "
2 Bottle, Cleaning Fluid No.3233 - F

2 Pencils, China Marker, Red & Blue
1 Roll Tape, Drafting, Adhesive
2 Boxes Thumb Tacks
2 " Map Pins

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

3350

Declassified E.O. 12356 Section 3.3/NND No. 785019

AEP/ce

Tel. 614

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

64

REFERENCE: 120/PWU.
TO : HQ. Supply Officer.
FROM : P.W. & W. Sub-Commission.
SUBJECT : Office stationery.

20 Feb. 45

1. We request the following supplies for use in our offices:

Paper, typing, hand, quarto	5 reams
Carbon paper, fool scap and quarto	5 packets
Typewriter ribbons (MOST IMPORTANT)	6 ea.
Paper pins	6 packets
Paper clips	6 packets
Rulers, long	2 ea.
AC. Yearbook	3 copies
Pencils, black, soft	6 ea.
Erasers, pencil	6 ea.
Paper fasteners	4 packets
Stencils	60 ea.
Pads, ruled, large	4 ea.
Exercise books.	6 ea.
Corrector fluid for stencils	2 bottles

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

3349

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Telephones.

FILE No. 120/PWD.

TO HQ. Signal Officer.

19 Feb 1945

It is requested that telephone no 478907 may be moved as shown in the attached application form.

A.E. Preedy.
Major. R.A.
Adm. Officer.

3348

Declassified E.O. 12356 Section 3.3/NND No. 785019

61

Tel.489081.Ext.339

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Works and Utilities Sub-Commission

NWH/rlv

120/PWU

16 February 1945

Subject: Alterations to Building.

To : Public Works and Utilities S/C.
(Att: Lt.Col.V.S.Thompson).

Reference HQC/45 dated 12 February 1945.

1. It will not effect the stability of the building if passageways are cut in the partitions between rooms 13 and 15 and between 16b and 19 on the 7th Floor.

N.W.Hyland

N.W.HYLAND
Major Spec.Res.
Area Engineer.

To : HQ., Commandant.

The above report clears the question raised in your HQC/45 dated 12 February 1945.

V.S.THOMPSON
Lt.Col. R.C.E.
Chief, Public Wks.Div.

3327

Declassified E.O. 12356 Section 3.3/NND No. 785019

RECEIVED
P.W. & U. S/C A.C
12 FEB 1945 120

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

60

SUBJECT: Office Space. FILE No. HQC/45

TO Director, Pub. Wks. & Util. S/C. 12 February 1945

Agriculture Sub-Commission have requested that a passageway be cut in the partition dividing Rooms 16b and 19 and Rooms 13 and 15 on the 7th Floor. The reason given is that this would permit more efficient operation, economy of clerical staff, etc.

Advice from your Sub-Commission in respect of the effect on the stability of the building will be appreciated please prior to the work being put in hand.

Lt Col Thompson
Pls investigate & report
DAS 13/2

R. H. Robertson Colonel
R. H. ROBERTSON
Hq. Commandant.

33/43

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

AKK/bb

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

59

Reference: 12C/PWU
Subject : Office Machinery.
To : HQ. Commandant
Office Space Section.
From : P.W. & U. S/C.

1. Reference your HQC/45/3 dated 12 Feb 1945.

2. The following particulars are submitted:-

Type of Machine	Make	Number	Source of Supply	Remarks
Typewriter	Olivetti	207276	Supply Room Naples	
"	Woodstock	N/634156 EZ 70	" " "	
"	Remington	2 559055	On loan from Economic Section.	
"	Olivetti	219043	Supply Room Naples.	
"	Remington	X 127272	" " "	
"	Woodstock	634801 E-12	Central Electrical Board.	
"	Olivetti	201110	Supply Room Naples.	
"	Olivetti	204956	G 4 Section Naples.	
"	Imperial	Z 060648	from G4-HQ Naples.	

A.E. PURELY,
Major, R.E.,
Admin. Offr.
P.W.& U. S/C.

3345

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 412081.

AKK/sg

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

57

REFERENCE : 120/VSU. 13 February 45

TO : Electrical Division.
P.W. Division.

1. Ref. E/S Memorandum No.1 dated 31st Oct.44.

2. The following roster has been prepared for the ~~first~~ second two weeks in February. The Midday Duty Officer for the day will be on duty in Room 18. Tel. No. 472806.

Thursday	15th Feb.	W.O.J.G. Weaver	Major Rosson
Friday	16th Feb.	J/Cond King	Major Renton
Saturday	17th Feb.	Major Price	J/Cond King
Sunday	18th Feb.	Major Hyland	Major Laughlin
Monday	19th Feb.	Major Rosson	W.O.J.G. Weaver
Tuesday	20th Feb.	Major Renton	Major Price
Wednesday	21st Feb.	Major Barry	Major Hyland
Thursday	22nd Feb.	J/Cond King	Major Rosson
Friday	23rd Feb.	Major Laughlin	Major Renton
Saturday	24th Feb.	W.O.J.G. Weaver	Major Barry
Sunday	25th Feb.	Major Rosson	J/Cond King
Monday	26th Feb.	Major Renton	Major Laughlin
Tuesday	27th Feb.	Major Barry	W.O.J.G. Weaver
Wednesday	28th Feb.	Mr. Solomon	Major Rosson.

Officers on Sunday duties are also on Midday duty on that day.

G.E. Rhodes.

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

Copy to Director.

33

Declassified E.O. 12356 Section 3.3/NND No. 785019

P.W. & U. S/C A.G.
12 FEB 1945 120

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

55

SUBJECT: Office Machinery. FILE No. HQC/45/3

TO Director, Public Wks. & Util. S/C. 12 February 1945

The following typewriters have been repaired by this Section during the period 16-31 January 45:

Remington N.	127272
Underwood N.	3938294
Olivetti	900272

This Section is responsible for all office machinery in this Headquarters but has no previous knowledge of the above, nor were these declared on the census of office machinery. May we, therefore, please be informed as to the source of supply of these machines in order that our records may be brought up-to-date.

R. F. SINCLAIR Capt 33 1/3
R. F. SINCLAIR
Office Space Section.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 614

CCB/bb

MEMORANDUM

54

REFERENCE: 120/PWU
SUBJECT : Repairs.
TO : H.Q. Commandant
Office Space Section.
FROM : P.W.& U. Sub-Commission.

14 Feb 45

May the following small jobs please be carried out on the 8th floor:-

Room 9 Repair the electric light.

Room 22 Plug and Fix two screws in the wall for hanging a board.

Room 21 Supply and fix a hasp and staple to a secret file box.

Your men should call at room 21, General Office, for instructions.

AKK.

A.K. KING,
J/Comd. ATS.,
Act.Adm.Off.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 614

CCB/bb

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

53

Reference: 120/PWU
Subject : Office Machinery.
To : HQ. Commandant
Office Space Section.
From : P.W.& U. S/C.

