

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

785020

ACC

1000011201938

REME/1700

Opened MAR

MAR 1945- J

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

785020

10000/120/938

REME/1700 M.M.I.A. OFFICE INSTRUCTIONS

Opened MAR. 16, 1945 - Closed JAN. 16, 1946

MAR. 1945 - JAN. 1946

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

785020

6/1/70
P/AO/Off
Instructions
Rene

Subject: Allocation of Duties.

File: Q/43

1. W.c.f. 29 Aug 45 the attached temporary allocation of duties within the Q.M.G. Branch is made.
2. Handover and take-over of duties will take place under mutual arrangements.
3. Responsibility of staff duties for services will be as shown.

28 Aug 45

R. J. Noakes
 R.J. NOAKES Col.
 DQMG. MMIA.

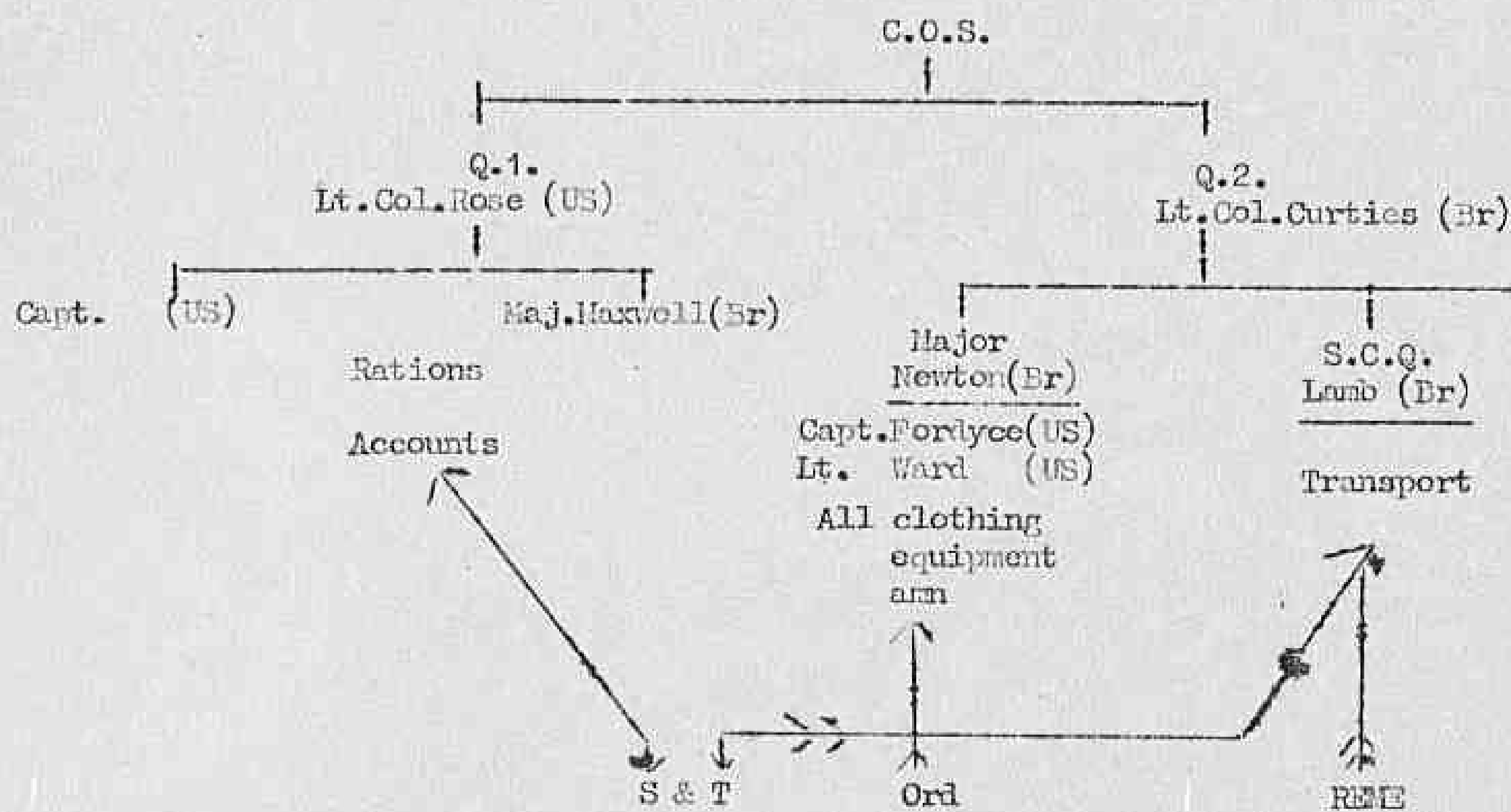
Distribution: All 'Q' Offrs.

Info: A.D.C.
 C.O.S.
 G.
 A.
 ST.
 Labour
 Welfare

Sigs.
 R.E.
 REME.
 Camp (US)
 Camp (Br)

0717

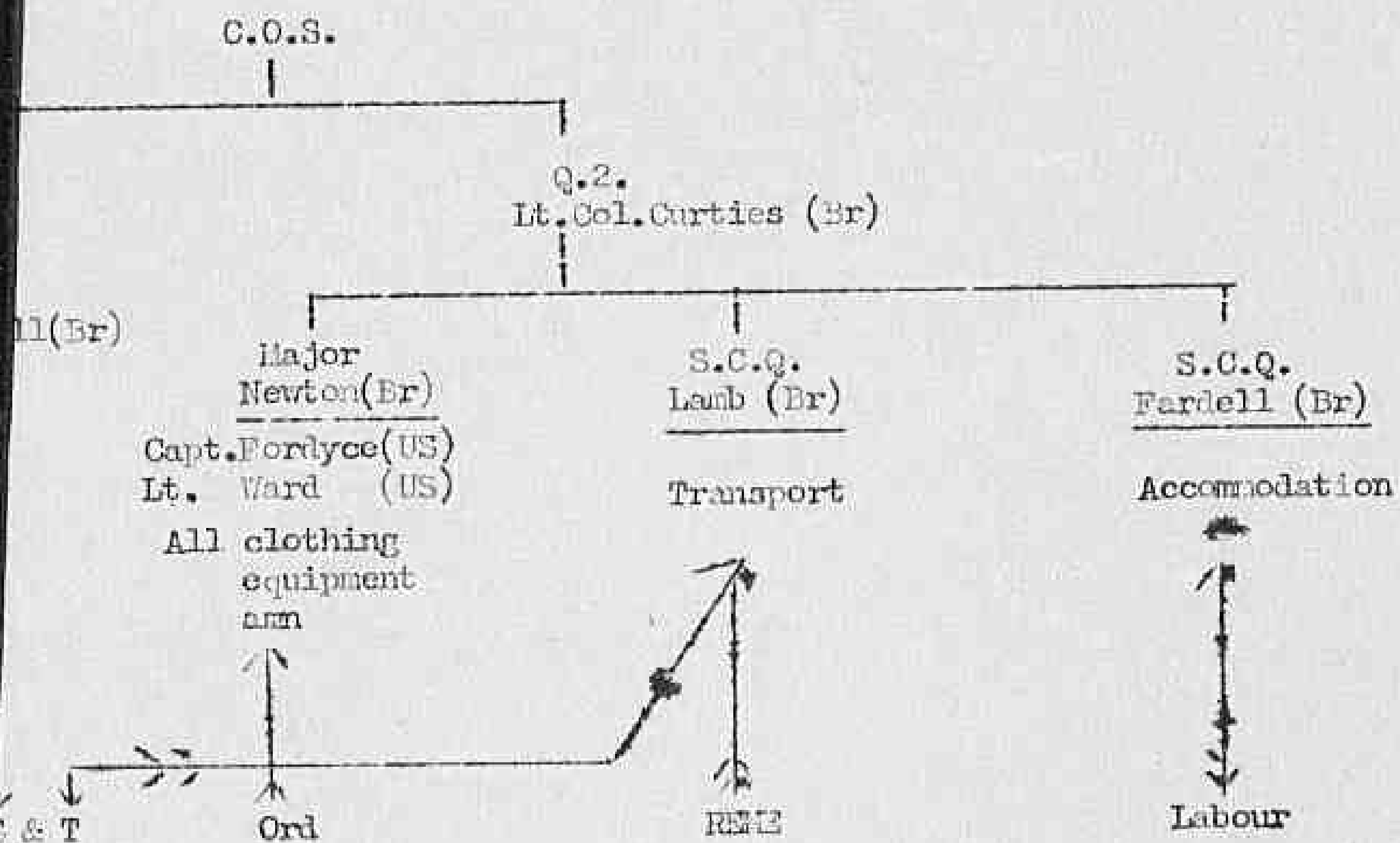
Declassified E.O. 12356 Section 3.3/NND No. 785020



8333

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IMMEDIATE

SUBJECT: V-J Day.

LAND FORCES SUB COM. A. C.
(M.M.I.A.) R O M E

16 Aug 45

TO : ALL Branches,
Sections,
Sigs,
Camp (Br)
Camp Comdt (US)

1. Friday, 17 August has been declared by AFHQ as a Theatre Holiday for the celebration of V (J) Day.
2. M.M.I.A. will be closed all day with the exception of a nucleus staff at Signal office, Message centre, Duty Driver, and one Duty Officer. Night Duty Roster remains unchanged.
3. Allied Thanksgiving services will be held as follows at 0930 for those wishing to attend :-

Protestant Stadio Nazionale, Via Flaminia
(Camp Comdt will arrange necessary transportation)

Roman Catholic S. SUSANNA Church via XX Sept.

Jewish Synagogue in LUNGO TEVERE CENCI

4. There will be no other official celebration, each individual spending the day as he or she thinks fit.

P/A Official

W Pidsley Colonel

for Major General
M.M.I.A.

8332

0 7 / 2 0

Declassified E.O. 12356 Section 3.3/NND No. 785020

11
E 114 / 1700

SUBJECT:- Office Instruction No. 92.

Ref. Q/43

1. Effective this date one "Q" Officer and ONE (NOT TWO) "Q" clerks will be on duty on SUNDAYS.
2. "Q" Services are NOT expected to have a rep. on SUNDAYS unless the head of the Service considers it essential for that particular SUNDAY.

F. J. Noakes
F.J. NOAKES,
Col. DMC.

13 August 1945.

DISTRIBUTION

- Q1
- Q2
- Q/AB
- Q/CS
- Arty Records
- Ord Records
- For Info.
- G
- A
- Chief Clerk

ST
REME
LAB.

R
15/8/45

P/A

0721

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! "q" Distributions

Col. "q"
S.C. "q"
Q.1.
Q.2.
Q.A.R.
Major Wyatt
S.C. "Q" 2.
Q.C.S.
R.R.N.S. ←
GEO NICH
ARTY RECS
Q/43

PIA
Office
Subline

MILIA OFFICE INSTRUCTION NO. 98

1. A new procedure for the classification of messages has been introduced in this Theatre, and is as follows:-

Originators will include the security classification as the first word of the text in all messages. No message will be treated as unclassified unless the originator has franked the message with the instruction "UNCLASSIFIED". Any message which does not bear its appropriate security classification or the instruction "UNCLASSIFIED" at the beginning of the text will be referred back to the originator by the Signal Office.

NOTE: When the British Army message form APC 2136 is in use the originator's instructions contained in the two signature spaces are redundant and will not be applicable. However, for uniformity, all messages classified RESTRICTED or above will be signed in the right hand space and all UNCLASSIFIED messages will be signed in the left hand space with the word "except" deleted and the word "including" substituted.

2. As a result of the above procedure, every message will bear a security classification, or the instruction "UNCLASSIFIED", which will constitute the sole deciding factor in the security handling of the message.

3. The responsibility for the correct security classification of a message rests entirely with the originator. It is the responsibility of Signals to insure that a message is given correct security handling in accordance with the designated classification and the security of the circuits over which the message is to be transmitted.

4. Any message franked with the instruction "UNCLASSIFIED" will be assumed to have been authorized by the originator for transmission in clear by any means of communication including radio and any commercial agencies.

5. At Appendix 'A' is a list of subjects which may be "UNCLASSIFIED" messages - transmission in clear.

2. As a result of the above procedure, every message will bear a security classification, or the instruction "UNCLASSIFIED", which will constitute the sole deciding factor in the security handling of the message.

3. The responsibility for the correct security classification of a message rests entirely with the originator. It is the responsibility of Signals to insure that a message is given correct security handling in accordance with the designated classification and the security of the circuits over which the message is to be transmitted.

4. Any message franked with the instruction "UNCLASSIFIED" will be assumed to have been authorized by the originator for transmission in clear by any means of communication including radio and any commercial agencies.

5. At Appendix 'A' is a list of subjects which may be "UNCLASSIFIED" messages - transmission in clear.

L. M. England

Lt. Col.
G.S.

2 AUG 45

DISTRIBUTION

Normal plus all Officers of HQ NMIA
All Outstations.

8330

Declassified E.O. 12356 Section 3.3/NND No. 7850120

Declassified E.O. 12356 Section 3.3/NND No. 785020

APPENDIX A to JFPA Office Instruction
 HQ 98 ABV Aug 45.

LIST OF SUBJECTS WHICH MAY BE COVERED.

ABSENTEES	- Traffic; injuries to personnel.
ACCIDENTS	- Requisitioning, billeting, inspection.
ACCOMMODATION	- Unit and Regimental.
ACCOUNTS	- Movements of individual aircraft in the non-operational zone (providing secret types are not involved)
AIRCRAFT	Accidents to.
APPOINTMENTS	- Of individuals below the rank of Brigadier/Brigadier General.
BURIALS	- Graves registration. Arrangements for burials.
CASUALTIES	- Below the rank of Brigadier/Brigadier General.
CIVIL AFFAIRS	- Routine matters connected with civil administration, civil supply and Displaced Persons.
CORRESPONDENCE	- Routine correspondence concerning any items covered by this list.
COURTS OF INQUIRY	- Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).
DISCHARGES	
EDUCATION	
EFL/PX	- Routine correspondence, supplies for.
ENGAGEMENTS/ENLISTMENTS	- And re-engagements.
ENTERTAINMENT	
HEALTH	- Of individuals (providing there is no mention of the nature of the disease).
HOSPITALS	- Routine administration.
INJURIES	- Individuals, inspections, routine accommodation and stores. (see ACCIDENTS).
INQUIRY	- Local employment of civilians.

COURTS OF INQUIRY

- Convening of and attendance of witnesses (providing no mention is made of the subject matter, unless it falls within the scope of this list).

DISCHARGES

- Routine correspondence, supplies for.

EDUCATION

EPL/PX

ENGAGEMENTS/ENLISTMENTS

- And re-engagements.

ENTERTAINMENT

HEALTH

- Of individuals (providing there is no mention of the nature of the disease).

HOSPITALS

- Routine administration.

INJURIES

- Individuals, inspections, routine accommodation and stores. (see ACCIDENTS).

LABOUR

- Local employment of civilians.

LEAVE

- General and individual. (See SHIPPING).

LOCATIONS

- Of any units or formations except those under orders to proceed to the Pacific-Far East area.

LOSS

- Of stores and vehicles, excepted for protected items.

MAILS

- If ships or shipping movements are mentioned, see SHIPPING.

MAINTENANCE

- Except of protected equipment.

- 1 -

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- 2 - APPENDIX 'A' (Contd).

MEDALS

- Awards and decorations after promulgation.

MEDICAL

- And DENTAL. Issues of stores and inspections. (See HEALTH).

MOVEMENTS

- Of individuals below the rank of Brigadier/Brigadier General and units except those under orders to proceed to the Pacific-Far East area.

PAY

- Rate of pay, allotments, allowances of individuals below the rank of Brigadier/Brigadier General.

PERSONNEL
OFFICERS

- Routine postings, assignments, attachments, promotions and transfers, below the rank of Brigadier/Brigadier General.

CRs/EF

- Postings, assignments, attachments and transfers. Discipline.
- Private affairs (except of very personal matters).
- Subject to censorship.

PRESS AND RADIO

PW

- Names of Allied PW, administration arrangements for repatriation. (See MOVEMENTS).

RECREATION

- Facilities and training.

SHIPPING

- For Naval and Shipping purposes the non-operational zone comprises:

The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas, Mediterranean, Black and Red Seas, South Atlantic Ocean West of 74 degrees West to Longitude of Capetown, and the North and South Pacific Oceans East of 62 degrees West.

Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.

Note (a) Normal security instructions apply to messages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.

(b) Capetown, Aden and Balboa are included in the operational zone.

RECREATION

- Facilities and training.

SHIPPING

- For Naval and Shipping purposes the non-operational zone comprises:

The North Atlantic, Caribbean, Gulf of Mexico, Arctic Ocean, Baltic and North Seas.

Mediterranean, Black and Red Seas, South

Atlantic Ocean East of 74 degrees West to

Longitude of Capetown, and the North and South

Pacific Oceans East of 82 degrees West.

Movements, positions, arrivals, departures, damage and loss (except due to enemy action) in the non-operational zone of minor warships and merchant ships including troopships carrying less than 550 troops.

Note (a) Normal security instructions apply to messages about movements of major warships (to include destroyers), neutral ships suspected of trading with the enemy and troopships carrying more than 550 troops in any zone.

(b) Capetown, Aden and Delagoa are included in the operational zone.

STATIONERY

- Non-protected documents, books, army forms and printed matter.

STORES SUPPLIES CLOTHING EQUIPMENT

- Demands for all commodities and non-protected technical stores and spare parts required for maintenance.

TRAINING

- Courses of instruction, allotment of vacancies. (except for courses of a secret nature).

TRANSPORT

- Non-protected vehicles - damage (other than by enemy action), defects, movements, repairs and replacements.

UNITS, FORMATIONS AND ORGANIZATIONS

- Designations, provided that designations of units and their next higher formations or organizations are not linked or grouped together in the texts of messages in such a way as to reveal order of battle or chain of command

WELFARE/SPECIAL SERVICE

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

785020

Subject:- Conservation of Electric Power.

Land Forces Sub Commission A.C.
(M. E. I. A.) ROME.

23 ²⁴ July 1945.

To:-

ALL M.M.I.A. L.Os.
Ministry of War.

