

225

Declassified E.O. 12065 Section 3-402/NNDG NO.

785020

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10000/120/5392

BM/G/S/

225

785020

10000/120/5392

BM/G/5/1

DUTY OFFERS + CLERKS ORDERS
("G" COPIES)

5316
5367

OCT. 1946 - JAN. 1947

COVER I

CO-1/1

File

MILITARY DUTY OFFICERS ROSTER

Week ending 26th Jan 47

cc/2

Monday	20	Maj.	CHRISTIE
Tuesday	21	Capt.	LAMBIT
Wednesday	22	Maj.	O'NEILL
Thursday	23	Maj.	BYATT
Friday	24	Maj.	RESWORTH
Saturday	25	Maj.	CHRISTIE
Sunday	26	Capt.	CAMPBELL

[Handwritten Signature]
 Lt Col.
 CS, MITA.

5389

17 Jan 47
SGC/ob

DISTRIBUTION: GSO II (EWO)
 D.M.G.
 List 'A'
 Offrs Mess
 All Officers named above

BH/EP/12 file

M.M.I.A. DUTY OFFERS ROSTER

Week ending 12 Jan 1947

DATE 31 1 46

cc/2

Monday	6	Maj HAYES
Tuesday	7	Maj LUCKETT
Wednesday	8	Maj MOFF
Thursday	9	Maj PHILLIPS
Friday	10	Capt MURRAY
Saturday	11	Capt LONGSTAFF
Sunday	12	Maj HAYES

5368

30 Dec 46
RNC/rr

R. P. ...
Lt Col,
GS, MMIA.

DISTRIBUTION: GSO II (two)
DAAG
List 'A'
Offrs Mess
All Officers named above

File

M.M.I.A. DUTY OFFERS ROSTER

Week ending Jan 5 1947

CS/2

Monday	30	Capt MURRAY
Tuesday	31	Capt ZAMMIT
Wednesday	1	Maj LIMBERT
Thursday	2	Maj BYATT
Friday	3	Maj ENSWORTH
Saturday	4	Maj DUNN
Sunday	5	Maj JOHN

R. P. Clavin
 Lt-Col,
 GS, NMIA.

RNC/ob

5367

Distribution: GSO II (two)
 DAAG
 List 'A'
 Offrs Mess
 All officers named above

NOV 27 1946
BY BM/G/S/1
DATE 27-12-46

BM/G/S/1

File

ORDERS FOR DUTY CLERKS

CC/e

Duty Clerks are responsible that only two lights are lit in the corridor on the 7th Floor and that all lights in unoccupied MMIA offices are extinguished during non-working hours.

[Signature]
 Lt-Col
 G.S.

RPS/ell
 23 Dec 46
 PA TO GOC
 Dep Comd
 Col A/Q
 All Branches & Services
 All Clerks

5366

En/af/1 G SD

MALIA DUTY CLERK'S ROSTER

cc/3

Mon	23 Dec	Cpl SAXTON
Tue	24 Dec	Cpl ROSSI Pte JONES (R)
Wed	25 Dec	WO's and Sjts
Thu	26 Dec	Pte FOTHERGILL Pte GARWOOD (R)
Fri	27 Dec	Cpl GREENHILL
Sat	28 Dec	L cpl DAVIES Cpl BRAND
Sun	29 Dec	L cpl HUGHES C.S. Cpl HUNT (R)

Detail for Christmas Day Duty will be issued separately to WO's and Sjts concerned.
 Duty Clerk detailed for 26th Dec 46 will relieve S SGT ROWLANDS at 0800 hrs.

5385

R. M. I.
 W.O. I.
 Chief Clerk,
 M.M.I.A.

30 Dec 46
eli

DISTRIBUTION

- Chief Clerk, MALIA
- Head Clerks, Branches, Services & Sections (2)
- All Clerks named above
- Hotel EDEN
- Hotel ELISEO
- Circulators 'G'

h/o RM/G/S/

M.M.I.A. DUTY OFFRS ROSTER

Week ending Dec 28 1946

CC/2

Monday	23	Maj	O'FERRALL
Tuesday	24	Maj	JOHN
Wednesday	25	Maj	CALDERARI
Thursday	26	Maj	CHRISTIE
Friday	27	Maj	CONNELL
Saturday	28	Maj	PHILLIPS
Sunday	29	Capt	ZAMMIT

R.P. Channing
 Lt-Col,
 GS, RMIA. 15362

RNC/sb

Distribution: GSO II (two)
 DAAG
 List 'A'
 Offrs Mess
 All officers named above

Q/OA and SD

M.M.I.A. DUTY OFFERS ROSTER

Week ending Dec 22 1946

cc/2

Monday	16	Maj CALLERARI
Tuesday	17	Capt ZANOTTI
Wednesday	18	Maj O' FERRAL
Thursday	19	Maj LUCKETT
Friday	20	Maj HAYES
Saturday	21	Maj BYATT
Sunday	22	Maj EPSWORTH

13 Dec 46
KNC/yr

R. C. Livingston
Lt Col,
GS, MMIA.
Major
5363

DISTRIBUTION: GPO II (two)
DAAG
List 'A'
Offrs Mess
All officers named above

Glaps TS

8/13/46

MMA DUTY CLERK'S ROSTER

CG/2

Thu	12 Dec	Cpl ROSSI
Fri	13 Dec	L cpl HUGHES C.S.
Sat	14 Dec	Pte GARWOOD Cpl GREENHILL (R)
Sun	15 Dec	Cpl BRAND L cpl NAYLOR (R)
Mon	16 Dec	Pte MASON
Tue	17 Dec	Pte MARSHALL
Wed	18 Dec	Pte WHITTE Cpl OWEN (R)
Thu	19 Dec	L cpl DAVIES
Fri	20 Dec	Cpl HUNT
Sat	21 Dec	<u>Pte WILKES</u> <u>Cpl WALTERS (R)</u>
Sun	22 Dec	L cpl JOHNSON <u>L cpl HARRIS (R)</u>

FILE NO. <i>61/2/51</i>
DATE <i>12-24</i>

R. M. ... 362
W.O.I
Chief Clerk,
M.M.T.A.

12 Dec 46
all

DISTRIBUTION

Chief Clerk, MMA
Head Clerks, Branches, Services & Sections (2)
ALL Clerks
Hotel EDEN
Hotel ELISEO
Circulators 'G'

12/24

45

Telephone:
Rome, 489084 Ext. 404

LAND FORCES SUB-COM., AG (M.M.I.A) CMF

BW/C/5/1

9 Dec 46

LIST 'A'

SUBJECT: Duties (Officers)- M.M.I.A.

M.M.I.A. - 'G'
FILE: SM/C/5/1
DATE: 10 DEC 1946

The draw made on December 9th for Duty Officer on the following days resulted as follows:

- Christmas Day - Maj CALDERARI
- Boxing Day - Maj CHRISTIE
- New Years Day - Maj LIMBERT

RNC/sb

R. P. Chandler
Lt-Col,
GS, M.M.I.A.

*Reg out
9/12/46
5361*

File 44
BM/4/5/1

ORDERLY OFFICERS ORDERS

CC/2

AMENDMENT NO 1

Ref is made to Orderly Officers Orders issued under ref CC/2 dated 18 Apr 46 :-

ADD New sub para below :-

" 8(a) The Orderly Officer will attend the OR Dance, which is held on alternate Thursdays at the SALA FICHETTI, Via VELLETRI, Piazza FIUME, from 2230 hrs until the dance ends. He will be responsible that the dance is properly conducted and will use his discretion as to the desirability of closing the dance before the official time of 2330 hrs. No extension will be granted beyond 2330 hrs."

[Handwritten Signature]

Lt-Col,
G.S. MMIA.

6 Dec 46

ARCS/ell

DISTRIBUTION

PA to GOC
 All Branches and Services
 All Officers of HQ MMIA
 Signal Office

5363

MMIA - 10
FILE <i>BM/4/5/1</i>
DATE 7 DEC 1946

[Handwritten mark]

File 43
BR/a/s/c

ORDERLY OFFICERS ORDERS

CC/2

AMENDMENT NO 2

Ref is made to Orderly Officers Orders issued under ref
CC/2 dated 18 Apr 46 :-

"Wef incl 7 Dec 46, and during the absence of GOC
on leave to UK, the Orderly Officer will visit the COCA
Villa, (Villa NISCO, Via ASMARA 11) daily between
1800 hrs - 2200 hrs, and will satisfy himself that no
unusual occurrence has occurred, is occurring or is likely
to occur".

A. G. ...

Lt-Col,
G.S. MMIA.

7 Dec 46
ARCS/eli

DISTRIBUTION

- PA to GOC
- All Branches and Services
- All Officers MMIA
- Signal Office

MMIA - G
 FILE *BR/a/s/c*
 DATE **DEC 10 1946**
 9781 970 7

5359

42

Telephone
Rome, 489084 Ext 401

LAND FORCES SUB COM, LC (MMIL) COM

BW/G/5/1

6 Dec 46

All Duty Officers (less Lt.Cols)

SUBJECT: L.C. Duty.

Officers on A.C. duty are reminded that they must contact personally, the M.N.I.A. duty Officers concerning their relief for meals.

RNC/mm

F.P. ...
Lt-Col,
GS, MMIL.

