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10000/120/3441

ME/10

Directives + Institutions G. H. Q. + 2 District

opened Feb. 22, 1946 - closed Dec 6, 1946

(5565
5592)

GENERAL HEADQUARTERS
CENTRAL MEDITERRANEAN FORCE
ROME

PADUA 22645
ME/LA/1357
6 Dec 46

Subject:- DEME Adm Instructions.

To:- List 'F'

Herewith Amendment No. 1 to DEME Adm Instruction No. 1 (First Revision) published under cover of this office letter of even reference dated 15 Nov 46.

P.D. ADAMS, Major,
DAME,
Deputy Director of Mechanical Engineering.

AMENDMENT NO. 1 TO DEME ADM INSTRUCTION NO. 1 (FIRST REVISION)

Para 7 (i) DELETE all after "available in UK" 6th line. ✓

INSERT

"Details of courses affecting RESE personnel are shown in Army Pamphlet 7149 'Courses available at War Office Schools of Instruction, Officer Production Units, and Other Rank Training Units in the United Kingdom' dated April 1946. Details of such further courses as are available can be obtained from DEME GHO CME."

Appendix 'A' DELETE DAME 217 Area

DADAM Naples Area

DAME Rome Area Allied Command

DAME 26 BLU

ADD OC 630 Service Station DAME

OC 745 Service Station DAME

Appendix 'C' DELETE ENTIRELY ✓

Appendix 'D' ADD to read Appendix 'C'.

PD Adams
 F.D. ADAMS, Major,
 DAME, for Colonel,
 Deputy Director of Mechanical Engineering.

APPENDANT NO. I TO DMB AM INSTRUCTION NO. I (FIRST REVISION)

Para 7 (i) DELETE all after "available in UK" 6th line. ✓

INSERT
 "Details of courses affecting RMB personnel are shown in Army Pamphlet 7449 'Courses available at War Office Schools of Instruction, Officer Production Units, and Other Rank Training Units in the United Kingdom' dated April 1946. Details of such further courses as are available can be obtained from DMB HQ CMF." ✓

Appendix 'A' DELETE DAME 217 Area

DAME Naples Area

DELETE Rome Area Allied Command ✓

DELETE 26 BLU

ADD OC 638 Service Station REAME

OC 745 Service Station REAME

Appendix 'C' DELETE ANTINELI ✓

Appendix 'D' AMEND to read appendix: 'C'.

766 5592

RECEIVED

Classified by 1010101

12/11/46

ADME Naples

GENERAL HEADQUARTERS
CENTRAL MEDICINEALIAN FORCE
RAAF

Subject: - DDM -dm Instructions.

To: - List 'P'

PAUUA 22642

11/14/1957

1 Dec 46

herewith DDM -dm Instruction No. 19 for inclusion
in the folder issued under cover of RE/11/1557 dated 2 Mar 46.

R. D. Adams
R.D. ADAMS, Major,
D.M.E.,
Deputy Director of Mechanical Engineering,
for Colonel,

Herewith DIRM adm Instruction No. 19 for inclusion
in the folder issued under cover of Ae/L-1557 dated 2 Mar 46.

P.D. Adams
P.D. ADAMS, Major,
D.I.M.E.,
for Colonel,
Deputy Director of Mechanical Engineering.

5591

*Ref
16 Mar 46*

CAMEROUN LEADQUARTERS
CENTRAL MEDIOCRANIAN FORCE
REME

REME DUTIES RALIVE INSTRUCTION NO.12

HANDING-OVER CERTIFICATES.

CENTER I.

- (a) In accordance with REME Corps Instruction No. 2 dated 5 Sept 46 handing-over certificates will be completed by all officers now serving in or with REME and those who join in future when handing-over the duties of REME appointments at War Office, HQ of formations, or areas, and all REME units, including REME Sections of combined Establishments.

- (b) The handing-over certificate will be a comprehensive statement covering all duties of the appointment concerned.

REME CERTIFICATE II.

- (a) A specimen certificate is shown at Appendix 'A'. It will consist of three parts. All the aspects shown will be covered in actual certificates. Modifications to the specimen certificate will only be made where it is necessary to include aspects of the duty which are not provided for in the specimen.

- (b) Part I of the certificate is designed to cover the REME duties of the appointment and will include the following aspects:

- (i) Name of the appointment.
- (ii) Detail of REME Unit(s) under command showing, under separate heading, those units under command for all purposes and those for local administration only.
- (iii) Duties of the appointment showing, where applicable, task of the unit or workshop together with detail of units for which REME services must be organized or which are based on the workshop for REME services.
- (iv) General REME Organization of the formation/area/unit concerned covering repair, recovery, and technical services and responsibilities.

- (v) Detail of tasks in hand or outstanding at date of hand-over.

- (vi) Detail of works services planned or in hand at date of hand-over either for REME units under command or, in the case of a unit hand-over, for the unit itself.

- (c) Part II of the certificate is designed to cover the remaining duties of the appointment and will include the following aspects.

(a) specimen certificate is shown at Appendix 'A'. It will consist of three parts. All the aspects shown will be covered in actual certificates. Modifications to the specimen certificate will only be made where it is necessary to include aspects of the duty which are not provided for in the specimen.

(b) Part I of the certificate is designed to cover the RME duties of the appointment and will include the following aspects:

- (i) Name of the appointment.
- (ii) Detail of RME unit(s) under command showing, under separate heading, those units under command for all purposes and those for local administration only.
- (iii) Duties of the appointment showing, where applicable, task of the unit or workshop together with detail of units for which RME services must be organized or which are based on the workshop for RME services.
- (iv) General RME Organization of the formation/area/unit concerned covering repair, recovery, and technical services and responsibilities.

(v) Detail of tasks in hand or outstanding at date of hand-over.

(vi) Detail of works services planned or in hand at date of hand-over either for RME units under command or, in the case of a unit hand-over, for the unit itself.

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(c) Part II of the certificate is designed to cover the regimental duties of the appointment and will include the following aspects:

- (i) Accommodation
- (ii) Accommodation stores
- (iii) 22 04000 equipment
- (iv) Vehicles
- (v) Accounts

- 2 -

- (vi) Discipline
- (vii) Relieve
- (viii) Personnel position

A note will be made against each item showing whether the position is satisfactory or whether any action is required.

- (d) Part III of the certificate will give details of the officers' hand-over and taking over and include a formal statement that the hand-over has been completed satisfactorily.

3. DISPATCH OF HANDING-OVER CERTIFICATE.

Copies of the handing-over certificates will be forwarded to the next highest formation through Service channels. Copies will also be included in the quarterly Historical Reports of formations/areas/units concerned.

4. APPLICATION OF THIS ADMINISTRATIVE INSTRUCTION.

This instruction is applicable to departmental matters only and does not amend existing instructions regarding the handing-over of financial accounts, secret documents, etc.

