

Declassified E.O. 12356 Section 3.3/NND No. 785015

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

785015

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OFFICE ORGANIZATION & PROCEDURE
AUG. - OCT. 1943

11/8

1.
Dep. Chiefs of Staff.

Ref: 39 A.

1. This system has been approved by Mr. Duncow & the Chief Clerk - who will be responsible for working it.
2. It does not cut across anything in P.D. No. 3.
3. Some of the proposals are already in use, and the main change to be made is to the re-numbering of all files.
4. This could be done without upsetting the work of the C.R. but should obviously be done immediately, - if this system is approved - as every day's delay means more re-filing of letters.
5. I do not agree with para 11.
6. In view of the greatly increased bulk of correspondence which is probable in the future, I recommend that this scheme be put into effect forthwith.

13 Sep 43.

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J. H. Wright
Major G-1

2.

J.A.C.S.

For information & retention Cal 2405. LCA

INSTRUCTIONS FOR DEALING WITH CORRESPONDENCE

AT ANGOT H.Q. (SECRET)

The following procedure for dealing with correspondence at ANGOT H.Q. will be adopted forthwith.

1. INCOMING CORRESPONDENCE

(i) All mail coming into ANGOT H.Q. will be opened by DCSO or in his absence, AO 1, AO 2 or the Chief Clerk. It will then be passed to the Central Registry for logging and insertion in the correct file.

(ii) The officer opening the mail will mark with a cross the correspondence requiring the most urgent action and this will be given priority over all other filing. All correspondence must be filed immediately upon receipt. If the pertinent file is not available, it must be submitted on a temporary file.

2.

(i) All papers on files will be properly referenced and recorded on the minute sheet inside the front cover of the file before the file leaves the registry. The file will then be passed to the appropriate Division or AO for action as necessary.

(ii) All files for action by Divisions will go to the Heads of Divisions except when the latter direct otherwise.

(iii) On the Administrative side all files for action will go to A.O.1, A.O.2, A.O. (Staff S & T) or the officers under A.O. (Admin.) according to the subjects with which they deal - see chart attached.

3. No papers will be removed from the file without prior reference to the Chief Clerk.

4. Papers will not be dealt with until placed on the proper file. Adherence to this rule will avoid loss of the papers.

5. OFFICE PROCEDURE

If it is necessary to submit a matter to another Division, the C.S.O, UGCAG or CCAG for comments or decision, this will be done wherever practicable by means of a minute on the pertinent file. Minutes will be written at the foot of the last page

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2. (i) All papers on files will be properly referenced and recorded on the minute sheet inside the front cover of the file before the file leaves the registry. The file will then be passed to the appropriate Division or AO for action as necessary.

(ii) All files for action by Divisions will go to the Heads of Divisions except when the latter direct otherwise.

(iii) On the Administrative side all files for action will go to A.O.1, A.O.2, A.O. (Staff S & T) or the officers under A.O. (Admin.) according to the subjects with which they deal - see chart attached.

3. No papers will be removed from the file without prior reference to the Chief Clerk.

4. Papers will not be dealt with until placed on the proper file. Adherence to this rule will avoid loss of the papers.

5. OFFICE PROCEDURE

If it is necessary to submit a matter to another Division, the C.S.O, LOCAO or CCAO for comments or decision, this will be done wherever practicable by means of a minute on the pertinent file. Minutes will be written at the foot of the last page entered in the file or on a sheet of paper inserted in the file and numbered as a page of the file.

6. Files moving from one Division to another must pass through the Registry for entry in the circulation register. Central Registry Clerks will visit each office at least once an hour to bring and/or remove files, but if greater speed is required, there is no objection to the use of Divisional clerks or the office orderlies stationed in the passages, provided that they take the files via the C.R. and report where the files are going.

7. Routing slips will be provided for passing files from one office to another. Where immediate action is required, an urgent slip will be used.

8. Whenever in doubt, the C.R. will consult Divisions or AOs as to the file in which a document should be placed and the titles of new files. But there will be mistakes, and Divisions or AOs

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should instruct the Registry that new an improvement can be made. This particularly applies in the case of general files which tend gradually to cover a large number of subordinate subjects arising from the main subject. The result is a mass of correspondence being dealt with in one file, which means delay all round. Breaking down the file into a number of files will remedy this.

(1) The heading of all correspondence emanating from this H.Q., unless specifically shown otherwise in the draft, will be as follows:-

Subject: _____
SECRET (E) (etc. if
= CONFIDENTIAL(A) required)
(File No.)

AMCOT HQ SICILY

(Date)

..
Q
H

(ii) Correspondence will be prepared for signature either by OCIO, CSO or Heads of Divisions.

(d) For signature by or for GCAG

All correspondence to higher formations - e.g.
AFHQ, 15 Army Group, HQ 7 Army, HQ 8 Army.

NOTE - Communications to American higher formations which are not signed by CCAO or DCCAO will be signed by the CCO (or officer designated by him) "For the Commanding General".

(2) For signature by or for CSO

All communications from HQ containing orders or instructions relating to matters of policy.

NOTE - When correspondence is submitted to CCAO, DCAO or CSO for signature, it should carry the initials of the originator on the file copy or a minute requesting signature if any explanation is required.

AMCOT HQ SICILY

(Date)

To:

(ii) Correspondence will be prepared for signature either by CCAG, CSO or Heads of Divisions.

(A) For signature by or for CCAG

All correspondence to higher formations - e.g. AFHQ, 15 Army Group, HQ 7 Army, HQ 8 Army.

NOTE - Communications to American higher formations which are not signed by CCAG or DCCAG will be signed by the CSO (or officer designated by him) "For the Commanding General".

(b) For signature by or for CSO

All communications from HQ containing orders or instructions relating to matters of policy.

NOTE - When correspondence is submitted to CCAG, DCCAG or CSO for signature, it should carry the initials of the originator on the file copy or a minute requesting signature if any action is required.

(c) For signature by or for Heads of Divisions

All communications on Divisional subjects not covered by (a) and (b) above.

(d) In certain cases of correspondence emanating from various US Army Headquarters, it may be advisable to use the American procedure of replying by means of the indorsement. In this form of reply the message is typed on the original of the basic letter which is then transmitted either to the originator of the basic letter or to any addressee desired. A copy of the indorsement is made on the copy of the basic letter and is retained as the file copy.

10. (i) The SCAG in charge of a Province is responsible for the satisfactory working of all Allied Military Government activities within his Province except in the case of certain

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specific matters to be handled by H.Q. Officers, which will be the subject of a separate memorandum) and therefore must have knowledge of all orders and advice sent by Heads of Divisions to their offices in his Province. All communications between HQ Divisions and their officers assigned to Provinces will therefore channel through the SCAG's.

(ii) Correspondence to be passed through the SCAG's will be addressed:-

through SCAG Province
(iii) Ordinary official correspondence will always be addressed to an officer by his official title and not by his name.

(iv) When sending out a memorandum care must be taken that sufficient copies are provided to avoid the recipient having to retype the letter for further distribution.

(v) More detailed instructions on correspondence are being issued to the C.R. - copies to all offices for information.

11. Outgoing correspondence will be typed either by the C.R. or by the Divisional Clerks. In either case, the signed correspondence with the file from which it is to issue, must go to the C.R. despatch clerk for registration and despatch.

12. Before dispatch of a letter the file copy will be initialled and the file returned to the C.R. The file will not be returned to the originator of the letter unless (a) the C.R. consider that there is further action on the file or (b) the file is marked "E.U." 12/8 (or whatever date required) and initialled. In the latter case the file will automatically return to the initialler on the date indicated.

13. OUTGOING MEMORANDA FILE

In addition to the number of copies of a memorandum required for issue and the file copy, a further copy will be made of all except MOST SECRET correspondence and not sent.

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(iv) When sending out a memorandum care must be taken that sufficient copies are provided to avoid the recipient having to retype the letter for further distribution.

(v) More detailed instructions on correspondence are being issued to the C.R. - copies to all offices for information.

11. Outgoing correspondence will be typed either by the C.R. or by the Divisional Clerks. In either case, the signed correspondence with the file from which it is to issue, must go to the C.R. despatch clerk for registration and despatch.

12. Before dispatch of a letter the file copy will be initialed and the file returned to the C.R. The file will not be returned to the originator of the letter unless (a) the C.R. consider that there is further action on the file or (b) the file is marked "B.U." 18/6 (or whatever date required) and initialed. In the latter case the file will automatically return to the initialed on the date indicated.

13. OUTGOING MEMORANDA FILE

In addition to the number of copies of a memorandum required for issue and the file copy, a further copy will be made of all except MOST SECRET correspondence and put each day into an "Outgoing Memoranda" file. Each morning this file will be circulated to CCAG, DCMAG, Heads of Divisions etc., who will thus be able to keep in touch with all ordinary MOST HQ business. This file will be marked IMMEDIATE as the whole object of it will be defeated if it does not circulate within a day to all those who have to see it.

14. SECRET FILES

These files will be subject to the procedure outlined above, but they will be kept in a separate registry and correspondence for them will be filed under special arrangements made by the Chief Clerk. Only clerks designated by the Chief Clerk will type secret correspondence and the files will only be passed by the hand of officers, the Chief Clerk or Staff Sergeants designated to see them.

15. CLASSIFICATION OF CORRESPONDENCE.

It is the duty of every officer to decide whether any official correspondence which he has to sign should be given a security

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classification. The classifications which will be used are as follows:-

"American RESTRICTED"	=	British CONFIDENTIAL"
"American CONFIDENTIAL"	=	British SECRET"
"American SECRET"	=	British MOST SECRET"

15. DISTRIBUTION OF WORK

Attached to these Instructions is a Chart showing the distribution of work on the administrative side of H.Q.