14 Feb 45

1. Reference your HQC/45/3 dated 12 Feb 45.

2. The Typewriters mentioned are accounted for as follows:

Remington	N. 127272	Issued by HQ Supply Room at Naples.
Underwood	N. 3938294	On loan from Economic Section.
Olivetti	900272	Personel property of an Italian employee, used by her for the convenience of the Sub-Commission, insufficient typewrites available from official sources.

A.K. KING,
J/Comd. ATS.,
Act.Adm.Off.

3347

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AK/ct

INTER OFFICE MEMORANDUM

Feb. 13, 45

52

Reference : 120/PWU
To : HQ. Supply Officer
From : P.W. & U. Sub-Commission
Subject : Office Supplies

1. We request the following supplies for use in our offices :

Paper, typewriter, onion skin, querto	12 Reams
Paper, carbon, both sizes	8 Packets
Clips, paper	4 Packets
Pins, papers	4 Packets
Ribbons, typewriters (MOST IMPORTANT)	4 Each
Pads, ruled, large	8 Each
Pads, scribbling	4 Each
Paper, wrapping	20 yds.
Padlock, with two keys	1 each
Ink, fountain pen, blue	2 Bottles
Thumb tacks	1 Box
Filing folders, American model;	30 Each
Shorthand pads	8 Each
Stencils	60 Each
Gummed labels	100 Each
Envelopes, 10" x 4"	40 Each
Envelopes, 5" x 3"	40 Each
Paper fasteners	3 Boxes
Paste	3 Pots

A.K. KING
J/Comd. ATS
Acting Admin. Officer

3340

Declassified E.O. 12356 Section 3.3/NND No. 785019

AKK/ct

51

Tel.478200

I.O. MEMORANDUM

Reference : 120/PWU
To : HQ Supply Officer
From : P.W. & U. Sub-Commission

Feb. 6,45

1. We request the following supplies for use in our offices :

Paper, typing, onion skin, quarto	5 Reams
Paper, typing, bond, quarto	5 Reams
Paper, typing, onion skin, fool scap	5 Reams
Carbon paper, both sizes	6 Packets
Stencils	80 Each
Pads, writing, ruled, large	8 Each
Paper clips	6 Packets
Paper pins	12 Packets
Pencils, soft, black	1 dz.
Erasers, pencil	1 dz.
Typewriter ribbons (IMPORTANT)	6 Each
Paste	3 Pots
Drawing ink, Black	2 Bottles
Pads, scribbling	3 Each
S.O. Books 129	3 Each
AC Yearbook	1 Copy
Typewriter cleaning fluid	1 Bottle
" " brush	2 Each

A.K. KING
J/Comd, ATS
Acting Admin.Officer

333

Declassified E.O. 12356 Section 3.3/NND No. 785019

1+12

Tel 489081
Extn. 509

AMK/bb

50

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

REFERENCE: 120/PWU

31 Jan. 45

To : Electrical Division.
P.W. Division.

1. Ref. M/S Memorandum No.1 dated 31st Oct. 44.

2. The following roster has been prepared for the first two weeks in February. The Midday Duty Officer for the day will be on duty in Room 18. Tel. No. 478806.

		12.30 - 1.30	1.30 - 2.PM.
Thursday	1st Feb.	Major Renton	Capt. Shepherd
Friday	2nd Feb.	F/Comd. King	Major Price
Saturday	3rd Feb.	Capt. Vannoy	Mr. Solomon
Sunday	4th Feb.	Capt. Shepherd	Major Renton
Monday	5th Feb.	W.O.I.C. Weaver	Major Berry
Tuesday	6th Feb.	Major Laughlin	Major Rosson
Wednesday	7th Feb.	F/Comd. King	Capt. Vannoy
Thursday	8th Feb.	Major Price	Capt. Shepherd
Friday	9th Feb.	Mr. Solomon	Major Renton
Saturday	10th Feb.	Major Rosson	Major Laughlin
Sunday	11th Feb.	Major Berry	F/Comd King
Monday	12th Feb.	Capt. Vannoy	Major Price
Tuesday	13th Feb.	Capt. Shepherd	Major Renton
Wednesday	14th Feb.	Major Laughlin	Mr. Solomon.

Officers on Sunday duties are also on Midday duty on that day.

G.E. RHODES,
Lieut-Colonel, M.B.E.,
Deputy Director.

Copy to Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.478200

AKK/ct

49

I.O. MEMORANDUM

Reference : 120/PWU
TO : HQ. Commandant
(Attn.Supply Officer)
From : P.W. & U. Sub-Commission
Subject : Supplies for Drawing Office

1 Feb.46

I will you please supply the following material, which is urgently required for our Drafting Room, in order to replace items which were expended in fulfilling various drafting requests. Also to expedite efficiently future requirements.

QUANTITY	ARTICLE
1 Roll	Tracing Paper, 42" wide
1 ea;	Shears for trimming prints
5 ea;	Le Loy lettering pens Nos 0,1,2,3 & 5 Eng Dump
7 ea.	" " " " 0,1,2,3,4,5 & 6 "
4 ea.	Sanpaper pencil pointers
1 roll	Dutch tape
2 bottles	Paste

OIC/C
A.K. KING
J/Comd. ATS
Acting Admin. Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Hdl 120

TALLY OUT

A. P. O. 394

Req No 48

Shipped by Hq. and Hq. Co. Supply Section, 2675th Regt Date 19 January 1945

Consignee Public Works & Utilities S/C Authority Lt. Jones

NUMBER AND KIND OF PACKAGES	CONTENTS	UNIT	TOTAL
1	Machine, computing (Italian), 1-30283	ea.	
	/last item/		

TEMPORARY

This machine must be turned in on or before the 1st of February , or a new Tally Out must be made.

Returned 1 Feb 46 CCO

Shipper

Received the above articles in apparent good order and condition (except as noted) this date

(Signature) 3336

Designation

A. C. - Nov. 1944

Declassified E.O. 12356 Section 3.3/NND No. 785019

el.478200

AKK/ct

47

MEMORANDUM

Reference : 120/PWU
To : HQ. Supply Officer
From : P.W. & U. Sub-Commission
Subject : Office Stationery

1. We request the following supplies for use in our offices :

Typewriter paper, onion skin, quarto	6 Reems
ditto ditto fool scap	6 Reems
Stencils	60 Each
Stencil paper	6 Reams
Pads, ruled, large	4 Each
Paper clips	4 Boxes
Paper pins	6 Packets
Filing fasteners	2 Boxes
Typewriter ribbons (Important)	6 Each
Paste	3 Pots
Carbon paper, both sizes	6 Packets
Envelopes, small and medium	100 Each
Paper, wrapping	1 Roll
Ink, endorsing pads	1 Bottle
Drawing Ink, red	1 Bottle

A.K. KING
J/Comd. ATS
Acting Admin.Officer

3335

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AC/mc

HEADQUARTERS ALLIED COMMISSION

INTER OFFICE MEMO

Folio 46

REFERENCE : 120/PWU
SUBJECT : Payment of Bill
TO : H.Q., Commandant.
Att. Purchasing Officer
FROM : Public Works and Utilities Sub-Commission.