1. Attached A.F.H.Q. circular AG/675/647 (Maint)-O dated 17 July 45, for information and compliance.
2. War Ministry to issue instructions laid down in this letter to all Italian Army Units, for compliance.

R. A. Curties

R.A. CURTIES Lt. Col.
for Major General.
M. E. I. A.

Internal:-

"G" Branch
"A" Branch
"Q" Branch
Q. (AE)
Q. (CS)
APTY Recs.
S.T.
R.E.M.E.
Med.
Welfare.
Movements

24/7/45

0729

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RESTRICTED

JG/lja

ALLIED FORCE HEADQUARTERS
APO 512

AG 675/047 Q (Cont)-O

17 July 1945

SUBJECT: Conservation of Electric Power

TO: All Concerned

1. The following letters, this headquarters, containing previous instructions on this subject, are hereby rescinded:

a. File AG 675/171 GDS-O, dated 31 October 1944, Subject: "Conservation of Electric Power Facilities of Italian Utilities."

b. File AG 675/047 GDS-O, dated 18 January 1945, Subject: "Conservation of Electric Power Facilities of Italian Utilities."

2. Although the electric power situation generally has improved over the past few months, there is still a serious shortage in Central and southern Italy. In order to conserve the limited supply of electric power available and to meet the military and essential civilian requirements, it is necessary to reduce to a minimum non-essential electricity consumption from supply undertakings by both military and civilian users in Italy south of the northern boundaries of the provinces of Lucca, Pistoia, Firenze and Ravenna.

3. South of the boundary referred to the following steps will be taken to reduce loads on commercial electric systems.

a. LIGHTING

- (1) Offices - No lights will be burned during daylight hours except in cases where natural lighting is insufficient for proper working conditions. Wattage of lamps will be limited to a minimum requirement, and fixtures will be located for most economical utilization of light source.
- (2) Halls and Stairways - Lamps in halls, corridors and stairways will be of the smallest wattage commensurate with safety, and a minimum number will be illuminated.
- (3) Hotel Rooms and Private Living Quarters - No more than two (2) lamps per private living room and one (1) lamp per bath room will be connected. No more than one (1) lamp per private living room will be illuminated at the same time. The lamp bulb will not exceed sixty (60) watt rating. Lighting, when permitted in living tents of military personnel, will be limited to one (1) lamp of sixty (60) watt rating in pyramidal or small wall tent.

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Ltr, AFHQ, AG 675/047 SUP-O,
 dtd 17 July 1945 (Cont'd)

- (4) Public Space in Hotels, Cafes, Clubs and Public Buildings - Wattage will be reduced to a bare essential commensurate with area, use and occupancy. All electric signs or display lighting will be discontinued.

- (5) Other Military Facilities - Lighting of mess halls, kitchens, work shops, etc, will not exceed the following scale:

<u>Type of Accommodation</u>	<u>Watts per sq ft.</u>
Store Room, Latrine	0.2
Mess hall, Post Exchange)	0.3
Hospital Ward, Bath House)	0.5
Kitchen, Recreation Building	

- (6) Outdoor Areas - Guarded areas, POW enclosures, storage areas, streets, etc., will be lighted only in accordance with necessity.

- (7) Lights Not In Use - All lights not being used will be turned off. Post signs conspicuously and make every individual economy-minded in use of electricity.

b. HEATING AND COOKING

- (1) Electric heating will be permitted only in essential industrial processes engaged in production for the military effort, and in hospitals for the treatment of patients.
- (2) No electric cooking will be permitted.

c. POWER

- (1) The use of electric power will be limited to:
- (a) Those industries contributing directly to the military effort or essential to the civilian economy.
- (b) Installations necessary to safeguard public health.
- (2) Elevators will be operated by electric power only for movement of hospital patients or for heavy freight.
- (3) Electric motors will not be allowed to idle for extended periods.

d. ELECTRIC RAILWAY POWER will be utilized only on approval by the Electric Power Committee of the AFIR (Italian) Board.

e. ELECTROLYTIC PROCESSES AND ELECTRIC ARC FURNACES will be utilized only on approval by the Electric Power Committee of the AFIR (Italian) Board.

RESTRICTED

Ltr, AFHQ, AG 675/047 SUP-O,
dtd 17 July 1945 (Cont'd)

4. North of the boundary referred to in paragraph 2, no general restrictions are necessary and the allocation of power is the responsibility of Chief Engineers of Districts.

5. Military Commanders will be responsible that the instructions detailed in paragraph 3 are carried out within their jurisdiction of military installations. Civilian authorities will be required to enforce similar measures in those civilian installations which are allowed to receive electric service.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Edmund R. Shuart

EDMUND R. SHUART
Colonel, AGD
Asst Adjutant General

DISTRIBUTION:

50 - JICOM
30 - MMFA
30 - RA/C
30 - PBS
30 - Dist 2
30 - Dist 3
3 - Hq Comd, AF
3 - AFIRS
3 - G-4 (A)
2 - G-4 (B)
3 - Engineer
2 - CG, MTOUSA
20 - D/W
2 - AG Records
10 - USAF

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

785020

Subject: - M.H.I.A. L.O's. - Issuance Instructions.

Lead Person Sub Comm.A.C.,
(M.H.I.A.)
R O R L.
2 1945.

21 July 1945.

Reference M.H.I.A. Office Instruction No 96 dated
4th July 1945.

Forwarded herewith is Amendment No 1 to APPX 'A'
of the a/q Instruction.

M. H. Bingham
Major General,
M.H.I.A.

Distribution.

Branches & Services,
All M.H.I.A. L.O's.

AMENDMENT NO 1 TO M.H.I.A. OFFICE INSTRUCTION NO 96 APPX 'A'.

1. Add letterheadings to columns as shown below:-

Serial	(a)
Title	(b)
Name	(c)
Unit	(d)
US or BR	(e)
Remarks	(f)
Ref. No.	(g)
Page address	(h)
Index " "	(i)

Continued on sheet 2.....

8324

Contd...

2. The following amendments are notified :-

Serial	Para No.	(a)
5	(1)	Amend to read MIA D.O. 4th floor, PROVINCIAL Buildings, KATUN.
7	(b) (I.O.P.W. ITAN)	Delete "o/c 2 District". Insert "MIA". add Major R. S. ITAN. add R. S. C.
	(c)	Amend to read Senior I.O. MIA 13929.
	(d)	add MIA 13923.
	(e)	Delete MIA for MIA I.O. M. S. ITAN.
	(f)	Insert MIA I.O. MIA.
	(g)	Delete o/c 2 District.
	(h)	Insert MIA.
	(i)	Insert MIA 92278.
7	(b) (I.O. CHAN)	Amend to read MIA I.O. CHAN.
	(c)	Delete Capt. R. S. CHAN (Hospital).
	(d)	Insert Capt. R. S. CHAN.
	(e)	Insert MIA.
	(f)	Amend to read MIA I.O. CHAN.
	(g)	Delete Major R. S. CHAN.
	(h)	Amend Capt. CHAN's telephone no. to read MIA 13923.
8	(a)	Amend to read MIA 13923.
	(b)	Amend to read MIA 13923.
10	(c)	Amend to read MIA I.O. CHAN.
	(d)	for FOX.
	(e)	Amend to read MIA I.O. CHAN.
	(f)	for FOX.
	(g)	Delete MIA.
	(h)	Insert MIA.
12	(a)	Amend for CHAN to read for MIA.
	(b)	Delete all detail.
13.		Delete all detail.
15.		Delete all detail.

0734

Declassified E.O. 12356 Section 3.3/NND No. 785020

1 *Revised Phase 1 amendment HPM*

SUBJECT : - M.H.I.A. L.C.'s. - Issued for Distribution.

Lead Forces Sub Comm. L.C.,
(M.H.I.A.)
R.O.C.
A 329.
21 July '85.

Reference M.H.I.A. Office Instruction No 96 dated 4th July '85.

Forwarded herewith is Amendment No 1 to Annex 'A' of the a/g Instruction.

A. H. Paulk
Major General,
M.H.I.A.

Distribution.
Branches & Services.
All M.H.I.A. L.C.'s.

AMENDMENT NO 1 TO M.H.I.A. OFFICE INSTRUCTION NO 96 ANNEX 'A'.

1. Add letter headings to copies as shown below :-

- Serial - (a)
- Title (b)
- Type (c)
- Date (d)
- By or for (e)
- Remarks (f)
- Ref No (g)
- File address (h)
- Postal " " (i)

amended

785020

Contd....

- 2 -

2. The following amendments are notified :-

Serial (a)	Opn No. (b)	Amendment Detail (c)
5	(i)	Amend to read MILA L.O. 4th Floor, PROVINCIA Buildings, NAPLES.
7	(b) (I.O.H.W.ITALY)	delete "o/c 2 District", insert "MILAN".
	(c)	add Major D.D.MYIE.
	(d)	add I.A.S.C.
	(e)	add I.P.
	(f)	Amend to read Senior L.O. MILAN 13989. Services MILAN 13989.
	(h)	delete Rative for MILA L.O. H.W.ITALY.
	(i)	insert MILA L.O. MILAN.
	(j)	delete o/c 2 District. insert MILAN.
7	(b) (I.O.GENOA)	insert GENOA 52273.
	(c)	Amend to read MILA L.O. GENOA.
	(d) (I.O.TURIN)	delete Capt R.J.A. SMITH (Hospital).
	(e)	insert Capt. E. O'DONNELL.
	(f)	insert IUP CORPS.
	(g)	insert I.P.
	(h)	Amend to read MILA L.O. TURIN. ✓
8	(c)	delete Major D.H. DORRISON.
	(g)	Amend Capt TURIN's telephone No to read FIDELITY 1393.
10	(g)	Amend to read MILAN 13989. ✓
	(h)	Amend to read 59 Area for MILA L.O. for FOX.
	(i)	Amend to read MILA L.O. H.W.ITALY MILAN for FOX. ✓
12	(c)	delete detail.
	(h)	insert Major ROBERT.
13.		Amend for MILAN to read for ROBERT.
14.		delete all detail.
		delete all detail.

0736

Declassified E.O. 12356 Section 3.3/NND No. 785020

ENE / 1700
P/A
REME

MMIA OFFICE INSTRUCTION No. 97

With effect from issue of this Instruction the internal telephone numbers of the G.O.C. and the M.A. will be as follows:-

G.O.C.			509
M.A. to G.O.C.			570

L. M. Ingledew
Lt. Col.
G.S.

9 July 45

DISTRIBUTION: Normal

11/7/45

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

785020

Handwritten: EME/1709 P/A

ITALIA OFFICE INSTRUCTION NO. 94

TERRITORY COVERED BY R.E.M.E. OFFICERS

1. In order to avoid unnecessary travel and to ensure continuity of planning, Major C.A. HALL and Major H.F.H. EDWARDS will assume detailed R.E.M.E. responsibilities as under:-

Major C.A. HALL, DADME SOUTH	-	ITALIAN Territorial Commands of SICILY - PARI - ROME incl SARDINIA - FLORENCE.
Major H.F.H. EDWARDS, DADME NORTH	-	ITALIAN Territorial Commands of BOLOGNA - GENOA - TURIN - MILAN - UDINE.

2. Co-ordination will be the responsibility of the G.2 Section of the G4/q Staff. Major C.A. HALL will, in addition to his duties as DADME SOUTH, be the Senior R.E.M.E. officer and responsible for technical advice on general matters as affecting R.E.M.E.

Handwritten: F. J. Nokes
 F. J. NOKES, Col.
 D.C.M.C.
 M.M.I.A.

29 June 45

Distribution: All M.I. IG's.

Internal: Normal

8319

0738

Declassified E.O. 12356 Section 3.3/NND No. 785020

LAND FORCES SUB-COMMISSION A.C. (MMIA)

COMMAND AND ADMINISTRATION OF ITALIAN ARMY.

Amendment to Administrative Instruction No 18 dated 1 Dec, '44.

In accordance with AFHQ letter AG091.711/207CCTO dated 22 June, '45, the following additional sub paragraph will be added to Administrative Instruction No. 18 :-

Para 17 g : "Personal effects, medical records and other documents of Italian casualties who pass through Allied units or hospitals will be delivered to the nearest Italian Administrative Divisional Headquarters or Italian Medical unit for proper disposition. A proper authenticated receipt will be obtained by the Allied unit or hospital for all items delivered."

SP Arden May
for
Major General,
M.M.I.A.

4th July 1945.

Distribution :-

Ministry of War

All MMIA LOs

All Branches and Services

War Diary

8318

R
5/7/45

0739

Declassified E.O. 12356 Section 3.3/NND No. 785020

FMH/700

OUTGOING MESSAGE FORM

FROM :	MMIA	DATE	TIME
TO :	FIFTH ARMY FOR MMIA LO FOR FOX FIFTH ARMY FOR MMIA LO MMIA LO SARDINIA COMMOB SICILY FOR MMIA LO DISTONE FOR MMIA LO DISTWO FOR MMIA LO DISTTHREE FOR MMIA LO 54 AREA FOR MMIA LO 60 SUB AREA FOR MMIA LO 151 SUB AREA FOR MMIA LO PERHASE (LIAISON SEC) FOR MMIA LO PENSOUTH FOR MMIA LO FLORENCE CITY COMD FOR MMIA LO GUTHRIE FLORENCE CITY COMD FOR MMIA LO THURPP REAR EIGHTH ARMY FOR MMIA LO	08	1130 B

P/A

REF : C. 114 RESTRICTED

MMIA LO 231 ADM DIV ADDRESSED AS FOLLOWS

(*) SIGS FIFTH ARMY FOR MMIA LO

FOR FOX (*) MAIL MMIA LO 231 DIV

C/O MMIA LO FIFTH ARMY (*) ALL

INFORMED

REFERENCE

AUTHENTICATED

INTERNAL :	A	G(CS)
	Q (Two)	Ord Records
	Nov (Two)	Arty Records
	RE	REME
	X	Lab
	ST	DELTA
	Med	SIGS OFFICE
		CC

[Signature]

8317

6/1/45

Remé

CONFIDENTIAL

LAND FORCES SUB-COM, A.C. (MIA)

CC/1

4 July 45

MIA OFFICE INSTRUCTION NO. 96

1. The Outstation Liaison Staff of MIA functions for the common good of all branches of this HQ.

2. The procedure for Outstation Liaison Reports (as rendered by Senior MIA LO's) is as follows:-

(a) Each Outstation will render a brief report on the Saturday of each week to HQ MIA.

(b) It will deal where applicable with the questionnaires attached to MIA letter 4/31 of 4 June 1945, and it will contain details of any change of location, address, telephone number and personnel. This is in addition to other matters of interest which it may be desirable to incorporate.

(c) It will be rendered in quadruplicate.

(1) "C" Branch MIA will circulate an Inter-Branch minute copy on which Branches and Services will make their comments and notations.

(2) "M" and "S" Branches will in addition each receive a copy for their own files.

(3) Replies dealing with the subject only will be forwarded through Branches concerned. Co-ordinated replies will be forwarded by G(SD).

Declassified E.O. 12356 Section 3.3/NND No. 785020

(b) It will deal where applicable with the questionnaires attached to MIA letter #1 of 4 June 1948, and it will contain details of any change of location, address, telephone number and personnel. This is in addition to other matters of interest which it may be desirable to incorporate.

(c) It will be rendered in quadruplicate.

(1) "C" Branch MIA will circulate an Inter-Branch minute copy on which Branches and Services will make their comments and notations.

(2) "A", "B" and "D" Branches will in addition each receive a copy for their own files.

(3) Replies dealing with the subject only will be forwarded through Branches concerned. Co-ordinated replies will be forwarded by C(SI).

3. Movement of IO's and Staffs will be ordered through "A" Channels on advices from "A", "B" and "D".

4. The present Outstation layout is shown in Annex "A" attached. Revised Outstation layouts will be forwarded to all concerned by "A" when necessary.

L. M. G. Jones
Lt. Col.
C. S.

DISTRIBUTION: Branches & Services with which "A"
All MIA IO's

WB

2310

6/7/68

0742

Declassified E.O. 12356 Section 3.3/NND No. 785020

MMIA OFFICE INSTRUCTION NO. 95

TIME OFF DUTY FOR EXERCISE AND RECREATION

Whenever conditions permit, section and branch chiefs will arrange work schedules within their respective section or branch to permit all officers, enlisted personnel and other grades of this headquarters to take one day per week as off-duty time for exercise and recreation, in addition to Sundays and scheduled holidays.

CLAYTON P. KERR, Colonel
for Major General
MMIA

3 July 45

DISTRIBUTION

All MMIA LO'S

INTERNAL

All Branches & Services

PLA

3/7/45
8315

0743

Declassified E.O. 12356 Section 3.3/NND No. 785020Subject : Rest Villa - S. Marinella.Land Forces Sub Comm.A.C.
M.M.I.A.
R O M E.
A30th June 45To : All Officers MMIA.RATIONS

1. Difficulties are being experienced by the NCO i/c Rest Villa, in feeding Officers, due to the number of "Casual Officers" who arrive without any warning or rations, and demand meals.
2. A ration truck goes to S. Marinella with rations for the permanent staff on the following days:- Tuesdays, Thursdays, and Saturdays.
3. Rations for Officers are provided by the Mess to which they belong, and can be collected from Messes by arrangement with the Camp Comdt on the above DAYS ONLY.
4. In order to ensure that sufficient rations are sent, it is necessary, therefore, that the NCO i/c Mess is informed in good time, of the number of meals he is expected to provide.
5. Officers who intend visiting the Villa on days other than those stated in para 2 must take their rations with them.
6. Officers are asked to comply strictly with these instructions, as otherwise an unfair drain is imposed on the Staffs' Rations and on those of Officers who HAVE remembered to make the necessary arrangements.

ACCOMMODATION.

1. Officers are again reminded that there are only eight (8) beds available at the Villa.
2. It is therefore essential that those Officers, wishing to spend the night there, enter their names in the Book kept in the Duty Officers' Room. They must also ensure that their names are deleted, should they decide not to go.