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CCAO
 DCCAO
 CSO
 DCSO

AO 1 (Maj Smith) <i>Capt Van Deyalen</i> <i>Asst AO</i> (Capt. Hubot)	AO 2 (Maj. Graft) <i>Dr. Clough</i> <i>Asst AO</i> (Lt. Van Heukelom)	AO (Staff S & T) (Maj. Peckey) <i>Asst (A)</i> (Lt. Davis) <i>Asst (B)</i> (Lt. Sinclair)
Political } Ecclesiastical } Legal } Public Safety }	Civil Supply } Public Health } Property } Railways } Secretary to } Executive Council } Miscellaneous }	
Affairs		Affairs

Staff Capt(A) Personnel Sta
 British Adjutant (A)
 (Capt. ~~Smith~~) American (Capt. ~~Howard~~)
 Personnel } (Lt. Krupa)
 Welfare }
 Discipline }

LEGAL DIVISION

FINANCE DIVISION

PUBLIC
SAFETY
DIVISIONCIVILIAN
SUPPLY AND
RESOURCES
DIVISIONPUBLIC HEALTH
DIVISION

EDUCATION
Major Bayre (B)

ADVISOR ON FINE ARTS
 AND MONUMENTS
 (Capt. Hammond)

LIAISON OFFICER
 15 Army Group
 (Col. THORNTON-THORNTON)

LIAISON
 (Capt. ~~Bayre~~)

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CCAO

DCGAO

CSO

DCSO

AO 2 (Maj. O'Grady)

AO (Staff S & T)
(Maj. Pearey)AO (Adm)
(Maj. McDougal)Asst AO
(Lt. Van Haukelan)

QRTA

QRTB

TU (A)

TU (B)

(Lt. Davis)

(Lt. Sinclair)

(Lt. Zimmerman)

(Capt. Carter)

Civil Supply

Public Health

Property

Railways

Secretary to

Executive Council

Miscellaneous

Affairs

Staff Capt(A)

Personnel

Staff Capt

HQ Comdt

HQ Coy

British

Adjutant

(Adm)

(British)

American

(Capt. ~~Harwood~~)

American

(Capt. Farrar)

(Capt. Harriman)

(Capt. Juniper)

Personnel

(Lt. Kruga)

Welfare

Discipline

Printing
(Lt. Panelli)

DIVISION

PUBLIC

SAFETY

DIVISION

CIVILIAN

SUPPLY AND

RESOURCES

DIVISION

PUBLIC HEALTH

DIVISION

PROPERTY DIVISION

FINE ARTS

ARTS

(Mand)

LIAISON OFFICER

15 Army Group

(Col. THORPE-THORPE)

LIAISON OFFICER

(7 Army)

(Capt. Graham)

PRO

(Capt. Poore)

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OFFICE ROUTINE ORDERS.

SCOPE.

1. General.

These orders supersede all present Standing Orders
hitherto published and all D's in so far as they refer to
Office Routine. They are equally applicable to A.C. and A.M.G.(P).
(Details of documents which have been superseded are listed at
Appx 'A' attached to these Orders).

2. Contents.

These Orders are set out under 6 main headings viz :-

- SCOPE (Page 1)
- HOURS OF WORK (Page 1)
- SECURITY OF HQ (Page 4)
- STAFF & DEPARTMENTAL CHANNELS : (Page 8)
- OFFICE PROCEDURE (Page 8)

They include the following Appendices :-

- Appx 'A' (List of documents superseded by these Orders)
- Appx 'B' (Orders for the Duty Officer)
- Appx 'C' (Orders for the Night Duty Clerk)
- Appx 'D' (Orders for the Night Duty Clerk)
- Appx 'E' (Courier Services)

HOURS OF WORK.

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2. Contents

These Orders are set out under 8 main headings viz :-

SCOPS	(Page 1)
HOURS OF WORK	(Page 1)
SECURITY OF INFORMATION	(Page 4)
STAFF & DEPARTMENTAL CHANNELS	(Page 8)
OFFICE PROCEDURE	(Page 8)

They include the following Appendices :-

Appendix A	(List of documents superseded by these Orders)
Appendix B	(Orders for the Duty Officer)
Appendix C	(Orders for the Night Duty Clerk)
Appendix D	(Orders for Guard at Hollywood)
Appendix E	(Courier Services)

HOURS OF WORK.Office Hours - Officers.

(a) Office hours are as follows :-

Weekdays	0645 - 1300 hours.
	1430 - 1800 hours.
Sundays	0615 - 1300 hours.
	1400 - 1730 hours.

(b) Italian classes for planning staffs take place at the following hours :-

Weekdays	0845 - 1015 hours.
Sundays	1530 - 1800 hours.

Italian classes will be attended by all officers except :-

- (1) Any officer certified by the Director of Studies as proficient in the Italian language.

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- (ii) Any officer required for urgent planning duties during any of the above periods, provided that this is specifically authorized by the Head of the Region, Sub-Commission or Staff Branch concerned.
- (c) Officers may attend Church subject to compliance with the conditions of 4 below.
- (d) Subject to compliance with the conditions of 4 below, Heads of Regions and Sub-commissions may authorize periods for exercise and recreation on week-days between 1600 and 1800 hrs

4. Representation in office.

During office hours there will always be present for each Region, Sub-Commission or Staff Branch, including the H.Q. Commandant, at least one responsible representative capable of dealing in the first instance with any matters which may arise.

5. Non-office hours.

There will be a Duty Officer at Hollywood at the following hours:

0800 - 0845
1245 - 1400
1800 - 0900

A copy of the orders for the Duty Officer is attached as Appx "A" to these orders.

6. Duty visits away from station

All duty visits away from station will be regulated as follows:

- (a) Heads of Regions - own discretion.

during office hours there will always be present for each Region, Sub-Commission or Staff Branch, including the H.Q. Commanders, at least one reasonable representative capable of dealing in the first instance with any matters which may arise.

5. Non-office hours.

There will be a Duty Officer at Hollywood at the following hours:

0300 - 0845
1245 - 1400
1530 - 0800

A copy of the orders for the Duty Officer is attached as Appx "A" to these orders.

6. Duty visits away from station

All duty visits away from station will be regulated as follows:

- (a) Heads of Regions - own discretion.
- (b) Heads of Sub-Commissions (Colonel and above) - own discretion.
- (c) Staff of (a) and (b) above - with permission of their respective Heads.
- (d) Heads of Staff Branches - with approval of J.A.C.S.
- (e) Other officers of Staff Branches - with approval of Head of Branch.

7. Rest days

- (a) Subject to the exigencies of the Service, every Officer working full time on planning will take one "day off" a week.

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- (b) A guard will be continuously maintained on this entrance.
- (c) The duties of the guard are listed as Appx "D" to these Orders.
- (d) Both on entering and on leaving the building everyone will be required to show a Security Pass, to the sentry on duty.
- (e) These passes will be issued by G-2, to whom application should be made.
- (f) Temporary passes will be obtained from the sentry. They will be countersigned by an officer of "Hollywood" H.Q. and surrendered to the Sentry by the holder before leaving the building.
- (g) Only persons having legitimate military business to transact will be admitted.
- (h) An officer interviewed by a holder of a Temporary Pass will endorse the pass.
- (i) Holders of Temporary Passes must be escorted to the officer whom the visit is visit.

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11. Central Registry

- (a) The Chief Clerk is responsible for:
- (i) For the protection of all files and documents.
 - (ii) That two registers are maintained; one for files and one for secret documents.
 - (iii) That all secret documents bearing copy numbers are registered in the Secret Document Register and filed separately.
 - (iv) That all files and secret documents on charge are accounted for daily. Any discrepancy will be reported at once to G-2.

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- (e) Only persons having legitimate military business to transact will be admitted.
- (h) An official interview by a holder of a Temporary Pass will endorse the pass.
- (i) Holders of Temporary Passes must be escorted to the officer when the visit is visit.

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 - (i) For the protection of all files and documents.
 - (ii) That two registers are maintained; one for files and one for secret documents.
 - (iii) That all secret documents bearing copy numbers are registered in the Secret Document Register and filed separately.
 - (iv) That all files and secret documents on charge are accounted for daily. Any discrepancy will be reported at once to G-2.
 - (v) That all waste paper is cleared from all offices and destroyed by burning each morning.
 - (vi) That all SECRET correspondence and documents are dispatched in an inner envelope correctly sealed and marked, and enclosed in an outer envelope, properly addressed.
 - (vii) That all dispatched by Courier Service is properly enclosed in sealed bags or dispatch cases.
- (b) The Central Registry will never be left unattended.
- (c) All files, documents and will be returned to the Central Registry before an office is left unattended.
- (d) All library documents will be returned to the library by the evening of the day on which they are taken out.

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(b) Chiefs of Regions and Heads of Sub-commissions will prepare duty and roster schedules in mind that the Chief and Deputy Chief must not be away on the same day.

(c) Staff Branches will maintain rosters as follows:

- (i) E.F. Corps & A.S. Staffs on one roster.
- (ii) Separate Rosters for H.Q. Comdt, G-1, G-2, and G-4 by their respective Heads.
- (iii) Personal Assistants will take the same "Days off" as their respective Chiefs of Staff.

3. Office hours - EM & CRs of the Central Registry.

- (a) The staff of the Central Registry is divided into two shifts of approximately equal numbers, that is, an early shift and late shift.
- (b) Shifts will alternate weekly, as from Monday morning.
- (c) The duty hours are:

<u>Early Shift</u>	<u>Late Shift</u>
0830 to 1130	0900 to 1245
1200 to 1530	1400 to 1730
1730 to 1830	1830 to 1930

NOTE: Early meal passes will be issued to the early shift.

- (d) The duties of the Night Duty Clerk are listed in Appx "C", attached to these Orders.
- (e) The Central Registry operates on a 24 hour basis 7 days a week. Provision will be made for one free day per week for each member of the C.R. staff. A roster will be prepared by the Chief Clerk and posted weekly.

8. Office hours - EM & CRE of the Central Registry.

- (a) The staff of the Central Registry is divided into two shifts of approximately equal numbers, that is, an early shift and late shift.
- (b) Shifts will alternate weekly, as from Monday morning.
- (c) The duty hours are:

<u>Early Shift</u>	<u>Late Shift</u>
0830 to 1130	0900 to 1245
1230 to 1530	1400 to 1730
1730 to 1830	1830 to 1930

NOTE: Early meal passes will be issued to the early shift.

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- (e) The Central Registry operates on a 24 hour basis 7 days a week. Provision will be made for one free day per week for each member of the C.R. staff. A roster will be prepared by the Chief Clerk and posted weekly.

SECURITY OF H. Q.

NOTE: Security measures for CHURCHILL B.Q. are detailed in Appx up to P.D. 10 dated 5 Oct. 1943.

