

2190

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

ACC

10000 | 120 | 1123

56/28

Open

Sept

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

10000/120/1123

56/29/36 M.M.I.A. - INTERNAL CORRESPONDENCE

Opened Sept. 17, 1944. Closed March 2, 1945

Sept. 1944 - March 1945

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.

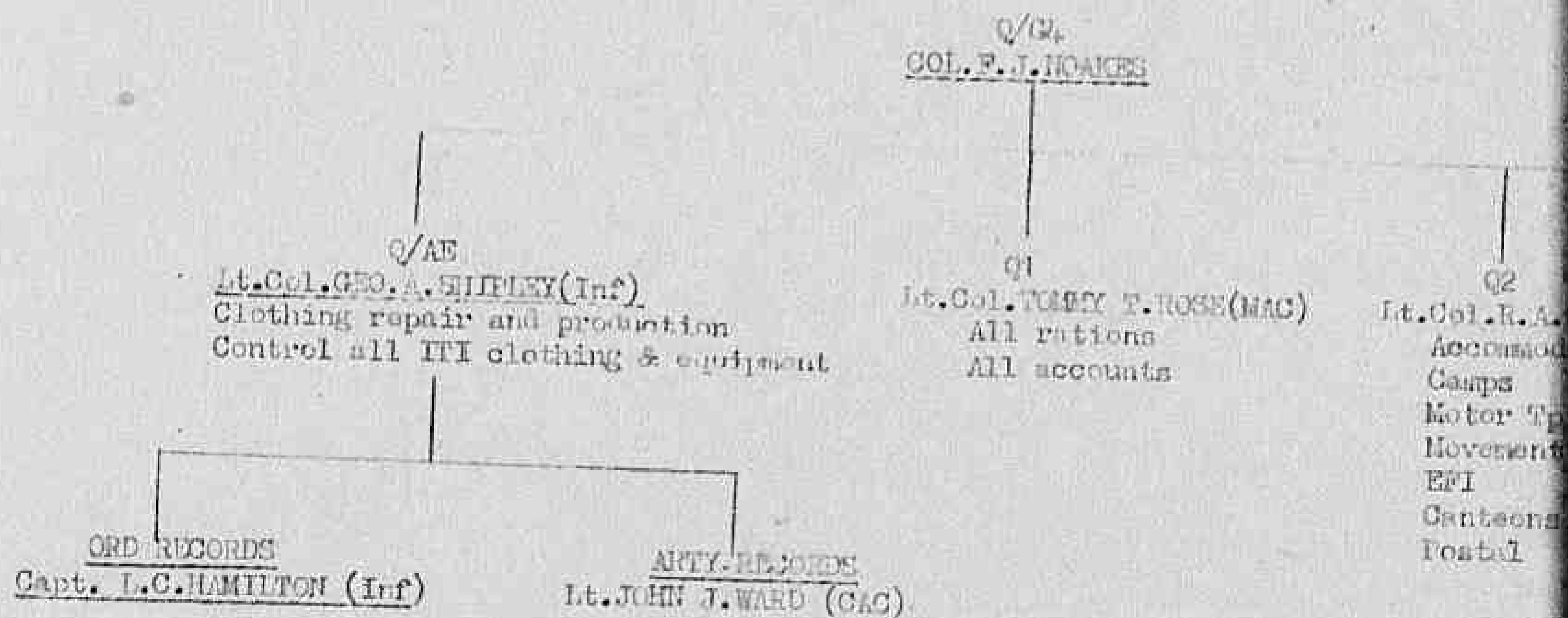
2 Mar 45

F.F. Nank
F.F. NANKS Colonel.
D.A. & Q.M.G.
M.M.I.A.

DISTRIBUTION

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

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



NOTE: (1) Lt. Col. George A. Shipley is Deputy G/L.
(ii) Senior Officer only in each Section is shown.

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531

ANNEX 'A'

COL. F. J. HOAKES

Q1

Lt. Col. TOMMY T. ROSE (MAC)
All rations
All accounts

Q2

Lt. Col. R. A. CURTIS R. A.
Accommodation
Camps
Motor Tpt
Movements
EFI
Canteens
Postal

Q/03

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

TY. RECORDS
T. WARD (CRO)

Deputy CL.
tion is shown.

2195

Spec Sec

AMIA 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 #2
 Authorised work ticket
 Traffic Accident slip (AFA 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 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 DA2Q43, 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. Sjt. 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 AFB 252 to C2E in the normal manner.

(b) OUTSTATIONS

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

with relevant representations as may be necessary with

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and on the scene of the accident, 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 DAQMG, and subsequently to ST (Tpt). The latter will, in conjunction with the officer concerned, be responsible for the compilation of AFA 3678 and its immediate renditions to Claims Commission, together with all necessary documents.

(ii) DRIVERS will report to Camp Commandant and M.T. Sjt. The latter will be responsible for compilation of AFA 3678, 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 AFB 282 to C2E in the normal manner.

(b) OUTSTATIONS

AFA 3678 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 with statements will be sent direct to the local Claims Commission, and duplicates to HQ M.T. 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

/wk

DISTRIBUTION:
All Branches & Services
All MIA LOs

P. J. Noakes

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

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 unauthorised 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.

(b) SECRET

529

May Dobbie

Yeh

WIA

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- (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:

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(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.

(c) cont'd/sheet 2

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.

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.

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+5.

DISTRIBUTION:

All Officers, MMIA
All Clerks' Offices, MMIA

Lieut Colonel.

A. M. T. Ingledew.

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

12200

220

Ed Pitsky

LB

NSA Office Instruction No 62.

THE GRADING AND HANDLING OF CLASSIFIED DOCUMENTS.

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- (i) Plans of particulars of future major or special operations.
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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.

(c) conts/sheet 1

-2-

2. CLASSIFICATION(Contd.)

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Examples

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Declassified E.O. 12356 Section 3.3/NND No. 7850203. 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.

