

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

785020

10000 | 120 | 939

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

Sept. 1945 JAN 1946

0845

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

785020

REHE

11 8
170
MIA OFFICE INSTRUCTION NO 110
Addresses and Telephone Nos. - BLUs

(Amendment No.1)

Ref MIA Office Instr No.110 dated 18 Dec 45, please cancel
Appx 'A' and substitute new revised Appx 'A' att herewith.

[Signature]
for Major General. 62
MIA.

16 Jan 46

Distribution: List A & B (for action)
List C (Loss Ser. 5) for info.

AEC/1,7b

4 8394

0846

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

MMIA OFFICE INSTRUCTION NO 113

CC/I

29 December 1945

1. Tuesday and Wednesday, January 1st and 2nd 1946 will be observed as official holidays. December 31st 1945 will be a normal working day.
2. As regards the Italian clerical staff Tuesday will be a holiday with pay and Wednesday a holiday without pay.

W. J. J. J.
Lt. Col.,
A.A.G., H.M.I.A.

Distribution:- List 'A'

ANG/ccc

8393

R
7/1/45

0847

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

RENE

OFFICE INSTRUCTION NO. 108

Amendment No. 3

File : CC/1

SUBJECT: Distribution Lists.

DISTRIBUTION: Lists "A", "B" and "C"

Against List "A" - Internal - Serial No. 5

DELETE - G(SD & Int)

INSERT - G(Ops & SD)

INSERT new serial:

5a. G(Int)

4 Jan 46

jw

[Signature]
Colonel,
Deputy Comd., A.H.I....

[Large handwritten signature]

4-1033142937
1033142937
249

8392

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

RENE

1700

OFFICE INSTRUCTION No. 114

Subject : Disposal of SECRET Waste Paper

1. W.e.f. 4 January, 1946, the Duty Clerks will be responsible for the burning of all SECRET Waste Paper, previously carried out by the Interpreters.
2. Orders for Duty Clerks will be amended as follows :-
 Para 9(c) - ~~DELETE~~ existing sub-para
 INSERT
 "that all office waste paper baskets are emptied and the contents burnt by 1000 hours daily"
3. All previous instructions on "Disposal of SECRET Waste Paper" are cancelled.

3 Jan 45.

A. G. Smith
 Lt Col
 C S

Distribution : List "A" plus ALL Clerks and War Diary.

8391

R
 5/1/45

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

OFFICE INSTRUCTION No. 114

Subject : Disposal of SECRET Waste Paper

1. W.e.f. 4 January, 1946, the Duty Clerks will be responsible for the burning of all SECRET Waste Paper, previously carried out by the Interpreters.

2. Orders for Duty Clerks will be amended as follows :-

Para 9(c) - DELETE existing sub-para

INSERT

"that all office waste paper baskets are emptied and the contents burnt by 1000 hours daily"

3. All previous instructions on "Disposal of SECRET Waste Paper" are cancelled.

3 Jan 45.

A. G. Smith
Lt Col
G S

Distribution : List "A" plus All Clerks and War Diary.

/GSC

8390

R
3/1/46

0850

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

785020

RFME

M.M.I.A. OFFICE INSTRUCTION No. 111

OO/1

1. It has been noticed that certain British officers on the HQ of M.M.I.A. make a habit of leaving their offices about 1100 hrs every morning for the purpose of going out to drink tea or coffee. This example has inevitably been followed by the clerical staff, the majority of whom do the same thing.

Whilst it is undesirable, and should be quite unnecessary to lay down rules as to when and under what circumstances an officer may leave his work, it must be clearly understood that this habit will cease forthwith.

2. Should any officer or clerk find himself at any time without any work to do, he should report the fact to the head of his branch or service.

*A.A.G.*Lt.Col.
A.A.G. M.M.I.A.

Distribution : - List 'A'

AHG/er

21 Dec 1945.

2/1/46

0851

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

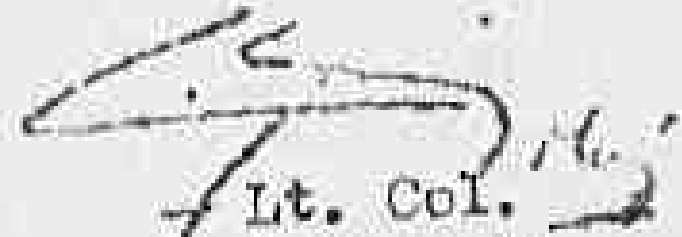
R.E.M.E.

Subject : Re-allocation of Office Accommodation

OC/7 31 Dec 45.

Distribution : List 'A' plus Sigs Supt.

1. The following reallocation of office accommodation is notified :
Rooms 12, 14, 16 and 16B are allotted to OC.RR Section.
2. (a) Signal Office will move immediately from Room 14 to Room 42/46 (Despatch Office).
(b) IPCW will move forthwith from Room 12 into Annex under own arrangement.
(c) Medical will move from Rooms 16 and 16 B to accommodation and on a date to be notified later.
3. Completion of moves at 2(a) and 2 (b) above will be notified to D.A.Q.M.G. (Room 32).
4. Duty Officer will now perform his duties in Room 48 (Chief Clerk's Office). Telephone has been installed.


Lt. Col.
A.Q. M.G.,
L.M.I.A.

OFFICE INSTRUCTION No. 112

Translation of incoming correspondence written
in ITALIAN - and use of Interpreters

DA/C/6

RENE

1. ~~all~~ incoming correspondence written in ITALIAN, after delivery to the Branch concerned, will be submitted for scrutiny to an officer, detailed by the Head of the Branch.
2. This officer will decide:
 - (a) What letters need not be translated at all (e.g. acknowledgements of ~~MSIA~~ letters, routine returns etc).
 - (b) The order of priority (1 to 3. 1 = URGENT, 2 = ROUTINE, 3 = DEFERRED) in which the remaining letters should be translated.
 - (c) Any letters requiring translation into especially good ENGLISH e.g. for onward transmission to AFHQ.
3. Correspondence will be marked accordingly and sent to the Interpreter Section for translating.
4. NCO i/c Interpreter Section will be responsible that all PRIORITY 1 letters are translated for all branches before work is started on PRIORITY 2 letters.
5. In order to save time and paper, the translation of simple, double-spaced ITALIAN letters will be written in manuscript above the original ITALIAN.
6. In the event of difficulty in coping with letters of the same priority classification, NCO i/c Interpreter Section will appeal to GSO I (SD), who, after consultation with heads of branches concerned, will decide which letters shall be translated first.
7. Translated documents will be shown on all files as e.g. folio 33 "T", not 33 "A".
8. (a) Interpreters will not be taken for duty outside the office unless

4. NCO i/c Interpreter Section will be responsible that all PRIORITY 1 letters are translated for all branches before work is started on PRIORITY 2 letters.
5. In order to save time and paper, the translation of simple, double-spaced ITALIAN letters will be written in manuscript above the original ITALIAN.
6. In the event of difficulty in coping with letters of the same priority classification, NCO i/c Interpreter Section will appeal to GSO I (SD), who, after consultation with heads of branches concerned, will decide which letters shall be translated first.
7. Translated documents will be shown on all files as e.g. folio 55 "T", not 33 "L".
8. (a) Interpreters will not be taken for duty outside the office unless absolutely necessary.
- (b) Application for permission to take an interpreter out will be made to GSO I (SD) as long as possible in advance.
- (c) Interpreters will be returned to the office at the earliest possible moment after completion of the essential part of an outside duty.

At 11:30 AM

*It Col,
CS.*

27 Dec 45

DISTRIBUTION:

List 'L' (less serial 19)
Interpreter Sec.

APCS/jw

8387

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

0853

0854

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

785020

OFFICE INSTRUCTION NO 108.

AMENDMENT NO 1

CC/1

SUBJECT:- Distribution Lists.

Distribution:- Lists "A", "B" and "C".

Against List "B" - DOMESTIC, No 12:-

DELETE - " "F" B.L. and T.U."

and

INSERT - "12 B.L.U.

12 December 1945

Handwritten: 1750
for *Handwritten:* [Signature]
Dep. Comd. MMTA

Handwritten: R
13/12/45

0855

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

REME

1700

MEMORANDUM No 1

to:

OFFICE INSTRUCTION No 105

MILITARY MISSION TO THE ITALIAN ARMY

DUTY OFFICERS ORDERS

Insert under para 4, sub para (a) as under :

"(a) To guard against the thefts of telephone instruments etc which are taking place nightly in the building, the Duty Officer, or the Duty Clerks acting on the orders of the Duty Officer, will patrol MAIL offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders."

W. P. P. P.

Col
1/5

10 Dec 45

1ACS/abc

DISTRIBUTION : List "A" (less Ser. 19)

Duty Officer, or the Duty Clerks acting on the orders of the Duty Officer, will patrol MIA offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders."

10 Dec 45

JHCS/abc

W. P. P. P. P.

Col
1/3

DISTRIBUTION : List "1" (less Ser. 19)

- (a) To guard against the thefts of telephone instruments^{etc} which are taking place nightly in the building, the Duty Officer, or the Duty Clerks acting on the orders of the Duty Officer, will patrol MIA offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders.

8386

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

785020

0850

0857

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

785020

214/1800

REME.

OFFICE INSTRUCTION NO 109
Compilation of War Diary

1. Ref ISMA Office Instr NO.106. Last sentence of para 3 will be deleted and the following substituted ;

"These will be collated by each branch on Army Form C.2118 and signed and submitted in duplicate by the Head of the branch to CSI by the 8th day of every month for final collation and submission to GHQ O2E."

2. Attached, herewith, is copy of instructions contained in JE Form 160 (Amended), detailing the correct method for the keeping of War Diaries and also pro-forma copy of AF. C2118. Owing to the difficulty of obtaining this latter Form, it will be necessary for branches to use stencilled pro-formae which can be obtained from G-Branch. Att is copy of Index to War Diary Appces.
3. It is emphasised that narratives should be kept as brief as possible and that Appendices should be confined to those containing definite information and those transmitting definite decisions.
4. ISMA Office Instr NO.106 remains in force with the exception of that portion referred to in para 1 above.

Attest
Lt-Col
GS

1 Dec 1/5

ABC/jo

Copy to: All Branches and Sections.

8385

R 41/15

PREPARATION AND SUBMISSION OF WAR DIARIES

(Ex ME Form 160) (Amended)

GENERAL

1. A war diary will be kept by:-
 - (i) Each branch of the staff in the headquarters of a formation or subordinate command.
 - (ii) Units and establishments.
 - (iii) Heads of Services and their representatives.
 - (iv) Personal staffs and officers holding special appointments.

