

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

Acc

10000 | 120 | 2416

ST/152

Opened

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

10000 | 120 | 2416

ST/152 Office Machinery Accommodation + Equipment

Opened Oct. 29, 1944 - Closed Mar. 26, 1946

Oct. 1944 - Mar. 1946

10 8 5 4
Declassified E.O. 12356 Section 3.3/NND No. 785020

39

ST/9

25 Mar 46

Office Furniture

HQ Commandant AG

It is requested that 5 locks and keys may be provided for office
Genk for locking of secret files in room 5 floor 7.

Shy
Lt. Col.
A.D.S.T.

1532

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ST/9

20 Feb. 46

Typewriter Maintenance

HQ Commandant, Allied Commission

It is requested that a mechanic may attend at Room No. 5, 7th Floor, for the purpose of repairing Imperial Typewriter number Z 106191 and Olivetti M 40 number 241762.

my
Lt. Col.
A.D.S.T.

1531

36

ST/9

18 Feb 46

Office Lighting.

HQ Commandant, Allied Commission
(Office Space Section)

1. Request is made for one electric bulb, for room 8, 7th floor.
2. Room 8 is occupied by ADST.

CMV
Lt. Col.
A.D.S.T.

1530

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34

ST/9

15 Feb 46

Lighting of offices.

HQ. Commandant AG.
(Office Space Section)

May the services of an electrician please be supplied to
rooms 5 and 7, 7th Floor.

/gno

 Lt. Col.
ADGT.

1529

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31

ST/9

10 Dec 45

Transfer of typewriter.

Chief Clerk, HQ MEIA.

IMPERIAL typewriter 12 inch No. Z 094607 has been handed over to G(Trg) as a result of conversations between Lt.Col. WILCOX and Lt.Col. MEDLAM. Please note on your records.

SQMS.
OO, ST BRANCH.

1528

0874

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28

ST/9

13 Nov 45

BUSINESS.

Hq Commandant, Allied Commission.

1. As a result of a recent re-allocation in office accommodation, it is requested that the following alterations may be made to the inter-office buzzer system.

Present arrangement

New arrangement requested

7th Floor.

Room 8 to Room 4
Room 4 to Room 5

Room 8 to Room 10
Room 10 to Room 5

1527

[Signature]
Lt. Col.
A.D.S.T.

0875

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(27)

31/9

6 Nov 45

Typewriter Maintenance.

HQ Commandant, Allied Commission.

It is requested that a mechanic may attend at Room No. 5, 7th Floor, for the purpose of repairing OLIVETTI typewriter, model 40, number 241762.

Lhs
Lt. Col.
A.D.S.T.

1526

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ST/9

9 Oct 45

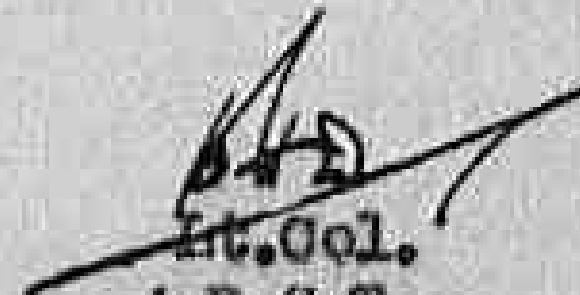
Typewriter Maintenance.

HQ Commandant, Allied Commission.

It is requested that a mechanic may attend at Room No. 5, 7th Floor, for the purpose of repairing and overhauling

IMPERIAL typewriter, model 50 - No. 2 094607

HFC/gac


Lt. Col.
A.D.S.T.

1525

I. O. M.

ST/9

18 Sep 45

Lighting of Offices.

Hq Commandant, Allied Commission.
(Office Space Section)

1. Request is made for 6 electric bulbs, for offices of this branch as under :

Room 4	-	4 bulbs	} 7th Floor
Room 5	-	1 bulb	
Spare	-	1 bulb	

2. Room 4 is occupied by DADS, Staff Captain (S) and Lt. Interpreter, room 5 by clerical staff.

/jac

KRN
Lt.Col.
A.D.S.T.