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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.

520

+s.

DISTRIBUTION:

All Officers, MMIA
All Clerks' Offices, MMIA

L. M. T. Gledhill

Lieut Colonel.

2205

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

OFFICE MEMO
No3

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.

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

DIST:
All Offrs of MMTA.
(Incl outstation LOs.)

ts.

520

2205

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

Obd Pidsley

WP

MCIA 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, MCIA.
All Clerks' Offices, MCIA.

A. E. Pidsley
Lt.-Col. "Pjw"
General Staff.

524

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

WMIA OFFICE INSTRUCTION NO. 65

Comm with RTC ICF

1. All correspondence emanating from this HQ intended for RTC ICF should be addressed:-

OC, P.L.U.,
R.T.C., I.C.F.
CESANO

if required, e.g. "for WMIA LO" or "DADOS" etc. with any sub-addressee

2. This procedure will be followed until a number has been allotted to the BLU, when "RTC, ICF" will be omitted from the address.

7 Feb 45

Lt.-Col.
General Staff.

fd

DISTRIBUTION:

All Branches and Services, WMIA.

Col Pichey: OK WP.
Capt Brown: 520
Lt Ingham: 517
Maj Dobbs: [initials]

2203

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

Spec Sec

WP

Subject: Office Accommodation.

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

Mar 45

1. The whole of the offices, excluding the Annex, of the 7th Floor of this building will be taken over by M.M.I.A.
2. Labour Sub Commission who occupied the offices on the N. Side of the building have already moved and Agriculture Sub Commission who occupied those on the S. side will be going shortly.
3. Until the latter have moved the whole scheme cannot be implemented, but certain moves will be possible as soon as the Labour Sub Commission offices have been taken over from the H.Q. Comdt A.C. The completion of this take-over will be intimated to those concerned by Maj. GREGSON and moves will take place as soon after this intimation as is practicable.
4. Those concerned in the first stage are as follows :-

HQ Comdt (US)	From Room 36 to Room	2
US Supply Room	" " 29 "	" 2
DADOS and Clerk	" " 25 "	" 14
Welfare and Clerk	" " 37 "	" 10
Labour and Clerk	" " 23 "	" 6
Chief Clerk and Despatch	" " 39 "	" 36
RE and Sigs Clerk	" " 38 "	" 23
5. Further moves will be detailed as extra offices become available.

DSLg/hh

DISTRIBUTION:-

All Branches and
Services, SMIA.

F. J. No. 522
F. J. NOAKES Col.
D.A. & Q.M.G.
M.M.I.A.

12209

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

Subject: Office Accommodation

WP

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

// Mar 45.

1. The necessary change over of telephones for those offices that are being changed vide para 2 below will commence at 0900 hrs on the 12th and be completed during that day.

2. Changes to take place on or before Monday 12th, are as follows:-

DADMS & S.C. MFD	From Room 30 to Room 16
SC & LO MOV	" " 32 " " 18
ADST	" " 22 " " 8
DADS & S.C. S&T	" " 24 " " 4
SORE & SOR Sigs	" " 54 " " 24
Q 2	" " 52 " " 34
RE & Sigs Clerks	" " 38 " " 23

3. The following moves will take place on Tuesday 13th March 45:

DA & QMG	From Room 52 to Room 58
GII Org, GII Org	" " 58 to Room 56
GIII Orbat & Maj MIFSUD	" " 58 " " 54
GII WE & Maj CALABRINI	" " 41 " " 54
GII Liaison & GIII Int	" " 56 " " 52

4. SOR Sigs will please arrange transfer of telephones, for moves outlined in para 3 to take place as early as possible on 13th inst.

DSLK/wk

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

Distribution:

All branches & services MMIA

521

2210

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.

DSL/G/wk

Distribution:
All branches & Services MMIA

ENGL-ITI N.E.'s

Engineer Company	NA/840/1
Incr to Art Wks Coy	NA/803/1
Incr to Forestry Cp HQ	NA/825/1
Forestry Coy	NA/522/1
Incr to C.E. Wks	NA/305/1
Engineer Workshops Sec	NA/850/1
Mobile Bridgin Wksp	
Camouflags Platoon	NA/851/1
Italian Incr for a Field Coy N.E.	
Italian Forestry Coy HE	NA/340/1
HQ Rly Engr Op	NA/838/1
HQ Rly Engr Bn	NA/837/1
Rly Engr Coy	NA/836/1
Docks Operating Coy	NA/857/1
I.N.T. Port Operating Coy	IV/222/1
HQ Italian Rly Inspectorate	NA/634/1
Wire Section	NA/465/1
Signals Coy HQ	NA/811/1
Wireless Security Section	NA/827/1
Technical Maintenance Sec	NA/829/1
In r to Sigs Trg Depot	NA/513/1
Signals Service Unit	NA/854/1

AL/7/1

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HQ Rly Engr Bn	NA/837/1
Rly Engr Coy	NA/836/1
Docks Operating Coy	NA/857/1
I.N.T. Port Operating Coy	IV/228/1
HQ Italian Rly Inspectorate	NA/624/1
Time Section	NA/465/1
Signals Coy HQ	NA/811/1
Wireless Security Section	NA/827/1
Technical Maintenance Sec	NA/829/1
In r to Sigs Trg Depot	NA/513/1
Signals Service Unit	NA/854/1

