

acc

10000/120/5394

BM/G/7

10000/120/5394

Bm/G/7

OFFICE MAINTENANCE

5440
5493

MAR. 1945 - NOV. 1946

COVER I

M.V. NO. FILE <i>BM/9/4</i> DATE <i>10/11/46</i>
--

Telephones:
Room, 489081 Ext. 267

LAND FORCES SUB-COMM, AC (MIA) CMB

CG/7

9 Nov 46

HQ Comdt AC
For Office Space Sec

Subject: OFFICE EQUIPMENT

1. Office Space Section have supplied this Sub-Commission with a skeleton direction board for indicating the location of offices on this floor.
2. It is requested that instructions be given for the painting of this direction board in any suitable colour available, with two arrows and the title "M.M.I.A." stencilled on in a distinctive colour as indicated in the attached diagram.
3. It is further requested that cards be prepared, as shown in detail on the attached diagram, for insertion within the slots provided on the direction board.
4. More detailed instructions can be given verbally should the above not be sufficiently clear in all respects.

5493

Reg out.
J.M.W.

A.H. Lawrence
for *u/c*
Brigadier, *62*
General Staff, MIA.

7th FLOOR
ROOM 39

6030

TALLY OUT

Req. No. 16.

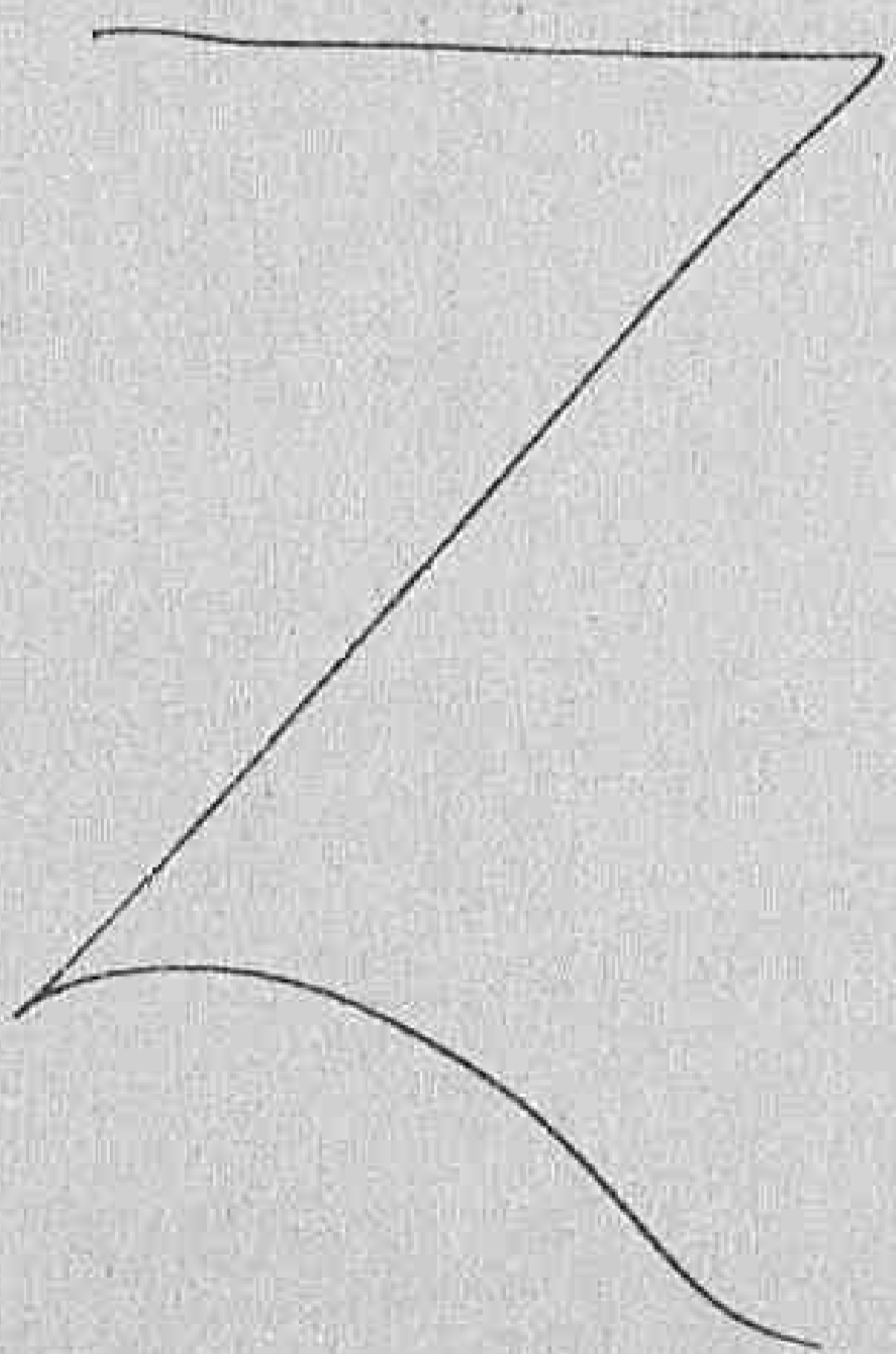
Station

Shipped by OFFICE SPACE

Date AUG. 6

Consignee: M.M.I.A.

Authority Chief Electrician (SD)
Branch M.M.I.A.

NUMBER AND KIND OF PACKAGES	CONTENTS	UNIT	TOTAL
	<p>1 FAN</p> 	<p>6030</p> <p>Sgt. Quicksilver 492 Returned</p>	

S/SGT. HUMPHREYS
Shipper

Received the above articles in apparent good order and condition (except as noted) this date

[Signature]
G.C. QUICKSILVER
M.M.I.A.

M.M.I.A.