24 Jan. 1945

Attached bill is forwarded to you for necessary action and payment.

Folio 39 of this file is attached to original of this letter

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

3334

Declassified E.O. 12356 Section 3.3/NND No. 785019

cc

File

Tel. 478200

AKK/ct

45

I.O. MEMORANDUM

Reference : 120/PWU

To : HQ. Supply Officer

From : Public Works & Util. S/C

Subject : Office Supplies Jan. 23, 1945

1. Will you please issue the following supplies for use in our offices :

Typewriter paper, onion skin, both sizes	10 Reams
do do , manifold , both sizes	5 Reams
Carbon Paper, both sizes	8 Packets
Stencils	100 Each
Blotting Paper	40 sheets
Ruled pads, large	6 Each
Shorthand pads	12 Each
Pencils, soft, black	12 Each
Gummed labels	200 Each
Envelopes, assorted sizes	60 Each
Red-blue pencils	6 Each
Paste	4 Pots
Ink, fountain pen, blue	4 Pots
S.O. Books 129	3 Each
Scotch tape	6 Rolls
Typewriter ribbons, black	6 Each
Typewriter erasers, with brush	4 Each
India tags	4 dz.
Exercise books, 23-31	4 Each
Paper pins	12 Packets
Paper clips	8 Packets
Paper fasteners 47-11	4 Boxes
Paper clamps, large and medium	4 Boxes
Pen holders	6 Each

A.K. KING
Jr. Comd.
Acting Admin. Officer

3331

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081
Ext.320

LAJ/ce

44

HEADQUARTERS ALLIED COMMISSION

Office Memo.

20 Jan.45

REFERENCE: 120/PWU.
SUBJECT : Office Hours.
TO : All Officers of this S/C.
FROM : Director, P.W. & U. S/C.

1. Office hours at this Headquarters have been announced at from 8.30 to 6 p.m. with 1 ½ hours for the Lunch. It has been noted that many officers do not arrive at their desks until 9 o'clock or later.

2. In view of the fact that very often matters come up early in the morning requiring immediate attention, officers should make it a practice to be at their desks about 8.30 whenever possible.

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

All Officers to sign.

Acting Wcomd.
[illegible]
[illegible] major
Rec'Shipkn. Capt.
[illegible]
[illegible]
[illegible] Maj
R.A.M.
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible] 22/1/45

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

CCB/bb

MEMORANDUM

43

REFERENCE: 120/PWU
SUBJECT : Office Supplies.
TO : HQ. Commandant.
(Att: Supply Officer)
FROM : Public Works & Utilities Sub-Comm.

22 Jan 45

May a rubber stamp as detailed below please be obtained for this Sub-Commission:

L.A. JENNY, Col., C.E...../..../1945.

ACIC.

A.K. KING
J/Comd, A.I.S.
Act. Adm. Offr.

333

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081 HJR/ac

INTEROFFICE MEMORANDUM

Reference : 120/PWU 20 Jan. 45
Subject : Removal of Office Furniture
To : OFFICE SPACE SECTION (Attn Capt. Sinclair)

42

1) - The following furniture has been removed from Room 18 (8th floor) to Room 3 (8th floor)

1 desk
1 chair, leather upholstery
1 top, desk glass
1 foot rest wood

2) - Please make necessary adjustment.

H.J.ROSSOW
Major, Spec. Res.
P. W. & U. S/C

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081
Ext.320

LAJ/ce

41

HEADQUARTERS ALLIED COMMISSION

Office Memo.

20 Jan.45

REFERENCE: 120/PWD.
SUBJECT : Office Hours.
TO : All Officers of this S/C.
FROM : Director, P.W. & D. S/C.

1. Office hours at this Headquarters have been announced at from 8.30 to 6 p.m. with 1 ½ hours for ~~the~~ Lunch. It has been noted that many officers do not arrive at their desks until 9 o'clock or later.

2. In view of the fact that very often matters come up early in the morning requiring immediate attention, officers should make it a practice to be at their desks about 8.30 whenever possible.

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

All Officers to sign.

3331

Declassified E.O. 12356 Section 3.3/NND No. 785019

8 40

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Office Supplies FILE No. 120/PWU

TO HQ Commandant, 19 Jan 1945
Att: Supply Officer.

May the following items please be obtained for Public Works and Utilities Sub-Commission:

1 pad Army Form G994.
1 copy ~~Webs~~ Winston's English Dictionary.

3329
A. K. KING.
1/Comd, ATS.,
Act. Adm. Offr.

Tel.489081
Ext.589

AKK/ce

38

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo.

REFERENCE: 120/PWU. 17 Jan.45

TO : Electrical Division.
P.W. Division.

1. Ref. B/S Memorandum No.1 dated 31st October 44.

2. Major Westwood, who has been daily Midday Duty Officer having been assigned to a Region, the following Roster has been drawn up.

3. The officer for the day will be on duty in Room 18, telephone No.478806.

		12.30 - 1.30	1.30 - 2.P.M.
Wednesday.	17th Jan.	J/Comd. A.K.King.	Captain Vannoy.
Thursday.	18th Jan.	Captain Shepherd.	Major Price.
Friday.	19th Jan.	Mr. Solomon.	Major Renton.
Saturday.	20th Jan.	Major Barry.	W.C.J.G.Mr.Weaver.
Sunday.	21st Jan.	Major Rosson.	Major Laughlin.
Monday.	22nd Jan.	Major Renton.	Captain Shepherd.
Tuesday.	23rd Jan.	Major Price.	J/Comd.A.K.King.
Wednesday.	24th Jan.	Captain Vannoy.	Mr. Solomon.
Thursday.	25th Jan.	W.C.J.G.Mr.Weaver.	Major Barry.
Friday.	26th Jan.	Major Laughlin.	Major Rosson.
Saturday	27th Jan.	J/Comd.A.K.King.	Captain Vannoy.
Sunday.	28th Jan.	Capt.Shepherd.	Major Price.
Monday.	29th Jan.	Mr. Solomon.	Major Renton.
Tuesday.	30th Jan.	Major Barry.	W.C.J.G.Mr.Weaver.
Wednesday.	31st Jan.	Major Rosson.	Major Laughlin.

Declassified E.O. 12356 Section 3.3/NND No. 785019

1. Ref. B/S Memorandum No.1 Dated 31st October 44.

2. Major Westwood, who has been daily Midday Duty Officer having been assigned to a Region, the following Roster has been drawn up.