2213

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

BRI-JTI W.E.'s

Incr to Field Bakery	NA/833/1	
Mech Tpt Coy	111/116,117,121,122/1	
Pack Gp HQ	NA/834/1	
Incr to Pack Tpt Coy (LE)	XXI/442/2	
Pack Tpt Coy	NA/800/1	
Medical Coy	NA/856/1	
Field Hospital	NA/574/1	
Ordnance Amn Coy	NA/842/1	
M T Stores Coy	NA/843/1	
General Stores Coy	NA/844/1	
Technical Stores Coy	NA/845/1	
Returned Stores Coy	NA/846/1	
Transit Vehicle Park	NA/840/1	
Veh Park B Vehicles	NA/841/1	
Workshops Coy	NA/802/1	
Incr to H.A.A. Workshops	NA/815/1	
Incr to L.A.A. Workshops	NA/816/1	
Incr to Engr Equip Wksp TYPE A	NA/862/1	
Incr to Engr Equip Wksp TYPE B	NA/862/1	
Incr to CDMT (LE)		AL/60/1
Incr to SL Bty Wksp (LE)		AL/67/1
T.C. Coy	NA/814/1	
Rd Signal Maint Unit	NA/853/1	

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General Stores Coy	NA/844/1	
Technical Stores Coy	NA/845/1	
Returned Stores Coy	NA/846/1	
Transit Vehicle Park	NA/840/1	
Veh Park B Vehicles	NA/841/1	
Workshops Coy	NA/802/1	
Incr to H.A.A. Workshops	NA/815/1	
Incr to L.A.A. Workshops	NA/816/1	
Incr to Engr Equip Wksp TYPE A	NA/862/1	
Incr to Engr Equip Wksp TYPE B	NA/862/1	AI/69/1
Incr to CDMH (LE)		AI/67/1
Incr to SL Bty Wksp (LE)		
T.C. Coy	NA/814/1	
Rd Signal Maint Unit	NA/853/1	
Pioneer Smoke Coy	NA/835/1	
Pioneer Regt1 HQ	NA/810/1	
Pioneer Bn HQ	NA/812/1	
Pioneer Coy HQ	NA/813/1	
Veterinary Hospital	NA/824/1	
Incr to Vet Hosp	NA/818/1	
Incr to Field Remount Depot	NA/820/1	
Mobile Laundry Bath Unit	NA/612/1	
Italian Incr to B S D RASC		AI/31/1
Italian Incr to DID RASC (LE)		AI/33/1
Italian Ordnance Coy (NA)	NA/637/1	
MAC HQ	VI/719/1	

2215

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BRI-THI W.E's

B. Cadre Pack Tpt Coy	NA/298/2	
B. Cadre HQ Pack Tpt Group	AL/8/2	
Tpt Platoon RASC	111/117/2	
Italian Advance Depot Med Stores	NA/578/1	
Italian P8 Surgical Unit	NA/575/1	
Italian Mobile X-Ray Unit	NA/576/1	
Italian Mobile Dental Unit	NA/577/1	
Italian Field Park Coy	NA/596/1	
Italian Field Bakery	NA/597/1	
Miscellaneous		
Incr to HQ Eighth Army	NA/826/1	
Tank Bn	NA/839/1	
Incr to 7 Mtn Regt	NA/159/2	
Incr to Sig Sec Mtn Regt	NA/287/1	AL/24/1
Incr to HQ 2 Distr		AL/61/1
Incr to 1 Special Force		
Italian Transit Camp	NA/599/1	
Incr to HQ 1 District	NA/447/1	
Incr to Snow Warfare School	XII/1138/1	
Incr to 86 (5 Army) Area	NA/618/1	
"X" Italian Reception Camp	NA/598/1	
Italian Incr to RAAC	NA/482/1	
Winter School (NA)	NA/224/1	

Miscellaneous

Incr to HQ Eighth Army
 Tank Bn
 Incr to 7 Mtn Regt
 Incr to Sig Sec Mtn Regt
 Incr to HQ 2 Distr
 Incr to 1 Special Force
 Italian Transit Camp
 Incr to HQ 1 District
 Incr to Snow Warfare School
 Incr to 86 (5 Army) Area
 "X" Italian Reception Camp
 Italian Incr to RAAC
 Winter School (RA)

NA/826/1
 NA/839/1
 NA/159/2
 NA/287/1
 NA/590/1
 NA/447/1
 XII/1138/1
 NA/618/1
 NA/598/1
 NA/482/1
 NA/224/1

AI/24/1
 AI/61/1

Col O'Pierley
16/3

WP
2 time.

AGENDA B Mess Meeting

Tuesday 20 March 1945.

1. Minutes of last meeting.
2. Statement of accounts as at 31 Dec. 1944.
3. Division of B Mess into B & C Messes.
P.M.C.^S of new Messes.
4. Reading of appreciation on para 2.
5. Appointment of joint Select Committees of four officers from B & C Messes to discuss.
 - (a) Division of Funds.
 - (b) " " Mess Property & Bar Stock.
 - (c) " " Staff.
 - (d) Purchase of wines.
 - (e) Drawing of Rations.
6. Target date for move & closing of accounts.
7. Camp Commandant to make Inventory of Rex.
8. No removal of any but personal effects & furniture from Rex.

Minutes of "B" and "G" Mess Committees' Meeting
held on 21 March 45. *WR*

I. Decided that Staff both British and Italian should be divided as suggested in letter of 5th of March 45.

2. Decided that

(a) Various Ordnance Stores should be bulked and divided as to two thirds to "B" Mess and one third to "G" Mess.

(b) Major HEGGIE and Capt. HUME to arrange this division.

(c) Other property was discussed and divided as per marked lists in possession of both Mess Secretaries.

3. The division of Mess profits on the agreed basis works out that 43% go to "B" Mess and 57% to "G" Mess. This of course subject to there being no alteration to App. C to letter of 5th of March 1945.

W. L. Gregory

D.S.L. GREGSON

Major

514

division.

(c) Other property was discussed and divided as per marked lists in possession of both Mess Secretaries.

3. The division of Mess profits on the agreed basis works out that 43% go to "B" Mess and 57% to "Q" Mess. This of course subject to there being no alteration to App. C to letter of 5th of March 1945.

Bobby W. G.

D.S.L. GREGSON.

Major

R.M.C.

