

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

785020

ACC

10000 | 120 | 1196

GI

Op

Ac

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

785020

10000/120/1196

G/TRG/46 Office Instructions

Opened Aug 6, 1944 - Closed Jan 4, 1946

Aug 1944 - Jan 1946

785020

Experiment No. 3

03/03/2015

SUBJECT: Discretion Lists.

DISTINCTION: Lists "A", "B" and "C" for

against list "a" - Interval - Serial No. 5

(44) $\forall (S) S = \text{SILVER}$

INSTITUT - G(ODE & ST)

LET'S GO TO THE MARKET

$$E_{\text{irr}} \subset (\text{Irr} v)$$

24 Jan 45

100

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

Colonel,
Deputy Comd., 2d Lt.,

0309

785020

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

Against Dist "1" - Internal - Serial No. 5

DELETE - G(SD & Int)

INSERT - G(ops & SD)

INSERT new serial:

5A. G(Int)

for Colonel, Deputy Comd., 2nd B.I...

G (Int)			
G (SD & Int)			
G (ops & SD)			
G (Int)			

2 Jan 45

3w

3884

785020

OFFICE INSTRUCTION No. 114

Subject : Disposal of SECRET waste paper

1. W.O.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.

5 Jan 45.

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

687821
49

Office
cancelled
6th 4/1/46.

A.P. G. (S. 10/4/46)

Lt Col
G S

11/12/46
D 3

1/46 Jan 46

INSERT

What all office waste paper bundles are emptied
and the contents burnt by 1000 hours daily"

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

16/12

A. G. S. (S. G. S.)

CE Col
G S

16 JAN 1946

3 Jan 45.

146 Jan 46

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

1000

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

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CLASS - 1
GROUP - 1
DATE - 1/46
BY - [Signature]

48

NAVY OFFICE INSTRUCTION NO. 113

03/1

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.

Handwritten: D. 5. 1946
1/46
1946

Handwritten: [Signature]

Lt. Col.
A. S. H. H. H.

Distribution: List 11

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.

*Sir 2 extra copies
Dist*

WIL

W. J. H. H. H.

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

Distribution: Dist. 14

ANG/eco

[Signature]

3882

785020

MANA - C
FILE: 6/14/46
DATE: 27/12

OFFICE INSTRUCTION No. 112

20/5/6

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

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 MAIL 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 ALHQ.

3. Correspondence will be marked accordingly and sent to the Interpreter Section for translating.

4. HQ 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, HQ 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 U.S. folio 33 "T", not 33 "I".

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

3. Correspondence will be marked accordingly and sent to the Interpreter Section for translation.

4. NCC 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, NCC i/c Interpreter Section will appeal to GSC 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 absolutely necessary.

(b) Application for permission to take an interpreter out will be made to GSC 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 assignment.

GSC I (2g) W
GSC I (2g) W
CC (2g) W
Cpl. L. G. G. W

Ag. L. G. G.
 Lt Col,
 G.S.

27 Dec 45

DISTRIBUTION:

List 'A' (less serial 19) i/c. NCC
 Interpreter Sec.

ABCS/jw

785020

7/9/49
22/1/49

410

M.M.I.A. OFFICE INSTRUCTION NO. 111

CC/1

1. It has been noticed that certain British officers on the HQ of M.M.I.A. have a habit of leaving their offices about 1400 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.

W. J. F. S. S. S.

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

Distribution : - List 'A'

AHQ/er

21 Dec 1945.

(801/27) (W)
(801/27) (W)

1. It has been noticed that certain British officers on the HQ of A.M.I.A. make a habit of leaving their offices about 1400 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.

W. J. Schure

Lt. Col.
A.A.S. R.M.I.A.

Distribution : - List 'A'

ENC/er

21 Dec 1945.

6801(2) *W*
6801(Schure) *W*

• 3380

785020

MCIA OFFICE INSTRUCTION NO 110
Addresses and Telephone Nos. - BLUs

Att for infm at Appx "A" is chart showing data
regarding loans, addresses and tel nos of BLUs as
presently known.

Amendments or new Appox will be issued on and
when necessary.

Addresses of lists A and B below, will please
submit to G Branch any definite information, as it
comes to hand, regarding changes in any of the data
in the Appx, in order that the record may be main-
tained and kept fully up to date.

Dec 45

Distribution: Lists A & B (for action)
List C (less Ser. 6) for info

ABC/abc

for Major General.
MCIA.

collected

Att for info at Appx "A" in chart showing data regarding losses, addressed and tel nos of BLIs as presently known.

Amendments or new Appxes will be issued as and when necessary.

Addressees of lists A and B below, will please submit to G Branch any definite information, as it comes to hand, regarding changes in any of the data in the Appx, in order that the record may be maintained and kept fully up to date.

18 Dec 45

Distribution: Lists A & B (for action)

List C (less Ser. 6) for info

ABC/atc

W. H. T. T. T.
Major General. C. S.
MIA.

W. H. T. T. T.

See

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BLU	LOCATION	SIGNAL AND LETTER ADDRESS	TELEPHONE		EXTENSION
			EXCHANGE	NO	
1.	TORINO	1 BLU	TURIN	G-I 46493 G-II 44638 DIA & QMG 46493 ST 32278 Ord 559045 REME 73346 LO (H) 44682 Clerks 44727	
2.	VERONA	2 BLU	Blockade	G 56575 DIA & QMG 52278 IPT LO 560258 Ord 580304 REME 580304 Clerks 580304	
3.	MILAN	3 BLU	MILAN	152965 153845 Office Mess 690975	(G 107 (Q 25 (ST 103 (REME 103 (LO 10
4.	BERGAMO	4 BLU	VERONA	Ask for 4 BLU	
5.	UDINE	5 BLU	UDINE	1768	

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Appendix 'A' to MIA Office
Instruction No 110 Dated 18 D

TELEPHONE		EXTENSION	OFFICES AND BILLETES
NO			
G-1	46493		
G-II	44638		
ISA & QAG	46493		
ST	52278		
Orl	559015		
REME	73346		
IO(U)	44662		
Clarks	44727		
G	56575		6 Via DANTE (2nd Floor) GENOA
ISA & QAG	52278		
ITL LO			
Orl	580258		
REME			
Clarks	580301		
	152965	(G 107	3 Terr HQ, Via CARLINE, MILAN.
	153845	(Q 25	
		(ST 103	Offrs Mess: 2 Via FERROPI VIALE ZARA MILAN
		(REME 103	
		(LO 10	
Offrs Mess	690975		
Ask for 4 DIA			
	1768		5 Terr HQ; Caserma GAVORGNA, UDINE. Billet: Albergo ITALIA, UDINE

sheet 2..

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6.	BOLOGNA	6 BLU	Vicksburg	119	
7.	FLORENCE	7 BLU	FLORENCE	(DAY) 1629 (NIGHT) 1527 Offrs Mens 1356	
8.	ROME	8 BLU	ROME	487178	
9.	BARI	9 BLU	BARI	G30 II 11458 DAA & G3G TPI Liaison Offr 13869	
10.	NAPLES	10 BLU	NAPLES	GI 15744 GII 53623 AQ 15744 SI 15744 C-1 15781 RENS 15744 I-T LOS 53878 Duty Officer 53129	(After 1700 hrs)
11.	PAINTERO	11 BLU	PAINTERO	GII 18372 AQ 11393 TPI LO & Clerks 10637	
12.	CELANO	12 BLU	ROME	66319	(Switchboard)

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2

119		4 Via MASONI, BOLOGNA
(DAY) 1629 (NIGHT) 1597 Offrs Mess 1356		Offrs Mess presently un-occupied
487178		c/o AMIA, MIN. DI CORR. via VITTORIO VENETO, ROMA.
G30 II 14456 DIA & G3G nison (Offr) 13869		161 Corso VITTORIO EMANUELE BARI.
GI 15744 GII 53623 AQ 15744 ST 15744 Ord 15784 REME 15744 1st Lcs 53878 y Officer 53129	(After 1700 hrs)	Provincial Bldgs (4th floor) NAPLES.
GII 18372 AQ 11393 LO & Clerks 10637		8 via BARI, PALERMO
66319	(Switchboard)	

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MMIA-C
6/17/12
18/12

438

OVERSIGHT INSTRUCTION NO. 105

Assignment No. 2

1919-1994

Subject
8/12
over

Subject : Distribution Lists.

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

Against List "A" - Internal No. 2.

DELETE - "Chief of Staff"

and

INSERT - "Deputy Comm."

Gastong
Gastong

Colonel,
Deputy Comm. M.M.I.A.

17 Dec 45.
dgc

0136

Assignment No. 2

File : 98/4

Subject : Identification Lists.

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

Against List "A" - Internal No. 2.

DELETE - "Chief of Staff"

6141

INSERT - "Deputy Comd."

Garling
Garling

W. C. Garling

Colonel,
Deputy Comd. M.V.I.A.

17 Dec 45.
dgc

98/4

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

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OFFICE INSTRUCTION NO. 108

AMENDMENT NO 1.

SUBJECT:- Distribution Lists

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

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

REMOVE - " " B.L. and T.U."

and

INSERT - "12 B.L.U.

6/1/46.

anyway contained
in SD/45/2 of 12 Dec
file 6/29/24.
Julio 20.

12 December 1945.

Colonel,
Dep. Comd. MHA

3875

785020

43A

OFFICE INSTRUCTIONS NO 108

File: CC/1

SUBJECT: Distribution Lists.

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

C/12/46
15/12/1.

1. Distribution Lists "A", "B" and "C" as shown below have been approved by all concerned, and will in future be used as relevant in all correspondence.

2. Where a full distribution on any list is not required the originator will show a.c. "List A" less 16 - 17".

28 November 1945.

LIST "A" - INTERNAL.

No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	PA to GOC	Colonel GS	Colonel A/2	G (Trg) (150)	G (Trg) (150)	"A"	"B"	"C"	Liaison Officer	R.E.	SIGS	S & E	Medical	Ordnance	R.E. 3.	CC. AR Section.	IPW Section.	Chief Clerk

LIST "B" - DOMESTIC.

No	1	2	3	4	5	6	7	8	9	10	11	12
	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.	B.L.U.

LIST "C" - SYMMETRIC.

No	1	2	3	4
	H.Q., Allied Commission	A.F.H.Q.	13 Corps	2 District

as amended 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. Chief of Staff, MIA.

2. Where a roll distribution on any list is not required the originator will show e.g. "List "A" less 16 - 19".

as
received
by J. D. 50
for Colonel, Chief of Staff, etc.

LIST "B" - DOMESTIC.

1	PA 1500
2	Deputy Constable
3	Colonel CS
4	Colonel A/Q
5	C (1500 150)
6	C (Trg) (150)

4 GLOBAL 24/7
5 G (2015) 150
6 G (2015) 150

No 1	B.L.U.
2	B.L.U.
3	B.L.U.
4	B.L.U.
5	B.L.U.
6	B.L.U.
7	B.L.U.
8	B.L.U.
9	B.L.U.
10	B.L.U.
11	B.L.U.
12	W.L.U. and T.U. 12 B.U.

LIST "C" - NATIONAL.

No	1	2	3	4	5	6
	H.Q., Allied Commission	A.P.H.Q.	13 Corps	2 District	3 District	Italian War Ministry
	3	3	1	3	3	1

3874

0.50 T (Schubert) ✓

785020

42

Ref. : CC/2

Subject : Duty Personnel SAT / SUN 15/16 Dec 45.

Dep. Comd.
Col. A/G.
GSO I (SD)
GSO I (Trg)
A.A.G.
A.Q.M.G.

C/3ag/4b.
W/12

The following Officers and O.R.'s will be on duty SAT/SUN
15/16 Dec :-

Saturday, 15th December, 1945.

Capt.	Munn
Cpl	Davidson
Pte	Roper

Sunday, 16th December, 1945.

Major	Peak
Cpl	Western
Pte	Morgan

GSO I (Trg)
GSO II (Schools)
cc *[Signature]*

[Signature]
W.O. I.
Chief Clerk,
A.M.I.A.

14 Dec 45.

Copy to : Sigs. Supt.

A. R. M. G.

4/12

The following Officers and O.B.'s will be in duty SAT/SUN
15/16 Dec :-

Saturday, 15th December, 1945.

Capt. Mann
Cpl Davidson
Pte Roper

Sunday, 16th December, 1945.

Major Peak
Cpl Westerman
Pte Morgan

GSO II (Inf)

GSO II (Sigs)

CC

14 Dec 45.

Copy to : Sigs Supt.
ALL mentioned above.
CC/3

Info. : Capt. Mann

W.C. I.

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

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

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MEMORANDUM No 1

to

OFFICE INSTRUCTION No 105

File 46

G (TAA)

41

103

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 MIL offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders."

S. P. P. P.

Col
A/A

10 Dec 45

AKOS/abc

R

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 all offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders."

S. P. Riley

Col
1/2

10 Dec 45

ARCS/etc

R/

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 all offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders.

3372

OFFICE INSTRUCTION NO 109
Compilation of War Diary

1. Ref MIA 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. 2418 and stored and submitted in duplicate by the Head of the branch to GSI by the 8th day of every month for final collation and submission to GIC GEN."

2. Attached, herewith, is copy of instructions contained in IS Form 160 (Amended), detailing the correct method for the keeping of War Diaries and also pro-forma copy of AF. C2418. Owing to the difficulty of obtaining this latter form, it will be necessary for branches to use ~~unclassified~~ pro-formas which can be obtained from G-Branch. Att is copy of index to War Diary Index.

3. It is emphasized 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. MIA Office Instr NO. 106 remains in force with the exception of that portion referred to in para 1 above.

1 Dec 45

ENC/30

Copy to: All Branches and Sections.

Responsible

1st Col
GE

Col Act

2 Tcc. — (40)

1. Ref WIA 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 G-2 OCS."

2. Attached, herewith, is copy of instructions contained in IGE Form 160 (revised), detailing the correct method for the keeping of War Diaries and also pre-form copy of AR. C2418. Owing to the difficulty of obtaining this latter form, it will be necessary for branches to use stencilled pre-forms which can be obtained from G-branch. It is copy of index to War Diary appears.

3. It is emphasized 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. WIA Office Instr NO. 106 remains in force with the exception of that portion referred to in para 1 above.

1 Dec 45

AWC/jc

Copy to: All Branches and Sections.

Approved

Lt-Col
CS

Get some place
Q T Sign
12871

785020

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);
- (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 the service of documents issued and received in normal routine.

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

- (a) Cover (ME Form 160 Appendix); (b) Narrative;
- (c) 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 ³³⁷⁰ 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 (ME Form 160)

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/.....

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- 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.

APPENDICES6. GENERALAssignment 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 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 or 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

6. GENERAL

Assignment of copies to the war diary.

When an operation order, appropriation, 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 as 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 to 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 providing 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/.....

- 3 -

DISPOSAL

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

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

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 Act.