1524

10838
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I.E.M.

SUBJECT:- Buzzers.

ST/9

TO : HQ Commandant, Allied Commission.

It is requested, please, that the buzzer working between ADST's office (Room 8) and DADS's office (Room 4), 7th Floor be repaired, as it has ceased to function.

24 August 1945

K.R.N.
Lt.Col.
A.D.S.T.

1527

I.O.M.

SUBJECT:- Office Accommodation.

ST/9

TO :- HQ Commandant AC.

It is reported that a window in Room 4, 7th Floor was smashed on 8 August by the high wind. It was previously cracked.

9 Aug 45.

PL
Lt.Col.
A.D.S.T.

1522

I.O.M.

SUBJECT:- Typewriter Maintenance.

ST/9

TO :- HQ Commandant AC.

It is requested that mechanic may attend at Room 5, 7th Floor,
for the purpose of repairing

- (1) Imperial Typewriter, Model 50
- (2) Olivetti Typewriter.

8 Aug 45.

R
W Lt.Col. 1521
A.D.S.T.

INTER-OFFICE MINUTE

FILE: ST/94

Date: 18 May 1945

SUBJECT: Office Furniture

TO : HQ Commandant, A.C.

Reference para 2 of this office Minute ST/94 dated 23 April 1945.

1. May the repaired chair now be returned to Room 5, Floor 7, please.

Jo

KRW
Lt.Col.
A.D.S.T.

1520

0 8 8 2

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File

17

ST BRANCH, META

16

RETURN IN ACCORDANCE WITH CC/7, 4 MAY 1945.

ST/94

<u>MAKE</u>	<u>NO.</u>	<u>SIZE OF CARRIAGE</u>	
<u>BRITISH:</u>			
Imperial	Z106191	11	ins
"	Z094607	11	ins
"	S/525 - 15	14	ins
<u>ITALIAN:</u>			
Olivetti	21-1762	10 $\frac{1}{2}$	ins
"	M30 N29 - 12	10 $\frac{1}{2}$	ins
Everest	—	18 $\frac{1}{2}$ ins	

1519

5 May 1945.

[Signature]
S.Q.M.S.

ST/94
Office Furniture.
HQ Commandant, AG.

15
—
23 April 45.

1. It is requested that keys may be provided for office desk in Room 4, Floor 7.
2. It is also requested that a wooden chair in Room 5, Floor 7 may be repaired.

197704
2904
DVS/SMD

1518
Lt. Col.
ADST.

1518

0382

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John

14

file

ST/24.

7 Apr 45.

Office Machinery.

HQ Commandant, AG.

It is requested that mechanic may attend at Room 5, 7th Floor,
for the purpose of repairing Imperial Typewriter, Model 50.

Done

KPN
Lt. Col,
ADST, MMIA.

1517

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SI/24
Bells

HQ Commandant A.C.
(Office Space Section)

March 45.

1. Will you please arrange for the installation of a bell system to operate from Room 8 to Rooms 4, 5 and 7, all on Floor 7.

DVW/gmc

Lt.Col.
ADST.

1516

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INTER-OFFICE MINUTE

TO:- Office Space Section A.C.
(Attention Capt. R.F. SINCLAIR)

ST/94

This office is urgently in need of some device for storing Stock Movements Return Sheets. It would be much appreciated if you could assist us in this matter.

The Stock Sheets in question are about 18 x 30 inches and there are seven (7) varieties. If a carpenter could report to this office (room number 4, 7th Floor) the necessary details will be given.

25 Mar 45
/30

KRN
Lt. Col. RASC,
ADST, Land Forces Sub Comm. A.C.
(M.M.I.A.).

*RT. 27 Mar
29 Mar
30 Mar
6 Apr*

no work available

1515

SUBJECT:- Lighting of Offices.

Land Forces Sub Comm. AC.
(M.M.I.A.).
ST/94

HQ Commandant A.C.
(Office Space Section).