P/A Officer in Charge

2/7/45

Major General,
M.M.I.A.
8314

Declassified E.O. 12356 Section 3.3/NND No. 785020INTER - OFFICE MINUTE

FILE : ST/3003

29 June 1945.

SUBJECT: MMIA Office Instruction
No. 70.TO : ALL OFFICERS, MMIA (BR)

1. Your attention is drawn to Office Instruction No. 70, Standing Orders for MT, para 4, sub-para (a), dated 9 March 1945 :-

"(a) All drivers not on detail will report to the M.T. Sjt at the Super Garage at 0800 hrs and 1400 hrs daily. Batmen drivers not on detail will report on completion of their batmens duties by not later than 1030 hrs."

2. Will officers please cooperate in ensuring that their drivers comply with this order. It is essential for the efficient running of transport that every vehicle has daily maintenance under supervision.

JHC/jac

John Tennant
Lt. Col.
A.D.S.T.

Major Hall
30/6/45

0743

Declassified E.O. 12356 Section 3.3/NND No. 785020

REME

AMENDMENT NO. 1

M.M.I.A. OFFICE INSTRUCTION
NO. 94

TERRITORY COVERED BY R. E. M. E. OFFICERS

Reference paragraph 1 - after SICILY insert NAPLES
after MILAN insert BOLZANO

R. A. Curties

R.A. CURTIES Lt. Col.
A.C.M.C.
R. E. I. A.

23 June 45.

RAC/son

Distribution: All M.M.I.A. L.Os.
Informal : Normal

8312

ROME

P/A. 1700.

MILITARY OFFICE INSTRUCTION NO. 94

TERRITORY COVERED BY R.E.M.E. OFFICERS

1. In order to avoid unnecessary travel and to ensure continuity of planning, Major C.A. Hall and Major H.F.H. Edwards will assume detailed R.E.M.E. responsibilities as under:-

Major C.A. Hall, DADME SOUTH

ITALIAN Territorial Commands of
SICILY - BARI - ROME incl SARDINIA -
FLORENCE, NAPLES?

Major H.F.H. Edwards, DADME NORTH

ITALIAN Territorial Commands of
BOLOGNA - GENOA - TURIN - MILAN -
UDINE, (9912200?)

2. Co-ordination will be the responsibility of the G.2 Section of the G4/Q Staff. Major C.A. Hall will, in addition to his duties as DADME SOUTH, be the Senior R.E.M.E. Officer and responsible for technical advice on General matters as affecting R.E.M.E.

22 June 45

Distribution: All MIL. LO's.

Internal: Normal

F. J. Nokes
F. J. NOKES, Col.
D.Q.M.G.
R.M.I.A.

(7)

Declassified E.O. 12356 Section 3.3/NND No. 785020

2. Co-ordination will be the responsibility of the G-2 Section of the G-4/G Staff. Major C.A. Hall will, in addition to his duties as DAGM SOUTH, be the Senior S.E.M.S. Officer and responsible for technical advice on general matters as affecting R.A.M.S.

22 June 45

Distribution: All R.A.M.S. LO's.

Internal: Normal

F. J. Noakes
F. J. NOAKES, Col.
D.O.M.G.
M.M.I.A.

R 16/45
8311

0748

Declassified E.O. 12356 Section 3.3/NND No. 785020

REME EME/1700
P/A
OFFICE INSTRUCTION NO. 93

Subject: UMRA Supplies.

1. UMRA Supplies are provided under international arrangements and from the MIA aspect are in no way military.
2. ALL questions raised by UMRA Officers concerning any question of supplies, MT, etc. will be referred to Col KERR or Col NOAKES in the absence of Col KERR.

FJN/lc

June 1945

Distribution: All MIA LO's.

Internal: Normal

F. J. NOAKES, Col.
D.O.M.G.
M.M.I.A.

16/6/45

16

Declassified E.O. 12356 Section 3.3/NND No. 785020Subject: Italian Army Vehicles.Land Forces Sub Comm. A.C.
(M. M. I. A.) ROME
Q/5/1010 May 1945To: R.E.M.E. MMIA.

1. The following vehicles will be reconditioned and made available for issue as soon as possible.
2. They will be placed in the nearest E.V.P. for release. If otherwise unobtainable tyres may be released from Allied stocks.

A report is required as to number of Allied tyres issued giving particulars as to size etc.

3.	Ser. No.	Make	Remarks
✓ 1.		Fiat 1100	recently landed at Naples from Sardinia.
2.		Fiat 1500 1100	" " " " " "
✓ 3.		Fiat 1500	held in Super Garage - brought by Major Martin from Sardinia.
4.		2 1100	Held in Super Garage - brought by Major Fossett. May be used by Col Simmons pending repairs to German Ford, requisitioned veh.

5 allied tyres
5.00 x 16.
Sup from MMIA

RAC/le

RAC/le

R. A. CURTIS, Lt Col.
for Colonel "Q"
M. M. I. A.Copy to: MMIA LO Naples
ST MMIA
Lt RODINO, MMIA. ✓

10 x 5.00 x 15. Tyres reqd. 16"

APPENDIX "A" TO OF ICE INSTRUCTION
NO 74 DATED 31 MARCH

I THE PROPOSAL

- (a) Full title of the War Establishment(s) to be approved or amended together with the WE numbers, both CM/- and Vol XII (in the case of amendments to existing WEs).
- (b) Is the proposal for a new WE or for an amendment to an existing WE ?
- (c) The title and number of any WE to be superseded, or designation of any unit to be converted to the new proposed WE.

II THE EFFECT OF THE PROPOSAL

- (a) What are the increases or decreases in the number of Officers, ORs, AFS, Civilians, W/cs, and vehicles (by types) ? (Where a number of comparisons is involved, these should be shown in detail on a comparative table attached on the proposal.
- (b) What upgrades or downgradings are proposed ? (Where a number of changes in rank are involved these also should be shown in detail on a comparative table attached on the proposal.
- (c) How many units in this theatre are affected ?
- (d) Are any additional personnel, vehicles etc required to be obtained by conversion or reduction of any existing units, or does the proposal involve an overall increase to the number of personnel, vehicles etc required for this theatre ?
- (e) If the proposal involves any increase in personnel, what reduction in the overall manpower ceiling as contained in the AFHQ Basic Order of Battle is to be made, or what reduction already effected but subsequent to 25 March 44 is to be used as an offset to cover such increase ?
- (f) Which of the personnel can be Medical category "B" (unfit for general service with fighting units) ?
- (g) If the proposal is for a new WE, the draft of the proposed establishment should be attached to the proposal, together with a table showing detailed comparisons) with any existing WE of the same type.

III REASONS FOR THE PROPOSALS

- (a) In the case of a new establishment these will necessarily include its function and should be as concise as possible but enough to give members of the Committee a clear description of the purpose of the

- (b) What upgradings or downgradings are proposed? (Where a number of changes in rank are involved these also should be shown in detail on a comparative table attached on the proposal.
- (c) How many units in this theatre are affected?
- (d) Are any additional personnel, vehicles etc required to be obtained by conversion or reduction of any existing units, or does the proposal involve an overall increase to the number of personnel, vehicles etc required for this theatre?
- (e) If the proposal involves any increase in personnel, what reduction in the overall manpower ceiling as contained in the AMHQ Basic Order of Battle is to be made, or what reduction already effected but subsequent to 25 March 44 is to be used as an offset to cover such increase?
- (f) Which of the personnel can be Medical category "D" (unfit for general service with fighting units)?
- (g) If the proposal is for a new WE, the draft of the proposed establishment should be attached to the proposal, together with a table showing detailed comparisons with any existing WE of the same type.

III REASONS FOR THE PROPOSALS

- (a) In the case of a new establishment these will necessarily include its function and should be as concise as possible but enough to give members of the Committee a clear description of the purpose of the Organisation.
- In the case of amendments they should show what has necessitated the change.
- It will assist the Committee and consequently the sponsors if sponsoring branches anticipate the questions which are likely to be asked by the Committee and other interested branches. In particular a clear picture of the organisation in diagrammatical form should be included.
- A long detailed description of the duties of each individual will be unnecessary, but the sponsors must be prepared to give oral answers on the duties of each individual at the meeting.
- Sufficient detailed information to provide the Committee with a basis for assessing the need for the numbers proposed must always be included for example :-

Instructors - the number of students and basis of allotment
Mess orderlies (The number type and strength of each mess and cooks.)

0752

Declassified E.O. 12356 Section 3.3/NND No. 785020

EMA/1700

SUBJECT:- British Transport at HQ MMIA.

Land Forces Sub Comm. A.C.
(M.M.I.A.).

24 May 45.

1. Transport is allotted on the basis of certain "Pools" to branches of the Staff and to Heads of Services and a "Pool" under the control of the Unit T.O.
2. Use of Staff and Service "Pools" will be as directed by the Senior officer of the Branch or Service concerned who will detail an officer to be responsible for each vehicle.
3. Applications for use of a vehicle from the M.T.O. Pool will be made to SC "Q" at the same time as application is made for the Travel Order. MTO will replace casualties in Staff and Service Pools from the MTO pool at his discretion.
4. Present allocation will be as attached appendix.

PLA

jc

DISTRIBUTION: "G"
"A"
"Q"

SET
ORD MEDICAL
REME
CAMP COMDT
MTO (3)

F. J. Noam
Land Forces Sub Comm. A.C. *en.*
(M.M.I.A.).

EMA/1700
8307

Declassified E.O. 12356 Section 3.3/NND No. 785020

EME/1700

A. Rene

SUBJECT: Collection of Secret Wastepaper

LAND FORCES SUB-COM, AG (MMIA)

CC/7

16 May 45TO : Head Clerks and NCOs i/c
Branches and Services, MMIAReference Office Instruction No. 42 of 3 Sep 44, as modified by
Office Instructions No. 56 of 2 Nov 44 and No. 57 of 14 Mar 45.1. The above Office Instruction is not being complied with to the
fullest extent i.e. certain waste-paper baskets are not being emptied.2. To ensure that a 100% collection of wastepaper is made the
following arrangements will be complied with, effective 16 May 45 :-(a) 'C' Branch Duty Clerk will be responsible for
the collection of waste from GOC's Office, CoS's Office
and all 'G' Offices.(b) 'A', 'Q' and Services Duty Clerk will be responsible
for the collection of waste from all other offices.3. Addressees will ensure that such of their clerical personnel
as do Duty Clerk are acquainted with the above instructions.

P/A

S.S.M. WO. 1
CHIEF CLERK
M.M.L.A.Copy to: Signals Supt
NCO i/c Interpreters

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

785020

R E M E
M.M.I.A. OFFICE INSTRUCTION No. 92

1. From Sunday 20 May (Whit Sunday) M.M.I.A. H.Q. office will be closed on Sundays except for the following duty personnel :-
 - (a) Staff Branches (G. A. & Q.) One officer and one or two clerks per branch.
 - (b) Services. One rep if needed by staff concerned.
 - (c) Chief Clerk by arrangement with Col. A
 - (d) Signals. Small nucleus as ordered by SORSigs.
2. Remaining personnel will keep Sunday as a holiday. Sunday duty personnel will be given another day in the week in lieu of Sunday under arrangements made by heads of branches etc.
3. Heads of branches etc will notify Chief Clerk (as early as possible in advance) if they consider it necessary, in an emergency, to exceed the above numbers of personnel on duty on any Sunday.
4. There will be no morning conference on Sundays.
5. Heads of Staff Branches will keep their own Duty Roster's which should not clash with the night Duty Rosters and will notify the Chief Clerk by 1800 hours on Thursdays the names of Officers and Clerks for duty on the following Sunday (to include affiliated Services).
6. Separate instructions will be issued on facilities for recreation on Sundays.

PIA
15 May 1945.W. P. Darby.
Colonel "A".

Distribution : Normal.

8305

0753

Declassified E.O. 12356 Section 3.3/NND No. 785020

REME

P/A.

EME/1700

M.M.I.A. OFFICE INSTRUCTION

NO. 91.

Unauthorized use of Italian Army Vehicles.

1. Transportation for officers of M.M.I.A. will invariably be provided in vehicles properly on charge to and maintained by either 2691 or 33 Military Mission.
2. The use by officers of M.M.I.A. of Italian Army vehicles is prohibited, nor will Italian Army personnel be employed as drivers. Officers requiring transport will follow the prescribed procedure. The attention of British officers is directed to Office Instruction No. 70.

R.A. Curties

R.A. CURTIES Lt. Col.
for Col. D.A. and Q.M.G.
M.M.I.A.

10 May, 1945.

Distribution:
NORMAL.

R
10/5/45

8304

Victory Thankgiving - British Troops

1. The official ending of the War in Europe will be celebrated on a day (or days) to be decided by the Allied Nations and made known in due course. This day will be known as V.E. (Victory in Europe) day.

2. The Allied Commander in Chief in ITALY wishes all troops in ITALY to have one day set aside for this purpose and has instructed Commanders to arrange suitable programmes, including a short thanksgiving service.

3. In ROME there will probably be two (alternative) days so as to permit those on duty on one day to observe the other one. The alternative day will be two days after V.E. day (V.E. + 2 day).

4. The following programme will be arranged for VE day for British Officers and Men of M.M.I.A. not required to remain at duty:-

1000 hours	-	Office closes
1030 "	-	Short thanksgiving in Garden of "A" Mess.
1100 "	-	Leave by M.T. for lunch and afternoon at the bathing beach at S. SEVERO.
1630 "	-	Return to ROME.
1730 "	-	Dinners in ROME.

5. Details will be in the hands of the following:-

Thanksgiving Service	-	Major Gregson
Transport	-	Capt Craig
Messing	-	Capt Hyde
Office details	-	SSM Cornelius
Signals and wireless	-	Major Calveley
Programme on beach	-	Lieut Copple

4. The following programme will be arranged for VE day for British Officers and Men of M.M.I.A. not required to remain at duty:-

1000 hours	-	Office closes
1030 "	-	Short thanksgiving in Garden of "A" Mess.
1100 "	-	Leave by M.T. for lunch and afternoon at the bathing beach at S. SEVERO.
1630 "	-	Return to ROME.
1730 "	-	Dinners in ROME.

5. Details will be in the hands of the following:-

Thanksgiving Service	-	Major Gregson
Transport	-	Capt Graig
Messing	-	Capt Hyde
Office details	-	SSM Cornelius
Signals and wireless	-	Major Calvesley
Programme on beach	-	Lieut Copple

6. Programme in ROME for V+2 will be announced later.

May 1945.

Colonel, "A"
M.M.I.A.

Distribution:- All Branches and Services
Camp Commandant (SS) (to be published as annexure to Routine Orders). (10 copies)

Major Hall to see
0.15

8303

OFFICE INSTRUCTION NO. 87

MORNING CONFERENCE

Feb 28 for the following officers, as listed below, will attend the morning conference at 0830 hrs. No other officers will be present unless specially detailed, or as representing a member who is absent.

"G"

- GSO I Lt. Col. S. M. INGLEDEN, OAS, MD
- Asst G-3 Maj. R. E. PHILLEY
- GSO II (SE) Maj. L. J. W. STANTON
- GSO II (WE) Maj. J. L. F. CHAMBER
- GSO II (E) (1) Maj. C. F. AUMANN
- GSO III (Int) Capt. F. R. SMITH
- GSO 1 (Eng) Lt. Col. J. K. SCOTT
- GSO II (Eng) Maj. M. C. BLADE-KING
- SOPS II Maj. R. G. COPPLESTONE
- SO II R.SIGS Maj. W. CALVERT

"I"

- Col. "A" Col. W. POISLEY, SSO, HC } (1)
- G-1 (A) Capt. H. J. PACHA } or
- DAG (ES) Maj. D. S. L. GREGSON } (1)
- DAG (O) Maj. J. A. DOENS } or
- S/C "A" Capt. V. M. P. ALSTON } (1)
- S/C "A" Capt. S. P. ARCHER } or
- ADMS Lt. Col. J. McCART } (1)
- ADMS Lt. Col. W. A. HINGE, MED, MC } or
- S/C Med Capt. A. W. J. COOPER } (1)
- DAPN Capt. }

"Q"

- Col. "Q" Col. F. J. HOLMES, OAS
- Deputy G-4 Col. F. L. SIMONS
- ACMG Lt. Col. R. A. CURTIS
- Asst G-4 Lt. Col. T. T. ROSE
- LG (NOW) Maj. A. G. BLANT
- ASST Lt. Col. K. P. CURTIS, TD
- DADOS (Br) Maj. F. S. GREENWOOD
- DADMG Maj. C. A. HALL
- DADI Maj. P. W. SITS

Col. 'L'

C-1 (L)
DLAG (ES)
DLAG (O)

S/C 'L'

S/C 'L'

ADAMS
ADAMS

S/C Hod
DAPK

"Q"

Col. 'Q'

Deputy G-4
ADMC
Asst G-4
LO (NOW)

ADST
DAGOS (Pr)
DADME
DADI

Camp Comd.
Outstation Officers visiting HQ.

Col. W. POISLEY, ASO, MC }
or } (1)

Capt. H. J. PUGH
Maj. D. S. L. GROSSCH
Maj. J. A. DEEMS } (1)

or
Capt. W. H. P. MARSHALL
Capt. S. P. ARCHER
Lt. Col. J. J. McQUEEN } (1)

Lt. Col. W. L. HIGGINS, ASO, MC }
or } (1)

Capt. L. W. J. COOPER
Capt. } (1)

Col. F. J. NORMAN, ASO

Col. F. L. SIMONS

Lt. Col. E. A. CURRIE

Lt. Col. T. T. ROSE

Maj. E. C. PUGH

Lt. Col. K. F. GERRIS, TD

Maj. I. B. GREENWOOD

Maj. C. A. HALL

Maj. P. W. SUESS

Capt. G. F. HIGGS, MC, DCI
Outstation Officers visiting HQ.

April 1945

PPS/10

DISTRIBUTION:

Normal

Handwritten signature

CLAYTON F. KERR, Col.
for Major General,
M. H. I. A.

8302

M.M.I.A. Office Instruction N°86

Italian Army Transport

1. The following redistribution of duties between S T and R.I.M.F. at this H.Q. will take place forthwith.
 - a) S.T. responsible through Q2 Staff Branch for vehicle registration and distribution as well as the other duties in connection with transport hitherto performed by them and not mentioned below.
 - b) R.I.M.F. responsible through Q2 Staff Branch for
 - (i) Italian Army M.F. Repair organisation including provision and storage of tyres and spare parts.
 - (ii) Revision of Order of Battle for Units falling **within** the Directorate of Motor Engineering.
2. S.T. will hand over all relevant files and records on the subjects detailed at 1(b) above.
3. S.T. and R.I.M.F. will submit to G(SD) through Q2 proposals for dividing Category 1(c) Section VI Units into
 - Section VI A. Transport Units
 - VI B. R.I.M.F. Units.
4. Five Transport Control Inspectors have been appointed. These officers are responsible to Q2 Staff Branch and will receive technical assistance as necessary from the Service concerned. In the case of outstations instructions will be issued through the senior M.I.A. I.O. by Q Branch this H.Q.