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 'D' are not applicable in the case of MML, and notes regarding them have in consequence been left out of these instructions.

JW
30 Nov 45.

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

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

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 'D' are not applicable in the case of MLI, and notes regarding them have in consequence been left out of these instructions.

JW
30 Dec 45.

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WANG, D. L. & Y.

Month and Year

[illegible]

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July 1978 0.2418

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reference to Appendix

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SECRETWAR DIARYINDEX

Narrative (A.F. C 2448)

Appendices:

A Situation at Nightfall (Form M.E. 161 or 162).....	+ Pos
X B Signal Log.....	+ Pos
Y C Messages connected with Log (in chronological order)	
D Operation Orders or Instructions issued.....	Nos
E Operation Orders and Instructions received from Higher Formations.....	+ Pos
F Intelligence Summaries issued.....	Nos
G Administrative Orders or Instructions issued.....	Nos
H Administrative Orders or Instructions received.....	+ Pos
I Strength Status, Field Returns, etc.....	+ Pos
J Other Papers.....	+ Pos

X 2 Top Secret Supplementary War Diary.....

Narrative (A.E. C 2418)

Appendices:

A Situation at Nightfall (Form M.S. 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.....	

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M.M.I.A. OFFICE INSTRUCTION NO. 107.

03/1

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.O. and the War Ministry

the GOC directs that 40 hours will come into effect for MIA 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. Cumulative transport however, will not leave before 1800 hrs.

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

- (a) The difficulty of reaching the office by 0800 hrs.
(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 10 hours will come into effect for MMLA 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.

ANG/EO.
26 Nov. 45.

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



38

BSG/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 (Int) G (Binison) - 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.

*Added
see 150*

A. H. Smith
Lt Col,
GSI.

LINS/jw

14 Rev 45.

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Copy to: All Branches and Sections.

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OFFICE INSTRUCTION
NO. 105

MILITARY MISSION TO THE ITALIAN ARMY

STAFF AND DUTY OFFICERS' ORDERS.

1. HOURS OF DUTY

Duty officers' hours 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 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. INTERES

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 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 5 where a bed is provided. Telephone No. is 478526.

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W. J. J. J.
02/1

2. MEALS

- (a) Breakfast and lunch : Normal times.
(b) Dinner : The Duty Officer will remain on MIA premises until 1800 hrs. He will return (having had dinner) by 2045 hrs.
(c) When absent for meals he will inform MIA Signals Officer whom 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 detailed. He will sleep in Room 2 where a bed is provided. Telephone No. is 470526.

5. From Monday to Friday the duty officer taking over will report to Room 21 between 1630 hrs and 1700 hours to inform the AGS that he is taking over duty as from 1700 hours. On Saturday a similar report will be made by 1430 and 1200 hrs. The duty officer due for relief at 1100 hours on 2363 will not leave the duty officers room until his relief has reported to take over duty.

6. In the absence of the AGS such report will be made to the LAG AG, 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 III (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 Officer will be informed

/by

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Page 2.

by the officer making the change.

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

R. DUTY CLERKS

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.

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

Office of Staff.

1 Oct. 45.

sec

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

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hours as for Duty Officer. Head time will be arranged so that the telephone will be manned at all times. "C" Duty Clerk will coordinate.

2. Office Instruction No. 100 and 103 are amended.

[Handwritten signature]
Duty Clerk

1 Oct. 45.
Rec

[Handwritten signature]
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M.M.I.A. OFFICE INSTRUCTION NO. 104
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OFFICE HOURS
+++++

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.A:-

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.

Signature

A.A.C. M.M.I.A.
Lt. Col.

25 Sep 45

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 'Q' 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.

W.S. Illmire

A.A.C. Lt. Col.
M.M.I.A.

25 Sep 45

Distribution :-
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M.M.I.A. OFFICE INSTRUCTION NO. 103.

DUTY OFFICER'S ROOM

1. Reference M.M.I.A. Office Instruction No. 100, Para. 3.
2. W.S.P. from 22 Sept. 45. The Duty Officer will sleep in Room 15, Telephone 110, remains unchanged.

unavailable
M.M.I.A. Capt.

11 Sept. 45.

Distribution: NORMAL.

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1. Reference M.I.I.A. Office Instruction No. 100. Para. 3.

2. W.S. 2. Even 22 Sept. 45. The Duty Officer will sleep in Room 13. Telephone No. remains unchanged.

21 Sept. 45.

Distribution: NORMAL.

Chapman
M.I.I.A. Capt.

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HQ MACIA - OFFICE INSTRUCTION

NO. 102

1. AFHQ, as is known, approve of details of the Co-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. HERR
COL. FIDSLER
LT. COL. LEXLADEW
3. Any Foreign Representative approaching any other member of the Staff will be directed to one of the above.

[Signature]

Colonel
Chief of Staff

21 Sep 45

DISTRIBUTION: NORMAL

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

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. INGLETON

3. Any Foreign Representative approaching any other member of the Staff will be directed to one of the above.

21 Sep 45



Colonel
Chief of Staff

DISTRIBUTION: NORMAL

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Office

102
ADMINISTRATIVE INSTRUCTION NO. 401.SUBJECT : Local Leave Br. Staff M.M.I.A.

This HQ Letter A 284 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 merit 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/Q.

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

The Camp Commandant will be informed of all leave granted as far

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days leave is NOT a right but a privilege, which must be done 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. 12 days Local Leave, or any Local Leave more often than once every 6 months (in accordance with C.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.

Date : 15 Sep. '45

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

J.P. Ardenbury
Colonel, M.M.I.A.
3858

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

by McLean

W.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 'C' and 'D' and three cars to 'A'.
3. (a) 'A' will include Indirect.
(b) 'C' will include S.M.V.S. GPD, S.T. and labor.
(c) 'D' will include S.E. and SUGS.
3. There will be a long distance POOL of 4 cars which will only be detailed through Senior 'C' officer.

4. CAMP ACCOMPANYING POOL.

Officers responsible for the camp are to be able to obtain an "own" 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.

R.A. CURRY Lt. Col.
S.M.V.S. W.M.I.A.

17 Sep 45

Distribution:-
100/101.

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

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own Branch will request the Court Comandant to supply the train with coal during at least 12 hours notice.

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

W. B. Brewster

Reynolds, William E., Col.
1890-1891

5th Dec 2017

THE UNIVERSITY OF CHICAGO

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

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W.D. NO.	MAKE AND TYPE	DRIVER
Z.48524.8	DODGE 15 crt. G.S.	-
M.1510429	FORDSON H. Utility	-
M.47671.3	FORDSON H. Utility	-
Z.5905572	CHEVROLET H.U.P.	-
Z.5905574	CHEVROLET H.U.P.	-
		<u>OUT STATIONS</u>
M.5245617	STANDARD Utility	-
M.4780575	MORRIS Utility	-
M.1550022	MORRIS Utility	-
Z.4435744	MORRIS 8 crt. P.G.	Wiggins
M.1520215	MERGER H.U. 4 x 4	Wright
Z.4983408	FORD 15 crt. G.S.	MacDonald
Z.3831986	MORRIS 8 crt. P.G.	-
M.561381	LANCIA 4 Str.	-
Z.5906000	CHEVROLET H.U.P.	-
Z.5905856	CHEVROLET H.U.P.	-
Z.5905866	CHEVROLET H.U.P.	-
Z.5905882	CHEVROLET H.U.P.	-
Z.5337502	DODGE 15 crt. G.S.	-
M.5643114	LANCIA ARDEA	-
Z.4959579	FORDSON 15 crt. G.S.	-
Z.5905851	CHEVROLET H.U.P. 8 crt.	-
Z.5906080	CHEVROLET H.U.P. 8 crt.	-

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

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DRIVER	ASSIGNED TO INDIVIDUAL/BRANCH	LOCATION
G.S.	N.T. Sect.	H.Q.
City	Controlled Pool.	"
City	"	"
P.	"	"
P.	"	"
<u>OUT STATIONS</u>		
City	Captain COLEMAN	GENOA Workshop
	Captain COLEMAN	GENOA Workshop
	Major EDWARDS	MILAN
	Major BLIND	MILAN
P.U.	Captain FOX	MILAN
x 1,	Captain RICHARD EASON	BARI
G.S.	Major MINOR	PARIS
P.U.	Major GALT	PARIS
	Major CHASE	PARIS
P.	Major BOHME	PADOVA
P.	Major GRAYFORD	PARIS
P.	Captain TUNNEY	PARIS
P.	Major BOLT (3 District)	PARIS
G.S.	Major MORRIS	PARIS
	Captain O'DONNELL	PARIS
wt. G.S.	Major BYATT	PARIS
P. 8 wt.	Major SELBY	PARIS
P. 8 wt.		

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

DOMESTIC TRANSPORT - 33 MILITARY

W.D. NO.	MAKE AND TYPE	DRIVER	ALT
M. 5494521	HUBER HULLMAN	Sgt. Greenall	
M. 4565025	FORDSON H. Utility	-	
M. 713545	FORDSON 4 Str.	Dvr. Potter	
M. 1560157	FORDSON H. Utility	L/Cpl. Smith	
M. 5643075	BLANCHI 4 Str.	Drano	
H. 5668587	LANCIA 6 Str.	L/Cpl. Hatcher	
M. 5667029	ALFA ROMEO	-	
Z. 4832429	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.)	-	
E. 5667044	BIANCHI 4 Str.)	-	
M. 5643110	LANCIA Augusta)	-	
M. 5643109	LANCIA 4 Str.)	-	
Z. 5905621	CHEVROLET H.U.P.)	-	
M. 5288683	AUSTIN Utility.)	-	
M. 5288668	AUSTIN Utility)	-	
Z. 5905892	CHEVROLET H.U.P.)	-	
Z. 4627448	CHEVROLET 15 cwt. G.S.)	-	
M. 5288715	AUSTIN Utility)	-	
Z. 4446847	MORRIS P.U. 8 cwt.)	-	
Z. 4993402	FORD 15 cwt. G.S.)	-	
Z. 5184397	DODGE 15 cwt. G.S.)	-	

3856

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

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DOMESTIC TRANSPORT - 33 MILITARY MISSIONAttn. to CIA Office
Inst. No. 321.

DRIVER	ALLOCATED TO INDIVIDUAL/BRANCH	LOCATION
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Sgt. Greenall

G.O.S.

R.G.

Utility

"

Col. FIDGLEY

"

Dvr. Potter

Lt. Col. INGLEDEN

"

Utility

I/Cpl. Smith

Lt. Col. EBERSON

"

Brano

Lt. Col. GURTES

"

I/Cpl. Hatcher

Lt. Col. WILCOX

"

"

Lt. Col. BOLMAN

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G.S.

Captain STEPHENS

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Utility

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Camp Commandant.

62 TAO, 32
Subject :- M.M.I.A. L.O's. - Location Statement.

Land Forces Sub Comm.A.C.

(M.M.I.A.)

R O M E .

A. 389.

4 Sept 45.

27

Reference MMIA Office Instruction No 95 dated
4th July 45.

Forwarded herewith is a new Appendix "A" of
the a/q Instruction.
The previous Appendix "A" should now be destroyed.

P.P.C. Dell T/D
Major General,
M.M.I.A.

Distribution.
Branches & Servioes
All MMIA LOS.

Land Forces Sub Comm.A.C.
(M.M.I.A.)
R O M E .
A. 389.
4 Sept 45.

27

Reference MMIA Office Instruction No 96 dated
4th July 45.

Forwarded herewith is a new Appendix "A" of
the a/q Instruction.
The previous Appendix "A" should now be destroyed.

P.P. Casdell JCD
Major General,
M.M.I.A.

Distribution.
Branches & Services
All MMIA LOs.

0054

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

785020

LAND FORCES SUB COMMISSION A.C. (MMLA)
MMLA LIAISON OFFICERS.

SERIAL (a)	TITLE (b)	NAME. (c)	UNIT. (d)	US OR BR (e)	REMARKS (f)	TEL. NO. (g)
1.	MMLA L.O. 13 CORPS.	<i>See Major Selby.</i> MAJ. J.R. MONICO	I.C.	BR		<i>Udine 1768</i> TRISTE 34
2.	MMLA L.O. (S & T) N. ITALY.	<i>Major</i> CAPT. W.H.D. CRAWFORD	R.A.S.C.	BR	MESTRE	MESTRE 512
3.	MMLA L.O. N.W. ITALY MILAN.	<i>LT COL EGERTON</i> MAJ. J.G. BIRD	GREEN HWDS.	BR	SENIOR L.O.	MILAN 13989
	MMLA L.O. GENOA	CAPT. A. COTTON.	R.A.S.C.	BR		GENOA 52278 GENOA 56375
	MMLA L.O. TURIN.	<i>MAJOR BYATT</i> CAPT. E. O'DONNELL	I.C.	BR		
	MMLA L.O. 209 ARM. DIV.	<i>CAPT. J.A. BOURNE</i>	I.C.	(BR)		(PADUA 22602)
	MMLA L.O. 231 ARM. DIV.	CAPT. G.C. FOX.	R. BERKS.	BR		MILAN 13988
4.	MMLA L.O. SARDINIA.	LT. COL. L.R. ALBERT.	INF.	US		CAGLIARI 34
		CAPT. A.P. DESTEFANO.		US	EXECUTIVE CLERKS OFFICE OFFICERS MESS AND MMLA QTRS	CAGLIARI 34 3 2

53

BOLZANO

*3. Remains in
with work at Bolzano*

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

LAND FORCES SUB COMMISSION A.C. (MMIA)
MMIA LIAISON OFFICERS.

APPENDIX "A" TO MMIA OFFICE
INSTRUCTION NO. 96.