Notes:

- (a) In the case of headquarters of formations and subordinate commands, sections of the various branches may keep separate war diaries or one combined war diary, as is found convenient.

2. Both original and duplicate copies will consist of:-

- (a) Cover (ME Form 160 Amended);
- (b) Index as printed on cover;
- (c) Narrative;
- (d) Appendices.

3. All details of the unit or formation, sub-units attached and, if a detachment is concerned, the name of the parent unit, period covered and folio numbers of appendices will be shown on the cover.

METHOD OF COMPILATION

4. It is essential that the function of a war diary and the principles upon which this method of compilation are based should be clearly understood.

The war diary will be regarded primarily as a current monthly report made by the Commander of the unit or formation, sub-units attached and, if a detachment is concerned, the name of the parent unit, period covered and folio numbers of appendices will be shown on the cover.

It is also the duty of the Commander, Head of the branch or Senior Staff Officer, to ensure accuracy and completeness and to save work, as much important information as possible will be conveyed in appendices consisting, with one exception, of copies of documents issued and received in normal routine. The narrative is intended to supply information not given in the appendices.

Commanders of all grades are encouraged to include in the war diaries of their formations or units any ideas, opinions and recommendations, based on factual experience likely to be of benefit for short-term research in the Army, as well as material likely to be of value later for the history of the war. It is

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

2. Both original and duplicate copies will consist of:-

- (a) Cover (ME Form 160 amended);
- (c) Narrative;
- (b) Index as printed on cover;
- (d) Appendices.

3. All details of the unit or formation, sub-units attached and, if a detachment is concerned, the name of the parent unit, period covered and folio numbers of appendices will be shown on the cover.

METHOD OF COMPILATION

4. It is essential that the function of a war diary and the principles upon which this method of compilation are based should be clearly understood.

The war diary will be regarded primarily as a current monthly report made by the Commander of the unit or formation or Head of the branch. It will be signed once, as a report, by the Commander, Head of the branch or Senior Staff Officer. It is *ipso facto* a historical record.

In order to ensure accuracy and completeness and to save work, as much important information as possible will be conveyed in appendices consisting, with one exception, of copies of documents issued and received in normal routine. The narrative is intended to supply information not given in the appendices.

Commanders of all grades are encouraged to include in the war diaries of their formations or units any ideas, opinions and recommendations, based on factual experience likely to be of benefit for short-term research in the Army, as well as material likely to be of value later for the history of the war. It is important that in recording the success or failure of our own or enemy equipment or tactics, commanders give, whenever possible, facts and figures sufficient to show the causes of success or failure. Vague general statements are of no value for this purpose.

NARRATIVE (M.E. Form 2419)

5. The narrative should be written up daily. It should supplement and connect the appendices, but need not give a précis of any of them. It should contain:-

- (a) Account of operations with notes of topographical and climatic factors affecting them.
- (b) Notes on how orders were carried out.
- (c) Nature and description of field engineering works constructed.

8384

2/.....

0860

NARRATIVE (Cont'd)

- (d) Note of any administrative difficulties encountered and action taken to overcome them.
- (e) Note on how time not accounted for above was spent. (The type of training, etc., should be specified).
- (f) Brief notes of the times of receipt and issue of orders and important messages, and a reference of the appendix letter and folio number, and, only if necessary, a very brief note of the contents.
- (g) Intermediate movements of unit or formation.
- (h) Notes of any important visits paid and received by Commanders and Senior Staff Officers. It is equally important to make a note of the reasons for the visit and decisions taken.

The exact hour of occurrence should be recorded.

APPENDICES

6. GENERAL

Assignment of copies to the war diary.

When an operation order, appreciation, letter laying down policy or other important document is prepared, two copies should be made at the time specifically for the diary. This will be made a routine procedure; the copies will be placed in a separate folder, and not treated as spare copies.

It is essential that copies of all important documents should be placed in the war diary, including commander's "personal" and semi-official messages which contain instructions of operational importance.

Grouping of the appendices. The appendices will be assembled in the groups shown on the cover, not in simple chronological order. This is intended to make assembly and reference easy.

The index is designed to provide for the needs of as wide a variety of unit headquarters and branches as possible and to serve as a reminder of the types of documents required. It will generally be found, therefore, that there are no documents to be included in several of the appendices. In such cases the word "NIL" should be entered in the appropriate space in the index and the appendix left blank.

In the case of formation headquarters, where branches, sections of branches and services keep separate war diaries, and in the case of administrative units and installations, it will be found that, whereas many of the appendices listed on the cover are not applicable, certain of the papers to be included fall conveniently into distinct categories. In such cases the papers not provided for should be inserted by groups and lettered accordingly, beginning with "K".

7. Notes

Assignment of copies to the war diary.

When an operation order, appreciation, letter laying down policy or other important document is prepared, two copies should be made at the time specifically for the diary. This will be made a routine procedure; the copies will be placed in a separate folder, and not treated as spare copies.

It is essential that copies of all important documents should be placed in the war diary, including commander's "personal" and semi-official messages which contain instructions of operational importance.

Grouping of the appendices. The appendices will be assembled in the groups shown on the cover, not in simple chronological order. This is intended to make assembly and reference easy.

The index is designed to provide for the needs of as wide a variety of units, headquarters and branches as possible and to serve as a reminder of the types of documents required. It will generally be found, therefore, that there are no documents to be included in several of the appendices. In such cases the word "Nil" should be entered in the appropriate space in the index and the appendix left blank.

In the case of formation headquarters, where branches, sections of branches and services keep separate war diaries, and in the case of administrative units and installations, it will be found that, whereas many of the appendices listed on the cover are not applicable, certain of the papers to be included fall conveniently in distinct categories. In such cases the papers not provided for should be inserted by groups and lettered accordingly, beginning with "K".

7. Notes

Appendices 'E' and 'H'. Originators of documents are responsible for preserving copies for assignment to war diaries. Nevertheless it is convenient to include copies of important orders and instructions received. If duplicates of these are not available for inclusion, a note of the fact should be made. It is emphasised that, whether copies of orders and instructions are included in the war diary, or not, a note of their receipt, giving sufficient details to enable them to be identified, should be made in the narrative.

Appendix 'I'. Any statistical or other returns, i.e. location statements, strength states, distribution of transport, ammunition returns, etc., should be included.

3/.....

8383

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

785020

- 3 -

DISPOSAL

8. War diaries will be disposed of as follows:-

British and Colonial..... Original and duplicate to GHQ 2nd Echelon CEF.

The original copy will be forwarded to 2nd Echelon as soon as possible after the end of the month to which it refers, and in any case not later than the 15th of that month.

The duplicate copy will be forwarded with the original diary for the succeeding month, provided that acknowledgement of the receipt of the original has been received from 2nd Echelon.

All copies will be checked before despatch to 2nd Echelon to ensure that they are complete and contain complete sets of appendices.

GENERAL NOTES

9. A war diary is secret. The extraction and retention of appendices, maps, etc., from a war diary is an offence under the Official Secrets Acts.

10. The object of a war diary is to furnish a historical record of operations and to provide data on which to base future improvements in army training, equipment, organisation and administration.

NOTE:

Re para 6 above, Appendices 'B', 'C' and 'Z' are not applicable in the case of MMIA, and notes regarding them have in consequence been left out of these instructions.

jw
30 Nov 45.

0864

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

WAR DIARY

In lieu of
Army Form 9.21-6

Unit.....

Commanding Officer

Summary of Events and Information

Reference to Appendix

8-81

0865

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

785020

SECRET

WAR DIARY

INDEX

Narrative (A.F. C 2448)

Appendices:

- A Situation at Nightfall (Form M.E. 161 or 162)..... + For _____
- B Signal Log..... + For _____
- C Messages connected with Log (in chronological order)
- D Operation Orders or Instructions issued..... Nos _____
- E Operation Orders and Instructions received from
Higher Formations..... + For _____
- F Intelligence Summaries issued..... Nos _____
- G Administrative Orders or Instructions issued..... Nos _____
- H Administrative Orders or Instructions received..... + For _____
- I Strength States, Field Returns, etc..... + For _____
- J Other Papers..... + For _____
- Z Top Secret Supplementary War Diary.....

4 8.80

0866

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

Lt-Col A. Blunt

ADME

M.M.I.A. TRANSPORT
Instruction to Drivers

GD

1001/1700

1. You are responsible to NCO i/c M.T. that:
 - a) Your car is at all times ready for the road.
 - b) Daily maintenance tasks are carried out.
 - c) Your work ticket is at all times correctly completed and signed by the officer or NCO who authorized the journey. The signature may appear on it in ordinary pencil, either ink or indelible pencil must be used.
 - d) Each time you draw petrol you enter the quantity on the form attached to the work ticket and then obtain on the same day the initials of the officer or NCO to whom the vehicle is on charge as confirmation.
 - e) You never draw petrol except in the presence of a member of M.M.I.A. British Military personnel.
 - f) You report at once any apparent loss of petrol by stealing.
 - g) You obtain verbal or written authority from an officer or NCO for each journey you perform in your car which is not expressly prescribed on the work ticket.
 - h) You check and write down (in Army Book 4/2 provided) after the day's work, the exact mileage and estimated petrol consumption for the day.

2. A copy of this instruction will be carried by all drivers with this A.E. 442.

Lt-Col A. Blunt

M. TRANSPORT
O/c M.M.I.A.

5 Dec. 1945.

0867

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

- 2) You report at once any apparent loss or control by starting.
- c) You obtain verbal or written authority from an officer or NCO for each journey you perform in your car which is not expressly prescribed on the work ticket.
- d) You check and write down (in Army Book 442 provided) after the days work, the exact mileage and estimated petrol consumption for the day.
- 2. A copy of this instruction will be carried by all drivers with this A.S. 412.

L. R. Regan, Capt.

H. PRAGUE, Captain
C/O N.E. H.S.F.M.

5 Dec. 1945.

To all officers N.O. H.M.I.A.

You are requested to ensure your driver complies with the above orders. Specimen of form mentioned in para 1 (d) is attached.

Any irregularity which comes to your notice should be notified to me without delay.

L. R. Regan, Capt.

H. PRAGUE, Captain
C/O N.E. H.S.F.M.

5 Dec. 1945.

8379

0868

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

Lt. Col. R. Blank
ADME

To all Officers N.M.I.A.

Reference para 1 (d) of N.M.I.A. Transport Instructions
to Drivers.

Herewith copy of forms to be attached to the work ticket.