3. The officer for the day will be on duty in Room 18, telephone No.478806.

		12.30 - 1.30	1.30 - 2.P.M.
Wednesday.	17th Jan.	J/Comd. A.K.King.	Captain Vannoy.
Thursday.	18th Jan.	Captain Shepherd.	Major Price.
Friday.	19th Jan.	Mr. Solomon.	Major Renton.
Saturday.	20th Jan.	Major Barry.	W.C.J.G.Mr.Weaver.
Sunday.	21st Jan.	Major Rosson.	Major Laughlin.
Monday.	22nd Jan.	Major Renton.	Captain Shepherd.
Tuesday.	23rd Jan.	Major Price.	J/Comd.A.K.King.
Wednesday.	24th Jan.	Captain Vannoy.	Mr. Solomon.
Thursday.	25th Jan.	W.C.J.G.Mr.Weaver.	Major Barry.
Friday.	26th Jan.	Major Laughlin.	Major Rosson.
Saturday	27th Jan.	J/Comd.A.K.King.	Captain Vannoy.
Sunday.	28th Jan.	Capt.Shepherd.	Major Price.
Monday.	29th Jan.	Mr. Solomon.	Major Renton.
Tuesday.	30th Jan.	Major Barry.	W.C.J.G.Mr.Weaver.
Wednesday.	31st Jan.	Major Rosson.	Major Laughlin.

G.E. RHODES,
Lt.Colonel, R3824
Deputy-Director.

Copy to Director.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478306

HEADQUARTERS ALLIED COMMISSION VRS/lam
A20.304
Public Works and Utilities Sub-Commission

16 January 1945

Reference: 120/PWU

SUBJECT : Alterations to Rooms 3 and 4 Eight Floor - Ministero delle Corporazioni Building.

TO : Headquarters Commandant.

1. The Public Works and Utilities Sub-Commission is establishing an electric operation center in Room 3, on the eight Floor of the Ministero delle Corporazioni Building. In preparing this room, it will be necessary to erect a partition in the archway between rooms 3 and four, and to wash and paint one wall of room 3. The wall should be painted a light color; the approximate dimensions of it are 10 feet high x 30 feet long. Major Vinal S. Renton and Captain F.M. Vannoy (telephone 478.306) of this Sub-Commission are familiar with this project.

2. Because of the urgency of starting the electric operations center, it would be appreciated if this work could be started at once. It is planned to occupy the room on 20 January and previous to occupancy, it will be necessary to print a large electrical diagram on the wall mentioned above.-

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

3327

Declassified E.O. 12356 Section 3.3/NND No. 785019

RESTRICTED

ACC HQ TELEPHONE SERVICE ORDERS

Written requests for telephone services or telephone directory, additions, or deletions, are required for directory records.

Telephone requests will not be accepted. This sheet or form thereon should be used.

Telephones to be moved to a different room should be ordered removed at old location and installed at new location.

It is important that both sectional and alphabetical (officers' names) directory listing be shown both removed and installed. Otherwise, directory service cannot know the disposition of names or titles not shown on the order.

To: Hq Communications Office

Date 15 Jan. 1945

1. INSTALL TELEPHONE SERVICE FLOOR 8th ROOM NUMBER 2

(Check service desired)

Direct City Dial Line (Connects directly to City Dial System)
Unrestricted Internal ACC (Connects to either ACC Internal or City Dial)
Restricted Internal ACC (Connects only to ACC Internal Telephone)
Extension Telephones ACC - Extension Off Tel No In - Fl Room

DIRECTORY LISTING:

Sectional (If desired): No listing to be made. Connects direct to Romano Elec. Co. telephone system - Present number 555 — Public Works & Utilities S/C

Department or Position Title to be listed — Sub-Commission

Note - Telephone N. 555 to be retained Sec. 2 below

Alphabetical (Required): In charge of V.S.RENTON — Major — American

Officers' Names to be listed — Rank — Nationality

Signed _____
Branch Head

Approved _____
Officer in Charge of Allocations

See _____ For Location Information Required unless equivalent service is being removed

2. REMOVE TELEPHONE SERVICE FLOOR 8th ROOM NO. 4 TEL NO. 555

DIRECTORY LISTING

Sectional: Not listed in directory — Public Works & Utilities

Installed by Romano Co. — S/C

Department or Title — Sub-Commission

Alphabetical (Required): In charge of V.S.RENTON — Major - American

Officers' Names to be listed — Rank

See Reverse Side

332

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785019

R E S T R I C T E D

ACC HQ TELEPHONE SERVICE ORDERS

Date _____

TO: ACC Hq Communications Office

3. INSIDE MOVE - Move Telephone Inside Same Room

See _____ FLOOR _____ ROOM _____ TEL.NO. _____
Officers' Name

4. DIRECTORY LISTING CHANGES ONLY

DELETE:

	Not listed		555
Sectional			
	Department or Position Titles	Sub-Commission	Tel.No.

Alphabetical		
	Officers' Name	Rank

ADD:

	Not to be listed		555
Sectional			
	Department or Position Titles	Sub-Commission	Tel.No.

Alphabetical		
	Officers' Name	Rank

Signed _____

Tel. No. _____

R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785019

RESTRICTED

Incl No 20 copy 35

ACC HQ TELEPHONE SERVICE ORDERS

Written requests for telephone services or telephone directory, additions, or deletions, are required for directory records.

Telephone requests will not be accepted. This sheet or form thereon should be used.

Telephones to be moved to a different room should be ordered removed at old location and installed at new location.

It is important that both sectional and alphabetical (officers' names) directory listing be shown both removed and installed. Otherwise, directory service cannot know the disposition of names or titles not shown on the order.

To: Hq Communications Office

Date 15 Jan. 45

1. INSTALL TELEPHONE SERVICE FLOOR 8th ROOM NUMBER 3

(Check service desired)

Direct City Dial Line (Connects directly to City Dial System)
Unrestricted Internal ACC (Connects to either ACC Internal or City Dial)
Restricted Internal ACC (Connects only to ACC Internal Telephone)
Extension Telephones ACC - Extension Off Tel No ____ In - Fl ____ Room ____

DIRECTORY LISTING

Sectional (If desired)	Secrete - Not to be put in Directory "Master Control Room"	Public Works and Utilities Sub-Commission
	Department or Position Title to be listed	Sub-Commission

Alphabetical (Required)	Note - Officer in charge		
	U.S.RUTON	Major	American
	Officers' Names to be listed	Rank	Nationality

Signed _____
Branch Head

Approved _____
Officer in Charge of Allocations
Required unless equivalent service is being removed

See _____
For Location Information

2. REMOVE TELEPHONE SERVICE FLOOR _____ ROOM NO. _____ TEL NO. _____

DIRECTORY LISTING
Sectional

Department or Title	Sub-Commission

Alphabetical (Required)

Officers' Names to be listed	Rank

3325

See Reverse Side

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785019

R E S T R I C T E D

ACC HQ TELEPHONE SERVICE ORDERS

TO: ACC Hq Communications Office Date _____

3. INSIDE MOVE - Move Telephone Inside Same Room

See _____ FLOOR _____ ROOM _____ TEL.NO. _____
Officers' Name

4. DIRECTORY LISTING CHANGES ONLY

DELETE:

Sectional			
	Department or Position Titles	Sub-Commission	Tel.No.
Alphabetical			
	Officers' Name	Rank	

ADD:

Sectional	Not to be listed in directory		
	Secretary	Public Works and Utilities S/C	
	Department or Position Titles	Sub-Commission	Tel.No.
Alphabetical			
	Officers' Name	Rank	

Signed _____

Tel. No. _____

R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785019

RESTRICTED

ACC 10 TELEPHONE SERVICE ORDERS

Written requests for telephone services or telephone directory, additions, or deletions, are required for directory records.