UNIT. (d)	US OR BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h)	POSTAL ADDRESS (i)
<i>Major Selby</i> I.C.	BR		<i>1768</i> TRIESTE 3884	<i>201 Sub Area</i> 55 AREA FOR MMIA L.O.	MMIA L.O. <i>c/o 55 AREA. 201 SUB AREA.</i>
R.A.S.C.	BR	MESTRE	MESTRE 51268	86 AREA FOR MMIA L.O.	MMIA L.O. c/o 86 AREA.
GREEN HWDS.	BR	SENIOR L.O.	MILAN 13989	MMIA L.O. MILAN.	MMIA L.O. N.W. ITALY MILAN.
R.A.S.C.	BR		GENOA 52278 GENOA 56375	MMIA L.O. GENOA.	MMIA L.O. c/o 60 SUB AREA.
I.C.	BR			MMIA L.O. TURIN.	MMIA L.O. c/o 7 AGRA.
I.C.	BR		<i>(PADUA 22602)</i>	<i>DIST. RE FOR</i> MMIA L.O.	<i>MMIA L.O. c/o</i> 1 DISTRICT.
R. BERKS.	BR		MILAN 13988	MMIA L.O. MILAN FOR FOX.	MMIA L.O. N.W. ITALY MILAN. (ATT CAPT. FOX)
IT. INF.	US		CAGLIARI 3432	MMIA L.O. SARDINIA.	MMIA L.O. SARDINIA.
AFANO."	US	EXECUTIVE CLERKS OFFICE OFFICERS MESS AND MMIA QTRS	CAGLIARI 3448 3441 2355		

Major A. Le Polzano
c/o 61 31a Area, Regt RA
c/o 217 Area

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

785020

SERIAL (a).	TITLE (b)	NAME. (c)	UNIT. (d)	US OR BR (e).	REMARKS (f)	TEL NO. (g)
5.	MMIA L.O. SICILY.	MAJ. H.E. LONG. LT. E.T. SNIDER.	Q.M.G.	US US		PALESTINO 18372
6.	MMIA L.O. NAPLES.	MAJ. R.E. PINKLEY. INF. CAPT. R.L. NEAL. C.M.P. MAJ. S.W. CANN. R.A.S.C. MAJ. W.H. AIREY. R.A.O.C. LT. A.N. LAMERECHE. Q.M.C.		US US BR BR	DADS DADOS OPS & SD. CHIEF CLERK INFORMATION	NAPLES 53662 NAPLES 53622 NAPLES 15744 NAPLES 15781 NAPLES 53878 NAPLES 53623 NAPLES 53623
7.	MMIA L.O. PENBASE.	CAPT. I.V. FORDYCE.		US		VALUE 363
	MMIA L.O. FLORENCE.	MAJ. R.C. VAN KIRK. INF.		US		FLORENCE 1929 1629
8.	MMIA L.O. 3 DISTRICT.	<i>Capt E.O. DONNELL</i> MAJ. G.P. HOLT R.W.F.		BR		BASEBALL 2.
	MMIA L.O. BARI.	CAPT. HAMILTON. INF CAPT. E.L. MONK. MASON R.A.S.C.		US BR		BARI 11458 BARI 13869
					NIGHT PHONE	BARI 10222
	MMIA L.O. 230 ADM. DIV.	CAPT. V.C.J. THURP. S. SMITHS.		BR		FLORENCE 1893

DINE

Major Selby FR.

BR

201 Sub A
for MMIA

2252

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

785020

US OR BR (e).	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h).	POSTAL ADDRESS (i).
US US		PALEMO 18372	CONNOE PALERMO FOR MMIA L.O.	MMIA L.O. SICILY.
US US	BR BR	DAIS DADOS OPS & SD. CHIEF CLERK INFORMATION	NAPLES 53662 NAPLES 53622 NAPLES 15744 NAPLES 15781 NAPLES 53878 NAPLES 53623 NAPLES 53623	PENSOUTH FOR MMIA L.O. MMIA L.O. 4TH FLOOR PROVINCIA BUILDING, NAPLES.
US		VALUE 363	PENBASE FOR MMIA L.O.	MMIA L.O. c/o LIAISON SEC PBS APO 782.
US		FLORENCE 1929 1629	FLORENCE CITY CMD FOR MMIA L.O.	MMIA L.O. c/o FLORENCE CITY CMD. APO. 782.655
BR		BASEBALL 2.	DISTHREE FOR MMIA L.O.	MMIA L.O. c/o 3 DISTRICT.
US	BR	BARI 11458 BARI 13869	54 AREA FOR MMIA L.O.	MMIA L.O. c/o 54 AREA.
		NIGHT PHONE BARI 10222		
BR-		FLORENCE 1893	FLORENCE CITY CMD MMIA L.O. FOR MMIA L.O. THRU FLORENCE CITY CMD. APO 782. (ATT CAPT THRU)	
Br		201 Sub Area for MMIA L.O.		MMIA L.O. c/o 201 Sub Area

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

785020

SUBJECT : MMIA L.O.'s - Location statement amendment 1.

LAND F
(M.M.I.)

Reference this H.Q. letter A 389 dated 4 sept. 45 you are requested to make the following Appx. "A": -

- (1) Amend "Capt. J.A. BOURNE" to read "MAJOR J.A. BOURNE".
- (2) Add new Serial :-

Serial (a)	Title (b)	Name (c)	Unit (d)	US or BR (e)	Remarks (f)	Tel. No. (g)	Sigs (h)	Adm (i)
9.	MMIA LO PWE 337	Capt. W.W. SCOTT Capt. H.J. WOLFF 1st Lt. S.L. TORTORELLA	C.A.C. C.M.P. Q.M.C.	US US US	Snr L.O.	PWE 337 through VALUE 931	PENBASE MMIA L.O. for	

BOLOGNA Capt Thruff

Be

VICKSREAG 119

Distribution :
Branches and Services
All MMIA L.O.'s.

P.P.B.
for Major Gen
M.M.I.

raf.

2251

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

785020

Amendment 1.

LAND FORCES SUB COM, A.C.
(M.M.I.A.) R O M E .
A 389
5 Sept 45 .

P 2 Trg (33)

On 4 sept. 45 you are requested to make the following amendments to
to read "MAJOR J.A. BOHENE".

Unit (d)	US or BR (e)	Remarks (f)	Tel.No. (g)	Sign (h)	Address (i)	Postal Address (j)
C.A.C.	US	Snr. L.O.	PVE 337 through VALUE 931	PENBASE FOR MMIA L.O. for SCOTT	PENBASE FOR MMIA L.O. for SCOTT	
C.M.P.	US					
Q.M.C.	US					

Be

VICKSREAG 119 217 Area
for MMIA Lo

MMIA Lo
% 217 Area

P R Randall
Major General
M.M.I.A.

G II T-6. 31SUBJECT: MAIA Liaison Officers.

LAND FORCES SUB COM, A.C. (MAIA)

G/35.

3 Sept 45.DISTRIBUTION BELOW

Reference this H.Q. letter G/35 of 30 AUG 45. Appendix "B"
should be amended as follows:-

- (1) Delete all reference to Capt C.P. BENATTI and Capt F.P. CLARKE and substitute:-

Serial.	Location.	Officer.	Remarks.
(a) 1	GENOA	Capt A. COTTON	Assumes appointment w.e.f. 4 Sept 45.
(b) 2	FLORENCE (temp LEGHORN)	Capt I.V. FORDYCE	Assumes appointment w.e.f. 13 Sept 45.

- (2) Note in the "Remarks" column of Serial 3 that Lt LAMBERT will temporarily carry out the duties of Lt LEGHORN from 4/13 Sept when he will be relieved by Capt FORDYCE.

L.M. Ingleton
Major General
for M. M. I. A.

DISTRIBUTION:

As at this HQ letter G/35 dated 30 AUG 45.
LESS CG FIFTH ARMY.

INTERNAL:

29
Reference this H.Q. letter G/35 of 30 Aug 45. Appendix "B" should be amended as follows:-

- (1) Delete all reference to Capt C.P. BENATTI and Capt F.R. CLARKE and substitute:-

<u>Serial.</u>	<u>Location.</u>	<u>Officer.</u>	<u>Remarks.</u>
(a) 1	GENOA	Capt A. COTTON	Assumes appointment w.e.f. 4 Sept 45.
(b) 2	FLORENCE (temp LECHORN)	Capt I.V. FORDYCE	Assumes appointment w.e.f. 13 Sept 45.

- (2) Note in the "Remarks" column of Serial 3 that Lt LAMBERT will temporarily carry out the duties of LO LECHORN from 4/13 Sept when he will be relieved by Capt FORDYCE.

L. M. F. J. J. J.
Major General
M. H. I. A.

DISTRIBUTION:

As at this HQ letter G/35 dated 30 Aug 45.
LESS CG FIFTH ARMY.

INTERNAL:

Normal

fjd

M.M.I.A. OFFICE INSTRUCTION NO. 92

g. (gry) 30

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 MIIA, 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.

3 Sep 45

Distribution: Normal



2. In addition to the above, if work permits. The day on which 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 MIA, by 1200 hours each Saturday, a nominal roll of all Clerks in their branch showing the half holiday taken by individuals during the week.

3 Sep 45

Distribution : Normal

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

[Handwritten signature]

6749

G TEG.

29

SUBJECT: MMIA Liaison Officers.

LAND FORCES SUB COM, A.C. (MMIA)

G/35

80

AUG 45

DISTRIBUTION BELOW

1. (a) Att at Appx 'A' is layout of MMIA outstations which have been recast to coincide with the new Italian Territorial organisation.
(b) All MMIA outstation officers are, however, general liaison officers and matters will be promptly dealt with on this basis.
2. Att at Appx 'B' is list of officers holding, or to hold in the near future, the various outstation appointments. The frequent change of officers is regretted, but this is due to release/discharge, python/redeployment, lien/leave etc.

[Handwritten signature]
Dulward

Major General

DISTRIBUTION BELOW

1. (a) Att at Appx 'A' is layout of MMIA outstations which have been recast to coincide with the new Italian Territorial organisation.
(b) All MMIA outstation officers are, however, general liaison officers and matters will be promptly dealt with on this basis.
2. Att at Appx 'B' is list of officers holding, or to hold in the near future, the various outstation appointments. The frequent change of officers is regretted, but this is due to release/discharge, pythion/redeployment, leave/leave etc.

Internal
Major General,
M. M. I. A.

DISTRIBUTION:

CG Fifth Army
Rear 13 Corps
1 District
3 District
P.B.S.
Ministry of War

All MMIA outstations (as Appx 'A')

INTERNAL:

Normal

jm

785020

Appendix 'A' to MHA
letter G/35 of 10 Aug 45.

Serial	Location	Appointment	Remarks
1.	Milan	Senior LO (BR)	Generally responsible for all serial 1 incl HQ 2 District
	Milan	LO (BR)	Milan Terr. HQ
	Genoa	LO (US)	Genoa Terr. HQ
	Bolzano	LO (BR)	Bolzano Terr. HQ
	Turin	LO (BR)	Turin Terr. HQ
	Udine	LO (BR)	Udine Terr. Comd and 13 Corps.
2.	Florence	Senior LO (US)	Incl Fifth Army HQ and all affairs in serial 2.
	Florence (temp. Leghorn)	LO (US)	Reports direct to HQ MHA on PHS matters.
	Bologna	LO (BR)	Bologna Terr. HQ but reports to Senior LO serial 1 on 2 District BR-III matters.
3.	Naples	Senior LO (US) LO (US)	Naples Terr. HQ.
4.	3 District	Senior LO (BR)	BR-III matters only.
5.	Bari	LO (US)	Bari Terr. HQ reports to serial 3 on BR-III matters.
		ST LO (BR)	
6.	Sicily	Senior LO (US) LO (US)	Sicily Terr. HQ

Senior LO (US) Incl Fifth Army HQ and all offices in serial 2.

- | | | | |
|----|-----------------------------|---------------------------|---|
| 3. | Florence
(temp. Leghorn) | LO (US) | Reports direct to HQ
MILA on PES matters. |
| | Bologna | LO (RR) | Bologna Terr. HQ but
reports to Senior LO
serial 1 on 2 District
RR-ITI matters. |
| | Naples | Senior LO (US)
LO (US) | Naples Terr. HQ. |
| 4. | 3 District | Senior LO (RR) | RR-ITI matters only. |
| 5. | Bari | LO (US) | Bari Terr. HQ reports
to serial 3 on RR-ITI
matters. |
| | | ST LO (RR) | |
| 6. | Sicily | Senior LO (US)
LO (US) | Sicily Terr. HQ |
| 7. | Sardinia | Senior LO (US) | Sardinia Garrison
incl. ALCOM LO duties. |

NOTE. The senior LO designated in each serial above is responsible directly to this HQ and remaining LO's will forward copies of their reports and other correspondence to these senior LO's.

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785020

Appendix 'B' to MMIA letter
G/35 of 30 August 45.

<u>Serial</u>	<u>Location</u>	<u>Officer</u>	<u>Remarks</u>
1.	Milan Milan	Lt Col R.M. Egerton Capt J.A. Bourne	w.e.f. 10 Sept Moves from PADUA after Maj Selby & Maj Byatt are established but in time to relieve Maj Bird (release due end Sept). Lt Col Egerton to notify date.
	Genoa	Capt C.P. Benatti	w.e.f. 15 Sept
	Bolzano	Maj E.F. Byatt	
	Turin	Capt E. O'Donnell	
	Udine	Maj F.R. Selby	w.e.f. 15 Sept
2.	Florence	Maj R.C. Van Kirk	w.e.f. 1 Sept
	Florence (temp Leghorn)	Capt F.R. Clarke	
	Bologna	Capt V.C.J. Thrupp	Mid Sept, date to be noti- fied by Maj Van Kirk.
3.	Naples	Maj R.E. Pinkley Lt A.N. Lambrecht	
4.	3 District	Maj G.E. Holt	
5.	Beri	Capt L.C. Hamilton Capt E.L. Monk-Mason	
6.	Sicily	Maj H.E. Long Lt E.F. Snider	
7.	Sardinia	Lt Col L.R. Albert	

- | | | | |
|----|----------------------------|--|---|
| 2. | Florence | Maj R.C. Van Kirk | w.e.f. 1 Sept |
| | Florence
(temp Leghorn) | Capt F.R. Clarke | |
| | Pologna | Capt V.C.J. Thrupp | Mid Sept, date to be noti-
fied by Maj Van Kirk. |
| 3. | Naples | Maj R.E. Pinkley
Lt A.N. Lambrecht | |
| 4. | 3 District | Maj G.P. Kolt | |
| 5. | Bari | Capt L.C. Hamilton
Capt E.L. Monk-Mason | |
| 6. | Sicily | Maj H.E. Long
Lt E.A. Snider | |
| 7. | Sardinia | Lt Col L.R. Albert
Capt A.F. De Stefano | |

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

785020

Subject :- M.M.I.A. L.O's. - Location Statement.

Land Forces Sub Comm.A.C.
(M.M.I.A.)
R O M E.
A.389.

17 Aug.45.

Reference MMLA Office Instruction No 96 dated 4th,
July 45.

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

The previous Appendix "A" should now be destroyed.

M. H. Leithman
Major General,

M.M.I.A.

Distribution.
Branches & Services
All MMLA L O s.

list abstracted, now in
personnel file
MMLA

2345

27
CONFIDENTIAL

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

CC/1

4 July 45

MMLA OFFICE INSTRUCTION NO. 96

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

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

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

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

(c) It will be rendered in quadruplicate.

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

(11) "Q", "A" and "C" Branches will in addition each receive a copy for their own files.

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

3. Movement of LO's and Staffs will be ordered through "A" Channels on advices from "Q", "A" and "C".

4. The present Outstation Layout is shown in Appx "A" attached. Revised Outstation Layouts will be forwarded to all concerned by "A".

tain details of any change of location, address, number and personnel. This is in addition to other matters of interest which it may be desirable to incorporate.

(c) It will be rendered in quadruplicate.

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

(11) "G", "A" and "W" Branches will in addition each receive a copy for their own files.

