

MMIA OFFICE INSTRUCTION NO 116

BM/G/6

25 February 1946

1. In order to facilitate and expedite the clearance of Signal Messages through RAAC Signal Office, the RAAC message form (copy attached) will be used by all branches of this HQ for outgoing Signal messages.
2. The only exception to the above will be in the case of a multi-address message containing seven or more addressees. Such multi-address messages may be set out on a plain sheet of paper provided the layout of the RAAC message form is adhered to.
3. Messages not adhering to the above instructions will NOT be accepted by the Signal Office (Message Center).
4. RAAC message forms will be supplied by Signals, through the Chief Clerk, to branches.

A. H. Smith
 Lt Col.
 GS

Distribution:-

List 'A' }
 8 BLU } Action.

HQ AC for Executive Comm }
 HQ RAAC } Info

JWE/ljb

5398

→ BMG/6 ← 18

See to 19

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

(Amendment No.1)

Ref MMIA Office Instr No.110 dated 18 Dec 45, please cancel
Appx 'A' and substitute new revised Appx 'A' att herewith.

Atkinson

attn

for Major General. OS
MMIA.

16 Jan 46

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

ABC/13b

Completed 11/15/36

See Folio 36

Revised Appx 'A' to
INSTRUCTION NO 110

BLU	LOCATION	SIGNAL AND LETTER ADDRESS	TELEPHONE			EXTENSION	OFFICES, MESS AND BILLET
			EXCHANGE	OFFICE	NO		
1	TORINO	1 BLU	TURIN	G-I G-II DAA & QMG ST Ord REME LO(M) Clerks	46493 44638 46493 32278 559045 73346 44682 44727		TORINO
2	GENOA	2 BLU	Blockade	G DAA & QMG REI LO Ord REME Clerks	56575 52278 580258 580301		6 Via DANTE (2nd Fl) GENOA
3	MILAN	3 BLU	MILAN		152965 153845 Offrs Mess 690975	(G 107 Q 25 ST 103 Ord 103 REME 126 LO 10	3 Ter HQ, Via CARMEN MILAN Offrs Mess: 2 Via P VILLE M MILAN
4	BOLZANO	4 BLU	VERONA	Ask for 4 BLU			BOLZANO
5	UDINE	5 BLU	UDINE	Civil line ST	1762 269 51268	02	5 Terr HQ: 28 Via SA ST Office: 8 Via G.D Offrs Mess: 8 Via S.C ORc Billet: 3 Via P U REME Incr: c/o 421 F

Revised Appx 'A' to MHA OF E
INSTRUCTION NO 110 dated 18 Dec 45.

TELEPHONE			EXTENSION	OFFICES, MESSES AND BILLET.
EXCHANGE	OFFICE	NO		
TURIN	G-I G-II DAA & QMG ST Ord REME LO(N) Clerks	46493 46638 46493 32278 559045 73346 44682 44727		TORINO
Blockade	G DAA & QMG ST LO Ord REME Clerks	56575 52278 580258 580301		6 Via DANTE (2nd Floor) GENOA
MILAN		152965 153845 Offrs Mess 690975	(G 107 Q) 25 ST) Ord 103 REME 126 LO 10	3 Ter HQ, Via CARMINE, MILAN Offrs Mess: 2 Via PIROTTI VILLE ZARA MILAN
VERONA	Ask for 4 BLU			BOLZANO
UDINE	Civil line ST	1762 269 51268	02	5 Terr HQ: 28 Via SAVERGEMMA, UDINE ST Office: 8 Via GALVANI, UDINE Offrs Mess: 8 Via S. GIUSEPPE, UDINE Offs Billet: 3 Via P. UMBERTO, UDINE REME Incr: c/o 421 P.S. Section, BERGAMO

- 2 -

6	BOLOGNA	6 BLU	Vicksburg		119		23 Via CASTIGLIONE,
7	FLORENCE	7 BLU	FLORENCE	(DAY) (NIGHT) Offrs Mess Excelsior Hotel	1629 1597 1356 1414		Office: No.1 Piazza Billet: Maj Gregson Capt Downing Offrs Mess present (Primavera)
8	ROME	8 BLU	ROME		487173		c/o RAIL, NEW DI CO via VITTORIO VENETO
9	BARI	9 BLU	BARI	GSO TI DIA & CIG ITI LO	11458 13869		161 Corso VITTORIO BARI
10	NAPLES	10 BLU	NAPLES	GI GII AQ SC Ord REME ITI LOs Duty Offr	15744 53623 15744 15744 15781 15744 53878 53129	(after 1700 hrs)	Provincial Bldgs (4) NAPLES
11	PALERMO	11 BLU	PALERMO	GII AQ ITI LO Clerks Offrs Mess	18372 11393 10637 18683		Villa RUTELLI, Via PALERMO. Offrs Mess: Villa M 48 Via
12	CESANO	12 BLU	ROME		66319	(Switchboard)	CESANO