9. Responsibility.

All ranks will bear in mind that they are engaged in work which calls for an extra degree of security. They must obey the following instructions, but it is important that they should use their intelligence in all circumstances to ensure the maintenance of complete security.

10. "HOLLYWOOD" Building.

- (a) There will be only one entrance and exit.

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- (c) Only in case of absolute necessity will classified documents be "downgraded" H.Q.; in such instances officers will ensure that proper measures are taken to safeguard the documents.

12. Protected documents:

- (a) Officers are reminded that they are responsible for the degree of protection given to letters, documents, etc. originated by them.

- (b) The following equivalent classifications are now effective

<u>U. S.</u>	<u>British</u>
Secret.	(Most Secret { and { Secret.
Confidential.	Confidential.
Restricted.	Restricted.

- (c) British Secret is now defined as follows: "Secret documents are documents such, although not warranting the exceptional precautions applied to deal with MOST secret documents, are of such a nature that for reasons of national security, they must only be disclosed to persons whose duties make it essential that they should have knowledge of them". "SECRET", as well as "MOST SECRET" is now equivalent to U.S. Secret, and will be handled accordingly.
- (d) Messages classified as British "Most Secret" or "SECRET" will be enciphered when sent by ANY line telephone or telegraph or wireloss. When sent by other means they will be enclosed in an inner envelope marked "MOST SECRET" and addressed to an officer by name and an outer envelope bearing the normal address only.
- (e) The attention of all organizations is directed to more frequent use of the classification CONFIDENTIAL. Messages

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Secret.
(Most Secret
{ and
(Secret.

Confidential.
Restricted.
Restricted.

- (c) British Secret is now defined as follows: "Secret documents are documents which, although not warranting the exceptional precautions applied to deal with MOST secret documents, are of such a nature that for reasons of national security, they must only be disclosed to persons whose duties make it essential that they should have knowledge of them". "SECRET", as well as "MOST SECRET" is now equivalent to U.S. Secret, and will be handled accordingly.
- (d) Messages classified as British "MOST SECRET" or "SECRET" will be enciphered when sent by any line telephone or telegraph or wireless. When sent by other means they will be enclosed in an inner envelope marked "MOST SECRET" and addressed to an officer by name and an outer envelope bearing the normal address only.
- (e) The attention of all organizations is directed to more frequent use of the classification CONFIDENTIAL. Messages classified CONFIDENTIAL will always be enciphered when transmitted by wireless or wire liable to interception.

13. Communications

- (a) The telephone is NOT SECRET. The circuit runs through the civil exchange.
- (b) Care must be taken to maintain the security of teletype messages.

(1) Outgoing messages.

One copy of the originator's message will be passed to the operator for transmission; the duplicate will be filed on its appropriate file. When the message has been transmitted, the original copy will be filed in the operator's "OUT" file. Of the two machine copies, one will be filed on the operator's "OUT" (teletype) file, the second copy will be passed to

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the Central Registry and placed on appropriate file. The Chief Clerk will be responsible for the destruction of the original duplicate copy after checking.

(11) Incoming Messages. Of the machine copies, one will be filed on the operator's "IN" file; the second copy will be passed to the Central Registry and placed on appropriate file.

(11) A register will be kept of all outgoing and incoming messages.

(17) The operator's file copies of OUT and IN messages will be checked over with the teletype Register every Sunday morning and destroyed by burning, leaving the copies of the preceding THREE days on the file.

(7) All messages EXCEPT those classified SECRET or MOST SECRET may be transmitted by teletype at "Hollywood".

14. Leakage or compromise.

It is the duty of all concerned to report at once to G-2 any suspicion, however small, of leakage or compromise of classified material.

STAFF AND DEPARTMENT I CHANNELS.

15. Staff Channels.

(a) Officers of the Staffs of the three Civil Sections A.C. are Staff officers of the J.C.S. equally as officers of the military staff branches. In accordance with normal military practice subjects referred to A.C. will in the first instance be dealt with by the appropriate branch of the staff.

(b) The proper channels for all correspondence other than correspondence on technical matters is through the appropriate staff branch. This is essential in order to

- (v) All messages EXCEPT those classified SECRET or MOST SECRET may be transmitted by teletype at "Hollywood".

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STAFF AND DEPARTMENTAL CHANNELS.

15. Staff Channels.

- (a) Officers of the Staffs of the three Civil Sections A.C. are Staff officers of the J.A.C.S. equally as officers of the military staff branches. In accordance with normal military practice subjects referred to A.C. will in the first instance be dealt with by the appropriate branch of the Staff.
- (b) The proper channels for all correspondence other than correspondence on technical matters is through the appropriate staff branch. This is essential in order to ensure that all matters are satisfactorily co-ordinated.

16. Personal access of Heads of Sub-commissions to J.A.C.S.

The right of personal access of Heads of Sub-commissions to the J.C.S. and J.A.C.S. remains unaffected by 15 (b) above.

17. Channels for Correspondence on technical matters.

Correspondence on technical matters may be maintained:

- (a) between Sub-commissions.
- (b) between Sub-commissions and the corresponding special divisions of Regions (NOT from Heads of Sub-commissions to Regional HQ).

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18. Correspondence with Military Staff Branches.

Sub-commissions will correspond directly with H.Q. A.C., G.1, G.2 & 3 and G.4. on matters exclusively concerning these branches.

OFFICE PROCEDURE19. General

It is essential that all Staff Officers & clerks arrange their work so that other officers or clerks can deal with urgent matters relating to it in their absence.

This is arranged by:

- (a) Interchange of information between officers; all officers should have a general idea of the lines on which other officers of their branch are working.
- (b) A filing system common to all branches from which the threads of any subject can be quickly gathered.

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20. Office Routine.

- (a) All officers will record in writing in the appropriate file all important decisions taken by telephone or in conversation.
- (b) Officers leaving H.Q. must:
 - (i) Let other officers in office, or duty officer know, where they can be found and when they will return.
 - (ii) Turn over important matters which may arise in their absence.
- (iii) Cancel or turnover booked telephone calls.
- (c) Officers must constantly clear their desk trays, pending

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(ii) Turn over important matters which may arise in their absence.

(iii) Cancel or turnover booked telephone calls.

(c) Officers must constantly clear their desk trays, pending files etc.

(d) Typescript will be checked with the draft before it is brought for signature. In no case will a clerk alter a draft without reference to the writer, but it is the duty of all clerks and typists to point out apparent errors.

(e) The telephone switchboard will in no circumstances be used as an information bureau. Officers will ascertain before ringing the operator the number to which they wish to be connected and will NOT ask for offices or branches by name.

21. Central Registry.

(a) The Central Registry is the Post Office of H.Q. and comprises the Registry, Message and Despatch Centres.

(b) The Chief Clerk will be responsible for the organization and supervision of the Central Registry and Typing pool.

(c) The Central Registry will never be left unattended. The Chief Clerk will prepare a roster detailing TWO clerks, who will sleep in the Central Registry at night.

(d) A duty H.C.O. will be appointed who will ensure that all

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DATE: 11/11/2011 TIME: 09:11

(f) All IN and OUT correspondence must pass through the Central Registry. Officers and clerks must ensure that any documents handed to them personally go through the Registry.

22. Incarnating Wall.

(a) Incoming mail will be opened by the Registry Clerk, who will see that all mail arrives properly sealed. Should opened mail be received, he will satisfy himself that the matter is in order from a security point of view. He will immediately report any doubtful case to G.2.

(b) The Registry clerk will stamp incoming letters and documents with the Registry stamp, record reception in the IR Register and place on the appropriate file.

if he is uncertain which is the appropriate file he will consult the Chief Clerk. The file will then be passed to the appropriate Staff branch, who are responsible for subsequent action.

(c) If more than one copy of a document is received, one copy only will be placed on the file; on this will be marked the number of additional copies received. Spare copies will be placed in a jacket counted for that purpose.