Telephone requests will not be accepted. This sheet or form thereon should be used.

Telephones to be moved to a different room should be ordered removed at old location and installed at new location.

It is important that both sectional and alphabetical (officers' names) directory listing be shown both removed and installed. Otherwise, directory service cannot know the disposition of names or titles not shown on the order.

Date 15 Jan. 45

To: Hq Communications Office

1. INSTALL TELEPHONE SERVICE FLOOR 8th ROOM NUMBER 2

(Check service desired)

Direct City Dial Line (Connects directly to City Dial System)
Unrestricted Internal ACC (Connects to either ACC Internal or City Dial)
Restricted Internal ACC (Connects only to ACC Internal Telephone)
Extension Telephones ACC - Extension Off Tel No ____ In - Fl ____ Room ____

Note -Desire to retain same No.703 which is being removed See. 2 below.

DIRECTORY LISTING

Sectional (If desired)	~~Drafting Room~~	Public Works and Utilities Sub-Commission
	Department or Position Title to be listed	Sub-Commission
Alphabetical (Required)	P.M. VANNOY	Capt. / American
	Officers' Names to be listed	Rank / Nationality

Signed [signature] Branch Head

Approved _____ Officer in Charge of Allocations

See _____ For Location Information Required unless equivalent service is being removed

2. REMOVE TELEPHONE SERVICE FLOOR 8 ROOM NO. 3 TEL NO. 703

DIRECTORY LISTING

Sectional	~~Drafting room~~	Public Works and Utilities S/C
	Department or Title	Sub-Commission
Alphabetical (Required)	~~Unable to find telephone 702 listed in directory~~	3321
	Officers' Names to be listed	Rank

See Reverse Side

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785019

R E S T R I C T E D

ACC HQ TELEPHONE SERVICE ORDERS

Date _____

TO: ACC Hq Communications Office

3. INSIDE MOVE - Move Telephone Inside Same Room

See _____ FLOOR _____ ROOM _____ TEL.NO. _____
Officers' Name

4. DIRECTORY LISTING CHANGES ONLY

DELETE:

Sectional	Drafting Room	Public Works and Utilies S/C	703
	Department or Position Titles	Sub-Commission	Tel.No.
Alphabetical	No record in directory		
	Officers' Name	Rank	

ADD:

Sectional	Drafting Room	Public Works and Utilities S/C	703
	Department or Position Titles	Sub-Commission	Tel.No.
Alphabetical	P.M.Vannoy	Capt.American	
	Officers' Name	Rank	

Signed _____

Tel. No. 703

R E S T R I C T E D

Tel.317

LWL/ac

32

M E M O R A N D U M

Reference : 120/PWU
Subject : Request of Terni for Telephone Communication

13 Jan. 45

To : COMMUNICATIONS SUB-COMMISSION
From : P. W. & U. Sub-Commission

1) - Reference letter T.41.2.CS 12 Jan. 45.

2) - The request for interprovincial telephone communications made by the Ministero delle Communicazioni on behalf of the Terni Company, is indorsed by this Sub-Commission.

3) - This communication is necessary and essential in order to carry out the Central Italy Electric power company interconnection plan being developed under the direction of this Sub-Commission.

4) - The first interconnection is scheduled for the 20th Jan. 45 and it will be necessary that the permit be granted by that time in order to carry out the plan.

W.M.LAPPER
Lt-Colonel
Chief Elec.Div.

3328

Declassified E.O. 12356 Section 3.3/NND No. 785019

Declassified E.O. 12356 Section 3.3/NND No. 785019

HHS/epc

RECEIVED
P.W. & U. S/C A.C.
12 JAN 1945 120

31

1.

In reply refer to: T.41.2.CS

Subject : Request of Terni for Telephone Communication

To : P.W. Sub-Commission

Returned to Communications

1. Reference is made to inclosed letter of 11th January, 1945 from Ministry of Posts and Telecommunications requesting authority for Societa Terni to make telephone calls between Terni and Rome.

2. As Terni lies outside the zone in which inter-provincial telephone communications are permitted it would be necessary to obtain special permission from A.F.H.Q. for Societa Terni to make telephone calls.

3. This Sub-Commission is prepared to submit application if in your opinion there is a real need for establishment of requested telephone communication.

Tel: 489081
Ext: 333

12th January, 1945

J.L. HENDERSON
Colonel,
Director,
Communications Sub-Commission

Dr & C Papers

Will you please clear with him immediately, otherwise you plan can't go ahead. They should issue emergency order for this.

DAS 13/1

3329

Incl: One letter

32 refers

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 AKK/ct

I.O.MEMORANDUM

REFERENCE : 120/PWU
TO : HQ. Supply Officer
FROM : P.W. & U. Sub-Commission
SUBJECT : Request for Stationery

1. We request the following stationery for use in our offices :

Paper, Onion Skin, fool scap	6 Reams
Paper, Onion Skin, quarto	6 Reams
Carbon Paper, both sizes	3 Packets
Stencils	60 Each
Typewriter ribbons (MOST IMPORTANT !)	6 Each
Paste	2 Pots
Ink, fountain pen, blue	2 Bottles
Wrapping paer, white or brown	12 Sheets
Paper clips	6 Packets
Paper pins	6 Packets
Pads, large, ruled	6 Each
Pencils, black, soft	6 Each
Fluid Corrector for stencils	2 Bottles
Gummed labels	100 Each
Envelopes, medium and small	50 Ea. Size

A.K. KING
Jr.Comd.
Asst.Admin.Officer

3321

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AKK/ct

I.O.MEMORANDUM

29

REFERENCE : 120/PWU

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

FROM : P.W.&U. SUb-Commission

SUBJECT : Repairs to typewriters Jan.8, 1945

1. Please send typewriter repairman to 8th Floor, room 21, to attend four typewriters :

MAKE	MODEL	NUMBER
Olivetti	M.40	207276
Olivetti	M.40	219043
Olivetti	ICO	-
Olivetti	M.40	204956

A.K. KING
Jr.Comd.
Asst.Admin.Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AKK/ct

28

MEMORANDUM

REFERENCE : 120/PWU
SUBJECT : Supplies for drawing office
TO : HQ. Commandant - Purchasing Officer
FROM : Public Works & Util. Sub-Commission

Jan. 6, 1945

1. Will you please purchase the following supplies for use in our Drawing Room :

2 Stapling machines
4 Boxes of staples
3 Stencil Stylus
2 Graphos pen holders
1 Graphos pen for monographe, size 0,3 mm
1 Graphos pen for monographe, size 0,4 mm
1 small calendar for 1944
1 ditto for 1945
1 Paint brush no 3
1 ditto " 6
1 ditto " 9
1 dz Pencils, B
1 dz ditto , HB
1 dz ditto , H
1 dz ditto, F
1/2 dz Rubbers (for pencil)