- 2 -

Vicksburg		119		23 Via G. STIGLIONE, BOLOGNA
FLORENCE	(DAY) (NIGHT) Offrs Mess Excelsior Hotel	1629 1597 1356 1414		Office: No. 1 Piazza Stazione, FLORENCE Billot: Maj Grogson, Room 371. Excelsior Hotel Capt Downing " 273 " " Offrs Mess presently unoccupied (Villa Primavera)
ROME		487178		c/c W.I.A., MIN DI CORP. Via VITTORIO VENETO, ROME.
BARI	GSC II DAJ & QJG) ITI LO)	14458 13869		161 Corso VITTORIO EMANUELE BARI
NAPLES	GI GII AQ ST Ord REME ITI LO Duty Offr	15744 53623 15744 15744 15781 15744 53878 53129	(After 1700 hrs)	Provincial Bldgs (4th Floor) NAPLES
PALERMO	GII AQ ITI LO Clerks Offrs Mess	18372 11393 10637 18683		Villa RUTELLI, Via GIOVANNI BOHANNI 55, PALERMO. Offrs Mess: Villa MAPRANGA, 48 Via LA MARMORA, PALERMO.
ROME		66319	(Switchboard)	CESANO

G(6/12/50)

17

Subject:- Wearing of Mufti.

Land Forces Sub-Commission A.C.,
(M.M.I.A.) R O M E

A 377.

9 Jan. 46.

To ; - List 'A' less Serials 9, 16 & 18.

Officers are reminded that "Mufti" may only be worn
whilst taking bona fide recreational exercise.

6.1.1. - 6.1.1.
FILE: <u>Ln/a/6</u>
DATE: <u>8/1/46</u>

Handwritten signature

Handwritten signature

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

5395

Handwritten signature
MAP/GO.

Handwritten signature

16

OFFICE INSTRUCTION NO. 106Amendment No. 3File : CC/1SUBJECT: Distribution Lists.DISTRIBUTION: Lists "A", "B" and "C"

Against List "A" - Internal - Serial No. 5

DELETE - G(SD & Int)

INSERT - G(Ops & SD)

INSERT new serial:

5A. G(Int)

4 Jan 46

jw

Colonel,
Deputy Comd., M.H.I....

5394

OFFICE INSTRUCTION No. 114

Subject : Disposal of SECRET Waste Paper

1. W.e.f. 4 January, 1946, the Duty Clerks will be responsible for the burning of all SECRET Waste Paper, previously carried out by the Interpreters.
2. Orders for Duty Clerks will be amended as follows :-
Para 9(c) - DELETE existing sub-para
INSERT
"that all office waste paper baskets are emptied and the contents burnt by 1000 hours daily"
3. ALL previous instructions on "Disposal of SECRET Waste Paper" are cancelled.

3 Jan 45.

A.H. Smith
Lt Col
G S

5393

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

/dgc

FILE: *BM/C/L*
DATE: *R/3/1.*

MMIA OFFICE INSTRUCTION NO. 113

CC/1

29 December 1945

1. Tuesday and Wednesday, January 1st and 2nd 1946 will be observed as official holidays. December 31st 1945 will be a normal working day.
2. As regards the Italian clerical staff Tuesday will be a holiday with pay and Wednesday a holiday without pay.

MMIA - 'G'
FILE: <u>Bm/c/6</u>
DATE: <u>1/29/46</u>

5392

W. J. H. Jones
Lt. Col.,
A.A.G., M.M.I.A.

Distribution:-- List 'A'

AHG/eco

OFFICE INSTRUCTION No. 112

BA/3/6

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

1. All incoming correspondence written in ITALIAN, after delivery to the Branch concerned, will be submitted for scrutiny to an officer, detailed by the Head of the Branch.
2. This officer will decide:
 - (a) What letters need not be translated at all (e.g. acknowledgements of MIA letters, routine returns etc).
 - (b) The order of priority (1 to 3. 1 = URGENT, 2 = ROUTINE, 3 = DEF-ERRED) in which the remaining letters should be translated.
 - (c) Any letters requiring translation into especially good ENGLISH e.g. for onward transmission to ATHO.
3. Correspondence will be marked accordingly and sent to the Interpreter Section for translating.
4. NCO i/c Interpreter Section will be responsible that all PRIORITY 1 letters are translated for all branches before work is started on PRIORITY 2 letters.
5. In order to save time and paper, the translation of simple, double-spaced ITALIAN letters will be written in manuscript above the original ITALIAN.
6. In the event of difficulty in coping with letters of the same priority classification, NCO i/c Interpreter Section will appeal to GSO I (SD), who, after consultation with heads of branches concerned, will decide which letters shall be translated first.
7. Translated documents will be shown on all files as e.g. folio 33 "T", not 33 "A".
8. (a) Interpreters will not be taken for duty outside the office unless absolutely necessary.
(b) Application for permission to take an interpreter out will be made to GSO I (SD) as long as possible in advance.
(c) Interpreters will be returned to the office at the earliest possible moment after completion of the essential part of an outside duty.

27 Dec 45

W. J. Smith
Lt Col,
CS.

-EXRED) in which the remaining letters should be translated.

(c) Any letters requiring translation into especially good ENGLISH e.g. for onward transmission to AFHQ.