ROOM 52-711

TALLY OUT

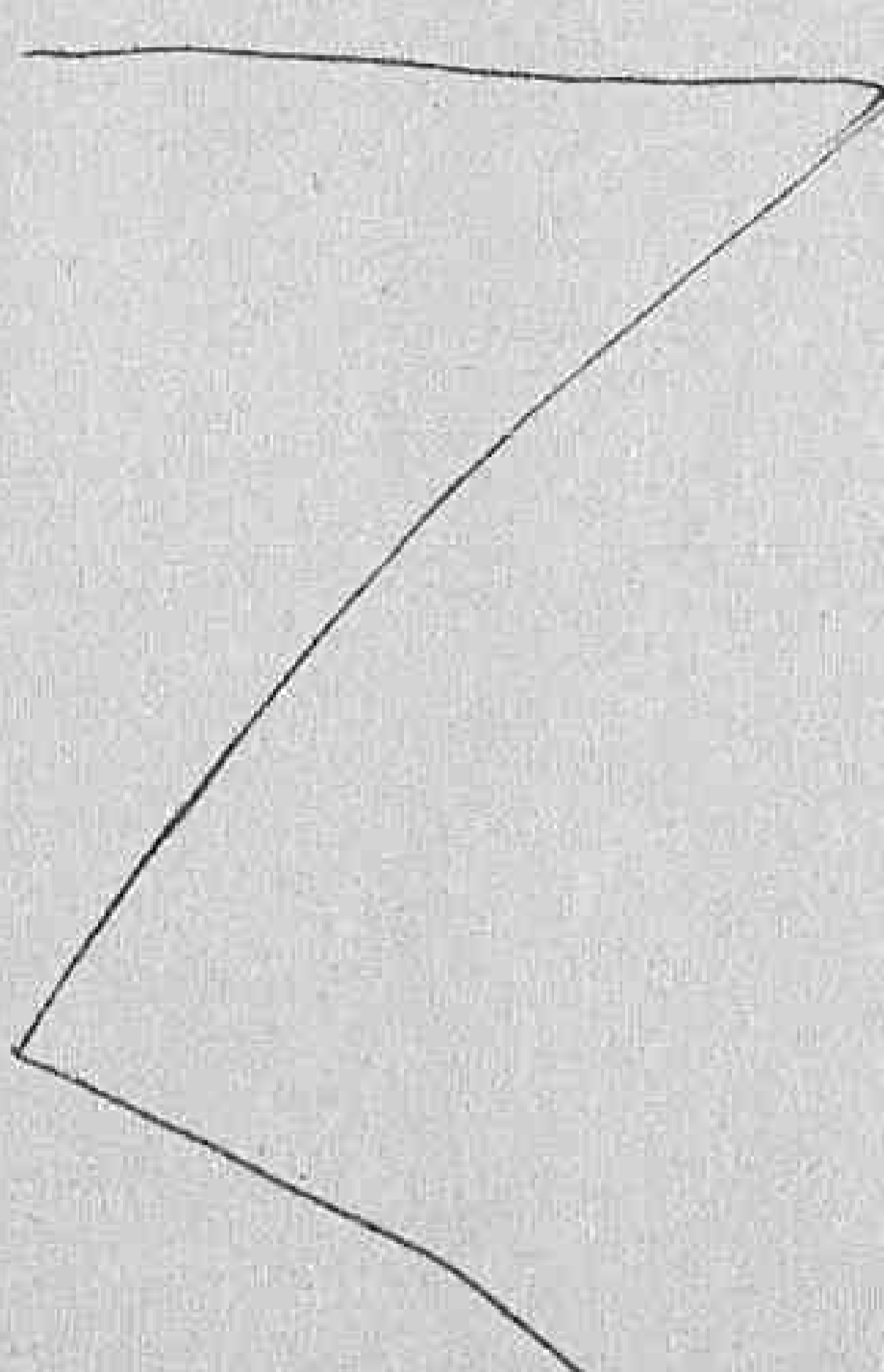
Req. No. 12

Shipped by OFFICE SPACE SECTION

Date JULY 26

Consignee: M.M.I.A.

Authority COL. MIDLAND
MEDDAM

NUMBER AND KIND OF PACKAGES	CONTENTS	UNIT	TOTAL
	1 FAN. 	6068	

Sgt. Quirk
Returned 491

S/Sgt. Humphrey
Shipper

Received the above articles in apparent good order and condition (except as noted) this date

X
(Signature)
Designation

BM/8/7
C. (P. 3 & 5)

Subject: Re-allocation - Office Acqn.

Land Forces Sub Comm. A.C.
(M.N.I.A.)
R O M E
CG/7

8 Oct 46.

1. The following re-allocation of office acqn will be made, moves to be completed in the following order before 1740 hrs, Tues 8 Oct:

- a) Lt.Col. HARDIE will move from Room 8 to Room 7.
- b) Capt. ZAMMIT will move from Room 9 to Room 8.
- c) ST clerks will move from Room 5 to Room 9.
- d) CORR clerks will move from Room 10 to Room 12.
- e) Chief Clerk IPW will move from Annexe to Room 10.
- f) Finance office IPW and Card Index Room IPW will move from Annexe to Room 5.

2. Office furniture will be retained by individuals and moved by them as found necessary.

3. 7th Floor Annexe will remain unoccupied.

4. SO P.Sigs will take necessary action in notifying changes in telephone numbers.

Distn:- Lt.Col. J.D.A. HARDIE
Lt.Col. James E. REGIS
Major V.A.T. MORECOMBE
Major C. LAYES
Capt. M.V. ZAMMIT

W. J. ...

MMIA - 'G'
FILE <i>BM/8/7</i>
DATE <i>Reg/8/10</i>

Lt. Col.
ACMG

1. The following re-allocation of office accon will be made, moves to be completed in the following order before 1740 hrs, Tues 6 Oct:
 - a) Lt.Col. HARDIE will move from Room 8 to Room 7.
 - b) Capt. ZAMMIT will move from Room 9 to Room 8.
 - c) ST clerks will move from Room 5 to Room 9.
 - d) CCRR clerks will move from Room 10 to Room 12.
 - e) Chief Clerk IPTW will move from Annexe to Room 10.
 - f) Finance office IPW and Card Index Room IPW will move from Annexe to Room 5.
2. Office furniture will be retained by individuals and moved by them as found necessary.
3. 7th Floor Annexe will remain unoccupied.
4. SO R.Sigs will take necessary action in notifying changes in telephone numbers.

Distn:- Lt.Col. J.D.A. HARDIE
 Lt.Col. James E. RECIS
 Major T.A.I. MORECOMBE
 Major C. HAYES
 Capt. M.V. ZAMMIT
 Plus List "A".

EFE/eb

File away

for Lt. Col. AQIG 390

MMIA - 'C'
FILE 8M/6/7
DATE Reg/8/10

REGS	
GSO I (1)	AKL
GSO I (2)	
GSO II (1)	
GSO III (SB)	
GSO I (REG)	
II (L)	

50

By (ops & SD) Bm/9/7

SUBJECT : Re-allocations - Office Accon

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

CC/7

10 Aug 46

1. The following re-allocations of office accon will be made, moves to be completed in the following order before 1730 hrs, Tues 13 Aug:

- (a) Maj LUCKETT will move from Room 36 to Room 34.
- (b) Maj SULLIVAN will move from Room 40 to Room 36.
- (c) 'A' Clerks will move from Rooms 23, 25 and 27 to Room 40.
- (d) Major PARKER will move from Room 30 to Room 23.
- ✓ (e) Records personnel will move from Room 2 to Room 27 under ✓ instructions of Sjt ROWLAND.