Reg out
6/12/46
SH
6358

File
Br/6/5/1
H/

M.M.I.A. DUTY OFFICERS' ROSTER

Week ending December 15 1946

cc/2

Monday	9	Maj	LIBBERT
Tuesday	10	Maj	BUCHE
Wednesday	11	Maj	COMBELL
Thursday	12	Maj	JOHN
Friday	13	Capt	LONGSTAFFE
Saturday	14	Capt	CAMPBELL
Sunday	15	Maj	CHRISTIE

M M I A
FILE BH/6/5/1
DATE 6 DEC 1946

H. C. Lawrence
Lt-Col,
CS, NMIA.

5 Dec 46
RNC/sb

DISTRIBUTION: GSO II (two)
DAAG
List 'A'
Offrs Mess
All officers named above

EGS	
C-1 (G-1)	
DDG	
G-2 (SU)	
G-3	
G-4	
G-5	
G-6	

5357

[Handwritten mark]

Glavin

40

DUTY CLERKS

cc/8

Wef SUNDAY, 1 Dec 46, the following revised hours of duty for personnel detailed for Duty Clerk and Relief Duty Clerk on SUNDAYS and HOLIDAYS, will be observed :-

- (a) The Duty Clerk will report at the Chief Clerk's Office for duty at the normal time, i.e. 0800 hrs, and will be relieved by the Relief Duty Clerk at 1230 hrs.
- (b) The Relief Duty Clerk will remain on duty from 1230 hrs until relieved by the Duty Clerk at 1730 hrs.
- (c) The Duty Clerk will then remain on duty until relieved at 0800 hrs the following morning.

The times laid down above will be strictly adhered to, but personnel will not leave their duty until properly relieved. Disciplinary action will be taken against ORs failing to comply with these orders.

A Book containing Orders for Duty Clerks and List of Officers Addresses and Telephone Nos is kept in Chief Clerks Office. This Book will be signed by all Duty Clerks.

Clerks will also sign for one torch and one Bed Comforter for the period they are on duty.

R. W. Clary
 Lt-Col,
 G.S. RMIA.

30 Nov 46
 ell

DISTRIBUTION

- FA to GOC
- Dep Comd
- Col A/Q
- All Branches and Services
- All Clerks

BN/G/S/1
 2-12-46

EGS	
GSO I (SD)	
Dep C. I/P	
GSO (SD)	
GSO II (C)	
GSO III (C)	
GSO I (TRG)	
G II (L)	

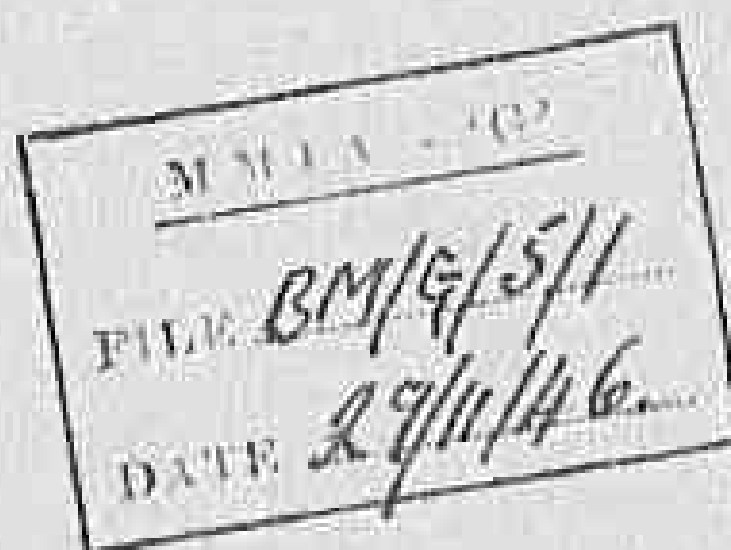
File 39

M.M.I.A. DUTY OFFICERS ROSTER

Week ending Sunday 8 Dec 1946

29 CC/2

Monday	2 Dec	Capt CAMPBELL
Tuesday	3 "	Maj MOY
Wednesday	4 "	Maj PHILLIPS
Thursday	5 "	Maj MORECOMBE
Friday	6 "	Maj de THIERRY
Saturday	7 "	Capt BIGGS
Sunday	8 "	Capt MURRAY



19 Nov 1946
 RNC/nm

It Col, M.M.I.A.
 GS, M.M.I.A.

5355

DISTRIBUTION: GSO II (two)
 DAAG
 List 'A'
 Offrs Mess
 All officers named above

M.M.I.A. DUTY OFFICERS REGISTER

Week ending Sunday 1 Dec 1946

*(OP and SD)
BM/9/5/11
GC/2
38*

Monday	25	Nov	Maj BYATT
Tuesday	26	"	Capt BICKS
Wednesday	27	"	Maj FISHWORTH
Thursday	28	"	Maj CHARRINGTON
Friday	29	"	Maj HAYES
Saturday	30	"	Maj MORECOMBE
Sunday	1	Dec	Maj MOFF

MMIA - 'G'
 FILE *BM/9/5/11*
 DATE *23/11/46*

John Hall
 Lt Col,
 GS, MMIA.

22 Nov 1946
 RHC/rr

DISTRIBUTION: GSO II (two)
 DAAG
 List 'A'
 Office Mess
 All officers named above

5354

OP and SD
37

MMIA DUTY CLERK'S ROSTER

cc/3

Mon	18 Nov	Cpl SAXTON
Tue	19 Nov	Pte WHITTLE
Wed	20 Nov	Cpl ROSSI L cpl HUGHES G.S. (R)
Thu	21 Nov	Cpl BRAND
Fri	22 Nov	Pte WILKES
Sat	23 Nov	Pte MASON L cpl JOHNSON (R)
Sun	24 Nov	Pte MARSHALL Cpl EASTON (R)
Mon	25 Nov	L cpl MCCREADIE
Tue	26 Nov	Pte JONES
Wed	27 Nov	Cpl HUNT L cpl DAVIES (R)

MMIA - 'Q'
 FILE *B.M. 1/57*
 DATE *12/1/46*

5053

R. B. Wick

W.O.I.
Chief Clerk,
H.M.I.A.

15 Nov 46
eli

DISTRIBUTION

- Chief Clerk, MMIA
- Head Clerks, Branches, Services & Sections (2)
- ALL Clerks named above
- Hotel EDEN
- Hotel BLANCO
- Circulators 'G'

Tue	19 Nov	Pte WHITTLE
Wed	20 Nov	Cpl ROSSI L. cpl HUGHES C.S. (R)
Thu	21 Nov	Cpl BRAND
Fri	22 Nov	Pte WILKES
Sat	23 Nov	Pte MASON L. cpl JOHNSON (R)
Sun	24 Nov	Pte MARSHALL Cpl EASTON (R)
Mon	25 Nov	L. cpl MCCLEADIE
Tue	26 Nov	Pte JONES
Wed	27 Nov	Cpl HUNT L. cpl DAVIES (R)

MMIA - 'G'
FILE <i>B.M. White</i>
DATE <i>15/11/46</i>

3553

R. White

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

15 Nov 46
ell

DISTRIBUTION

Chief Clerk, MMIA
 Head Clerks, Branches, Services & Sections (2)
 ALL Clerks named above
 Hotel EMM
 Hotel ELISSO
 Circulators 'G'

*g (OP and SD)
36*

M. I. A. DUTY OFFICERS' ROSTER

Week ending Nov 24, 1946

CC/2

Monday	18	Maj	BUSHE
Tuesday	19	Maj	CORNELL
Wednesday	20	Maj	MACKENZIE
Thursday	21	Maj	O'NEERALL
Friday	22	Capt	ZAMMIT
Saturday	23	Maj	DE THERRY
Sunday	24	Maj	HAYES

F. P. Chang
Lt Col,
GS, MIA.
for

14 Nov 1946
RHC/sb

DISTRIBUTION: GSO II (two)
DMAG
List 'A'
Offrs Mess
All officers named above

5352

35

BU

5351

72

SUBJECT:- Duty Officers, AC.

LAND FORCES SUB COMM. AC (JMI/A)
BI/G/5

1 Nov. 46.

List 'A'+ 12 BLU.

The following extract from HQ, A.C. Daily Bulletin No. 250 dated 28 Oct. 46., is republished for information of all concerned.

"POSTS FOR DUTY

- a. The post of the DUTY OFFICER on WEDNESDAY afternoon is in the office of the Chief Commissioner, 3rd Floor, tel. Ext. 485.
- b. The post of the DUTY OFFICER at night and SATURDAY afternoons and SUNDAYS is in the Room to the left of the Main Stairway, tel - Ext. 433.
- c. The post of the DUTY CLERK on WEDNESDAY and SATURDAY afternoons and SUNDAYS is in the ROOM 40, 1st Floor, tel - Ext. 268.
- d. The post of the DUTY CLERK at night:
1800 - 2200 - Information Desk, Front entrance.
2200 - 0830 - Room 40, 1st Floor. Tel - Ext. 268.

In the future details for duty will be announced in the Daily Bulletin, each THURSDAY, 10 days in advance and the practice of notifying individual officers and Divisions is hereby discontinued. The DUTY OFFICER will report to the ADJUTANT when going on duty at:

- a. 1100 hrs, the morning of the evening before going on duty.
- b. 1755 hrs, immediately before duty tour begins.
- c. 1100 hrs, on WEDNESDAY and SATURDAY, when going on duty on WEDNESDAY and SATURDAY afternoon or night.
- d. 1100 hrs, SATURDAY for SUNDAY night.
- e. 1100 hrs, the day before a holiday when going on duty on a HOLIDAY (day or night).