2 Cucitrici
4 scatole di punti per detta
3 penne per ciclostile
2 portapenne Grafos
1 pennino Grafos per monografo da mm 0,3
1 pennino Grafos per monografo da mm 0,4
1 Calendarietto 1944
1 " 1945
1 Pennello Nº 3
1 " " 6
1 " " 9
1 dozzina matite B
1 " " HB
1 " " H
1 " " F
1/2 gomme (per matite)

2. Above mentionned material is available in the following shops :

BAZZICHELLI
ROSSI
FERRAZZI
CIOTTI
SALVIATI & RAGHI
D'AMICO

A.K. KING
Jr. Comd.
Asst. Admin. Officer

3319

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AKK/ct

27

MEMORANDUM

REFERENCE : 120/PWU
TO : HQ. Supply Officer
FROM : Public Works & Util. S-C.
SUBJECT : Office Stationery

Jan. 2nd, 1945

1. We request the following supplies for use in our offices :

Paper, Onion Skin, fool scap	5 Reams
Paper, Onion Skin, quarto	5 Reams
Carbon Paper, both sizes	3 Packets
Typewriter Ribbons, black	6 each
Envelopes, small	30 each
Envelopes, medium	30 each
Paper clips	6 packets
Paper pins	6 packets
Ruled pads, large	4 each
"Exercise Books" 28-31	8 each
Filing fasteners, metal	2 packets
Scribbling pads, small	4 each
Blotting paper	1 Ream
Red-blue pencils	6 each
Paste	1 pot
Fountain pen ink, blue	2 pots
Wrapping paper, brown or white	20 sheets
String	1 roll, large

A.K. KING
Jr.Comd.
Asst.Admin.Officer

3312

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel; 478 200

RAD/ct 25

MEMORANDUM

REFERENCE : 120/PWU
SUBJECT : Supplies for Drawing Office
TO : HQ. Commandant
(Attn. Purchasing Officer)
FROM : Public Works & Util. Sub-Commission Dec.29. 1944

1. Will you please purchase the following supplies for use in our Drawing Room :

Drawing Pencils HB - F - B	(Matite da disegno HB - F - B)
Pencil Rubbers	(Gomme da matita)
Drawing Pens	(Pennini da disegno)
Coloured pencils	(Matite colorate assortite)
Graphos pens series for"normograph"	(Pennini Grafos serie per Normografo)
Normographs N) 3 - 4 - 5 - 7 - 10	(Normografi 3, 4, 5, 7, 10)
Boro Talcum	(Boro Talco)
Pen-holders for drawing pens	(Porta-penne per pennini da disegno)

2. Above mentionned material is available in following shops :

Bezzichelli
Rossi
Ferrazzi
Ciotti
Salmoiraghi
D'Amico

AKC.
A.K. KING
Jr. Comdr. Dec.29. 1944
Asst. Admin. Officer

3317

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AKK/ct

MEMORANDUM

24

REFERENCE : 120/PWU
SUBJECT : Repairs to typewriters
TO : HQ. Commandant
Office Space Section
FROM : P.W.&U. Sub-Commission

Dec. 29th

1. Will you please send typewriter repairmen to Room 21, 8th floor, to attend three typewriters.

MAKE	TYPE	NUMBER
Olivetti	M.40	956
Olivetti	M.40	043
Imperial	-	2060648

A.K. KING
Jr.Comd.A.T.S.
Asst.Admin.Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

00

RECEIVED
PO&U. S/C A.C.
26 DEC 1944 120

23

SBPENG 3rd Ind. JHW/fmj
ENGINEER SERVICE, PENINSULAR BASE SECTION, APO 782, U.S. ARMY, 23 Dec 44.

TO: Chief, Electrical Division, Allied Commission, APO 394.

1. Requisition # 120/PAU is approved for issue.

2. Material will be released upon presentation of attached requisition.

For the Engineer:

J. S. Davis.

J. S. DAVIS
Lt. Col., C.E.
Engineer Supply Officer.

Incl: 1 copy Reqn. w/d

Rec'd Report Sect
Dec 28/44

Maj Price

Dealt with
27 DEC 1944

see file 19 and 22

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

AK/bb

MEMORANDUM

22

REFERENCE : 120/ PWU
TO : HQ. Supply Officer
FROM : Public Works & Util. S/C.

26 Dec 44

1. We request the following supplies for use in our offices :-

Paper, Onion Skin, fool scap	5 Reams
Paper, Onion Skin, quarto	5 Reams
Paper, Bond, fool scap	5 Reams
Paper, Bond, quarto	5 Reams
Carbon paper, both sizes	3 Packets
Stencils	60 Each
Fluid Corrector for Stencils	3 Bottles
Typewriter ribbons, black	4 each
Blotting paper	1 Ream
Paste	2 pots
Paper cloips	6 packets
Pind	6 packets
Shorthand pads, ruled	6 each
Envelopes, medium	50 each
Soft pencils, black	5 each
Red-blue pencils	5 each
Fountain pen ink, blue	4 bottles
Scribbling pads, small	4 each
Stencil Stylus	3 each
Erasers, pencil	6 each
Paper clips, large	2 packets

ack.

A.K. KING.
Subaltern
Asst. Admin. Officer

331

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

1021

AK/ct

MEMORANDUM

REFERENCE : 120/PWU
TO : HQ. Supply Officer
FROM : Public Works & Util. Sub-Comm. Dec.12, 44

1. We request the following supplies for use in our offices:

Paper, Onion Skin , fool scap	5 Reams
Paper, Onion Skin , quarto	5 Reams
Paper, Bond , fool scap	5 Reams
Paper, Bond , quarto	5 Reams
Carbon Paper, both sizes	3 Packets
Stencils	60 Each
Fluid Corrector for Stencils	3 Bottles
Typewriter ribbons, black	4 each
Blotting Paper	1 Ream
Paste	2 pots
Paper clips	6 packets
Pind	6 packets
Shorthand pads, ruled	6 each
Envelopes, medium	50 each
Soft pencils, black	5 each
Red-blue pencils	5 each
Fountain pen ink,blue	4 bottles
Scribbling pads, small	4 each
Stencil Stylus	3 each
Erasers, pencils	6 each
Paper clips, large	2 packets

Anne K. King.
A.K. KING
Subaltern
Actg. Admin. Officer

331

Declassified E.O. 12356 Section 3.3/NND No. 785019

FILE

20

Telephone 478805
LGP/bs

2nd Ind.

HEADQUARTERS ALLIED COMMISSION
APO 394
Public Works & Utilities Sub Commission
Electrical Section

17/12/44

Reference : 120/PWU

Subject : Print Paper

To : Engineer Peninsular Base Section Main APO 762 U.S. ARMY

1. Herewith requisition in duplicate for :-

10 Rolls Printing Paper
2 Galls Ammonia Solution

in accordance with AFHQ Engineer Section letter 062 dated 12 Dec.44 Copy to you.