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

3. Movement of LO's and Staffs will be ordered through "A" Channels on advices from "G", "A" and "W".

4. The present Outstation Layout is shown in Appx "A" attached. Revised Outstation Layouts will be forwarded to all concerned by "A" when necessary.

Appendix A
Approved by

L. M. G. Jenkins
Lt. Col.
G. S.

DISTRIBUTION: Branches & Services } with Appx "A"
All MMIA LO's

2344

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

785020

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

MMA LIAISON OFFICERS

SERIAL	TITLE	NAME	UNIT	US OR BR	REMARKS	TEL. NO.
1	MMA LO 5 ARMY	Maj. R.C. VAN KIRK	Inf	US		LIGHT. ENG 6
2	MMA LO REAR 8 ARMY	Maj. D.G. CAKEW-HUNT Capt. T.P. PERBENT	Quartermasters R. Ins.	BR		REAR 8 ARMY 276
3	MMA LO SARDINIA	Lt. Col. L.R. ALBERT Maj. S.D. MARTIN Capt. A.F. DE STERNO	Inf COP Inf	US US	Supt & Ops Executive Offr	CAGLIARI 34 " 34 " 34 " 23
4	MMA LO SICILY	Maj. H.E. LONG Lt. I.T. SNIDER	QMC AUS	US US		PALERMO 183 " 183
5	MMA LO NAPLES	Lt. Col. G.D. SMITH JR. Maj. S.W. GANN Maj. W.H. AIREY Capt. W.H.D. CRAWFORD Lt. A.N. LAMBRECHT	Ynf RASC RASC RASC QMC	US BR BR BR US	DADS DADS DADS CHIEF CLERK INFORMATION	NAPLES 536 " 15 " 15 " 15 " 53 " 53 " 53
6	MMA LO BARI	Maj. G.P. HOLT Capt. HAMILTON Capt. E.L. MONK - HANSON	R.W.F Inf RASC	BR US BR		BARI 11 " 13 " 13

2243

785020

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

FORCES SUB-COM, A.C. (MMLA)

APPENDIX "A" TO MMLA OFFICE
INSTRUCTION NO. 86

MMLA LIAISON OFFICERS

US OR BR	REMARKS	TEL. NO.	SIGS ADDRESS	POSTAL ADDRESS
US		LIGHTNING 65	5 ARMY FOR MMLA LO	MMLA LO 5 ARMY
BR		REAR 8 ARMY 2/4	REAR 3 ARMY FOR MMLA LO	MMLA LO c/o REAR 8 ARMY
BR		CIGLIARI 3432	MMLA LO SARDINIA	MMLA LO SARDINIA
US		" 3437		
US	Sups & Ops Executive Offr	" 3448		
		" 3442		
	Clerk's Office Officer's Mess & MMLA Quarters	" 2355		
US		PALERMO 18372	CORRO PINO FOR MMLA LO	MMLA LO SICILY
US		" 18372		
US		NAPLES 53622	PENSOUTH FOR MMLA LO	MMLA LO NAPLES c/o PENSOUTH
BR	DADS	" 15744		
BR	DADS	" 15781		
BR	SUPS	" 15744		
US	CPS & SD	" 53878		
	CHIEF CLERK	" 53625		
	INFORMATION	" 53625		
BR		BARI 11458	54 AREA FOR MMLA LO	MMLA LO c/o 54 AREA
US		" 13869		
BR		" 13869		

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

785020

SERIAL	TITLE	NAME	UNIT	US OR BR	REMARKS	TR
7	MEIA LO NW ITALY c/o 2 DISTRICT	Maj. J.G. BIND	Green Howards	BR		BR
	(MEIA LO GENOA)	Capt. C.P. BEN -LATI	QMC	US		
	(MEIA LO TURIN)	Capt. F.J.A. CLARK	R.I.F.	BR		
8	MEIA LO 1 DIST	Maj. I.M. EGERTON	R.I.F.	BR	(for HQ MEIA Rome) (6 Jul)	PA
		Capt. J.A. BOURNE	I.C.	BR		PA
		Capt. V.C.J. THRUPE	S.Staffs Regt	BR	Haison with 230 Adm Div	FL
9	MEIA LO 3 DISTRICT	Maj. F.E.F.F. THRUPE	S. Staffs Regt	BR		BR
10	MEIA LO HQ 231 ADM DIV	Capt. G.C. FOX	R.Berks	BR	Formerly with HQ INCH 5 Army. For NW Italy team shortly.	LI
11	MEIA LO PENBASE	Capt. F.R. CLARK	C.A.C.	US		VA
12	MEIA LO FLORENCE	Capt. GUTHRIE	Inf	US		FL

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

785020

SERIAL	TITLE	NAME	UNIT	US OR BR	REMARKS	TELE
7	MMIA LO NW ITALY c/o 2 DISTRICT	Maj. J.G. BIRD	Green Howards	BR		BLT
	(MMIA LO GENOA)	Capt. C.P. BEN -ATTI	QMC	US		
	(MMIA LO TURIN)	Capt. F.J.A. CLARK	R.I.F.	BR		
8	MMIA LO 1 DIST	Maj. I.M. EGERICH Capt. J.A. POURCE Capt. V.C.J. THURTELL	R.I.F. I.C. S.Staffs Regt	BR BR BR	(for HQ MMIA Rome) (6 Jul) Liaison with 230 Adm Div	PAID PAID FLO
9	MMIA LO 3 DISTRICT	Maj. E.B.P.P. THURTELL	S. Staffs Regt	BR		PAID
10	MMIA LO HQ 231 ADM DIV	Capt. G.C. FOX	R.Perks	BR	Formerly with BR INCH 5 Army. For NW Italy team shortly.	LIC
11	MMIA LO PURCHASE	Capt. F.R. CLARK	C.A.C.	US		VAI
12	MMIA LO FLORENCE	Capt. GUTHRIE	Inf	US		FLO

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

785020

US OR BR	REMARKS	TELE NO.	SIGS ADDRESS	POSTAL ADDRESS
BR		BLENDHEIM 105	DISTWO FOR MMLA LO NW ITALY	MMLA LO NW ITALY c/o 2 DISTRICT
US			60 SUB-AREA FOR MMLA LO	MMLA LO c/o 60 SUB-AREA
BR			151 SUB-AREA FOR MMLA LO	MMLA LO c/o 151 SUB-AREA
BR	(for HQ MMLA Rome)	PADUA 22602	DISTONE FOR MMLA LO	MMLA LO c/o 1 DISTRICT
BR	(6 Jul)	PADUA 22602	"	"
BR	Liaison with 230 AAA Div	FLORENCE 1742 or 1967	FLORENCE CITY COMD FOR MMLA LO THRU P.	MMLA LO c/o FLORENCE CITY COMD APO 782
BR		BASERWELL 2	DISTHREE FOR MMLA LO	MMLA LO c/o 3 DISTRICT
BR	Formerly with BR 1409 5 Army. Now NW Italy team shortly.	LIGHTNING	5 ARMY FOR MMLA LO FOR FOX	MMLA LO 5 ARMY FOR FOX
US		VALU 363	PHRASE FOR MMLA LO	MMLA LO c/o LIAISON SEC POC APO 782
US		FLORENCE 1929	FLORENCE CITY COMD FOR MMLA LO CUTHILL	MMLA LO c/o FLORENCE CITY COMD APO 782

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

785020

SERIAL	TITLE	NAME	UNIT	US OR BR	REMARKS	TELE
<u>TRANSPORT CONTROL OFFERS</u>						
13	TERNI	Maj. A.G.G. DAVILSON	RAC	BR		TERNI FOR "R -NEES
14	ROME	Maj. C.E. BAKER	REME	BR		ROME 4 EXT 5
15	NAPLES	Maj. B.B. KYLE	RASC	BR		NAPLES
16	BARI	Maj. T. TRUSCOTT	REME	BR		BARI

Jw

6241

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

785020

US OR BR

REMARKS

TELE NO.

SIGS ADDRESS

POSTAL ADDRESS

BR

TERNI - ASK
FOR "R" INTER-
-NETS CAMP

BR

ROME 489061
EXT 5176

BR

NAPLES 15744

BR

BARI 13484

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

785020

16 (Trg)

26

AMENDMENT NO. 1

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

REVISIONS COVERED BY R. E. M. E. OFFICERS

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

R. A. Curties

R.A. CURTIES Lt. Col.
A. J. H. C.
R. E. M. E. A.

23 June 45.

Section

Classification: All M.M.I.A. L.Os.
Language: Normal

M.M.I.A. - 'G'

FILE: 01/1/53

25 JUN 1945

*Amended
24 June 45*

2740

1

231

at work Nalini

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

Director C. G. Hill, D. B. Smith

ATTACHED TERRITORIAL COMMANDS OF
SICILY - GARI - ROME incl SARDINIA -
CROBONCE.

Walter H. H. Holmes, Editor

ITALIAN Territorial Commands of
BOLOGNA - GENOA - TURIN - MILAN - BOLZANO
UDINE.

2. Co-ordination will be the responsibility of the A.2 Section of the G4/3 Staff. Major C.A. Hill will, in addition to his duties as A.D.M.SOUTH, be the Senior R.E.N.L. officer and responsible for technical advice on general matters as affecting R.M.A.S.

57 June 45

Math + calculations: 21 items, 50%.

Topic: Control

P. J. Holmes
P. J. HOLMES, COL.
D. G. M. G.
M. N. J. L.

MMIA - 'G'
FILE: *212nd*
DATE: **12 JUN**

10/10/10

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

785020

F. J. Noakes
F. J. NOAKES, Col.
D. Q. M. S.
M. M. I. A.

MMIA - 'G'
FILE: <i>Ext. Dist. 53</i>
DATE: 12 JUN

66-39

29 June 45

Distribution: All MMIA LO's.

Interval: Normal

* *Received by
1st Lt. Noakes
23 June 45*

on general matters as affecting R. M. K. E.

OFFICE INSTRUCTIONS NO. 93

Subject: UNRA Supplies.

1. UNRA supplies are provided under international arrangements and from the UNRA aspect are in no way military.

2. All questions raised by UNRA Officers concerning any question of supplies, etc. will be referred to Col HARR or Col HARRIS in the absence of Col HARR.

RM/ls

June 1945

Distribution: All UNRA LO's.

Internal: HARRIS

F. J. HARRIS, Col.
D. J. G.
M. J. A.

0398

785020

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

2. ALL questions raised by WRIA Officers concerning any question of suspension, etc. will be referred to Col HARRIS or Col NORMAN in the absence of Col HARRIS.

P. J. NORMAN, Col.
D.O.M.G.
W.H.I.A.

WJH/ln

June 1949

Distribution: All WRIA LO's.

Internal: Normal

[Handwritten signature]

cc 98

160900

785020

MMIA-G/105
 FILE: 9/189/53.
 DATE: 1 MAY 5

G 24

23

SUBJECT: Collection of Secret Wastepaper

LAND FORCES SUB-COM, AG (MATA)

CS/7

16 May 45

TO : Head Clerk and MOB 1/C
Branches and Services, MATA

Reference Office Instruction No. 42 of 3 Sep 44, as modified by Office Instructions No. 56 of 2 Nov 44 and No. 57 of 14 Mar 45.

1. The above Office Instruction is not being complied with to the fullest extent i.e. certain waste-paper baskets are not being emptied.

2. To ensure that a 100% collection of wastepaper is made the following arrangements will be complied with, effective 16 May 45 :-

(a) 'G' Branch Duty Clerk will be responsible for the collection of waste from 'G's' Office, 'G's' Office and all 'G' Offices.

(b) 'A', 'Q' and Services Duty Clerk will be responsible for the collection of waste from all other offices.

3. Wastepaper will ensure that such of their clerical personnel as the Duty Clerk are acquainted with the above instructions.

W. S. M. W. S. L.

S. S. M. W. S. L.

CHIEF CLERK

M. S. I. A.

20 : Head (Mans and MCOs) i/o
Branches and Services, MMA

Reference Office Instruction No. 42 of 3 Oct 44, as modified by
Office Instructions No. 56 of 2 Nov 44 and No. 57 of 14 Mar 45.

1. The above Office Instruction is not being complied with to the
fullest extent i.e. certain waste-paper baskets are not being emptied.

2. To ensure that a 100% collection of wastepaper is made the
following arrangements will be complied with, effective 16 May 45 :-

(a) 'C' Branch Duty Clerk will be responsible for
the collection of waste from GOC's Office, COS's Office
and all other Offices.

(b) 'A', 'Q' and Services Duty Clerk will be responsible
for the collection of waste from all other offices.

3. Messengers will ensure that such of their clerical personnel
as the Duty Clerk are acquainted with the above instructions.

Cop. to: Signals Supt
MCO i/c Interpreters

S. S. M. WO 1
S.S.M. WO 1
CHIEF CLERK
M.M.I.A.

9/11/45
9/11/45

785020

M.M.I.A. - 'G'
 FILE: 9/18/53
 DATE: 5 MAY 1945

M.M.I.A. OFFICE INSTRUCTION NO. 92

From Sunday 20 May (What Sunday) M.M.I.A. H.Q. office will be closed on Sundays except for the following duty personnel :-

- (a) Staff Branches (C. A. & Q.) One officer and one or two clerks per branch.
- (b) Services. One rep if needed by staff concerned.
- (c) Chief Clerk by arrangement with Col. A
- (d) Signals. Small nucleus as ordered by SORSigs.

2. Remaining personnel will keep Sunday as a holiday. Sunday duty personnel will be given another day in the week in lieu of Sunday under arrangements made by heads of branches etc.

3. Heads of branches etc will notify Chief Clerk (as early as possible in advance) if they consider it necessary, in an emergency, to exceed the above numbers of personnel on duty on any Sunday.

4. There will be no morning conference on Sundays.

5. Heads of Staff Branches will keep their own duty Rosters which should not clash with the night Duty Rosters and will notify the Chief Clerk by 1800 hours on Thursdays the names of Officers and Clerks for duty on the following Sunday (to include affiliated Services).

6. Separate instructions will be issued on facilities for recreation on Sundays.

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

15 May 1945.

Distribution : Normal.

W. P. R. S. J. 1945

Colonel "A".

785020

M.M.I.A. OFFICE INSTRUCTION

NO. 91.

Unauthorized use of Italian Army Vehicles.

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

R.A. CURRIES Lt. Col.
For Col. D.A. and Q.M.G.
M.M.I.A.

10 Nov. 1945.

Distribution:
NORMAL.

M.M.I.A. - G.F.S.
FILE: 9/11/53
DATE: 10 MAY 1955

1. Transportation for officers of M.M.I.A. will invariably be provided in vehicles properly in charge to and maintained by either 2591 or 13 Military Mission.

2. The use by officers of M.M.I.A. of Italian Army vehicles is prohibited, nor will Italian Army personnel be employed as drivers. Officers requiring transport will follow the prescribed procedure. The attention of British officers is directed to Office Instruction No. 70.