2. Office furniture will be retained by individuals and moved by them as found necessary.

3. Room 25 will remain unoccupied for the present but will be available for re-occupation as and when found desirable.

4. SO R.Sigs will please arrange for transfer of telephones. 'A' Clerks will require a new instrument, their present telephone being an extension from that of 'Q' Clerks and having the same number.

[Handwritten Signature]

Lieut Col,
A.Q.M.G.

ABC/cc

Distn : Maj H.R. LUCKETT
 Maj EDWARD .DS. SULLIVAN
 Maj G. PARKER
 Maj W.A.T. MORECOMBE
 Chief Clerk 'A'
 Sjt ROWLAND 'G'

} plus
List
'A'

5489

MMIA - 'G'
 FILE *Bm/9/7*
 DATE *R/12/46*

DGS	
GSO I (SD)	<i>[initials]</i>
Dep G III	
GSO II (SD)	<i>[initials]</i>
GSO II ()	
GSO III (SD)	<i>[initials]</i>
GSO I (TRG)	
G III (L)	

49
G (OPS & SD)

SUBJECT : Re-allocations - Office Accn

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

cc/7

12 Jul 46

1. The u/m re-allocations of office accn are made, moves to be completed by 1730 hrs, Monday 15 Jul 46;

(a) Maj C.B. HAYES (GSO II CCRR) will move from present accn (Room 16) to Room 14.

(b) Maj J.G. O'FERRALL (SORE) will move from present accn (Room 26) to Room 16.

2. Maj C.B. HAYES will complete his transfer to Room 14 by 1230 hrs Monday, 15 Jul 46.

3. Division of office furniture will be arranged mutually by the officers concerned in the moves.

4. SO R Sigs will please arrange for transfer of telephones as necessary.

A. Q. M. C.

Lieut Col.
A. Q. M. C.

ABC/cc

Distn : Major C.B. HAYES, GSO II (CCRR)
Major J.G. O'FERRALL, SORE
Major W.A.T. MORECOMBE, SO R Sigs
plus List A

5488

NOTE : 'A' branch to note above please for subsequent amendment to Staff List.

BGS

1. The w/m re-allocations of office acen are made, moves to be completed by 1730 hrs, Monday 15 Jul 46:

- (a) Maj C.B. HAYES (GSO II CCRR) will move from present acen (Room 16) to Room 14.
- (b) Maj J.G. O'FERRALL (SO RE) will move from present acen (Room 26) to Room 16.

2. Maj C.B. HAYES will complete his transfer to Room 14 by 1230 hrs Monday, 15 Jul 46.

3. Division of office furniture will be arranged mutually by the officers concerned in the moves.

4. SO R Sigs will please arrange for transfer of telephones as necessary.

R. A. ...

Lieut Col.
A.Q.M.C.

ABC/cc

Distn : Major C.B. HAYES, GSO II(CCRR)
Major J.G. O'FERRALL, SO RE
Major W.A.I. MORECOMBE, SO R Sigs
plus List A

5488

NOTE : 'A' branch to note above please for subsequent amendment to Staff List.

BGS	
GSO I (SD)	X
Dep G II	
GSO II (SD)	X
GSO III (C)	
GSO III (SD)	X
GSO I (RG)	
G II (U)	

MMIA - 'G'
FILE <u>RM/6/7.</u>
DATE <u>R/37.</u>

48

SUBJECT: Office Maintenance

RL/C/7

Ext. 670

20 Jun 46

TO : IN AC OFFICE SPACE

It is requested that a carpenter be instructed to report to Room 39, 7th Floor for the purpose of fitting draw handles to eight wooden drawers.

R/W
Lt Col,
CS.

RLI/ab

R/20/6

5487

0

3D

47

SUBJECT : Accommodation

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

cc/7

15 Jun 46

TO : List A

1. The following re-allocation of office accommodation is notified; move to be completed by 1200 hrs, Tuesday 18 Jun 46:-

RE and Signal clerks will move into Room 16B ex Room 20.

CCRR clerks will ensure that Room 16B is cleared and ready for occupation by 1730 hrs, Monday 17 Jun 46.

ABC/cc

[Signature]

Lieut Col
AGMG

MMIA - 'G'
FILE BM/6/7
DATE R 17/6.

BGS	
GSD 1 (SD)	X
Dep G-10	X
GSD 11 (SD)	X
GSD 12 (SD)	X
GSD 13 (SD)	X
GSD 14 (SD)	X
GSD 15 (SD)	X
GSD 16 (SD)	X
GSD 17 (SD)	X
GSD 18 (SD)	X
GSD 19 (SD)	X
GSD 20 (SD)	X

88

17030

SUBJECT: Locks

G(SD) BRANCH
MILA DM/G/7

JUN 46

To : HQ COMMANDANT
ALLIED COMMISSION

File

It is requested that a lock-smith be instructed to report to Room 39, 7th Floor for the purpose of fitting keys to existing locks.

AA/oa

[Signature]
Lt Col,
C.S.

5485

9 OPPS 4-SD
45

SUBJECT : Re-allocation of Office Accommodation

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

CC/7

7 May 46

Distrn : List A plus Interpreters Section

1. The following re-allocation of office accommodation is notified, moves to be completed by 1200 hrs 7 May 46:-
 - (a) RE and Sigs clerks will move from Room 1 bis to Room 20.
 - (b) Interpreters Section will move from Room 22 to Rooms 1 and 1 bis.
 - (c) DANNE and Staff Capt RELE will move from Room 18 to Room 22.
2. SO R. Sigs will arrange for the movement of telephones.

W. J. ...
 Lt Col
 AQME
 MMIA

AEC/co

BGS	
GSO I (SD)	X
Dep G III	X
GSO II (SD)	X
GSO II (D)	X
GSO III (SD)	X
GSO I (TRG)	X
G II (L)	

MMIA - 'e'
 FILE Bm/6/7
 DATE R/7/6

5484

Bm/6/7

Subject : Re-allocation of Office Accommodation.

G.I.O.P.S (S.A.)
44
Land Forces Sub-Commission, A.C.
(M.M.I.A.) Rome.
CC/7
3 May 46.

Distribution : List "A".

1. The following re-allocation of office accommodation is notified and will be completed by those concerned by 12.30hrs. 7th. May 46. :-

- (a) Interpreters will move from Room 34 to Room 22.
- (b) Lt. Col. HEAD will move from Room 22 to Room 34.
- (c) Ord. Clerks will move from Room 20 to Room 27.

2. Telephones.

S.O. R.Signals will arrange for the movement of

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

APW/cc

BGS	
GSO I (SD)	<i>[initials]</i>
Dep G III	
GSO II (SD)	<i>[initials]</i>
GSO II (I)	
GSO III (SD)	<i>[initials]</i>
GSO I (TRG)	
G II (I)	

5483

MMIA - 'G'
FILE <i>BM/G/7</i>
DATE <i>R/3/5</i>

BM/G/7.