(d) Part III of the certificate will give details of the officers handing-over and taking over and include a formal statement that the hand-over has been completed satisfactorily.

3. REQUIREMENT OF HANDING-OVER CERTIFICATE.

Copies of the handing-over certificates will be forwarded to the next highest formation through Service channels. Copies will also be included in the Quarterly Historical Reports of Formations/areas/units concerned.

4. ADMINISTRATION OF THE ADMINISTRATIVE INSTRUCTION.

This instruction is applicable to departmental matters only and does not amend existing instructions regarding the handing-over of financial accounts, secret documents, etc.

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APPENDIX 'A'

RENDERING - OVER CERTIFICATE.PART I.

Appointment or unit

2. REE units under command.

(a) for all purposes L.A.D.s
WSSs.
other REE Units.

(b) for local admin only.

3. REE servicing responsibilities.

4. General REE org.

(a) recovery

(b) repair

(c) technical

5. REE tasks in hand or outstanding.

6. Works services in hand, planned or outstanding.

PART II.

1. Accommodation.

2. Accommodation stores.

3. AWC 1098 Equipment, or equivalent (A in G)

4. Vehicles.

5. Accounts.

6. Discipline.

7. Welfare.

8. Personnel position.

9. Att personnel position (RMCG 400 etc)

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3. REME servicing responsibilities.

4. General REME org.

(a) recovery

(b) repair

(c) technical

5. REME tasks in hand or outstanding.

6. Works services in hand, planned or outstanding.

PART II.

1. Accommodation.

2. Accommodation Stores.

3. ASC 1098 Equipment, or equivalent (A in U)

4. Vehicles.

5. Accounts.

6. Discipline.

7. Welfare.

8. Personnel position.

9. Att personnel position (RAC ACC etc)

PART III.

1. Name of officer handing-over

(a) NAME

(b) RANK

(c) NUMBER

2. Name of officer taking-over

(a) NAME

(b) RANK

(c) NUMBER

3. Certified that on taking over the A/M appointment/unit, I am satisfied that with the exceptions noted above, all stores and accounts agree with the ledgers and vouchers submitted, and that I have been made conversant with all the facts relevant to Parts I and II above.

Date

Signed
(Officer taking over)

4. Certified that I have handed over the A/M appointment/unit and agree with the surpluses/deficiencies noted above, and to the best of my knowledge have passed on all available information relevant to Parts I and II above.

Date

Signed
(Officer Handing-over)

(Officer taking c

4. Certified that I have handed over the A/M appointment/unit and agree with the surpluses/deficiencies noted above, and to the best of my knowledge have passed on all available information relevant to Parts I and II above.

Date

Signed
(Officer Handing-over)

5587

GENERAL INSTRUCTIONS
CENTRAL INTELLIGENCE AGENCY

Subject: -- DIRM 14m Instructions

REF ID: A22045

To: -- 14m 1

10/11/1357

13 Nov 16

With DIRM 14m Instruction No. 1 (first Revision)
which supersedes DIRM 14m Instruction No. 1.

P. D. Adams

E. D. ADAMS, Major
D.M.
for Colonel,
Deputy Director of Mechanical Engineering.

Transmitted
10/11/1357
10/11/1357

With DMZ 300 Instruction No. 4 (First Revision)
which superseded DMZ 300 Instruction No. 4.

PD Wilson

F.D. ADAMS, Major
D.M.,

for Colonel,
Deputy Director of Mechanical Engineering.

*Reviewed
27 January 70
J. J. 9*

5586

*97-2-25
J. J. 9*

GENERAL ADMINISTRATIVE INSTRUCTIONS
Central Medication Department
R.I.D.

GENERAL ADMINISTRATIVE INSTRUCTIONS No. 1 (FIRST DIVISION)

Chain of Command, Channels of Communication and
General Administration, etc.

1. GENERAL

(a) Layout of RME Headquarters

Administration and command of RME units will be carried out through officers at HQs, Areas, etc. The following instruction lays down the spheres of responsibility of these officers in relation to the responsibility of the Staff branches at their respective headquarters.

(b) Procedure

RME officers at all Headquarters have a dual responsibility, which consists of advisory and administrative responsibility to their Headquarters Commanders and a technical and departmental responsibility through RME channels at higher formation, to the DME at HQ CEF.

Administrative matters will always be dealt with through the appropriate administrative staff sections: direct RME channels will only be used for purely departmental matters.

2. COMMAND

Command of RME units is divided into two groups:-

- (a) those under operational command of HQ CEF
- (b) those under operational command of Areas, Areas, etc.

All RME units, whatever their operational command, are under administrative command of the HQ or Area HQ in whose territory they are situated, and all matters concerning administration will be dealt with by the HQ under whose administrative command they are.

Appendix 'A' to this instruction shows the officers and officers commanding RME Installations and units who are directly responsible departmentally to the DME, HQ, CEF.

3. REPORTS & RETURNS

All officers directly responsible to the DME, HQ, CEF, as listed in Appendix 'A' are responsible for ensuring that reports and returns are forwarded promptly to HQ CEF as instructed from time to time. Such reports and returns at present required are summarised in Appendix 'B' to this instruction. Any returns which have been submitted in the past and which are not shown in Appendix 'B' are no longer required.

4. ADMINISTRATION - PERSONNEL - CEF

2.

COM AND

Command of RME units is divided into two groups :-

- (a) those under operational command of GHQ CEF
- (b) those under operational control of FMS, Areas, etc.

All RME units, whatever their operational command, are under administrative control of the FMS or Area HQ in whose territory they are situated, and all matters concerning administration will be dealt with by the HQ under whose administrative command they are.

Appendix 'A' to this instruction shows the officers and Officers Commanding RME Installations and units who are directly responsible departmentally to the DME, GHQ, CEF.

3.

REPORTS & RETURNS

All officers directly responsible to the DME, GHQ, CEF, as listed in Appendix 'A' are responsible for ensuring that reports and returns are forwarded promptly to GHQ CEF as instructed from time to time. Such reports and returns at present required are summarized in Appendix 'B' to this instruction. Any returns which have been submitted in the past and which are not shown in Appendix 'B' are no longer required.

4.

ADMINISTRATION - PERSONNEL - CEF(a) Promotion - Officers

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(1) Promotion of officers will be authorized by A9 GHQ CEF; such promotions will only be made in cases where recommendations have been received in accordance with para 4(a)(ii) below, and where no replacement officer of the correct rank to fill the vacancy concerned can be provided. Units concerned will forward the usual consult to GHQ and Echelon CEF, copy to A9 GHQ CEF, immediately after receipt of A9 authority.

(ii) Recommendation for Promotion

Attention is directed to GRC 217/44, and the following points are to be noted in connection with the procedure for recommendation :-

(1) Officers should be recommended for promotion as they become worthy of it, and GRC etc., should not wait until a vacancy occurs within their unit. Normally, recommendations to fill specific vacancies within the unit will not be considered unless previous recommendation has been made, preferably at least two months before the vacancy occurs.