W. P. Smith

M. P. Smith, Captain
O/S Lt. N.M.I.A.

6 December 1945

CAR NO. _____

DRIVER _____

DATE

CALLING

ADDRESS, TELEPHONE

ENTRIES

8378

0869

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

785020

REME

OFFICE INSTRUCTION NO 109
Compilation of War Diary

1. Ref MMIA Office Instr NO.106. Last sentence of para 3 will be deleted and the following substituted ;
 "These will be collated by each branch on Army Form C.2118 and signed and submitted in duplicate by the Head of the branch to CSI by the 8th day of every month for final collation and submission to CHQ OZE."
2. Attached, herewith, is copy of instructions contained in ME Form 160 (Amended), detailing the correct method for the keeping of War Diaries and also pro-forma copy of AF. C2118. Owing to the difficulty of obtaining this latter Form, it will be necessary for branches to use stencilled pro-formae which can be obtained from G-Branch. Att is copy of Index to War Diary Appces.
3. It is emphasised that narratives should be kept as brief as possible and that Appendices should be confined to those containing definite information and those transmitting definite decisions.
4. MMIA Office Instr NO.106 remains in force with the exception of that portion referred to in para 1 above.

*W. J. S. S. S.*Lt-Col
CS1 Dec 15

RSC/jc

Copy to: ALL Branches and Sections.

1 8377

PREPARATION AND SUBMISSION OF WAR DIARIES

(Ex ME Form 160) (Amended)

GENERAL

1. A war diary will be kept by:-

- (i) Each branch of the staff in the headquarters of a formation or subordinate command.
- (ii) Units and establishments.
- (iii) Heads of Services and their representatives.
- (iv) Personal staffs and officers holding special appointments.

Notes:

(a) In the case of headquarters of formations and subordinate commands, sections of the various branches may keep separate war diaries or one combined war diary, as is found convenient.

2. Both original and duplicate copies will consist of:-

- (a) Cover (ME Form 160 Amended); (o) Narrative;
- (b) Index as printed on cover; (d) Appendices.

3. All details of the unit or formation, sub-units attached and, if a detachment is concerned, the name of the parent unit, period covered and folio numbers of appendices will be shown on the cover.

METHOD OF COMPILATION

4. It is essential that the function of a war diary and the principles upon which this method of compilation are based should be clearly understood.

The war diary will be regarded primarily as a current monthly report made by the Commander of the unit or formation or Head of the branch. It will be signed once, as a report, by the Commander, Head of the branch or Senior Staff Officer. It is ipso facto a historical record.

In order to ensure accuracy and completeness and to save work, as much important information as possible will be conveyed in appendices consisting, with one exception, of copies of documents issued and received in normal routine. The narrative is intended to supply information not given in the appendices.

Commanders of all grades are encouraged to include in the war diaries of their formations or units any ideas, opinions and recommendations, based on

(2) Index as printed on cover; (d) Appendices.

3. All details of the unit or formation, sub-units attached and, if a detachment is concerned, the name of the parent unit, period covered and folio numbers of appendices will be shown on the cover.

METHOD OF COMPILATION

4. It is essential that the function of a war diary and the principles upon which this method of compilation are based should be clearly understood.

The war diary will be regarded primarily as a current monthly report made by the Commander of the unit or formation or Head of the branch or Senior Staff Officer. It is also facts a historical record.

It is order to ensure accuracy and completeness and to save work, as much important information as possible will be conveyed in appendices consisting, with one exception, of copies of documents issued and received in normal routine. The narrative is intended to supply information not given in the appendices.

Commanders of all grades are encouraged to include in the war diaries of their formations or units any ideas, opinions and recommendations, based on factual experience likely to be of benefit for short-term research in the Army, as well as material likely to be of value later for the history of the war. It is important that in recording the success or failure of our own or enemy equipment or tactics, commanders give, whenever possible, facts and figures sufficient to show the causes of success or failure. Vague general statements are of no value for this purpose.

NARRATIVE (A.P. C 2118)

5. The narrative should be written up daily. It should supplement and connect the appendices, but need not give a précis of any of them. It should contain:-

(a) Account of operations with notes of topographical and climatic features affecting them.

(b) Notes on how orders were carried out.

(c) Nature and description of field engineering works constructed.

2/.....

8376

0872

- 2 -

NARRATIVE (Cont'd)

- (d) Note of any administrative difficulties encountered and action taken to overcome them.
- (e) Note on how time not accounted for above was spent. (The type of training, etc., should be specified).
- (f) Brief notes of the times of receipt and issue of orders and important messages, and a reference of the appendix letter and folio number, and, only if necessary, a very brief note of the contents.
- (g) Intermediate movements of unit or formation.
- (h) Notes of any important visits paid and received by Commanders and Senior Staff Officers. It is equally important to make a note of the reasons for the visit and decisions taken.

The exact hour of occurrence should be recorded.

APPENDICES

6. GENERAL

Assignment of copies to the war diary.

When an operation order, appreciation, letter laying down policy or other important document is prepared, two copies should be made at the time specifically for the diary. This will be made a routine procedure; the copies will be placed in a separate folder, and not treated as spare copies.

It is essential that copies of all important documents should be placed in the war diary, including commander's "personal" and demi-official messages which contain instructions of operational importance.

Grouping of the Appendices. The Appendices will be assembled in the groups shown on the cover, not in simple chronological order. This is intended to make assembly and reference easy.

The index is designed to provide for the needs of as wide a variety of units headquarters and branches as possible and to serve as a reminder of the types of documents required. It will generally be found, therefore, that there are no documents to be included in several of the appendices. In such cases the word "Nil" should be entered in the appropriate space in the index and the appendix left blank.

the exact hour of occurrence should be recorded.

APPENDICES

6. GENERAL

Assignment of copies to the war diary.

When an operation order, appreciation, letter laying down policy or other important document is prepared, two copies should be made at the time specifically for the diary. This will be made a routine procedure; the copies will be placed in a separate folder, and not treated as spare copies.

It is essential that copies of all important documents should be placed in the war diary, including commander's "personal" and semi-official messages which contain instructions of operational importance.

Grouping of the appendices. The appendices will be assembled in the groups shown on the cover, not in simple chronological order. This is intended to make assembly and reference easy.

The index is designed to provide for the needs of as wide a variety of units headquarters and branches as possible and to serve as a reminder of the types of documents required. It will generally be found, therefore, that there are no documents to be included in several of the appendices. In such cases the word "Nil" should be entered in the appropriate space in the index and the appendix left blank.

In the case of formation headquarters, where branches, sections of branches and services keep separate war diaries, and in the case of administrative units and installations, it will be found that, whereas many of the appendices listed on the cover are not applicable, certain of the papers to be included fall conveniently in distinct categories. In such cases the papers not provided for should be inserted by groups and lettered accordingly, beginning with "K".

7. Notes

Appendices 'L' and 'M'. Originators of documents are responsible for preserving copies for assignment to war diaries. Nevertheless it is convenient to include copies of important orders and instructions received. If duplication of these are not available for inclusion, a note of the fact should be made. It is emphasised that, whether copies of orders and instructions are included in the diary, or not, a note of their receipt, giving sufficient details to enable them to be identified, should be made in the narrative.

Appendix 'N'. Any statistical or other returns, i.e. location statements, strength states, distribution of transport, ammunition returns, etc., should be included.

8375

0874

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

- 3 -

DISPOSAL

8. War diaries will be disposed of as follows:-

British and Colonial..... Original and duplicate to GHQ 2nd Echelon CEF.

The original copy will be forwarded to 2nd Echelon as soon as possible after the end of the month to which it refers, and in any case not later than the 15th of that month.

The duplicate copy will be forwarded with the original diary for the succeeding month, provided that acknowledgement of the receipt of the original has been received from 2nd Echelon.

All copies will be checked before despatch to 2nd Echelon to ensure that they are complete and contain complete sets of appendices.

GENERAL NOTES

9. A war diary is secret. The extraction and retention of appendices, maps, etc., from a war diary is an offence under the Official Secrets Acts.

10. The object of a war diary is to furnish a historical record of operations and to provide data on which to base future improvements in army training, equipment, organisation and administration.

NOTE:

Re para 6 above, Appendices 'B', 'C' and 'Z' are not applicable in the case of MMIA, and notes regarding them have in consequence been left out of these instructions.

jw
30 Nov 45.

8374

01876

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

785020

WAR DIARY

In form of
Army Form 0.2118

Unit.....

Commanding Officer

Summary of Events and Information

References to appendices

83.

0877

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

SECRET

WAR DIARY

INDEX

Narrative (A.F. C 2118)

Appendices:

- A Situation at Nightfall (Form M.E. 161 or 162)..... + Fos _____
- B Signal Log..... + Fos _____
- C Messages connected with Log (in chronological order)
- D Operation Orders or Instructions issued..... Nos _____
- E Operation Orders and Instructions received from
Higher Formations..... + Fos _____
- F Intelligence Summaries issued..... Nos _____
- G Administrative Orders or Instructions issued..... Nos _____
- H Administrative Orders or Instructions received..... + Fos _____
- I Strength States, Field Returns, etc..... + Fos _____
- J Other Papers..... + Fos _____
- Z Top Secret Supplementary War Diary.....

8372

0878

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

BM/G/6

OFFICE INSTRUCTION No. 106
COMPILATION OF WAR DIARY

1. Attention is called to GRO/327 of 1945 - preparation of War Diaries after the conclusion of the war in Europe.
/please
2. Each branch of the staff will ensure that sections and services keep a war diary (in duplicate) in accordance with the instructions contained in M.E. Form 160 (Amended).
3. Sections and services will submit narratives and appendices for the previous month to branches under branch instructions by the 3rd day of every month. The first will be so submitted by 3rd December 1945. These will be collated by each branch and submitted complete to GSI by the 8th day of every month.
4. A War Diary will be kept by each of the following General Staff Sections and Services - G (Ops and SD) - GSI - G (Trg) G (Liaison) - RE - Sigs and will be submitted to GSI on the 3rd day in every month.
5. GSI will complete the HQ War Diary and despatch it in accordance with M.E. Form 160 (Amended) para 8.

Phillips
Lt Col,
GSI.

LHS/jw

16 Nov 45.Copy to: All Branches and Sections.

8371

R. 11/15

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

785020

LME/1700 PIA.

REMIC & Sec

Cpl Phasimsky

N.M.I.A. OFFICE INSTRUCTION NO. 107.CG/1

1. In view of the following factors :-

- (a) Shortening of the days
- (b) The difficulty of reaching the office by 0800 hrs
- (c) The disadvantages of working different hours from A.C. and the War Ministry

the GOC directs that AC hours will come into effect for MMIA as from 1 Dec.45.