2. S.O. will hand over all relevant files and records on the subjects detailed at 1(b) above.

3. S.C. and R.I.M.I. will submit to G(SD) through Q2 proposals for dividing Category 1(c) Section VI Units into

Section VI A. Transport Units
VI B. R.I.M.I. Units.

4. Five Transport Control Inspectors have been appointed. These officers are responsible to Q2 Staff Branch and will receive technical assistance as necessary from the Service concerned. In the case of outstations instructions will be issued through the senior M.M.I.A. L.O. by Q Branch this R.Q.

5. Office Instruction No 84 12 April is cancelled and will be destroyed.

18 April 45

Distrib: All M.M.I.A. L.O.'s

Internal: **Urgent.**

F.J. Noakes

F.J. NOAKES, Col.
Ct DA & QMG,
M.M.I.A.

8301

Declassified E.O. 12356 Section 3.3/NND No. 785020

0762

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

785020

REME

ADIA Office Instruction No 90

SIGNAL PRIORITIES.

1. The contents of Office Instruction No 52 are not being observed, and the tendency to abuse priorities is prevalent.
2. When the head of a branch or service is absent, an IMMEDIATE priority message may be signed by the next senior officer for and on behalf of the head of the branch or service but NOT by any other.
3. Heads of branches and services will ensure that these instructions are complied with.

/ 45.

Rex E. Pinkney
Major
for Lt - Col
CS

Distribution: Normal

iv.

P/A

8300

2/5/45

0763

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

785020

OFFICE INSTRUCTION No. 87

Amendment No. 1

Amend Office Instruction No. 87 under "q" to read :

MOV = Capt The Lord WESTBURY
OR
Capt W. A. A. EVANS.

28 APR 11 45

CLAYTON P. KERR, Col.
for Major General,
M.M.I.A.

DISTRIBUTION: Normal

8699

0784

Declassified E.O. 12356 Section 3.3/NND No. 785020

May Edwards. (P)
P/A EME/1700

CC/1

MMIA Office Instruction No 89

ADDRESS OF PENTABASE MMIA IO

All correspondence emanating from this HQ intended for
Capt. CLARK at LECHORN will be addressed as follows: -

MAIL

c/o Liaison Section, FBS
APO 782, US Army.

TELEGRAPHIC

PENTABASE FOR MMIA IO
c/o LIAISON SECTION

TELEPHONE No.

VALUE - 365

22 Apr 45

tvs.

DISTRIBUTION: Normal, plus all
Officers, MMIA

[Handwritten signature]
Lt Col
CS
[Large handwritten initials]
R
11/5/45

L 8-98

0765

Declassified E.O. 12356 Section 3.3/NND No. 785020

CC/1

MMIA Office Instruction No 83

REME (7)

ADDRESS OF PENBASE MMIA IO

(1) (2)

All correspondence emanating from this HQ intended for
Capt. CLARK at LECHON will be addressed as follows: -

MAIL

c/o Liaison Section, PBS
APO 782, US ARMY.

TELEGRAPHIC

PENBASE FOR MMIA IO
c/o LIAISON SECTION

TELEPHONE No.

VALUE - 363

22 Apr 45

tva.

DISTRIBUTION: Normal, plus all
Officers, MMIA

Robert P. Kelly
for Lt Col
GS

P/A = EME 17/100

0788

Declassified E.O. 12356 Section 3.3/NND No. 785020

REME

①

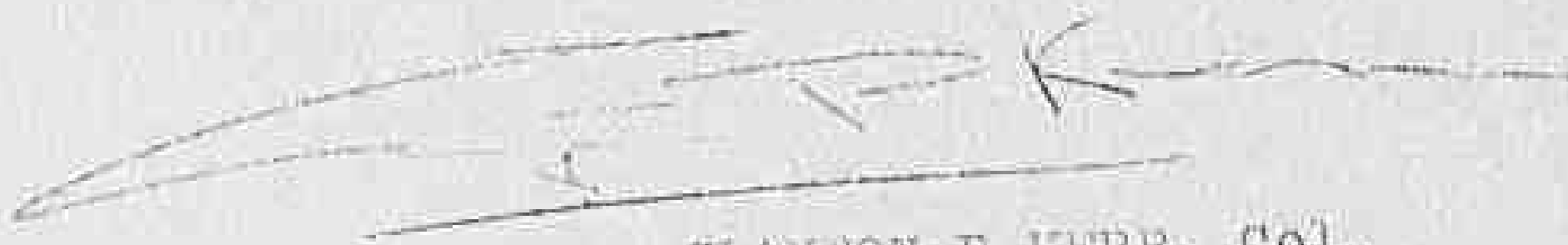
OFFICE INSTRUCTION No. 87

Amendment No. 1

Amend Office Instruction No. 87 under "q" to read :

NOV = Capt The Lord WESTBURY
or
Capt W.A.A. EVANS.

28 April 45



CLAYTON P. KERR, Col.
for Major General,
M.M.I.A.

DISTRIBUTION: Normal

P/A 1700

30/4/45

1 8-96

0767

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

785020

Subject: Standing Orders for Clerks

hence.

Land Forces Sub Com, AC
(M.M.I.A.)

CC/7
28 April 45

Head Clerks & NCO's i/c
Branches and Services

Reference M.M.I.A. Standing Orders for Clerks,
para 1, dated 15 Jan 1945.

1. It is pointed out that, in certain cases, this
order is not being complied with.

2. Head Clerks and NCO's i/c Branches and Services
will instruct, and ensure, that their personnel comply
with this order immediately.

E. J. Cornelius

c/c

WO I
CHIEF CLERK, MMIA

Copy to:- Colonel Fidsley for info.

EME/1700

Pte Roper
Spoke to Gpl Davies
YHM

8-95

0768

Declassified E.O. 12356 Section 3.3/NND No. 785020

P/A DEME/1700
Subject: Central Despatch Office

REME. (4)
Land Forces Sub. Com, AC
(M.M.I.A.)

CC/7
27 April 45

Head Clerks & NCO's 1/e
Branches and Services

Reference Office Instruction No:79.

1. W.E.F. 30 April, a Central Despatch Office will function in Room 36.
2. ALL DESPATCH, excluding signals, will be handed into the Despatch Office at hourly intervals (starting 0930 hours daily). NO envelopes are required, except in the case of TOP SECRET documents, which will be handed, in a sealed envelope, to the Chief Clerk.
3. OUTGOING SIGNALS will be disposed of direct to the M.M.I.A. Signal Office (Room 21).

E. Gonnell
WO I,
CHIEF CLERK.

c/

Copy to:- Sigs Supt, M.M.I.A.

Pls Report to Note.

R
1. 8-94/14/45

REME

ACTA OFFICE INSTRUCTION NO. 88

PA. (20) EME 1700

1. Heads of Branches or Services wishing to employ additional Italian Civilian personnel will submit their applications to the "Q" Office on a proforma, specimen attached at Appx "A", countersigned by the head of the Staff Branch concerned.

2. Request will be made by "Q" to A.C. (G-I American) for applicants with the necessary qualifications to report to the section concerned with their Security Release forms. The Section will interview the applicant and notify "Q" Office whether he/she is considered suitable. If accepted the following particulars will be given:-

- (a) Full name, address and telephone number.
- (b) Previous employer.
- (c) Classified Duty for pay purposes.
- (d) Date on which employee is to start work.

The Security Release form will be attached to these particulars and will be passed by "Q" to GS1 for record purposes.

3. "Q" Branch will notify HQ Comat (Br) who will arrange for the employee's name to be included on the A.C. Payroll.

4. Employing sections will be responsible for ensuring that their employees are familiar with and carry out the rules as laid down in Appx "B".

5. All inter-section changes and discharges of Italian personnel will be carried out through the "Q" Office, who will in each case be notified as to the reason for the desired change.

(c) Classified Duty for any purposes.

(d) Date on which employee is to start work.

The Security Release form will be attached to these particulars and will be passed by "Q" to OSI for record purposes.

3. "Q" Branch will notify HQ Soudt (Br) who will arrange for the employee's name to be included on the A.C. Payroll.

4. Employing sections will be responsible for ensuring that their employees are familiar with and carry out the rules as laid down in Appx "B".

5. All inter-section changes and discharges of Italian personnel will be carried out through the "Q" Office, who will in each case be notified as to the reason for the desired change.

6. HQ Soudt (US) will be responsible for employing, paying and supervising Italian civilian personnel working in U.S. Messes. He will, however, notify "Q" Office for record purposes of all changes which may take place.

6 Apr 45

Colonel,
"A" Branch, MIA.

DISTRIBUTION:
Normal

8-93

Declassified E.O. 12356 Section 3.3/NND No. 785020

0770

0771

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

785020

Appx "A" to MMIA Office
Instruction No. 89

1. Employing Branch/Service _____
2. Type of Worker Required _____
3. Necessary Qualifications _____
4. Reason for Application _____
5. Signature of Head of Section _____
6. Countersignature of Head of Branch/Service _____

0772

Declassified E.O. 12356 Section 3.3/NND No. 785020

Appl "B" to MMIA Office
Instruction No. 88

RULES FOR ITALIAN CIVILIAN PERSONNEL WORKING IN MMIA OFFICES

1. The hours of work are:-

Mornings 0830 - 1230 (Sundays 0900 - 1230)

Afternoons 1400 - 1800

2. Employees on arrival and departure, morning and afternoon, will sign a book entering the time in each case. For personnel working in the Accounts Section a book will be provided in that office, other personnel will sign a similar book which will be kept by the NCO on the desk at the entrance by the lift.

3. Each employee will be given either one day off per week or, at the discretion of the employing section, two half days off per week. These will be arranged by the section concerned.

4. Meal tickets may be bought from Capt HYDE twice a month at the cost of 10 lire per meal. The time of the mid-day meal is from 1230 - 1330 hrs.

5. Salaries are paid twice a month as notified in A.C. Bulletin.

6. The telephone will be used only for official business.

7. No visitors are permitted in offices.

8. When it is necessary to collect information concerning civilian personnel, it will be done through a senior clerk. Signorina MARISA TROBOLI will act as the senior clerk for this purpose.

0773

Declassified E.O. 12356 Section 3.3/NND No. 785020

REME
P/4
EME/1700

OFFICE INSTRUCTION NO. 27

MORNING CONFERENCE

For 28 Apr the following officers, as listed below, will attend the morning conference at 0830 hrs. No other officers will be present unless specially detailed, or as representing a number who is absent.

"G"		
GSO I	Lt. Col. S. M. INGLEDEN, OMS, MD	
Asst G-3	Major R. B. FINKLEY	
GSO III (SD)	Major I. J. W. SHAWTON	
GSO II (W2)	Major J. A. N. CHICHE	
GSO II (C) (H)	Major C. F. AMERIN	
GSO III (Int)	Capt. F. R. SNEY	
GSO I (Ing)	Lt. Col. J. N. SCOTT	
GSO II (Ing)	Major M. C. HENDER-KING	
SORE II	Major R. C. COOPERSTONE	
SO II R.SIGS	Major W. CALVERT	
"A"		
Col "A"	Col. W. HOISLER, OGO, MC	(1)
C-1 (A)	Capt. H. J. PIGOT	(1)
DAG (FS)	Major D. S. L. GREGOR	
DAG (O)	Major J. A. DOERS	(1)
S/G "A"	Capt. T. H. R. MAXWELL	
S/G "A"	Capt. S. P. ARCHER	
ADAMS	Lt. Col. J. McCLEN	
ADMS	Lt. Col. W. A. HENRY, MRS, MC	(1)
S/G Med	Capt. ... W. J. COOPER	
DPM	Capt.	
"Q"		
Col. "Q"	Col. F. J. HOLLIS, OMS	
Deputy G-4	Col. F. L. SIMONS	
ADMS	Lt. Col. B. A. CUTTLES	
Asst G-4	Lt. Col. T. T. ROSE	
IG (CH)	Major ... G. ...	

Declassified E.O. 12356 Section 3.3/NND No. 785020

Med. M. A. MANNING
Med. P. C. CORPUSCONE
Med. W. GILLESPIE

SSC II (Tug)
SOB II
SO II R. SIGS

Col. '11' Col. M. EDISLER, 350, MC } (1)
OR
Capt. H. J. PARENT
Maj. D. S. L. OGDEN } (1)
Maj. J. A. DEES }
OR
Capt. T. N. R. MANNING }
Capt. S. P. ARCHER }
Lt. Col. J. MCALPIN }
Lt. Col. W. L. HAYATE, 121, MC } (1)
OR
Capt. J. W. J. COOPER
Capt.

"12"

Col. '13' Col. T. J. NOLAN, 088
Deputy G-4 Col. E. L. SIMONS
LQMG Lt. Col. R. A. GERRARD
Asst G-4 Lt. Col. T. T. ROSE
IC (MOV) Maj. B. C. ZIMM
Asst ADST Lt. Col. E. P. CURTIS, 110
DAGS (Gr) Maj. P. F. GREENWOOD
DAGS Maj. C. A. HALL
DAGS Maj. P. W. SUYS

8-90

Capt. G. F. HEDL, 110, DCM
Observation Officers visiting HQ.

MOV = CAPT THE LORO WESTBURY on CAPT WMA EVANS.

6 April 1945

PER/10

DISTRIBUTION:

Normal

CLAYTON P. KERR, Col.
for Major General,
M. H. I. A.

0773

Declassified E.O. 12356 Section 3.3/NND No. 785020

AMENDMENT No: 1

to

OFFICE INSTRUCTION No:85

Para 1 - DELETE	"Ordnance	1"
INSERT	"Q(OS)	1"
	"Ord. Records	1"
	"Arty Records	1"

25 April 45

Distribution:- NORMAL

82.9

W.O. I,
Chief Clerk, M.M.I.A.

REME

EME/1700

Please amend p/p
JFW

W.O. I.

0778
Declassified E.O. 12356 Section 3.3/NND No. 785020

Subject : Discipline. Misuse of Transport.) PLAV (23)
EME/1750

Land Forces Sub Comm.A.C.
M.M.I.A.
R O M E.
A 266.

22nd April, 45.

To : Ministry of War.

W.D. Ambulances.

1. It is reported that in certain cases Italian Units are using Motor Ambulances as load and personnel carrying vehicles. This is gross misuse of special transport which is already in short supply.
2. You will therefore issue clear and concise orders to all Italian Commands laying down that Motor Ambulances will on no account be used for any purpose other than their proper use; i.e., transport of wounded and sick, medical supplies and Personnel of the Italian Medical Corps.
3. Your orders should state that severe disciplinary action will be taken against future offenders, and that all officers are held responsible for ensuring that this order is obeyed.

/wsi

Copies to : Medical M.M.I.A.
S AND T
ROME
" —

W. PIDSLEY. Colonel
for Major General
M.M.I.A.

0777

Declassified E.O. 12356 Section 3.3/NND No. 785020

22

COPY INCOMING SIGNAL

FROM: DISTHREE
TO : ROME AREA,
201 SUB AREA
INFO: INDIA
HQ
ALCON
REF : GO 451

221240

SECRET

IMMEDIATE

P/A
BME/1700

FIRST (.) WNF 231200 B APRIL HQ TWO DIST
CLOSES PRESENT LOCATION AND DISTHREE TAKES
OVER FOLLOWING DISTWO RESPONSIBILITIES (.)
A (.) HQ 201 AND 209 SUB AREAS AND PRESENT
TERRITORY OF THESE AREAS (.)
B (.) ADMIN BRIT ELEMENT ROME AREA (.)
C (.) FUNCTIONS CO-OPERATING ALLIED UNIT IN ALL P B S
TERRITORY SOUTH OF ROME AREA AND IN P B S
TERRITORY NORTH OF ROME AREA AND SOUTH OF SOUTHERN
B D Y OF COMPARTIMENTO OF TOSCANA (.)
D (.) M S AND DISCIPLINE MATTERS ETNA (.)
SECOND (.) HQ 201 SUB AREA IS PLACED
UNDER COMD ROME AREA (.) HQ 209 SUB
AREA COMES UNDER DIRECT COMD THIS HQ (.)
THIRD (.) O P INSTRUCTION AND NECESSARY AMENDMENTS
TO 3 DIST O P INSTRUCTION OF 12 FOLLOW (.)
FOURTH (.) ALL INFORMED

SD DISTRIBUTION:

G/1
A
Q.1

Q.E.
Q(AE)
Q(OS)

8287

LAB
ROME

X
RE
MOV

24/4/45

0778

Declassified E.O. 12356 Section 3.3/NND No. 785020

DAIME

(21)

Subject: S.S.C. MIA.

To : /AS

/A

/2

/OR

ADJ

ADJ

ADJ

Attention is directed to Office Instruction No. 7b, especially para 4, with regard to the submission of proposals to the S.S.C. MIA.

Col.

105-102

19 APR 65

P/A 1700

R

25/4/42

07791

Declassified E.O. 12356 Section 3.3/NND No. 785020

P/A-20

OFFICE INSTRUCTION No 85

17 APR 1943
1. The normal distribution for Office Instructions issued by Branches of ISIA will be as follows :-

MA for GOC	1
Chief of Staff	1
G(ops and SD)	2
G.S.I.	1
L.Os.	3
G (Trg)	1
"A"	2
"Q" (os)	2
Q (NOT)	1
RE	1
X	1
ST	2
Medical	1
ORD RECORDS	1
ORD RECORDS	1
REME	1
ARTY RECORDS	1
Labour	1
Provost	1
Welfare	1
HQ Chief Clerk	2

0780

Declassified E.O. 12356 Section 3.3/NND No. 785020

Q (OS)	1
Q (MOY)	1
RE	1
X	1
ST	2
Medical	1
ORD RECORDS	1
Ordinances	1
REME	1
ARTY RECORDS	1
Labour	1
Provost	1
Welfare	1
HQ Chief Clerk	2
Interpreters Sec	1
Signal Office	1
Camp Comdt (Br)	1
HQ Comdt (US)	1

2. Distribution as in para 1 will be known as "Normal" distribution and will be referred to as such on Office Instructions.
If additional distribution is desired, this will be indicated in the following manner :-

"DISTRIBUTION:-

Normal, plus all officers MIA".