514

DISTRIBUTION :

DA & QMG

Col. PIDSLEY

"B" Mess File

"Q" " "

Spare 2

Minutes of "B" Mess Meeting held in Rome on the 20th of March 45

Present Mess Committee :

L. Col. CURTIS	Capt. MILES
Majors STAINTON	" HYDE
" HOLT	" SELBY
" BYATT	" YEARSLEY
" HEGGIE	" CRAWFORD
" BAUMANN	
" WAREHAM	
" CALVELEY	
" SUYS	
" TAYLOR	
" DOBBS	

1. The minutes of the last meeting were read.
Proposed by Maj. CALVELEY and seconded by Maj. STAINTON
that the minutes be approved.

Carried unanimously.

2. Financial statement of Mess Funds was read by
Maj. HEGGIE. The capital of the Mess at 31st Dec. 44 was
£ 103. The accounts have already been audited.

Proposed by P.M.C. and seconded by Maj. BYATT
that the statements of the accounts be accepted.

Carried unanimously.

3. The P.M.C. outlined the proposal for the
division of "B" Mess and the formation of a new Mess to
be called "C" Mess. It was stated that the G.O.C. had
appointed ~~Lieut. Col.~~ CURTIS to be P.M.C. for "B" Mess and
Maj. GREGSON P.M.C. for "C" Mess.

Proposed by P.M.C. and seconded by Maj. STAINTON
that four members from both "B" and "C" Messes form a
Committee to decide the following points :

1. The minutes of the last meeting were read.
Proposed by Maj. CALVELEY and seconded by Maj. STAINTON
that the minutes be approved.

Carried unanimously.

2. Financial statement of Mess Funds was read by
Maj. HEGGIE. The capital of the Mess at 31st Dec.44 was
£ 103. The accounts have already been audited.

Proposed by P.M.C. and seconded by Maj. BYATT
that the statements of the accounts be accepted.

Carried unanimously.

3. The P.M.C. outlined the proposal for the
division of "B" Mess and the formation of a new Mess to
be called "C" Mess. It was stated that the G.O.C. had
appointed ~~Major~~ Col. CURTIS to be P.M.C. for "B" Mess and
Maj. GREGSON P.M.C. for "C" Mess.

Proposed by P.M.C. and seconded by Maj. STAINTON
that four members from both "B" and "C" Messes form a
Committee to decide the following points :

- (a) Division of Mess Funds.
- (b) " " Mess Property and Bar Stock.
- (c) " " Staff.
- (d) Purchase of wines.
- (e) Drawing of Rations.

513

The decisions arrived at by this Committee to be put before
another general meeting to be held as soon as possible.

4. Proposed by P.M.C. and seconded by Maj. BAUMANN
that every effort be made to operate "B" and "C" Messes
separately as from 1st of April next.

Carried unanimously.

2222

5. The P.M.C. stated that an inventory of all non Mess property in the Albergo REX would be taken by the Camp Commandant on the 31st of March and that any sum payable for breakages, etc, should be born by the members of the existing "B" Mess prior to any division of funds.
6. The P.C.M. stressed the fact that nothing is to be removed from the Albergo Rex by members moving to "C" Mess except personal property.
7. Maj. STAINTON asked if he could be included among those moving to "C" Mess. The P.M.C. stated that he would discuss this question later with Maj. STAINTON.
8. The P.M.C's of both Messes nominated their Committee.

"B" Mess

Lt. Col. CURTIS
Maj. BAUMANN
Capt. MILLER
" HYDE

"C" Mess

Maj. GREGSON
" HEGGIE
Capt. FOX
" ARCHER

These nominations were approved by the meeting.

9. Proposed by Maj. SUYS and seconded by Maj. STAINTON that A.C. be approached with the view to permitting N.M.I.A. Officers to purchase their HAAFI goods at the A.C. shop. The proposal was carried by 16 votes to 5. It was decided that Capt. ARCHER and Capt. HYDE approach A.C. to find out if this could be done and whether a rebate would be received.

D.S.L. Gregson
D.S.L. GREGSON

Major

P.M.C.

"B" Mess

Lt. Col. CURTIS
Maj. BAUMANN
Capt. MILES
" HYDE

"C" Mess

Maj. GREGSON
" HEGGIE
Capt. FOX
" ARCHER

These nominations were approved by the meeting.

9. Proposed by Maj. SUYS and seconded by Maj. STANTON that A.C. be approached with the view to permitting M.M.I.A. Officers to purchase their NAAFI goods at the A.C. shop. The proposal was carried by 16 votes to 5. It was decided that Capt. ARCHER and Capt. HYDE approach A.C. to find out if this could be done and whether a rebate would be received.

D.S.L. GREGSON

D.S.L. GREGSON

Major

P.M.C.

DISTRIBUTION :

DA & QMG
Col. PIDSLEY
"B" Mess File
"C" " "
Spare 2

512

Minutes of "B" and "C" Mess Committees, held on the 20th of
March 1945.

1. DIVISION OF PROFITS.

- (a) Every member to count one point for each month he had spent as a member of "B" Mess.
- (b) Total numbers of points in each Mess to be ratio for dividing profits.
- (c) Any member joining subsequent to the 28th of Feb. 45 would not be considered as members for the purpose of calculating this ratio.

2. DIVISION OF ORDNANCE STORES.

To be divided on the basis of the actual members there would be in each Mess.

3. DIVISION OF PURCHASED MESS PROPERTY.

To be divided on a 50/50 basis.

4. DIVISION OF BAR STOCK.

To be divided on a 50/50 basis. Stock being part of Mess capital, any stock taken over by either Mess to be part of their share of profits.

5. DIVISION OF STAFF.

Decision as to dividing
Cpl. MURRAY to be Mess Cpl. of "C" Mess. Italian Staff to be divided after 24 hrs. as "B" Mess Committee wishes more time to consider the problem.

6. Members of both Messes would be honorary Members of the one in which they were not resident.

7. Wine members to act in partnership over the

members there would be in each Mess.