1990-1991, 1991-1992, 1992-1993, 1993-1994, 1994-1995, 1995-1996, 1996-1997, 1997-1998, 1998-1999, 1999-2000, 2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028, 2028-2029, 2029-2030, 2030-2031, 2031-2032, 2032-2033, 2033-2034, 2034-2035, 2035-2036, 2036-2037, 2037-2038, 2038-2039, 2039-2040, 2040-2041, 2041-2042, 2042-2043, 2043-2044, 2044-2045, 2045-2046, 2046-2047, 2047-2048, 2048-2049, 2049-2050, 2050-2051, 2051-2052, 2052-2053, 2053-2054, 2054-2055, 2055-2056, 2056-2057, 2057-2058, 2058-2059, 2059-2060, 2060-2061, 2061-2062, 2062-2063, 2063-2064, 2064-2065, 2065-2066, 2066-2067, 2067-2068, 2068-2069, 2069-2070, 2070-2071, 2071-2072, 2072-2073, 2073-2074, 2074-2075, 2075-2076, 2076-2077, 2077-2078, 2078-2079, 2079-2080, 2080-2081, 2081-2082, 2082-2083, 2083-2084, 2084-2085, 2085-2086, 2086-2087, 2087-2088, 2088-2089, 2089-2090, 2090-2091, 2091-2092, 2092-2093, 2093-2094, 2094-2095, 2095-2096, 2096-2097, 2097-2098, 2098-2099, 2099-2100, 2100-2101, 2101-2102, 2102-2103, 2103-2104, 2104-2105, 2105-2106, 2106-2107, 2107-2108, 2108-2109, 2109-2110, 2110-2111, 2111-2112, 2112-2113, 2113-2114, 2114-2115, 2115-2116, 2116-2117, 2117-2118, 2118-2119, 2119-2120, 2120-2121, 2121-2122, 2122-2123, 2123-2124, 2124-2125, 2125-2126, 2126-2127, 2127-2128, 2128-2129, 2129-2130, 2130-2131, 2131-2132, 2132-2133, 2133-2134, 2134-2135, 2135-2136, 2136-2137, 2137-2138, 2138-2139, 2139-2140, 2140-2141, 2141-2142, 2142-2143, 2143-2144, 2144-2145, 2145-2146, 2146-2147, 2147-2148, 2148-2149, 2149-2150, 2150-2151, 2151-2152, 2152-2153, 2153-2154, 2154-2155, 2155-2156, 2156-2157, 2157-2158, 2158-2159, 2159-2160, 2160-2161, 2161-2162, 2162-2163, 2163-2164, 2164-2165, 2165-2166, 2166-2167, 2167-2168, 2168-2169, 2169-2170, 2170-2171, 2171-2172, 2172-2173, 2173-2174, 2174-2175, 2175-2176, 2176-2177, 2177-2178, 2178-2179, 2179-2180, 2180-2181, 2181-2182, 2182-2183, 2183-2184, 2184-2185, 2185-2186, 2186-2187, 2187-2188, 2188-2189, 2189-2190, 2190-2191, 2191-2192, 2192-2193, 2193-2194, 2194-2195, 2195-2196, 2196-2197, 2197-2198, 2198-2199, 2199-2200, 2200-2201, 2201-2202, 2202-2203, 2203-2204, 2204-2205, 2205-2206, 2206-2207, 2207-2208, 2208-2209, 2209-2210, 2210-2211, 2211-2212, 2212-2213, 2213-2214, 2214-2215, 2215-2216, 2216-2217, 2217-2218, 2218-2219, 2219-2220, 2220-2221, 2221-2222, 2222-2223, 2223-2224, 2224-2225, 2225-2226, 2226-2227, 2227-2228, 2228-2229, 2229-2230, 2230-2231, 2231-2232, 2232-2233, 2233-2234, 2234-2235, 2235-2236, 2236-2237, 2237-2238, 2238-2239, 2239-2240, 2240-2241, 2241-2242, 2242-2243, 2243-2244, 2244-2245, 2245-2246, 2246-2247, 2247-2248, 2248-2249, 2249-2250, 2250-2251, 2251-2252, 2252-2253, 2253-2254, 2254-2255, 2255-2256, 2256-2257, 2257-2258, 2258-2259, 2259-2260, 2260-2261, 2261-2262, 2262-2263, 2263-2264, 2264-2265, 2265-2266, 2266-2267, 2267-2268, 2268-2269, 2269-2270, 2270-2271, 2271-2272, 2272-2273, 2273-2274, 2274-2275, 2275-2276, 2276-2277, 2277-2278, 2278-2279, 2279-2280, 2280-2281, 2281-2282, 2282-2283, 2283-2284, 2284-2285, 2285-2286, 2286-2287, 2287-2288, 2288-2289, 2289-2290, 2290-2291, 2291-2292, 2292-2293, 2293-2294, 2294-2295, 2295-2296, 2296-2297, 2297-2298, 2298-2299, 2299-2300, 2300-2301, 2301-2302, 2302-2303, 2303-2304, 2304-2305, 2305-2306, 2306-2307, 2307-2308, 2308-2309, 2309-2310, 2310-2311, 2311-2312, 2312-2313, 2313-2314, 2314-2315, 2315-2316, 2316-2317, 2317-2318, 2318-2319, 2319-2320, 2320-2321, 2321-2322, 2322-2323, 2323-2324, 2324-2325, 2325-2326, 2326-2327, 2327-2328, 2328-2329, 2329-2330, 2330-2331, 2331-2332, 2332-2333, 2333-2334, 2334-2335, 2335-2336, 2336-2337, 2337-2338, 2338-2339, 2339-2340, 2340-2341, 2341-2342, 2342-2343, 2343-2344, 2344-2345, 2345-2346, 2346-2347, 2347-2348, 2348-2349, 2349-2350, 2350-2351, 2351-2352, 2352-2353, 2353-2354, 2354-2355, 2355-2356, 2356-2357, 2357-2358, 2358-2359, 2359-2360, 2360-2361, 2361-2362, 23

(d) Immediate or urgent correspondence will at once be shown personally either to the Officer concerned or to the Duty Officer, or its file if the file is not available, without it.

22. Incoming Mail.

(a) Incoming mail will be opened by the Registry Clerk, who will see that all mail arrives properly sealed. Should opened mail be received, he will satisfy himself that the matter is in order from a security point of view. He will immediately report any doubtful case to G.2.

(b) The Registry clerk will stamp incoming letters and documents with the Registry stamp. Record reception in the IN Register and place on the appropriate file.

If he is uncertain which is the appropriate file he will consult the Chief Clerk. The file will then be passed to the appropriate Staff branch, who are responsible for subsequent action.

(c) If more than one copy of a document is received, one copy only will be placed on the file; on this will be marked the number of additional copies received. Spare copies will be placed in a jacket opened for that purpose.

(d) Immediate or urgent correspondence will at once be shown personally either to the officer concerned or to the Duty Officer, or its file, if the file is not available, without it.

23. Outgoing Mail.

(a) Letters for signature, accompanied by the draft, will be placed in the 'IN' tray of the officer concerned. Copies for sending out and the draft will be placed loose in the file. The office copy will be attached to the file and numbered.

(b) Drafts will be destroyed by the initiating officer after checking.

(c) After signature, correspondence will go first to the Chief Clerk and from him to the Message Centre. Correspondence for addresses outside Tizi-Ouzou will be registered and delivered to the appropriate courier service, a receipt being obtained. Correspondence for addresses inside Tizi-Ouzou will be

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registered separately and delivered to a messenger, who will enter the number of the document in his book. This book will be initialed by the recipient of the document.

- (d) A time-table of the courier services, and from Tizi-Ouzou is attached as Annex 'E' to these orders.

24. Address.

In all correspondence with outside authorities the address "H.Q. A.C." will be employed.

25. Channels of Correspondence.

Correspondence may be addressed to A.C. by :-

- (a) Outside authorities.
- (b) AMG (P)
- (c) Region VI.
- (d) H.Q., M. G. School & Holding Centre.

and to AMG (P) by :-

- (a) Outside authorities.
- (b) A. C.
- (c) H.Q. Regions (Except Region VI)
- (d) H.Q., M.G. School & Holding Centre.

26. Form of Letters.

The following form will be employed for all correspondence from this H.Q. other than that addressed to London or Washington which will follow the accepted form :

TO : Military Government Section IFHQ

FROM : J. C. S.

SUBJECT : Assignments - Officers.

REFERENCE : AC/1074(G.1) (i.e. reference of letter being despatched NOT of letter being answered).

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(d) H.Q., M.G. School & Holding Centre.

and to AMG (P) by i-

- (a) Outside authorities.
- (b) A. C.
- (c) H.Q. Regions (Except Region VI)
- (d) H.Q., M.G. School & Holding Centre.

26. Form of Letters.

The following form will be employed for all correspondence from this H.Q. other than that addressed to London or Washington which will follow the accepted form.

TO : Military Government Section AFHQ

FROM : J. C. S.

SUBJECT : Assignments - Officers.

REFERENCE : AC/1074(G.1) (i.e. reference of letter being despatched NOT of letter being answered).

DATE : 10 September 1943.

1. Reference your letter MGS/1145 dated 1 September 1943. It is not the intention

2.

3.

27. Form of Teletypes, (As handed to Teletype Office).

The following form will be employed for all teletype messages from this H.Q. :-

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TO: M.G.S., A.F.H.Q.

FROM: H.Q., A.C.

RE: A.C./1005 20 Oct 12 1964
 5021-32 50th Mission After Action Report
 (see attached)

Notes

- (i) Despatch of teletype messages must be authorized by one's signature of an officer. (Not be transmitted with the message.)
- (ii) Should it exceptionally be necessary to transmit the name of the officer authorizing the message, it will be included in the text.
- (iii) Security of teletype message is directed in 1c (b) above.

28 Signature of Letters.

- (a) Letters from "downwards" to outside authorities (including W School & A.C. (P)) will be prepared for signature of both Chiefs of Staff and their names and ranks will be typed underneath. If a Staff Officer signs for them, his name and rank will NOT be typed. He will sign legibly his name, rank and appointment.

Example:

F. A. BURGOLD, Lieut-Colonel
 (1,1)

For

E. H. HARRISON

Brigadier

R. T. HARRISON

Colonel

Joint Chiefs of Staff.

Planning Centre.

- (b) Letters "downwards" to Region VI Sub-Commissions.

- (iii) Security of teletype message is directed as is (b) above.

28 Signature of Letters.

- (a) Letters from AMB (P) to outside authorities (including NS School & AMB (P)) will be prepared for signature of both Chiefs of Staff and their names and ranks will be typed underneath. If a Staff Officer signs for them, his name and rank will NOT be typed. He will sign legibly his name, rank and appointment.

Example:

F. A. BURGOLD, Major-General
(S.I.)

for

S. GUTHRIE

Brigadier

R. G. FLEMING

Colonel

Joint Chiefs of Staff.

Holding & Planning Centre.

- (b) Letters "downwards" to Region VI Sub-Commission, etc., will be prepared for signature as follows:-

"Joint Assistant Chiefs of Staff".

The officer signing, whether one of the Assistant Chiefs or not, will sign legibly above this line with his name and rank.

Example:

J. H. BOLLOCK, Major,
For Joint Assistant Chiefs of Staff,
A.C.

- (c) Letters from AMB (P) will follow the same procedure but "Assistant Chief of Staff" will be substituted for "Joint Assistant Chiefs of Staff"

29. Reference numbers of letters.

The following procedure will be adopted:-

- (a) Letters emanating from AMB, A.C. or A.M.B. (P)

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29. Reference Numbers of letters. (contd)

"AC" or "AMG(P)" followed by the file number, followed by the abbreviated designation of the branch concerned. Examples :-

AC/1056/3 (AS)
AC/1092/6 (PS)
AC/1076/4 (G-1)
AMG (P) 5002/3 (G-4)

(b) (i) Letters emanating from HQ Regions: Prefix "R" followed by the number of the Region, followed by the file number, followed by the branch concerned. Examples:-

R4/1029/3 (Adm)
R5/2091/ (F) (Policy letter on Finance)

(c). Technical letters emanating from Heads of Sub-Commissions addressed to their "opposite numbers" with Regions and vice versa will be numbered as in (a) and (b) above.

Examples :-

AC/1072/4 (Leg) (From Chief Legal Officer AC to Chief Legal Officer of a Region).
R6/1001/2 (PS) (From Chief Public Safety Officer, Region 6 to Chief Public Safety Officer A.C.)

30. Abbreviations.

Abbreviated designations will be as follows :-

(a) Allied Commission - A.C.
Joint Chiefs of Staff - J.C.S.
Assistant Chiefs of Staff - J.A.C.S.
Allied Military Govt (Planning) - AMG (P)
H.Q. Commandant - H.Q.C.
Military Staff Branches - G.1., G.2 & 3, G.4.