3. All Office Instructions will be issued on HQ Chief Clerk's file CC/1, and the number of the Office Instruction will be obtained from the HQ Chief Clerk.

4. Heads of services wishing to publish (or to insert matter in) office instructions will apply to their parent branch.

8285

..... 2/

0781

Declassified E.O. 12356 Section 3.3/NND No. 785020

- 2 -

5. Chief Clerk will be responsible for advising on cancellation of obsolete instructions or amending out of date ones.

W. P. Delany

Col. "A"

Distribution: "NORMAL"

ek

Declassified E.O. 12356 Section 3.3/NND No. 785020REME

[MMIA OFFICE INSTRUCTION No.] 4

Italian Army Transport

1. Following on the reorganisation of the Italian Army transport, the creation of Italian A.T. Technical Directorates and increase in establishment of MMIA the following redistribution of duties will take place forthwith.

2. Responsibility for action concerning
- (a) Italian Army repair organisation including provision and storage of tyres and spare parts.
 - (b) Revision of Order of Battle for Units falling within the Directorate of Motor Engineering, will be assumed by R.E.F.E. ST will hand over all relevant files and records on the above subjects.

3. S.T. and R.E.F.E. will submit to G(S) through C proposals for dividing Category 1(C) Section VI units into
- Section VI A Transport Units
 - VI F REME

4. S.T. will continue to be responsible for vehicle registration and distribution as well as the other duties in connection with transport hitherto performed by them and not mentioned above.

12 Apr 45
DISTRIBUTION

All R.F.I.A. LO'S

INTERNAL

All Branches & Services

INNOVATION
F.J. WOATES Col.
D.A.M.C.
R.F.I.A.

R

18/4/45

8284

P/A in old file to be
renamed EME/1700

MAIA OFFICE INSTRUCTION NO. 79

1. The following reorganization by HQ MAIA will take effect from Monday, 9 April 1945.
2. The Staff will consist of the following Branches with affiliated services as shown:-
 - (a) G (SD & Ops) - R.E., Sigs., Liaison and Intelligence.
 - (b) G (Training)
 - (c) A.G. Branch - Medical, Provost, Welfare, Clerical.
 - (d) QMG Branch - S.T., Catering, Ordnance, E.M.E., Labour.
3. The Special Section will be disbanded.
4. A.G. Branch will be responsible for supervision of Camp Comdt and Chief Clerk's section.
5. Q.M.G. Branch will be responsible for supervision of supplies, transport and accommodation through the Camp Comdt.
6. The Chief Clerk will be responsible to the head of A.G. Branch for:-
 - (a) The supervision of all clerks, general office routine, discipline and welfare.
 - (b) The keeping of duty rosters and promotion lists and issue of detailed instructions to clerks in accordance with orders received.
 - (c) Organization and control of the central receipt and despatch office.
 - (d) Coordination where necessary between the head clerks of branches and services on matters of office routine.
7. Head Clerks of branches and services will similarly be responsible to their head of branch for the general routine of their branches or sections.
8. Office Procedure will generally follow British lines subject to instructions notified from time to time regarding detailed interior methods.
9. Correspondence (including signals) will be issued and received under the address "M.M.I.A." and not that of particular branches. The central receipt and address will be responsible for delivering to branches, sections or other

Declassified E.O. 12356 Section 3.3/NND No. 785020

- (a) The supervision of all clerks, general office routine, discipline and welfare.
- (b) The keeping of duty rosters and promotion lists and issue of detailed instructions to clerks in accordance with orders received.
- (c) Organisation and control of the central receipt and despatch office.
- (d) Coordination where necessary between the head clerks of branches and services on matters of office routine.
7. Head Clerks of branches and services will similarly be responsible to their head of branch for the general routine of their branches or sections.
8. Office Procedure will generally follow British lines subject to instructions notified from time to time regarding detailed interior methods.
9. Correspondence (including signals) will be issued and received under the address "M.M.I.A." and not that of particular branches. The central receipt and despatch office will be responsible for delivering to branches, sections or other addressees. Branches and sections will be responsible for their own registering and filing system using the recognized distinguishing letters of the alphabet with their own numbering system.
10. The Signal Office will pass all incoming letters and signals to, and receive all outgoing letters from the chief clerk. Outgoing signals will continue to be delivered direct to the signal office by the originating branch or service.

2 April 45

/wk

DISTRIBUTION:

MA for GOC

COS

All Branches & Services MMIA

Chief Clerk MMIA

Compo Comdt.

W.P. Piddery Colonel
to Major General,
M. M. I. A.

8283

R.E.M.E.

K.E.N.

ITALIA OFFICE INSTRUCTION NO. 76

1. All clothing and individual equipment, and all other stores such as palliases, tents, blankets, bedding and other items which have previously been placed on allotments to National commitments, will be issued to US-III and BR-III Units only on allotment basis. No issues of such stores will be made direct from ITI-III Depots to US-III or BR-III Units. C/AS will handle such stores only on allotment basis and not to individual Units, except ITI-III Units. Issues of such stores to US-III and BR-III Units will be as follows:

- (a) US-III - Allotment to MFCUSA and to individual US-III Units by MFCUSA.
- (b) BR-III - Allotment to BR-III Bulk Depot and to individual Units from BR-III Bulk Depot by C/OS.

2. Requisitions for all other Italian Stores or equipment will be handled as follows:

- (a) Requisitions from US-III and ITI-III Units will be handled initially by C/AS.
- (b) Requisitions from BR-III Units will be handled by C/OS, who will pass to C/AS for authorization of items required for issue from ITI-III stocks.
- (c) C/AS and C/OS will screen requisition and recommend issue not in excess of the normal Italian issue.
- (d) In all cases the following information must be shown on requisition:-

(a) US-III - Allotment to MCOUSA and to individual US-III Units by MCOUSA.

(b) BR-III - Allotment to BR-III Bulk Depot and to individual Units from BR-III Bulk Depot by Q/CS.

2. Requisitions for all other Italian Stores or equipment will be handled as follows:

(a) Requisitions from US-III and III-III Units will be handled initially by Q/AS.

(b) Requisitions from BR-III Units will be handled by Q/CS, who will pass to Q/AS for authorization of items required for issue from III-III stocks.

(c) Q/AS and Q/CS will screen requisition and recommend issue not in excess of the normal Italian issue.

(d) In all cases the following information must be shown on requisition:-

- (i) Total authorized.
- (ii) On Hand.
- (iii) Balance Required.

(e) Issues will be authorized by Q/AS only after it is determined that a surplus exists to the needs of the III-III Category Units which exist or which are proposed.

(f) Disapproved requisitions will be submitted by Q/AS to 2 i/c through 'Q' for confirmation.

(g) All requisitions for III-III Stores for BR-III Combat Units, incl. RIC, will be referred by Q/AS to 2 i/c, thru 'Q', before issue is authorized.

Q/AS/1e

3 Apr 1945

Distribution:

All Branches & Services, M.I.A.
All M.I.A. LOS.

F. J. MOSES, Col.
D.A. & Q.M.G.
M. K. I. A.

8282

0787

Declassified E.O. 12356 Section 3.3/NND No. 785020REME
(16)M.M.I.A. Office Instruction No. 73

1. Officers wishing to visit Formations, Units or Installations outside ROME will submit an application for a Movement Order to the 'Q' Office. It will contain the particulars necessary to complete the Movement Order (specimen proforma attached at Appx 'A') which will be signed by Col 'Q' and will act as the authority (travel order) for the journey. Under the sub-heading "Nature of Duty" a brief description will be given as to whom it is intended to visit and the object of the visit. In order to assist in the most economical use of transport this application will be submitted as early as possible.
2. Officers will ensure that, prior to leaving the HQ, the L.Os of the areas concerned are informed of their proposed visit and the reason for it. On completion of the tour a written memorandum will be sent to the L.Os on any pertinent points resulting from it.
3. This Office Instruction supercedes No. 25.

PFF/10


CLAYTON P. KERR, Colonel
for Major General,
M. M. I. A.25 Mar 1945DISTRIBUTION:All Branches & Services.
ALL MMIA LOs.

8281

0788

Declassified E.O. 12356 Section 3.3/NND No. 785020

MOVEMENT ORDER No. _____

The undermentioned are authorised to travel by :

Rail }
Road }
Air }
Sea }

from _____ to _____

and to return to _____ on completion of duty.

Date of Departure _____

Date of return _____

Nature of duty _____

8280

For Major General
Land Forces Sub Commission, A.C.
(M.M.I.A.)

0789

Declassified E.O. 12356 Section 3.3/NND No. 785020

M.M.I.A. Office Instruction No. 73

15

1. Officers wishing to visit Formations, Units or Installations outside ROME will submit an application for a Movement Order to the 'Q' Office. It will contain the particulars necessary to complete the Movement Order (specimen proforma attached at Appx 'A') which will be signed by Col 'Q' and will act as the authority (travel order) for the journey. Under the sub-heading "Nature of Duty" a brief description will be given as to whom it is intended to visit and the object of the visit. In order to assist in the most economical use of transport this application will be submitted as early as possible.
2. Officers will ensure that, prior to leaving the HQ, the L.Os of the areas concerned are informed of their proposed visit and the reason for it. On completion of the tour a written memorandum will be sent to the L.Os on any pertinent points resulting from it.
3. This Office Instruction supercedes No. 25.



CLAYTON P. KERR, Colonel
for Major General,
M. M. I. A.

PPT/lc

25 Mar 1945

DISTRIBUTION:

All Branches & Services.
ALL MMIA LOs.

Major Edwards : 

8679

0790

Declassified E.O. 12356 Section 3.3/NND No. 785020

MOVEMENT ORDER No. _____

The undermentioned are authorised to travel by :

Rail)
Road) from _____ to _____
Air
Sea)

and to return to _____ on completion of duty.

Date of Departure _____

Date of return _____

Nature of duty _____

For Major General
Land Forces Sub Commission, A.C.
(M.M.I.A.)

8578

10791

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

785020

CC/1

OFFICE INSTRUCTION

NO. 12

1. Lt. Col. HOWARD ceases to be MMIA Liaison officer with the AMTOWA GP (16 Mar 45).
2. He will in future be employed as Senior Liaison Officer with all the Combat G's and for any other special Liaison work as directed.
3. All correspondence, AM. Instr. to. concerning the Liaison side should be marked SLC (Senior Liaison Officer) on the distribution list.
4. All correspondence for Lt. Col. HOWARD will be retained at H. M. I. A. A tray will be kept by the Chief Clerk for this purpose marked SLC.
5. When in Rome, Lt. Col. HOWARD will work in the Duty and Visiting Liaison Officers Room No. 21 Tel. 470326.

L. M. J. [Signature]

Lt. Col. U.S.
M.M.I.A.

19 Mar. 45

DISTRIBUTION: Normal

8077

0792

Declassified E.O. 12356 Section 3.3/NND No. 785020

Major Edmunds

Rev-14

M.I.I.A. OFFICE INSTRUCTIONS No. 70

13

STANDING ORDERS FOR M.I.A. - 33 MILITARY MISSION

9/12

1. PARKING

- i. (a) All vehicles, with the exception of those specifically authorized by the Comd to be parked in "A" Area, will be parked on the Ninth floor of the Super Garage.
- (b) Each vehicle has a lock-up bay allotted, and it will be locked whenever the driver is away. The keys will be left in the M.I. office at all times.
- (c) No vehicle will be left outside its lock-up unless placed in an officially authorized and guarded car park in accordance with GAO 169/45.
- ii. (a) No vehicle will leave the garage unless detailed by an officer or the M.I. Sjt.
- (b) All vehicles will be registered out in the M.T. Office.
- (c) Work-tickets will be kept in the M.T. Office when the vehicle is not in use, and will be taken by the driver before each journey, when he reports to register out.

2. PROCEDURE FOR DETAILING VEHICLES.

The method of detailing vehicles will be as follows:-

- (a) The officer requiring a vehicle will ring up the M.T. office. (M. 843364) for his driver to deliver the truck or car to a given place at a given time.
- (b) Drivers before going out on a detail, will report to the NCO on duty at the Super Garage and draw work-tickets, specifying by whom they were detailed, the persons or load to be carried, destination, and approx time away.
- (c) The NCO on duty will enter the above particulars in the Detail Book.

(b) All vehicles will be registered out in the M.T. Office.

(c) Work-tickets will be kept in the M.T. Office when the vehicle is not in use, and will be drawn by the driver before each journey, when he reports to register out.

2. PROCEDURE FOR DETAILING VEHICLES.

The method of detailing vehicles will be as follows:-

(a) The officer requiring a vehicle will ring up the M.T. office. (H.843384) for his driver to deliver the truck or car to a given place at a given time.

(b) Drivers before going out on a detail, will report to the NCO on duty at the Super Garage and draw work-tickets, specifying by whom they were detailed, the persons or load to be carried, destination, and approx time away.

(c) The NCO on duty will enter the above particulars in the Detail Book.

(d) Drivers returning from a detail will, immediately they are dismissed, book in to the NCO on duty at the Super Garage.

(e) The NCO on duty in the M.T. Office will ensure that all entries in the detail book are correctly kept, and will himself initial the book after each entry.

(f) Work-tickets will be handed into the M.T. Office on completion of each days work.

(g) A separate entry will be made on the work ticket for each day on which the car is used. The only persons authorised to sign work-tickets are the officer using the vehicle or the M.T. sergeant.

4. M.T. PERSONNEL

(a) All drivers not on detail will report to the M.T. Sgt at the Super Garage at 0800 hrs and 1400 hrs daily. Patmen drivers not on detail will report on completion of their batmens duties by not later than 1030 hrs.

8-76

...../ 2

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- (b) All M.T. personnel not on detail will remain in the garage working on their vehicles during the recognised working hours, i.e. 0800-1230 1400-1730. Drivers will only leave with the authority of an officer or the M.T. Sjt as in (5) above.
- (c) Drivers will remain with vehicles when they are in Workshops unless otherwise ordered by M.T. Officer or Sjt.
- (d) Drivers will report any defects, on completion of detail, to the HQO on duty at the Super Garage.
- (e) Drivers going on a detail will be properly dressed at all times.
- (f) Duty-driver will be on duty in the M.T. Office and garage from 1730 to 0800 and 1200 to 1400 hrs daily. Each driver will be responsible for locking up his vehicle, when not in use, in the lock-up provided, and handing in the key to the M.T. Office. Orders for duty drivers are issued separately.

5. MAINTENANCE

- (a) The daily task is published on the notice board outside the M.T. Office; this will be carried out by all drivers and the necessary entries made in AB412 and countersigned by M.T. HQO weekly.
- (b) There will be NO EXCUSE for lack of maintenance.
- (c) Each vehicle will be off the road for 1 day each month for the DMs 406 inspection, and 1 day per month for W/S inspection. The driver is responsible for delivering on the day stated. Inspection dates will be posted on the notice board at the Super Garage, and, in addition, officers who are affected will be notified at least 48 hours in advance.
- (d) Should the time or date be OPERATIONALLY unsuitable to the officer to whom the vehicle is allotted, he will notify the M.T. Office in good time in order that the necessary change in the programme can be made.
- (e) Vehicles will only be driven by their allotted drivers. Officers will only drive cars in accordance with the provisions of GNO 529 of 1943.
- (f) P.O.L. will normally be drawn at the A.C.O. pump at the Super

0795

- (a) The daily task is published on the notice board outside the M.T. Office; this will be carried out by all drivers and the necessary entries made in AB42 and countersigned by M.T. NCO weekly.
- (b) There will be NO EXCUSE for lack of maintenance.
- (c) Each vehicle will be off the road for 1 day each month for the DMs 406 inspection, and 1 day per month for W/S inspection. The driver is responsible for delivering on the day stated. Inspection dates will be posted on the notice board at the Super Garage, and, in addition, officers who are affected will be notified at least 48 hours in advance.
- (d) Should the time or date be OPERATIONALLY unsuitable to the officer to whom the vehicle is allotted, he will notify the M.T. Office in good time in order that the necessary change in the programme can be made.
- (e) Vehicles will only be driven by their allotted drivers. Officers will only drive cars in accordance with the provisions of GAO 323 of 1943.
- (f) P.O.L. will normally be drawn at the A.C.C. pump at the Super Garage.
- (g) Work-tickets will be filled up in ink except for P.O.L. and mileage.
- (h) A.Bs 442 will be kept properly so that they give complete history of the P.O.L. drawn by, and repairs carried out on, the vehicle.
- (i) In the event of an accident in which a W.B. or requisitioned vehicle is involved AFA 3684 will be made out at the scene of the accident; AFA 3684 form will be carried at all times in each vehicle.
- (j) The following speed limits will be obeyed:-

In ROMS Area	-	All vehicles	25 M.P.H.
Staff Cars			55 "
M/Cs			40 "
Cars 2 seater incl JMBPS			40 "
Truck up to and incl 1 ton			35 "
Trucks over 1 ton up to 3 ton			30 "
Trucks over 3 tons			20 "

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

785020

6. GENERAL

S & T will render a weekly report to A/Q giving particulars of any HQ vehicles which have failed to report to the Super Garage for adequate maintenance.

9 Mar 1945

DISTRIBUTION:

All of Office HQ AMIA
T.O. for Tpt Sjt.

F. J. Noakes
F. J. NOAKES, Col.
D.A. & Q.M.G.

8-75

0797

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

785020

P/A in EMG/1700

Maj Hall

(12)

M.M.I.A. OFFICE INSTRUCTION No.69

REORGANISATION OF Q/G4 RESPONSIBILITIES

1. W.e.f. 2 Mar 45 the responsibilities of Q/G4 are allotted as Appx A.

2. Ord Records.

Officer i/c Ord Records is responsible to Q/AE for all records of clothing and equipment stocks held in depots other than the Directorate of Artillery. He is empowered to order movements of stocks between depots but the authority to authorise issue to units is that of Q/AE.