Individuals will contact the Adjutant, before 1100 hrs, the day scheduled for duty when unable to report due to sickness or absence from ROME.
No one is excused from duty until officially relieved, through the Adjutant.

Handwritten signature/initials

dated 26 Oct. 46., is republished for information of all concerned.

"POSTS FOR DUTY"

- a. The post of the DUTY OFFICER on WEDNESDAY afternoon is in the office of the Chief Commissioner, 3rd Floor, tel. - Ext. 485.
- b. The post of the DUTY OFFICER at night and SATURDAY afternoons and SUNDAYS is in the Room to the left of the Main Stairway, tel - Ext. 453.
- c. The post of the DUTY CLERK on WEDNESDAY and SATURDAY afternoons and SUNDAYS is in the ROOM 40, 1st Floor, tel - Ext. 268.
- d. The post of the DUTY CLERK at night:
1600 - 2200 - Information Desk, Front entrance.
2200 - 0830 - Room 40, 1st Floor. Tel - Ext. 268.

In the future details for duty will be announced in the Daily Bulletin, each THURSDAY, 10 days in advance and the practice of notifying individual officers and Divisions is hereby discontinued. The DUTY OFFICER will report to the ADJUTANT when going on duty at:

- a. 1100 hrs, the morning of the evening before going on duty.
- b. 1735 hrs, immediately before duty tour begins.
- c. 1100 hrs, on WEDNESDAY and SATURDAY, when going on duty on WEDNESDAY and SATURDAY afternoon or night.
- d. 1100 hrs, SATURDAY for SUNDAY night.
- e. 1100 hrs, the day before a holiday when going on duty on a HOLIDAY (day or night).

Individuals will contact the Adjutant, before 1100 hrs, the day scheduled for duty when unable to report due to sickness or absence from ROME.
No one is excused from duty until officially relieved, through the Adjutant.

RVC/ter

F.R.C. *OWS* *tr*
tr
 Lt. Col.
 G. S.
 M. I. A.

5351

72

File 34
BM/8/5/11
34. ~~BM/8/5/11~~

M.M.A. DUTY OFFICERS REGISTER

Week ending Sunday 17 Nov 46

Monday	11	Maj	MACKENZIE
Tuesday	12	Maj	CHERRINGHOPE
Wednesday	13	Maj	HAMES
Thursday	14	Maj	WOLL
Friday	15	Maj	MORSEBORNE
Saturday	16	Maj	PHILLIPS
Sunday	17	Maj	CONNELL

M.M.A. 'G'
FILED BM/8/5/11
DATE 8 NOV 1946

8350

R. D. Cl... Lt-Col, GS, M.M.A.
[Signature]

8 Nov 46
RNC/sb

DISTRIBUTION: GSO II (two)

DAC

List 'A'

All officers named above

Offrs 1898

89(OPs and SP)
33

DUTY CLERK'S ROSTER

00/3

Duty Clerk's Roster dated 31 Oct 46 is cancelled
wef Sat 9 Nov 46 and new Roster below will be taken into
effect from that date :-

Sat 9 Nov	Cpl SAXTON Pte WHITTLES (R)
Sun 10 Nov	Pte HIRST Cpl ROSSI (R)
Mon 11 Nov	Cpl BRAND Pte WILKES (R)
Tue 12 Nov	L cpl HUGHES C.S.
Wed 13 Nov	L cpl JOHNSON L cpl DAVIS (R)
Thu 14 Nov	L cpl MCCREADIE
Fri 15 Nov	Pte JONES
Sat 16 Nov	Cpl EASTON Pte HIRST (R)
Sun 17 Nov	Pte MARSHALL Pte GARWOOD (R)

MEMO - 'G'
FILE *R/W/3/511*
DATE 8 NOV 1946

5349

R.P. Stock

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

8 NOV 46
611

DISTRIBUTION

- Chief Clerk, MIA
- Head Clerks, branches, Services and Sections (2)
- ALL Clerks named above
- Hotel EDEN
- Hotel ELISAO
- Circulators 'G'

227

M.M.I.A. - 'G'
 FILED *R.M.P./H.S.H.*
 DATE 8 NOV 1946

5349

Sat 9 Nov Cpl SAXTON
 Pte WHITTLE (R)

Sun 10 Nov Pte HIRST
 Cpl ROSSI (R)

Mon 11 Nov Cpl BRAND
 Pte WILKES (R)

Tue 12 Nov L cpl HUGHES C.S.

Wed 13 Nov L cpl JOHNSON
 L cpl DAVIES (R)

Thu 14 Nov L cpl MOOREHEAD

Fri 15 Nov Pte JONES

Sat 16 Nov Cpl EASTON
 Pte HIRST (R)

Sun 17 Nov Pte MARSHALL
 Pte GARWOOD (R)

R.M.P. took

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

8 NOV 46
 CH

DISTRIBUTION

Chief Clerk, M.M.I.A.
 Head Clerks, Branches, Services and Sections (2)
 ALL Clerks named above
 Hotel EDIN
 Hotel MILBRO
 Circulators 'G'

(07320) 32

M.M.I.A. DUTY OFFICERS ROSTER

Week ending Sunday 10 Nov 46

CC/2

Monday	4	Maj	BUSHE
Tuesday	5	Maj	CONNELL
Wednesday	6	Capt	ZAMBITI
Thursday	7	Capt	BIGGS
Friday	8	Maj	EBSWORTH
Saturday	9	Maj	O'FERRALL
Sunday	10	Maj	BYATT

1 Nov 46
R/C/sh

R. P. Channing
Lt Col,
CSI.

DISTRIBUTION: GSO 11 (two)
DAAC
List 'A'
All officers named above
Offrs less

M.M.I.A. - 'G'
FILE <i>Bm/R/5/P</i>
DATE <i>Eq/2/11</i>

File

31.

SUBJECT:- Orderly Officers.

LAND FORCES SUB COMM. AC (MMIA)

EM/G/5/1

1 Nov 46.

All Officers of rank of Major and below

Orderly Officers are reminded of Orderly Officer's Orders (OO/2 dated 18 APR 46, para 8(c)), which lays down,

"The Orderly Officer is responsible that the Duty Clerk is at all times in possession in writing of the Orderly Officer's telephone number and actual location from hour to hour".

ARCS/ter

A. M. I. A.

Lt. Col.
G.S.

M. M. I. A.

53478

*Reg out
& Nov.*

30

M.M.I.A. DUAY OUTRIGGER POSTER

Week ending Sunday 3 Nov 46

CC/2

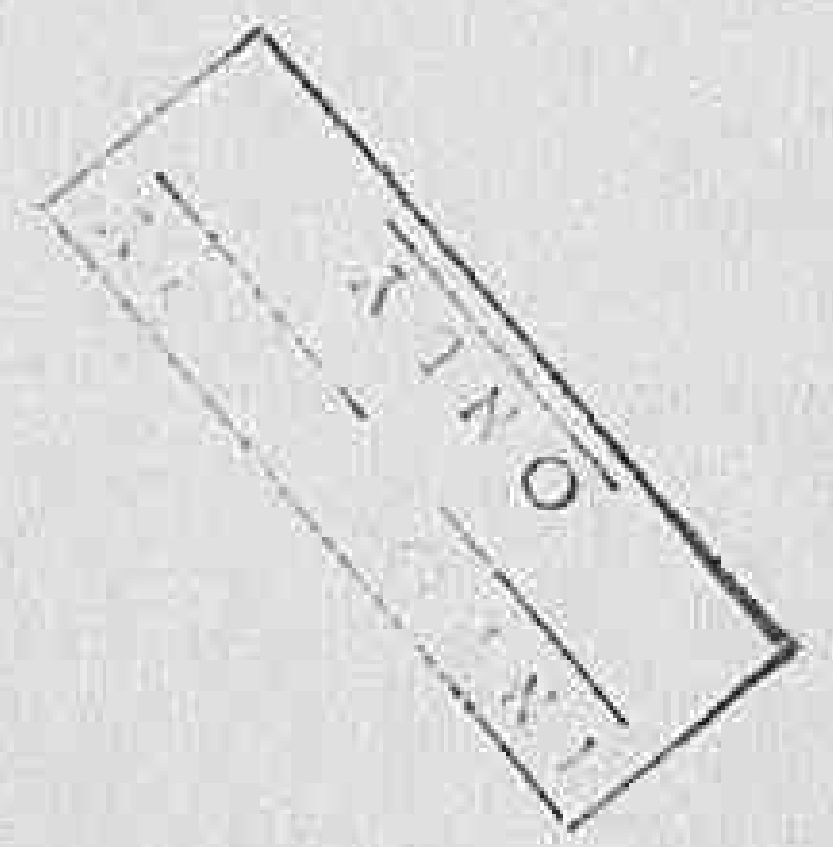
Monday	28 Oct	Maj	NOBY
Tuesday	29 "	Maj	PHILLIPS
Wednesday	30 "	Maj	MULLOCHANE
Thursday	31 "	Capt	MURRAY
Friday	1 Nov	Maj	LEWERS
Saturday	2 "	Maj	O'NEILL
Sunday	3 "	Maj	BRIDGEMAN

R.D. ...
 Lt Col,
 GS.