(b) Staff for Civil Matters.

E & T., & A.S. Section - E.F.A.S.

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Letters emanating from Heads of Sub-Commissions addressed to their "opposite numbers" with Regions and vice versa will be numbered as in (a) and (b) above.

Examples :-

AC/1072/4 (Leg) (From Chief Legal Officer AC to
Chief Legal Officer of a Region).
RG/1001/2 (PS) (From Chief Public Safety Officer,
Region 6 to Chief Public Safety
Officer A.C.)

30. Abbreviations.

Abbreviated designations will be as follows :-

(a) Allied Commission - A.C.
Joint Chiefs of Staff - J.C.S.
Assistant Chiefs of Staff - J.A.C.S.
Allied Military Govt (Planning) - AMG (P)
H.Q. Commandant - H.Q.C.
Military Staff Branches - G.1., G.2 & 3, G.4.

(b) Staff for Civil Matters.

E & T., & A.S. Section - E.F.A.S.
Admin. Services Directorate - A.S.
Communications Section - Comms.
Economics and Finance Director - E. & F.

(c) Sub-Commissions.

Agriculture, Forests and Fisheries	-	Agrio.
Education, Fine Arts & Archives	-	EdAr.
Finance	-	F.
Foreign Trade	-	F.T.
Fuel	-	Fuel.
Industry & Commerce.	-	I. C.
Information	-	Inf.
Interior	-	Int.
Internees & Displace Persons	-	D. P.
Labour	-	Lab.
Legal	-	Leg.
Property Control	-	Prop.
Public Safety	-	P.S.
Public Health	-	P. H.
Public Works and Utilities	-	P.W.U.
Shipping	-	Ships.
Telecommunications and Posts	-	T.P.
Transportation	-	Transp.

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31. Use of Abbreviations.

Abbreviations other than those laid down in these orders will not normally be used in correspondence or minutes. The use of abbreviations is not suited to the type of correspondence entered into by A.C. and AMG (P). Furthermore, it is liable to cause misunderstanding as the same abbreviations are not standard in British and American usage. If, therefore, an officer uses an abbreviation, he is personally responsible that it will be understood beyond possibility of doubt by officers of both Nationalities.

32. Filing.

- (a) Files will be kept on a unified system and be available for reference by anyone who requires them. Any private system of "active" files (as distinct from covers for documents & letters is strongly to be deprecated.
- (b) In no circumstances will official instructions, letters, etc., be issued except on an official, numbered, Central Registry File.
- (c) Every movement of a file must be recorded in the Central Registry. If an officer takes a file to another office without passing it through the Central Registry he must at once inform the filing clerk. Officers will be held responsible for the files marked out to them in the Central Registry and may be required to produce them at short notice. All files will be returned to the Central Registry when offices are closed.
- (d) Files will be checked daily in the Central Registry and deficiencies reported to J.A.C.S., A.C. or A.C.S., AMG (P).
- (e) New files will be opened as necessary by the Chief Clerk with the permission of the appropriate Staff Branch.

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- (f) Files must not be allowed to become too bulky. When a file has reached 100 folios, a new jacket will be opened with the same title and reference number as the old jacket and will be marked Part II.
- (g) Letters etc. in files will be numbered consecutively 1A, 2A, 3A etc. Messages in files will be numbered consecutively 1B, 1C, 1D or 2B, 2C, 2D etc. These reference numbers will be written in the top right hand corner of the letter and no other mark will be made in this corner. Message Centre numbers, if necessary, will be put in the bottom right hand corner.
- (h) Clerks will ensure that all letters in a file are initialled as dealt with and will draw the attention of the appropriate officer to uninitialled letters.
- (i) Initiating officers (see 22 above) will pay particular attention to the order in which they list branches etc., "to see" a file. They will remember that the longer the circulation list, the longer the file is out of the Central Registry. Officers to whom a file is marked "to see" will read and pass the file immediately.
- (j) A.C., AMG (P), Regions and H.Q.C. will maintain their own files. Until clerks are allotted to a Region, that Region will keep its files in the Central Registry.
- (k) Sub-Commission of the A.C. are "in the Central Registry" and will use Central Registry files. If the Head of a Sub-Commission wishes to address a note to AMG (P) or to A.C. Staff he will obtain the appropriate file or cause a new one to be opened, insert his note in original only and mark the file to the appropriate branch.

31. Inter-Office Minutes.

- (a) In order to minimize correspondence, the inter-office minute system will be employed whenever suitable.
- (b) The left hand side of file-covers will be used for inter-office minutes, which will be numbered consecutively and show clearly :-

- (1) to what office they are addressed.
(ii) from what office they emanate.

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attention to the order in which they list branches etc., "to see" a file. They will remember that the longer the circulation list, the longer the file is out of the Central Registry. Officers to whom a file is marked "to see" will read and pass the file immediately.

- (j) A.C., AMG (P), Regions and H.Q.C. will maintain their own files. Until clerks are allotted to a Region, that Region will keep its files in the Central Registry.
- (k) Sub-Commission of the A.C. are "in the Central Registry" and will use Central Registry files. If the Head of a Sub-Commission wishes to address a note to AMG (P) or to A.C. Staff he will obtain the appropriate file or cause a new one to be opened, insert his note in original only and mark the file to the appropriate branch.

31. Inter-Office Minutes.

- (a) In order to minimize correspondence, the inter-office minute system will be employed whenever suitable.
- (b) The left hand side of file-covers will be used for inter-office minutes, which will be numbered consecutively and show clearly :-
- (i) to what office they are addressed.
 - (ii) from what office they emanate.
 - (iii) to what documents they refer.
 - (iv) the date (and time if important).
- (c) If a minute is too long conveniently to be made as in (b) above, it should be filed in the appropriate place as correspondence.
- (d) Officers to whom files are minuted will either reply to the minute or initial it to show that it has been seen.
- (e) In minuting, official abbreviations only will be employed. Minutes will be addressed to branches, etc., in no circumstance to individual officers.
- (f) Files may be minuted to AMG (P), H.Q.C., G.1., G.2 & 3, G.8., E. & F., Comms, A.S., all Sub-Commissions and Region VI. Files will only be minuted to J.C.S. by J.A.C.S. and to J.A.C.S. by Heads of Staff branches Files will NOT be minuted to Regions at Churchill.

Ref: AC/1001

Date: 31 October 1943

Distribution:

J.C.S. (2)
J.A.C.S. (2)
HQ, AMG - AC (6)
AMG (P) (2)
Churchill Detachment (2)
Region (1)
Region (1)
G-1
G-2
G-4
Secretary Submissions Bear Line
H.Q. Comdt, A.C.
C.R.
Executive Officer (5)
MGS, AFHQ (3)
Fil. (AC/1001)
War Diary

Brigadier

E. GULTEROCK

Colonel

R. G. KIRKWOOD

Holding & Planning Center

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Appendix "A"

Office Roster Order

Following is a list of orders & instructions furnished by these Orders.

- (1) Standing Order dated 23 Aug. 43
(Ref No. A.C. 1001)
- (2) P.D. No 1 dated 26 Aug. 43 No. 1, 2, 3 & 4.
- (3) d.s. No 3 1, 10 Sept. 43 Nos. -8, 9, 10, 11, 12, 13, 14, 15 & 17
- (4) d.s. No 4 dated 18 Sept 43 Nos. - 8 & 9
- (5) d.s. No 6 dated 25 Sept 43 (whole)
- (6) d.s. No 11 dated 7 Oct 43 Nos. 12 (a) (b) & (c) and 18.

APPENDIX "B" TOOFFICE ROUTINE ORDERS.Orders for Duty Officer

1. Until further notice, an officer will be permanently on duty in the G.I. Office (Room No. 1 - Telephone Ext. 32) at Hollywood during non-office hours i.e. from 1800 to 1030 hours and from 1348 to 1416 hours daily.
2. The tour of duty will be arranged as follows:-
 - (a) The duty officer will commence his tour at 0800 hours daily
 - (b) He will be relieved for lunch and dinner by the next for duty at times to be mutually arranged.
 - (c) The tour will be carried out without regard to language study or other commitments.
3. On beginning his tour the duty officer will ensure that he takes over the following from the Central Registry:-

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APPENDIX "B" TO

OFFICE ROUTINE ORDERS

Orders for Duty Officer

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1. Until further notice, an officer will be permanently on duty in the G.I. Office (Room No. 1 - Telephone Ext. 32) at Hollywood during non-office hours i.e. from 1800 to 1030 hours and from 1345 to 1415 hours daily.

2. The tour of duty will be arranged as follows:-

- (a) The duty officer will commence his tour at 0800 hours daily
- (b) He will be relieved for lunch and dinner by the next for duty at times to be mutually arranged.
- (c) The tour will be carried out without regard to language study or other commitments.

3. On beginning his tour, the duty officer will ensure that he takes over the following from the Central Registry:-

- (a) Telephone Directories of :-
 - (i) Allied Commission
 - (ii) Military Government School & Holding Center.
 - (iii) Military Government Section - A.F. H.Q.

(b) A list showing quarters and messes of the following officers:-

Chiefs of Staff
 Asst Chiefs of Staff A.C.
 Personal Assistants to J.C.S. & J.A.C.S.
 Asst Chief of Staff AMG (P)
 Military Admin Staff Officers (both A.C. & AMG (P))
 Civil Staff Officers (E. & F., Comms., A.S.)
 Heads of Sub-Commissions.
 Director of Studies (M.G. School)

- (c) A copy of these orders.
- (4) The Duty Officer's Log Book (which contains the log are pasted inside the cover of the book).
- (e) The "Night Location of Key Officers" Book (Note: This book will be obtained from the Central Registry at 1800 hours).

4. If the Duty Officer received a message or telephone call during his tour, he will deal with it according to the urgency of the matter. It may be sufficient to pass the message to the duty clerk to bring forward to the appropriate branch the next morning. If, however, the matter is urgent, the Duty Officer will immediately inform the appropriate Staff Officer, either by telephone or, if necessary, personally. If one of the J.C.S. or J.A.C.S. is called by name and cannot be quickly located the call will be referred to another staff officer. If in the course of duty the Duty Officer is compelled to leave Hollywood H.Q. he will inform the Duty Clerk (Telephone Ext. No. 29).