W. Murphy

E.A. GURPES Lt. Col.
For Col. D.A. and Q.A.G.
M.M.I.A.

10 May 1945.

Distribution:
NORMAL.

M.M.I.A. - G/Ts
FILE: G/Ts/83
DATE: 10 MAY 1945

W. Murphy
G.T.
Q.A.G.

785020

785020

Victory Thanksgivng - British Troops

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

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

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

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

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

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

Thanksgiving Service	-	Major Gregson
Transport	-	Capt Grade
Messing	-	Capt Hyde
Office details	-	SM Cornelius

OF "A" Mess.

1100 " - Leave by H.T. for lunch and afternoon at the bathing beach at S. SEVERO.

1630 " - Return to ROME.

1730 " - Dinners in ROME.

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

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

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

May 1945.

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

Distribution:- All Branches and Services

Camp Commandant (or) (to be published as annexure to Routine Orders). (10 copies)

91 Mrs!
 GUE WJH
 GUE WJH
 J. M.

MMIA - 'G' / 189
 FILE: 51189 / 53.
 DATE: MAY 1945

23/04/53

19

785020

MMIA - G-179
RE: 0/179/53
DATE: 25/5

MMIA Office Instruction No 90

SIGNAL PRIORITIES.

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

/ 1. y 45.

Rex L. Perkins
 Lt - Col
 GS

Distribution: Normal

iv.

G II WPK
 G III WPK
 Jan

2332

785020

MMIA - G
FILE: 9/184/53
DATE: 28 APR 45

Subject:- Standing Orders for Clerks

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

CC/7
28 April 45

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

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

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

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

E. Cornelius

WO I
CHIEF CLERK, MMIA

c/c

Copy to:- Colonel Pidsley for info.

331

Pidsley

785020

STANDING ORDERS - CLERK'S

Copy

1. OFFICE HOURS will be as under :-Other Ranks

0815 - 1230) Week
1400 - 1800) days

0845 - 1230) Sun
1400 - 1800) days

E. L.

0815 - 1200) Week
1315 - 1730) days

0845 - 1200) Sun
1315 - 1730) days

NO Clerk will be permitted to leave the office without prior approval of the C.C. or NCO i/c of the Branch or Service concerned.

2. INCOMING MAIL The C.C. is responsible for ALL correspondence rec'd and ensuring the immediate distribution to Branches and Services.

3. C Cs and NCOs i/c Branches and Services will "vet" mail and pass for registering and filing as quickly as possible.

4. Having checked that the correspondence is correctly filed, the C C or NCO i/c, will attach a white slip to all routine letters giving their degree, i.e. for action, for information, etc.

Signals and matters of an urgent nature will be affixed with a RED slip for immediate action.

IMMEDIATE Signals will be registered and brought before an officer without delay.

5. All Correspondence will be filed numerically and in the correct sequence of date. If necessary, through delay in receipt etc., letters will be given an oblique number but will be maintained in the correct sequence.

6. Under NO circumstances will files be taken away until the document to which the slip is attached, has been initialled as completed by the Officer responsible for disposing of the matter.

7. ALL "OUT" trays will be cleared hourly. The C.C. or NCO i/c Branch or Service will check and ensure the correct disposal of the files, and that all typing is completed as soon as possible.

8. GOC's correspondence, both in and out, will be directed through the Chief Clerk.

A dark, grainy, black and white photograph of a textured surface, possibly a wall or ceiling. The image is heavily underexposed, with most of the frame in deep shadow. There are some lighter, mottled patches and a bright, overexposed horizontal band at the very bottom, which might represent a floor or a light source. The overall appearance is noisy and lacks fine detail.

785020

- R. B. Pinkley, Major,
1st Col. Qs.
Iowa Forces Sub-Com. AC.
(Adj. Ad.)

15 Jun 45.

785020

MMIA - G/549
FILE: G/100/53
DATE: 29 APR 1945

03/1

MMIA Office Instruction No. 549

ADDRESS OF REPLY: MMIA LO

All correspondence emanating from this HQ intended for

Capt. CLARK at LEONORI will be addressed as follows: -

MAIL

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

TELEGRAPHIC

FORWARD FOR MMIA LO
c/o LIAISON SECTION

TELEPHONE NO.

VALER - 363

29 APR 45

tw.

DISTRIBUTION: Normal, plus all
Officers, MMIA

Re: P. H. H.
for Lt Col
GS

All correspondence emanating from this HQ intended for

Capt. CLARK at IESCHOPH will be addressed as follows: -

MAIL

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

TELEGRAPHIC

PLEASE FOR MILA LG
c/o LIAISON SECTION

TELEPHONE No.

VALUE - 363

29 Apr 45

two.

DISTRIBUTION: Normal, plus all
Officers, MILA

Ref. P. 16.
for Lt Col
GS

866

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

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

C. (Tao)

MMIA-G-79
FILE: *Q174/53*
DATE: *29 4 5*

OFFICE INSTRUCTION NO. 87
Amendment No. 1

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

MOV = Capt THE LORD WESTBURY
or
Capt W.A.A. EVANS.



28 April 45

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

DISTRIBUTION: Normal

Amended 29th 45
J.M.

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

Subject:- Signal Addresses.

Signal Office,
M. M. I. A.
27 APR 45.

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

MMIA. 'C' / 13
FILE: 5/29/58
DATE: 27 APR

Several cases have occurred recently of messages being incorrectly addressed, the postal address of the unit being given instead of the authorised abbreviation.

As authorised abbreviations are intended to save time in transmission, they should be used at all times. A comprehensive list is contained in Office Instruction No. 59 of 8 Jan 45.

Copy to : Chief Clerk.

2227
Sgt,
Superintendent,
M. M. I. A.

785020

(13A)

Extraco MIA Office Instr. to SG- $\frac{8}{15}$ Assigned
AbbreviationDesignation

A F H G	Allies Force Headquarters
ALCOM	Allies Commission
CENTRAC	Central Mediterranean Training Center
CONTRACEN	Combined Training Center.
DISTREE	Number 3 District
DISTHILL EAST	Number 3 District, Eastern Detachment
DISTONE	Number 1 District
DISTWO	Number 2 District
M M I A	Military Mission, Indian Army
PENBASE	Peninsular Base Section (Main)
PENSOUTH	South Section, Peninsular Base Section
ROME AREA	Rome Area Allied Command
TROOPERS	War Office, London.
VNNCA	United Nations Relief - Rehabilitation Admin.

Extraco

M-M. I.A. Office Instr. to SG- $\frac{30}{10-14}$

785020

M U I A	Military Division, Italian Army
PENBASE	Peninsular Base Section (Main)
PENSOUTH	South Section, Peninsular Base Section
ROME AREA	Rome Area Allied Command
TROOPERS	Base Office, London.
UNNCA	United Nations Relief - Rehabilitation Admin.

Extraneous M.M. 1A. Office Instructions to S2 - $\frac{39}{10} - \frac{4}{44}$

PriorityOfficer assigned to front

Most Immediate

G.O.C., 2 1/2

Emergency of

GSO I
AA & GNG
Head of Spec Sec
} on behalf of G.O.C.

Immediate

GSO I
AA & GNG
Head of Spec Sec
Head of Services

Important

All Staff Officers.

MMIA-G/99 (20/53) (12)
FILE: 9/185/331
DATE: 2 APR 45

Subject: - Central Despatch

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

C3/7
27 April 45

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

Reference Office Instruction No: 79.

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

E. G. G. G. G.
WO I,
CHIEF CLERK.

c/

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

2325

9/5 M.M.I.A.

MMIA-G-113**FILE: G/T/53****DATE: 26/5/5**

MMIA OFFICE INSTRUCTION NO. 88

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

2. Request will be made by "Q" to A.G. (G-1 American) for applicants with the necessary qualifications to report to the section concerned with their Security Release forms. The Section will interview the applicant and notify "Q" Office whether he/she is considered suitable. If accepted the following particulars will be given:-

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

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

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

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

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

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

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

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

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

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

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

1 Apr 45

Colonel,
"A" Branch, ISMA.

DISTRIBUTION:
Normal

CSO: [signature]

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

785020

Appx "A" to HEMA Office
Instruction No. 88

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

Appx "B" to MMIA Office
Instruction No. 88

RULES FOR ITALIAN CIVILIAN PERSONNEL WORKING IN MMIA OFFICES

1. The hours of work are:-

Mornings 0630 - 1230 (Sundays 0900 - 1230)

Afternoons 1400 - 1800

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

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

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

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

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

7. No visitors are permitted in offices.

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

MMIA-G/121
FILE: G/121/513
DATE: 26 APR 58

OFFICE MEMORANDUM NO. 67

MOVING CONFERENCE

Wed 23 Apr the following officers, as listed below, will attend the morning conference at 0830 hrs. No other officer will be present unless specially detailed, or as representing a member who is absent.

"G"

GSO I	Lt. Col. S. H. THOMPSON, ONS, ED
Asst G-3	Major R. E. FINLEY
GSO II (SD)	Major L. J. H. WELTON
GSO II (IS)	Major J. L. H. WELTON
GSO II (G) (1)	Major G. F. WELTON
GSO III (Int)	Capt. F. A. BELL
GSO I (TNG)	Lt. Col. J. E. SCOTT
GSO II (TNG)	Major R. G. HENDON-KING
SOM II	Major R. G. COOPERSON
SO II S. S. S.	Major W. G. CLINTON

"H"

G-1	Col. H. F. POLSON, SO, SC	(1)
G-1 (1)	Capt. H. J. PUGH	(1)
G-1 (ES)	Major D. S. L. BAKER	(1)
G-1 (C)	Major J. A. FARRIS	(1)
S/C	Capt. T. H. E. HARRIS	(1)
S/S	Capt. S. P. ARCHER	(1)
ADAMS	Lt. Col. J. C. McNEIL	(1)
ADAMS	Lt. Col. W. A. HARRIS, HNS, SC	(1)
S/CAL	Capt. ... W. J. COOPER	(1)
ADAMS	Capt. ...	(1)

"Q"

Col. 'Q'	Col. F. J. MOORE, ONS
Deputy G-4	Col. F. L. SIMONS
ADAMS	Lt. Col. E. A. CURTIS
ADAMS	Lt. Col. M. M. ROSE

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

785020

G. (Wg) 121

AMENDMENT No: 1

to

OFFICE INSTRUCTION No: 85

MMIA - 'G' TRG
FILE: G/TRG/S3
DATE: 25 APR '55

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

Amended
Ab "ns

dy

C/E

25 April 45

Distribution: - NORMAL

E. Cornelius
W.O.T.
Chief Clerk, M.N.I.R. 22

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

785020

Subject:- Promotion - RASC Clerical Personnel.

MMIA-'G'-Tg

FILE: AltDATE: 25/5

CC/6/1.

23 Apr. 45.

G(SD)

G(Trg)

A

Q

SAT

In order that the possibilities of promotion within the Headquarters may be explored, with view to filling the Senior NCO vacancies on the New War Establishment from the existing staff, it is requested that the Monthly Return of Recommendations for RASC Clerks, due on 1 May, be a complete and detailed return.

Colonel "A"

M. M. I. A.

2221

785020

C1(T00)

MMIA.G/09
 FILE: 9/29/53
 DATE: 19 APR 1955

M.M.I.A. Office Instruction

Italian Army Transport

1. The following redistribution of duties between S T and P.M.I. at this U.I. will take place forthwith.

a) S.T. responsible through Q2 Staff Branch for vehicle re-distribution and distribution as well as the other duties in connection with transport hitherto performed by them and not mentioned below.

b) P.M.I. responsible through Q2 Staff Branch for

(i) Italian Army P.M.I. Repair organization including provision and storage of tyres and spare parts.

(ii) Revision of Order of Battle for Units falling within the Directorate of Motor Engineering.

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

3. S.T. and P.M.I. will submit to Q2 through Q2 proposals for dividing Category 1(c) Section VI Units into

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

4. Five Transport Control Inspectors have been appointed. These officers are responsible to Q2 Staff for men and will receive technical assistance as needed from the Service concerned. In the case of outstations instructions will be issued through the senior P.M.I. E.O. by Q Branch file H.C.

5. Office Instruction N884 12 April is cancelled and will be destroyed. - No copy kept

by
 J. N. C. M. C.

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

3. S. 1. and S. 2. will submit to G(51) through 32 proposals for dividing Category I (a) Section VI Units into

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

4. Five Transport Control Inspectors have been appointed. These officers are responsible to OC Staff Branch and will receive technical assistance as necessary from the Service concerned. In the case of outstations instructions will be issued through the senior N. I. 4. L.O. by 3 Branch table N. 3.

5. Office Instruction W84 10 April is cancelled and will be destroyed. - No copy held.

18 201/45

Distrib: All N.I.L. L.O.'s
Internal: French.

G1 W4
G2 W4

18 201/45
R.J. HEALING, DCL.
OF D. & C.M.
N.I.L.

2020

Ref.

785020

M.M.I.A. Office Instruction N°86

Italian Army Transport

1. The following redistribution of duties between S.T. and R.L.M.E. as this R.L. will take place forthwith.
 - a) S.T. responsible through 22 Staff Branch for vehicle registration and distribution as well as the other duties in connection with transport hitherto performed by them and not mentioned below.
 - b) R.L.M.E. responsible through 12 Staff Branch for
 - (i) Italian Army R.L. Repair organization including provision and storage of tyres and spare parts.
 - (ii) Revision of Order of B type for Units falling within the Directorate of Motor Engineering.
2. S.T. will hand over all relevant files and records on the subjects detailed at 1(b) above.
3. S.T. and R.L.M.E. will submit to G(SI) through 22 proposals for dividing Category 1(a) Section VI Units into
 - Section VI A. Transport Units
 - VI B. R.L.M.E. Units.
4. Five Transport Control Inspectors have been appointed. These officers are responsible to 22 Staff Branch and will receive technical assistance as needed by from the Services concerned. In the case of outstations instructions will be issued through the senior S. I.A. L.O. by 3 Branch table 2.4.
5. Office Instruction N°84 12 April is cancelled and will be destroyed.

J.M.S.M. 1

T.J. MOAKS, Col.

0432

785020

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

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

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

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

4. Five Transport Control Inspectors have been appointed. These officers are comparable to Q2 Staff Branch and will receive technical assistance on necessary from the Service concerned. In the case of substitutions instructions will be issued through the senior M.I.I. I.C. by a Branch to the M.C.

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

18 April 45

18 April

F.J. HARRIS, Col.
C. D. & Q2G,
M.I.I.

Distrib: All M.I.I. I.C. I.C. 1a

Internal: Naval.