3. DIVISION OF PURCHASED MESS PROPERTY.

To be divided on a 50/50 basis .

4. DIVISION OF BAR STOCK.

To be divided on a 50/50 basis. Stock being part of Mess capital, any stock taken over by either Mess to be part of their share of profits.

5. DIVISION OF STAFF.

Decision as to division of

Cpl. MURRAY to be Mess Cpl. of "G" Mess. Italian Staff to be divided after 24 hrs. as "B" Mess Committee wishes more time to consider the problem.

6. Members of both Messes would be honorary Members of the one in which they were not resident.

7. Wine members to act in partnership over the purchase of bulk supplies such as gin and brandy.

8. "G" Mess will make its own arrangements for laundry but until this is functioning satisfactorily Mess will be permitted to use the existing laundry facilities at the Albergo Rex.

DS. L. GREGSON

DS. L. GREGSON,
Major,
P.M.C.

DISTRIBUTION :

- DA & QMG
- Col. PIDSLEY
- "B" Mess File
- "G" " "
- Spare 2

12226

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

OS. See

MEMIA OFFICE INSTRUCTION NO. 64

MOVEMENT OF STORES BY RAIL.

21/36

1. Before any bid is submitted by Ministry of War to S.M.R.E. (ufficio Trasporti) the Ministry of War must have agreed each bid with the respective Services in MEMIA.
2. The Movement Bid to be passed to Services who delete any items that have not been previously agreed with them. In no case will increases be accepted unless cleared with 2 i/c or A/Q.

21 Jan 45.
PPF/wk

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

DISTRIBUTION:

All Branches and Services, HQ MEMIA

To see phase

Lu *[Signature]*
has *[Signature]*
L. *[Signature]*

510

Jan 22/7

✓

12227

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

Subject: Rail Loadings Rome & Beyond.

G36/5

18 Jan. 1945

following details are passed to you for information :-

FROM : MOV/RT 171630 A

TO : RMIA FOR NOV 10

REF: CR --- B1

MOV/R/204 CONFIDENTIAL (.) REEF OUR MOV/R/202 OF 14 JAN AND

MOV/R/203 OF 15 JAN NOT TO ALL (.) ALL LOADING

TO RAIL FOR ROME AND BEYOND CANCELLED 18 19 AND

20 JAN EXCEPT MAIL AND FRESH SUPPLIES FOR ARMY PACK (.)

ALL INFORMED (.)

Copies to : C

Spl. Sec.

AG.

Q(AR)

ST.

SMRE

FLOAT

Geo

Put in
Internal

Comes. See

See 20/1

509

Alister
Capt. RE.

(The Lord Westbury)

Movements Liaison Officer

MILITARY OFFICE INSTRUCTION NO. 53.

ORGANISATION Q/AB - ORD

1. Office Instruction No. 58 is cancelled.

2. ORGANISATION.

Ordinance Room will be organised in two offices, DADOS Office under Major HEAD and ORDNANCE RECORDS under Captain HAMILTON.

3. STAFF DUTIES.

Both DADOS and ORD RECORDS are responsible to Q/G4 for normal staff duties.

4. DUTIES OF DADOS.

The duties of DADOS are, inter alia

- (a) Adviser to Q/G4 on ORD matters.
- (b) ORD duties in connection with the British maintained Combat Groups.
- (c) Control and movement of stores between BR-III Base Clothing Depots, BR-III Div Sub-Depots, also issues from BR-III Base depots to Repair/dyeing plants for processing and return to BR-III Base Depots.

Q/AB will directly control the complete repair and dyeing plant organisation also all ITI-III matters.

5. DUTIES OF ORDNANCE RECORDS.

The duties of ORDNANCE RECORDS are, inter alia,

- (a) Keeping accurate records of stocks of all clothing, equipment, receipts and issues, in issue depots, repair depots, BR-III Bulk depots etc.
- (b) Preparation of such details as are required by the accounts section for their preparation of the international accountability vouchers.
- (c) Present such stock records to the staff as are required or be considered necessary.

ORDNANCE RECORDS are however NOT required to keep any records of stocks in or issue from BR-III Div Sub Depots.

6. DADOS MAPLES.

The duties of DADOS are, inter alia,

- (a) Adviser to C/G4 on ORD matters.
- (b) ORD duties in connection with the British maintained Combat Groups.
- (c) Control and movement of stores between BR-III Base Clothing Depots, BR-III Div Sub-Depots, also issues from BR-III Base depots to Repair/dyeing plants for processing and return to BR-III Base Depots.

C/G4E will directly control the complete repair and dyeing plant organization also all BR-III matters.

5. DUTIES OF ORDNANCE RECORDS.

The duties of ORDNANCE RECORDS are, inter alia,

- (a) Keeping accurate records of stocks of All clothing, equipment, receipts and issues, in issue depots, repair depots, BR-III Bulk depots etc.
- (b) Preparation of such details as are required by the accounts section for their preparation of the international accountancy vouchers.
- (c) Present such stock records to the staff as are required or be considered necessary.

ORDNANCE RECORDS are however NOT required to keep any records of stocks in or issue from BR-III Div Sub Depots.

6. DADOS MAPLES.

The duties of DADOS MAPLES, at present Major ARNEY, are, inter alia,

- (a) Control of Depot No. 8 including all excursions and liaison with ORD Br.
- (b) Dispatches to sub-depots as directed.
- (c) Production of accurate stock states as required by HQ MAIA.
- (d) Control of dispatches to and receipts from No. 8 to Repair and Dyeing Plants in accordance with the instructions of C/G4E.

He will at all times work in complete cooperation with S.L.O. MAPLES, he may however communicate direct with DADOS RUM in connection with technical matters affecting BR-III clothing and personal equipment.

16 Jan 1945

FJM/lc

DISTRIBUTION:

All Staff Sections and Services
All ASI. IOs

F J N and
F. J. OAKES, Colonel,
D.A. & Q.M.G.,
M. M. I. A.