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

4. NCO i/c Interpreter Section will be responsible that all PRIORITY 1 letters are translated for all branches before work is started on PRIORITY 2 letters.

5. In order to save time and paper, the translation of simple, double-spaced ITALIAN letters will be written in manuscript above the original ITALIAN.

6. In the event of difficulty in coping with letters of the same priority classification, NCO i/c Interpreter Section will appeal to GSO I (SD), who, after consultation with heads of branches concerned, will decide which letters shall be translated first. *391*

7. Translated documents will be shown on all files as e.g. folio 55 "M", not 33 "A".

8. (a) Interpreters will not be taken for duty outside the office unless absolutely necessary.

(b) Application for permission to take an interpreter out will be made to GSO I (SD) as long as possible in advance.

(c) Interpreters will be returned to the office at the earliest possible moment after completion of the essential part of an outside duty.

27 Dec 45

DISTRIBUTION:

List 'A' (less serial 19)
Interpreter Sec.

LRGS/jw

Approved
Lt Col,
CS.

G(SD & H)

12

M.M.I.A. OFFICE INSTRUCTION No. 111

CC/1

1. It has been noticed that certain British officers on the HQ of M.M.I.A. make a habit of leaving their offices about 1100 hrs every morning for the purpose of going out to drink tea or coffee. This example has inevitably been followed by the clerical staff, the majority of whom do the same thing.

Whilst it is undesirable, and should be quite unnecessary to lay down rules as to when and under what circumstances an officer may leave his work, it must be clearly understood that this habit will cease forthwith.

2. Should any officer or clerk find himself at any time without any work to do, he should report the fact to the head of his branch or service.

M. J. Hume

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

Distribution : - List 'A'

AHG/cr

21 Dec 1945.

M.M.I.A. - 'G'	
FILE:	<i>20/6/6</i>
DATE:	<i>11/26/12</i>

5380

Col. G3	
GSO I (D)	
Dep. G3	
G. J. H (S)	
GSO I (I)	
GSO I (W)	
GSO III (SD)	
GSO II (JRB)	
G (H)	

FILE 11A
Pect 21

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

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

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

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

18 Dec 45

Atkinson
for Major General.
MMIA. *61601*
CS

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

AFC/abc

5383

BLU	LOCATION	SIGNAL AND LETTER ADDRESS	TELEPHONE		EXTENSION	
			EXCHANGE	NO		
1.	TORINO	1 BLU	TURIN	G-I 46493 G-II 44638 DAA & QMG 46493 ST 32278 Ord 559045 REME 75346 LO(1) 44682 Clerks 44727		
2.	VENICE	2 BLU	Blockade	G 56575 DAA & QMG 52278 ITI LO 580258 Ord 580301 REME Clerks		6 GE
3.	MILAN	3 BLU	MILAN	152965 153845 Offrs Mess 690975	(G 107 () 25 (ST) (REME 103 (LO 10	3 OFF
4.	BORGARNO	4 BLU	VERONA	Ask for 4 BLU		
5.	UDINE	5 BLU	UDINE	1768		5 T Bil

1

Appendix 'A' to LMA Office
Instruction No 110 Dated 18p

MESS	TELEPHONE		EXTENSION	OFFICES AND BILLETS
	EXCHANGE	NO		
TURIN	G-I	46493		
	G-II	44638		
	DAA & QMG	46493		
	ST	32278		
	Ord	559045		
	REME	73346		
	LO(M)	44682		
	Clerks	44727		
Blockade	G	56575		6 Via DANTE (2nd Floor) GENOA
	DAA & QMG			
	ITI LO	52278		
	Ord			
	REME	580258		
	Clerks	580301		
MILAN		152965	(G 107 Q 25 ST 103 REME 103 LO 10	3 Terr HQ, Via CARMINE, MILAN. Offrs Mess: 2 Via FERROTTI VIALE ZARA MILAN
		153845		
	Offrs Mess	690975		
VERONA	Ask for 4 ELU			
UDINE		1768		5 Terr HQ; Caserma GAVORGNA UDINE. Billet: Albergo ITALIA, UDINE

2

6.	BOLOGNA	6 BLU	Vicksburg	119		4 Vi
7.	FLORENCE	7 BLU	FLORENCE	(DAY) 1629 (NIGHT) 1597 Offrs Mess 1356		Offrs oc
8.	ROME	8 BLU	ROME	487178		c/o via
9.	BARI	9 BLU	BARI	GEO II 11458 DIA & QMG IFT Liaison Offr 13869		161 BARI
10.	NAPLES	10 BLU	NAPLES	GI 15744 GII 53623 AQ 15744 ST 15744 Ord 15781 REME 15744 IFT LOs 53878 Duty Officer 53129	(After 1700 hrs)	Prov NAPLES
11.	PALERMO	11 BLU	PALERMO	GII 18372 AQ 11393 IFT LO & Clerks 10637		8 vi
12.	CESANO	12 BLU	ROME	66319	(Switchboard)	