5348

24 Oct 46
RNC/sb

DISTRIBUTION: GSO II (two)
 DAAG
 List 'A'
 All officers named above
 Offrs Mess



M.M.I.A. - 'G'
FILE <u>BR/4/5/1</u>
DATE <u>R/24/46</u>

MMIA - 'C'
 FILE Bm/6/5/1.
 DATE Reg/19/10.

Q. Q. and 80

Bm/6/5/2

79

M.M.I.A. OFFICERS DUTY ROSTER

Week ending Sunday 27 Oct

cc/2

Monday	21	Maj BYATT
Tuesday	22	Maj EBSWORTH
Wednesday	23	Capt BIGGS
Thursday	24	Maj CHARRINGTON
Friday	25	Maj HAYES
Saturday	26	Maj CHARRINGTON
Sunday	27	Maj BERRIDGE

A.C. duty officers are now detailed by A.C. HQ direct and not by branches. On the days when an officer from M.M.I.A. is on duty, he will be relieved for lunch or dinner, as may be the case, by the M.M.I.A. duty officer.

15 Oct 46
 ENC/eb

R. J. Claxton 5345
 Lt Col
 GS.
for

DISTRIBUTION: GSO II (two)
 D/AG
 List 'I'
 All officers named above
 Offrs Mess

78

CRIMELY OFFRS' ROSTERS

Week ending Oct 20th

CC/2M.M.I.A. DutyA.C. Duty

Monday	14	Maj	LIMBERT	
Tuesday	15	Maj	BUSHE	
Wednesday	16	Maj	CHRISTIE	
Thursday	17	Capt	ZAMMIT +	Maj EBSWORTH
Friday	18	Maj	O'FERRALL	
Saturday	19	Maj	HAYES	
Sunday	20	Maj	LUCKETT	

(+) A.C. Dinner relief.

10 Oct 46
RNC/sb

DISTRIBUTION: GSO II (two)
DAAG
List 'A'
All officers named above
Offrs Mess

F. P. Chang
Lt Col,
GS.
Major
5844

Reg 10/19/46

Sl

BM/c/s/11.

21

ORDERLY OFFICERS

Week ending Oct 13th

cc/2

M.M.I.A. Duty

A.C. Duty

Monday	7	Capt	CAMPBELL	
Tuesday	8	Maj	PHILIPS	
Wednesday	9	Maj	MORECOMBE +	Maj HAMILTON
Thursday	10	Maj	DE THIERY	
Friday	11	Capt	MURRAY	
Saturday	12	Maj	MOTT	
Sunday	13	Capt	BIGGS +	Capt JEWELMAN

(+) A.C. Dinner relief

4 Oct 46
RNC/sb

Lt Col,
GS.

5343

Reg/4/10

DISTRIBUTION: GSO II (two)
DAAG
List 'A'
All officers named above
Offrs Mess

BM/G/5/1 26

ORDERLY OFFICER'S ROSTER
Week Ending October 6th

CC/2

		<u>MIA Duty</u>	<u>AC Duty</u>
Monday	30 Sep	Maj BUSHE +	Maj O'FARRELL
Tuesday	1 Oct	Capt BIGGS	
Wednesday	2 Oct	Maj EBSWORTH	
Thursday	3 Oct	Maj GARRINGTON	
Friday	4 Oct	Maj LUCKETT +	Maj BYATT
Saturday	5 Oct	Maj BUSHE	
Sunday	6 Oct	Capt ZAMMIT	

(+) AC Dinner relief.

27 Sep 46
RVC/ell

MMIA - 'G'
FILE BM/G/5/1
DATE 9/27/46

J.P. ...
Lt. Col,
G.S.

5342

Distribution GEO II (SU) two
DAAG
List 'A'
All Officers named above
Offrs Mess

ORDERLY OFFICERS' ROSTERS

Week ending Sept 29th

CC/2M.M.I.A. DutyA.C. Duty

Monday	23	Maj CHRISPIE	
Tuesday	24	Maj O' FERRAL +	Maj SAMPSON
Wednesday	25	Capt MURRAY	
Thursday	26	Maj EYART	
Friday	27	Capt CAMPBELL	
Saturday	28	Maj EYART +	Maj BOSHE
Sunday	29	Maj LIMBERT	

(+). A.C. Dinner relief

19 Sept 46
RVC/gb

F. J. Clough
for Lt Col,
GS.

DISTRIBUTION: GSO II (two)
DAAG
List 'A'
All Officers named above
Offrs Mess

5341

G(OPS AND SD) 24

Br/6/5/1

ORDERLY OFFRS' ROSTERS

Week ending Sept 22nd

CC/2M.M.I.A. DutyA.C. Duty

Monday	16	Maj LUCKETT	
Tuesday	17	Maj PHILLIPS	
Wednesday	18	Maj MOTT	
Thursday	19	Maj MORECOMBE	
Friday	20	Maj de THIERRY +	Maj PRICE
Saturday	21	Maj de THIERRY	
Sunday	22	Maj MORECOMBE	

(+) A.C. Dinner relief.

13 Sept 46
RNC/ab

DISTRIBUTION: GSO II (two)
DAAG
List 'A'
All Officers named above
Offrs Mess

H. Clavin
Lt Col,
GS.
for

5340

23

ORDERLY OFFRS' ROSTERS

Week ending Sept 15th

CC/2

		<u>M.M.I.A. Duty</u>		<u>A.C. Duty</u>
Monday	9	Maj	LINGEST BYAPF	
Tuesday	10	Maj	EBSWORTH (+)	Maj STOCKER
Wednesday	11	Capt	BIGGS	
Thursday	12	Maj	STOCKER	
Friday	13	Maj	CHARRINGTON	
Saturday	14	Maj	PHILLIPS (+)	Maj LINGEST BYAPF
Sunday	15	Capt	MOCKRIDGE	

(+) A.C. Dinner relief.

F. H. Channing Davis

Lt Col.
GS.RNC/rr
6 Sept 1946

5339

DISTRIBUTION : GSO II (two)
DAAG
List 'A'
All Officers named above.
Offrs Mess

FILED

ORDLRLY OFFERS' ROSTLR
 Week ending Sept 8th

cc/2

	<u>NMIA Duty</u>	<u>AC Duty</u>	<u>Next Weekend Duty</u>
Monday	2 Sept Maj PARKER	Capt MOCKRIDGE	
Tuesday	3 " " MORLCOMBL		
Wednesday	4 " " de THIERRY		
Thursday	5 " Capt MURRAY		
Friday	6 " " CAMPBLLL		
Saturday	7 " Maj LBSWORTH	Maj PHILLIPS	Sat 14 Maj PHILLIPS
Sunday	8 " Maj BYATT		Sun 15 Capt. MOCKRIDGE

Major PARKER } will relieve
 Major LBSWORTH } Maj PHILLIPS }
 Capt MOCKRIDGE }

for dinner on AC duty days,

0338

F.P. Phillips
 Lt Col, GS.
FP

RNC/ry
 31 Aug 46

DISTRIBUTION: 950 II (two)
 DAAG

Tuesday	3	"	"	MORLCOMBL		
Wednesday	4	"	"	de THIERRY		
Thursday	5	"	"	Cept MURRAY		
Friday	6	"	"	CAMPBLLL		
Saturday	7	"	"	Maj LBSWORTH	Maj PHILLIPS	Sat 14 Maj PHILLIPS
Sunday	8	"	"	Maj BYATT		Sun 15 Capt. MOCKRIDGE

Major PARKER } will relieve
 Major LBSWORTH } Maj PHILLIPS
 Capt MOCKRIDGE }

for dinner on AC duty days, 5038

F. Phillips
 Lt Col,
 GS.

RNC/rr
 31 Aug 46

DISTRIBUTION: USO II (two)
 DAAG
 List 'A'
 All officers named above

*Bm/9/5/21
File*

ORDERLY OFFERS' ROSTER

Week ending Aug 25th

CC/2

Next Weekend
Duty

MMIA Duty

AC Duty

	<u>MMIA Duty</u>	<u>AC Duty</u>	<u>Next Weekend Duty</u>
Monday	19 Aug Maj FRANKLIN		
Tuesday	20 " Capt BIGGS		
Wednesday	21 " Capt MOCKRIDGE	Maj MORLONEBL	
Thursday	22 " Maj STOCKLER		
Friday	23 " Maj BURRIDGE		
Saturday	24 " Capt CAMPBELL		Maj CHRISTIE
Sunday	25 " Maj FRANKLIN	Maj LUCKLITT	Maj O'FERRALL

0337

Capt MOCKRIDGE will relieve Maj MORLONEBL and Maj FRANKLIN - Maj LUCKLITT on A.C. duty days } for dinner

RNC/ab
16 AUG 46

RDC
Lt Col. GS.
for

DISTRIBUTION: CSD II (two)
DAAG
List 'A'
All officers named above.

Next Weekend Duty

AC Duty

Monday	19 Aug	Maj FRANKLIN	
Tuesday	20 "	Capt BIGGS	
Wednesday	21 "	Capt MOCKRIDGE	Maj MORLCOMBE
Thursday	22 "	Maj STOCKLER	
Friday	23 "	Maj BURRIDGE	
Saturday	24 "	Capt CAMPBELL	
Sunday	25 "	Maj FRANKLIN	Maj LUCKETT

Maj CHRISTIE
Maj O'FERRALL

0387

Capt MOCKRIDGE will relieve Maj MORLCOMBE and Maj FRANKLIN - Maj LUCKETT on A.C. duty days) for dinner

R. P. ...
Lt Col. GS.
for

RNC/sb
16 AUG 46

DISTRIBUTION: GSD II (two)
DAAG
List 'A'
All officers named above.