2019

785020

MMIA-G. 17 APR

FILE: 9/24/53

17/4

OFFICE INSTRUCTION No 85

17 APR 1945

1. The normal distribution for Office Instructions issued by Branches of MMIA will be as follows :-

MA for GOC	1
Chief of Staff	1
G(Ops and SD)	2
G.S.I.	1
L.Os.	3
G (Trg)	1
"A"	2
"Q"	2
Q (Mcv)	1
RE	1
X	1
ST	2
Medical	1
P (os)	1
Ord. Records	1
Army Records	1
REME	1
Labour	1
Provost	1
Welfare	1
HQ Chief Clerk	2

CC/1

785020

Q (Rev)	1
RE	1
X	1
BT	2
Medical	1
9(05)	1
Ord. Records	1
Army Records	1
RENE	1
Labour	1
Provost	1
Welfare	1
HQ Chief Clerk	2
Interpreter Sec	1
Signal Office	1
Camp Comdt (Br)	1
HQ Comdt (US)	1

0018

2. Distribution as in para 1 will be known as "Normal" distribution and will be referred to as such in Office Instructions.

If additional distribution is desired, this will be indicated in the following manner :-

"DISTRIBUTION:-

Normal, plus all officers MIA".

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

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

..... 2/ . . .

785020

- 2 -

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

W. P. Delaney
Colonel
Col. "A"

Distribution: "NORMAL"

ek

MMIA OFFICE INSTRUCTION No 83

1. W.e.f. 10 Apr MMIA Duty Officer will use Room 38.
The telephone number remains 478526.

9 April 45

John A. Cap...
Lt. Col. *Cap*
G.S.

DISTRIBUTION:

ALL OFFICERS MMIA.

Copy to: Allied Commission for Executive Commissioner's
office.

am.

2017

→ Gi (Irq)

MMIA OFFICE INSTRUCTION No 83

1. W.e.f. 10 Apr MMIA Duty Officer will use Room 38.
The telephone number remains 478536.

9 April 45

Johnston
Lt. Col. *Capt.*
G.S.

DISTRIBUTION:

ALL OFFICERS MMIA.

Copy to: Allied Commission for Executive Commissioner's
office.

all.

16

→ 60 (8.19)

785020

4/29/53

G(25)

CC/1

OFFICE INSTRUCTION No: 82

1. Monthly returns are required from all Branches in respect of R.A.S.C. Clerks employed by them showing whether:-
 - (a) Recommended for promotion
 - (b) Not yet recommended for promotion
 - (c) Not recommended for promotion.
2. Returns will be submitted on the first day of each month to the Chief Clerk.

W. P. Picklesley,

Colonel.,
"A" Branch, MMIA.

9 April 45.

Distribution:- ALL Branches and Services MMIA
ALL Liaison Officers MMIA
Chief Clerk
Camp Comdt(Br)

(+) 53 (2nd)

1. In order that a Detailed Roll can be established and maintained at this H.Q., all P.A.S.C. Clerks will fill in the attached pro-forma and return to the Chief Clerk, through Chief Clerks' Branches or Services, before 14 April 1945.
2. Chief Clerks' Branches or Services will ensure that R.A.S.C. Clerks joining their office complete this pro-forma and render to the Chief Clerk as soon as possible.

April 1945.

W. Pickens.
Colonel,
"A" Branch, ILLA.

Distribution:—All Branches and Services.

THE WORLD

RECORD SUPPLIES - I. F. S. C.
(Classical Personnel)

Number	WS/Rank	A/Rank	Name and Initials	Date of Enlistment	Period of Enlistment	Trade	Class	Typing Speed	Shorthand Speed	Date Granted W/Rk
"	"	"	"	"	"	"	Cpl	"	"	"
"	"	"	"	"	"	"	Cpl	"	"	"
"	"	"	"	"	"	"	Sgt	"	"	"

END - NORMA

RECORD SHEET - S.A.S.C.

(Clerical Personnel)

Number	WS/Rank	A/Rank	Name and Initials	Date of Enlistment	Period of Enlistment	Trade	Class	Typing Speed	Shorthand Speed	Date granted W/Rk
"	"	"	"	"	"	"	Cpl	"	"	"
"	"	"	"	"	"	"	Sgt	"	"	"
"	"	"	"	"	"	"	S/Sgt	"	"	"
"	"	"	"	"	"	"	WO II	"	"	"

\$ Details of Service since Sept 1938:

Date 1945. Signature:

\$ Units, dates and types of duties performed to be included.

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

785020

MMIA OFFICE INSTRUCTION No 80

1. W.e.f. 10 Apr MMIA Duty Officer will use Room 38.

The telephone number remains 478526.

8 APR 45

tvv.

Asst. Dir. Insp.
Lt. Col.
G.S.

DISTRIBUTION:

ALL OFFICERS MMIA.

Copy to c Allied Commission for Executive Commissioner's office.

M.M.I.A. OFFICE INSTRUCTION No 10.

SIGNAL AND ENGINEER STORES

1. In order adequately to co-ordinate the use of signal and engineer stores with stores from Army and other Italian depots, the depot, stores, use etc of Sig and EE stores of all descriptions will be co-ordinated by Q/AE Branch.

2. In all other duties, SCOE and SOE Sigs will be responsible to the General Staff in the normal manner.

3. Engineer Stores. Stock records and releases will be the responsibility of Q/AE who, in the case of technical equipment, such as engine plant and machinery, will co-ordinate releases with SCOE.

Signal Stores. Stock records and releases will be controlled by Q/AE Sigs who will pass all release orders to Q/AE for co-ordination before despatch.

4. Application of above stores will be as follows :-

Engineer Stores - to Q/AE HQ U.M.I.A.

Signal Stores - to SO II R Staff HQ M.M.I.A.

RUM/AB

INSTRUCTIONS

P. J. Hoates
P. J. HOATES Col.
D.A. & Q.M.G.
M.M.I.A.

10 FEB 1944

Stock Drops. Stock records and releases will be recorded in the Q/A who will pass all release orders to Q/A. Not record other error dispatch.

4. Anticipated co-brand stores will be as follows: -

U.S. Dept. of Justice - to $\bar{u}_0/\bar{A} \bar{u}_0$ HQ N.Y.I.L.

Received October 19, 1986

2007/04/14

1997-1998

1013-1014

Journal of Management Education

1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 26

R. C. BOLLES COL.
D.A. & Q. M.S.
M.B. I.A.

242

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

785020

785020

INSTRUCTIONS NO. 79

18 April 1945

C

The following reorganization by HQ MHA will take effect from Monday, 9 April 1945.

The Staff will consist of the following Branches with affiliated services as shown:-

- (a) G (SD & Ops) - R.P., Sigs., Liaison and Intelligence.
- (b) F (Training)
- (c) A.G. Branch - Medical, Provost, Welfare, Clerical.
- (d) QM Branch - S.T., Catering, Ordnance, S.M.B., Labour.

3. The Special Section will be disbanded.

4. A.G. Branch will be responsible for supervision of Camp Comdt and Chief Clerk's section.

5. S.M.B. Branch will be responsible for supervision of supplies, transport and accommodation through the Camp Comdt.

6. The Chief Clerk will be responsible to the head of A.G. Branch for:-

- (a) The supervision of all clerks, general office routine, discipline and welfare.
- (b) The keeping of duty rosters and promotion lists and issue of detailed instructions to clerks in accordance with orders received.
- (c) Organization and control of the central receipt and despatch office.
- (d) Coordination where necessary between the head clerks of branches and services on matters of office routine.

7. Head Clerks of branches and services will similarly be responsible to their head of branch for the general routine of their branches or sections.

8. Office Procedure will generally follow British lines subject to instructions notified from time to time regarding detailed interior methods.

9. Correspondence (including signals) will be issued and received under the address "M.H.A." and not that of particular branches. The central receipt and despatch office will be responsible for delivering to branches, sections or other addressees. Branches and sections will be responsible for their own registering and filing system using the recognized distinguishing letters of the alphabet with their own numbering system.

10. The Signal Office will pass all incoming letters and signals to, and receive all outgoing letters from the chief clerk. Outgoing signals will continue to be delivered direct to the signal office by the originating branch or service.

[Handwritten signatures and initials]

785020

- (b) The keeping of duty rosters and promotion lists and issue of detailed instructions to clerks in accordance with orders received.
- (c) Organization and control of the central receipt and dispatch office.
- (d) Coordination where necessary between the head clerks of branches and services on matters of office routine.

Head Clerks of branches and services will similarly be responsible to their boss of branch for the general routine of their branches or sections.

Office Procedure will generally follow British lines subject to instructions notified from time to time regarding detailed interior methods.

Correspondence (including signals) will be issued and received under the address "S.M.I.A." and not that of particular branches. The central receipt and dispatch office will be responsible for delivering to branches, sections or other offices. Branches and sections will be responsible for their own registering and filing system using the recognized distinguishing letters of the alphabet with their own numbering system.

The Signal Office will pass all incoming letters and signals to, and receive all outgoing letters from the chief clerk. Outgoing signals will continue to be delivered direct to the signal office by the originating branch or service.

9 April 45

/s/

DISTRIBUTION:

14 For 400

105

All Branches & Services MIA.

Chief Clerk MIA

Camp Condlt.

G (TRG) FILE

0011

W Pickett Colonel
Major General,
S. M. I. A.

RIA OFFICE INSTRUCTION No. 78.1. SUBJECT: Q.1 Office - Duties and Organisation.2. Q.1 Office has two functions.

(a) Staff Duties in connection with US and BR rations.

(b) Accounting for supplies of all descriptions issued to the Italian Government which are correctly chargeable and any inter-Allied accountancy which may be required as a result.

3. Staff Duties.

Staff Duties for rations will be carried out primarily by the Officer of the nationality concerned when the matter affects solely one nation.

For matters jointly affecting US and BR interests the Staff Duties and drafting of letters, etc will be coordinated by Lt. Col. ROSE and Major WATTIAM.

4. Accounts.

A joint accounts office will operate under the general supervision of Lt. Col. ROSE with Major WATTIAM as deputy. The joint accounts office will be responsible for accounting for all matters correctly chargeable to the Italian Government and for all matters of inter-Allied accounting.

5. Room 4B is made available to Q.1 Office. Separate instructions are being issued regarding the increase of the BR Staff.

FBN/hh

P. J. HOGAN
P. J. HOGAN Col.
D.A. & Q.M.G.

0445

785020

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

Staff Duties for Nations will be carried out primarily by the Officer of the nationality concerned when the matter affects solely one nation.

For matters jointly affecting US and BR interests the Staff Duties and drafting of letters, etc will be coordinated by Lt.Col. ROSE and Major WARDHAM.

L. Accounts.

A joint accounts office will operate under the general supervision of Lt.Col. ROSE with Major WARDHAM as deputy. The joint accounts office will be responsible for accounting for all matters correctly chargeable to the Italian Government and for all matters of Inter-Allied accounting.

5. Room 4B is made available to Q.1 Office. Separate instructions are being issued regarding the increase of the BR Staff.

P. J. M. J. S.

P. J. M. J. S. Col.
D.A. & Q.M.G.
M.M.I.A.

FMV/hh

6 Apr 1945

DISTRIBUTION:-

- MA to SOC.
- C.O.S.
- Lt.Col. ROSE.
- Major WARDHAM
- Q/AE
- Q2.
- Q/OS
- ST.
- MSD
- SOPR Sigs (to check telephone posn)

10

M.M.I.A. Office Instruction N 77
=====

In the absence of LT. Col. G. A. SHIPLEY on temporary duty to U.S.A., Col. F. L. SIMMONS will assume his duties with 2(AE). LT. Col. LESTER R. ALBERT will act as Senior M.M.I.A. B.O. in SARDINIA.

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

DISTRIBUTION :

All M.M.I.A. LO's.

INTERNAL :

All Branches & Services.

785020

MEDIA OFFICE INSTRUCTION NO. 76

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

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

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

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

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

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

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

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

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

From DP-III Bulk Depot by Q/OS.

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

- (a) Requisitions from US-III and III-III Units will be handled initially by Q/AE.
- (b) Requisitions from III-III Units will be handled by Q/OS, who will pass to Q/AE for authorization of items required for issue from III-III stocks.
- (c) Q/AE and Q/OS will screen requisition and recommend issue not in excess of the normal Italian issue.
- (d) In all cases the following information must be shown on requisition:-
 - (i) Total authorized.
 - (ii) On Hand.
 - (iii) Balance Required.
- (e) Issue will be authorized by Q/AE only after it is determined that a surplus exists to the needs of the III-III Category Units which exist or which are proposed.
- (f) Disapproved requisitions will be submitted by Q/AE to 2 i/c through 'Q' for confirmation.
- (g) All requisitions for III-III Stores for III-III Combat Units, incl. ETC, will be referred by Q/AE to 2 i/c, thru 'Q', before issue is authorized.

Q/OS/10

3 Apr 1945Distribution:

All Branches & Services, M.I.I.
All M.I.I. Lcs.

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

MMIA Office Instruction No. 75

Civilian Employees - Office Hours

1. The office hours of Civilian Employees have been defined by HQ A.C. as under:-

Civilians employed in this HQ will observe these times w.e.f. 2nd April 1945:

mornings 0830 - 1230 (Sundays 0900-1230)
afternoons 1400 - 1800

2. Civilian Employees will be given one complete day off per week, or, at the discretion of employing Branch, two half days per week.

SPA/rk

31 Mar 45

Distribution:

All Branches & Services, MMIA

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

6/7/55 ①

File - SC/I

HQ IIA - OFFICE INSTRUCTION

No. 74

GENERAL

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

(a) ITI-ITI

(b) BR-ITI including Italian Combat Groups

CONSTITUTION OF THE COMMITTEE

2. The committee will be constituted as follows:-

Chairman : GSO I (Ops and SD)

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

Secretary : GSO II (SD)

SCOPE OF THE COMMITTEE

3. The committee will have the following functions:-

- (a) to ensure that all proposed establishments or amendments conform to Allied and Italian Army requirements.
- (b) to approve all establishments or amendments to ITI-ITI units.
- (c) to approve, subject to final approval of AFHQ, all new establishments or amendments to BR-ITI incl Italian Combat Group units without limitation of personnel, eqpt or vchs.
- (d) to promulgate and issue all establishments or amendments to existing establishments of units in categories listed in para

Secretary : GSO II (SD)

SOURCE OF THE COMMITTEE

3. The committer will have the following functions:-

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

SUBMISSION OF PROPOSALS

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

Proposals will be submitted to MEC as follows:-

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

'G' Branch direct to Sigs and Engrs.

141 Brunch for ed, Provost, and Welfare.

IQ! Branch for S & T, Ord, RMB Int & V & PS.

-2-

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

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

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

- (iii) Proposals emanating from this HQ will be coordinated with War Ministry and AFHQ and submitted as for para 4 (a)(ii) above.
- (iv) Any proposals submitted direct by the BLU of the Combat Groups to services or staff branches will be forwarded at once to G(SD) branch who will return them to the Army or District concerned for resubmission through the correct channels.
- (v) Staff branches and services will be required to sponsor before WEC any proposals which they submit and to attend in an advisory capacity meetings at which proposals from outside are being heard.
- (vi) Any major reorganisation of units will receive the approval of AFHQ in principle before steps are taken to prepare proposals.