(2) Recommendation should include details in application and type of duty for which recommendation is made, e.g. work, shop or administrative and staff duties.

(iii) Recommendations for staff appointments, and any appointments carrying the rank of Lt. Col or above, will be submitted by GSRMB, D.D. & Co., of HQs to DHE HQ GRC, for confirmation and approval, in conjunction with the Assistant Military Secretary. Such appointments will not be approved unless the officer has been previously recommended on LRSB, 2077, 2078 or 194D.

(iv) Instructions regarding the rendition of LRSB, 2077 and 2078 are contained in LCI 1183/45. See also GRC 1235/45.

(v) Instructions regarding retention and relinquishment of rating and temporary rank of officers are given in GRCs 706/44 and 1313/45. GRC 1219/45 also refers.

(vi) Instructions regarding promotions to fill vacancies during leave outside the theatre are contained in LCI Branch GRC signals PK 52006 dated 6 Nov 45 and PK 55511 dated 6 Dec 45.

(b) Postings - Officers

All officers' postings will be authorised by L9 GRC GRC. Units concerned will render casualties to GRC 2nd Echelon GRC, copy to L9 GRC GRC, in the normal manner upon receipt of posting authority from L9.

(c) Commissions and Transfers(i) Commissions other than Quarter Master Type

The following instructions for the completion and disposal of LRSB 2617 are issued under authority of GRC 1115/45.

(a) Immediate Emergency Commissions

(1) Units will submit LRSB 2617 signed and recommended by the OC, and completed except for certificates of moral character and birth, direct to L9 GRC GRC, marked "Immediate Emergency Commissions" in RED ink on front page.

(2) In the case of commissions in LRSB, para 25 of Part IV of LRSB 2617 will be completed by a LRSB Lt. Col. or above.

in conjunction with the Assistant Military Secretary. Such appointments will not be approved unless the officer has been previously recommended on AFEB, 2077, 2070 or 194D.

(iv) Instructions regarding the rendition of AFEB, 2077 and 2073 are contained in LOI 1163/45. See also GRO 1235/45.

(v) Instructions regarding retention and relinquishment of acting and temporary rank of officers are given in GROS 706/44 and 1319/45. GRO 1249/45 also refers.

(vi) Instructions regarding promotions to fill vacancies during leave outside the theatre are contained in 'L' Branch GHQ signals PX 52008 dated 6 Nov 45 and PX 5544 dated 6 Dec 45.

(b) Postings - Officers

All officers' postings will be authorised by A9 GHQ C.F. Units concerned will render casualties to GHQ and Echelon C.F., copy to A9 GHQ C.F., in the normal manner upon receipt of posting authority from A9.

(c) Commissions and Transfers

(1) Commissions other than Quartermaster Type

The following instructions for the completion and disposal of AFEB 2617 are issued under authority of GRO 115/45.

(a) Immediate Emergency Commissions

(1) Units will submit AFEB 2617 signed and recommended by the OC, and completed except for certificates of moral character and birth, direct to A9 GHQ C.F., marked "Immediate Emergency C.F. Issued" in RED ink on front page.

(2) In the case of commissions in REME, para 25 of part IV of AFEB 2617 will be completed by a REME Lt.Col before application is submitted. **5584**

(3) All candidates for DEOs will be interviewed by the senior REME officer at F.M.H. immediately under command GHQ, who will attach his recommendation to the AFEB 2617 and state specific vacancy within WE into which it is proposed to absorb the candidate should his application be approved.

(4) Arrangements will then be made for the candidate to be called forward for interview at GHQ C.F. by the DME.

- 3 -

(b) Candidates recommended for OCTU training

(1) AFB 264" will be completed in accordance with sub-paragraphs 2 and 3 above (less statement of specific vacancy) and forwarded to A9 GHQ CTF for onward transmission to War Office.

(c) Attention is directed to the pamphlet "The Selection of Potential Officers" 1945., and to GRO 1224/45 as amended, with regard to the eligibility of candidates for War Emergency Commissions.

(ii) Quartermaster Type Commissions

Attention is directed to GRO 909/45 as amended by 1223/45. The Quartermaster types of commissions in REE are :-

REB	-	ex Artillery
REB	-	ex Engineers
REB	-	ex Artisans
REB	-	ex Clerks

Applications will be submitted through the normal channels to A9 GHQ on latest print of M B 2065.

(iii) Transfers

Applications of officers wishing to transfer to other arms of the Service and/or applications from other arms of the Service for the transfer of REE officers, made under any existing regulations will, in all cases, be forwarded through channels as laid down in these regulations, but copies will invariably be sent to DDE, GHQ by the officers shown in Appendix 'A' to this instruction as being directly responsible departmentally to DDE GHQ.

(d) Promotion - ORs

(i) Promotion of ORs is governed by instructions laid down in DE Corps Instruction No.1, REE Records Instruction No.13 and GRO 63/46 as amended and such other General Orders and Instructions as may be issued from time to time.

(ii) Within the limits imposed by these instructions, promotions up to and including the rank of sergeant may be made within Unit RE by Commanding Officers. Notification of such promotions will be made to GHQ 2nd Echelon immediately they occur.

(iii) Promotions above the rank of sergeant will not be made without prior reference to GHQ 2nd Echelon. Such promotions are controlled by D/E GHQ CTF Corps Instruction No.1.

(e) Postings - Other Ranks

Applications will be submitted through the normal channels to GHQ on latest print of J B 2065.

(iii) Transfers

Applications of officers wishing to transfer to other units of the Service and/or applications from other units of the Service for the transfer of REE officers, made under any existing regulations will, in all cases, be forwarded through channels as laid down in those regulations, but copies will invariably be sent to DDVE, GHQ by the officers shown in Appendix 'A' to this instruction as being directly responsible departmentally to DDVE GHQ.

(d) Promotion - ORs

(i) Promotion of ORs is governed by instructions laid down in DVE Corps Instruction No.1, REE Records Instruction No.13 and GHO 63/46 as amended and such other General Orders and Instructions as may be issued from time to time.

(ii) Within the limits imposed by these instructions, promotions up to and including the rank of sergeants may be made within Unit REE by Commanding Officers. Notification of such promotions will be made to GHQ 2nd Echelon immediately they occur.

(iii) Promotions above the rank of sergeant will not be made without prior reference to GHQ 2nd Echelon. Such promotions are controlled by DVE GHQ C.F. Corps Instruction No.1.

(e) Postings - Other Ranks

(i) Reinforcements and personnel from disbanded units will be posted by GHQ 2nd Echelon GHQ in conjunction with DDVE GHQ C.F.

(ii) Postings and cross-postings within areas, Plans, etc, will be requested by GHQ REE, D.D.S.E., etc direct to GHQ 2nd Echelon, copy to this Directorate. This will apply only to those areas, Plans etc. listed in Appendix 'A' to this instruction as being directly responsible departmentally to DDVE GHQ C.F.