BM/g 20

ORDERLY OFFRS' ROSTER

Week Ending Aug 18th

cc/2

			<u>AG Duty</u>	<u>Next Weekend Duty</u>
Monday	12 Aug	Capt MURRAY		
Tuesday	13 Aug	Capt CAMPBELL		
Wednesday	14 Aug	Maj O'ERRELL		
Thursday	15 Aug	Maj BYATT	Capt MURRAY	
Friday	16 Aug	Maj EDSWORTH		
Saturday	17 Aug	Maj CHARRINGTON		Capt CAMPBELL (Aug 24th)
Sunday	18 Aug	Maj BERRIDGE	Capt BIGG	Maj COUSINS (Aug 25th)

Maj BYATT will relieve Capt MURRAY
 Maj BERRIDGE will relieve Capt BIGG } for dinner -
 on AG Duty Days.

R.P. Clough
 Lt-Col
 GS
 5336

DISTRIBUTION

GSO II(SD) (two)
 MPO
 List 'A'
 All offrs named above.

1 August 1946.
 RNC/oll

FILE 19

ORDERLY OFFICERS ROSTER

			SC/2		
				<u>A.C. Duty</u>	<u>Next W/E</u>
Monday	5 Aug	Maj PARKER			
Tuesday	6 Aug	" CHARRINGTON			
Wednesday	7 Aug	" MORECOMBE			
Thursday	8 Aug	Capt. ZAMMIT	Maj PARKER		
Friday	9 Aug	Maj de THIERRY			
Saturday	10 Aug	Capt. BIGGS			
Sunday	11 Aug	Capt. MURRAY		Maj CHRISTIE	Maj CHARRINGTON (Aug 17)
					Maj PARKER (Aug 18)

Capt. ZAMMIT and MURRAY will relieve Majors PARKER and CHRISTIE for dinner on A.C. duty days.

J.P. Charrington
15335
Lt. Col.
CS.

DISTRIBUTION: G II(SD) (two)
MTO
List 'A'
All officers named above

1 Aug 46
RNC/rr

9 (Ops & SD)

18

ORDERLY OFFICERS ROSTER

CC/2

		<u>A.C. DUTY</u>	<u>Next W/E</u>
Monday	29 July	Maj PHILLIPS	Capt WILKINSON
Tuesday	30 July	Maj CHRISTIE	
Wednesday	31 July	Maj HAYES	
Thursday	1 Aug	Maj LUCKETT	
Friday	2 Aug	Maj MOTT	Capt ZAMBIT
Saturday	3 Aug	Maj SPOCKER	Capt BIGGS (Aug 10)
Sunday	4 Aug	Maj MOTT	Capt CARY (Aug 11)

Major PHILLIPS and Major MOTT will relieve the A.C. Duty Officers for dinner on the A.C. Duty days.

5334

R.P. Christie
for Lt Col,
CS.

CITL(SD) (TWO)

DISTRIBUTION: ~~CITL(SD)~~

MFO
List 'A'
All Officers named above

25 July 46
RHC/jw

R/25/7

BM/c/s/1

ORDERLY OFFICERS ROSTER

(Period ending Sunday 28 July '46)

Monday 22	July	Capt.	BIGGS
Tuesday 23	"	Capt.	WILKINSON
Wednesday 24	"	Maj.	STOCKER
Thursday 25	"	Maj.	HOCKRIDGE
Friday 26	"	Maj.	CHARRINGTON
Saturday 27	"	Maj.	STOCKER
Sunday 28	"	Maj.	LUCKETT

OC/2

Next for Saturday August 3 Maj. MOREGEE

Next for Sunday August 4 Maj. MOTT

A.C. Staff Duty Monday 22 Maj. de THIERRY

A.C. Staff Duty Thursday 25 Maj. HAYES

5333

Capt. BIGGS and Maj. HOCKRIDGE will relieve Maj. de THIERRY and Maj. HAYES for dinner on A.C. duty days.

Handwritten signature and initials
Lt Col, GS.

Tuesday		Capt. WILKINSON
Wednesday 24		Maj. STOCKER
Thursday 25		Maj. LOCKRIDGE
Friday 26		Maj. CHARRINGTON
Saturday 27		Maj. STOCKER
Sunday 28		Maj. LUCKETT

Next for Saturday August 3 Maj. MORECOMBE

Next for Sunday August 4 Maj. MOTT

A.C. Staff Duty Monday 22 Maj. de THIERRY

A.C. Staff Duty Thursday 25 Maj. HAYES

5393

Capt. BIGGS and Maj. LOCKRIDGE will relieve Maj. de THIERRY and Maj. HAYES for dinner on A.C. duty days.

R. P. ...
Lt Col,
GS.

DISTRIBUTION: G III (SD)

WFO
LTC
All ... named above.

20 July 1946
RWC/sb

ORDERLY OFFICERS ROSTER(Period ending Sunday 21 July 46)

Thursday	18	July	Maj BERRIDGE
Friday	19	"	Maj FRANKLIN
Saturday	20	"	Maj de THIERRY
Sunday	21	"	Maj HAYES

CC/2

Next for Saturday duty Maj STOCKER

Next for Sunday duty Maj LUCKETT

A.C. Staff duty officer Thursday 18 July Maj LUCKETT.

Maj BERRIDGE will arrange to relieve Maj LUCKETT for dinner during his tour of duty.

MW/rr

for *M. J. Davis as Capt*
Lt Col,
GS.

DISTRIBUTION : G III (SD)
MTO
List "A"
All officers named above

5332

16 July 46

AmTowns/A
06/8
9658

ORDERS FOR DUTY CLERKS (Revised)

- 1. We.f. 19 Apr 46 there will be one Duty Clerk for the whole of MIA.
- 2. Duty Clerk's Roster will be kept by Chief Clerk, and will be open to examination.
- 3. Detail for the following week will be published weekly on Saturdays by 1200 hrs.

4. Tour of duty: 0800 - 0900 hrs daily.

5. Reporting for duty:

(a) to Chief Clerk:	Mon, Tues, Thurs, Fri	- 1600 hrs
	Wed, Sat	- 1100 hrs
(b) to Orderly Officer:	Mon, Tues, Thurs, Fri	- 1605 hrs
	Wed, Sat	- 1105 hrs
	Sun (by telephone)	- 0945 hrs

6. Place of duty:

- (a) Duty Clerk will NOT leave MIA premises until relieved either by clerk next for duty or Relief Duty Clerk (e.g. for meals) or unless ordered to do so by an officer.
- (b) Duty Clerk will normally remain, and will sleep, in Room 44, telephone extension 267 (in Chief Clerk's office), except when required to leave that Room in the course of duty.
- (c) The next for Duty Clerk (except where otherwise stated on the Duty Roster) will remain on MIA premises until relieved by the Duty Clerk returning from meals. This applies also to Sats and Suns, when the relieving clerk will report to the Duty Clerk by 1630 hrs on Sat and Sun and at 1115 hrs on Sunday.
- (d) The Duty Clerk will receive daily from the Orderly Officer, in writing, the Orderly Officer's telephone number and location, before the Orderly Officer leaves the HQ.

5331

(e) The duty Clerk will be provided with an up-to-date list of all officer's billet telephone numbers.

7. Meals: Dinner - 1115 - 1230 hrs } which hours will be
 Supper - 1630 - 1800 hrs } precisely observed.

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

9. Duty Clerk will be specifically responsible that:

- (a) ALL signals and/or letters of URGENT or higher priority are at once reported by telephone to the Orderly Officer.
- (b) all files left in officer's out-trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves. Files in officer's in-trays will not

(b) to Orderly Officer: Mon, Tues, Thurs, Fri - 1605 hrs
Wed, Sat - 1105 hrs
Sun (by telephone) - 0915 hrs

6. Place of duty:

- (a) Duty Clerk will NOT leave MIA premises until relieved either by clerk next for duty or Relief Duty Clerk (C.S. for meals) or unless ordered to do so by an officer.
- (b) Duty Clerk will normally remain, and will sleep, in Room 44, telephone extension 267 (in Chief Clerk's office), except when required to leave that room in the course of duty.
- (c) The next for Duty Clerk (except where otherwise stated on the Duty Roster) will remain on MIA premises until relieved by the Duty Clerk returning from meals. This applies also to Sats and Suns, when the relieving clerk will report to the Duty Clerk by 1630 hrs on Sat and Sun and at 1115 hrs on Sunday.

(d) The Duty Clerk will receive daily from the Orderly Officer, in writing, the Orderly Officer's telephone number and location, before the Orderly Officer leaves the HQ. **5331**

(e) The duty Clerk will be provided with an up-to-date list of all officer's billet telephone numbers.

7. Meals: Dinner - 1115 - 1230 hrs } which hours will be
 Supper - 1630 - 1800 hrs } precisely observed.

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

9. Duty Clerk will be specifically responsible that:

- (a) ALL signals and/or letters of IMMEDIATE or higher priority are at once reported by telephone to the Orderly Officer.
- (b) all files left in officer's out-trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves. Files in officer's in-trays will not be removed unless of a JEROME nature. Any such files found will be removed and cared for by the Duty Clerk for the remainder of his tour of duty. He will hand them to the Duty Clerk relieving him who will be responsible for delivering them to the Head Clerk of the Branch, Service or Section to whom they belong, for return to the officer concerned.
- (c) that all office waste paper baskets are emptied and the contents disposed of according to instructions.