These hours are :-

MONDAY to FRIDAY -- 0830 -- 1230 and 1400 -- 1800 hrs.
 SATURDAY -- 0830 -- 1200 hrs.

2. The officers' daily conference will be held at 0845 hrs.

3. The existing arrangements as regards time off will hold good, except that Heads of Branches and Services are at liberty to dismiss any of their personnel at, or after 1730 hrs daily, if sufficient work does not warrant their retention. Communal transport however, will not leave before 1800 hrs.

Lt.Col.
 A.A.G., N.M.I.A.,

AHC/go.
 28 Nov.45.

27/11/45

0880

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

ONE/1700

P/A

OUTGOING SIGNAL

FROM : MIA

Date

Time

TO : G.H.Q. FOR G3(ERG) ER

26 1020 A

UNCLASSIFIED

REF: G.TRG 136

CONFERENCE WILL BE HELD AT G.H.Q. ON SATURDAY DEC 1
AT 1000 HRS (.) MAIN SUBJECT QUOTE ARMS AND EQUIPMENT
REQUIRED FOR T.T.C. AND CERN FOR THE ITALIAN ARMY
UNQUOTE (.) REQUEST REP TRG FOR Q ATTEND (.)
ACK IF AVAILABLE TO ATTEND

PRECEDENCE ROUTINE

AUTHENTICATED

Intervall G - DE 2 (Two) --
RECE - G/11/4

8369

R 27/1/45

0881

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

ENE/1700
CMA

o Rame

Subject : Change of Offices.

File No. CC/7

All Branches and Services M.M.I.A.

1. W.e.f. 24 Nov the Duty Officer will be located in
Room 32.
2. Room 9 is allocated to I.P.O.W. Sub Commission, A.C.
W.e.f. 25 Nov.

24/11/45

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

Copy to : I.P.O.W. Sub Commission, A.C.

/ago

8368

24/11/45

0 8 8 2

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

785020

EME/1700

REME

SUBJECT: Ministry of War Passes.

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

INT/101/2.
20 Nov 45.

TO: ALL BRANCHES MMIA.

Will all officers who have not yet been issued with
a Ministry of War Pass authorizing them to visit Italian Military
Units and Establishments please send their names to G III ("I"),
who will issue the necessary pass.

R G A Brown-Kames
Lt-Col, C.S.
for M. M. I. A. Capt

AGR/rjd

A. Blunt 71511
REME
M.Z.D.

Col Blunt - for info

Col
Pinto G II I
d/mj

8367

R 20/11/45

0883

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

EME/1700
C PH

Leve

19 NOV 1945

Subject : Conference Room.

Ref : CC/7

ALL Branches and Services.

1. Branches and Services requiring use of MIA Conference Room are requested to apply to the Chief Clerk (Room 48 - Telephone 537) for use of same, giving as much advance notice as possible of dates and times.
2. Chief Clerk will maintain a schedule and the Conference Room will not be used unless agreed by him.

Alberty
Colonel M/Q
M.I.A.

Copy to :: Chief Clerk, M.I.A.

/Rgc

8366

R 19/11/45

2746/1400
Cpl Please Note
2746/1400

8/5

-

0883

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

(a) to Chief Clerk 1655 hrs.

(b) to Duty Officer 1700 hrs.

6. Place of duty:

(a) duty clerks will not leave AFMA premises until relieved by clerks next for duty except for meals or when ordered to do so by an officer.

(b) duty clerks will normally remain, and will sleep, in room 44 (new despatch office - telephone ext. 537), except when required to leave that room in the course of duty.

7. Meals : Dinners 1st 1130 - 1245 hrs
2nd 1245 - 1400 hrs
Suppers 1st 1630 - 1800 hrs
2nd 1800 - 1930 hrs

which hours will be precisely observed. One clerk will go to meals at a time. The clerk going to 2nd sitting will in no circumstances leave the Duty Office until the first clerk has returned.

8. Time off: 0800 - 1000 hrs on completion of tour of duty.

9. Duty Clerk will be specifically responsible that:

(a) ALL signals and/or letters of IMMEDIATE or higher priority are at once handed to the Duty Officer.

(b) all files left in officer's trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves.

(c) that all office waste paper baskets are emptied and the contents disposed of according to instructions.

10 Nov 45

ARCS/jw

Atty General
Lt Col.,
GS.

DISTRIBUTION: Ma to GOC

C o S

All Branches and Services

All Clerks

War Diary (Two)

File : 2/3

13/11/45
8365

DUTY OFFICERS ORDERS

CC/2

1. There will in future be one Duty Officer for the whole of MIA.
2. Rosters will be kept by GSO II(SD) and will be open to examination.
3. Separate rosters will be kept for weekdays and for weekends.
4. (a) A detail for the following week will be published weekly on Saturdays by 1200 hrs and posted in all officers' offices, Chief Clerk's Office and Signals Office.
(b) The Branch of any officer not available for duty is responsible for informing GSO II(SD) and arranging a replacement.
5. Reliefs.
(a) On showing urgent reason an officer may by mutual arrangement change his day of duty with another officer.
(b) Exchange of duty for part of a day will not normally be permitted.
(c) Exchange of duty for a whole day will be permitted in GSO II(SD) and GSO II(WE) only by both officers concerned.
(d) The officer wishing to exchange his day of duty is responsible for notifying Chief Clerk and Signals Office of the change.
6. Tour of Duty.
(a) Weekdays (Mon to Fri, both incl) : 1700 hrs to 0015 hrs (day following).
(b) Week-ends (i) Saturday : 1200 hrs to Sun 0900 hrs
(ii) Sunday : 0900 hrs to Mon 0015 hrs
7. Reporting for duty.
(a) Mon - Fri both incl to GSO II(SD) (Room 54) between 1630 - 1700 hrs.
(b) Sat to GSO II(SD)(Room 54) between 1430 - 1200 hrs.
(c) Sun to Duty Officer being relieved (who will not leave until his relief has reported) by 0900 hrs.
In absence of GSO II(SD) Duty Officer will report to GSO II(WE) or GSO II(SD)
8. Place of duty.
(a) The Duty Officer will not leave MIA premises during his tour of duty except for meals.
(b) Duty Officer will normally remain in, and sleep in, Room 9 (Tel: 473526)
(c) The Duty Room will never be left empty. In the absence of the Duty Officer, the Duty Clerk will remain in Room 9 and will be required to answer the telephone.

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

Officers concerned.

- (1) The officer wishing to exchange his day of duty is responsible for notifying Chief Clerk and Signals Office of the change.

6. Tour of Duty.

- (a) Weekdays (Mon to Fri, both incl) : 1700 hrs to 0615 hrs day following.
 (b) Week-ends (i) Saturday : 1200 hrs to Sun 0900 hrs
 (ii) Sunday : 0900 hrs to Mon 0615 hrs

7. Reporting for duty.

- (c) Mon - Fri both incl to GSO II(SD) (Room 54) between 1630 - 1700 hrs.
 (d) Sat to GSO II(SD)(Room 54) between 1430 - 1200 hrs.
 (e) Sun to Duty Officer being relieved (who will not leave until his relief has reported) by 0900 hrs.

In absence of GSO II(SD) Duty Officer will report to GSO II(WF) or GSO I(SD)

8. Place of duty.

- (a) The Duty Officer will not leave MHA premises during his tour of duty except for meals.
 (b) Duty Officer will normally remain in, and sleep in, Room 9 (Tel: 476526)
 (c) The Duty Room will never be left empty. In the absence of the Duty Officer, the Duty Clerk will remain in Room 9 and will be prepared to answer the telephone.

9. Meals.

- (a) Breakfast and lunch: normal times.
 (b) Dinner: 1900 - 2030 hrs
 Signals Office will be informed by the Duty Officer what his telephone number will be while he is away for meals.

10. The Duty Officers Book will be obtained from GSO II(SD)'s Office when coming on duty, will be filled in as appropriate and signed, and will be placed on GSO II (SD)'s desk at 0615 hrs daily on completion of tour of duty.

11. Office Instruction No. 105 is cancelled.

12. MAY 45.

ARGS/TO

DISTRIBUTION : NA to GOC; COS; All Branches and Services; All officers of HQ MHA; Signal Office; OC/2; War Diary (2).

8364

Col.,
A/Chief of Staff.

W.F. Riley

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

785020

M.I.A.
CC/7

9 November, 1945.

Subject : FLOAT FILES.

1. The Float File of incoming signals and messages will be discontinued w.e.f. 12 Nov., as a temporary measure only.
2. The File will be reinstituted if it is found by Heads of Departments that efficiency suffers by its suspension.
3. IMMEDIATE or higher priority signals received during office hours will continue to be dealt with as at present i.e. Sign to Chief Clerk, Chief Clerk to Head Clerk of each branch, Head Clerks personally to officer for action. Out of office hours as detailed in Duty Officers' and Duty Clerks' Orders.

Lt. Col.,
G. .O.I.

Distribution : Chief Clerk, M.I.A. for CC/7
Head Clerks of all Branches and Services.

/esp

0889

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

785020

ADME

EME/1700

'Q' Office Instruction.
+++++No. 2.
+++++1. Abbreviations:-

N/Q	Colonel Pidsley.
Q.	Lt. Col. Curtiss.
Q.1.	Major Newton.
Q.2.	Major King.

Files so marked will be passed by Chief Clerk to individual named without delay.

2. Unless other action is indicated on the letter as under, the above abbreviations will mean "To see".

3. Action taken or information required will be annotated on the letter N O T on attached slip.

4. Officers will assist Chief Clerk 'Q' by N E V E R passing files by hand outside 'Q' branch without notifying him. Normally all files should pass through Chief Clerk.

Receipts will be obtained by Chief Clerk when files pass to another branch.

5. Keep files in circulation. Do not board them and never hide them.

P/A

R.A. CURTIS Lt. Col.

A. Q. M. C.

6 Nov 45.

8362

R 7/11/45

'Q' Office Instruction.
+++++

MC. 1.

1. Commencing 30th October, 'Q' staff duties will be shared as under:

(a) A.Q.M.G. (Lt. Col. Curties)

All 'Q' Policy questions.
British Accounting.
Italian Army Transport.
Domestic Transport.

(b) D.A.Q.M.G. (1) (Major Newton)

Clothing and Equipment.
Ammunition
Movements.

(c) D.A.Q.M.G. (2) (Major King)

Accommodation.
Supplies
Medical Stores
Vet. & Remounts.
Monthly Diary of Events
Office organisation.

(d) Staff Captain (1) (Captain Lamb)

British Accounting.

2. Chief Clerk 'Q' is responsible that:

(a) Standing Orders - Clerks, are complied with.