L.G. PRICE

L.G.PRICE.MAJOR RE
For Lieut-Colonel
Chief Elect.Division

Enc.1- Requisition in duplicate.
and Copy Endorsements

3312

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081 HEADQUARTERS ALLIED COMMISSION LWL/ac
A.P.O. 394
Public Works and Utilities Sub-Commission

19

Reference : 110 /PWU
Subject : Print Paper
To : C.E. - A.F.H.Q.

RECEIVED
P.W. & U. S/C A.C.
15 DEC 1944 120

1 Dec. 44

1) - We desire authority to draw on military supplies for paper and ammonia for the purpose of making prints from tracings.

2) - This is necessary in connection with the work of the Electrical Reconstruction Committee on power rehabilitation for Italy.

3) - This Sub-Commission furnishes data in print form to A.A.I., P.B.S. and A.F.H.Q.

4) - The estimated requirements are ten (10) rolls per month of "Carta Sviluppo all'Ammoniaco - fondo Bianco" each roll to contain approximate 50 yards and two (2) gallons of 50% solution ammonia per month.

5) - Would you please cause the necessary authorization to be sent to us.

Maj. Van der Spuy. For your remarks please.

W.M.LAPPER
Lt-Colonel
Chief Elec.Div.

RECEIVED DEC 4 1944

062 1st Ind.
ENGINEER SECTION, ALLIED FORCE HEADQUARTERS, APO 512, U.S. Army. DEC 12 1944

TO: Headquarters Allied Commission, Public Works and Utilities Sub-Commission, APO 394, U.S. Army.

1. Attached is carbon copy of letter to PBS Engineer which is self explanatory.

2. It is requested that the above requirement be placed direct on Engineer Depots in PBS in accordance with standard requisitioning procedure.

For the Chief Engineer:

JACK AHLSTEDT
Lt. Colonel, C.E.
Executive.

1 Incl:
Ltr, subject "Hqs Allied Commission Requirement"

3312

Declassified E.O. 12356 Section 3.3/NND No. 785019

19B

ALLIED FORCE HEADQUARTERS
ENGINEER SECTION
A.P.O. 512 U.S. ARMY

12 Dec 44

062

SUBJECT: Headquarters, Allied Commission Requirements.

TO : Engineer, Peninsular Base Section, Main, APO 782, U.S. Army.

1. This headquarters has been informed of a monthly requirement on the part of Headquarters Allied Commission, Public Works and Utilities Sub-Commission for approximately ten rolls ea. paper, printing, ammonia process medium, 30" x 50 yds SNL 55-6675.3-5 and 2 ea gallons of ammonia solution to meet reproduction requirements.

2. It is requested necessary action be taken to fill this requirement when presented direct to PBS Engineer Depots in accordance with existing procedure.

For the Chief Engineer:

JACK AHLSTEDT
Lt. Colonel, C.E.
Executive

3317

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 78200

AK/ct 17

MEMORANDUM

REF : 120/PWU

TO : HQ. SUPPLY OFFICER
Room 40 Basement

FROM : Public Works and Util. Sub-Comm. Dec. 12/44

1. We request the following supplies for use in our offices:

Paper, Onion Skin	8,1/2 x 10,1/2	5 Reams
Paper, Onion Skin	8,1/2 x 13	5 Reams
Paper, Bond	8,1/2 x 10,1/2	5 Reams
Paper, Bond	8,1/2 x 13	5 Reams
Envelopes, Medium 6"War Department")		50 Each
Envelopes, Small		50 Each
Stencils		50 Each
Erasers, for typewriters		5 Each
Typewriter Ribbons (Black)		4 Each
Ruled Pads, large		4 Each
Ruled Pads, small		4 Each
Paper clips		4 Packets
Pins		4 Packets
Filing Fasteners		1 Box
Ink Pad for rubber stamps		1 each
Rubber stamp "SECRET", large		1 Each
Rubber stamp "CONFIDENTIAL"		1 Each
Paste		1 Pot.
Gummed labels		30 Each
Blotting Paper		1 Ream
File folders, cardboard, large size		33 70 Each

Altmp Sub

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel 478200

AEP/fr 16

MEMORANDUM

Ref /£ 120/PWU

Subject: Office Stationery.

To : HQ., Supply Officer.
Room 40 Basement.

From : Public Works and Util. Sub-Commission.

1. We request the following supplies for use in our officien:

Paper Onion Skin	8½x10½	5 Reams
Paper Onion Skin	8½x13.....	1 Ream
Paper Bond	8½x10½	1½ Ream
Paper Bond	8½x10½	1 Ream
Envelopes Medium		200 eac
Envelopes Small		100 eac
Wrapping paper		10 yds.
Stencils		60 eac
Erasers, pencils.....		4 eac
Erasers, ink.....		4 eac
Pads writing lined.....		15 eac
Paper clips		5 bx
Pins Steel.....		6 bx
Typewriter ribbons		4 eac
Soft pencils		10 eac
Tracing Paper		2 rls
Paste		3 btt
Paper Fasteners.....		6 bx
Filing Fasteners.....		2 bx

A.K.KING
Subaltern.
Asst. Adm. Offr.

331

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081

INL/ac

15

M E M O R A N D U M

Reference : 120 /FWU
Subject : Print Paper

1 Dec. 44

To : Capt.A.J.PRENDY
From : P.P. & U. Sub-Commission

1) - Would you please place an order for ten rolls of paper called "Carta Sviluppo all'Ammoniaco - fondo bianco" for the purpose of making prints of tracings.

2) - This paper is developed by the use of ammonia and supplies have been available in the past at the B.ROSSI Co. - Via del Porto Fluviale 9-A and at 43 Via del Pozzo - telephone 61205.

3) - We require about ten rolls of this paper per month assuming that each roll contains 50 yards.

4) - This Sub-Commission has been handling printing of other Sub-Commissions such as : Food S.C., Agriculture S.C., Industry S.C., as well as Economic Section. A vast number of regional maps are furnished by this Sub-Commission to the Map Section totalling as many as 250 per month. In addition many prints are furnished to A.A.I., P.B.S. and A.F.H.Q. on electric rehabilitation matters in connection with the work of the Electrical Reconstruction Committee.

5) - We have located an establishment,which will develope prints, at a price of 20 lire per square meter which includes pick-up and delivery service, but it does not have the necessary paper and ammonia. We will be able to arrange for ammonia supply providing that the paper can be obtained. This firm is known as the MAMO & BORDOLOTTI at 22 Via Pierluigi da Palestrina.

6) - In the past the printing service has been kindly furnished to us by the Engineers Section of R.A.A.C. but this arrangement will have to be discontinued.