43

B.M./G/3.

SUBJECT: Reduction of Telephones.

Land Forces Sub Commission A.C.
(M.M.I.A.)
K500/8.
27 March 46.

TO: HE Commandant A.C.

See 295

Ref your HQ/O of 22 March 46.

1. The u/a outside telephones may be replaced by internal extensions.

Room 26 - 478002	Room 10 - 478100
" 32 - 47875A	" 7 - 478207
" 41 - 478109	" 36 - 478403
" 40 - 478379	" 12 - 478095
	" 40 - 478526

2. As this will cause considerable inconvenience owing to changes of telephone numbers, it is requested that this office be informed of the internal extension numbers allotted at least four days before the changeover is effected.

J.R. Skinner

D.R. SKINNER, Major,
S.O.R. Signals,
M.M.I.A.

Copy to: 'G' (SD) - (conversation Lt. Col. Southby - Maj. Skinner refers)

Col. G3	
GSO I (SD)	X
Dep. G3	X
GSO II (SD)	
GSO II (I)	
GSO II (W)	
GSO II (SD)	
GSO II (ORH 1)	
G (Irg)	

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

FILE: *B.M./G/3*

DATE: *R/28/3.*

5482

42

SUBJECT : Printing of door Cards

C(ED) BRANCH
MIA BM/G/7 ←

18 March 46

To : HQ Commandant
(attn: Printing Ofcr)

Request that the above card may be printed with the following inscription, and returned to Room 39, Floor 7.

CPS & SD BRANCH

GSO III

CAPE M. WILKINSON.
RA

[Handwritten signature]
Lt Col
GS

ABC/ljb

5481

SUBJECT: Office Maintenance

LAD FORGES SUB COM, AC, (ISIA)

BN/G/7 ←

15 Aug 46

TO : Building Maintenance,
Office Space Section,
H.Q., A.C.

May the following electric lamps please be supplied to replace
lamps burnt-out in Room 39, 7th floor:-

Lamps 125 V, 200 W - qty 2.

P. W.
Lieut-Col.
G.S.

Workman took 1 lamp (200 watt).

5480

ABC 15/3.

40.

SUBJECT: Telehouse - Changes.

Land Forces Sub Commission A.C.
(M.M.I.A.)
1900/S.
20 Feb 46.

TO: MR Signal Officer (Room 58 Ground Floor)
A.S.

1. May the following telephone changes on the 7th floor be arranged please.

(a) CG, RR Branch.

- (1) Room 10 Cease and recover instrument.
- (2) Room 12 Change number to 532 ceasing 478605.

(b) Signal Office.

Room 15 Cease 478721 and recover instrument.

MMIA-193
FILE: <u>RBM/C/7</u>
DATE: <u>R/21/2.</u>

2. Directory listings are amended as follows:-

(a) CG, RR Branch.

Delete all references to clerks and substitute:-
Chief Clerk Room 12 Extn. 532

(b) Signal Office.

Delete 478721.

Col/CS	X		X
GSO I (D)	X	APC	X
Des. G3	X	APC	X
G-O (G)	X	101	X
G-O (I)	X		X
G-O (S)	X		X
G-O (T)	X		X
G-O (U)	X		X
G-O (V)	X		X
G-O (W)	X		X
G-O (X)	X		X
G-O (Y)	X		X
G-O (Z)	X		X

3. Please note that this sub-commission has now turned in three external lines (478202, 478721, 478605) in accordance with the policy set out in Comm. Sub Commission letter AM 195,48,02 dated 31 Jan 46. It is hoped that it will be possible to turn in more external lines soon.

J. W. Eburn
J.W. EBURN, Major,
S.O.R. Signals,
M.M.I.A.

5479

Copy to: Communications Sub Commission A.C.

10/1/46

SUBJECT : Presence of Mice in MIA Offices

G Branch
MIA

EM/G/7

19 Feb 46

TO : Camp Commandant (Br)
HQ MIA

Ref this Branch letter EM/G/7 dated 27 Nov 45, to which no reply has been received.

Further complaints have recently been made regarding the presence of mice in the staff offices.

It is thus again requested that steps be taken by you to provide this branch with a supply of traps or poison at the earliest possible time in order that an effort may be made to effect the extermination of the mice.

Arthur L. ...

Int Col
GS

ABC/abc

5478

9 (5A)

2/18/46

Subject:- Re-allocation of Office Accommodation

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

CC/7

18 February 1946.

DISTRIBUTION:- List "A" plus Sigs Supt.

1. The following reallocation of office accommodation is notified:-
 - (a) Major FEAK(8. BLU) will move from Room 37 to Room 52.
 - (b) Medical will move from Room 16 bis to Room 37.
 - (c) Medical clerks will move from Room 5 to Room 50.
 - (d) CC. RR Section will take over Room 16 bis.
2. Sigs Supt will arrange for the movement of telephones.

R.A. Curties

R.A. CURTIES, Lt. Col.,
A.Q.M.G., M.M.I.A.

c/

Col G5
GSO I (FD)
Dep. G3
GSO II (SM)
GSO III
GSO IV
GSO V (C)
GSO VI (O&S)
G (1st)

cc 'c'
7/10

5477

NIMIA '46
 REC: *BA/C/7*
 DATE: *R/18/2*

SUBJECT: Locksmiths

LAND FORCES SUB-COMM, AC (MMIA)

BM/G/7

12 Feb 46

TO : HQ Commandant
A.C.

Ref this Mission's BM/G/7 of 4 Feb 46.

A locksmith reported on 5 Feb as requested, noted the work to be done and left promising to return the following day. To date he has not reappeared.

It is requested that he be again instructed to report to room 39, 7th floor.

[Signature]
Lt Col,
G.S.

09/12/46

ABC/sb

5478

36

SUBJECT : Locks.

'G' Branch

M. M. I. A.

BM/G/7

Feb 46

See to 31

TO: HQ COMMANDANT
ALLIED COMMISSION

It is requested that a lock-smith be instructed to report to Room 39, 7th floor for the purpose of fitting keys to existing locks.

He should contact:

S/sgt COWIE A.B.

[Signature]
Lt-Col. 11
G.S.

5475

SUBJECT: Office Maintenance.

85

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

BM/G/7

25 Jan 46

TO : OFFICE SPACE SECTION,
HQ ALLIED COMMISSION.

May arrangements please be made for the repair of window-blinds in Room
54, 7th Floor.

/jw



Lt. Col,
GS.

5474

34

SUBJECT : Office Maintenance.