3. Arty Records.

Officer i/c Arty Records is responsible to Q/AE for all records of all items controlled by the Italian Directorate of Artillery. He is empowered to order movements of any stocks between depots but the authority to authorise issues to units is that of Q/AE.

2 Mar 45

F. J. Noakes
F. J. NOAKES Colonel.
D.A. & Q.M.G.
M.M.I.A.

DISTRIBUTION

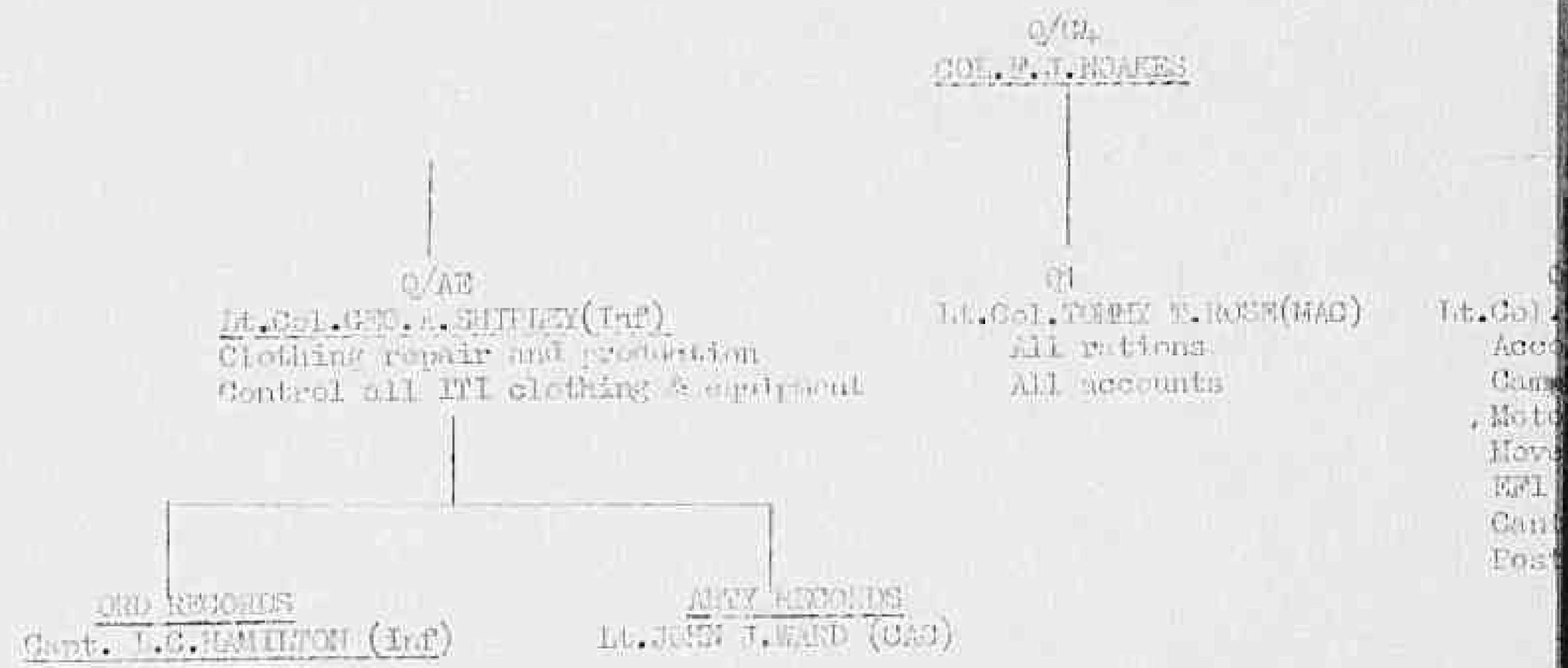
MA for Comd.
C.O.S.
All Offrs HQ MMIA
All MMIA Outstations.

R

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Declassified E.O. 12356 Section 3.3/NND No. 785020



NOTE: (i) Lt. Col. George A. Shipley is Deputy Q/AB.
(ii) Senior Officer only in each Section is shown.

0799

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

785020

APPX 'A'

O/G
COL. F. J. HONES

O1
Lt. Col. RAY T. ROSE (MAC)
All rations
All accounts

O2
1st. Col. J. A. CURTIS R.A.
Accommodation
Camps
Motor Tpt
Movements
RFI
Canteens
Postal

O/O3
Major F. S. GREENWOOD RAO
All clothing
For BR-ITIS
All Ord Equipment
For BR-ITIS

8-73

ARMY SERVICES
Lt. JOHN I. WARD (CAS)

Display is County G4.
Each Section is shown.

SECRET

Subject :- Plan for Transport for Trocinone Camp (including Satellite Camp at Argenti)

ST/1309

1st March 45

LINO FORCES SUB COM A.C. (M.H.I.A.)
ROME
Tel : 459081 Ext 526

To :- S.M.R.E., Ufficio Automobilismo

Copies : RADM EMIA HQ
Divisione Tecnica Motorizzazioni, for para 5 (a)
Ministero Guerra
G (SD) MMIA HQ (War Establishments) for para 4

1. This letter confirms conversations Lt.Col. ALOIA - Major PARTIMAU on 21 Feb 45 and Lt. Col. SANTOMAURO - Major PARTIMAU on 28 Feb 45.
2. Motor transport for Trocinone Camp will be provided by Compagnia Trasporti Amministrativi Comando Roma. The vehicles concerned will be on permanent detached service under operational control of the Camp Commander, but will remain the responsibility of GHA Comando Roma for administration and substitution in the event of inefficiency.
3. GHA Comando Roma will provide the following vehicles to Trocinone :-
 - 1 Staff Car
 - 2 Motorcycles
 - 6 Autocarri
 - 2 Water Trucks.
4. Vehicle establishment (Organico automezzi) of GHA Comando Roma is hereby increased by the total of vehicles as per para 3.
5. Implementation of the assignment of vehicles to Trocinone will be as follows:-
 - (a) 3 Autocarri are already at Trocinone.
 - (b) 3 additional Autocarri were transferred from 1 PVE to GHA Comando Roma on 28 Feb 45 specifically for use at Trocinone.
 - (c) 2 Motorcycles will be provided forthwith to Trocinone by GHA Comando Roma from existing availability.

1. This letter confirms conversations Lt. Col. ALDO - Major RAPINAHU on 21 Feb 45 and Lt. Col. SANTOLUPO - Major RAPINAHU on 26 Feb 45.

2. Motor transport for Trocinone Camp will be provided by Campagna Transporti Amministrativi Comando Roma. The vehicles concerned will be on permanent detached service under operational control of the Camp Commander, but will remain the responsibility of CTA Comando Roma for administration and substitution in the event of inefficiency.

3. CTA Comando Roma will provide the following vehicles to Trocinone :-

- 1 Staff Car
- 2 Motorcycles
- 6 Autocarri
- 2 Water Trucks.

4. Vehicle establishment (Organico Automezzi) of CTA Comando Roma is hereby increased by the total of vehicles as per para 3.

5. Implementation of the assignment of vehicles to Trocinone will be as follows:-

(a) 3 Autocarri are already at Trocinone.

(b) 3 additional Autocarri were transferred from 1 PVB to CTA Comando Roma on 28 Feb 45 specifically for use at Trocinone.

(c) 2 Motorcycles will be provided forthwith to Trocinone by CTA Comando Roma from existing availability.

(d) 2 Water Trucks are being made ready by 1 Regia's Unit as first priority job, and will be transferred to CTA Comando Roma for onward despatch to Trocinone immediately available.

(e) Staff Car will be the subject of later instructions.

6. PGL will be provided by CTA Comando Roma from the allotment already authorised for that Company for March.

7. Please note that (as emphasised originally on 24 Feb 45 see para 1) the provision of MT and PGL for Trocinone must be treated as of highest priority by Comando Roma. Any unforeseen difficulty or circumstances should be referred at once to this HQ.

CCP/ag

Internal : Files ST/1101
ST/1202

K. Schmeier
(O.C. RAPINAHU)
Major RASO
for Lt. Col.
ADST, Land Forces Sub (A.C. (MIA))

0802

Declassified E.O. 12356 Section 3.3/NND No. 785020

Subject: Ambulance Car Sections (Italian Vehicles)

Land Forces Sub Comm.
A.C. (MMA)
ROME
M/3A/912
5 March 45

Ministry of War,
Direzione Generale di Sanita Militare

Further MMA letter M/3A/765 of 25 Feb. 45.

1. It is requested that a fortnightly return as at 9th and 24th of each month will be rendered by the Os.C. Nos. 1182, 61, 84, 85, 36 and 37 Ambulance Car Sections. The following data will be given:-

- (a) Strength - officers and other ranks
- (b) List of vehicles on strength of unit giving Targa number and state of efficiency. The location and/or unit to which vehicles are attached will be given for all ambulance cars.
- (c) Deficiencies of vehicles by types.

2. Territorial Medical Directorates will send a copy of the return to the Ufficio Servizi of the Territorial Command concerned and four copies to Direzione Generale di Sanita Militare, Ministry of War.

3. Ministry of War, D.G.S.M. will retain one copy, pass two copies to MMA and one to Ufficio Automobilistico, S.M.R.E.

Further MIA letter M/3A/765 of 25 Feb. 45.

1. It is requested that a fortnightly return as at 9th and 24th of each month will be rendered by the Os.C. Nos. 1482, 61, 84, 85, 36 and 37 Ambulance Car Sections. The following data will be given:-

- (a) Strength - officers and other ranks
 - (b) List of vehicles on strength of unit giving Targa number and state of efficiency. The location and/or unit to which vehicles are attached will be given for all ambulance cars.
 - (c) Deficiencies of vehicles by types.
2. Territorial Medical Directorates will send a copy of the return to the Ufficio Servizi of the Territorial Command concerned and four copies to Direzione Generale di Sanita Militare, Ministry of War.
3. Ministry of War, D.G.S.M. will retain one copy, pass two copies to MIA and one to Ufficio Automobilistico, S.M.R.E.

/REG

Copy to: MIA L.Os. concerned

'G'
'Q'
S/T
REME

8-71

W.A. Heggie

Major,
D.A.D.M.S.
Land Forces Sub Comm. AC. (MIA)

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

785020

0803

0304

Declassified E.O. 12356 Section 3.3/NND No. 785020

Major Edwards

M.M.I.A. OFFICE INSTRUCTION No.69

REORGANISATION OF Q/G4 RESPONSIBILITIES

1. W.e.f. 2 Mar 45 the responsibilities of Q/G4 are allotted as Appx A.

2. ORD Records.

Officer i/c Ord Records is responsible to Q/AE for all records of clothing and equipment stocks held in depots other than the Directorate of Artillery. He is empowered to order movements of stocks between depots but the authority to authorise issue to units is that of Q/AE.

3. Arty Records.

Officer i/c Arty Records is responsible to Q/AE for all records of all items controlled by the Italian Directorate of Artillery. He is empowered to order movements of any stocks between depots but the authority to authorise issues to units is that of Q/AE.

2 Mar 45

F. J. M. Mans
F. J. MANS Colonel
D.A. & Q.M.G.
M.M.I.A.

DISTRIBUTION

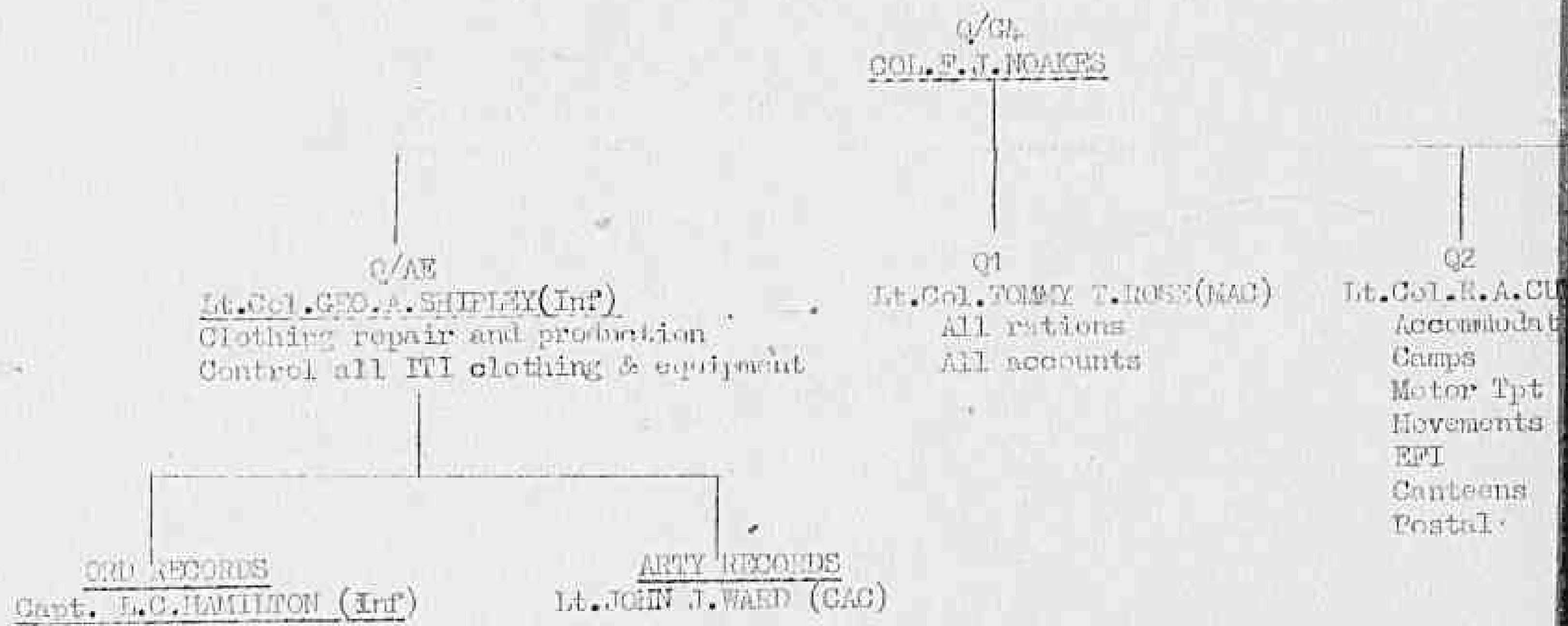
MA for Comd.
C.O.S.
All Offrs HQ MMIA
All MMIA Outstations.

R

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Declassified E.O. 12356 Section 3.3/NND No. 785020



NOTE: (i) Lt. Col. George A. Shipley is Deputy CL.

(ii) Senior OFFR only in each Section is shown.

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

785020

APPX 'A'

W/G4
COL. E.J. NOAKES

Q1

Lt. COL. TOMMY T. ROSE (NAC)
 All rations
 All accounts

Q2

Lt. COL. R.A. CUNNIES R.A.
 Accommodation
 Camps
 Motor Tpt
 Movements
 FFI
 Canteens
 Postals

Q/OS

Major F.S. GREENWOOD RAO
 All clothing
 for BR-ITIS
 All Ord Equipment
 for BR-ITIS

8169

W. WARD (CAG)

uty G4.

tion is shown.

0807

Declassified E.O. 12356 Section 3.3/NND No. 785020

Major Edwards

W.M.I.A. OFFICE INSTRUCTION No. 69

REORGANISATION OF Q/G4 RESPONSIBILITIES

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2 Mar 45

F. J. Hoakes
F. J. HOAKES Colonel.
D.A. & Q.M.G.
W.M.I.A.

DISTRIBUTION

MA for Comd.
C.O.S.
All Officers HQ MIA
All MIA Outstations.

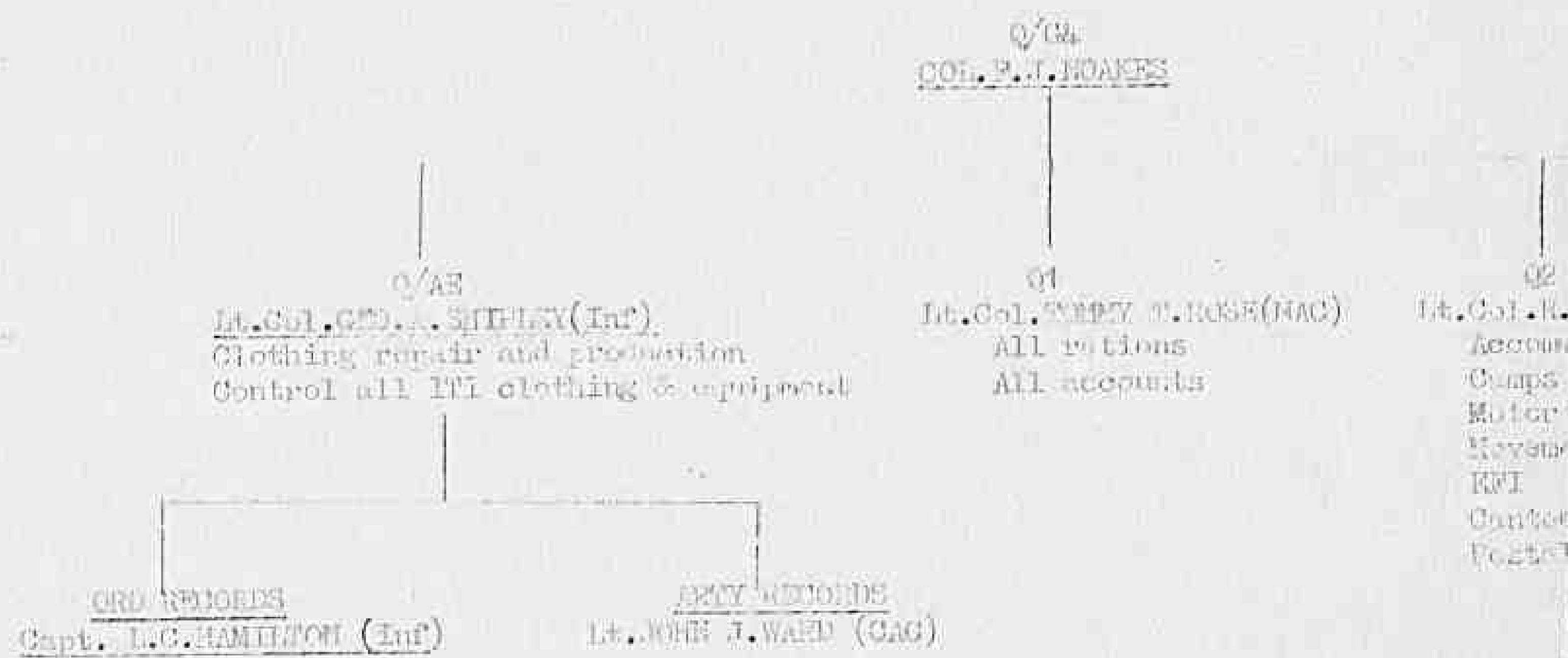
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Declassified E.O. 12356 Section 3.3/NND No. 785020



NOTE: (i) Lt. Col. George A. Shipley is Deputy Gl.