21 March 45.

1. Request is made for 3 electric bulbs, for Room No. 4, Floor 7.
2. Four officers will be using this room as under:-

D.A.D.S.
Staff Captain (S)
Lt. Interpreter
Transport Officer

HDC/gac

ADST, Land Forces Sub Comm. AC.(M.M.I.A.).

Lt.Col. HASC 1514

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{PA in 2/94}

10

TYPEWRITERS SAT.

MAKE

Imperial
" "
" "

Olivette
" "

NUMBERS

2106191
8/525 - 15
2094607

241762
N30 N29-12

SIZE OF CARRIAGE.

Short - 11
Long - 14
Short - 11

Short - 10 1/2
" "

151?

Che Goodwin

0889

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10 Commandant
A.C.

Would you please supply this office Room
number 24, 7th Floor a Cabinet size 3' wide by
4' high approx.

It would be appreciated if delivery can
be made as soon as possible.

B.L. Perceval

B.L. PERCEVAL
Lt. Col. RASC

ADST, Land Forces Sub Comm. AC. (MIA)

10 Jan 45.

SWC/mc

137

12 Jan

1512

SUBJECT : - Request for Office Furniture.

Land Forces Sub-Comm. A.C.
(M.E.L.A.).
ST/94

6 Jan 45.

Memo to : - HQ Commandant (2)

Reference this office memo of even reference
dated 30 Dec 44.

The 3 large lock-up cupboards and one small
typing table, requested there-in, are now urgently re-
quired and it would be appreciated if you will inform
this office when delivery can be expected.

S. B. Camm

H.B.L. PERCEVAL.
Lt. Col. RASC.
ADST, Land Forces Sub-Comm. A.C.
(M.E.L.A.).

1511

ABL/MP

B. J. G. Jan

7.

SUBJECT : - Request for Office Furniture.

Land Forces Sub-Comm. A.C.
(M.M.I.A.).
ST/94

30 Dec 44.

Memo to : HQ Commandant (2)

Will you please arrange for one small typing table
and three large lock-up cupboards to be delivered to Room 23,
7th Floor.-

A. B. Camm Major

↓
8-
for P. B. PERCEVAL.
Lt. Col. RASC.
ADST, Land Forces Sub-Comm. A.C.
(M.M.I.A.).

ASL/MP

1510

HQ Commandant
A.C.

ST/94

Further to our Inter-Office Minute of 11
Dec 44, reference as above,

1. It would be appreciated if the work requested
could be carried out as quickly as possible.

30 Dec 44.

ELM/no.

E.L. Munn-Mason
Capt
B.L. PERCEVAL.
Lt.Col. RASC.
ADST, Land Forces Sub Comm. AC.(MMIA).

1509

R2.
12 Jan
17 Jan
18 Jan
21 Jan
28 Jan

10843

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5

file

SE/94.

HQ Commandant
A.O.

Please arrange for a Carpenter to report to Room 24
7th floor for the purpose of affixing two blackboards to
the wall.

Abdunn *haji*

B.L. PERCEVAL,
Lt. Col. RASC,

ADST, Land Forces Sub Comm. A.C. (MIA).

11 Dec 44.

SFO/bg

12 Dec

Reminders at (6)

12 Dec
13 Dec
14 Dec
15 Dec
16 Dec

1508

10894

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ST/94

A/Q.

Herewith at Annex A recapitulation of furniture and office equipment required by SMT to accommodate increase of staff and at Annex B request for alterations to lighting arrangements in specified offices.

May these be put in hand urgently as it is anticipated new staff will arrive for work on Monday 11 Dec 1944.

7 Dec 44.
HLP/30

Lt. Col.
SMT.