(b) Urgent correspondence receives attention. Slips on such letters will be marked diagonally with red pencil.

(c) All files in current use are entered on an action list (copy each officer) which indicates subject and individual officer to whom allocated (see paragraph 1.).

11/11

accommodation
Supplies
Medical Stores
Wat. & Rements.
Monthly Diary of Events
Office organization.

- (d) Staff Captain (1) (Captain Lamb)
- British Accounting.
- 2. Chief Clerk 'Q' is responsible that:
 - (a) Standing Orders - Clerks, are compiled with.
 - (b) Urgent correspondence receives attention. Slips on such letters will be marked diagonally with red pencil.
 - (c) All files in current use are entered on an action list (copy each officer) which indicates subject and individual officer to whom allocated (see paragraph 1.).
 - (d) All IN correspondence is shown to A.Q.H.G. or to next senior officer in "IMMEDIATE" jacket before filing.
 - (e) Copies of all OUT correspondence go in 'O' float.
 - (f) All letters in files signed personally by an officer of rank of colonel or above are initialled by A.Q.H.G. (this includes letters in Italian.).
 - (g) A "R.F." diary is maintained and used.
 - (h) A daily diary is maintained of important letter IN and OUT on which will be compiled the monthly 'Q' report.

Handwritten signature

R.A. CURTIS Lt. Col.
A.Q. I.C. R.A.I.A.

Dist:
All 'Q' Officers & Clerks.
'Q'
'IN'
S.T.
R.E.I.E.
Chief Clerk.
Col. A./Q.

10th Oct 45.

: 8361

OFFICE INSTRUCTION
NO. 105

MILITARY MISSION TO THE ITALIAN ARMY

CC/A

STAFF AND DUTY OFFICERS ORDERS.1. TOURS OF DUTY

Duty Officers tours of duty will be :-

- (a) Monday to Friday inclusive - 1700 to 0815 hrs following morning.
- (b) Saturday : from 1200 to 1130 hrs Sunday.
- (c) Sunday : from 1100 to 0815 hrs Monday.

The current Duty Officers Roster up to and including 24 Sep will remain in effect, thereafter :-

one weekly roster will be kept for (a) above
one weekly roster will be kept for (b) and (c) combined.

2. MEALS

- (a) Breakfast and Lunch : Normal times.
- (b) Dinner : The Duty Officer will remain on MIA premises until 1900 hrs. He will return (having had dinner) by 2045 hrs.
- (c) When absent for meals he will inform MIA Signals Office where he can be contacted, and is responsible for ensuring that he can be located by the telephone operator.

3. DUTIES

The duties of Staff and Duty Officer on Saturdays and Sundays will be combined and one officer will be responsible for carrying out normal Staff and Duty Officer duties for all branches of MIA as detailed in the current Duty Officers Roster.

- 4. The Duty Officer will not leave HQ MIA premises during duty hours except for meals. He is responsible that the Duty Officers room is not empty on any occasion. When he personally is temporarily called away a Duty Clerk will be installed. He will sleep in Room 2 where a bed is provided.

Handwritten notes:
p/a off duty
same.
not good.

any report will be kept for (a) above
one weekly report will be kept for (b) and (c) combined.

2. MEALS

- (a) Breakfast and Lunch : Normal times.
(b) Dinner : The Duty Officer will remain on MIA premises until 1500 hrs. He will return (having had dinner) by 2045 hrs.
(c) When absent for meals he will inform MIA Signals Office where he can be contacted, and is responsible for ensuring that he can be located by the telephone operator.

3. DUTIES

The duties of Staff and Duty Officer on Saturdays and Sundays will be combined and one officer will be responsible for carrying out normal Staff and Duty Officer duties for all branches of MIA as detailed in the current Duty Officers Roster.

4. The Duty Officer will not leave HQ MIA premises during duty hours except for meals. He is responsible that the Duty Officers room is not empty on any occasion. When he personally is temporarily called away a Duty Clerk will be installed. He will sleep in Room 9 where a bed is provided. Telephone No. is 476526.

5. From Monday to Friday the duty officer taking over will report to Room 24 between 1630 hrs and 1700 hours to inform the LAG that he is taking over duty as from 1700 hours. On Saturday a similar report will be made between 1430 and 1200 hrs. The duty officer due for relief at 1400 hours on Sunday will not leave the duty officers room until his relief has reported to take over duty.

6. In the absence of the AAG such report will be made to the DAAG M1, 2 or 3.

7. A Duty Officers Book is kept in Signals Office. All incidents will be recorded. This book will be signed by the officer completing his tour of duty and will be placed on GSO III (SD)'s desk by 0830 hrs. This applies whether or not any entries have been made. The Duty Officers Roster will be posted in all officers offices, Chief Clerk's office and Signals Office.

7. RELIEFS

For an urgent reason an officer may change his day of duty with another officer by arrangements with GSO II (Ops and SD). Officers will not be permitted to change for part of a day except under special circumstances. When a change is made the Chief Clerk and the Signals Office will be informed.

8360

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

785020

Page 2.

by the officer making the change.

When an officer is not available for duty, his branch is responsible for informing GSO II (Ops & SI) and arranging a relief.

8. DUTY CLERKS

A/Q Branch and "C" Branch will detail one clerk each, for the same hours as for Duty Officer. Meal times will be arranged so that the telephone will be manned at all times. "C" Duty Clerk will coordinate.

9. Office Instruction No. 100 and 103 are cancelled.

Chief of Staff.

10 Oct. 45.

/s/

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

785020

Subject: - MMIA L.O.'s - Location Statement.

Land Forces Sub Comm. A.C.,
 (M.M.I.A.),
 R O M E.
 A 089.

18th, Oct. 45.

Reference MMIA Office Instruction No 90 dated
 4th July 45.

Forwarded herewith is a new Appendix "A" to
 the a/q Instruction.

The previous Appendix "A" should now be destroyed.

R H Bouchon
 Major General, *Head*
 M.M.I.A.

Distribution.
 Branches & Services
 All MMIA L.Os.

Put on wall in place of old Appex 'A'

0896

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

7850120

REME L

EM/1700

RE:

Subject: Tour of Duty of S.M.R.E.

File ; A 271

Land Forces Sub-Comm A.C.,
(M.M.I.A.) R O M E

17 Oct. '45.

Distribution: Normal.

With effect from 15 October all offices of SMRE
are keeping the following hours :-

Monday to Saturday inclusive : 0830 to 12.30 Hours.
1500 to 1730 Hours.

Sundays and holidays : 0900 to 1200 Hours.

PHA

for
Major General,
M.M.I.A.

/ecc.

8357

17/10/45

0897

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

REME/1700

Subject:- Duty Officers' Room

Land Forces Sub Commission A.C.
(L. F. S. C.) RGE.
9/12/4
13 October, 1945.

1. As room No. 15 has been handed over to the IF Sub Commission, with effect from 1200 hrs 13 Oct 45, the duty officers' room will be room No. 9.
2. Signals to arrange present telephone number in Room No. 15 to be transferred to room No. 9.


S. H. I. A.

Distribution:-

FCMIAL.

JL/fem

8356

0898

Declassified E.O. 12356 Section 3.3/NND No. 785020Subject: Office Accommodation H.Q. MIA.

EMC/1700
 Land Forces Sub Commission, AC.
 M. M. I. A. ROME.
 Q/12/4
 12 Oct 1945.

To:
 C. C. S.
 'G' Branch.
 'A' "
 'Q(AE)
 'Q(OS)
 ST
 REHE
 Signals
 Camp Commandant (Brit)

1. The following office changes will take place immediately,
 - (a) Q(OS) will move from Room No 14 to Room No 50
 - (b) REHE will move from Room No 11 to Room No 14
 - (c) Room Nos 11 and 13 will be taken over by I.P.T. Sub Commission.
2. Signals will arrange (a) for a telephone to be installed in Room No 50 and for it to be given Q(OS) present number (b) REHE telephone number to be transferred to Room No 14.

John L. ...
 Captain 'Q'
 M.M.I.A.

JL/ps

Robert

*liaise with Gpl Dawson Q(OS) re move.
 He move when they have moved out, and telephone
 are checked 8355*

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

M.M.I.A. Office Instructions No. 104.
dated 25 Sept. 45

Office Hours.

Amendment No. 1.

---o0o---

1. Delete all reference to office hours for Italian Civilian Staff.
2. The office hours for Italian Civilian Employees will be as follows :-

Monday	} morning duty	0800 - 1200 hrs.	} - 8 hrs per day
to			
Friday	} afternoon duty	1300 - 1700 hrs	}
Saturday Morning duty		0800 - 1200 hrs.	- 4 hrs.

(Total 44 hrs. per week)

P/A Office Instruction

THH Galtice L. Col

Lt. Col.,
A.A.G. M.M.I.A.

26 Sept. 45

Distribution :-
NORMAL

maf.

21/9/45

0900

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

M.M.I.A. Office Instructions No. 104
dated 25 Sept. 45

Office Hours.

Amendment No. 1.

---oOo---

1. Delete all reference to office hours for Italian Civilian Staff.
2. The office hours for Italian Civilian Employees will be as follows :-

Monday	}	morning duty	0800 - 1200 hrs.	}	- 8 hrs per day
to					
Friday	}	afternoon duty	1300 - 1700 hrs	}	
Saturday Morning duty			0800 - 1200 hrs.		- 4 hrs.

(Total 44 hrs. per week)

W.H. Gilmanice Lt. Col.

Lt. Col.,
A.A.G. M.M.I.A.

25 Sept. 45

Distribution :-
NORMAL

maf.

L 8353

0901

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

785020

Office Instructions

REME

EMIE/1700

Subject: Tea at Hqs.

CC/7

1. Wef Monday 1 Oct 45 the collection of tea from the C.W.L. (or any other canteen) by personnel of this Hqs will cease.
2. Arrangements have been made by the Camp Commandant for tea to be provided each morning between 1000 hrs and 1030 hrs. No tea will be provided in the afternoons.
3. Commencing Monday 1 Oct 45, two men to be detailed by Chief Clerks Branches will issue the tea outside the Camp Commandant's Office. Arrangements will be made as follows :-

Mondays and Thursdays	-	2 men from 'G' Branch.
Tuesdays and Fridays	-	2 men from 'A' Branch.
Wednesdays and Saturdays	-	2 men from 'Q' Branch.

These two men will be responsible for distribution of tea to Branches and Services.

4. A representative from Branches and Services will collect tea between 1000 hrs and 1030 hrs each morning on behalf of his Branch or Service.