(b) ITI-ITI Units

App 'B' - Normal WE for a HQ

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

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

- (iii) Proposals emanating from this HQ will be coordinated with War Ministry and AFHQ and submitted as for para 4 (a)(ii) above.
- (iv) Any proposals submitted direct by the BLU of the Combat Groups to services or staff branches will be forwarded at once to G(SD) branch who will return them to the Army or District concerned for resubmission through the correct channels.
- (v) Staff branches and services will be required to sponsor before WEC any proposals which they submit and to attend in an advisory capacity meetings at which proposals from outside are being heard.
- (vi) Any major reorganisation of units will receive the approval of AFHQ in principle before steps are taken to prepare proposals.
- (b) ITL-ITI Units
- (i) The War Ministry or any other HQ employing ITL-ITI personnel wishing to amend existing establishments or create new ones will forward their proposals to HQ IIIA (when they will be distributed to the staff branch concerned, i.e. G, A or Q)
- (ii) The staff branch concerned will consider the proposal in principle and ensure from G(SD) that any increases are within the ceilings laid down.
- (iii) If the proposal is agreed the staff branch will arrange for the preparation of the proposal in accordance with Appx 'A' and forward it to G(SD) branch for inclusion in WEC agenda.
- (iv) Approval by AFHQ will not be required for amendments to existing WEs or new WEs of ITL-ITI units so that coordination of proposals with AFHQ will only be necessary if AFHQ are interested in the units concerned.

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-3-

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

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

Distribution by specialists and trades will be included.

COMMITTEE PROCEDURE

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

PROMULGATION OF ESTABLISHMENTS AND AMENDMENTS

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

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

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

FORMULATION OF ESTABLISHMENTS AND AMENDMENTS

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

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

(b) ITI-ITI Units

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

War Ministry	-	1 copy	85,84
All outstation LOs	-	3 copies each	
Staff branches and services of ILLIA concerned	-	1 copy each.	
	-		

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

- (c) All osts which are translated by the War Ministry for issue to Italian units will be forwarded to 11 IA for checking before issue by the War Ministry.

IMPLEMENTATION OF NEW ESTABLISHMENTS AND AMENDMENTS

7. All applications to implement new establishments of BR-ITI units or to form new units will be submitted to G(SD) Branch in quintuplicate on the proforma attached at Appendix 'D' to AFHQ 2IC/Org 3 of 14 March, copy of which is attached.

31 March 1945

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

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

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

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

Distribution:-

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

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

785020

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

1. Officers wishing to visit Formations, Units or Installations outside FOME will submit an application for a Movement Order to the 'Q' Office. It will contain the particulars necessary to complete the Movement Order (specimen proforma attached at Appx 'A') which will be signed by Col 'Q' and will act as the authority (travel order) for the journey. Under the sub-heading "Nature of Duty" a brief description will be given as to whom it is intended to visit and the object of the visit. In order to assist in the most economical use of transport this application will be submitted as early as possible.

2. Officers will ensure that, prior to leaving the HQ, the L.Os of the areas concerned are informed of their proposed visit and the reason for it. On completion of the tour a written memorandum will be sent to the L.Os on any pertinent points resulting from it.

3. This Office Instruction supercedes No. 25.

FET/10

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

25 Mar 1945

DISTRIBUTION:

All Branches & Services.
ALL ISTA LOs.

proforma attached at Appx 'A') which will be signed by Col 'Q' and will act as the authority (travel order) for the journey. Under the sub-heading "Mature of Duty" a brief description will be given as to whom it is intended to visit and the object of the visit. In order to assist in the most economical use of transport this application will be submitted as early as possible.

2. Officers will ensure that, prior to leaving the HQ, the L.Os of the areas concerned are informed of their proposed visit and the reason for it. On completion of the tour a written memorandum will be sent to the L.Os on any pertinent points resulting from it.

3. This Office Instruction supercedes No. 25.

PPT/lc

25 Mar 1945

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

3802

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785020

MOVEMENT ORDER No. _____

The undermentioned are authorised to travel by :

Rail)
Road)
Air)
Sea)

from _____ to _____

and to return to _____ on completion of duty.

Date of Departure _____

Date of Return _____

Nature of duty _____

For Major General
Land Forces Sub Commission
(M.A. S.)

785020

M.A.T.A. OFFICE INFORMATION NO. 78

STANDING ORDERS FOR M.A.T. - 32 MILITARY MISSION1. PARKING

3. (a) All vehicles, with the exception of those specifically authorized by the Command to be parked in "A" Mess, will be parked on the Ninth floor of the Super Garage.
- (b) Each vehicle has a lock-up bay allotted, and it will be locked whenever the driver is away. The keys will be left in the M.A.T. office at all times.
- (c) No vehicle will be left outside its lock-up unless placed in an officially authorized and guarded car park in accordance with GSG 162/45.
4. (a) No vehicle will leave the garage unless detailed by an officer or the M.A.T. Sgt.
- (b) All vehicles will be registered out in the M.A.T. Office.
- (c) Park-tickets will be kept in the M.A.T. Office when the vehicle is not in use, and will be drawn by the driver before each journey, when he reports to register out.

2. PROCEDURES FOR DETAILING VEHICLES.

The method of detailing vehicles will be as follows:-

- (a) The officer requiring a vehicle will ring up the M.A.T. office. (M. 623381) for his driver to deliver the truck or car to a given place at a given time.
- (b) Drivers before going out on a detail, will report to the MCO on duty at the Super Garage and draw work-tickets, specifying by whom they were detailed, the persons or load to be carried, destination, and approximate time away.
- (c) The MCO on duty will enter the above particulars in the detail book.

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

2. PROCEDURE FOR DETAILING VEHICLES.

The method of detailing vehicles will be as follows:-

- (a) The officer requiring a vehicle will ring up the M.T. Office (H.813584) for his driver to deliver the truck or car to a given place at a given time.
- (b) Drivers before going out on a detail, will report to the MCO on duty at the Super Garage and draw work-tickets, specifying by whom they were allotted, the persons or load to be carried, destination, and approx. time away.
- (c) The MCO on duty will enter the above particulars in the Detail Book.
- (d) Drivers returning from a detail will, immediately they are admitted, book in to the MCO on duty at the Super Garage. Entries in this detail book are correctly kept, and will himself initial the book after each entry.
- (e) Work-tickets will be handed into the M.T. Office on completion of each day's work.
- (f) A separate entry will be made on the work-ticket for each day on which the car is used. The only persons authorised to sign work-tickets are the officer using the vehicle or the M.T. Sergeant.

4. M.T. SARGENT.

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

-2-

- (b) All M.T. personnel not on detail will remain in the garage working on their vehicles during the recognized working hours, i.e. 0800-1330 1400-1730. Drivers will only leave with the authority of an officer or the M.T. Sgt as in (3) above.
- (c) Drivers will remain with vehicles when they are in Workshops unless otherwise ordered by M.T. Officer or Sgt.
- (d) Drivers will report any defects, on completion of detail, to the HCO on duty at the Super Garage.
- (e) Drivers going on a detail will be properly dressed at all times.
- (f) Duty-driver will be on duty in the M.T. Office and garage from 1730 to 0800 and 1200 to 1400 hrs daily. Each driver will be responsible for locking up his vehicle, when not in use, in the lock-up provided, and handing in the key to the M.T. Officer. Orders for duty drivers are issued separately.

5. MAINTENANCE

- (a) The daily task is published on the notice board outside the M.T. Office; this will be carried out by all drivers and the necessary entries made in AB42 and countersigned by M.T. HCO weekly.
- (b) There will be NO EXCUSE for lack of maintenance.
- (c) Each vehicle will be off the road for $\frac{1}{2}$ day each month for the 300 405 inspection, and 4 day per month for V/S inspection. The driver is responsible for delivering on the day stated. Inspection dates will be posted on the notice board at the Super Garage, and, in addition, officers who are affected will be notified at least 48 hours in advance.
- (d) Should the time or date be operationally unsuitable to the officer to whom the vehicle is allotted, he will notify the M.T. Office in good time in order that the necessary change in the programme can be made.
- (e) Vehicles will only be driven by their allotted drivers. Officers will only drive cars in accordance with the provisions of GAO 329 of 1943.

785020

M.T. Office; this will be carried out by all drivers and the necessary entries made in 22412 and counterchecked by M.T. MOO weekly.

- (b) There will be 30 hours for lack of maintenance.
- (c) Each vehicle will be off the road for 1 day each month for the 406 inspection, and 1 day per month for 4/3 inspection. The driver is responsible for delivering on the day stated. Inspection dates will be posted on the notice board at the Super Garage, and, in addition, officers who are affected will be notified at least 48 hours in advance.
- (d) Should the time or date be operationally unsuitable to the officer to whom the vehicle is allotted, he will notify the M.T. Office in good time in order that the necessary change in the programme can be made.
- (e) Vehicles will only be driven by their allotted drivers. Officers will only drive cars in accordance with the provisions of GAO 529 of 1943.
- (f) P.O.L. will normally be drawn at the A.C.C. pump at the Super Garage.
- (g) Work-tickets will be filled up in ink except for P.O.L. and mileage.
- (h) A.B. 412 will be kept properly so that they give complete history of the P.O.L. drawn by, and repairs carried out on, the vehicle.
- (i) In the event of an accident in which a G.B. or requisitioned vehicle is involved A.B. 3684 will be made out at the scene of the accident; A.B. 3684 form will be carried at all times in each vehicle.

(j) The following speed limits will be obeyed:-

In MOO Area	-	All vehicles	25 M.P.H.
Staff Cars			55 "
M/Cs			40 "
Cars 2 seats incl. hand			40 "
Truck up to and incl 1 ton			35 "
Trucks over 1 ton up to 5 ton			50 "
Trucks over 5 tons			20 "

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6. GENERAL

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

9 Mar 1942

DISTRIBUTION:

All Tr Offrs HQ WTA
T.O. for Tpt Spt.

F. J. N. W. A. L. S.
F. J. N. W. A. L. S.
D. A. S. G. S. S.

MMIA OFFICE INSTRUCTION NO. 55TRAFFIC ACCIDENTS

This instruction on superseded 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:-

A5 42

~~Motor~~ raised work ticket

~~Traffic~~ accident slip (AFM 3681)

~~Standing~~ orders for drivers

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

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

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

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

Camp Commandant will be responsible for taking any necessary disciplinary action against drivers, and disposal of AFM 262 to O2E in the normal manner.

(b) CUSTOMERS

AFM 3676 will be completed in duplicate by the LO concerned (one information contained on AFM 3681 and by interrogating the

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

(1) OFFICERS will first report to DASHMS, and subsequently to ST (Tpt). The latter will, in conjunction with the officer concerned, be responsible for the completion of AFA 3876 and its immediate renditions to Claims Commission, together with all necessary documents.

(14) DRIVERS will report to Camp Commandant and M.I. Sjt. The latter will be responsible for completion of AFA 3876, by interrogating the driver and from information contained on AFA 3081, 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 AFE 252 to C2B in the normal manner.

(b) QUESTIONS

AFA 3876 will be completed in duplicate by the LO concerned (from information contained on AFA 3881 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 MIAA 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.

3705

For Normal

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

23 Feb 64

/mk

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All MIAA LOs

EMIA OFFICE INSTRUCTION NO. 64

MOVEMENT OF STORES BY RAIL.

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 EMIA.
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 1/2 or A/2.

21 Jan 45.

PPF/wk

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

DISTRIBUTION:

All Branches and Services, HQ EMIA

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NOTA OFFICII INSTRUCTIONS, 52.ORGANIZATION 2/42 - 000

1. Office Instruction No. 52 is cancelled.
2. ORGANIZATION.
 Ordnance items will be organized in two offices, DADOS Office major Major
 and GENERAL OFFICES under Captain Hamilton.
3. STATE OFFICES.
 Both DADOS and ORG OFFICES are responsible to Q/EL for normal staff duties.
4. OFFICES IN CHARGE.

The duties of DADOS are, inter alia

- (a) Advise to Q/EL on CMI matters.
- (b) CMI duties in connection with the British Mainland Combat Groups.
- (c) Control and oversight of stores between HQ-III and CMI Base direct to HQ-III Div/ Sub-Depots, also issues from HQ-III Base direct to HQ-III Div/ Sub-Depots, also issues for issuing and return to HQ-III Base.

Depots.

Q/EL will directly control the complete repair and issuing plant organization also all HQ-III matters.

5. DETERMINATION OF STOCKS.

The duties of ORG are, inter alia,

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

Q/AS will directly control the complete supply and distribution of clothing and footwear. Q/AS will also all PR-III matters.

5. PR-III OF Q/AS RECORDS.

The duties of Q/AS RECORDS are, inter alia,

- (a) Receipt, storage, issue of stocks of all clothing, equipment, supplies and footwear, in issue depots, repair depots, PR-III Bulk Depots etc.
- (b) Preparation of such details as are required by the necessary section for their preparation of the international accountability vouchers.
- (c) Present stock records to the staff as are required or be considered necessary.

Q/AS RECORDS are however not required to keep any records of stocks in or issue from PR-III Div Sub Depots.

6. Q/AS RECORDS.

The duties of Q/AS RECORDS, at present Major Q/AS, are, inter alia,

- (a) Control of Depot Q/AS & maintaining all expenditures and income with Q/AS 3736
- (b) Disposition to sub-depots as directed.
- (c) Production of accurate stock status as required by Q/AS.
- (d) Control of Q/AS to and receipt from Q/AS to Q/AS.

By the Director in accordance with the instructions of Q/AS.
As will be all cases are in complete cooperation with Q/AS. Q/AS, by way however communicate directly with Q/AS in connection with technical matters affecting PR-III clothing and personnel equipment.

18 Jan 1945

Q/AS

Q/AS

ALL Staff Sections and Services
ALL Q/AS LO.

PR-III
T. J. Q/AS, not incl.
D. J. Q/AS.
K. H. I. ...

MIA OFFICE INSTRUCTIONS NO. 50

The Duty Officer will ensure that his personal belongings are removed from, or neatly stacked in the corner of the Duty Officer's Room by 0900 hrs each morning, and that the Room is available for senior visiting Officers.

9 Oct 44

F. J. MCANES Lt. COL.
A.A. & R.M.G.
M. H. I. A.

DISTRIBUTION: All Branches and
Services.

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

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F. J. NOAKES Lt. COL.
A.A. & U.M.G.
M. M. I. A.

9 Oct 44

DISTRIBUTION:

All Branches and
Services.