B7-8 Dec 44
19 Dec 44

15.7

ANNEX AROOM 20ITEM REQUIRED HOLD DEFICIENT

Desks, medium size 1
 Tables, large 1
 Typing tables 2
 Chairs 6
 Cupboard, small 1
 Typewriters 2

- - 2 1 - 1

ROOM 24

Desks, small or med. size 2
 Tables, medium 2
 Typing table, small 1
 Chairs 5
 Typewriter 1

2 2 1 2 1

ROOM 26

Desks, small or Med. size 2
 Tables, Medium size 2
 Typing table, small 1
 Cupboard, small 1
 Chairs 5
 File cabinets 2
 Typewriter 1

2 - 1 1 5 2 1

ROOM 28

Desks, medium size 1
 Tables, medium size 2
 Typing tables, small 2
 Chairs 5
 File, cabinets 1
 Typewriters 2

1 2 2 4 1 1

ROOM 21

Tables, medium or small 4
 Chairs 4
 Cupboards, small 1
 File cabinets, small 1

1 1 - -

15.6

ROOM 23

Tables, large 4
 Typing table, small 1
 Chairs 4
 Typewriters 1
 Cupboards, large

2 1 3 1

(Long carriage)

ROOM 26

Desks, small or med. size	2	2	1
Tables, medium size	2	1	1
Typing table, small	1	1	1
Cupboard, small	1	5	1
Chairs	2	2	1
File cabinets	1		
Typewriter			

ROOM 28

Desks, medium size	1		
Tables, medium size	2		
Typing tables, small	2		
Chairs	5		
File cabinets	1		
Typewriters	2		

ROOM 21

Tables, medium or small	4	3	1
Chairs	4	5	1
Cupboards, small	1	1	1
File cabinets, small	1	1	1

ROOM 23

Tables, large	4	2	2
Typing table, small	1	1	1
Chairs	4	1	1
Typewriters	1	1	1
Cupboards, large with locks	2	1	2

SUMMARY OF DEFICIENCIES

Desks, medium or small size	2
Tables, medium or small size	5
Tables, large size	2
Typing tables, small	4
Chairs	8
Cupboards, large with locks	2
Typewriters -	
Long carriage	1
Short carriage	3

1546

10897
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ANNEX B *gb*

LIGHTING

ROOMS 20, 21, 23, 24, 26, 28.

Replace existing ceiling lights in all rooms by two pendant lights. Positions to be specified by occupants of rooms.

1505

0398

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82/94

A/3.

Herewith at Annex A recapitulation of furniture and office equipment required by SSG to accommodate increase of staff and at Annex B request for alterations to lighting arrangements in specified offices.

May these be put in hand urgently as it is anticipated new staff will arrive for work on Monday 11 Dec 1944.

7 Dec 44.
MLP/30

8
Lt. Col.
SSE.

1504

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AVEL A

ROOM 20

ITEM

REQUIRED

END

REMAINING

Desks, medium size
Tables, large
Typing tables
Chairs
Cupboard, small
Typewriters

1
1
2
6
1
2

1
1
5
1
1

1
1
3
1
1

ROOM 24

Desks, small or med. size
Tables, medium
Typing table, small
Chairs
Typewriter

2
2
1
5
1

1
1
1
3
1

2
2
1
2
1

ROOM 26

Desks, small or med. size
Tables, medium size
Typing table, small
Cupboard, small
Chairs
File cabinets
Typewriter

2
2
1
1
3
2
1

2
1
1
1
5
2
1

1
2
1
1
1
1
1

ROOM 28

Desks, medium size
Tables, medium size
Typing tables, small
Chairs
File, cabinets
Typewriters

1
2
2
5
1
2

1
2
2
4
1
1

1
1
1
1
1
1

ROOM 21

Tables, medium or small
Chairs
Cupboards, small
File cabinets, small

4
4
1
1

3
3
1
1

1
1
1
1

ROOM 23

Tables, large
Typing table, small
Chairs
Typewriter
Cupboards, large

4
1
4
1

2
1
1
1

2
1
1
1
1 (long curdles)

150

ROOM 26

Desks, small or med. size 2
 Tables, medium size 2
 Typing tables, small 1
 Cupboard, small 1
 Chairs 5
 File cabinets 2
 Typewriter 1