24 Sep 45

Distribution:-

All Branches & Services.
Camp Comdt.
Chief Clerk, 'G' Branch
'A' Branch
'Q' Branch
'S & T.'

Sigs. Supt.
Interpreters.

V. S. K. S. / Sgt.
A/Chief Clerk,
M.M.F.A.

R
28/11/45

0902

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

cc/1

M.M.I.A. OFFICE INSTRUCTION NO. 104.
+++++

OFFICE HOURS
+++++

EME/1700

1. The General Officer Commanding directs that with effect from 1 Oct 45 the following hours of duty will be observed by British, American and Civilian personnel of this H.Q.:-

Breakfast	0715 hrs.
Morning Duty	0800 hrs. to 1200 hrs.
Lunch	1200 hrs.
Afternoon Duty (Saturdays excepted)	1330 hrs. to 1700 hrs.

2. Duty personnel for Saturday afternoons and Sundays will be detailed in accordance with instructions issued by 'G' Branch through Chief Clerks Office.

3. With effect from 1st October 1945 the morning Staff Conference will take place on weekdays at 0800 hrs.

4. M.M.I.A. Office Instructions No.45 and No.75 are hereby cancelled.

A.A.G.

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

25
25 Sep 45

Distribution :-
NORMAL

SPA/er

P/A Office Instrs

28/9/45

8351

ADMINISTRATIVE INSTRUCTION NO. 101.

SUBJECT : Local Leave Br. Staff M.M.I.A.

This HQ Letter A 281 dated May 45 is cancelled and will be substituted by the following with reference to G.R.O. 974/45.

1. LOCAL LEAVE (i.e. leave in ITALY) will normally be for 6 days, not more frequently than once in six months. In special circumstances the length and frequency of this leave may be extended.

2. In view of the spirit underlying G.R.O. 974/45 viz. That the 13 days leave is NOT a right but a privilege, which will be given ONLY in special circumstances, with due consideration to the following:-

- (a) The existing volume of essential work which MUST be done.
- (b) The shortage of staff due to L.I.A.P. etc.
- (c) The generous weekly time-off allowed.

Local Leave may be granted as follows:-

I. 7 days Local Leave, every 6 months may be given by Heads of Branches as hereofore and Camp Commandant notified through "A" Branch.

II. 13 days Local Leave, or any Local Leave more often than once every 6 months (in accordance with G.R.O. 974/45) will require G.O.O.'s approval through Col. A/Q.

2. In view of the spirit underlying G.R.O. 974/45 viz. That the 13 days leave is NOT a right but a privilege, which will be given ONLY in special circumstances, with due consideration to the following:-

- (a) The existing volume of essential work which MUST be done.
- (b) The shortage of staff due to L.I.A.P. etc.
- (c) The generous weekly time-off allowed.

Local Leave may be granted as follows:-

I. 7 days Local Leave, every 6 months may be given by Heads of Branches as herebefore and Camp Commandant notified through "A" Branch.

II. 13 days Local Leave, or any Local Leave more often than once every 6 months (in accordance with G.R.O. 974/45) will require G.O.C.'s approval through Col. A/Q.

3. Heads of Branches or Services (including Camp Commandant and Outstations) will each maintain their own Leave Rosters.

4. The Camp Commandant will be informed of all leave granted as far in advance as possible, in order to arrange pay etc. and where requested, by the individual, to make advance booking of accommodation at Leave Centres, or Rest Camps.

5. The Camp Commandant will maintain a record of all leave granted.

Date : 15 Sep. '45

Distribution : - All Branches and ~~8354~~ 8350
ALL M.M.I.A. I.O.S

J.P. Ardenbury
Colonel, A/Q.
M.M.I.A.

Approved: 28/9/45
8350

0905

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

R E M E

M.M.I.A. OFFICE INSTRUCTION NO. 103.

CC/1

DUTY OFFICERS ROOM

FINE/1700

1. Reference M.M.I.A. Office Instruction No. 100. Para. 3.
2. W.E.F. from 22 Sept. 45. the Duty Officer will sleep in Room 15. Telephone No. remains unchanged.

W. E. F.
M.M.I.A. Capt.

22 Sept. 45.

Distribution: NORMAL.

P/A

R
24/9/45

0906

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

REME.

CC/1

HQ MMIA - OFFICE INSTRUCTION

NO. 102

EME/1700

1. AFHQ, as is known, approve of details of the ~~so-belligerent~~ Italian Army being given to the RUSSIANS and the FRENCH.
2. In order that the issue of such information may be canalized in this HQ and thus avoid duplication and also to ensure complete and the latest information, the undermentioned only are authorized to impart such information and interview any Foreign Representative concerned.

Col. KERR
Col. PIDSLEY
Lt. Col. INGLEDEW
3. Any Foreign Representative approaching any other member of the Staff will be directed to one of the above.



Colonel
Chief of Staff

21 Sep 45

DISTRIBUTION: NORMAL

WB

P/A Office Instructions

R
24/9/45

8348

0907

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

TIME/1700

Subject:- Accommodation M.H.A.

Land Forces Sub Commission A.C.
(M. H. T. A.) ROSE.

21 September 1945.

To:-

C.O.S.
'G' Branch
'A' Branch
'H' Branch
S.T.
T.E.T.
Signals.
Camp.

1. The following changes will take place with effect from 21 Sep 45:
 - (a) The A.A.C. will have his office in room No. 21.
 - (b) Duty Officer will use Room No. 15.
2. Telephone numbers in room 21 will remain as present except for the duty officer telephone and number which will be transferred to room No. 15.

Chelland
S/Captain 'Q'.
M.H.A.

R
22/9/45

8347

Office of the Adjutant General
 Liana Peron, Sub Commission,
 A.C. (H.M.I.A.) ROME

2/2/5
 21 September 1945.

H.M.I.A. ADMINISTRATIVE INSTRUCTION NO.

28.

1. COMMENT.

The object of this instruction is to define the method of:

- (a) Redistribution of winter clothing to BR-III Service Troops.
- (b) Withdrawal, reconditioning and storage of summer clothing.

2. WINTER SCALE.

The scale of clothing to be held by BR-III Service Troops for the winter 45/46 is:

Blouses, battle-dress	ea	1
Trousers, battle-dress	ea	1
Shirt, cotton	ea	2
Belt, web, waist	ea	1
Drawers, wool	ea	2
Undershirt, wool, or pullover	ea	2
(1 pullover equals 2 undershirts, wool)	ea	1
Towel	ea	1
Cap, field	ea	1
Overcoat, or Mackinaw	ea	1
Boots or shoes (2 prs. authorized in winter if supplies permit)	pr	1
Socks	pr	3
Anklets, or leggings (when required)	pr	1
Sewing kit (initial issue only)	pr	1
Blankets, or comforter	ea	1
(1 comforter equals 2 blankets)	ea	4
Packcarrier (when required)	ea	1
Cartoon (when required)	ea	1
Kass kit (including fork, spoon, and cup)	ea	1

3. ISSUE OF E.D.

- (a) Sufficient quantities of battle-dress have been moved under H.M.I.A. arrangements to Adm. Div. Sub-Depots whence issues will be made in the normal manner.

0909

ea 1
ea 2
ea 2
ea 1
ea 1
ea 1
pr 1
pr 3
pr 1
pr 1
ea 1
ea 4
ea 1
ea 1
ea 1

- Socks, cotton
- Belt, web, waist
- Drawers, wool
- Undershirt, wool, or pullover
- (1 pullover equals 2 undershirts, wool)
- Towel
- Cap, field
- Overcoat, or Mackinaw
- Boots or shoes (2 prs. authorized in winter if supplies permit)
- Socks
- Anklets, or leggings (when required)
- Sewing kit (initial issue only)
- Blankets, or comforter
- (1 comforter equals 2 blankets)
- Packcarrier (when required)
- Canteen (when required)
- Mass kit (including fork, spoon, and cup)

3. ISSUE OF B.D.

(a) Sufficient quantities of battle-dress have been moved under M.M.I.A. arrangements to Adm. Div. Sub-Depots whence issue will be made in the usual manner.

(b) Winter clothing will be adopted on the date decided by the Allied Formation under whose command the Adm. Div. is placed. Formations are asked to give the M.M.I.A. L.O. as early warning as possible of this date in order to allow clearance from Sub-Depots to Regimental H.Q.s. etc.

4. ISSUE OF BLANKETS.

Blankets will be issued up to the scale of four per man (one comforter is equivalent to two blankets). Blankets will continue to be held on summer scale omitting the order of the employing Formation, but the Adm. Div. Sub-Depot will hold the balance of winter scale for its entire strength.

5. WITHDRAWAL OF K.D. AND OTHER SUMMER GARMENTS.

(a) All K.D. shirts and trousers will be withdrawn into the Sub-Depot. (Separate instructions to L.O.s. will follow concerning their subsequent disposal of these garments to Repair Depots).

(b) Drawers and vests cotton will be replaced by drawers and vests woolen and the cotton garments disposed of as in (a) above.

(c) The date by which these withdrawals will be completed will be notified by the M.M.I.A. L.O. with each Adm. Div. or the instructions of the Allied Formation.

8346

22/1/45

0910

Declassified E.O. 12356 Section 3.3/NND No. 785 012 0

ADMINISTRATIVE INSTRUCTION NO. 28

6. IMI-ITI UNITS.

Any Iti-Iti Units previously issued with British K.D. will return K.D. by the same procedure.

7. This Instruction is applicable to:

- (a) IMI-ITI Service Troops.
- (b) Any IMI-ITI Units (e.g. Guard Bns.) to whom a special issue of K.D. has been made.

It is NOT applicable to any other troops of the Italian Armed Forces.

8. The relevant Ministry of War Order is Number 22555 of September 18.

A.M. Newington

A.M. NEWINGTON, Major,
for Major General,
C.M.I.A.

Ad/and.

EXCLUDED Ministry of War
All Italios (2 copies)
50 IMI
51 IMI
52 IMI
53 IMI
54 IMI
P. ALBY (LTCITF)
805 BND. RAVENHURST
302 BND. ORVING
2 Cdn. HQ
3 Cdn. HQ
Public Safety Sub. Comm.
Hq. Allied Com.

EXCLUDED Rommel.

8345

ADMINISTRATIVE INSTRUCTION NO. 101.

SUBJECT : Local Leave Br. Staff M.M.I.A.

This HQ letter A 281 dated May 45 is cancelled and will be substituted by the following with reference to G.R.O. 974/45.

1. LOCAL LEAVE (i.e. leave in ITALY) will normally be for 6 days, not more frequently than once in six months. In special circumstances the length and frequency of this leave may be extended.