IN

Vicksburg		119		4 Via MANZONI, BOLOGNA
FLORENCE	(DAY) (NIGHT) Offrs Mess	1629 1597 1356		Offrs Mess presently un-occupied
ROME		487178		c/o MOTA, MIN. DI CORP. via VITTORIO VENETO, ROME.
BARI	GSO II DAA & QMG ITI Liaison Offr	11458 13869		161 Corso VITTORIO EMANUALE BARI.
NAPLES	GI GII AQ ST Ord REME ITI LOS Duty Officer	15744 53623 15744 15744 15781 15744 53878 53129	(After 1700 hrs)	Provincial Bldgs (4th floor) NAPLES.
PALERMO	GII AQ ITI LO & Clerks	18372 11393 10637		8 via BARI, PALERMO
ROME		66319	(Switchboard)	

G (SO & INT) 10

OFFICE INSTRUCTION NO. 108Amendment No. 2File : GC/1Subject : Distribution Lists.Distribution : Lits "A", "B" and "C"

Against List "A" - Internal No. 2.

DELETE - "Chief of Staff"

and

INSERT - "Deputy Comd."

Colonel,
Deputy Comd. M.M.I.A.17 Dec 45.
dgc

5386

1-2 (20) _____
 1-2 (50) _____
 1-2 (W-2) _____
 1-2 (L) _____
 1-3 (50) _____
 1-3 (Gbat) _____
 1-3 (M) _____

MMIA - 'G'
FILE: RM/G/6
DATE: 12/18/12

OFFICE INSTRUCTION NO 109
Compilation of War Diary

1. Ref MMIA Office Instr NO.106. Last sentence of para 3 will be deleted and the following substituted ;

"These will be collated by each branch on Army Form C.2118 and signed and submitted in duplicate by the Head of the branch to GSI by the 8th day of every month for final collation and submission to GHQ C2E."

2. Attached, herewith, is copy of instructions contained in ME Form 160 (Amended), detailing the correct method for the keeping of War Diaries and also pro-forma copy of AF. C2118. Owing to the difficulty of obtaining this latter Form, it will be necessary for branches to use stencilled pro-formae which can be obtained from G-Branch. Att is copy of Index to War Diary Appoes.

3. It is emphasised that narratives should be kept as brief as possible and that Appendices should be confined to those containing definite information and those transmitting definite decisions.

4. MMIA Office Instr NO.106 remains in force with the exception of that portion referred to in para 1 above.

1 Dec 45

AFC/jc

Copy to: All Branches and Sections.

A. H. Scrimley

Lt-Col

CS

5385

PREPARATION AND SUBMISSION OF WAR DIARIES

(Ex ME Form 160) (Amended)

GENERAL

1. A war diary will be kept by:-

- (i) Each branch of the staff in the headquarters of a formation or subordinate command.
- (ii) Units and establishments.
- (iii) Heads of Services and their representatives.
- (iv) Personal staffs and officers holding special appointments.

Notes:

(a) In the case of headquarters of formations and subordinate commands, sections of the various branches may keep separate war diaries or one combined war diary, as is found convenient.

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

- (a) Cover (ME Form 160 amended);
- (c) Narrative;
- (b) Index as printed on cover;
- (d) Appendices.

3. All details of the unit or formation, sub-units attached and, if a detachment is concerned, the name of the parent unit, period covered and folio numbers of appendices will be shown on the cover.

METHOD OF COMPILATION

4. It is essential that the function of a war diary and the principles upon which this method of compilation are based should be clearly understood. The war diary will be regarded primarily as a current monthly report made by the Commander of the unit or formation or Head of the branch. It will be signed once, as a report, by the Commander, Head of the branch or Senior Staff Officer. It is ipso facto a historical record.

In order to ensure accuracy and completeness and to save work, as much important information as possible will be conveyed in appendices consisting, with one exception, of copies of documents issued and received in normal routine. The narrative is intended to supply information not given in the appendices.

Commanders of all grades are encouraged to include in the war diaries of their formations or units any ideas, opinions and recommendations, based on factual experience likely to be of benefit for short-term research in the Army, as well as material likely to be of value later for the history of the war. It is important that in recording the success or failure of our own or enemy equipment or tactics, commanders give, whenever possible, facts and figures sufficient to show the causes of success or failure. Vague general statements are of no value for this purpose.

(iv) Personal staffs and officers holding special appointments.

Notes:

(a) In the case of headquarters of formations and subordinate commands, sections of the various branches may keep separate war diaries or one combined war diary, as is found convenient.

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

- (a) Cover (ME Form 160 Amended);
- (c) Narrative;
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- (d) Appendices.

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Commanders of all grades are encouraged to include in the war diaries of their formations or units any ideas, opinions and recommendations, based on factual experience likely to be of benefit for short-term research in the Army, as well as material likely to be of value later for the history of the war. It is important that in recording the success or failure of our own or enemy equipment or tactics, commanders give, whenever possible, facts and figures sufficient to show the causes of success or failure. Vague general statements are of no value for this purpose.

NARRATIVE (A.F. O 2418)

5. The narrative should be written up daily. It should supplement and connect the appendices, but need not give a précis of any of them. It should contain:-

- (a) Account of operations with notes of topographical and climatic factors affecting them.
- (b) Notes on how orders were carried out.
- (c) Nature and description of field engineering works constructed.