W.W.LAPPER
Lt-Colonel 3302
Chief Elec.Div.

cc : SECURITY PRINTING SECTION A.C.
(Attention Lt.Bongarzone)

cc : Major L.G.Price

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.489081

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
Public Works and Utilities Sub-Commission

LWL/ac

14

1 Dec. 44

Reference : ~~075~~ 120 /PWU
Subject : Print Paper
To : C.E. - A.F.H.Q.

1) - We desire authority to draw on military supplies for paper and ammonia for the purpose of making prints from tracings.

2) - This is necessary in connection with the work of the Electrical Reconstruction Committee on power rehabilitation for Italy.

3) - This Sub-Commission furnishes data in print form to A.A.I., P.B.S. and A.F.H.Q.

4) - The estimated requirements are ten (10) rolls per month of "Carta Sviluppo all'Ammoniaco - fondo Bianco" each roll to contain approximate 50 yards and two (2) gallons of 50% solution ammonia per month.

5) - Would you please cause the necessary authorization to be sent to us.

W.M.LAPPER
Lt-Colonel
Chief Elec.Div.

3307

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 178200

AEP/at 12

MEMORANDUM

REFERENCE : 1EO/PWU
SUBJECT : Office Stationery
TO : H/Q. Supply Officer
Room 40 Basement
FROM : P.W. & U. Sub-Commission

Nov. 28 1944

1. We request the following supplies for use in our Offices:

Typing paper (Bond) both sizes	8 Reams each
Typing paper (Onion skin) both sizes	8 Reams each
Typewriter ribbons black	6 each
Carbon paper both sizes	4 packets
Envelopes, medium size	
Paste	4 pots
Ink	4 pots
Paper clips	8 packets
Paper pins	8 packets
Filing fasteners	1 box
Ruled pads	4 each
Stencil stylus	4 each
Stencils	100 each
Pencils colored	5 each
Pencils black	5 each
Drawing ink, black	4 pots
File covers (British type)	50 each
Gummed labels	
Blotting paper	
Scotch tape	4 rolls

AKK. 330

A.E. PRIDDY
Capt. R.A.
Adm. Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Extn.614. AEP/sg 10

HEADQUARTERS ALLIED COMMISSION
INTER OFFICE MEMO.

File.

REFERENCE : 120/PWU. 24 November 1944.
SUBJECT : Tracing paper.
TO : H.Q. Commandant.attn.Purchasing Officer.
FROM : P.W.& U. Sub-Commission.

1. Will you please purchase 20 metres of tracing paper as per Enclosed Sample.

2. The paper is for use in our Drawing Office, and can be supplied by D'Amico,Via Francesco Crispi(Vicino al Florida).

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

330

Declassified E.O. 12356 Section 3.3/NND No. 785019

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

RECEIVED
P.W. & U. S/C A.C.
25 NOV 1944 120

FILE No. HQC/6/1

SUBJECT: Calculating Machine

TO: Director, Electrical Division,
Public Works & Utilities S/C.

24 November 1944

(7)

Reference your 120/PWU, dated 22 Nov 44, requesting the issue of a calculating machine.

The only machine we have available for issue is one which merely adds and subtracts. Should this be suitable for your needs, will you send your representative to the Supply Officer, Lt. Jones, on the ground floor, to inspect same and sign the necessary receipts.

R. H. Robertson Lt. Col.
R. H. ROBERTSON 330
Hq. Commandant.

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel.Extn. 614

AEP/bb

7

HEADQUARTERS ALLIED COMMISSION
Inter Office Memo.

120/PWU

22 Nov 44

Subject: Calculating Machine.
To : H.Q. Commandant.
Att. Office Space Section.
From : P.W.&U. Sub-Commission.

1. Part of the work in our Electrical Division involves a considerable amount of figuring in preparing data received from our Engineers in the field and from the various Electrical Concerns.

2. The work would be simplyfied if a Calculating Machine can be provided.

3. We therefore request that one such machine be supplied to this Sub-Commission.

330?

folio 8 refers

AK

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

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200 AEP/ct 6

MEMORANDUM

REFERENCE : 120/PWU
SUBJECT : Office Stationery
TO : HQ. Supply Officer
Room 40 Basement
FROM : P.W. & U. Sub-Commission Nov. 21, 44

1. We request the following supplies for use in our offices:

Typing paper (both sizes)	
Blotting paper	
Stencils	60 each
Carbon paper (both sizes)	
Paste	2 Pots
Ink	2 Bottles
Pencils (soft, for shorthand)	6 each
Pins	10 packets
Paper clips	10 packets
Staples(Code 57-23)	2 Packets
Tags India	
Typewriter ribbons	6 each
Envelopes	
Fluid corrector for stencils	
Shorthand books	4each
S.O Books 129	4 each
Ruled pads	4 each
Coloured Typewriting paper (quarto)	

Nov. 21, 44
A.E PREEDY
Capt. R.A.
Admin. Officer

3308

Declassified E.O. 12356 Section 3.3/NND No. 785019

8 8 4

Tel. 478200. AEP/sg

MEMORANDUM

REFERENCE : 120/PWU. 17 Nov.44.
SUBJECT : Repairs to typewriter
TO : HQ.Commandant
(attn. Office Space Section)
FROM : P.W. & U. Sub-Commission

1. Will you please send typewriter repairman to room 21, 8th floor to attend to one typewriter.

MAKE	TYPE	No.
OLIVETTI	M. 40	956

3307

A.E. PREEDY
Capt. R.A.
Admin.Officer

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

Two 3

AEP/bb

MEMORANDUM

Reference: 120/ /PWU
Subject : Office Stationery.
To : HQ. Supply Officer.
From : P.W.&U. Sub-Commission.

14 Nov 44

1. We request the following supplies for use in our Offices:

Typing Paper (both sizes).	
Envelopes (small and medium size).	
Stencils.	
Pins.	
Paste.	2 pots
Paper clips.	
Carbon paper.	
Soft. pencils (for shorthand).	
Drawing ink (code 42-21)	2 bottles.

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

3300

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel: 478200

AEP/bb

MEMORANDUM

Reference: 120/ /P.W
Subject : Material Supply for the Drawing Office.
To : HQ. Supply Officer.
From : P.W.&U. Sub-Commission.

14 Nov 44

1. We request the following supplies for use in our Drawing Room:

Tracing cloth	2 rolls
Tracing paper	2 "
Staples for binding of folders	2 Doz. (as sample)
Erasers (art. gum)	10.

A.E. FREEDY,
Capt. R.A.,
Admin. Officer.

3299

Declassified E.O. 12356 Section 3.3/NND No. 785019

Tel. 478200

ARD/rd

MEMORANDUM

8 oct.44

REFERENCE : 120/ /PWU
SUBJECT : Repairs to typewriter.
TO : HQ. Commandant, att. Office Space Section
FROM : P.W.& U. Sub-Commission.

1. Will you please send typewriter repairmen to room 21, 8th floor to attend to 2 typewriters.

MAKE	TYPE	No.
OLIVETTI	M.40	Z06064
OLIVETTI	M.40	207276

A.E. PREEDY,
Capt., R.A.,
Admin. Officer. 3298

2282