2. In view of the spirit underlying G.R.O. 974/45 viz. That the 13 days leave is NOT a right but a privilege, which will be given ONLY in special circumstances, with due consideration to the following:-

- (a) The existing volume of essential work which MUST be done.
- (b) The shortage of staff due to L.I.A.P. etc.
- (c) The generous weekly time-off allowed.

Local Leave may be granted as follows:-

I. 7 days Local Leave, every 6 months may be given by Heads of Branches as heretofore and Camp Commandant notified through "A" Branch.

II. 13 days Local Leave, or any Local Leave more often than once every 6 months (in accordance with G.R.O. 974/45) will require G.O.C.'s approval through Col. A/C.

3. Heads of Branches or Services (including Camp Commandant and Outstations) will each maintain their own Leave Rosters.

(b) The shortage of staff due to L.I.A.P. etc.

(c) The generous weekly time-off allowed.

Local Leave may be granted as follows:-

I. 7 days Local Leave, every 6 months may be given by Heads of Branches as heretofore and Camp Commandant notified through "A" Branch.

II. 13 days Local Leave, or any Local Leave more often than once every 6 months (in accordance with G.R.O. 374/45) will require G.O.C.'s approval through Col. A/Q.

3. Heads of Branches or Services (including Camp Commandant and Outstations) will each maintain their own Leave Rosters.

4. The Camp Commandant will be informed of all leave granted as far in advance as possible, in order to arrange pay etc. and where requested, by the individual, to make advance booking of accommodation at Leave Centres, or Rest Camps.

5. The Camp Commandant will maintain a record of all leave granted.

SP Andrew Gray
Colonel, A/Q.
M.M.I.A.

Date : 15 Sep. '45

Distribution :- All Branches and Services
All M.M.I.A. I.O.s

8344

Declassified E.O. 12356 Section 3.3/NND

No.

785020

0912

Subject:- British Transport at H.Q. I.I.A.

Land Forces Sub Commission A.C.
(G. H. I. A.)
2/5/6

2 September, 1945.

To:- G.T. (for M.A.O.)

Reference:- I.I.A. Office Instruction No. 101 - Domestic

Transprt.

The officer responsible for Staff Pool Cars is as detailed below:-

Car.	Officer i/c	Officer entitled to use.
Chevrolet H.U.P. 2.5905874	Major Miles	Captain Simpson Captain Garry.
Biatchi 4 Str. 2.5667044	Major Taylor	Captain Craig Lieut. Pragnall.
Lancia Augusta 2.5647409	Major Lawell	Lieut. Trevellyn.
Lancia Aprilia 2.5647409	Major Norton	Captain Lamb
Chevrolet H.U.P. 2.5905624	Capt. Bale	C/Comd. Pardell. Captain Ward Jackson.

He will ensure the vehicle is presented on due date for monthly workshop inspection and will satisfy himself that A.S. 412 and A.S. 406

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

Chevrolet H.U.P. 2,5905874
Major Miles
Dianchi L. Str. 2,5667044
Major Taylor
Lancia Augusta 2,5642402
Major Hamell
Lancia Aprilia 2,5643109
Major Norton
Chevrolet H.U.P. 2,5905624
Capt. Bale

Captain Simpson
Captain Mary.
Captain Craig
Lieut. Pragnall.
Lieut. Trevelyan.
Captain Lamb
J/Comd. Fardell.
Captain Ward Jackson.

He will ensure the vehicle is presented on due date for monthly workshop inspection and will satisfy himself that A.F. 412 and A.F. 406 in respect of the vehicle are being properly kept.

He will arrange with the other officers entitled to use the car for the vehicle to be available as required.

For Major Taylor
H.A. CHAMBERLAIN Lt. Col.
For Major General.
H. H. L. A.

Copy to:-
All above mentioned officers.
Super. Comm. Co.

21/10/54

8343

*P/A Office of the Director
717000*

M.I.A. OFFICE INSTRUCTION NO. 101.

DOMESTIC TRANSPORT

1. The attached Appendix gives the allocation of transport to come into effect from 12 Sep 45.
2. Five cars each are allotted to 'G' and 'Q' and three cars to 'A'.
(a) 'A' will include Medical.
(b) 'Q' will include R.D.M.E. QMD, S.T. and Labour.
(c) 'G' will include R.D. and SIGS.
3. There will be a long distance POOL of 4 cars which will only be detailed through Senior 'Q' officer.
4. QMD COMMANDANT POOL.
Officers requiring a vehicle and unable to obtain one from his own Branch will request the Camp Commandant to supply one from this POOL giving at least 42 hours notice.
5. Heads of Branches will nominate an officer responsible for each car in their Branch POOL, who will ensure that the car is properly maintained.

0916

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

3. There will be a long distance POOL of 4 cars which will only be detailed through Senior HQ officer.

4. CAR COMMANDANT POOL

Officers requiring a vehicle and unable to obtain one from his own Branch will request the Camp Commandant to supply one from this POOL giving at least 12 hours notice.

5. Heads of Branches will nominate an officer responsible for each car in their Branch POOL, who will ensure that the car is properly maintained.

W. B. P. 102

R.A. CURTIS Lt. Col.
A.D.C. I.M. I.A.

10 Sep 45

Distribution:-
ORIGINAL

/from

8342

0917

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

785020

DOMESTIC TRANSPORT - 33 MILITARY MISS

W.D. NO.	MAKE AND TYPE	DRIVER	ALLOTTED
M.5494521	RUMBER PULLMAN	Sgt. Greenall	
M.4565025	FORDSON H. Utility	"	
M. 713345	FORDSON 4 Str.	Dvr. Potter	
M.4560137	FORDSON H. Utility	L/Cpl. Smith	
M.5645075	BLANCHI 4 Str.	Bruno	
M.5660587	LANCIA 6 Str.	L/Cpl. Hatcher	
M.5667029	ALFA ROMEO	-	
Z.4832499	DODGE 15 cwt. G.S.	-	
M.5100606	HILLMAN L. Utility)	-	
M.5100667	HILLMAN L. Utility)	-	
Z.5905859	CHEVROLET H. Utility)	-	
M.4776946	HILLMAN Utility)	-	
M.5244281	STANDARD Utility)	-	
Z.5905874	CHEVROLET H.U.P.)	-	
M.5667044	BLANCHI 4 Str.)	-	
M.5645110	LANCIA Augusta)	-	
M.5645109	LANCIA 4 Str.)	-	
Z.5905621	CHEVROLET H.U.P.)	-	
M.5288683	AUSTIN Utility.)	-	
M.5288668	AUSTIN Utility)	-	
Z.5905892	CHEVROLET H.U.P.)	-	
Z.4627148	CHEVROLET 15 cwt. G.S.)	-	
M.5288715	AUSTIN UTILITY)	-	
Z.4446847	MORRIS P.U. 8 cwt.)	-	
Z.4993402	FORD 15 cwt. G.S.)	-	
Z.5181597	DODGE 15 cwt. G.S.)	-	

0918

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

IC TRANSPORT - 33 MILITARY MISSION

App. to MIA Office
Inst. No. 101.

DRIVER	ASSIGNED TO INDIVIDUAL/BRANCH	LOCATION
--------	-------------------------------	----------

Sgt. Greenall

C.O.C.

H.Q.

Dvr. Potter

Col. PILSLEY

"

I/Cpl. Smith

Lt. Col. MCLELLAN

"

Bruno

Lt. Col. BERTON

"

I/Cpl. Hatcher

Lt. Col. CURTIS

"

Lt. Col. WILCOX

"

Lt. Col. HOLMAN

"

Captain STEPHENS

"

'G'

"

'Q'

"

'A'

"

Camp Commandant.

"

"

"

"

"

"

"

"

"

"

"

"

"

"

"

8341

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

W.D. NO.	MAKE AND TYPE	DRIVER	ALLO TED
Z.4832448	DODGE 15 cwt. G.S.	-	H.T. Sect
M.1510429	FORDSON H. Utility	-	Q' Contr
M.4767443	FORDSON H. Utility	-	"
Z.5905572	CHEVROLET H.U.P.	-	"
Z.5905874	CHEVROLET H.U.P.	-	"
		<u>OUT STATIONS</u>	
M.5245617	STANDARD Utility	-	Captain
M.4780575	MORRIS Utility	-	Captain
M.1550022	MORRIS Utility	-	Major
Z.4435744	MORRIS 8 cwt. P.U.	Wiggins	Major
M.1520245	HUBER H.U. 4 x 4	Wright	Captain
Z.4983408	FORD 15 cwt. G.S.	MacDonald	Captain
Z.5834986	MORRIS 8 cwt. P.U.	-	Major
M.564881	LAPCIA 4 Str.	-	Major
Z.5906050	CHEVROLET H.U.P.	-	Major
Z.5905856	CHEVROLET H.U.P.	-	Major
Z.5905866	CHEVROLET H.U.P.	-	Major
Z.5905882	CHEVROLET H.U.P.	-	Captain
Z.5337599	DODGE 15 cwt. G.S.	-	Major
M.5643114	LAPCIA ARDER	-	Major
Z.4859379	FORDSON 15 cwt. G.S.	-	Captain
Z.5905851	CHEVROLET H.U.P. 8 cwt.	-	Major
Z.5906080	CHEVROLET H.U.P. 8 cwt.	-	Major

0921

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

M.M.I.A. OFFICE INSTRUCTION NO. 101.

DOMESTIC TRANSPORT

1. The attached Appendix gives the allocation of transport to come into effect from 12 Sep 45.
2. Five cars each are allotted to 'Q' and 'Q' and three cars to 'A'.
(a) 'A' will include Medical.
(b) 'Q' will include R.E.M.E. ORD, S.T. and Labour.
(c) 'Q' will include R.E. and SIGS.
3. There will be a long distance POOL of 4 cars which will only be detailed through Senior 'Q' officer.
4. CAMP COMMANDANT POOL.
Officers requesting a car for use and which is outstanding from their own Branch will request the Camp Commandant to supply one from this POOL giving at least 12 hours notice.
5. Heads of Branches will nominate an officer responsible for each car in their Branch POOL, who will ensure that the car is properly maintained.

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

3. There will be a long distance POOL of 4 cars which will only be detailed through Senior 'G' officer.

4. CAMP COORDINATE POOL.

Officers equipped with a vehicle and driver, to remain on hand. If own Branch will request the Camp Commandant to supply one from this POOL giving at least 12 hours notice.

5. Heads of Branches will nominate an officer responsible for each car in their Branch POOL, who will ensure that the car is properly maintained.