LAND FORCES SUB COMD, AG (LMIA)

BM/G/7

8 Jan 46

TO : Office Space Section, AG.

1. One 200 watt electric bulb is required for BRIG. M.W. HOPE'S office. May this please be handed to bearer.
2. Unserviceable bulb is encl herewith.

[Handwritten Signature]

Lt. Col.
F.S.

5473

G (SD & INT)

33

Subject : Re-allocation of Office Accommodation

CC/7 31 Dec 45.

Distribution : List 'A' plus Sigs Supt.

1. The following reallocation of office accommodation is notified :
Rooms 12, 14, 16 and 16B are allotted to CC.RR Section.
2. (a) Signal Office will move immediately from Room 14 to Room 42/46 (Despatch Office).
(b) IPOW will move forthwith from Room 12 into Annex under own arrangement.
(c) Medical will move from Rooms 16 and 16 B to accommodation and on a date to be notified later.
3. Completion of moves at 2(a) and 2 (b) above will be notified to D.A.Q.M.G. (Room 32).
4. Duty Officer will now perform his duties in Room 48 (Chief Clerk's Office). Telephone has been installed.

JAC

[Signature]
Lt. Col.
A.Q. M.G.,
M.M.I.A.

FILE: *Ba/G/7.*
DATE: *K/31/12.*

COPIES	
(D)	
(S)	
(W)	
(SD)	
(ORB)	
()	

[Signature]
0472

3110

G (SD & INT)

32

Subject : Office Accommodation.

Land Forces Sub Commission, A.C.,
(M.M.I.A.)
R O M E.
CC/7

17 December, 1945.

The following changes in Office Accommodation will be effective
0830 hours, 28 December, 1945 :-

Interpreters Section from Room 22 to Room 34

A.D.O.S. " " 18 to " 22

Duty Officer will now be accommodated in Room 40.

Albion
Licut.Colonel,
A.Q.M.G., M.M.I.A.

Distribution : List 'A'
Plus Sigs Supt (re transfer of phones)

/ago

Col. G5	
GSO I (D)	
Ins. G3	
GSO II (E)	
GSO III	
GSO I (W)	
GSO II (L)	
GSO III (S)	
G (cc)	

MMIA - 'G'

FILE: 30/6/7

DATE: R/27/12.

*copy held in 29
27/12/45*

5471

31
Bayer

G

Subject: Office accommodation - S.O., M.I.I.A.

0.213

1. The following office changes will take place commencing on:

FRIDAY, 9th NOV.

SG "A"	26	to	28
G Clerks	37	"	39
G II (L)	38	"	40
S.O.R. & S.O.R. Sigs	38	"	26
G III (Int)	38	"	54
G Typists	40	"	3)

G1 Clerks	42-43	to	38
Chief Clerk	36	"	43
Registry	34	"	42-46
D...G. (1)	50	"	36
A.G.G.	58	"	34
G I & G II (Inc)	52	"	50
D...G. (2)	50	"	32
Sigs & R.E. Clerk	23	"	24
Interpreters	22	"	22
Ord. Clerks		"	20
R.I.M.S. Clerks	14	"	20
D...E.	14	"	18
A.D.O.S.	50	"	18
Movements L.O.	18	"	16 Bis
Medical Clerks	16 Bis	"	14

Records (Hist)	12	to	7
D.A.D.S.T. (1)	7	"	12
D.A.D.S.T. (2)	4	"	10
Camp Office	1	"	4
Camp Comdt. (Br.)	1 Bis	"	6
British Ciphers	35	"	1 Bis
Italian Sigs	35	"	Close
Sigs Section	24	"	35

2. Signals Supt. will arrange for transfer of telephones.

5470

O.R.L. & S.O.R. Sigs 40
 G III (Int) 38
 'G' Typists 38
 40

41 Clerks	42-43	38
Chief Clerk	36	43
Registry	34	42-46
D...G. (1)	50	36
A.Q.H.G.	50	34
G I & G II (Tnc)	52	50
D...G. (2)	50	32
Sigs & R.E. Clerk	23	24
Interpreters	22	22
Ord. Clerks		20
R... Clerks	14	20
D.H.E.	14	18
A.D.O.S.	50	18
Movements L.O.	18	16 Bis
Medical Clerks	16 Bis	14

Records (Hist)	12	7
D...S.T. (1)	7	12
D...S.T. (2)	4	10
Camp Office	1	4
Camp Comdt. (Br.)	1	6
British Ciphers	35	1 Bis
Italian Sigs	35	Close
Sigs Section	24	35

2. Signals Supt. will arrange for transfer of telephones.

7 Nov 45.

Distribution : ALL CONCERNED.

/s/

5470

Abd. C. ...
 D...G.
 L.H.I.A.

30

SUBJECT : Electric Light Extensions

LAND FORCES SUB COM, A.C. (1271A)

BM/C/7

7 Dec 45

TO : Office Space Section, A.C.

It is requested that an electrician be detailed to report to Room 59, 7th Floor, at the earliest opportunity, for the purpose of effecting in Room 56, two suspended electric light extensions from the central globe.

Atkinson

Lt Col
GS

ABC/abc

5469

29

SUBJECT : Mice

"C" Branch
M.M.I.A.
23/6/7

>7 Nov 45

Comp Commandant (Br)
M.M.I.A.

1. "C" Branch clerks office is pervaded by mice and a correspondingly unpleasant odour in the office results from their presence. As many as six mice have been found in a paper sack.
2. It is accordingly requested that one or two mouse-traps or a supply of poison be supplied to this branch in order that an effort may be made to exterminate the mice.

ABC/abc

Lt Col
GM

5468

G 2b

Subject : Change of Offices.

File No. CC/7

BM/6/7

ALL Branches and Services M.M.I.A.

- 1. W.e.f. 24 Nov the Duty Officer will be located in Room 32.
- 2. Room 9 is allocated to I.P.O.W. Sub Commission, A.C. w.e.f. 25 Nov.

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

24/11/45

Copy to : I.P.O.W. Sub Commission, A.C.

/s/

R/26/11

OSO 1 _____

OSO 2 (1st) _____

OSO 2 (2nd)

OSO 2 (WA) *[Signature]*

OSO 2 (3) *[Signature]*

OSO 3 (1st)

OSO 3 (2nd)

OSO 3 (3)

5487

G

RM/6/7

27

25 NOV 1945

Subject : Conference Room.

Ref : CC/7

ALL Branches and Services.

1. Branches and Services requiring use of A.I.A. Conference Room are requested to apply to the Chief Clerk (Room 48 - Telephone 537) for use of same, giving as much advance notice as possible of dates and times.
2. Chief Clerk will maintain a schedule and the Conference Room will not be used unless agreed by him.