5. ADMINISTRATION - PERSONNEL WITHIN E.T.

All personnel matters, postings, promotions etc, within E.T. will be dealt with by DDVE HQ E.T., the Branch HQ E.T. and 2nd Echelon E.T.

6. ACCOMMODATION - ACCOMMODATION AND WORKS SERVICES(a) GHQ Installations

The provision and maintenance of all Workshop accommodation in GHQ Installations will be carried out in accordance with the instructions laid down in DME Workshop Directive, No. 3 dated 1 July 46, No. 4 dated 1 July 46, MS/20/3006 dated 2 Apr 45 and letter ref MS/20/3006 dated 20 Aug 45. Billeting and education accommodation will be provided and maintained in accordance with Area or District instructions.

(b) Units other than GHQ Installations.

Both workshop and domestic accommodation for these units will be provided and maintained under District or Area arrangements.

7. TRAINING

(1) The necessity for improving the training of REME personnel likely to remain in the Service for an appreciable time is of ever increasing importance. All REME officers will constantly review the qualifications of personnel under their command, in order to assess the benefit which would be gained by their attending the various courses of instruction available in UK. Details of the main courses affecting their training are shown in Annex 1 to this instruction, and details of such further courses as are available can be obtained from DME/SG/CMR.

(11) It will be necessary to send candidates to UK and they therefore must be selected from amongst the higher and Service Groups.

Details of courses affecting REME personnel are shown in Army Pamphlet 7/49 "Courses available at War Office Schools of Instruction, Officer Production Units, and other Rank Training Units in the U.K." dated April 46.

Details of ^{further} such courses are as are available can be obtained from DME, GHQ, CMR.

(i) The necessity for improving the training of RML personnel likely to remain in the Service for an appreciable time is of ever increasing importance. All RML officers will constantly review the qualifications of personnel under their command, in order to assess the benefit which would be gained by their attending the various courses of instruction available in UK. Details of the main courses affecting RML personnel

~~are given in Appendix 1 to this instruction, and details of such further courses as are available can be obtained from DDMC and CMC.~~

(ii) It will be necessary to send candidates to UK and they therefore must be selected from amongst the higher Army-Service Groups.

*Details of courses affecting RML personnel
are shown in Army Pamphlet 7149 "Courses
available at War Office Schools of Instruction,
Officers' Promotion Units, and other Rank
Training Units in The U.K." dated April '46.*

*Details of ^{further} such courses are as are
available can be obtained from DDMC, GHQ, CMC.*

5582

Appendix 'A' to DIME Arm Instr
No. 1 (First Revision)

COMINT

The following are directly responsible departmentally to DIME, CHQ, CEF :-

DDMD HQ BIA (for 'Q' matters only)

ORMD 1 Arm Div

ORMD 13 Corps Gps

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

~~DDMD HQ BIA~~

Senior Inspector, RME Inspectorate
OC. 638 Service Station RME

OC. 745

Officers Commanding CQ Installations :-

OC 760 Base Wksp (for 'Q' matters only)

OC HQ 711 L of C tcls Rep Wksp

CHIEF 1 Area Div

CHIEF 13 Corps Tps

CHIEF 14 Div

CHIEF 15 Area

CHIEF 16 Area

CHIEF 17 Area

CHIEF 18 Area

CHIEF 19 Area

CHIEF 20 Area

CHIEF 21 Area

CHIEF 22 Area
CHIEF 23 Area
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CHIEF 94 Area
CHIEF 95 Area
CHIEF 96 Area
CHIEF 97 Area
CHIEF 98 Area
CHIEF 99 Area
CHIEF 100 Area

Officers Commanding CQ Installations :-

CC 760 Leno Wksp (for 'Q' matters only)

CC HQ 744 L of Cols Rep Wksp

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Appendix 'B' to DDE Form 1

RETURNS

Serial	Description	Ref	Date	Remarks
1.	Personnel Strength & Wastage Return.			This return will be submitted in rendered as at 15th & 30th of each month (less DDE HQ BTA & 760 Base Bde) will render a consolidated return including 760 Base Bde.
2.	Civilian Labour Return	ME/41/2200, dated 17 Nov 45, as amended by ME/41/2200 dated 1 Dec 45.		To be rendered to DDE HQ by unit copies to Financial Advisor HQ Area or Pm under whose command return will be submitted in accordance Instr No. 5 (First Revision)
3.	ICE Plant and Machinery	ME/20/3175 of 5 Jun 44 as amended by ME/20/3175 dated 21 Apr 45.		To be rendered by GARCE, DADME OCs HQ Installations to DDE HQ
4.	Returns of Holdings of Machinery in VLOS Sec H3.	DDE Workshop Directive No. 1 dated 1 July 46.		To be rendered to DDE HQ CTF B
5.	Census of Workshop Accommodation	DDE Workshop Directive No. 3 dated 1 July 46.		To be rendered to DDE HQ CTF B
6.	Workshop Progress - Output	DDE Workshop Directive No. 7 dated 15 July 46.		-30-
7.	Workshop Activity State	ME/20/3201 dated 22 Mar 44.		-60-
8.	Situation Reports	DDE Workshop Directive No. 6 dated 15 July 46.		To be forwarded to DDE HQ CTF B DDE HQ BTA - monthly CREME 1 Armd Div DADME 36 Area DADME NAPLES Area DADME 217 Area DDE RALC DDE 1 AREA DDE 2 L. Bde OC 711 L of C Tols B OC 760 Base Bde DDE Inspectorate

5580

Appendix 'B' to DIME Adm Instr No. 1 (First Revision)RETURNS

Ref Date

Remarks

This return will be submitted in the form shown at Appx 'D' & be rendered as at 15th & 30th of each month by Fms & Units listed in Appx 'A' (less DIME HQ BTA & 760 Base Wksp) consolidated by Fms. DIME HQ will render a consolidated return for all Units under command including 760 Base Wksp as at 30th of each month.

ME/2200, dated 17 Nov 45, as amended by ME/1A/2200 dated 1 Dec 45.

To be rendered to DIME GHQ by units employing civilians with copies to Financial Advisor GHQ and CIME, DIME etc. of Area or Fm under whose command the unit is operating. This return will be submitted in accordance with para 4 of DIME Adm Instr No. 5 (First Revision)

20/3175 of 5 Jun 44, as amended by 20/3175 dated 24 Apr 45.

To be rendered by CSREZEE, DADME etc. of Fms, Areas etc. and OCs GHQ Installations to DIME GHQ CEF.

Workshop Directive No. 1 dated July 46.

To be rendered to DIME GHQ CEF by GHQ Installations as ordered.

Workshop Directive No. 3 dated July 46.

To be rendered to DIME GHQ CEF by GHQ Installations as ordered.

Workshop Directive No. 7 dated July 46.

-do-

20/3201 dated 22 Mar 44.