W. H. B. 10/2/45

R. A. GUNNING Lt. Col.
A. O. G. C. C. N. I. A.

10 Sep 45

Distribution:--
ORIGINAL

/com

8339

0923

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

785020

DOMESTIC TRANSPORT - 55 MILITARY BUS

W.D. NO.	MAKE AND TYPE	DRIVER	ALLOTTE
M. 5491521	HUMMER PULLMAN	Sgt. Greenall	
M. 4565025	FORDSON H. Utility	-	
M. 715345	FORDSON 4 Str.	Dvr. Potter	
M. 1560137	FORDSON H. Utility	L/Cpl. Smith	
M. 5613073	BIANCHI 4 Str.	Bruno	
M. 5668587	LANCIA 6 Str.	L/Cpl. Hatcher	
M. 5667029	ALFA ROMEO	-	
Z. 4832199	DODGE 15 cwt. G.S.	-	
M. 5100606	HILLMAN L. Utility)	-	
M. 5100667	HILLMAN L. Utility)	-	
Z. 5905859	CHEVROLET H. Utility)	-	
M. 4776946	HILLMAN Utility)	-	
M. 5244281	STANDARD Utility)	-	
Z. 5905874	CHEVROLET H.U.P.)	-	
M. 5667014	BIANCHI 4 Str.)	-	
M. 5613110	LANCIA Augusta)	-	
M. 5613109	LANCIA 4 Str.)	-	
Z. 5905621	CHEVROLET H.U.P.)	-	
M. 5288683	AUSTIN Utility.)	-	
M. 5288368	AUSTIN Utility)	-	
Z. 5905892	CHEVROLET H.U.P.)	-	
Z. 4627148	CHEVROLET 15 cwt. G.S.)	-	
M. 5288715	AUSTIN UTILITY)	-	
Z. 4146847	MORRIS P.U. 8 cwt.)	-	
Z. 4995402	FORD 15 cwt. G.S.)	-	
Z. 5184397	DODGE 15 cwt. G.S.)	-	

0924

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

785020

DOMESTIC TRANSPORT - 33 MILITARY MISSIONApp. to MILA Office
Inst. No. 101.

MAKE AND TYPE	DRIVER	ALLOTTED TO INDIVIDUALS/BRANCH	LOCATION
HUMMER FULLMAN	Sgt. Greenall	G.O.C.	H.Q.
FORDSON H. Utility	-	Col. FULLEY	"
FORDSON 4 Str.	Dvr. Potter	Lt. Col. INGENSEN	"
FORDSON H. Utility	L/Cpl. Smith	Lt. Col. STERNON	"
BIANCHI 4 Str.	Brano	Lt. Col. CHATFIELD	"
LANCIA 6 Str.	L/Cpl. Hatcher	Lt. Col. WILCOX	"
ALFA ROMEO	-	Lt. Col. HOLMAN	"
DODGE 15 cwt. G.S.	-	Captain STEPHENS	"
HILLMAN L. Utility)	-		"
HILLMAN L. Utility)	-		"
CHEVROLET H. Utility)	-	'G'	"
HILLMAN Utility)	-		"
STANDARD Utility)	-		"
CHEVROLET H.U.P.)	-		"
BIANCHI 4 Str.)	-		"
LANCIA Augusta)	-	'Q'	"
LANCIA 4 Str.)	-		"
CHEVROLET H.U.P.)	-		"
AUSTIN Utility.)	-		"
AUSTIN Utility)	-	'A'	"
CHEVROLET H.U.P.)	-		"
CHEVROLET 15 cwt. G.S.)	-		"
AUSTIN UTILITY)	-		"
MORRIS P.U. 8 cwt.)	-		"
FORD 15 cwt. G.S.)	-		"
DODGE 15 cwt. G.S.)	-		"
		Camp Commandant.	

8338

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

785020

W.D. NO.	MAKE AND TYPE	DRIVER	ALSO LID TO INDIVIDUAL
Z.1832448	DODGE 15 cwt. G.S.	-	H.T. Sect.
M.1510429	FORDSON H. Utility	-	Controlled Pool.
M.4767443	FORDSON H. Utility	-	"
Z.5905572	CHEVROLET H.U.P.	-	"
Z.5905874	CHEVROLET H.U.P.	-	"
		<u>OUT STATIONS</u>	
M.5245617	STANDARD Utility	-	Captain COTTON
M.4780575	MORRIS Utility	-	Captain COTTON
M.1550022	MORRIS Utility	-	Major EDWARDS
Z.1435744	MORRIS 8 cwt. P.U.	Wiggins	Major BIRD
M.1520219	HILBER H.U. 4 x 4	Wright	Captain FOX
Z.4985408	FORD 15 cwt. G.S.	MacDonald	Captain HENCK MASON
Z.5831986	MORRIS 8 cwt. P.U.	-	Major HENROE
M.564881	LANCIA 4 Str.	-	Major CAMP
Z.5906000	CHEVROLET H.U.P.	-	Major BOURNE
Z.5905856	CHEVROLET H.U.P.	-	Major CRAWFORD
Z.5905866	CHEVROLET H.U.P.	-	Captain TRUETT
Z.5905882	CHEVROLET H.U.P.	-	Major HOLT (3 Dis)
Z.5537599	DODGE 15 cwt. G.S.	-	Major MONICO
M.5643114	LAN LA ARDEA	-	Captain O'DONNELL
Z.4959579	FORDSON 15 cwt. G.S.	-	Major STATT
Z.5905851	CHEVROLET H.U.P. 8 cwt.	-	Major SELBY
Z.5906080	CHEVROLET H.U.P. 8 cwt.	-	

0926

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

785020

DRIVER	ASSIGNED TO INDIVIDUAL/BRANCH	LOCATION
-	H.T. Sect.	H.T.
-	Controlled Pool.	"
-	"	"
-	"	"
-	"	"
OWN STATIONS		
-	Captain COTTON	GENOA Workshop
-	Captain COTTON	GENOA Workshop
-	Major EDWARDS	MILAN
Wiggins	Major BIRD	MILAN
Wright	Captain FOX	MILAN
MacDonald	Captain MONCK MASON	PARI
-	Major HUMROE	MAPLES
-	Major GALT	MAPLES
-	Major CAMP	MAPLES
-	Major BOURKE	PADOVA
-	Major CRAWFORD	MESTRE
-	Captain REUPP	PIACENZA
-	Major BOLT (5 District)	PIES
-	Major MONICK	TRIESTE
-	Captain O'DONNELL	TRIT
-	Major SYATT	BOLZANO
-	Major SELBY	UDINE

8337

700 P/A Office Index

CO/1

MILITARY MISSION TO THE ITALIAN ARMY

OFFICE INSTRUCTIONS
No 100

STAFF AND DUTY OFFICERS ORDERS

TOURS OF DUTY

1. Duty Officers tours of duty will be :-

- (a) Monday to Friday inclusive-1730 to 0830 hrs following morning.
- (b) Saturday : from 1230 to 1100 hrs Sunday.
- (c) Sunday : from 1100 to 0830 hrs Monday.

The current Duty Officers Roster up to and including 24 Sep will remain in effect, thereafter :-
one weekly roster will be kept for (a) above
one weekly roster will be kept for (b) and (c) combined.

MEALS

- (a) Breakfast and Lunch: Normal times.
- (b) Dinner : The Duty Officer will remain on MMIA premises until 1900 hrs. He will return (having had dinner) by 2045 hrs.
- (c) When absent for meals he will inform MMIA Signals Office where he can be contacted, and is responsible for ensuring that he can be located by the telephone operator.

DUTIES

- 3. The duties of Staff and Duty Officer on Saturdays and Sundays will be combined and one officer will be responsible for carrying out normal Staff and Duty Officer duties for all branches of MMIA as detailed in the current Duty Officers Roster.
- 4. The Duty Officer will not leave HQ MMIA premises during duty hours except for meals. He is responsible that the Duty Officers room is not empty on any occasion. When he personally is temporarily called away a Duty Clerk will be installed. He will sleep in Room 21 where a bed is provided. Telephone No is 478526
- 5. A Duty Officers Book is kept in Signals Office. All incidents will be recorded. This book will be signed by the officer completing his tour of duty and will be placed on GSO III(SD)'s desk by 0830 hrs. This applies whether or not any entries have been made. The Duty Officers Roster will be posted in all officers offices, Chief Clerks office and Signals office.

DUTIES

3. The duties of Staff and Duty Officer on Saturdays and Sundays will be combined and one officer will be responsible for carrying out normal Staff and Duty Officer duties for all branches of MMIA as detailed in the current Duty Officers Roster.

4. The Duty Officer will not leave HQ MMIA premises during duty hours except for meals. He is responsible that the Duty Officers room is not empty on any occasion. When he personally is temporarily called away a Duty Clerk will be installed. He will sleep in Room 24 where a bed is provided. Telephone No is 473526

5. A Duty Officers Book is kept in Signals Office. All incidents will be recorded. This book will be signed by the officer completing his tour of duty and will be placed on GSO III(3D)s desk by 0830 hrs. This applies whether or not any entries have been made. The Duty Officers Roster will be posted in all officers offices, Chief Clerks office and Signals office.

RELIEFS

6. For an urgent reason an officer may change his day of duty with another officer by arrangements with GSO II (Ops and SD). Officers will not be permitted to change for part of a day except under special circumstances. When a change is made the Signals office and Chief Clerk will be informed by the officer making the change.

When an officer is not available for duty, his branch is responsible for informing GSO II (Ops & SD) and arranging a relief.

DUTY CLERKS

7. A/Q Branch and 'G' Branch will detail one clerk each, for the same hours as for Duty Officer. Meal times will be arranged so that the telephone will be manned at all times. 'G' Duty Clerk will coordinate.

8. 'G' Branch EX/G/5 dated 21 July 45 showing liability of 'G' Branch officers for Sunday duty is hereby cancelled.

7 Sep 45

8336

Chief of Staff

0929

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

R.E.N.E.

M.M.I.A. OFFICE INSTRUCTION NO. 99

1. In future, with the exception of skeleton staff, Saturday afternoon will be regarded as a holiday. There will be a general closing from 1230 hours Saturday until Monday morning.
2. In addition to the above all personnel will be given another half day holiday per week, if work permits. The day on which this extra half day holiday takes place will be arranged by branches.
3. Chief Clerks of each branch will submit to Chief Clerk MMIA, by 1200 hours each Saturday, a nominal roll of all Clerks in their branch showing the half holiday taken by individuals during the week.


CLAYTON P. KERR, Colonel,
Chief of Staff,
M.M.I.A.

Sep 45

Distribution : Normal

8335

0 9 3 0