[Signature]
 Colonel A/Q
 A.I.A.

Copy to :: Chief Clerk, A.I.A.

/cc

R/19/11

ASST 1	_____
ASST 2	_____
ASST 3	X <i>[initials]</i> X
ASST 4	X <i>[initials]</i> X
ASST 5	_____
ASST 6	_____
ASST 7	_____
ASST 8	_____
ASST 9	_____
ASST 10	_____
ASST 11	_____
ASST 12	_____

5486

1945

SUBJECT: Office Maintenance.

26
file copy

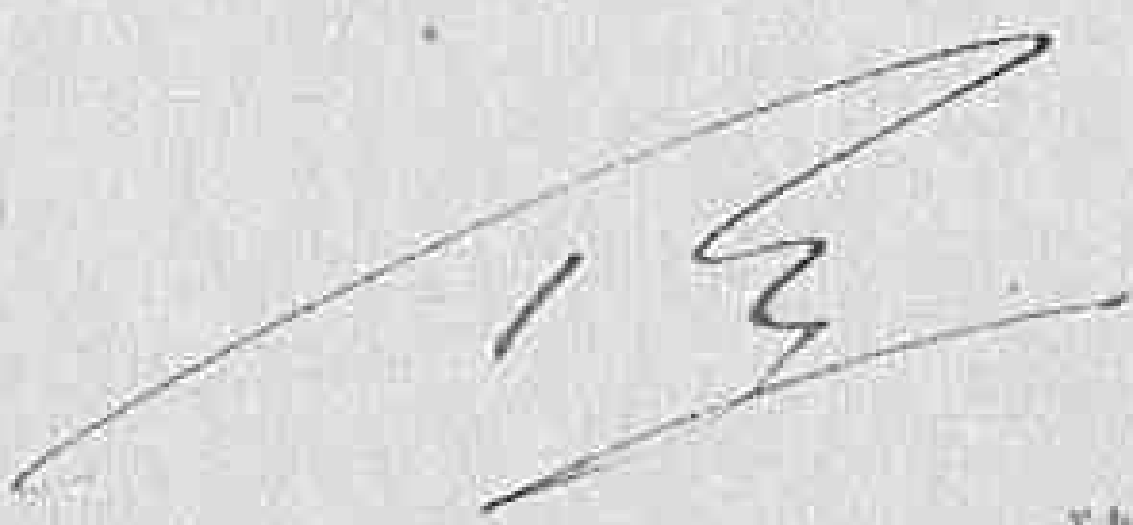
LAND FORCES SUB COM. A.C. (MRIA)

→ 11/6/7

14 Nov 45

TO : HQ COMD A.C.
(for Office Space Sect)

Would it please be possible for a key to be cut, to fit
drawer of Maj. MIDDLEM's desk, in Room 50, 7th Floor.



Lt Col,
G.S.

ju
15 Nov 45.



5485

25

Subject: Duty Officers' Room

Land Forces Sub Commission A.C.
(L. H. I. A.) ROME.
9/12/4
13 October, 1945.

1. As room No. 15 has been handed over to the IP' Sub Commission, with effect from 1200 hrs 13 Oct 45, the duty officers' room will be room No. 9.
2. Signals to arrange present telephone number in Room No. 15 to be transferred to room No. 9.

J. H. I. A.
S/Captain '11'
L. H. I. A.

Distribution:-

NOTAL.

JL/fem

FILE BM/G/7.
DATE 11/12/10

SSO 1
SSO 2 (Ora)
SSO 2 (SO)
SSO 2 (A)
SSO 2 (B)
SSO 2 (C)
SSO 2 (D)

SSO 1
SSO 2 (Ora)
SSO 2 (SO)
SSO 2 (A)
SSO 2 (B)
SSO 2 (C)
SSO 2 (D)
SSO 2 (E)
SSO 2 (F)
SSO 2 (G)
SSO 2 (H)
SSO 2 (I)
SSO 2 (J)
SSO 2 (K)
SSO 2 (L)
SSO 2 (M)
SSO 2 (N)
SSO 2 (O)
SSO 2 (P)
SSO 2 (Q)
SSO 2 (R)
SSO 2 (S)
SSO 2 (T)
SSO 2 (U)
SSO 2 (V)
SSO 2 (W)
SSO 2 (X)
SSO 2 (Y)
SSO 2 (Z)

5464

Subject: Office Accommodation H.Q. M.I.A.

Land Forces Sub Commission, AC.
M. M. I. A. ROME.

Q/12/4
12 Oct 1945.

To:
C.O.S.
'G' Branch.
'A' "
'Q'(AE)
'Q'(OS)
ST
REME
Signals
Camp Commandant (Brit)

1. The following office changes will take place immediately,
 - (a) Q(OS) will move from Room No 14 to Room No 50
 - (b) REME will move from Room No 11 to Room No 14.
 - (c) Room Nos 11 and 13 will be taken over by I.P.W. Sub Commission.
2. Signals will arrange (a) for a telephone to be installed in Room No 50 and for it to be given Q(OS) present number (b) REME telephone number to be transferred to Room No 14.

[Signature]
S. Captain 'Q'
- M.M.I.A. -

JL/TS

DATE: 24/9/45
DATE: 12/10

Q50 1	<i>[initials]</i>
Q50 2 (Cpt)	<i>[initials]</i>
Q50 2 (S.D.)	<i>[initials]</i>
Q60 2 (S.D.)	<i>[initials]</i>
Q50 3 (S.D.)	<i>[initials]</i>
Q50 3 (Cpt)	<i>[initials]</i>
Q50 2 (S.D.)	<i>[initials]</i>
Q50 2 (S.D.)	<i>[initials]</i>

5463

C./Trq. *[initials]*

Subject:- Accommodation M. I. A.

Land Forces Sub Commission A.C.
(M. I. A.) RCM.

21 September 1945

To:-

- C.C.S.
- 'G' Branch
- 'A' Branch
- 'Q' Branch
- S.T.
- S.E.P.E.
- Signals.
- Camp.

1. The following changes will take place with effect from 21 Sep 45:
 - (a) The A.A.C. will have his office in room No. 21.
 - (b) Duty Officer will use Room No. 15.
2. Telephone numbers in room 21 will remain as present except for the duty officer telephone and number which will be transferred to room No. 15.

[Signature]
 S. Captain 'Q'.
 M. I. A.

Bm/c/7.