11 July 46

Distribution: PA to GCO, Dep Comd, Col 40, All Branches & Services, All Clerks.

W. J. ...
The Adj. Col G.S.

Completed

cc/s

ORDERS FOR DUTY CLERKS (Temporary)

CC/3 of 18 Apr 46 is superseded temporarily, but is not cancelled.

1. For an unspecified period, but probably until 17 Jun 46, there will be two Duty Clerks for HQ MIA.

2. Duty Clerk's Roster will be kept and maintained by the Chief Clerk and will be open to examination.

3. Tour of duty:- 0800 - 0800 hrs daily.

4. Reporting for duty:-

To Chief Clerk: Mon, Tues, Thurs, Fri - 1625 hrs
Wed, Sat - 1125 hrs

To Duty Officer: Mon, Tues, Thurs, Fri - 1630 hrs
Wed, Sat - 1130 hrs
Sun - 0900 hrs

5. Meals:-

(a) Dinners - 1st sitting 1130 - 1245 hrs
- 2nd sitting 1245 - 1400 hrs

(b) Suppers - 1st sitting 1630 - 1800 hrs
- 2nd sitting 1800 - 1930 hrs

Above meal periods will be strictly adhered to, one clerk only going to each sitting. The clerk going to the 2nd sitting will await the return of the clerk attending the 1st sitting.

6. Place of duty:-

(a) Duty Clerks will remain in Room 48 (except during authorized meal periods as above) unless ordered elsewhere on duty by the Duty Officer. They will sleep in Room 44 unless the Duty Officer is absent, in which case they will sleep in Room 48.

(b) Duty Clerks tour of duty will not be considered completed until they are properly relieved by one or both of the Duty Clerks shown as next for duty on the officially published Roster.

7. Duties:-

Duty Clerks will be specifically responsible that:

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

(b) All files left in officer's out-trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves. Files in officer's in-trays will not be removed unless of a SECRET nature. Any such files found

330

To Chief Clerk: Mon, Tues, Thurs, Fri - 1625 hrs
 Wed, Sat - 1125 hrs

To Duty Officer: Mon, Tues, Thurs, Fri - 1630 hrs
 Wed, Sat - 1130 hrs
 Sun - 0900 hrs

5. Meals:-

- (a) Dinners - 1st sitting 1130 - 1245 hrs
 2nd sitting 1245 - 1400 hrs
- (b) Suppers - 1st sitting 1630 - 1800 hrs
 2nd sitting 1800 - 1930 hrs

Above meal periods will be strictly adhered to, one clerk only going to each sitting. The clerk going to the 2nd sitting will await the return of the clerk attending the 1st sitting.

6. Place of duty:-

(a) Duty Clerks will remain in Room 48 (except during authorised meal periods as above) unless ordered elsewhere on duty by the Duty Officer. They will sleep in Room 44 unless the Duty Officer is absent, in which case they will sleep in Room 48.

(b) Duty Clerks tour of duty will not be considered completed until they are properly relieved by one or both of the Duty Clerks shown as next for duty on the officially published Roster.

7. Duties:-

Duty Clerks will be specifically responsible that:

- (a) ALL signals and/or letters of IMMEDIATE or higher priority are at once brought to the attention of the Duty Officer.
- (b) All files left in officer's out-trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves. Files in officer's in-trays will not be removed unless of a SECRET nature. Any such files found will be removed and cared for by the Duty Clerks for the remainder of their tour of duty. They will hand them to the Duty Clerks relieving them who will be responsible for delivering them to the Head Clerk of the Branch, Service or Section to which they belong, for return to the officer concerned.
- (c) That all office waste paper baskets are emptied and the contents disposed of according to instructions.

3 June 46

Distn: As for CC/3 of 18 April 46.

Amis... ..
 Lieut Col
 GS

OFFICE INSTRUCTION No 129SUBJECT : Duty Officer 1 - 17 June inclusiveCC/2

Ref para 5 Office Instruction No. 124.

1. W.e.f. 1800 hrs 1 June a Duty Officer will be detailed daily for HQ MMIA.
2. This Officer will carry out the duties as laid down for MMIA Duty Officer as performed prior to April 19 e.g.
He will spend the night in the Duty Officer's room at HQ MMIA.
Duty Officer's orders are laid down in CC/2 dated 12 Nov 45.
3. This measure is being taken due to the possibility of civil disturbances during the period of the Italian elections, which might entail employment of Italian Military units to restore order.
4. During this period HQ MMIA will cease to provide Officers for duty on the A.C. Duty Roster.
5. It is expected that it will be possible to revert to the present system of daily orderly officers and duty on A.C. Roster w.e.f. 17 June. This will be confirmed however at a later date.

31 May 46

AAB/aa

A. J. ...
Lt Col,
GS.

DISTRIBUTION:

PA to GOC
All Branches and Services
All Officers of HQ MMIA
Signal Office
CC/2
War Diary (2)

Rm / 1/5 - 1

Bm/c/5/11

12

G
cc/8ORDERS FOR DUTY CLERKS

Ref' CC/3 dated 18 Apr 46 (ORDER FOR DUTY CLERKS).

1. Sub-para (b) of para 9 will be amended as follows:-

INSERT in the first line between "officer's" and "trays" the following:-

"out-" to read

(b) all files left in officer's out-trays by officers" etc.

ADD after "when the officer leaves", the following:-

"Files in officer's in-trays will not be removed unless of a SECRET nature. Any such files found will be removed and cared for by the Duty Clerk for the remainder of his tour of duty. He will hand them to Duty Clerk relieving him who will be responsible for delivering them to the Head Clerk of the Branch, Service or Section to whom they belong, for return to the offr concerned."

2. The above ruling will be strictly observed by all personnel concerned.

20 May 46

A. G. G. G. G.

5329

ABC/cc

Lieut Col
GS

Distn : PA to GOC, Dep Comd, Col A/Q, All Branches and Services,
All Clerks, War Diary (two), File CC/3

C O P Y

11

MEALS FOR A.C. STAFF DUTY OFFICER

TO : ALL OFFICERS

File

Re: Office Instruction No. 124

Officers detailed for A.C., Staff Duty Officer, when leaving the A.C. Building for meals, will leave a telephone number at which they can be contacted with the duty clerk.

MW/SD

(signed) Wilkinson, Capt.
for Major General
M. M. I. A.

APR 11
5327

Bm/et/5/1

ORDERLY OFFICERS ORDERS

CC/2

- 1. There will in future be one Orderly Officer for MIA.
- 2. Posters will be kept by GSO II(SD) and will be open to examination.
- 3. Separate rosters will be kept for weekdays and for weekends.
- 4. (a) A det. II for the following week will be published weekly on Saturdays by 1200 hrs and posted in all officers' offices, Chief Clerk's Office and Signals Office.

(b) The transfer of any officer not available for duty is responsible for informing GSO II(SD) and arranging a replacement.

5. Reliefs.

- (a) On showing urgent reason an officer may by mutual arrangement change his day of duty with another officer.
- (b) Exchange of duty for part of a day will not normally be permitted.
- (c) Exchange of duty will be notified to GSO II(SD) personally by both officers concerned.

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

6. Tour of duty.

- Mon, Tues, Thurs, Fri - 1700 hrs to 0815 hrs day following.
- Tuesday - 1230 hrs to 0815 hrs Thurs.
- Saturday - 1200 hrs to Sat 0900 hrs.
- Sunday - 0900 hrs to Mon 0815 hrs.

7. Reporting for duty.

- (a) Mon, Tues, Thurs, Fri to GSO II(SD) (Room 54) between 1630 - 1700 hrs.
- (b) Wed, Sat to GSO II(SD) (Room 54) between 1130 - 1200 hrs.
- (c) Sun, to Orderly Officer being relieved (who will not leave until his relief has reported) by 0900 hrs.

In absence of GSO II(SD) Orderly Officer will report to GSO I(SD).

G. G. G. G.

10A

(a) A detail for the following week will be published weekly on Saturdays by 1200 hrs and posted in all officers' offices, Chief Clerk's Office and Signals Office.

(b) The detail of any officer not available for duty is responsible for informing GSO II(SD) and arranging a replacement.

5. Reliefs.

- (a) On showing urgent reason an officer may by mutual arrangement change his day of duty with another officer.
- (b) Exchange of duty for part of a day will not normally be permitted.
- (c) Exchange of duty will be notified to GSO II(SD) personally by both officers concerned.
- (d) The officer wishing to exchange his day of duty is responsible for notifying Chief Clerk and Signria Clerk of the change.

5. Tour of duty.

- Mon, Tues, Thurs, Fri - 1700 hrs to 0815 hrs day 5328 following.
- Wednesday - 1250 hrs to 0815 hrs Thurs.
- Saturday - 1200 hrs to Sun 0900 hrs.
- Sunday - 0900 hrs to Mon 0815 hrs.

7. Reporting for duty.

- (a) Mon, Tues, Thurs, Fri to GSO II(SD) (Room 54) between 1630 - 1700 hrs.
- (b) Wed, Sat to GSO II(SD) (Room 54) between 1130 - 1200 hrs.
- (c) Sun, to orderly Officer being relieved (who will not leave until his relief has reported) by 0900 hrs.