2/.....

- 2 -

NARRATIVE (Contd.)

- (d) Note of any administrative difficulties encountered and action taken to overcome them.
- (e) Note on how time not accounted for above was spent. (The type of training, etc., should be specified).
- (f) Brief notes of the times of receipt and issue of orders and important messages, and a reference of the appendix letter and folio number, and, only if necessary, a very brief note of the contents.
- (g) Intermediate movements of unit or formation.
- (h) Notes of any important visits paid and received by Commanders and Senior Staff Officers. It is equally important to make a note of the reasons for the visit and decisions taken.

The exact hour of occurrence should be recorded.

APPENDICES

6. GENERAL

Assignment of copies to the war diary.

When an operation order, appreciation, letter laying down policy or other important document is prepared, two copies should be made at the time specifically for the diary. This will be made a routine procedure; the copies will be placed in a separate folder, and not treated as spare copies.

It is essential that copies of all important documents should be placed in the war diary, including commander's "personal" and semi-official messages which contain instructions of operational importance.

Grouping of the appendices. The appendices will be assembled in the group shown on the cover, not in simple chronological order. This is intended to make assembly and reference easy.

The index is designed to provide for the needs of as wide a variety of unit headquarters and branches as possible and to serve as a reminder of the types of documents required. It will generally be found, therefore, that there are no documents to be included in several of the appendices. In such cases the word "Nil" should be entered in the appropriate space in the index and the appendix left blank.

In the case of formation headquarters, where branches, sections of branches and services keep separate war diaries, and in the case of administrative units at installations, it will be found that, whereas many of the appendices listed on the cover are not applicable, certain of the papers to be included fall conveniently in distinct categories. In such cases the papers not provided for should be inserted by groups and lettered accordingly, beginning with "K".

7. Notes

Appendices 'E' and 'H'. Originators of documents are responsible for preserving copies for assignment to war diaries. Nevertheless it is convenient to include copies of documents which are not assigned to war diaries.

(h) Notes of any important visits paid and received by Commanders and Senior Staff Officers. It is equally important to make a note of the reasons for the visit and decisions taken.

The exact hour of occurrence should be recorded.

6. GENERAL

APPENDICES

Assignment of copies to the war diary.

When an operation order, appreciation, letter laying down policy or other important document is prepared, two copies should be made at the time specifically for the diary. This will be made a routine procedure; the copies will be placed in a separate folder, and not treated as spare copies.

It is essential that copies of all important documents should be placed in the war diary, including commander's "personal" and semi-official messages which contain instructions of operational importance.

Grouping of the appendices. The appendices will be assembled in the groups shown on the cover, not in simple chronological order. This is intended to make assembly and reference easy.

The index is designed to provide for the needs of as wide a variety of units, headquarters and branches as possible and to serve as a reminder of the types of documents required. It will generally be found, therefore, that there are no documents to be included in several of the appendices. In such cases the word "NIL" should be entered in the appropriate space in the index and the appendix left blank.

In the case of formation headquarters, where branches, sections of branches and services keep separate war diaries, and in the case of administrative units at installations, it will be found that, whereas many of the appendices listed on the cover are not applicable, certain of the papers to be included fall conveniently in distinct categories. In such cases the papers not provided for should be inserted by groups and lettered accordingly, beginning with "K".

7. Notes

Appendices 'J' and 'K'. Originators of documents are responsible for preserving copies for assignment to war diaries. Nevertheless it is convenient to include copies of important orders and instructions received. If duplicates of these are not available for inclusion, a note of the fact should be made. It is emphasised that, whether copies of orders and instructions are included in the war diary, or not, a note of their receipt, giving sufficient details to enable them to be identified, should be made in the narrative.

Appendix 'I'. Any statistical or other returns, i.e. location statements, strength states, distribution of transport, ammunition returns, etc., should be included.

3/.....

- 3 -

DISPOSAL

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

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

The original copy will be forwarded to 2nd Echelon as soon as possible after the end of the month to which it refers, and in any case not later than the 15th of that month.

The duplicate copy will be forwarded with the original diary for the succeeding month, provided that acknowledgement of the receipt of the original has been received from 2nd Echelon.

All copies will be checked before despatch to 2nd Echelon to ensure that they are complete and contain complete sets of appendices.

GENERAL NOTES

9. A war diary is secret. The extraction and retention of appendices, maps, etc., from a war diary is an offence under the Official Secrets Acts.

10. The object of a war diary is to furnish a historical record of operations and to provide data on which to base future improvements in army training, equipment, organisation and administration.

NOTE:

Re para 6 above, Appendices 'B', 'C' and 'Z' are not applicable in the case of MMIA, and notes regarding them have in consequence been left out of these instructions.

5382

JW
30 Nov 45.