MMIA-'G'
 FILE: B-1/5/7
 DATE: R/22/9

GSO 1 + *[initials]* x
 GSO 2 (Op) + *[initials]* x
 GSO 2 (S) + *[initials]* x
 GSO 2 (W) + *[initials]* x
 GSO 2 (I) + *[initials]* x
 GSO 3 (S) + *[initials]* x
 GSO 3 (Op) + *[initials]* x
 GSO 3 (I) + *[initials]* x

75462

22

Free

SUBJECT: Office Maintenance

LAND FORCES SUB COM, AC (MHIA)

EM/C/7

12 Sep 45

TO : HQ COMDT ALLIED COMMISSION

It is requested that arrangements be made for a locksmith to visit Room 56, 7th Floor, please.

Lt. Col.
GS.

B/F 19 Sep

5461

21

BM/G/7

Subject:- Office Accommodation.

Land Forces Sub Commission A.C.
M. M. I. A. ROME.

Q/12/7
28 August, 1945.

To:-

'A' ✓
'G' ✓
Signals (2)

1. The following changes will take place with effect from 30 Aug 45.

Serial	Branch	From	To
1	A.Q.M.G. (Q.2.) S.O. Q.2.	32	58
2	G.S.O. II (Idaison G) G.S.O. II (Int.)	38	32

2. Signals to arrange for the officers moving to retain their present telephone numbers.

RAC

R.A. CURTIS Lt. Col.
A.Q.M.G. Q. 2.

JL/fcm

MMIA-C
 FILE: BM/G/7.
 DATE: 29 Aug.

CSO 1

CSO 2

CSO 3

CSO 4

CSO 5

CSO 6

CSO 7

CSO 8

CSO 9

CSO 10

X *[Signature]* X
 X *[Signature]* X
 X *[Signature]* X
 X *[Signature]* X
 X *[Signature]* X
 X *[Signature]* X
 X *[Signature]* X

2-60

29 Aug

20

Subject: Typewriters.

Land Forces Sub Command, A.C.
(M. E. I. A.) ROME.

11 AUG 45.

ME/c/7.

To: H.Q. Command, A.C.
(Office Space Sect.)

May a typewriter mechanic please be sent to Room 39, IMIA.

W
Lt Col.,
G.S. 5459

19

SUBJECT: Office Repairs

LAND FORCES SUB COM, AC (WMLA)

RM/0/7 ✓

31 JUL 65

TO : Office Space Section

May a carpenter be instructed to report to Room 39
Floor 7 for the purpose of repairing blinds in Rooms 39, 41
and 52.

W. Keenan
1st Lt Col,
GS. *Keenan*

37

5458

R/31/7

18

SUBJECT:- Typewriters

Land Forces Sub Com, A.C., (MMIA)

EM/G/7

9 Jul 45

HQ Commandant,
(Office Space Sec)

May a typewriter mechanic please report
to Room 39 for the purpose of effecting repairs to
a typewriter.

abc

Michael
/a Lt Col Capt
 GS

5457

SUBJECT: Office Equipment

17

Land Forces Sub Com. AC (MMA)

RM/C/7

✓ July 45

RE COMDT,
OFFICE SPACE SECTION, AC

May an electrician please be sent to ROOM 39 for the purpose
of transferring the connections of the inter-office bell operated by
Lt.Col. INGEBREW.

R/S/7

SD/tvb

[Signature]
J. Lt. Col.
CS.

5456

16

SUBJECT : Office Furniture

4th Branch
M M I A
26 Jun 45

Office Space Section,
HQ A.C.

file

May a carpenter please be instructed to report to Room 39, 7th Floor.

His purpose will be to raise a table from the floor by several inches, presumably by placing blocks of wood beneath it. This is necessary owing to the present limited leg space which is insufficient for the tall officer using it, or *alternately* could a table with more leg space underneath be supplied.

abc R. 26
6

[Signature]
Maj
GS

5455

15

SUBJECT : Office Maintenance

LAND FORCES SUB-COM, AC (MMIA)

EM/G/7

19 Jun 45

[Handwritten initials]

**TO : HQ Comdt, AC -
(for Office Space Section)**

It is requested that a workman be sent to Room 54, 7th floor, to repair a broken window-blind.

R 19/6

[Signature]
Major General Capt
MMIA

5454

jc/

247

14.

SUBJECT : Office Lighting

LAND FORCES SUB COM, AC (MMIA)

BM/G/7

11 June 45

TO : H.Q. Commandant, AC
(for Office Space Sec.)

It is requested that an electrician be sent to Room 39, 7th floor, to repair the lighting system.

Cheney
Lt. Col.
G.S.

19.6.1945

R 19/6

5453

R

SUBJECT: Office Maintenance

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

EM/O/7 ←

18th June 1945

TO : OFFICE SPACE SECTION, A.C.

1. May this HQ please be supplied with a Typewriter Mechanic to repair the following listed machines:-

- | | |
|------------------------|---------------------------|
| 1 Underwood (American) | 1 Naumann Ideal (Italian) |
| 1 Olivetti (Italian) | (Long Carriage) |
| (Long Carriage) | 1 Remington (American) |
| | (Long Carriage) |

2. Please have Mechanic report to Room 41, 7th Floor.

R 18/6

Lt. Col.
C. S.

12

SUBJECT: Office Maintenance

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

EM/G/7

1802 ~~17~~ June 45

TO : OFFICE SPACE SECTION, A.C.

- 1. Request that a repairman be sent to Room 66, 7th Floor to repair one chair.

R 18 / 6

[Handwritten Signature]
 Lt. Col.
 G.S.

WB

INNER OFFICE MEMORANDUM

6 June 1945.

To : ~~Q.1~~
 Major Byatt
 Sigs
 Chief Clerk.

BM/6/7

1. Following alterations in office accommodation will take place in the following order. First move will take place 7th June.

<u>Branch</u>	<u>From</u>	<u>To</u>	<u>Remarks</u>
Q.1	30	1	
Maj. Byatt	34	21	Telephone to be moved from Room 34, duty officer's phone to be left in Room 21.

The following re-allocation is made :

<u>Branch</u>	<u>Room</u>
A	1 BIS
A	30
G.C.	34

Telephone to be provided for Room 30.

2. Duty officer will continue to use Room 21 and will be available on the same telephone number.

Q.1
 QSO 2 (C)
 QSO 2 (S)
 QSO 2 (W)
 QSO 2 (L)
 QSO 3 (S)
 QSO 3 (Other)

REP
MC
W
BM
CS

MMIA - 'G'
 FILE: *BM/6/7*
 DATE: *7/6*

R.A. Curtiss
 R.A. CURTISS, Lieut. Colonel, 5451
 for Major General, Q2
 M.M.I.A.

/agc

10

SUBJECT: Office Maintenance

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

BE/G/7

1 June 45TO : OFFICE SPACE SECTION, A.C.

1. It is requested that a Typewriter Mechanic be sent to Room 39, 7th Floor to repair the following:-

	<u>STYLE</u>	<u>SERIAL NO.</u>
1 Typewriter (Short Carriage)	Olivetti	192200

2. The a/m typewriter was repaired a very short time ago, but repairs were not satisfactorily made.

3. May these repairs be made as soon as possible as typewriter is urgently needed.

[Signature]
Lt. Col.
G. S.