(ii) Senior OFTs only in each Section is shown.

0807

Declassified E.O. 12356 Section 3.3/NND No. 785020

Q/9
COL. F. J. ROBERTS

Q1
Lt. Col. TERRY E. ROBE (MAC)
All rations
All accounts

Q2
Lt. Col. R. A. CHATTERS R. A.
Accommodation
Camp
Motor Tpt
Movements
EPI
Canteens
Postal

Q/03
Major F. S. GREENWOOD RAO
All clothing
for BR-TIS
All Ord Equipment
for BR-TIS.

6787

from
equipment

Q/17
W. J. WARD (CAC)

Deputy G4.
ction is shown.

REME

MMIA OFFICE INSTRUCTION NO. 68

TRAFFIC ACCIDENTS

This instruction supersedes Office Instruction No. 55, which is hereby cancelled.

1. All ranks having vehicles on charge are responsible for being in possession of the following documents when driving:-

AB 412
authorised work ticket
Traffic Accident slip (AFM 3681)
Standing orders for drivers

2. If involved in any accident, the officer or driver concerned will at once, and on the scene of the accident, complete AFM 3681, in accordance with the instructions printed in the form, and also obtain statements from, and names and addresses of, any independent witnesses. Subsequent procedure will be as follows:-

(a) HQ M.M.I.A.

(i) OFFICERS will first report to DABQMS, and subsequently to ST (Tpt). The latter will, in conjunction with the officer concerned, be responsible for the completion of AFM 3676 and its immediate renditions to Claims Commission, together with all necessary documents.

(ii) DRIVERS will report to Camp Commandant and M.I. Sgt. The latter will be responsible for completion of AFM 3675, by interrogating the driver and from information contained on AFM 3681, and submitting it to ST (Tpt) for vetting and disposal to Claims and Camp Commandant.

Camp Commandant will be responsible for taking any necessary disciplinary action against drivers, and disposal of AFM 252 to O2E in the normal manner.

(b) OUTSTATIONS

Declassified E.O. 12356 Section 3.3/NND No. 785020

2. If involved in any accident, the officer or driver concerned will at once, and on the scene of the accident, complete AFA 3681, in accordance with the instructions printed in the form, and also obtain statements from, and names and addresses of, any independent witnesses. Subsequent procedure will be as follows:-

(a) HQ M.M.I.A.

(i) OFFICERS will first report to DAQMS, and subsequently to ST (Tpt). The latter will, in conjunction with the officer concerned, be responsible for the completion of AFA 3676 and its immediate renditions to Claims Commission, together with all necessary documents.

(ii) DRIVERS will report to Camp Commandant and M.T. Spt. The latter will be responsible for completion of AFA 3676, by interrogating the driver and from information contained on AFA 3681, and submitting it to ST (Tpt) for vetting and disposal to Claims and Camp Commandant.

Camp Commandant will be responsible for taking any necessary disciplinary action against drivers, and disposal of AFA 252 to G2E in the normal manner.

(b) QUESTIONS

AFA 3676 will be completed in duplicate by the LO concerned (from information contained on AFA 3681 and by interrogating the driver); the original, together with driver's and witnesses' statements will be sent direct to the local Claims Commission, and duplicates to HQ MIA for information.

LOs will make such arrangements as may be necessary with local units with regard to preferring charges against drivers, and notify the Camp Commandant of action taken in this respect.

23 Feb 45

/w

DISTRIBUTION:
All Branches & Services
All MIA LOs

F. J. NOAKES, Col.
DA & QMS,
M. M. I. A.

8166

[Handwritten signature]

Declassified E.O. 12356 Section 3.3/NND No. 785020*Capt Edwards*WIA Office Instruction No. 67.THE GRADING AND HANDLING OF CLASSIFIED DOCUMENTS.1. INTRODUCTION.

For clarification of the correct grading and handling of correspondence having a security classification the following notes are set down for compliance by all concerned in this H.Q.

2. CLASSIFICATION.

By classifying documents and files correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated.

The following classification definitions and examples will be of assistance: -

(a) TOP SECRET

Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Allies.

EXAMPLES:

- (i) Plans of particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

ESTABLISHMENT OF CLASSIFICATION:

It will be the general policy of this H.Q. that the "responsibility level" of officers authorised to classify material as TOP SECRET will be the First Grade Staff Officer level.

(a) TOP SECRET

Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Allies.

EXAMPLES:

- (i) Plans of particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

ESTABLISHMENT OF CLASSIFICATION:

It will be the general policy of this H.Q. that the "responsibility level" of officials authorized to classify material as TOP SECRET will be the First Grade Staff Officer level.

(b) SECRET

Definition: Documents, information, or material the unauthorized disclosure of which would endanger Allied Security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

EXAMPLES:

- (i) Particulars of operations in progress
- (ii) Plans or particulars of operations not included under TOP SECRET.
- (iii) Adverse reports on general morale affecting major operations.

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(c) cont'd/sheet 2

Declassified E.O. 12356 Section 3.3/NND No. 785020

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Declassified E.O. 12356 Section 3.3/NND No. 785020

-2-

CLASSIFICATION(Contd.)

(c) CONFIDENTIAL.

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples

- (i) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative purposes.
- (ii) Unit movements of non-operational significance in areas within or adjacent to operational theatres.

3. HANDLING OF TOP SECRET DOCUMENTS AND FILES.

TOP SECRET documents will be passed BY HAND OF OFFICER, or through the Chief Clerk in person, only to those officers directly concerned with the information contained therein.

TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES.

Grading. A file will be graded according to the most highly graded document on that file. Individual letters or other matters will be graded according to their own content and NOT in accordance with their relation with any other document or file. Extracts from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category.

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Down-Grading. When a document or file is down graded a note of the new classification allotted to it will be made on the document or file. This note will be signed and dated by the officer authorizing such down grading, who will, in all cases where practical, be the officer originally responsible for the classification.

8164

ts.

DISTRIBUTION:

All Officers, MMIA
All Clerks' Offices, MMIA

L. M. England.

Lieut Colonel.

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

785020

0816

Declassified E.O. 12356 Section 3.3/NND No. 785020Capt Edwards

NMIA OFFICE INSTRUCTION

NO. 66

OFFICE ROUTINE

1. Clerks are at present having considerable trouble in getting hold of files for the purpose of placing correspondence on them. Delay on incoming letters and signals, between 20 and 30 of which remain unfiled each night, is now amounting to two and three days.
2. To improve matters, Officers will ensure that files they wish to retain (less TOPSEC files) are left in their IN trays on their tables, and not placed away in drawers etc. These files will be collected each evening by the duty clerk, and returned with correspondence to date by approximately 0830 hrs the following morning.
3. Files passed by clerks to other Branches are sent out on signature; where an Officer passes a file direct to another Branch, clerks' office will be informed.

8 Feb 45

fd

DISTRIBUTION:

All Officers, NMIA.
All Clerks' Offices, NMIA.

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[Signature]
Lt.-Col. *[Signature]*
General Staff.

R

0817

Declassified E.O. 12356 Section 3.3/NND No. 785020

Capt Edwards
(7)

MMIA Office Instruction
No. 58

Signal Messages to PBS

The following instructions are notified regarding signal messages for PBS:

1. (a) All messages for PENSOUTH (Southern District, Peninsular Base Section) should have a copy for information to PENBASE (Peninsular Base Section, Main).
(b) All messages for PENBASE should have a copy repeated for information to PENSOUTH.
2. The above procedure does NOT apply to messages addressed to PENSOUTH for MMIA LO. In such case no information copy need be passed to PENBASE.

16 Jan 45

Rex E. Pinkley
Lt. Col.
O. S.

R

Distribution:
All Officers, HQ MMIA.
All Clerk's Offices.

Declassified E.O. 12356 Section 3.3/NND No. 785020

Subject: Transport - Demands for.

REME (6)

Land Forces Sub. Comm. A.C.
(M. H. I. A.) ROME
2/5/8

6 Mar 1945

1. AS a result of the reorganisation of Italian Army Tpt now proceeding there are being formed four special G.T. Coys, which will remain at present under direct MHA control.

These will be located at -

ROME
NAPLES
BARI
GASTANZARO

2. Of the above the Coy at ROME is available for duty. Demands will be submitted 48 hrs in advance to Q2 on pro forma attached at App. "A". Only one copy is required.

3. Instructions concerning control of remaining Coys will be issued later to all concerned.

RAC/1c

R. A. Curties
R. A. CURTIES, Lt. Col.
A.C.E.C. (Q2)
M.H.I.A.

DISTRIBUTION:

All Branches and Services
MHA LO Naples
MHA LO Bari
MHA LO Taranto
Ministry of War

(Demands for tpt which can NOT be met by the G.T. Coys allocated to Ministry of War and Territorial HQ, may be submitted to Q2 by Ministry of War through appropriate Service at MHA who will endorse it if approved as an urgent necessity.

8161

Declassified E.O. 12356 Section 3.3/NND No. 785020App "A" to 6/5/8
dated 6 Mar 45.

PERMISSION FOR TPT

Ref

Date

1.

- a. Direction _____
- b. No. of vehicles required _____
- c. Details of load (to include approx weight) _____

- d. Where tpt required to report (full address) _____

- e. To whom to report (Name and/or designation of individual) _____
- f. Date and time required to report _____
- g. Arrangements made for escort (giving details of where escort is to be collected and where dropped) _____

- h. Where load is to be delivered _____
- i. Date essential delivery completed _____
- k. Any instructions for backload _____
- l. Any special instructions _____

Signature _____

m.

0820

Declassified E.O. 12356 Section 3.3/NND No. 785020

a. To whom to report (name and/or designation) _____

f. Date and time required to report _____

g. Arrangements made for escort (giving details of where escort is to be collected and where dropped) _____

h. Where load is to be delivered _____

i. Date essential delivery completed _____

k. Any instructions for backload _____

l. Any special instructions _____

m. Signature _____

n. Approved _____
Lt. Col.
AQW 82.

II. (For ST use)
ST 1212.

To: _____

8160
Vehicles have

Reference your demand for tpt No. _____ dated _____
been detailed as under.

No. of vehicles _____

Reported as required at _____ on _____

Remarks _____

Date _____ (Signed) _____ A.D.S.T.

Declassified E.O. 12356 Section 3.3/NND No. 785020OFFICE MEMO
No.3

CONFIDENTIAL.

Land Forces Sub Com, A.C.
(M.M.I.A.)
G/36
3 Feb 45.

As a matter of general principle members of Allied
Forces will refrain from any participation in Italian politics.

L.M. Ingledew.

Lt. Col
G.S.
M.M.I.A.

DIST:
All Offrs of MMIA.
(Incl outstation LAs.)

to.

R

0822

Declassified E.O. 12356 Section 3.3/NND No. 785020

CONFIDENTIAL

LAND FORCES SUB-COM. A.C.
(M.M.I.)
File No. G/36
2 Jan 45

OFFICE MEMO
No. 2

for info.
Extract from DISTANCE Signal $\sqrt{2}$ of 30 Dec. is given below

"ORVIETO signal address is ITALIAN RFT DEPOT ORVIETO (.)
Depot sends signals by phone through 9 Mil Prison ORVIETO
(.) any message addressed Italian Rft Depot thru 9 Mil
Prison will reach (.)"

D/L
Lt. Col.
G. S.

Distribution:

All Offrs MMLA HQ
All Clerk's Offices
Signals Office

8158

0823

Declassified E.O. 12356 Section 3.3/NND No. 785020

Subject: Office Accommodation.

Land Forces Sub Comm. A. C.
(M. M. I. A.) R O M E
S/A/38

----- 17 Mar 45. -----

1. The following change-over of offices will take place as soon as the necessary transfer of telephones can be arranged.
2. S.O.R. Sigs will please make these arrangements and inform Major Gregson when they are completed.

ST Clerks (part of) from Room 20 to Room 28
Interpreters (part of) from Room 21 to Room 20
Duty Officer & Visiting MMIA Officers from Room 37 to Room 21

D.S.L. Gregson
D.S.L. GREGSON, Major,
for Col DA & QMG,
M. M. I. A.

DSLW/wk

Distribution:
All branches & Services MMIA

8157

785020

HQ LIA - OFFICE INSTRUCTION

No. 74.

MEMORANDUM

I. Instructions have been received from AFHQ (authy AFHQ letter 210/Org 3 of 14 Mar, copy att) that w.e.f. 1 April a War Establishment Co ittee will be constituted at Land Forces Sub Commission A.C. (LIA) to investigate and coordinate all new war establishments and amendments to existing war establishments of the Italian Army units in the following categories -

- (a) ITI-ITI
- (b) BR-ITI including Italian Combat Groups

CONSTITUTION OF THE COMMITTEE

2. The committee will be constituted as follows:-

Chairman : GSO I (Ops and SD)

Members : Col 'A' or an officer of field rank nominated by him.
Col 'Q' " " " " " "
A U.S. officer not below field rank when IIT-ITI units
are under consideration

Secretary :	GSO II	(SD)

SCOPE OF THE COMITTEE

3. The committee will have the following functions:-

- (a) to ensure that all proposed establishments or amendments conform to Allied and Italian Army requirements.
- (b) to approve all establishments or amendments to ITL-ITI units.
- (c) to approve, subject to final approval of AFHQ, all new establishments or amendments to ER-ITI incl Italian Combat Group units without limitation of personnel, eqpt or vehs.
- (d) to promulgate and issue all establishments or amendments to existing establishments of units in categories listed in para I(b) above after final approval has been received from AFHQ.

SUBMISSION OF PROPOSALS

Col. V. A. U.S. officer not below field rank when IRL-ITI units are under consideration

Secretary : GSO II (SD)

SCOPE OF THE COMMITTEE

3. The committee will have the following functions:-
- (a) to ensure that all proposed establishments or amendments conform to Allied and Italian Army requirements.
 - (b) to approve all establishments or amendments to IRL-ITI units.
 - (c) to approve, subject to final approval of AFHQ, all new establishments or amendments to IRL-ITI incl Italian Combat Group units without limitation of personnel, eqpt or vohs.
 - (d) to promulgate and issue all establishments or amendments to existing establishments of units in categories listed in para I(b) above after final approval has been received from AFHQ.

SUBMISSION OF PROPOSALS

4. (a) IRL-ITI Service Units and Italian Combat Groups

Proposals will be submitted to WEC as follows:-

- (i) by Fifth and Eighth Armies and Nos 1, 2 and 3 Districts direct to G(SD) this HQ, copy to 15 Army Group and AFHQ, for all units under their command.
- G(SD) will circulate proposals to advisers and services for comment through staff channels as below:-

'G' Branch direct to Sigs and Engrs.

'A' Branch for Med, Provost, and Welfare.

'Q' Branch for S & T, Ord, REE Lab & V & ES.

8156

Sheet 2/.....

-2-

Service comments will be coordinated with War Ministry and when necessary with the branches and services of AFHQ and returned to G(SD) Branch through the staff branches concerned, who will endorse the service comments.

(ii) by AFHQ or 'F' BLU direct to the advisors, services or staff branches of the HQ. Proposals will not be prepared in detail by AFHQ but will be prepared by the appropriate staff branches or services at IIIA. They will then be submitted to G(SD) in quintuplicate, signed by the senior officer of the section and endorsed by the staff branch concerned as in para 4(a)(ii) above. All proposals will be coordinated with the War Ministry and AFHQ before submission. Proforma on which proposals will be submitted together with specimen layout for WEs are given in Appendices as below:-

- App 'A' - Proforma for submission of proposal.
- App 'B' - Normal WE for a HQ
- App 'C' - Normal WE for a unit comprising sub-units.
- App 'D' - Normal WE for a unit without sub-units.

(iii) Proposals emanating from this HQ will be coordinated with War Ministry and AFHQ and submitted as for para 4 (a)(ii) above.

(iv) Any proposals submitted direct by the BLU of the Combat Groups to services or staff branches will be forwarded at once to G(SD) branch who will return them to the Army or District concerned for resubmission through the correct channels.

(v) Staff branches and services will be required to sponsor before WEC any proposals which they submit and to attend in an advisory capacity meetings at which proposals from outside are being heard.

(vi) Any major reorganisation of units will receive the approval of AFHQ in principle before steps are taken to prepare proposals.

App 'A' - Proforma for submission of proposal.

App 'B' - Normal REC for a HQ

App 'C' - Normal REC for a unit comprising sub-units.

App 'D' - Normal REC for a unit without sub-units.

(iii) Proposals emanating from this HQ will be coordinated with War Ministry and AFHQ and submitted as for para 4 (a)(ii) above.

(iv) Any proposals submitted direct by the BLU of the Combat Groups to services or staff branches will be forwarded at once to G(SD) branch who will return them to the Army or District concerned for resubmission through the correct channels.

(v) Staff branches and services will be required to sponsor before REC any proposals which they submit and to attend in an advisory capacity meetings at which proposals from outside are being heard.

(vi) Any major reorganisation of units will receive the approval of AFHQ in principle before steps are taken to prepare proposals.

(b) ITL-ITI Units

(i) The War Ministry or any other HQ employing ITL-ITI personnel wishing to amend existing establishments or create new ones will forward their proposals to HQ LIMA (when they will be distributed to the staff branch concerned, i.e. G, A or Q)

(ii) The staff branch concerned will consider the proposal in principle and ensure from G(SD) that any increases are within the ceilings laid down.

(iii) If the proposal is agreed the staff branch will arrange for the preparation of the proposal in accordance with Appx 'A' and forward it to G(SD) branch for inclusion in REC agenda.