May Dabho

MMIA OFFICE INSTRUCTION NO. 61.

LONG DISTANCE TELEPHONE FACILITIES.

1. In view of the limited telephone facilities available within the Theatre it is necessary that the most efficient use possible be made of all circuits in the long distance network. Considerable circuit time is currently being lost while the information operator at the distant switchboard looks up the number of the called party. In order to limit this lost circuit time to the minimum practicable, the following procedure will be followed:

a. All long distance calls will be placed by number when the number is known by or listed in directories available to the calling party.

b. If the number is not known by, or listed in any directory available to the calling party, the number will be requested from the information operator associated with the calling party's switchboard.

c. If the number cannot be made available by the local information operator as outlined in 1 b above, the calling party will then obtain the number from the information operator associated with the distant switchboard.

d. Wherever a definite community of interest exists between officers assigned to separate headquarters, telephone number lists of those officers frequently called at distant headquarters will be maintained by all concerned.

L. M. Englander.

Lt. Col.
G. S.

12 JAN 45.

507

DISTRIBUTION.

All Officers with MMIA HQ.
All Clerks Offices.

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

OFFICE INSTRUCTION
No. 60

Spec Sec.

WP

With immediate effect all correspondence for Allied Commission will be specifically addressed to the office, branch, or section concerned; not to "HQ, A.C.".

[Signature]
Lt. Col.
G. S.

9 Jan 45

DISTRIBUTION:

ALL Branches & Services,
Sigs Supt.

Issue placed

1st Riding

1st Det

1st Squadron

WP

[Signature]

506

In

Inter-Office Memorandum

21
29/36

W/1/2728

31 Dec 44

To: 'G'

Copy to: Spec Sect.

W.P.

1. It is desired to add the ^{following} ~~existing~~ medical units to the I.C.F.:-

(a) 216 Field Surgical Unit 3 Off. 23 O.Rs.

Proposed W.E. NA/575/1 and S.E.L. 185/1

Parent formation: Mantova Group (56 BLU)
Unit to form at San Giorgio.

Reason: At present only 4 F.S.U.s. are authorised for 5
Combat Groups. A fifth is needed and now available.
Personnel provided from existing Italian unit.

(b) 113 Mobile X-ray Unit. 1 Off. 6 O.R.s

Proposed W.E. NA/576/1 and S.E.L. 179/1

Parent formation: Mantova Group (56 BLU)
Unit form at Naples.

Reason: Another X-ray Unit urgently required for the
medical units of I.C.F. Personnel and special vehicles
provided from Italian resources.

2. If agreed, request formation orders be issued and 216
F.S.U. moved from Cosenza to San Giorgio. 113 Mobile X-ray Unit
is already at Naples.

W.G. Haggie Major, D.A.D.M.S.

502

SUBJECT: Land Forces Sub Com. A.C.
(M.M.I.A.) Monthly Report

Ref:- S/I/107

1. Would you please let me have a brief typewritten summary of the main events and activities in your branch for the month of December.
2. The summary should be set out in chronological order, showing dates against any conferences or visits of importance.
3. Great importance should be given to these summaries as the consolidated Monthly Report goes to LONDON and WASHINGTON.
4. Please submit your summary by 5 Jan 45.

31 Dec 44

J. Selby Kay
Lt Col
GSO 1

Distribution:-

Special Section
GORE
GOR Sigs
'A' Branch
MED
S & T
ORD
MOV

Major DOBBS
Major COPPLESTON
Major CALVELEY
Capt ARCHER
Major HEGGIE
Major CANN
Lieut WARD
Capt Lord WESTBURY

I am doing this
WP
31 Dec

LAND FORCES SUB-COM. A.C.
(L.M.L.A.)
G/35

27 Dec 44

TO:- All Officers and Clerks Offices.

1. Direct contact by radio with MMIA LO SARDINIA now exists. All messages will be addressed

"L.O. SARDINIA"

2. This is a private link and NO communications from other formations will be accepted for transmission without the authority of a Grade 1 Staff Officer of L.M.L.A.

3. Memorandum of 30 Nov 44, para 1, on the above mentioned subject is hereby cancelled.

L.M.L.A. General Staff.
Lt. Col.
General Staff.

Ccy to:- Sigs Supt L.M.L.A.

Land Forces Sub-Com, A.C.
(M.M.I.A.)

6/25/1
18 Dec 44

OFFICE MEMORANDUM
No. 1

Reproduced below is text of AFHQ Signal FX 69639 dated 17 Dec.

This is self explanatory and all officers of the Mission will note and comply with the instructions contained therein.

"1. A growing tendency has developed of addressing messages to this Headquarters "PERSONAL" for some named individual. This is of course proper in certain cases where it is desired to limit distribution. It is misused however when it is merely the intent to insure that the message reaches the proper person and under the procedure now in effect within the Headquarters causes much unnecessary clerical labor and delay in distribution. Usually it is unnecessary to name the individual who is to take action in the matter under correspondence but where the originator desires to insure that his message is seen by a particular individual but does not desire to limit distribution to him, the message should be addressed to him, but the word "PERSONAL" should not be used. Correct address in such a case would be "AFHQ FOR JONES".

2. Where it is the intent to limit distribution to the addressee, or such persons as he may designate, it is urgently requested that the message be addressed for his eyes only, for example, "AFHQ FOR JONES FOR HIS EYES ONLY", or "AFHQ PERSONAL AND PRIVATE FOR JONES". This method of address will only be used by subordinate commands in the case of messages for SAC, D/SAC, CHIEF OF STAFF, DEPUTY CHIEF OF STAFF, CAO, CG MTOUSA and CHIEF OF STAFF MTOUSA."

L.M. Jones
Lt. Col.,
CS

DISTRIBUTION:
ALL officers MIA HQ.