SECRETWAR DIARYINDEX

Narrative (A.F. G 2118)

Appendices:

A	Situation at Nightfall (Form M.E. 161 or 162).....	+ Fos	_____
B	Signal Log.....	+ Fos	_____
C	Messages connected with Log (in chronological order)		
D	Operation Orders or Instructions issued.....	Nos	_____
E	Operation Orders and Instructions received from Higher Formations.....	+ Fos	_____
F	Intelligence Summaries issued.....	Nos	_____
G	Administrative Orders or Instructions issued.....	Nos	_____
H	Administrative Orders or Instructions received.....	+ Fos	_____
I	Strength States, Field Returns, etc.....	+ Fos	_____
J	Other Papers.....	5381 + Fos	_____
Z	<u>Top Secret</u> Supplementary War Diary.....		

'G' Branch ISMA

BA/Q/6

20 Nov 55

In future officers will inform CSO I before 12 noon,
of the day on which they propose to take their after-
-noon off, in order to ensure that they are not requ-
-ired for any duty.


Lt Col
CS.Distribution:

All officers of 'G' (Op, SP and I) Branch

ARCS/jw

5380

OFFICE INSTRUCTION NO 408

SUBJECT: Distribution Lists.File: CC/1Distribution:- Lists "A", "B" and "C"

1. Distribution Lists "A", "B" and "C" as shown below have been approved by all concerned, and will in future be used as relevant in all correspondence.
2. Where a full distribution on any list is not required the originator will show e.g. "List "A" less 16 - 19".

28 November 1945.

Chief of Staff, MHA.

LIST "A" - INTERNAL.

No 1	PA to GOC	1
2	Chief of Staff <i>DER. COND</i>	1
3	Colonel GS	1
4	Colonel A/Q	1
5	G(SD and Int)	1
6	G(Trg)	1
7	"A"	1
8	"Q"	1
9	Liaison Officer	1
10	R.E.	1
11	SIGS	1
12	S & T	1
13	Medical	1
14	Ordnance	1
15	R.E.I.E.	1
16	CC,RR Section.	1
17	IPOW Section.	1
18	Chief Clerk	2
19	Camp Commandant	1

LIST "B" - DOMESTIC.

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

LIST "C" - EXTERNAL.

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

oo/.

M.H.A.
FILE: <i>Ba/A/6</i>
DATE: <i>R/30/11.</i>

M.M.I.A. OFFICE INSTRUCTION NO. 107.CG/1

1. In view of the following factors :-

- (a) Shortening of the days
- (b) The difficulty of reaching the office by 0800 hrs
- (c) The disadvantages of working different hours from A.C. and the War Ministry.

the GOC directs that AC hours will come into effect for MMIA as from 1 Dec. 45.

These hours are :-

MONDAY to FRIDAY - 0830 - 1230 and 1400 - 1600 hrs.
SATURDAY - 0830 - 1200 hrs.

2. The officers' daily conference will be held at 0845 hrs.

3. The existing arrangements as regards time off will hold good, except that Heads of Branches and Services are at liberty to dismiss any of their personnel at, or after 1730 hrs daily, if sufficient work does not warrant their retention. Communal transport however, will not leave before 1800 hrs.

AHC/go.
28 Nov. 45.

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M.H. Gillmore

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

5378

*All 'C' Officers to
Lt.*

R. Y.

M
BAG/6
R/29/11.

BM/G/6. 5

BM/G/6

OFFICE INSTRUCTION No. 106
COMPILATION OF WAR DIARY

1. Attention is called to GRO/327 of 1945 - preparation of War Diaries after the conclusion of the war in Europe.
/ please
2. Each branch of the staff will ensure that sections and services keep a war diary (in duplicate) in accordance with the instructions contained in M.E. Form 160 (Amended).
3. Sections and services will submit narratives and appendices for the previous month to branches under branch instructions by the 3rd day of every month. The first will be so submitted by 3rd December 1945. These will be collated by each
X branch and submitted complete to GSI by the 8th day of every month.
4. A War Diary will be kept by each of the following General Staff Sections and Services - G (Ops and SD) - GSI - G (Int) - G (Liaison) - RE - Sigs and will be submitted to GSI on the 3rd day in every month.
5. GSI will complete the HQ War Diary and despatch it in accordance with M.E. Form 160 (Amended) para 8.
- X These will be collated by each branch on A.F.C. 2118 & signed & submitted in duplicate by the Head of the branch to GSI by the 8th day of every month for final collation & submission to G.H.Q. O.E.

Fuller 5377
Lt Col,
GSI.

LJMS/jw

16 Nov 45.Copy to: All Branches and Sections.

Subject: - MMA L.O.'s - Location Statement.

Land Forces Sub Comm. A.C.,
(M.M.L.A.)
P O M E.
A 339.

16th, Oct. 45.

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

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

The previous Appendix "A" should now be destroyed.

A. H. Rendall
Major General,
M.M.L.A.

Distribution.

Branches & Services
All MMA L.Os.