In absence of GSO II(SD) orderly officer will report to GSO I(SD).

8. Places of duty.

(a) The Orderly Officer will remain in the present duty room after office hours daily on weekdays until such time as the Duty Clerk has completed the collection of files and the disposal of waste paper. On the Duty Clerk's reporting that these tasks are finished the Orderly Officer may leave the HQ.

27.....

- 2 -

1012

- (b) The Orderly Officer will remain in ROEM proper during his tour of duty and will always be accessible by telephone.
- (c) He is responsible that the Duty Clerk is at all times in possession in writing of the Orderly Officer's telephone number and actual location from hour to hour.

9. The Orderly Officers Book will be obtained from GSO II(SD)'s Office when coming on duty, will be filled in as appropriate and signed, and will be placed on GSO II(SD)'s desk at 0815 hrs daily on completion of tour of duty.

APR 18 1946

Lt Col,
GS.

18 April 46

ARCS/sb

DISTRIBUTION : MA to CCG
All Branches and Services
All officers of HQ MIA
Signal Office
CC/2
War Diary (2)

5325

CC/8

9.

DUTY OFFICERS ORDERS

Amendment No 1 dated 10 Dec to Office Instr No 105 is hereby cancelled.

The following amendment will be made to CC/2 of 12 Nov, subject: Duty Officers Orders:

Under para 8 add sub-para (d) as follows:-

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

W. P. ...

Col.,
A/Q.

20 Dec 45

DISTRIBUTION:

List 'A' (less serial 19)
EM/G/5/1

ABC/JW

R 20 / 12

5324

- (d) 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 IMIA offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders.

DUTY OFFICERS ORDERS

cc/2

1. There will in future be one Duty Officer for the whole of MIA.
2. Rosters will be kept by GSO II(SD) and will be open to examination.
3. Separate rosters will be kept for weekdays and for weekends.
4. (a) A detail for the following week will be published weekly on Saturdays by 1200 hrs and posted in all officers' offices, Chief Clerk's Office and Signals Office.
 (b) The Branch of any officer not available for duty is responsible for informing GSO II(SD) and arranging a replacement.
5. Reliefs.
 (a) On showing urgent reason an officer may by mutual arrangement change his day of duty with another officer.
 (b) Exchange of duty for part of a day will not normally be permitted.
 (c) Exchange of duty will be notified to GSO II(SD) personally by both officers concerned.
 (d) The officer wishing to exchange his day of duty is responsible for notifying Chief Clerk and Signals Office of the change.
6. Tour of Duty.
 (a) Weekdays (Mon to Fri, both incl) : 1700 hrs to 0615 hrs day following.
 (b) Week-ends (i) Saturday : 1200 hrs to Sun 0900 hrs
 (ii) Sunday : 0900 hrs to Mon 0615 hrs
7. Reporting for duty.
 (a) Mon - Fri both incl to GSO II(SD) (Room 54) between 1630 - 1700 hrs.
 (b) Sat to GSO II(SD)(Room 54) between 1130 - 1200 hrs.
 (c) Sun to Duty Officer being relieved (who will not leave until his relief has reported) by 0900 hrs.
 In absence of GSO II(SD) Duty Officer will report to GSO II(WE) or GSO I(SD)
8. Place of duty.
 (a) The Duty Officer will not leave MIA premises during his tour of duty except for meals.
 (b) Duty Officer will normally remain in, and sleep in, Room 9 (Tel: 470525)
 (c) The duty room will never be left empty. In the absence of the Duty Officer, the Duty Clerk will remain in Room 9 and will be prepared to answer the telephone.
9. Meals.
 (a) Breakfast and lunch: normal times.
 (b) Dinner: 1900 - 2030 hrs
 Signals Office will be informed by the Duty Officer what his telephonic number will be while he is away for meals.

Am/2/1/1

5. Reliefs.

- (a) On showing urgent reason an officer may by mutual arrangement change his day of duty with another officer.
- (b) Exchange of duty for part of a day will not normally be permitted.
- (c) Exchange of duty will be restricted to GSO II(SD) personally by both officers concerned.

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

6. Tour of Duty.

- (a) Weekdays (Mon to Fri, both incl) : 1700 hrs to 0015 hrs day following.
- (b) Week-ends (i) Saturday : 1200 hrs to Sun 0900 hrs
- (ii) Sunday : 0900 hrs to Mon 0015 hrs

7. Reporting for duty.

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

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

8. Place of duty.

- (a) The Duty Officer will not leave MHA premises during his tour of duty except for meals.
- (b) Duty Officer will normally remain in, and sleep in, Room 9 (Tel: 470526)
- (c) The Duty Room will never be left empty. In the absence of the Duty Officer, the Duty Clerk will remain in Room 9 and will be prepared to answer the telephones.

9. Meals.

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

10. The Duty Officers Book will be obtained from GSO II(SD)'s Office when coming on duty, will be filled in as appropriate and signed, and will be placed on GSO II (SD)'s desk at 0015 hrs daily on completion of tour of duty.

11. Office Instruction No. 105 is cancelled.

12. Nov 45.
ARCS/JO

W.P. P. P. P.

Col.,
V/Chief of Staff.

DISTRIBUTION : IA to GOC; COS; All Branches and Services; All officers of HQ MIA; Signal Office; CC/2; War Diary (2).

CC/3

ORDERS FOR DUTY CLERKS

1. There will in future be two Duty Clerks for the whole of MIA. (Standing Orders - Clerks para 2 dated 26 Oct is amended).
2. Duty Clerks Roster will be kept by Chief Clerk, and will be open to examination.
3. Detail for the following week will be published weekly on Saturdays by 1200 hrs.
4. Tour of duty: 0800 - 0800 hrs daily.
5. Reporting for duty:
- (a) to Chief Clerk 1655 hrs.
- (b) to Duty Officer 1700 hrs.
6. Place of duty:
- (a) duty clerks will not leave MIA premises until relieved by clerks next for duty except for meals or when ordered to do so by an officer.
- (b) duty clerks will normally remain, and will sleep, in room 44 (new despatch office - telephone ext. 537), except when required to leave that room in the course of duty.
7. Meals : Dinners 1st 1130 - 1245 hrs
2nd 1245 - 1400 hrs
- Suppers 1st 1630 - 1800 hrs
2nd 1800 - 1930 hrs
- which hours will be precisely observed. One clerk will go to meals at a time. The clerk going to 2nd sitting will in no circumstances leave the Duty Office until the first clerk has returned.
8. Time off: 0800 - 1000 hrs on completion of tour of duty.
9. Duty Clerk will be specifically responsible that:
- (a) All signals and/or letters of IMMEDIATE or higher priority are at once handed to the Duty Officer.
- (b) all files left in officer's trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves.
- (c) that all office waste paper baskets are emptied and the contents disposed of according to instructions.

5322

5. Reporting for duty:

- (a) to Chief Clerk 1655 hrs.
- (b) to Duty Officer 1700 hrs.

6. Place of duty:

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

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

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

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

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

9. Duty Clerk will be specifically responsible that:

- (a) All signals and/or letters of IMMEDIATE or higher priority are at once handed to the Duty Officer.
- (b) all files left in officer's trays by officers working after office hours are placed on the table of the Head Clerk of the department concerned when the officer leaves.
- (c) that all office waste paper baskets are emptied and the contents disposed of according to instructions.

10 Nov 45
ARCS/jw

Atkinson
Lt Col.,
GS.

DISTRIBUTION: MA to GOC
C O S
All Branches and Services
All Clerks
Per Diary (Two)
File : 00/3

MIA 'G'
FILED <i>AM/12</i>
DATE <i>13/11</i>

(copy) [unclear] all [unclear]

13 0830

5322

(1088 881) = 2 (5)
 BA/G/2.

STANDING ORDERS - CLERKS.

1. OFFICE HOURS.

Office hours will be as under :-
 Mondays to Fridays - 0800 hrs to 1200 hrs.
 1330 hrs to 1700 hrs.
 Saturdays - 0800 hrs to 1200 hrs.

No clerk will be permitted to leave the office without prior approval of the Chief Clerk or Head Clerk of the Branch or Service concerned.

2. NIGHT DUTY.

There will at all times be two clerks on Night Duty (one from "GC" Branch and one from "A/Q"). Separate orders will be issued from time to time for Duty Clerks.

3. INCOMING MAIL.

The Chief Clerk is responsible for ALL correspondence received and ensuring the immediate distribution to Branches and Services.

4. Head Clerks of Branches and Services will examine mail and pass for registering and filing as quickly as possible.

5. Having checked that the correspondence is correctly filed, Head Clerks will attach a white slip to all routine letters giving their degree, i.e. for action, for information, etc.

URGENT Signals and Matters of an URGENT nature will be affixed with a RED slip for immediate attention.

IMMEDIATE Signals will be registered and handed to an officer immediately.

6. 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.

7. In NO circumstances will files be put away until the document to which the slip is attached, has been initialled as completed by the officer responsible for disposing of the matter.

8. All "OUT" trays will be cleared hourly. Head Clerks will check and ensure the correct disposal of the files, and that all typing is completed as soon as possible.

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

10. All files will be collected at 1700 hours daily (1200 hours on Saturday), and brought forward the next morning, if necessary.

approval of the Chief Clerk or Lead Clerk of the Branch or Service concerned.

2. NIGHT DUTY.

There will at all times be two clerks on Night Duty (one from 'CS' Branch and one from 'A/Q'). Separate orders will be issued from time to time for Duty Clerks.