502

under correspondence but where the originator desires to insure that his message is seen by a particular individual but does not desire to limit distribution to him, the message should be addressed to him, but the word "PERSONAL" should not be used. Correct address in such a case would be "AFHQ FOR JONES".

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L.M. Ingelund.
Lt. Col.,
GS

DISTRIBUTION:
ALL officers MIA HQ.

502

SP

2237

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

MEMIA

AFHQ

20 1600A

C 656

CONFIDENTIAL

Subject is English - Italian interpreters (.) Request you confirm
division of responsibility as under (.) FIRST (.) AFHQ responsibility
for Allied personnel (.) SECOND (.) MEMIA for arranging with War Ministry
for provision of Italian personnel (.) THIRD (.) Former to be on WE/TO
of Allied fans and latter on WE/TO of appropriate Italian fans

501

SD/50

Spec Sec
L.M. England
St-Cl.

PLF 20

13.
RECORD OF PHONE CONVERSATION - Lt Col INGLETON
- Maj BARNES (C-3 OFC AFHQ) 0930 Hours 19 Dec.
1944

Ref: 0/7/1
Date: 19 Dec 44

Lt. Col. INGLETON.

Understand 40 Maltese Oftrs available to be shipped as English - Italian interpreters (.). These could profitably be used as MMIA pool for allocation to ELUs and other special cases (.). Can NOT be absorbed within MEs as at present constituted (.). If you would like an MMIA Oftr to fly to MALTA and vet on your behalf Maj MONICO 10 to 53 ELU FOLIORE - BENEVENTO is nominated (.). If required we will ask you to contact him direct and we will send a copy of our message to MONICA (.). We would recommend you give him written specific instructions.

Maj. BARNES

1. AFHQ propose to allot all the interpreters to 15 Army Gp for sub-allocations to ELUs, 15 Army Gp being the "receivers" of all Combat Gps.
2. It is possible Maj. SCOTT CII (SD) 15 Army Gp will want to fly to MALTA.
3. If not, AFHQ will gratefully accept our offer of Maj. MONICO and will let us know by phone.

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

is nominated (.). If required we will ask you to contact him direct and we will send a copy of our message to MONICA (.). We would recommend you give him written specific instructions.

Maj. BARNES

1. AFHQ propose to allot all the interpreters to 15 Army Gp for sub-allocations to ELUs, 15 Army Gp being the "receivers" of all Combat Gps.
2. It is possible Maj. SCOTT OIL (SD) 15 Army Gp will want to fly to MALTA.
3. If not, AFHQ will gratefully accept our offer of Maj. MONICO and will let us know by phone.

[Signature]

Lt. Col.
G.S.

500

Copy to: A/Q
Spec Sec

Note: I therefore recommend in principle that MHA is responsible for the training a provision of Italian personnel as interpreters. That AFHQ is responsible for Allied personnel as interpreters. We then know where we are.

Agree?

True Note

Signal correspondence on above is in: 9/10/41/2

Presented 0.656/2000-00

[Signature]
2. Dec

2240

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

S. Sec 10

MEMIA OFFICE INSTRUCTION NO. 58

29/36.

ORDNANCE OFFICE

1. The Ordnance Office is a Service working under the direction of the Administrative Staff. The Ordnance Officer is responsible to the GOC thru the DA and QMG.
2. The Ordnance Officer is charged with keeping an accurate record of stock of clothing and equipment, and receipts and issues. No other section need keep a general record of such items. All sections can secure information needed by them from the Ordnance Officer.
3. The Ordnance Officer is charged with the general supervision and inspection of records kept by the Italian Army and MEMIA personnel in the field, in order to insure compliance with MEMIA directives.
4. The Ordnance Officer will be responsible for the operation of the Ordnance Office, and for its personnel and records, in accordance with general instructions issued by the GOC.
5. Any section desiring information available in that office should ask the Ordnance Officer.
6. Capt Hamilton is designated Ordnance Officer in charge of the Ordnance Office. This in no way affects the status or duties of DAD'qOS on MEMIA Staff.

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

CPK/wk

20 Nov 44

DISTRIBUTION:

All branches of Staff & Services, MEMIA
And all MEMIALO's

To see Messie
Col. Plesker WP
Lt. Smith 499
Head 7-11
Lt. Trenchard AD
S. Sec 10

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

SUBJECT: OFFICE HOURS.

Land Forces Sub-Com. A.C.
(F.F.I.A.)
MAINT/1
12 Nov 44

w.e.f. 13 Nov 44, office hours for ALL E.M. and C.R.'s
working in H.Q. will commence at 0815 hrs week-days and 0845 hrs
Sundays.

E. Cornelius
1004

Chief Clerk
Land Forces Sub-Com. A.C.

Distribution: - G ST Interpreters Sec
S/Sec Ord Sigs Supt
RE Med Camp Comdt (Br)
Sigs Labour Comdt (US)
AQ Mov

Shin 1004 12/11

[Signature]

495

Spec Sec 8

Subject: LEAVE - Br Offrs & ORs, 33 Mil. Mission.

Land Forces Sub Comm.A.C.
(M.M.I.A.) R O M E.
AQ/50

8 Nov 44

1. It is the wish of the Comd that leave, subject always to the needs of the Service, for six days excl travelling time be given to all Br Offrs and ORs, once during every six months.
2. Heads of Staff Branches, Services, Camp Comdt and Senior LO's will make the appropriate arrangements for all ORs. Leave will normally be to the organised Leave or Rest Camps, application for vacancies being made to the appropriate Area etc HQ.
3. Applications for leave for Offrs may be made as follows :-

HQ MMIA

G.S. Offrs to G.S.O.1.
Remaining Offrs to D.A. & Q.M.G.

Outstations.

Applications, giving full details, in writing
to HQ MMIA.

4. Leave is not open to places outside this theatre.

FJN/hh

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

DISTRIBUTION:

Heads of Staff & Services, HQ MMIA.
All MMIA LO's.
Camp Comdt.