(iv) Approval by AFHQ will not be required for amendments to existing WEs or new WEs of ITL-ITI units so that coordination of proposals with AFHQ will only be necessary if AFHQ are interested in the units concerned.

-3-

- (v) ITI-ITI establishments will be prepared in detail in Italian by the War Ministry for circulation to Italian Units. Establishments in the British form are only required as a ready guide or summary of the number of personnel and type and the organisation of the unit. Establishments submitted to WEC therefore need only be submitted in outline and ranks will normally only be divided into the following categories:-

Senior Offrs (i.e. Majors and above)	} To be shown in detail To be shown in block only.
Junior Offrs (i.e. Capts and below)	
Senior NCOs	
Junior NCOs Ptes	

Distribution by specialists and trades will be included.

COMMITTEE PROCEDURE

5. (a) The committee will sit weekly on Thursdays in the Liaison Conference room at 1430 hrs or more frequently if necessary demands.
- (b) Agenda will be issued at least two days beforehand to all concerned.
- (c) Staff branches and services who will be required to attend the various meetings will be notified in the agenda of the time and date.
- (d) Decisions of the WEC will be issued in minutes, which will be forwarded with resulting amendments and establishments to AFHQ for approval, where necessary. In order that as little delay as possible may be experienced in receiving AFHQ approval it is essential that proposals or comments should be coordinated in principle with AFHQ before the WEC meeting.

PROMULGATION OF ESTABLISHMENTS AND AMENDMENTS

6. (a) BR-ITI and Italian Combat Gp Units

As soon as AFHQ approval has been received for new establishments or amendments to existing establishments, these will be issued by G(SD) to AFHQ and 9 Pubs Depot who will issue to units and formations in the theatre and to staff branches and services of AFHQ. Establishments will be issued within the HQ and to War Ministry

- (b) Agenda will be issued at least two days beforehand to all concerned.
- (c) Staff branches and services who will be required to attend the various meetings will be notified in the agenda of the time and date.
- (d) Decisions of the MEC will be issued in minutes, which will be forwarded with resulting amendments and establishments to AFHQ for approval, where necessary. In order that as little delay as possible may be experienced in receiving AFHQ approval it is essential that proposals or comments should be coordinated in principle with AFHQ before the MEC meeting.

PERCUSSION OF ESTABLISHMENTS AND AMENDMENTS

6. (a) BR-ITI and Italian Combat Gr Units

As soon as AFHQ approval has been received for new ests or amendments to existing ests, these will be issued by G(SD) to AFHQ and 9 Pubs Depot who will issue to units and formations in the theatre and to staff branches and services of AFHQ. Establishments will be issued within the HQ and to War Ministry by G(SD) Branch.

- (b) ITI-ITI Units

ITI-ITI ests will not be circulated as above but will be distributed on a limited distribution as follows:- **8154**

War Ministry - 1 copy
All outstation LOs - 3 copies each
Staff branches and services of I.M.A. - 1 copy each.
concerned

Sheet 4/.....

LOs with Arms and Districts will be instructed to contact the G Branch of the HQ to which they are attached in order to ascertain number of copies required by that HQ. LOs will then indent on this HQ which will carry necessary stocks.

(c) All osts which are translated by the War Ministry for issue to Italian units will be forwarded to IA for checking before issue by the War Ministry.

IMPLEMENTATION OF NEW ESTABLISHMENTS AND AMENDMENTS

7. All applications to implement new establishments of BR-ITI units or to form new units will be submitted to G(SD) Branch in quintuplicate on the proforma attached at Appendix 'D' to ARHQ 210/Org 3 of 14 March, copy of which is attached.

h. Banning

Major General
H.Q., M.N.I.A.

31 March 1945

NOTE: Copies of Appendices 'B', 'C' and 'D' are not at present available for distribution but will be circulated later. Meanwhile a copy may be seen at the office of GSOII (WE) Room 54.

Distribution:-	MA to GOC	I
	Chief of Staff	I
	GSO I	I
	Col 'A'	I
	Col 'Q'	I
	G(SD)	2
	G(L)	I
	G(I)	I
	'A'	2
	'Q/AE'	I
	Q2	I
	Engrs	I
	Sigs	I
	S & T	I

NOTE: Copies of Appendices 'B', 'C' and 'D' are not at present available for distribution but will be circulated later. Meanwhile a copy may be seen at the office of GSOII (WE) Room 54.

Distribution:-

MA to GOC	I
Chief of Staff	I
GSO I	I
Col 'A'	I
Col 'Q'	I
G(SD)	2
G(L)	I
G(I)	2
'A'	I
'Q/AE'	I
Q2	I
Engra	I
Sigs	I
S & T	I
Med	I
Ord	I
REME	I
Lab	I
Provost	I
Welfare	I
War Diary	I
Pilo	I

8153

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0831

0832

Declassified E.O. 12356 Section 3.3/NND

No.

785020

ALLIED FORCE HEADQUARTERS

14 March 1945

FILE NO : 210/ORG-3

SUBJECT : A.F.H.Q. Revised War Est. Committee Charter and Notes on Formation of Units.

TO : All Concerned.

1. A new procedure for the handling of Italian War Establishments will be taken into operation w.e.f. 1 Apr 45, and is detailed below.

2. Para 2 of Appendix 'A' to 210/ORG-3 of 6 Dec 44 as notified in our 210/ORG-3 of 30 Dec 44 is cancelled.

3. The following amendments will be made to 210/ORG-3 of 6 Dec 44 :-

All new paras as follows :-

17. "Submission of application to form new units and implementation of units - Italian Army Units "

(a) Formation of units.

Applications to form or convert Italian Army units will be submitted to G-3 (Org) through on the pro forma given in Annex 'D'. One copy will be forwarded to G-1 (B), A1, and G-3 (Org-4) and Q (AE) and two copies to Land Forces Sub-Commission A.C. (M.H.I.A.). Services will submit applications through G-1 (B), Q (Maint) or Q (AE) as appropriate.

(b) Implementation of units.

Implementation of units, after approval by A.F.H.Q. and promulgation by Land Forces Sub-Commission A.C. (M.H.I.A.) will be automatic except when a note is added "not to be implemented without A.F.H.Q. authority", in which case authority to implement will be requested as laid down in para 17 (a) above.

18. Co-operator Units.

The procedure for form of new Co-operator units or units incl co-operators and implementation of units will continue to be as in units vide paras 14 and 16 above.

17. "Submission of application to form new units and implementation of units - Italian Army Units"

(a) Formation of units.

Applications to form or convert Italian Army units will be submitted to G-3 (Org) Foreign on the pro forma given in Annex 'D'. One copy will be forwarded to G-1 (B), A1, and G-3 (Org-4) and Q (IE) and two copies to Land Forces Sub-Commission A.C. (M.A.I.A.). Services will submit applications through G-1 (B), Q (Maint) or Q (IE) as appropriate.

(b) Implementation of units.

Implementation of units, after approval by A.F.H.Q. and promulgation by Land Forces Sub-Commission A.C. (M.A.I.A.) will be authentic except when a note is added "not to be implemented without A.F.H.Q. authority", in which case authority to implement will be requested as laid down in para 17 (a) above.

18. Co-operator Units.

The procedure for form of new Co-operator units or units incl co-operators and implementation of units will continue to be as for Dr units vide paras 14 and 16 above.

4. The following Appendices will be added to 210/Org-5 of 6 Dec 44.
- (a) Appendix 'C'. Submission of Italian Army or Italian diluted W.Es. **8152**
 - (b) Appendix 'D'. Application to form, convert or disband Italian Army Units.

By Command of Field Marshal ALEXANDER :

W.D. Morgan
for W.D. MORGAN,
Lieutenant General,
Chief of Staff.

JLW/C/mar

Distribution as for 210/Org-5 of 6 Dec 44.

APPENDIX 'C'
to 210/Org-3 of 6 Dec 44

SUBMISSION OF ITALIAN ARMY OR ITALIAN DILUTED WE'S

ITALIAN ARMY UNITS

1. W.e.f. 1 Apr 45 a War Establishment Sub Committee will be constituted at Land Forces Sub Commission, AG (MIL) to investigate and coordinate all new War Establishments or units to existing War Establishments of the Italian Army units in the following categories :-

- (a) INF - ITI units
- (b) INF - ITI units
- incl Italian Combat Gps.

2. This committee will be constituted at the discretion of Command Forces Sub Commission, AG (MIL) to include a senior 'C', 'L' and 'J' officer and will have the following functions :-

- (a) to ensure that all proposed units or units conform to Italian Army requirements.
- (b) to approve all establishments or units to ITI - ITI units.
- (c) to approve, subject to final approval of AFHQ all new units or units to INF - ITI or Italian Combat Gp units, without limitation of personnel, equipment or weapons.
- (d) to promulgate and issue all establishments or units to existing units of units in categories listed in para 1 above after final approval has been received from AFHQ.

3. Submission of Proposals.

- (a) accordingly, wof 1 Apr, all proposals for new units or units to existing units for Italian Army units in the categories given in para 1 (b) above will be forwarded by Armies and Districts in triplicate to Land Forces Sub Commission, AG (MIL), copy to 15 Army Gp and G-3 (Org) (For), A.F.H.Q., who will forward any comments they may have to Land Forces Sub Commission AG, (MIL) as soon as possible after receipt of the proposal. Pro-forma given in Appendix 'A' to 210/Org-3 of 6 Dec will be used for submission of proposals.

2. This committee will be constituted at the discretion of Comd Land Forces Sub Commission, AC (MIL.) to include a senior 'G', 'I' and 'J' officer and will have the following functions :-

- (a) to ensure that all proposed ~~ests~~ ^{estd} audits conform to Italian army requirements.
- (b) to approve all establishments or audits to ITI - ITI units.
- (c) to approve, subject to final approval of AFHQ all new ests or audits to EMI - ITI or Italian Combat Gp units, without limitation of personnel, exp or venis.
- (d) to promulgate and issue all establishments or audits to existing ests of units in categories listed in para 1 above after final approval has been received from AFHQ.

3. Submission of Proposals.

(a) Accordingly, wef 1 Apr, all proposals for new ests or audits to existing ests for Italian Army units in the categories given in para 1 (b) above will be forwarded by Armies and Districts in septuplicate to Land Forces Sub Commission, AC (MIL.), copy to 15 Army Gp and G-3 (Org) (For), A.F.H.Q., who will forward any comments they may have to Land Forces Sub Commission AC, (MIL.) as soon as possible after receipt of the proposal. Pro-forma given in appendix 'A' to 210/Org-3 of 6 Dec will be used for submission of proposals.

(b) Staff branches or services of A.F.H.Q. and 'F' BLU will submit proposals through the Staff or Service reps at Land Forces Sub Commission, AC (MIL.), who will be responsible for preparation, coordination and submission of the proposals.

4. Committee procedure.

(a) Minutes of meetings will be recorded and circulated to all concerned. All decisions will be forwarded to A.F.H.Q. for approval.

(b) New ests will be given numbers in the CL/- series as follows:-

CL/873/1 - CL/1000/1

(c) After approval of new ests and audits to existing ests has been received from A.F.H.Q. copies will be prepared and distributed by Land Forces Sub Commission, AC (MIL.) as follows:-

A.F.H.Q. 90 copies
9 Pubs Depot 300 copies

Translations into Italian will be incl when necessary.

Contd/Sheet 2.....

- 2 -

(d) A.E.H.Q. will record in A.E.O. minutes the approval of new ests or edits to existing ests (incl editorial edits) of PFI-INT or Combat Gp units and will forward copies, when received from Land Forces Sub Commission A.C. H.Q., to War Office as for other C.I. ests.

(e) PFI-INT ests will be issued on a local distribution to Italian War Ministry and such other units as are concerned.

5. Major Reorganization of Units.

Any major reorganization of units will be coordinated in principle with A.W.M. by Land Forces Sub Commission, A.C. (H.Q.) before consideration by A.E.O.

ITALIAN CO-OPERATORS.

6. All establishments or amendments involving ITALIAN co-operators will be forwarded to G-3 (Org-5) in accordance with Appendix '1' to 21C/ORG-3 of 6 Dec.

7. Owing to the short supply of co-operators, proposals will be co-ordinated with G-4(B) and before submission and should include a statement that this has been done. It is pointed out that, if co-operators are found to be unavailable after a new establishment or amendment has been submitted, it may be necessary to rewrite the proposal, which often means considerable delay and correspondence.

8. Proposals which include co-operators should state whether civilians are acceptable in lieu, and, whenever possible, civilians should be included in reference to co-operators.

9. GENERAL.

9. The policy with regard to dilution is as follows and is published as a guide to formations and branches when framing plans.

(a) ITALIAN army personnel must be self-administering, so that a unit diluted with ITALIAN army personnel should normally be divided into two self-administering establishments, i.e. BRITISH element and ITALIAN army element.

7. Owing to the short supply of co-operators, proposals will be co-ordinated with G-1(B) Army before submission and should include a statement that this has been done. It is pointed out that, if co-operators are found to be unavailable after a new establishment or amendment has been submitted, it may be necessary to rewrite the proposal, which often means considerable delay and correspondence.

8. Proposals which include co-operators should state whether civilians are acceptable in lieu, and, whenever possible, civilians should be included in preference to co-operators.

9. GENERAL.

9. The policy with regard to dilution is as follows and is published as a guide to formations and branches when framing Es.

(a) ITALIAN ARMY personnel must be self-administering, so that a unit diluted with ITALIAN ARMY personnel should normally be divided into two self-administering establishments, i.e. ARMY element and ITALIAN ARMY element.

(b) ITALIAN Co-operators and Civilians.

These need not be self-administering and will therefore be included as a separate column in BRITISH war Establishments.

(c) Mixing of ITALIAN personnel.

ITALIAN ARMY personnel will not be mixed with ITALIAN Co-operators or civilians in the same establishment without the prior concurrence of G-1 (E), ARMY.

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

785020

SUBJECT : Application to form, convert or disband Italian Army Units.

TO : G-3 (Gr) Foreign, AFHQ.

Copies to : G-4 (B) AFHQ)
 G-5 (Gr-4)) AFHQ.
 (AE))
 Land Forces Sub Commission AG (AFHQ) - 2 copies.

(a) Application is made to form/convert/disband the following ITALIAN ARMY unit(s) :-

Ser No.	To form/ disband/ convert.	Designation	Est	Clas	Gr	Vehs	AGs	Trailers	Basic Eqpt List

(b) Total Increase/Decrease

(c) Reasons for the formation, conversion, or disbandment :-

Concurred _____

Branch _____ +

+ responsible Staff Section where applicable.

8150

From
Serv

0839

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

785020

Appendix 'D' to Gen. Letter
210/Cr-3 of 6 Dec 4

Report or Disband Italian Army Units.

8150

1.1.
on AC (L), - 2 copies.
convert/disband the following ILLIA ARY unit(s) :-

Est	Offrs	CRs	Vehs	CS	Trailers	Basic Eqpt List	Special Eqpt List	Location	Super vis ry Auth	Desired effective date.
-----	-------	-----	------	----	----------	-----------------------	-------------------------	----------	-------------------------	-------------------------------

conversion, or disbandment :-

where applicable.

Branch or
Service

(Signature)

0 8 4 0

Declassified E.O. 12356 Section 3.3/NND No. 785020

cc/1

W. Edwards

OFFICE INSTRUCTION

No. 57

SECURITY - SECRET WASTE

1. All officers are personally responsible for the safe custody of Secret documents and secret waste.
2. All Secret documents, whether in files or as "waste", will be left locked up during the lunch hour and at any other time during the day when offices are vacated.
3. Secret waste will be deposited in office waste baskets every night. This waste will be collected by the Duty Clerk. Cpl CARPANINI or Cpl ERRERA - Interpreter Section - will ensure that secret waste is burned and report the fact to G III (Int), or if absent to the Chief Clerk.
4. Office Instruction No 42 and No 56 are modified by the above.

14 Mar 45

L. M. Ingledew.

Lt Col G.S.
M.M.I.A.

8149

DISTRIBUTION: Normal
Cpl CARPANINI
Cpl ERRERA

tvv.

0841

Declassified E.O. 12356 Section 3.3/NND No. 785020

SUBJECT: Call-up situation

LAND FORCES SUB-COM. A.C.
(M.E.I.A.)
File No. 80/71
16 March 45

TO :	G.O.C.	ST
	2 i/o	OND
	Q (3)	MED
	<u>Col. FIDLEY</u>	<u>REMA</u> ←

Att for your information is Call-up situation as at 1 March.

8148

Stith
Lt. Col.
O. S.

WB

Declassified E.O. 12356 Section 3.3/NND No. 785020SECRETCALLS - UP

DATES	DISTRICT & CLASSIFICATION	TARGET	OBTAINED	PERCENTAGE
1944				
5 Oct - 15 Oct	LAZIO - 1914-24 Classes	14,000	4,000	28.5
25 Oct - 7 Nov	CAMPANIA - 1914-24 Classes	10,000	3,740	37.4
27 Oct - 2 Nov	FOGGIANA - 1914-24 Classes	5,000	200	4.0
1 Dec - 15 Dec	ABRUZZI - 1914-24 Classes	6,000	2,000	33.3
15 Dec - 5 Jan	SICILY - 1922-24 Classes (Phase I)	8,000	To date 11,683	To date 83.4
6 Jan - to date	SICILY - 1914-21 Classes (Phase II)	6,000		
20 Jan - 31 Jan	LAZIO - 1914-24 (Exemptions)	5,000	To date 4,131	To date 82.6
20 Jan - 31 Jan	CAMPANIA - 1914-24 (Exemptions)	6,400	To date 4,639	To date 72.5
1 Feb - 14 Feb	SARDINIA - 1914-24 Classes (Phase I)	10,000	10,000	100.0
10 Feb - 25 Feb	APULIA - (1924(2) - 25 Classes (1919 - 25 Hebrew Classes)	20,000	To date 18,206	To date 91.0

FUTURE CALLS

15 Mar - 31 Mar	SARDINIA - 1924-25 Classes (Phase III)	6,000
1 Apr - 15 Apr	SICILY - 1914-21 Classes (Phase III)	6,000
1 Apr - 15 Apr	SARDINIA - 1914-24 Classes (Phase II)	10,000

0 8 4 3