-do-

Workshop Directive No. 6 dated July 46.

To be forwarded to DIME GHQ CEF as follows:-

DIME HQ BTA - monthly	
CRIME 1 Armd Div	Fortnightly,
DADME 86 Area	
DADME NAPLES Area	on 15th and 30th
DADME 217 Area	
EME RRAC	of each month.
EME 1 ACRA	
EME 2 L. Bdc	
OC 711 L of C Tols Rep Wksp	
OC 760 Base Wksp	- Monthly, on 1st of each month
REME Inspectorate	- " " " " " "

PERSONNEL STRENGTH & PLACEMENT RETURN

Unit on the

[illegible][illegible]

NOTE :--

Col (c)-(j) will show personnel in next five groups due for release. Col (k) will show personnel in higher release grs. Col (l) should indicate any voluntary increments.

Telephone:
ROME 489081 Ext 407

LAND FORCES SUB-COM, AG (MIA) CIE.

290 Q

7 Dec 46

LIST "B" (All EUs)

Subject: Local Maintenance

Further to this HQ letter 290 Q dated 27 November 46,
para 1.

1. Herewith copy of 2597/1/01 GHQ Administrative Instruction
No 45 - Maintenance in Southern and Northwest Italy.

2. The following rulings in amplification of these instructions
are forwarded for the guidance of all EUs:-

APPENDIX 1 TO APPENDIX "B" TO GHQ ADMINISTRATIVE INSTRUCTION
No 45

MAINTENANCE OF ISOLATED UNITS AND DETACHMENTS

Serial	Item	Alternative method of Maint.
1.	<u>Engineer Services</u>	(i) Will be used whenever possible. (ii) In exceptional circumstances where the service can be carried out more advantageously under the terms of ACI 860/41, this procedure may be adopted but the details of the work authorised and cost will be reported <u>monthly</u> to this HQ. (Extract from above mentioned ACI attached hereto as Appendix "A").

NOTE: Accommodation - Maintenance.
As the position regarding requisitioning is not quite clear and as new requisitions may be difficult, EUs are advised to consider carefully before derquisitioning any property now held, and where possible, consult with local Allied HQ as to whether any buildings they are about to derequisition might be acquired and retained by EUs.

1. Herewith copy of 2591/1/01 GHO Administrative Instructions No 45 - Maintenance in Southern and Northwest Italy.
2. The following rulings in amplification of these instructions are forwarded for the guidance of all BHs:-

ANNEXURE 1 TO APPENDIX "B" TO GHO ADMINISTRATIVE INSTRUCTION
No 45

MAINTENANCE OF ISOLATED UNITS AND DETACHMENTS

Serial	Item	Alternative method of Maint.
1.	<u>Engineer Services</u>	(i) Will be used whenever possible. (ii) In exceptional circumstances where the service can be carried out more advantageously under the terms of ACI 860/41, this procedure may be adopted but the details of the work authorised and cost will be reported <u>monthly</u> to this HQ. (Extract from above mentioned ACI attached hereto as Appendix "A").

NOTE: Accommodation - Maintenance.

As the position regarding requisitioning is not quite clear and as new requisitions may be difficult, BHs are advised to consider carefully before derquisitioning any property now held, and where possible, consult with local Allied HQ as to whether any buildings they are about to derquisition might be acquired and retained by BHs.

2. Supplies
Reserve Rations. In addition to the normal monthly maintenance one months reserve rations will be held consisting of hard items plus full scale tinned equivalents of fresh items.
These reserves should be stored centrally in a separate store from the ordinary rations, and inspected frequently by an officer. Care will be taken to see that an adequate turnover is maintained.

2/.....
[Handwritten signature]

-2-

Serial	Item	Alternative method of Maint.
2. cont'd		
	(a) Ward Items	The only BHUs who will draw from HQ ADSTIA are Nos 8 & 12.
	(b) Fresh Items	BHUs will notify ADSTIA whether adopting (i) or (ii) (i) Bills for fresh supplies purchased through Imprest on behalf of BHUs, attached personnel or affiliated units will be passed to ADSTIA for approval.
		NOTE: Italian Army normally exists on fresh meat and therefore the word "frozen" in line 4 may be taken to mean any meat other than tinned or preserved.
3.	<u>POL</u>	Reserve POL will be held at a scale of 250 miles per vehicle plus normal percentage of lubricants. Care will be taken to turn over reserve stocks frequently. Affiliated Units will be instructed to draw direct from CIP and not from BHUs.
4.	<u>Int Repairs and</u>	
5.	<u>Ord Stores</u>	(ii) Instructions laid down in this HQ 15/Ord of 5 November 46 (copy attached hereto as Appendix "B") will apply unless stores can be obtained more conveniently through local channels.
6.	<u>Med</u>	(i) In the case of BHUs (who are all situated at stations where Principal Italian Hospitals exist) Italian Principal Hospitals will be used - it is pointed out that specialist facilities exist at these hospitals. Where, however, bills are incurred by attached personnel or affiliated units, they will be passed to ADSTIA for approval.
7.	<u>EPI Supplies</u>	

NOTE: Italian Army normally exists on fresh meat and therefore the word "frozen" in line 4 may be taken to mean any meat other than tinned or preserved.

3. POL

Reserve POL will be held at a scale of 250 miles per vehicle plus normal percentage of lubricants. Care will be taken to turn over reserve stocks frequently.

Affiliated Units will be instructed to draw direct from CIP and not from BM's.

4. IT Repairs
and
5. Ord Stores

(ii) Instructions laid down in this RM 15/Ord of 5 November 46 (copy attached hereto as Appendix "B") will apply unless stores can be obtained more conveniently through local channels.

6. Med

(i) In the case of BM's (who are all situated at stations where Principal Italian Hospitals exist) Italian Principal Hospitals will be used - it is pointed out that specialist facilities exist at these hospitals. Where, however, bills are incurred by attached personnel or affiliated units, they will be passed to DAD's MIA for approval.

7. EPI Supplies

Applications for Welfare to arrange loans to be made direct to HQ MIA for coordination and submission to GHQ. 5573
Copies of any arrangements already made to be forwarded to this HQ.

3/.....

-3-

Serial	Item	Alternative method of Maint.
9.	<u>Postal</u>	(a) Private mail to BW personnel from outside Italy if addressed :- No --- BW, HQ IMIA will be despatched by HQ IMIA to appropriate BW through Ministry of War official channels. The recipients should ascertain for themselves whether this method is quicker than direct APO. Outgoing mail will be similarly dealt with unless method (b) <u>Other Detached Units</u> is preferred.

NOTE: Particular attention is directed to this footnote.

APPENDIX "C" TO GHO ADMINISTRATIVE INSTRUCTION NO 45

NOTES ON ADMINISTRATION OF DF CAMPS

BWs are reminded that IMIA and BWs are in no way responsible for DF Camps. The responsibility is as laid down in para 1(a) and (b) of above mentioned appendix.