12243

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

SUBJECT:- Use of Priorities

Lead Forces Sub-Commission A.C.,
(MMA)
G/18

5 Nov 44

HQ 50 B.L.U.

" 51 "
" 52 "
" 53 "
" 54 "

R.A. Training Team (Italian Forces)

Copy to:- MMA LO 50 B.L.U.

" " 51 "
" " 52 "
" " 53 "
" " 54 "

1. The abuse of priorities in messages is increasing. Messages are reaching this Hq in many cases franked "IMMEDIATE" the text of which does not justify the use of this high priority.
2. Continued abuse of priority leads to delay, as circuits become congested with priority traffic. This produces the deplorable situation in which priorities are used in "self-defense".
3. The full effects of continued abuse of priority are not seen at the present time due to the fact that there exists a direct W/T link between the B.L.U's and this Hq. Immediately traffic goes on to the L of C trunk circuits the full effects will be felt, as delays accumulate in large Signal Offices.
4. Will you please ensure that the correct use of priorities is observed by your Hq.

[Signature]
Major General
MMA

496

Internal copy to:- Spec Sec

[Handwritten initials]

2244

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

M.M.I.A. OFFICE INSTRUCTION NO. 57

CANCELLATION OF OFFICE INSTRUCTIONS.

1. No longer being applicable, the following listed Office Instructions are hereby cancelled:

Nos. 1, 2, 3, 8, 14, 11, 13, 14, 16, 18, 21, 23, 24, 26, 30, 31, 35, 37, and 44.

2 Nov 44

Lt. Col., G.S.

DIST.: All Branches and Services
War Diary (2)
All MMIA LO's

To see please see [unclear]
has read
"Gregson"
W. [unclear]

WP.
Oct 5/11

W. 110.

12 2 4 5

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

Op Dec 5
29/29

OFFICE INSTRUCTION

No 56

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. Opl DELEGATE or Opl VILLANI - Interpreter Section - will ensure that secret waste is burnt and report the fact to GIII (Int), or if absent, to the Chief Clerk.
4. Office Instruction 42 is modified by the above.

L. M. Longfellow
Lt Col G.S.

2 Nov 44

DISTRIBUTION:

Normal
Opl DELEGATE
Opl VILLANI

To see per are:-

Col Parker *WP*
Mr Loo *pp*
Mr Head *dr*
Mr Gregson *Q*
Lt Graham *at*

494
Uc
3/Nov

2246

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

Spec. Sec 3A

MMIA OFFICE INSTRUCTION No.49

29/29

Subject: Forwarding mail to Outstations.

1. Occasions have occurred when private mail has been forwarded to wrong outstations, or continued to be forwarded to outstations, from which the personnel concerned have been moved.
2. The following procedure will therefore be adopted forthwith.
 - (a) Camp Comdt will be responsible that all private mail addressed to personnel in outstations, is correctly and expeditiously forwarded.
 - (b) Branches and Services will notify the Camp Comdt the names and postal addresses of all personnel of their particular branch or service now in outstations, and will be responsible for notifying Camp Comdt of any future changes in postal address of such personnel.

JB/hh

for *W Bud, Cap V*
F.J.NOAKES Lt.Col.
A.A. & Q.M.G.
M. M. I. A.

Copy to: All Branches and
Services, M.M.I.A.
Camp Comdt.

TS F.
10/10 R

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

MMIA OFFICE INSTRUCTION No. 48

1. Owing to increase of personnel, a larger office is required for ORDINANCE. It is necessary also to provide an office for Senior Officers visiting HQ MMIA.
2. A re-allocation of office space will be made.
3. The re-allocation will be as under:-
 - a) ORD (Maj Gregson and Lt Ward) and ORD clerks will move from Room 34 to Room 48. Tel. Internal 214.
 - b) GSO2(L) (Maj Byatt) and Staff Capt 'A' (Capt Archer) will move from Room 48 to Room 34. Tel. 478702. Internal 732.
 - c) Room 37 will be made available for:-
 - i) Visiting Senior Officers from 0830 - 2030 hrs.
 - ii) Duty Officer from 2030 - 0830 hrs.
 - iii) Tel. No. 478526. Internal 757.
4. The above changes will be effective immediately.

JGB/wk

28 Sept 44

DISTRIBUTION:

ADC for COMD

2 i.c.

All Branches and Services MMIA

LO's to Ministry of War and SRE.

For information:

Signal Office, Room 10, Main Floor, HQ ACC (please note change of telephone numbers in para 3 above.)

F. J. NORRIS, Lt Col,
A.A. & Q.M.G.
M. M. I. A.

To be

1 Col. Ridgway

2 Maj. Gregson

3 Maj. Head

WP

28/9.

28/9

492

2248

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

M.M.I.A. OFFICE INSTRUCTION No. 44

SECRET

Spec Sec.

S/B/S/A.

Subject: Organisation - Military Mission Italian Army.

1. In accordance with A.F.H.Q. AG-091-112/079-GCT-0 dated 10 Sep 44, Military Mission Italian Army (M.M.I.A.) came under command A.F.H.Q. wef 10 Sep 44.

2. The address and title for H.Q., M.M.I.A. for official purposes will be -

"MILITARY MISSION ITALIAN ARMY,
R O M E."

and for outstations -

"Liaison Officer,
Military Mission Italian Army,
o/o H.Q." (e.g. 2 District -
Rear Five Army etc)

3. Private postal addresses remain unchanged.

FJN/hh

17 Sep

F J Noakes
F.J. NOAKES Lt. Col.
A.A. & Q.M.G.
M.M.I.A.

DISTRIBUTION :

- All Branches and Sections.
- All MMIA Liaison Offrs.
- War Diary (2)

(To read)
1. *Col. Noakes* WP
2. *has* *Gregory* Q
3. *has* *Heard* Pk

2249