5. (e) The Roster of Duty Officers will consist of all officers up to and including the rank of Captain who have received assignments to the Planning Staffs (i.e. A.C., A.M.G. (P) or Regions) whether or not they are employed on active planning duties.

(b) A list of Duty Officers covering a period of not less than seven days will be posted on the bulletin boards at Hollywood and London. In addition G.2 will ensure that the Duty Officer is personally notified. If the Duty Officer is absent through sickness or other cause his place will be taken by the next for duty.

6. On completing his tour of duty, the Duty Officer will hand into the Central Registry the items listed in (3) above and will report to G.2 by 1030 hours any matters requiring further action.

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APPENDIX 'C' TOOFFICE ROUTINE ORDERSOrders for Duty Clerk. (Hollywood.)

Until further notice, the following will be permanent orders for the Duty Clerk.

EVENING :

- (a) At 2000 hours, the front door will be locked and outstation of the key will be the Duty Clerk.
- (b) All hall lights will be turned on for security purposes.
- (c) All first floor windows will be closed and locked.
- (d) Take charge of library, files and officers' personal files.
- (e) All papers on JACS desks will be gathered up and placed in the "JN" baskets and kept overnight in the "Officers" personal files.
- (f) A security check will be made of all rooms.
- (4) All papers will be taken into custody after noting the desk where the paper was discovered.
- (g) All observations and results of the Security check will be entered in the "Night Watch Diary".

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- (h) All pencils in Room 7 are to be sharpened.
- (i) All waste turned in by the sanitators will be burned and the ashes stirred.
- (j) The office clock must be wound.
- (k) The rest period is to be staggered with the Night Typist during the full period of the night.

MORNING :

- (l) The Duty Clerk's cot has to be folded up and left away.
- (m) The Chief Clerk is to be called at 0700 hours (Room 83).

- 1386
- (d) Take charge of library, files and officers' personal files.
 - (e) All papers on JACS desks will be gathered up and placed in the "IN" baskets and kept overnight in the "Officers" personal files.
 - (f) A security check will be made of all rooms.
 - (g) All papers will be taken into custody after noting the desk where the paper was discovered.
 - (h) All observations and results of the Security check will be entered in the "Night Watch Diary".
 - (i) All pencils in Room 7 are to be sharpened.
 - (j) All waste turned in by the janitors will be burned and the ashes stirred.
 - (k) The office clock must be wound.
 - (l) The rest period is to be staggered with the night typist during the full period of the night.
 - (m) The Duty Clerk's pot has to be folded up and run away.
 - (n) The Chief Clerk is to be called at 0700 hours (Room 23).
 - (o) JACS "IN" baskets are to be returned to their proper places on the desks.
 - (p) Room 7 must be checked for cleanliness and good order.
 - (q) All papers discovered during the Security check are to be turned over to Duty N.C.O.
 - (r) Breakfast periods will be staggered.
 - (s) All mail received from the dispatch clerk during the night will be turned over to the courier at 0730 hours.

MORNING :

2E

APPENDIX 'D' TOOFFICE ROUTINE ORDERS.Sentries Duties - By Day.

1. The sentry will ensure that every person produces the "M-C-G" Pass both on entering and on leaving the building. He will observe that the authentic pass is produced; this may be quickly checked by noting the issuing officer's signature.

2. Visitors will be required to fill in a Temporary Pass. The sentry will see that all details are filled in, initial the pass, ask the visitor to produce his identity card, compare the signature with that on the Temporary Pass, register the visitor, and call a clerk to escort him. Visitors will not be allowed free access to any part of the building.

3. It is a strictly established that a Temporary Pass is collected before the half-hour before the building is closed. The sentry will check that the pass has been countersigned by an officer of the Hollywood B.Q.

4. Temporary Passes will be filed and handed to the Central Registry at 2000 hours daily, when the Main Registry will be locked.

5. In the event of any suspicious circumstances, the attention of C-2 or the Duty Officer will be called immediately.

6. The sentry will maintain the Visitor's Register.

Sentry's Duties - By Night.

7. An armed guard will be on duty during the night.

8. It is the sentry's duty to see that no unauthorized person enter the Hollywood Building.

9. At 2000 hours he will inspect the Main Registry.

Visitors will not be allowed from across to and about the building.

3. It is a regularly scheduled shift. Temporary personnel collection will be the holder location the building and the sentry will check that the pass has been properly received by an officer of the Hollywood Hall.
4. Temporary Passes will be filed and handed to the Central Registry at 2000 hours daily. When the Main Entrance will be locked.
5. In the event of any suspicious occurrence, the attention of C-2 or the Duty Officer will be called immediately.
6. The Sentry will maintain the Visitor's Register.

Sentry's Duties - by Night.

7. An armed guard will be on duty during the night.
8. It is the Sentry's duty to see that no unauthorized persons enter the Hollywood Building.
9. At 2000 hours he will inspect the Main Entrance to verify himself that the side entrance is locked.
10. His post will be near the entrance to the country club, the S.E. corner of the emergency, in a commanding position. He will ensure that all visitors sign the Night Visitor's Register.

APPENDIX 'E'

COURIER SERVICE

1. Following is a time-table of the daily courier service between A.C. H.Q. TIZI-OUZOU and A.F. H.Q. ALGIERS.

	Depart	Arrive
<u>'A' Run</u>	Hollywood 0730	M.O.S. - A.F.H.Q. 1015
	M.G.S. - A.F.H.Q. -1100	Hollywood 1345
<u>'B' Run</u>	Hollywood 1330	M.G.S. - A.F.H.Q. 1-18
	M.G.S. - A.F. H.Q. -1700	Hollywood 1945

NOTE:-

All outgoing mail from A.C. H.Q. (P) and Holding Centre will be in the Hollywood Message Centre for registration by 1900 hours the previous night for the 'A' run and by 1300 hours the same day for the 'B' run.

2. Following is a time table of the daily courier service between A.C. H.Q. TIZI-OUZOU and CHURCHILL at YAKOURIN.

YAKOURIN	1300 hours	TIZI-OUZOU	0830 hours
TIZI-OUZOU	1000 hours	YAKOURIN	1100 hours

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LIST OF CHANGES AND ADDITIONS TO FILES
AS OF 29 SEPT 43 TO 17 OCT 43.

No.	TITLE
1000/5	Security - Permanent Passes.
1000/6	Security - Sabotage.
1006/1/1	Provision of Personnel - Officers - Policy.
1006/1/2	Provision of Personnel - Officers - Routine.
1017/9	A.F.H.Q. Administration - Memoranda.
1011/7	Financial Sub-committee - Revenue Section
1015/1	Civil Affairs - Proclamations
1016/4	Allied Organization - Higher Organization.
1017/2	Detachment - Allied Garrison
1021	Shipping.
1025/2/1	Intelligence Reports - Political - Intelligence Summary.
1025/2/1	(Duplicate) Intelligence Reports - Political - Intelligence Summary.
1025/5	A.C. Daily Intelligence Summary.
1025/7	Information Propaganda - General.
1060	Region 6 - Allied Control over Sardinia.
1070/2	Information - Allied Propaganda Material.
1072/1	Attachments - of Personnel - Officers.
1073/1	Promotions E.H./O.S.
1074	(Part 2) Appointments - Officers - General.
1074/1	Appointments - Officers Reports on Suitability.
1073/2	Trade Training - Clerks.
1074/5	Appointments - Officers - Transfers.
1074/6	Appointments - Officers - Staff Pay.
1075/2	A.F.P. - Forestry.
1076/3	Library Requests - Supply
1092	Italian F.W. - Organization.

ADDITIONS.

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change in letter
summary file

ADDITIONS.

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1000/2 Security - Permanent Passes.
 1000/5 Security - Sabotage.
 1006/1/1 Provision of Personnel - Officers - Policy.
 1006/1/2 Provision of Personnel - Officers - Routine.
 1010/9 A.F.H.O. Administration - Memoranda.
 1011/7 Financial Sub-commission - Revenue Section
 1015/1 Civil Affairs - Propaganda
 1016/4 Allied Commission - Higher Organization.
 1017/2 Detachment - Allied Commission
 1021 Shipping.
 1025/2/1 Intelligence Reports - Political - Intelligence
 Summary.
 1025/2/1 (Duplicate) Intelligence Reports - Political -
 Intelligence Summary.
 1025/5 A.C. Daily Intelligence Summary.
 1025/7 Information Propaganda - General.
 1060 Region 6 - Allied Control over Sardinia.
 1070/2 Information - Allied Propaganda Material.
 1072/1 Attachments - of Personnel - Officers.
 1073/1 Promotions B/C/D's
 1074 (Part 2) Appointments - Officers - General.
 1074/1 Appointments - Officers Reports on Suitability.
 1073/2 Trade Training - Clerks.
 1074/5 Appointments - Officers - Transfers.
 1074/6 Appointments - Officers - Staff Pay.
 1075/2 A.S.P. - Forestry.
 1076/3 Library Requests - Supply
 1092 Italian P.W. - Organization.
 1096/2 Operations - Movement Orders.
 1106/2 Vehicles - Maintenance.
 1109/1 Arms and Ammunition - Supply
 1109/2 Arms and Ammunition - Maintenance.
 1110/9 Military Organization & Administration of ITALY.
 1111 A.C. Staff Duties & Training.
 1115 Administration - H.Q. - A.C.
 1120 Organization - General.
 1122 A.S. Staff
 1123 Staff Section 3.
 1140/6 Complaints - Sanitation.
 1072 Attachments of Personnel.
 1017/4 Advance Command Post Party A.C.
 1145/4 Civilian Requirements Estimates - Civilian Supply
 - Joint. Material.
 1175 Interior Sub-commission.
 1180 Fuel Sub-commission.
 1185 Displaced Persons Sub-commission (Political Section)
 2000/1 War Diary, Copies for
 1004/6 Public Safety - Reports.

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No.FILE.CANCELLED FILES.

1006/1 Personnel - Provision - Officers.
~~1025/7 Intelligence Reports - Propaganda - General.~~
 1070/1 Information - Propaganda - General.
 1101/1 Locations - Guard Mobile Building
 1150/2 Economics - Civil Requirements.

CHANGES.