HRL/PW

DISTRIBUTION: AFHQ

GHQ (5)

AHQ ITALY

HQ NAPLES AREA

HQ 217 Area

HQ CASERTA Enclave

HQ RAAC

Major General
GOC IMIA

W. P. D. ...

(b) Other Detached Units is preferred.

NOTE: Particular attention is directed to this footnote.

APPENDIX "C" TO GHO ADMINISTRATIVE INSTRUCTION NO 45

NOTES ON ADMINISTRATION OF DP CAMPS

BIUs are reminded that MIA and BIUs are in no way responsible for DP Camps. The responsibility is as laid down in para 1(a) and (b) of above mentioned appendix.

W. P. D. ...

Major General
GCC MIA

HRL/fw

DISTRIBUTION: AFHQ
GHQ (5)
AHQ ITALY
HQ NAPLES AREA
HQ 217 Area
HQ CASERTA Enclave
HQ RAAC
HQ 218 Sub Area
Allied Commission
DP Division AC

INTERNAL : G(OPS & SD) (2)
A
RE
ST
Med
Ord
RECE
Camp Comdt

5576

Appendix 'A' to MIA letter 290 Q
dated 7 Dec 46

EXTRACT FROM ACT 860/L1

Para 3. In the circumstances envisaged above, units or formations commanded by an officer not below the rank of lieutenant-colonel, or in the case of the A.T.S., by a chief commander, may, without reference to higher authority (a) arrange locally for minor works services, or (b) purchase locally R.E. stores, up to a total value of £10 (for (a) and (b) combined) in any one calendar month.

Similar, the powers of an officer below the rank of lieutenant-colonel, or in the case of the A.T.S., below the rank of a chief commander, who commands an accounting unit, will be up to a total value of £5 (for (a) and (b) combined) in any one calendar month.

Para 4. C.O.s will ensure that any services ordered on their responsibility are essential for the comfort of the troops or the A.T.S. and do not include any provision to which the troops or the A.T.S. would not be entitled under the War Scales of Ruttig. In cases of doubt the prior agreement of the D.C.R.E. or G.E. should be obtained.

In view of the ultimate compensation liability C.O.s will not authorise works services at requisitioned buildings which involve structural alterations or would result in acts of vandalism.

C.O.s will be responsible that use is not made of this A.C.I. to charge public funds with items which should properly be charged to individuals or units as barrack damages.

Para 6. Payment will in all cases be made from the unit imprest account and the bills will not be forwarded to the command paymaster for payment as is the usual practice. The charge in the imprest account will be supported by the receipted bill which will be certified to the effect that the purchase or payment for work done has been made in accordance with the provision of this A.C.I. and that the charges are fair and reasonable, and that the purchase or work done was not properly chargeable to individuals or units as barrack damages.

Similar, the powers of an officer below the rank of lieutenant-colonel, or in the case of the A.T.S., below the rank of a chief commander, who commands an accounting unit, will be up to a total value of £5 (for (a) and (b) combined) in any one calendar month.

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55.3

Telephone:
Rome 489081 Ext 342

Appendix 'B' to MIA Letter 250 A Dated 7 Dec 46
LAND FORCES SUB COM, AC (MIA) CMF
15/ORD
5 Nov 46

List B.

Subject: Supply of Ordnance Stores.

Reference this HQ letter 9/OS/11/1 of 18 Oct 46.

1. The proposal to open "ADOS UNIT" at UDINE has been agreed by CHQ CMF vide CHQ letter DOS/7209 of 22 Oct 46.
2. Procedure for obtaining Ord Stores w.e.f. 1st Jan 47 onwards will be as follows:

(a)

Vote 7 - Clothing and Necessaries.

Demands should reach 5 B.L.U. by the 10th of each month. Commencing 10 Jan 47. One demand per month.

Present wastage rates for items of clothing based on a % of unit strength, per month, are as follows:

Boots Ankle	15%	Trousers Battle Dress	14%
Caps G.S.	8%	Blouses "	10%
Cap Comforters	2 1/2%	Drawers Woolen	8%
Greatcoats	3%	Drawers Cellular	15%
Gloves Knitted	7%	Jerseys Pullover	5%
Laces Leather	25%	Overalls Denim Trousers	7%
Socks Worsted	35%	" " Blouses	5%
Shirts Angola	12%	Shoes Canvas	5%
Vests Woolen	8%	Towels Hand	12 1/2%

Unit demands must be kept within these percentages.

Ord Officer 5 B.L.U. will submit a bulk demand for a strength of 200 ORs, on DADOS 86 Area - (at a later date demands will be submitted direct on 500 AOD) - in order to obtain an opening stock from which to meet unit issues in January.

Other items of clothing and necessities, not listed above, should also be considered for the opening stock.

Regular monthly demands should be submitted to maintain stock 100%.

Commanding Officers BU's are at present relieved of the formal production for audit of Clothing Accounts. They are not however relieved of their responsibility for the safe custody and administration of stores in their possession, and to ensure that adequate control is exercised the following records will be maintained:

(a)

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Greatcoats	3%	Drawers Cellular	15%
Gloves knitted	7%	Jerseys Pullover	5%
Laces Leather	25%	Overalls Denim Trousers	7%
Socks Worsted	55%	" " Blouses	5%
Shirts Angola	12%	Shoes Canvas	5%
Vests Woolen	8%	Towels Hand	12 1/2%

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Other items of clothing and necessities, not listed above, should also be considered for the opening stock.

Regular monthly demands should be submitted to maintain stock 100%.

Commanding Officers BUJs are at present relieved of the formal production for audit of Clothing Accounts. They are not however relieved of their responsibility for the safe custody and administration of stores in their possession, and to ensure that adequate control is exercised the following records will be maintained:

Clothing and Necessaries Ledger - Army Book 284
Clothing and Equipment Record - Army Form H 1157

Records will be maintained at ADOS Dump of all receipts and issues and checks initiated to ensure that above percentages are not exceeded.

2/.....

- 2 -

(b) Vote 8 - General.

Demands should reach 5 B.L.U. by the 20th of each month. One demand per month.

Stores should be demanded "as required" to complete to establishment or to replace U/S. There are no fixed wastage rates other than points below, it is the Commanding Officer's responsibility that economical administration is ensured.

Soap Yellow is issued on the following scale:

5 ozs per man per fortnight in Winter.
7 ozs per man per fortnight in Summer.

Paint is difficult to obtain, the official paint for vehicles is Paint Olive Drab. Other paints are issued only for the painting of Unit signs and the maintenance of equipment, paint for painting buildings, interior decoration etc, is an Engineer Supply, not Ordnance.

Fly Swats, Moslin Butter, Cockhouse Equipment, Barrack Stores, are all in fairly good supply.

Ord Officer 5 BUJ will bulk unit demands and submit a monthly bulk demand on DADOS 86 Area.