2 1 1 1 5 2 1

1 2 1 1 1 1

ROOM 28

Desks, medium size 1
 Tables, medium size 2
 Typing tables, small 2
 Chairs 5
 File cabinets 1
 Typewriters 2

1 2 2 5 1 2

1 1 1 1 1 1

ROOM 21

Tables, medium or small 4
 Chairs 4
 Cupboards, small 1
 File cabinets, small 1

3 3 1 1

1 1 1 1

150

ROOM 23

Tables, large 4
 Typing table, small 1
 Chairs 4
 Typewriters 1
 Cupboards, large 1
 with locks 2

2 1 1 1

2 1 1 1 1 2

(Long carriage)

SUMMARY OF DISPOSITION

Desks, medium or small size 2
 Tables, medium or small size 5
 Tables, large size 2
 Typing tables, small 4
 Chairs 8
 Cupboards, large with locks 2
 Typewriters - 1

2 5 2 4 8 2 1 3

Long carriage
 Short carriage

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ANNEX B

LIGHTING

ROOMS 20, 21, 23, 24, 26, 28.

Replace existing ceiling lights in all rooms by two pendant lights. Positions to be specified by occupants of rooms.

1502

PA

ITEM	D.A.D.S.	D.A.D.T.	S & T L.	C.C.	A/CTS.	TOTAL.
Desks.	1	2	1	1	2	9
Large tables.	-	1	1	1	3	6
Small tables.	-	-	1	1	-	2
Typing tables.	-	1	-	2	-	3
Typing stands.	1	1	-	-	-	4
Armchairs.	2	-	-	-	-	2
Chairs.	2	6	5	4	3	23
Bookcases.	-	-	-	1	1	2
Small bookcases.	1	-	-	-	-	1
Large cupboards.	-	-	-	1	-	1
Cupboards.	1	1	1	-	-	3
Small cupboards.	-	1	-	-	1	2
Filing cabinets.	-	-	-	-	1	1
Screens.	-	1	-	-	-	1
Blackboards.	-	2	-	-	-	2
Typewriters.	-	1	1	1	1	4
Adding machines.	-	-	-	-	1	1
Telephones.	2	2	2	1	-	9
Internal	1	1	-	1	-	3
External	1	1	-	-	-	2

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MILITARY MISSION ITALIAN ARMY
APO 394 U.S. ARMY

22 September 1944

SUBJECT: Memorandum Receipt. Debit, Typewriter.

TO : B.L. Percival, Lt. Colonel,
S/T Section, HQ MMIA.

1 (ONE) OLIVETTI 106710 9"

[Signature]
B.L. PERCIVAL
Lt. Col.
S/T Section, HQ. MMIA.

PA
S & T. MMIA.

Recd

File ST/

94

Recd 24 Sep

15

10904

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

Subject:- Adding Machine.

Military Mission Italian Army,
ROME.
ST/94

Dirca. Gen. Serv. Comm. Mil.
Italian War Ministry.

29 Oct 44.

1. It would be very greatly appreciated if it could be found possible to release an adding machine from those held by you, for use in this office.
2. The adding machine would of course, remain the property of the Italian Government, and would be a loan for the better functioning of this office, in the interests of the said Italian Government.

E.L. Momen, Mason
capt.

B.L. PERCEVAL.
Lt.Col. RASC,

ADST, Military Mission Italian Army.

JUNE/JO

BT 3/100
Recd 2/100

1499

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BT/94

19

May urgent action be taken to obtain a flat duplicator for S & T? There will always be a need for it and at the moment stuff I want to get out to the field is being held up. Double typing is a great time waster and to use your Gestetner stencils for our job is also wasteful.

Given a flat duplicator, a supply of stencils and ink and we can get weaving and not load up your Rotary.

8 Jly 44.
BP/DW

Lt.Col.
S & T.

(Indon. gone from
cc office)

(Dupl. approved for memos
& awaiting collection)

Dupl. and

1498

0906