3. INCOMING MAIL.

The Chief Clerk is responsible for ALL correspondence received and ensuring the immediate distribution to Branches and Services.

4. Lead Clerks of Branches and Services will examine mail and pass for registering and filing as quickly as possible.

5. Having checked that the correspondence is correctly filed, Head Clerks 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 attention.

IMMEDIATE Signals will be registered and handed to an officer immediately.

6. 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.

7. In NO circumstances will files be put away until the document to which the slip is attached, has been initialled as completed by the officer responsible for disposing of the matter.

8. ALL "OUT" trays will be cleared hourly. Head Clerks will check to ensure the correct disposal of the files, and that all typing is completed as soon as possible.

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

10. ALL files will be collected at 1700 hours daily (1200 hours on Saturday), and brought forward the next morning, if necessary.

11. Head Clerks will be responsible that adequate supplies of stationery and the like are available in officers rooms and that pencils are sharpened.

[Handwritten signature]
Colonel,
A/Q,
M.A.I.A.

2 of 65, 45.

Distribution : NORMAL.

/dys

STANDING ORDERS - CLERKS

1. OFFICE HOURS

Office hours will be as under :-

Other Ranks
0815 - 1230
1200 - 1800)days
(Sun-
1800)days

0845 - 1200
1315 - 1730)days
(Sun-
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 Chief Clerk is responsible for ALL correspondence received 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 attention.

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

9. ALL Files will be collected at 1800 hours daily, and brought forward the next morning, if necessary. (1700 hours on Saturday)

Both Secret and Security files will be placed in a cupboard or security box which will always be kept locked.

10. The expeditious and efficient handling of messages and correspondence is of the utmost importance, and cannot be too highly stressed. C.Cs and NCOs i/c will ensure that their staff through their respective offices with the...

Handwritten notes and signatures at the top of the page, including "28 A" and "20/11".

The Chief Clerk is responsible for ALL correspondence received and ensuring the immediate distribution to Branches and Services.

- 4. C.Cs and NCOs 1/c Branches and Services will "vet" mail and pass for registering and filing as quickly as possible.
- 5. Having checked that the correspondence is correctly filed, the C.C., or NCO 1/c, will attach a white slip to all routine letters giving their degree, i.e. for action, for information, etc.

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

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

- 6. 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.

7. 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.

- 8. ALL "OUT" trays will be cleared hourly. The C.C. or NCO 1/c Branch or Service will check and ensure the correct disposal of the files, and that all typing is completed as soon as possible.

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

- 10. ALL Files will be collected at 1700 hours ^(1200 hours on Saturday) daily, and brought forward the next morning, if necessary.

Both Secret and Security files will be placed in a cupboard or security box which will always be kept locked.

- 11. The expeditious and efficient handling of messages and correspondence is of the utmost importance, and cannot be too highly stressed. C.Cs and NCOs 1/c will ensure that they pass through their respective offices with the minimum of delay.

12. NCOs 1/c Branches will be responsible for seeing that inkwells are kept filled and that a plentiful supply of blotting paper etc. is available on all desks of their respective offices.

15 (1)

Robert F. P. Kelly
 Lt. Col.
 General Staff.
 Land Forces Sub-Com, A.C.
 (M.M.I.A.)

1 Jan 45.

Distribution: All Branches and Services, All Clerks, Camp Comdt British, Comdt U.S.

G(50-1197)
③

Bm/G/6

AMENDMENT No 1
to
OFFICE INSTRUCTION No 105

5A

MILITARY MISSION TO THE ITALIAN ARMY

DUTY OFFICERS ORDERS

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

X

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

D. Pickley

Col
A/G

10 Dec 45

LRCS/nbc

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

5318

STANDING ORDERS - CLERKS.

1. OFFICE HOURS.

Office hours will be as under :-

- Mondays to Fridays - 0800 hrs to 1200 hrs.
1530 hrs to 1700 hrs.
- Saturdays - 0800 hrs to 1200 hrs.

No clerk will be permitted to leave the office without prior approval of the Chief Clerk or Head Clerk of the Branch or Service concerned.

2. NIGHT DUTY.

There will at all times be two clerks on Night Duty (one from "GS" Branch and one from "A/Q"). Separate orders will be issued from time to time for Duty Clerks.

3. INCOMING MAIL.

The Chief Clerk is responsible for ALL correspondence received and ensuring the immediate distribution to Branches and Services.

Head Clerks of Branches and Services will examine mail and pass for registering and filing as quickly as possible.

Having checked that the correspondence is correctly filed, Head Clerks 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 attention.

IMMEDIATE Signals will be registered and handed to an officer immediately.

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.

In NO circumstances will files be put away until the document to which the slip is attached, has been initialed as completed by the officer responsible for disposing of the matter.

ALL "OUT" trays will be cleared hourly. Head Clerks will check and ensure the correct disposal of the files, and that all typing is completed as soon as possible.

GOC's correspondence, both in and out, will be directed through the Chief Clerk. 5319

ALL files will be collected at 1700 hours daily (1200 hours on Saturday), and brought forward the next morning, if necessary.

Handwritten marks: '2' and 'G' in the top left margin.

2. NIGHT DUTY.
There shall at all times be two clerks on Night Duty (one from "GS" Branch and one from "A/Q"). Separate orders will be issued from time to time for Duty Clerks.

3. INCOMING MAIL.
The Chief Clerk is responsible for ALL correspondence received and ensuring the immediate distribution to Branches and Services.

4. Head Clerks of Branches and Services will examine mail and pass for registering and filing as quickly as possible.

5. Having checked that the correspondence is correctly filed, Head Clerks will attach a white slip to all routine letters giving their degree, i.e. for action, for information, etc.

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

IMMEDIATE Signals will be registered and handed to an officer immediately.

6. 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.

7. In no circumstances will files be put away until the document to which the slip is attached, has been initialled as completed by the officer responsible for disposing of the matter.

8. ALL "OUT" trays will be cleared hourly. Head Clerks will check and ensure the correct disposal of the files, and that all typing is completed as soon as possible.

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

10. All files will be collected at 1700 hours daily (1200 hours on Saturday), and brought forward the next morning, if necessary.

11. Head Clerks will be responsible that adequate supplies of stationery and the like are available in officers rooms and that pencils are sharpened.

- 630 1 AK
- 630 2 (CMB)
- 630 2 (SD)
- 660 3 (CJ) DW
- 630 2 (CJ)
- 630 3 (CMB)
- 630 3 (CMB)

John M. ...
Colonel,
A/Q,
M.A.I.A.

20 Oct. 45.

Distribution: NORMAL, 3-4-3 (30)

/dgo

MMIA - G
FILE: <u>Bm/C</u>
DATE: <u>11/27/10</u>

(a) To guard against the thefts of telephone instruments 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 HLL offices at irregular intervals during their tour of duty, and will be prepared to deal with possible intruders. etc

OFFICE INSTRUCTION
NO. 105

MILITARY MISSION TO THE ITALIAN ARMY
STAFF AND DUTY OFFICERS ORDERS.

4301
G-2 (C-1)
G-3 (C-2)
G-4 (C-3)
G-5 (C-4)
G-6 (C-5)
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G-99 (C-98)
G-100 (C-99)

1. TOURS OF DUTY

Duty officers tours of duty will be :-

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

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

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

2. MEALS

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

3. DUTIES

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

4. The Duty Officer will not leave HQ MIA premises during duty hours except for meals. He is responsible that the Duty Officers room is not empty on any occasion. When he personally is temporarily called away a Duty Officer will be installed. He will sleep in Room 5 where a bed is provided. Telephone No. is 478526.

5. From Monday to Friday the duty officer taking over will report to Room 21 between 1630 hrs and 1700 hours to inform the AAG that he is taking over duty as from 1700 hours. On Saturday a similar report will be made between 1130 and 1200 hrs. The duty officer due for relief at 1100 hours on Sunday will not leave the duty officers room until his relief has reported to take over duty.

6. In the absence of the AAG such report will be made to the DAG A1, 2 or 3.

7. A Duty Officers Book is kept in Signals Office. All incidents will be

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

(c) When absent for meals he will inform MIA Signals Office where he can be contacted, and is responsible for ensuring that he can be located by the telephone operator.

3. DUTIES

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

4. The Duty Officer will not leave HQ MIA premises during duty hours except for meals. He is responsible that the Duty Officers room is not empty on any occasion. When he personally is temporarily called away a Duty Clerk will be installed. He will sleep in Room 9 where a bed is provided. Telephone No. is 478526.

5. From Monday to Friday the duty officer taking over will report to Room 21 between 1630 hrs and 1700 hours to inform the AAG that he is taking over duty as from 1700 hours. On Saturday a similar report will be made between 1450 and 1200 hrs. The duty officer due for relief at 1100 hours on Sunday will not leave the duty officers room until his relief has reported to take over duty.

* In the absence of the AAG such report will be made to the DAG A1, 2 or 3.

6. 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 LII(SD)'s desk by 0830 hrs. This applies whether or not any entries have been made. The Duty Officers Roster will be posted in all officers offices, Chief Clerks office and Signals Office.

7. RELIEFS

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

11691
BAC/6
R/00710
D

/by

478526

Page 2.

by the officer making the change.

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

6. 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.

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

Chief of Staff.

1 Oct. 45.
/age

5316

[2 3 2 5]