(c) Vote 9 - LT Spares, Technical Stores.

Demands should reach 5 BUJ weekly, or as required for "WOR". It is imperative that demands indicate the correct Section and Part Number for LT Spares otherwise demands are useless and the correct spares cannot be issued. Factors Parts List, Vocab of Army Ordnance Stores, Veh Kit Lists etc can all be obtained on demand from Publications Depot 500 AOD GMT direct by Units.

Application has been submitted to GHQ CMT for the issue of a FATTO, covering all MIA vehicles. When issued, Ord Officer 5 BUJ will meet unit demands from the FATTO as far as possible. Demands for items not included in the FATTO will be passed to 500 AOD, through DADOS 86 Area, for issue, as also will demands to maintain FATTO 100%. Unit demands received by Ord Officer 5 BUJ prior to the receipt of FATTO will be passed through DADOS 86 Area for issue action. Consignees should be c/o 5 BUJ.

3. The despatch to or collection of stores by BUJs will present a problem which will become increasingly difficult,

As far as possible stores should be despatched from ADOS JWP by registered parcel through the British Army Postal Service. When this is no longer possible or the items are too bulky for parcel post

Paint is difficult to obtain, the official paint for vehicles is Paint Olive Drab. Other paints are issued only for the painting of Unit signs and the maintenance of equipment, paint for painting buildings, interior decoration etc, is an Engineer Supply, not Ordnance.

Fly Swats, Mulin Butter, Cookhouse Equipment, Barrack Stores, are all in fairly good supply.

Ord Officer 5 BUU will bulk unit demands and submit a monthly bulk demand on DADOS 86 Area.

(c) Vote 9 - MT Spares, Technical Stores.

Demands should reach 5 BUU weekly, or as required for "WOR". It is imperative that demands indicate the correct Section and Part Number for MT Spares otherwise demands are useless and the correct spares cannot be issued. Makers Parts List, Vocab of Army Ordnance Stores, Veh Kit Lists etc can all be obtained on demand from Publications Depot 500 AOD CMF direct by Units.

Application has been submitted to GIC CMF for the issue of a FATO, covering all MIA vehicles. When issued, Ord Officer 5 BUU will meet unit demands from the FATO as far as possible. Demands for items not included in the FATO will be passed to 500 AOD, through DADOS 86 Area, for issue, as also will demands to maintain FATO 100%. Unit demands received by Ord Officer 5 BUU prior to the receipt of FATO will be passed through DADOS 86 Area for issue action. Consignee should be o/o 5 BUU.

3. The despatch to or collection of stores by BUUs will present a problem which will become increasingly difficult,

As far as possible stores should be despatched from ADOs HUP by registered parcel through the British Army Postal Service. When this is no longer possible or the items are too bulky for parcel post a "folk round" should be instituted.

MILAN should collect from UDINE for MIAN, TURIN & GENOVA.
BOLZANO should collect direct from UDINE. In the event of direct route becoming impassable, MILAN will collect for BOLZANO.
BOLOGNA should collect for BOLOGNA, FLORENCE, ROE, NAPLES, PALERMO & BARI.

3/.....

5573

- 3 -

FLORENCE should collect from BOLOGNA for FLORENCE, ROME, NAPLES, PALERMO & BARI. ROME will then collect from FLORENCE and the responsibility for collection moves South in sequence.

Ord Officer 5 BU must notify collecting BU's of stores for collection.

Lt-Colonel,
ADOS, MIA.

Copy to: "Q"
Camp Commandant HQ.

Lt-Colonel,
ADOS, MIA.

Copy to: "Q"
Camp Commandant HQ.

5572

Subject:- 2 District Recovery plan and
Location Statement of Recovery units.

RECE

5762

9 MAY 1946

(5)

HQ 666 ARMY REC COY DEPT, CTF.
 MILAN 13063.
 RHQ/69/1/32.
 3 May 46.

List 'A' & 'B'.
 Plus ADME HQ 2 district.

1. Herewith 2 district Recovery organisation plan dated 13 May 46.
 - (a) Appendix 'A' - units under op command this HQ.
 - (b) Appendix 'B' - Recovery facilities provided by L OF C wraps and service stations etc.
2. Amendments will be notified as and when they occur.
3. This plan supercedes 2 district plan issued under my RHQ/69/1/27 dated 13 Mar 46.
4. Please acknowledge receipt on appended form.

Seen
 13 May

(A.V. COFFIN). Capt.
 HQ, 666 Army Recovery Coy DEPT.

5571
 a

Appendix to PWG/69/1/52
dated 3 May 46.

RECOVERY FACILITIES PROVIDED BY L OF C
WKSFS AND SERVICE STATIONS.

Serial (i)	Recovery post (ii)	Map Ref (iii)	Unit (iv)	Remarks (v)
1.	BOLOGNA	L.876491	607 L of C wksp	
2.	MILAN	K.3164	612 L of C wksp	
3.	MILAN	K.2165	733 L of C wksp	
4.	MILAN	K.2364	53 LAA Regt wksp	
5.	BRESCIA	F.0568	51 LAA Regt wksp	

5570

RECEIVED
6439
6 MAY 1946
REME

Subject:- Disbandment of
HQ No 2 District

HQ No 2 District CMF
MILAN 12827
REME 6066/4
2 May 46

3

List 'B'

1. This Office will close W.E.F. 2359 hrs 3 MAY 46
2. A.D.M.E., Lt-Colonel DAILEY will be available through D.A.D.M.E., HQ 59 Area (MILAN 12698) until 15 MAY 46

P.D. Adams
(P.D. ADAMS) Capt,
SO REME,
for Lt-Colonel,
Assist Director of Mech Engineering.

Seen
of Ch.
6/5.

5569

5167

RECEIVED 12 APR 1946
(DATE)

NEW Reme

Subject: Distribution ListsHQ No 2 District CMF
MILAN 12027
REME 6043
12 April 46To: Lists 'A' and 'B'

1. This office letter REME 6043 dated 16 Nov 45 is hereby cancelled.
2. The following are now distribution lists 'A' and 'B', which will be taken into use with effect this day:—

List 'A'DADME HQ 59 Area
DADME HQ 217 Area
OC 666 Army Rec Coy REMEList 'B'DIME GHQ CMF
DAG (AC9) GHQ CMF
DAG GHQ 2nd Echelon CMF
AAG Adv Rfts Sub Sec.N.
Italy o/o 1 CRU
DIME HQ ITA
DDME Rear HQ 13 Corps
DIME No 3 District
DIME HQ L.F.C.
ADME HQ M.M.I.A. ✓
ADME HQ 26 B.L.U.
S.I.REME Inspectorate
Adv HQ Milan
DADME Rome Area Allied
Command
EME HQ 211 Sub AreaList 'B' (Cont)'G' Distwo
'A' Distwo
'Q' Distwo
'Q' (Mov) Milan
CE 172 CE Works
Sigs Distwo
S&T Distwo
Ord. Distwo
Pro. Distwo
Med. Distwo
Postal Distwo
Signalmaster Distwo
War Diary (2)
FilePD Volume
(P.D. DMS) Capt,
SO R ME,
for Lt-Colonel,
Assist Director of Mech Engineering,R
12-4-46Seen
off
12/4/46

55:6

20 NLS
No. ~~100~~ **HEPO** R.E.M.E. MAGAZINE
25th March. 1946

Received of M.M.I.A. Land Forces Sub Comm. R.C.
the sum of _____ Pounds
FOUR shillings and _____ pence
Date of Magazine (Jan 7)

£0-4-0 C. H. Richards

785020

ADME MMIA

WE 10

RECEIVED 28 JAN 3488

GENERAL, ANADOLIAN
Central Intelligence Forc

Subject: HEP Office Corps Instruction

For: Distribution Item 100

Section 503

IS 14/1368/2

25 JAN 45

HEP Office Corps Instruction No. 1

to attend for information.