612 1

631 2 (20)

650 2 (50)

660 1 (10)

670 1 (10)

680 1 (10)

690 1 (10)

5376

MMA

File

Date

34/6/6

1/19/10

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

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

SERIAL (a)	TITLE (b)	NAME (c)	UNIT (d)	US or BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h)
1.	MMIA L.O. 5 TERH.H.Q.	MAJ. R.SELBY MAJ. H.E.P.F. THURP.	I.C.	BE BR		UDINE 1768	201 SUB AREA FOR MMIA LO.
2.	MMIA L.O. (S & T) N.E. ITALY.	MAJ. W.H.D. CRAWFORD R.A.S.C.		BR	MESTRE	MESTRE 51268	86 AREA FOR MMIA LO.
3.	MMIA L.O. N.W. ITALY MILAN.	MAJ. J.A. BOURNE	I.C.	BR	SENIOR L.O.	MILAN 13989	MMIA L.O. MILAN.
	MMIA L.O. GENOA	CAPT. A. COTTON. MAJ. R. NEWTON	R.A.S.C. I.C.	BR BR.	SAT -	GENOA 52278 GENOA 56575	MMIA LO GENOA.
	MMIA L.O. TURIN.	F.S. CAPT. A CLARK	I.C.	BR			MMIA L.O. TURIN
	MMIA L.O. 231 IDM. DIV.	CAPT. G.C. FOX	R. BERKS.	BR		MILAN 13988	MMIA LO MILAN for FO
	MMIA L.O. 4 TERH. H.Q. BOLZANO	MAJ. E.F. BYATT		BR		BOLZANO 3662	217 AREA for 68 ARTY REGT for BYATT.

US SUB COMMISSION A.C. (MMIA)
MMIA LIAISON OFFICERS.

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

UNIT (d)	US or BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h)	POSTAL ADDRESS. (i)
I.C. THRUpp.	BR BR		UDINE 1768	201 SUB AREA FOR MMIA LO.	MMIA LO c/o 201 SUB AREA.
CRAWFORD R.A.S.C.	BR	MESTRE	MESTRE 51268	86 AREA FOR MMIA LO.	Capt. CRAWFORD MMIA LO. c/o 86 AREA.
URNE I.C.	BR	SENIOR L.O.	MILAN 13989	MMIA L.O. MILAN.	MMIA LO N.W. ITALY MILAN.
TON. R.A.S.C.	BR	SAT -	GENOA 52278	MMIA LO	MMIA LO c/o
ON I.C.	BR.		GENOA 56575	GENOA.	SIGNAL OFFICE GENOA.
I.C.	BR			MMIA L.O. TURIN	MMIA LO. c/o 7 AGRA.
FOX R. BERKS.	BR		MILAN 13988	MMIA LO MILAN for FOX	MMIA LO N.W. ITALY MILAN (Att CAPT. FOX.
BYATT	BR		BOLZANO 3662	217 AREA for 68 ARTY REGT for BYATT.	MMIA LO BOLZANO c/o 68 ARTY REGT c/o 217 AREA.

SERIAL (a)	TITLE (b)	NAME (c)	UNIT (d)	US or BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h)
4.	MMIA L.O. SARDINIA	LT. COL L.R. ALBERT CAPT A.F. DE STEFANO	INF.	US. US.	EXECUTIVE CLERKS OFFICE OFFICERS MESS & MMIA QTRS	CAGLIARI 3432 CAGLIARI 3448 " 3441 " 2355.	MMIA LO SARDINIA.
5.	MMIA L.O. SICILY	LT. E.T. SNIDER		US.		PALERMO 18372	COMNOB PALERMO FOR MMIA LO.
6.	MMIA L.O. NAPLES.	MAJ. R.E. PINKLEY CAPT. R.L. NEAL C.M.P. MAJ. S.W. CANN R.A.S.C. MAJ. W.H. AIREY R.A.O.C. LT. A.N. LAMBRECHT Q.M.C.	INF.	US. US. BR. BR.	DADS DADOS OPS & SD. CHIEF CLERK. INFORMATION.	NAPLES 53662. NAPLES 53622. NAPLES 15744. NAPLES 15781. " 53878. NAPLES 53623. NAPLES 53623.	PENSOUTH FOR MMIA LO.
7.	MMIA L.O. BOLOGNA	CAPT. V.C.J. THRUPP	S. STAFFS			VICKSBURG 119.	MMIA LO c/o 217 AREA.
	MMIA L.O. PENBASE.	CAPT. I.V. FORDYCE		US.		VALUE 363	PENBASE FOR MMIA LO.
	MMIA L.O. FLORENCE.	MAJ. V.C. VAN KIRK		US.		FLORENCE 1629	FLORENCE CITY CMD FOR MMIA LO.