1006/5 Personnel - Provision Employment of Women &
 Italian soldiers.
 1017/3 Advance Party-Allied Commission (Mainland).
 1023 Transport: a Sub-commission.
 1026/2 Reports - Sardinia.
 1074/2 Appointments - Officers Promotions.
 1101 Locations - (M.C. School & H.C.) Officers.
 1106/1 Vehicles - Supply.

/sec.

George O. Schenker
 George O. Schenker W/Sgt.
 Chief Clerk A.C.

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1025/7 Intelligence Reports - Propaganda - General.
 1070/1 Information - Propaganda - General.
 1101/1 Locations - Guard Mobile Building
 1150/2 Economics - Civil Requirements.

CHANGES.

1006/5 Personnel - Provision Employment of Women &
 Italian soldiers.
 1017/3 Advance Party-Allied Commission (Mainland).
 1023 Transportation Sub-commission.
 1026/2 Reports - Sardinia.
 1074/2 Appointments - Officers Promotions.
 1101 Locations - (M.C. School & H.C.) Officers.
 1106/1 Vehicles - Supply.

/wcu.

George O. Schanzler
 George O. Schanzler M/Sgt.
 Chief Clerk A.C.

1383

CENTRAL TELETYPE PERSONNEL

Instructions regarding duties and early show passes.

1. ~~Instructions regarding duties and early show passes.~~ The attention of all M/Cs is drawn to the duty roster posted in the Central Registry. This should be consulted frequently in order that any changes during the week may be noted.

2. The staff will continue to work in 2 shifts 'A' and 'B' as hitherto, but w.e.f. Monday 18th October the times of these shifts will be as follows:

Early Shift

0830 - 1130
1230 - 1530
1730 - 1930

Late Shift

0900 - 1230
1400 - 1730
1830 - 1930

The shifts will alternate weekly commencing on Mondays and the times stated above will be strictly adhered to.

3. One or more typists as necessary will be detailed weekly to perform night duty. The tour of duty will be from Monday to Sunday and the hours from 2000 - 0800 nightly.

4. W.e.f. Monday 18th October the appointment of Permanent Duty M.C.O. will be instituted. It will be the responsibility of this M.C.O. to be in attendance from 0800 - 0830 and from 1930 - 2000 and to take necessary action on any messages received during those times, attend to any callers, etc. In addition he will assist the Chief Clerk as and when required during the normal office hours.

This duty will be performed by the following M.C.O.s who will arrange that one of them is always present within the limits set out above:

S/Sgt. Messer
Sgt. Muddiman

5. Two Teletypists have been appointed, viz. Pte. Hillis and Pte. McAuliffe and their hours of duty will be as follows:

'A' Shift

0830 - 1245
1730 - 1900

'B' Shift

1245 - 1730

These shifts will alternate weekly, commencing on Mondays.

6. Each man will in turn be detailed to carry out the duty of 'C.O.' The hours of this duty will be from 2000 - 0800 and the day following will be a 'rest day'.

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4. W.s.f. Monday 18th October the appointment of Permanent Duty N.C.O. will be instituted. It will be the responsibility of this N.C.O. to be in attendance from 0800 - 0830 and from 1930 - 2000 and to take necessary action on any messages received during those times, attend to any callers, etc. In addition he will assist the Chief Clerk as and when required during the normal office hours.

This duty will be performed by the following N.C.O.s who will arrange that one of them is always present within the limits set out above:

S/Sgt Messer
Sgt. Maddyman

5. Two Teletypists have been appointed, viz. Pte. Hills and Pte. McAnuliffe and their hours of duty will be as follows:

<u>'A' Shift</u>	<u>'B' Shift</u>
0830 - 1245	1245 - 1730
1730 - 1900	

These shifts will alternate weekly, commencing on Monday.

6. Each man will in turn be detailed to carry out the duty of 'C.O.'. The hours of this duty will be from 2000 - 0800 and the day following will be a 'rest day'.

The following will not be required to act as 'C.O.':

Chief Clerk
Asst Chief Clerk
Permanent Duty N.C.O.s
Typists
Teletypists

1382

7. Early show passes will be handed in to S/Sgt Messer each Monday at 0900 hrs for redistribution to the next early shift. The men on early shift will hand in their passes on the evening previous to their off-days and will collect them again on the mornings following the off-days.

Passes will NOT be exchanged between personnel at the change over of shifts.

ALL PERSONNEL WILL COLLECT THE PASSES FROM THE COCKHOUSE AFTER TAKING AN EARLY MEAL AND NOT LEAVE THEM IN POSSESSION OF THE COOK. THIS IS MOST IMPORTANT AND WILL BE COMPLIED WITH.

for Messer
S/Sgt R A S S
N.C.O. i/o Personnel

17 Oct '43.

785015

62A

16 October 1943

AC/1001

DUTIES OF C.Q. (Duty Clerk)

1. Lock front door at 2000 and take custody of key and door.
 - a. Ascertain the name of the Duty Officer and his Nation.
2. Turn on hall lights.
3. Close all first floor windows.
4. Take charge of library, files and officers' personal files.
5. Place all papers on Col. Rathbone's desk in his IN Basket and put same in "Officers' personal files".
6. Make security round through all rooms. Take all papers found - after noting the place (desk) where each item was found - in safe keeping.
7. Enter the results of the check up and all occurrences during the watch in the "Night Watch Diary".
8. Sharpen all pencils in Room 7.
9. Burn all waste handed over by the janitors and stir the ashes.
10. Wind Office clock.
11. Take charge of the Cot.
12. Stagger rest with the Night Typist during the quiet period of the night.
13. Call Chief Clerk at 0700 (Room 23).
14. Return Col. Rathbone's IN Basket to its place.
15. Make sure of cleanliness and good order of Room 7.
16. Hand over papers found during security round to Duty NCO.
17. Stagger breakfast.
18. Hand over the mail received from the dispatch clerk in the evening to the courier at 0730.

SoS 138

AD
1001

61A

To: Central Registry

From: Int.

Subject: Distribution Lists.

Date 15/10/45:

I. Respectfully Request that all Directives-Minutes-Letters etc. affecting F.D.R. be sent in Duplicate to Int.

II Purpose of this Request is for the Maintenance of separate files

John M. Lweeney

Major.

Acting Head - Int.

2134

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785015

600A
1000/1001
12-9-67

SAY I DONT BELIEVE THAT WE WILL HAVE TO HAVE THE DATED AT THE END
FOR IT IS RIGHT ON THE MESSAGE AND IS VERY CONFUSING THE WAY YOU
HAVE IT. KYES I AGREE I WILL POINT IT OUT AT THIS END TO THE 1374
WHO ASKED ME TO PUT IT ON KKKKKKK IS YOUR S/SGT BRITISH KKKK
NO KKKKKKUV WELL ANYHOW ASK HIM WHETHER HE EVER SAW A MACHINE LIKE
THIS BEFORE AND TELL HIM I ASK THAT PLEASE KKKK
OK KKK

59A
1000/1001
12-9-67

WHAT DO YOU WANT TO SEE EM ABOUT KKKKK WHO W/TS TO SEE WHO KKK
YOU SAID SEE YOU LATER AT THE END OF YOUR LAST MESSAGE KKK WELL
WHO IS EM KKKK ME KKK MAY I ASK WHAT THE A KM IS AFTER RECD
THE A REPRESENTS 1 HOUR AFTER GREENWICH AND THE KM IS MY INITIALS KKK
LISTEN I AM ANAAMR AMERICAN NOW WHAT THE HECK AM I GOING TO KNOW ALL
OF THE BRITISH SETUP I THOUGHT THAT THE CAPTAIN RICHARDSON AND I
HAD MADE EVERYTHING CLEAR WITH THE POPE OUT THERE AT THE BEGINNING
HOW THIS MACHINE IS TO BE USED AND RUN NOW I SEE THAT THE PEOPLE WILL
WANT TO PUT S CHANGES IN IT SO I WILL SEE WHAT I CAN DO KKK
THE CHANGES ARE NOTHING TO DO WITH THE OPERATORS WE WERE TOLD TO MAKE
THESE ALTERATIONS ON FUTURE MESSAGES KKK AND AS I BELIEVE YOU DID
THESE WITHOUT ASKING US AS TO HOW WE FEEL LISTEN BUD THIS IS A
AMERICAN MADE MACHINE I RUN IT LONGER THEN YOU EVER THOUGH OF
THE DARN THING AND I THINK THAT AT LEAST ONE PR PERSON OUGHT TO KNOW
ABOUT THE MACHINE CHANGES THAT KNOWS HOW TO RUN IT OK IT QUIT I
AM FINISHED ARGUING YOU DO AS YOU WAS TOLD AND ILL TAKE IT OK? KKK
YES KK I HOPE IT SUITS YOU NOW I AM GOING TO TRY TO GET 1374
SOME CHANGES MADE POSSIBLY KKKKK I LL CALL YOU BACK LATER WHEN I
GET THIS THING SET UP FINALLY KKKK

785015

MGS ALG

WE HAVE BEEN ASKED TO USE A NEW SYSTEM OF ACKNOWLEDGUNG RECEIPT OF
MESSAGE AT THIS END. :97)S COULD YOU ADOPT IT ALSO PLEASE. BRIEFLY
IT AS FOLLOWS. -153 AFTER THE LETTERS "RECD" AND BEFORE THE OPERATORS
INITIALS THE DATE AND TIME TO BE INSERTED AS FOLLOWS
151100 A- 431348, & REFERRING TO THE DATE 15 THE TIME 1100 HRS AND
THE A STANDS FOR ONE HOUR AFTER GREENWICH MEAN TIME SO THAT THIS
MESSAGE SHOULD END LIKE THIS

END KKKKK

RECD 151100 A KM KKKKK

DO YOU AGREE. ((KKKKK IS THIS IDEA QUITE CLEAR KKKK

2

26 --)) 53'')34;

NOW MAY I COME IN WYES GA KK

WHY ALL THE CHANGES SEEMS IT HAS BEEN WORKINGALRIGHT TILL NOW KKK

LT RIGGIO

WE HAVE CHANGED OUR OFFICE AND WE HAVE BEEN ASKED TO ADOPT THIS METHOD
BY CAPTAIN GILLET. KKKK

I WILL NOT FOLLOW YOUR TIME IT IS NOT UNDERSTANDABLE I WILL AGREE
WITH YOUR 15/11/15 15 1100 BUT NO LETTER JUST GO RIGHT THROUGH WITH
1200 13000 1400 1500 1600 ETC 2400 HOURS AROUND THE CLOCK KKKKKK
THE "A" REPRESENTS THAT THE MOMENT WE ARE 1 HOUR IN FRONT OF ORDINARY
TIME AND THAT WHEN CLOCKS CHANGE O

I WILL NOT DO ANYTHING OF THE KINDD YOU CAN D WHAT YOU LIKE FROM
THT END BUT NOT FROM ME DO WHT YOU LIKE KKK

1377

785015

From Colonel R. B. Rathbone, HQ, Allied Commission.