R. H/6.

5450

9

LAND FORCES SUB COM, AC (MIA)

BM/G/7

24 May 45

TO : Headquarters Commandant,
HQ, Allied Commission,

1. It is requested that arrangements please be made for the lift to the seventh floor to commence operating at 0800 hrs each morning and not 0815 as hitherto.

2. Personnel of this Sub-Commission start work at and are required to be in their offices by 0815 each morning, and this request is made so that such personnel, and especially those suffering from leg wounds, will not be required to climb unnecessarily seven flights of stairs.

9-1
S:

Start work NOT at 0815
and 0815.

Lt. Col.
GS.

5449

3v // ~~B/F~~ five days -

Building Dept says orders given as from 28 May
for 0800 hrs weekday
0900 .. Sunday start

Good
Please arrange an conference 29/5

SUBJECT; Office Maintenance

LAND FORCES SUB-COM, AC (MMIA)

DM/G/7

30 Apr 45

8

TO : Hq Comdt, A.C.
(for Office Space Sec)

⑦
This Office letter of even number dated 20 Apr 45 requested that rapid arrangements be made to repair one of the doors on this floor.

Will you please say how soon this will be done.

Lt-Col,
GS.

rd

Cfs.

This is glass door to typists room next to G.O.C.

⑤

5448

SUBJECT: Office Maintenance

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

EM/C/7

20 Apr 45

TO : HQ COMDT
for OFFICE SPACE SEC

1. It is particularly requested that rapid arrangements be made to repair one of the doors on this floor requiring a glass or plaster-board panel.

2. Please instruct workman to report to Room 39, 7th Floor where he will be directed to the door in question.



Lt. Col.
O. S.

WB

R 20/4

5447

SUBJECT :- Office Maintenance

6
LAND FORCES SUB.COMM.A.C.
(M.M.I.A.)
File No. BM/G/7

31 Mar 45

TO :- HQ.Comdt, AC.
(For Office Space Sec.)

Please make the necessary arrangements to remove electric bell from Room 39 to Room 25, seventh floor. This alteration is made necessary because of re-arrangement of office space on this floor.

[Signature]
Lt.Col. G.S.
M.M.I.A.

am.

5448

5

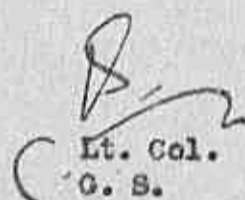
INTER-OFFICE MEMO

LAND FORCES SUB-COM. A.C.
(M.M.I.A.)
File No. BM/C/7
March 45

TO : HQ COMDT., A.C.

Ref attached.

1. Proof is approved, but it is requested that the size be reduced to conform to pencil markings on chit.


Lt. Col.
C. S.

WN

5445

SUBJECT: Typewriter Repairs.

4

Land Forces Sub Com, A.C.
(M. M. I. A.)
File No: EM/G/7
28 Mar 45

TO : OFFICE SPACE SECTION

Request that Typewriter Mechanic be sent to 7th Floor,
Room 39.

Please treat as urgent, as machines are very much needed.

tvb.

[Handwritten Signature]
Lt Col.
G.S.

5444

Subject: Office Accommodation

FILE: Bm/s/17
DATE: 24/3

Land Forces Sub Commission, A.C.
(M. M. I. A.) ROME
S/A/38

24 Mar 45.

1. Agriculture Sub-Commission have been instructed to vacate their present offices on the seventh floor by 1800 hours, Monday, 26th March 45.
2. The following moves will take place on Tuesday, March 27th:-

MOV Clerks from Room 37 to Room 10
MED Clerks " " 37 " " 16
ST (T) " " 26 " " 7
ST (T) Clerks " " 37 " " 6
REME " " 34 " " 11
DAAG(1) & SC "A" from Room 43 to Room 28
DAAG(3) & SC "A" " " 25 " " 26
Ord & Arty Records " " 48 " Rooms 13 & 15
ST Clerks from Room 28 to Rooms 3 & 5
3. S.O.R. Sigs will please make the necessary arrangements for change-over of telephones.

DSL/wh

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

5443

DISTRIBUTION:

All Branches & Services MMIA

Translation

From: M of W.

To: M M 19.

Ref: 8394/V.C.

Date: 17: March 45.

2

Subject: Equipment Office.

BM/6/7

Ref. request made in ^{letter} BM/6/7 dated 13th inst. This Ministry is in a position to put at your disposal, for the required period, a filing cabinet type "Kander" composed of six parts.

Please inform this office if you will draw same or inform the day and place when the handing over of the material in question, is to be carried out.

M 31
FILE: BM/6/7
DATE: 21/3/45

Sgd/ PELLIGRIN.

All ready
have them
21 MAR 1945 0442

Sgt. FORD

Attn



Ministero della Guerra

DIREZIONE GENERALE
DEI SERVIZI DI COMMISSARIATO MILITARE X
ed Amministrativi

Direzione Vestiarie e C.C.

Dot. A. 8394/VC. Allegati

EX. 3800,

Mod. 509

IN

ALLA LAND FORCES SUB
COMMISSION A.C. (MMIA)
ROMA

Regista del
Dir. Is. N°

OGGETTO Ufficio equipaggiamento.-

G

18/3

Riferimento alla richiesta di cui alla lettera N° BM/G/7 in data 13 corrente, questo Ministero comunica di poter mettere a disposizione di cotesta M.M.I.A., per il periodo che si renderà necessario, uno schedario tipo "Kardex" composto di sei elementi.-

Si rimane in attesa di conoscere se il ritiro sarà fatto a cura di cotesta stessa M.M.I.A. oppure — l'indicazione del giorno e del luogo nei quali dovrà avvenire la consegna dei materiali di cui sopra.-

P. IL MINISTRO

Elligna

5441

SUBJECT: Office Equipment

LAND FORCES SUB-COM. A.C.
(M.M.I.A.)
File No. HM/G/7 ←
14th March 45

TO : MINISTRY OF WAR
(Direzione Generale Servizi di Commissariato)

Reference conversation of this morning Lt. Col. NABISSI - Major MINSUD - Major MAJOCCHI, regarding 6 Iron Index Boxes.

The above Office Equipment is urgently needed in this office and cannot be procured from local firms.

It is understood that this equipment may be available in your stocks and surplus to your requirements. If this is so, we should be grateful if you would arrange to let us have it on loan.

[Handwritten signature]

Major General
M. M. I. A.

ws

R¹⁴/₃.

5440