R.A. LHM, Captain,
For Brigadier,
Minister of Defense of Engineering.

5507

MEMORANDUM FOR THE DIRECTOR, COMPTON

is attached for information.

[Handwritten signature]
E. S. Linn, Captain,
for Brigadier,
Assistant of Major at Basingstoke.

[Handwritten notes]
R 3/4
2 1/2

CORPS INSTRUCTION No 1.

(Published under King's Regulations, 1940, para. 1689)

This Instruction is in two parts, viz:-

Part I - Regimental non-public funds of units which are still in being.

Part II - Disposal of Regimental non-public funds of units which have been ordered to disband.

PART I.

Regimental non-public funds of units which are still in being.

1. The attention of all Officers Commanding Units is drawn to the functions of the United Services Trustee, which is a Corporation formed in December 1918, for the use and benefit of H.M. Forces. These functions are detailed in paras. 2 to 5 below.

2. The Corporation is a permanent body and is managed by a Board of Directors, which consists of five persons nominated by H.M. The King, the Admiralty, the Army Council, the Air Council and the Master of the Rolls respectively, with power to add five others to their number. Under the terms of its constitution no Director of the Corporation may receive any direct or indirect remuneration for his services.

3. The Corporation is incorporated under the Companies' Acts with power (inter alia) to act as Custodian or Trustee of cash, securities, and property of any kind belonging to H.M. Forces, such as Mess, Sports and Benevolent Funds.

4. It provides the Services with:-

(a) A permanent organisation from which they can obtain expert and impartial advice on matters connected with the purchase and sale of investments, insurance of trust property and recovery of Income Tax.

(b) A permanent name in which funds may stand invested, thus obviating the trouble and expense caused (whether due to death or otherwise) when securities are registered in the name of individuals.

5. Certain moderate charges are made by the Trustee to assist in covering the Corporation's administration expenses. For example:-

(a) Acceptance and withdrawal fees.

On transfer of securities to the Trustee an acceptance fee of 2 per cent. is charged on the market value up to £1000

PART 1.

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1. The attention of all Officers Commanding Units is drawn to the functions of the United Services Trustee, which is a Corporation formed in December, 1918, for the use and benefit of R.M. Forces. These functions are detailed in paras. 2 to 5 below.
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 - (a) A permanent organisation from which they can obtain expert and impartial advice on matters connected with the purchase and sale of investments, insurance of trust property and recovery of income tax.
 - (b) A permanent name in which funds may stand invested, thus obviating the trouble and expense caused (whether due to death or otherwise) when securities are registered in the name of individuals.
5. Certain moderate charges are made by the Trustee to assist in covering the Corporation's administration expenses. For example:-
 - (a) Acceptance and withdrawal fees.
On transfer of securities to the Trustee an acceptance fee of $\frac{1}{4}$ per cent. is charged on the market value up to £1000 and $\frac{1}{8}$ per cent. on the value in excess of £1000. Minimum fee £1 ls.
 - A withdrawal fee at the same rate is charged if and when any of the securities are withdrawn.
 - (b) Income tax.

Provided the Trust is not required to keep the current account of the fund, but only to arrange for the payment of the investment income into the fund's banking account, no annual income fee is charged.

5566

Page 3.

3. Approval for the forming of the Royal Electrical and Mechanical Engineers' Regimental Association was given on 26th. May, 1945. The objects of the Association directly affecting the welfare of all other ranks or ex-other ranks and their dependants are:-

(a) To maintain and administer under the United Services Trusts a R.E.M.E. Benevolent Fund, in order to

- (i) maintain and increase the efficiency of the Corps of Royal Electrical and Mechanical Engineers
- (ii) to assist and benefit any such persons who are serving, or have at any time served, in the Corps, or the dependants of such persons as may for the time being be in need of assistance or benefit.
- (iii) to make grants to such charities, charitable funds, or charitable institutions as may directly or indirectly benefit the persons mentioned in (ii) above.

(b) To collect, from annual subscriptions or other sources, contributions to the Association, and to hold them in two main funds:-

- (i) The R.E.M.E. Regimental Association Fund.
- (ii) The R.E.M.E. Benevolent Fund.

The R.E.M.E. Regimental Association Fund shall be a current account used for the payment of overhead expenses and for defraying the cost of the social activities, as decided by the appropriate Committee.

The R.E.M.E. Benevolent Fund shall be based on invested monies, the interest on which will be devoted to the charitable purposes listed in sub-para (a) above.

4. If on disbandment of a unit and it is the wish of the unit, conveyed through the C.O. unit, that the R.E.M.E. Regimental Association should benefit, the address for nomination is:-

The Secretary,
R.E.M.E. Regimental Association,
Hazebrouck Barracks,
Arborfield.
Mr. Reading, Berks.

The War Office,
22nd February, 1946.

G.B. N. M.
Major-General,
Director of Mechanical Engineering.

or charitable institutions as may directly or indirectly benefit the persons mentioned in (ii) above.

- (b) To collect, from annual subscriptions or other sources, contributions to the Association, and to hold them in two main funds:-

- (i) The R.E.M.E. Regimental Association Fund.
- (ii) The R.E.M.E. Benevolent Fund.

The R.E.M.E. Regimental Association Fund shall be a current account used for the payment of overhead expenses and for defraying the cost of the social activities, as decided by the appropriate Committee.

The R.E.M.E. Benevolent Fund shall be based on invested monies, the interest on which will be devoted to the charitable purposes listed in sub-para (a) above.

4. If on disbandment of a unit and it is the wish of the unit, conveyed through the O.C. unit, that the R.E.M.E. Regimental Association should benefit, the address for nomination is:-

The Secretary,
R.E.M.E. Regimental Association,
Hazebrouck Barracks,
Arbonfield,
Mr. Reading, Barks.

The War Office,
22nd February, 1946.

G.B. Newell
Major-General,
Director of Mechanical Engineering.

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