3735

MMIA OFFICE INSTRUCTION No.49

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

F. J. Noakes
for 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.

ADMA OFFICE INSTRUCTION NO. 45

1. Owing to increase of personnel, a larger office is required for ORDMANCE. It is necessary also to provide an office for Senior Officers visiting HQ ADMA.
2. A re-allocation of office space will be made.
3. The re-allocation will be as under:-
 - a) ORC (Maj Gresson and Lt Ward) and ORC clerks will move from Room 34 to Room 45. Tel. Internal 214.
 - b) GS02(L) (Maj Byatt) and Staff Capt 'A' (Capt Archer) will move from Room 45 to Room 34. Tel. 478702. Internal 732.
 - c) Room 37 will be made available for:-
 - i) Visiting Senior Officers from GS00 - 2030 hrs.
 - ii) Duty Officer from 2030 - 0630 hrs.
 - iii) Tel. No. 478526. Internal 757.
4. The above changes will be effective immediately.

JGS/WK

28 Sept 44

DISTRIBUTION:

ADS FOR COMED

2 i.c.

All Branches and Services ADMA.

LC's to Ministry of War and AIR.

FOR INFORMATION:

Signal Office, Room 10, 2nd Floor, HQ ACC (please note change of telephone numbers in para 2 above.)

W. J. W. 11/11/44

F. J. W. 11/11/44, Lt Col.
A. J. W. 11/11/44.
M. M. I. A.

a) CMD (Maj. Gresson and Lt Ward) and OPD clerks will move from Room 34 to Room 48. Tel. Internal 214.

b) G302(L) (Maj. Byatt) and Staff Capt 'A' (Capt Archer) will move from Room 48 to Room 36. Tel. 479702. 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.

i. The above changes will be effective immediately.

JOO/vk

28 Sept 44

DISTRIBUTION:

AJC for GORD

21.3.

All Branches and Services LMA.
10's to Ministry of War and CPE.

For information:

Signal Office, Room 16, 2nd Floor, HQ AGC (please note change of telephone numbers in para 3 above.)

3793

785020

MMIA OFFICE INSTRUCTION No. 46Control of Tpt.

1. W.e.f. 19 Sep 44 the following changes will take place affecting the staff duties and control of tpt.
 - (a) Capt. J.M. CRAIG will take over duties of Unit Tpt Offr for 33 Mil. Mission.
 - (b) He will be responsible to A.A. & Q.S.G. for all allotment of vehs and to A.D.S.T. for all maintenance of vehs of 33 Mil. Mission.
2. MMIA TPT.
 - (a) Major O.G. PAPIEREAU will take over duties of D.A.D.T., M.M.I.A. under the direction of A.D.S.T.
 - (b) Major PINKLEY is re-assigned to the General Staff Branch.
3. ITALIAN ARMY Tpt.
 - (a) Major O.G. PAPIEREAU will take over duties of D.A.D.T., M.M.I.A. under the direction of A.D.S.T.
 - (b) Major PINKLEY is re-assigned to the General Staff Branch.
4. Tpt.
 - (a) A.D.S.T. will be responsible for the following duties under the directions of Q Staff Branch.
 - (i) compiling and maintaining the appropriate records of ITALIAN Army Tpt.
 - (ii) Control and issue of all spare parts and tyres.
 - (iii) Making such day to day minor re-allocations of ITALIAN tpt as may be desirable between Italian units and workshops. Major movements of MI will all cases be referred to the Q Staff.
 - (iv) The establishment of such Reserve Vehicle Park and ITALIAN G.T.Coys as may be laid down by the Q Staff.
 - (b) D.A.D.M.E. will be responsible for the maintenance and control of ITALIAN Army Workshops.

(a) A.D.S.T. will be responsible for the following duties under the directions of Q Staff Branch.

- (i) compiling and maintaining the appropriate records of ITALIAN Army Tpt.
 - (ii) Control and issue of all spare parts and tyres.
 - (iii) Making such day to day minor re-allocations of ITALIAN tpt as may be desirable between Italian units and workshops. Major movements of WP will in all cases be referred to the Q Staff.
 - (iv) The establishment of such Reserve Vehicle Park and ITALIAN G.T. Coys as may be laid down by the Q Staff.
- (b) D.A.D.M.E. will be responsible for the maintenance and operation of ITALIAN Army Workshops.

FJN/ah

19 SEP 44

DISTRIBUTION:

All Branches & Services
Camp Comds (Br)
All MMIA LO's
War Diary (2)

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

3792

MMIA OFFICE INSTRUCTION: No. 45

1. W.e.f. 20 Sep 44 Office routine will be as follows for ALL ranks :-

(a) WEEKDAYS

Staff Conference
0830 hrs .

Office hours

0830 - 1230 hrs
1400 - 1800 hrs

(b) SUNDAYS

Staff Conference
0900 hrs.

Office hours

0900 - 1230 hrs
1400 - 1800 hrs

Heads of Branches and Services will make the necessary arrangements for all ranks to attend Religious Services as desired.

2. Para 1 in no way alters present arrangements for Duty Officers and Clerks.

FJN/hh

19 SEP 44

DISTRIBUTION:

All Branches & Services.
Camp Comdt. (Br)
" " (U.S.)
War Diary (2)

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

1400 1 1230 HRS

Heads of Branches and Services will make the necessary arrangements for all ranks to attend Religious Services as desired.

2. Para. 1 in no way alters present arrangements for Duty Officers and Clerks.

FJN/hh

19 SEP 44

DISTRIBUTION:

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" " (U.S.)
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M. H. I. A.

3791

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

SECRET

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

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/nh

17 Sept

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)

M.M.I.A. Office Instruction No. 42.

SECURITY - SECRET WASTE.

1. W.e.f. 4 Sep 44 every office will have a waste basket or box clearly marked "SECRET WASTE" in which all scrap paper and waste paper will be deposited - NO waste paper will be thrown on the floor.
2. The M.M.I.A. Duty Clerk will be responsible for the collection of all secret waste from each office. He will make a tour of all offices in the evening and deposit the waste in a sack provided for this purpose. The secret waste sack will be deposited in "G" Clerks' office overnight.
3. Cpl. DELEGATE or, in his absence, Cpl. VILLANI, Interpreter Section, will be responsible for carrying the sack down to the basement every morning at 0800 hrs. He will ensure that the contents is burnt and report the fact on his return to G.111 (Int.) or if absent, to the Chief Clerk.
4. The Italian charwomen have received instructions to the effect that NO waste paper will be collected or swept away by them.

3 Sep 44

tvs.CS.
ston.25.

DISTRIBUTION:

ADC for Comd.
2 1/c
Col. PIDSLEY
G
A/Q
Sigs.
R.A.
R.E.

F. J. Noam
Lt.Col.
A.A.&Q.M.G.
Army Sub Comm, A.C.C.

S.T.
Med.
Ord.
R.E.M.E.
Lab.
Camp.
Mov. L.O.

Chief Clerk (For Duty Clerk's Orders)

3789

Circulators, G, A/Q
Cpl. DELEGATE
Cpl. VILLANI.

D. M. I. A. OFFICE INSTRUCTION No. 40.

W. e. f. 1 Sep 44, mail and signals will NOT be addressed to the S.M.R.E.

Such mail and signals will be addressed to the Ministry of War.

1 Sep 44.

F. J. ROAKES Lt. Col.
A.A. & Q.E.G.
Army Sub Commission
(MMIA)

DISTRIBUTION :

ADC for Comd.
2 t/c.
Col. Pidsley.
G.
AQ
Sigs.
RA.
RE.

ST.
Medical.
Ord.
REMB
Lab
Camp.
Mov IO.
ALL MMIA IO's (for information)

785020

ARMY SUB COMMISSION (MMIA)

OFFICE INSTRUCTION No.38

1. W.e.f. Aug 7th, 44 all ranks will take one day off per week.

2. (a) Officers.

Heds of Branches and Services will arrange their own Day Off Rosters, but will ensure that only one Officer in their Branch or Service is away on a particular day, and that the Duty Officer Roster is not disturbed.
S.C.'A' will be advised of Officers' Days Off.

- (b) O.Rs.

The Camp Comdt will be responsible for preparing Roster of Days Off for Adm Staff, and the Chief Clerk will prepare a co-ordinated Day Off Roster for the Office Staff.

S.P. Archer.

S.P. ARCHER Capt.

S.C.'A'

For Lt.Col.F.J.NOAKES OBE

A.A. & Q.M.G.

6 AUG 44.

Distribution:

ADC for GOC
2 i.c.
G(SD)
A/Q
RE
Sigs
S & T
Med
Ord
REME
Labour
Camp
Mov

3787

785020

OFFICE INSTRUCTIONS NO. 34STANDARD PROCEDURE FOR M. T.

1. Office instruction No. 32 is hereby cancelled.

PARKING

- i. (a) All vehicles, except the G.C. car which will be parked in the Grand Hotel, will be parked on the sixth floor of the Super garage.
- (b) Each vehicle has a lock up key allotted and it will be locked whenever the driver is away. The key will be left in the M.T. office at all times.
- (c) No vehicle will be left unattended in the street unless it has been immobilized and the steering locked with the lock and chain provided.
- ii (a) No vehicle will leave the garage unless detailed by an officer or the M.T. Sgt.
- (b) All vehicles will be registered out in the M.T. office.
- (c) Work-tickets will be kept in the M.T. office when the vehicle is not in use, and will be drawn by the driver before each journey, when he reports to register out.

PROCEDURE FOR DETAILING VEHICLES

The method of detailing vehicles will be as follows:-

- (a) The officer requiring a vehicle will pick up the M.T. officer (No. 32435) for his driver to deliver the vehicle or car to a given place at a given time.
- (b) The driver will report to the M.T. office to draw his work-ticket and register out.
- (c) Drivers will return to the garage and sign in after each detail, stating time of return.
- (d) The M.T. officer on duty in the M.T. office will ensure that all entries in the detail book are correctly kept, and will himself initial the book after each entry.
- (e) All work-tickets will be handed into the M.T. office after each detail.
- (f) In the case of an officer user driver (see below) requiring his vehicle the procedure will be similar as in (a) above, only the driver on whose charge the vehicle is.

785020

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

PROCEDURE FOR DETAILING VEHICLES

The method of detailing vehicles will be as follows:-

- (a) The officer requiring a vehicle will ring up the U.T. office (No. 02135) for his driver to deliver the truck or car to a given place at a given time.
- (b) The driver will report to the U.T. office to draw his work-ticket and register out.
- (c) Drivers will return to the garage and sign in after each detail, stating time of return.
- (d) The U.T.O. on duty in the U.T. office will ensure that all entries in the detail book are correctly kept, and will himself initial the book after each entry.
- (e) All work-tickets will be handed into the U.T. office after each detail.
- (f) In the case of an officer user driver (see below) requiring his vehicle the procedure will be similar as in (a) above, only the driver on whose charge the vehicle is for maintenance will deliver the vehicle.
- (g) Should a vehicle be wanted after office hours the duty driver will deliver the vehicle, should the driver of the vehicle not be available.

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U.T. PERSONNEL

- (a) All drivers will report to the U.T. Sgt at the Super Garage at 0845 hrs and 1345 hrs daily.
- (b) Driver-Station personnel will report to the U.T. Sgt at 1000 hrs and 1345 hrs daily. They will use the period up to 1000 hours for the purpose of mending the between part of their role.
- (c) If an officer requires his between for any purpose after 1400 hrs he will notify the U.T. Officer or Sgt to that effect, as the 1000 maintenance period will be treated as a parade, and disciplinary action taken against any driver being absent.

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-2-

4. (cont)

- (a) All U.S. personnel will remain in the garage, working on the 1st vehicle during the scheduled working hours, 0800-1700-1830. Drivers will only leave with the authority of an officer or the U.S. Officer in (5) above.
- (e) Drivers going on a detail will be properly dressed at all times.
- (f) A U.S. Picquet consisting of 1 U.S.O. and 2 duty drivers will be on duty in the U.S. office and garage from 1700 - 0345 hrs daily. Orders for U.S. Picquet are issued separately.

5.

INSTRUCTIONS

- (a) Every vehicle will be on charge to a driver for maintenance. In cases where no driver is available to drive the vehicle, it will become the responsibility of the officer, to whom the vehicle is allotted, for all purposes (as in 5 above) except maintenance.
- (c) Each vehicle will be off the road for 1 day each week for the U.S. 406 inspection, and 1 day per month for 1/8 inspection.
- (d) The driver is responsible for delivering the vehicle in a clean state, to the inspection bay, at the correct time on the day stated. Times and days will be published in the garage, and on the 406 which will be circulated to branches of this U.S.
- (e) Should the date or time be operationally unsuitable to the officer to whom the vehicle is allotted he will notify the U.S. Officer in good time in order that the necessary change in the programme can be made.
- (f) Vehicles will only be driven by their allotted drivers or user-drivers.
- (g) U.S.O. will be drawn at the U.S.O. room at the Super garage. Work-tickets will be filled up in ink except for U.S.O. and

785020

it will become the responsibility of the officer, to whom the vehicle is allotted, for all purposes (as in 3 above) except maintenance.

- (c) Each vehicle will be off the road for 1 day each week for the 1200-1600 hrs. interval, and 1 day per month for 1/2 inspection.
- (d) The driver is responsible for delivering the vehicle in a clean state, to the inspection day, at the correct time on the day stated. Plans and days will be published in advance, and on the 15th which will be circulated to branches of this U.S.
- (e) Should the date or time be operationally unsuitable to the officer to whom the vehicle is allotted, he will notify the U.S. Officer in good time in order that the necessary change in the programme can be made.
- (f) Vehicles will only be driven by their allotted drivers or user-drivers.
- (g) U.S. will be drawn at the U.S. pump at the Super garage. Work-tickets will be filled up in ink except for U.S. and mileage.
- (h) U.S. 412 will be kept properly so that they give complete history of the U.S. and repairs carried out on it.
- (i) In the event of an accident in which a U.S. or requisitioned vehicle is involved - an accident report will be made out at the scene of the accident. In accident report form will be carried at all times in each vehicle.
- (j) The following speed limits will be strictly adhered to:-

In 1000 hrs -	All vehicles	25 M.P.H.
Staff room		55 "
U.S.		40 "
Cars 2 seater except Austin		40 "
Truck up to and incl 1 Ton		35 "
Cars 2 seater Austin		30 "
Trucks over 1 Ton up to 3 Ton		30 "
Trucks over 3 Ton		20 "

25 Jul. 44

Attribution:-

2 1/2
(4/22)

For 600
1/8
100
6100

6 1/2 T
100
100

11 T. 1100
Spares (10)

OFFICE INSTRUCTION No.33

Subject: M.T. on charge to W.E. 241/1 as amended.

1. Responsibility for maintenance, documentation, cleanliness, inspections etc. of ALL British transport on charge to the British W.E. 241/1 as amended and any veh temporarily att to this HQ will be that of the A.D.S.T.
2. Responsibility for allocation of all British tpt will be that of the A.A. & Q.M.G.

12 Jul 44
FJH/hh
Distribution:-

ADC for Comd.
2 i.c.
G.
Q(Mov)
RE
SIGS
ST
ORD
MED
REME
LABOUR
CAMP
WAR DIARY
FILE

F J Noam
Lt.Col.
A.A. & Q.M.G.

3705

0489