UNIT (d)	US or BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h)	POSTAL ADDRESS (i)
ERT	US.		CAGLIARI 3432	MMIA LO	MMIA L O
STEFANO	US.			SARDINIA.	SARDINIA.
INF.		EXECUTIVE	CAGLIARI 3448		
		CLERKS OFFICE	" 3441		
		OFFICERS MESS & MMIA QTRS	" 2355.		
	US.		PALERMO 18372	COMNOB PALERMO FOR MMIA LO.	MMIA LO SICILY.
LEY	US.		NAPLES 53662.	PENSOUTH FOR MMIA LO.	MMIA LO 4th FLOOR PROVINCIA BUILDING, NAPLES.
INF.					
L.C.M.P.	US.		NAPLES 53622.		
R.A.S.C.	BR.	DADS	NAPLES 15744.		
R.A.O.C.	BR.	DADOS	NAPLES 15781.		
ECHE	Q.M.C.	OPS & SD.	" 53878.		
		CHIEF CLERK.	NAPLES 53623.		
		INFORMATION.	NAPLES 53623.		
GRUPP	S.STAFFS		VICKSBURG 119.	MMIA LO c/o 217 AREA.	
YCE	US.		VALUE 363	PENBASE FOR MMIA LO.	MMIA L.O. c/o LIAISON SEC.PBS APO 782.
KIRK	US.		FLORENCE 1629	FLORENCE CITY CMD FOR MMIA LO.	MMIA L.O. c/o FLORENCE CITY CMD. APO 782.

SERIAL (a)	TITLE (b)	NAME (c)	UNIT (d)	US or BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADD (h)
8.	MMIA I.O. 3 DISTRICT.	CAPT. E. O'DONNELL	I.C.	BR.		BASEBALL 2.	DISTRICT MMIA LO.
	MMIA I.O. BARI	CAPT. HAMILTON	INF.	US.		BARI 10458. BARI 13869	54 AREA MMIA LO.
		CAPT. E.L. MONK MASON.		BR.			
	MMIA I.O. PWE 337.	CAPT. W.W. SCOTT	C.S.C.	US.	NIGHT PHONE SMR L.O.	BARI 10222. PWE 337 THRO' VALUE 931.	PENDASE MMIA I.O. FOR SCOT
		CAPT. H.J. WOLFF		US.			
		LT. S.L. TORTORELLA		US.			

NAME (c)	UNIT (d)	US or BR (e)	REMARKS (f)	TEL NO. (g)	SIGS ADDRESS (h)	POSTAL ADDRESS (i)
CAPT. E. O'DONNELL I.C.		BR.		BASEBALL 2.	DISTHREE FOR MMIA LO.	MMIA L.O. c/o 3 DISTRICT.
CAPT. HAMILTON INF.		US.		BARI 14458. BARI 13869	54 AREA FOR MMIA LO.	MMIA L.O. c/o 54 AREA.
CAPT. E.L. MONK MASON.		BR.				
CAPT. W.W. SCOTT O.S.C.		US.	NIGHT PHONE SLR L.O.	BARI 10222. PWE 337 THERO' VAIUE 331.	PENBASE FOR MMIA L.O. FOR SCOTT.	PENBASE FOR MMIA L.O. FOR SCOTT.
CAPT. H.J. WOLFF		US.				
LT. S.L. TORTORELLA		US.				

CC/1 3

M.M.I.A. OFFICE INSTRUCTION NO. 104

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OFFICE HOURS

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1. The General Officer Commanding directs that with effect from 1 Oct 45 the following hours of duty will be observed by British, American and Civilian personnel of this H.Q.:-

Breakfast	0715 hrs.
Morning Duty	0800 hrs. to 1200 hrs.
Lunch	1200 hrs.
Afternoon Duty (Saturdays excepted)	1330 hrs. to 1700 hrs.

2. Duty personnel for Saturday afternoons and Sundays will be detailed in accordance with instructions issued by 'G' Branch through Chief Clerks Office.

3. With effect from 1st October 1945 the morning Staff Conference will take place on weekdays at 0800 hrs.

4. M.M.I.A. Office Instructions No. 45 and No. 75 are hereby cancelled.

H. G. Gillmore

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

5372

25
25 Sep 45

Distribution :-
NORMAL

SPA/or

MMIA - 'C'
FILE: <u>RM/s/c</u>
DATE: <u>R/26/5</u>

BM/G/6

GSO 1	<u>ARL</u>
GSO 2 (Or)	
GSO 2 (S)	
GSO 2 (C)	
GSO 2 (S)	
GSO 2 (Orbal)	
GSO 2 (S)	

M.M.I.A. OFFICE INSTRUCTION NO. 103.

CC/1

DUTY OFFICERS ROOM

1. Reference M.M.I.A. Office Instruction No. 100. Para. 3.
2. W.E.F. from 22 Sept. 45. the Duty Officer will sleep in Room 15. Telephone No. remains unchanged.

21 Sept. 45.

M.M.I.A. Capt.

Distribution: NORMAL.

FILED	DM/G/L.
DATE:	8/24/9.

5371

File Ref : CC/2

DUTY OFFICERS ROSTER
(Week ending Saturday 29 SEP 45)

Sunday	23 September	Lt. RODINO
Monday	24 "	Capt. BALE
Tuesday	25 "	Capt. HECKMAN
Wednesday	26 "	Capt. WARD-JACKSON
Thursday	27 "	Lt. PRAGNELL
Friday	28 "	Maj. BRYANT
Saturday	29 "	Capt. CHESROW

Officer
Lieut. Colonel, *Capt*
G.S.

15 Sep 45

DISTRIBUTION : "Normal" plus ALL NAMES ABOVE

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File RM/G/6
5370

g (SD).

2431