AC/1001
13 Oct. 43

57A

Dear

Addressing of Correspondence

With reference to our telephone conversation this morning on the above subject, I thought there would be no harm in giving you our requirements on paper, as things are just a little complicated.

1. JCS and JACS are in the same building. If you address something "JCS" it is automatically seen to that it goes to AMB(P) or A.G. (JACS) as the case may be. (I am assuming you have read my Planning Directive No. 11 as amended by Amendments No. 1, which is necessary to an understanding of this letter). We can well understand that you can't be bothered always to distinguish whether a thing is A.G. or AMB(P). It might conceivably be both anyway, in which case "JCS" is the answer!

2. What is not fair is to address something that concerns Regions (except Region G) to JACS - it must be either AMB(P) if you are certain, or JCS if you are not.

3. Theoretically it would be equally correct to address anything for the School & Holding Center to JCS, but in practice this would cause delay, as it would mean that the letter would come here instead of direct to the School. We should, therefore, like a rigid distinction in addressing made between

- (a) The School & Holding Center
- and (b) JCS, JACS, and AMB(P)

(See paras. 1 & 2 above)

We feel that there should be no difficulty in making such a distinction.

4. The separate addressing & "enveloping" should extend to copies of the same letter, if addressees are properly ticked, there will be no confusion here. I realise that this will be a bit of nuisance for your despatch department, but I assure you it will be well worth it.

5. Anything really urgent for a Region (or anyone else) should be in a separate envelope and marked "Immediate".

Hope you can give effect to all this.

Yours

RB

Major Jackson
MIS, AFHQ.

Copies to: Executive Officer,
HQ School (3 copies)
AMB(P)
Chief Clerk, AC.

RRR/pjm

1378

785015

File.

34.08

564

PLANNING STAFF, A.C.C.

To: Chiefs of all Staff Sections and Sub-Commissions A.C.

G.1
G.2
G.3
G.4

From: Planning Staff, A.C.

Subject: Office Organisation.

Reference ACC/1001 (G-1)

Date 3 October, 1943.

1. Attention is drawn to para 3 of Planning Directive No.6. This instruction will be rigidly complied with.
2. If an officer anticipates that he will be absent from his office for more than two hours he must leave a note on his desk to say where he has gone and at approximately what time he will return.

R. H. Farman

Colonel.

R. H. FARMAN.

~~XXXXXXXXXXXXXXXXXXXX~~

for Joint Assistant Chiefs of Staff, A.C.

Copy to J.A.C.S.

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Appendix "D" to P.D. No. 4
 18 Sep 43.

DISTRIBUTION LIST

DISTRIBUTION "A":

Copy No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
	Region 4.	5.	6.	8.	9.	Finance.	Foreign Trade.	Industry and Commerce.	Public Works and Utilities.	Fuel.	Agriculture, Forest and Fisheries.	Labour.	Interior.	Legal.	Public Safety.	Property Control.	Food Distribution and Rationing.	Public Health.	Education and Fine Arts.	Shipping.	Transportation.	Telecommunications.	IN Commandant, Maritime CC.	Assistant Chiefs of Staff (2 copies).	

Staffs.

"	26	Economics and Finance.
"	27	Communications.
"	28	Administrative Services.
"	29	G-1.
"	30	G-2.
"	31	G-4.
"	32	Central Registry (2 copies).
"	33	
"	34	G. School - Director of Studies.
"	35	G. School - Executive Officer.
"	36	G. School - Camp Commandant.
"	37	G. Sec., AFHQ (3 copies).

All three copies
 to be delivered to
 Executive Officer.

All three copies
to be delivered to
Executive Officer.

THE POLYMERIZATION

File 5023

LIST OF ARMISTICE C.C. FILES
29 SEPTEMBER 1943.

NO.	ACC/	TITLE
1000		Security
1000/1		Security - Temporary Passes
1000/2		Security - Permanent Passes Returned
1000/4		Security - Pass Registers
1000/7		Security - Journal Service
1001		Office Organization and Procedure
1001/1		Office Procedure - Forwarding of Documents
1001/2		Office Procedure - Transmission of Documents
1002		Stencils
1003		Receipts
1004		Public Safety
1004/1		Public Safety - Restriction of Movement
1004/2		Public Safety - Registration
1004/3		Public Safety, Division - Organization
1004/4		Public Safety - Civil Defense
1004/5		Public Safety - Prisons
1005		Conferences - P.M.
1005/1		Conferences - A.C.C.
1006		Personnel - Promotion - Journal
1006/1		Personnel - Provision Officers

1001/2 Office Procedure - Transmission of Documents

1002 Stencils

1003 Receipts

1004 Public Safety

1004/1 Public Safety - Registration of Complaints

1004/2 Public Safety - Registration

1004/3 Public Safety Division - Organization

1004/4 Public Safety - Civil Defense

1004/5 Public Safety - Prisoners

1005 Conferences - P.H.

1005/1 Conferences - A.C.C.

1006 Personnel - Provision - (General)

1006/1 Personnel - Provision - Officers

1006/2 Personnel - Provision - S.M./C.M.

1006/3 Personnel - Provision - Coal Mining R.E.

1006/4 Personnel - Provision - Interviews of Officers

1006/5 Personnel - Provision - Interviews of Women

1007 T.O. AND W/E - General

1008 Greetings

1009 Code Assignment - Officers

1010 Finance - Headquarters Armistice

1011 Finance Sub-Commission General

1011/1 Finance Sub-Commission Organization

1011/2 Finance - Currency Requirements

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- 2 -

TITLENO.ACC/

1011/3	Finance - Accountability.
1011/4	Financial - Control of Financial Institutions.
1011/5	Finance - AMPA.
1011/6	Finance - Blank Forms.
1012/1	Foreign Trade - Sub-Commission Organization.
1013	Property Control.
1013/1	Property Control - Planning Directives.
1013/2	Property Control - Intelligence.
1013/3	Property Control - Security.
1014	Planning Directives.
1014/1	Planning Directives - M.G.S.
1014/2	Planning - Coord with instructions at the Mil. Govt. School.
1014/3	Planning - Visits to Sicily.
1014/4	Planning - War - Requirements and Points.
1014/5	Planning - Visiting Officers.
1015	Civil Affairs - General.
1016	Armistice Control - General Policy and Organization.
1016 (Duplicate)	Armistice Control.
1016/2	Armistice Control - Organization of Sections and Sub-Commissions - Consequential Transfers of Personnel.
1016/3	Armistice Control - Functions of Sub-Commission.

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1014 Planning Directives.

1014/1 Planning Directives - M.G.S.

1014/2 Planning - Coord with instructions at the Mil. Govt. School.

1014/3 Planning - Visits to Sicily.

1014/4 Planning - War. P. p. - ments and Points.

1014/5 Planning - Visiting Officers.

1015 Civil Affairs - General.

1016 Armistice Control - General Policy and Organization.

1016 (Duplicate) Armistice Control.

1016/2 Armistice Control - Organization of Sections and Sub-Commissions - Consequential Transfers of Personnel.

1016/3 Armistice Control - Functions of Sub-Commission.

1017 Sub-Committee - Region 7.

1017/1 Advance Party - Armistice C.C. (Connecting File - ACC/1017).

1018 Draft Armistice Terms (Functions and Powers of Regions - Central Officers under A.C.C.

1020 Move of Military Govt. School.

1022 Telecommunications.

1023 Transportation Division.

1023/1 Transportation and Communications Division - Reorganization.

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- 3 -

<u>NO.</u>	<u>ACC/</u>	<u>TITLE</u>
1024 .		Intelligence - General.
1024/1		Intelligence - Biographical Information.
1024/2		Intelligence - Italian Nationals. ("By permission" file)
1025		Intelligence Reports - General.
1025/1		Intelligence Reports - Economics.
1025/2		Intelligence Reports - Political.
1025/2 (Duplicate)		Intelligence Reports - Political.
1025/3		Intelligence - Cosittintrep's.
1025/3 (Duplicate)		Intelligence - Cosittintrep's.
1025/4		Intelligence Reports - Air Operational.
1026/1		Political Situation Reports - Southern Italy.
1026/2		Situation Reports - Sardinia.
1028		Liaison Division.
1030		Region 3 Staff - Officers and Men.
1036		Region 3 - T/RA.
1037/3		Region 3 - T/O - W/E.
1056		Republic of San Marino - General Mattof.
1067		Region 6 - T/O - W/E.
1067/1		Region 6 - T/O - W/E - Advance Party.
1070		Information - Sub-Commission.

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1025/3	Intelligence - Cosittintrop's.
1025/3 (Duplicates)	Intelligence - Cosittintrop's.
1025/4	Intelligence Reports - Air Operational.
1026/1	Political Situation Reports - Southern Italy.
1026/2	Situation Reports - Sardinia.
1028	Liaison Division.
1030	Region 3 Staff - Officers and Men.
1036	Region 3 - T/Ra.
1037/3	Region 3 - T/O - W/E.
1056	Republic of San Marino - General Mattol
1067	Region 6 - T/O - W/E.
1067/1	Region 6 - T/O - W/E - Advance Party.
1070	Information - Sub-Commission.
1070/1	Information - Propaganda.
1073	Assignment - E.M. & O.R's.
1074	Appointments - Officers - General.
1074/1	Appointments - Officers No Suitable ("no permission" Employment. file)
1074/1/1	Appointments - Officers - No Suitable Employment - (no permission file)
1074/2	Appointments - Officers Promotions and Transfers.
1074/3	Officers - Intelligence, Sickness, Personal, etc
1074/5	Officers - Transfers - To and From Sicily and Mainland.

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<u>NO.</u>	<u>ACC/</u>	<u>T I T L E</u>
1075		Agriculture, Forest and Fisheries Sub-Commission.
1075/1		A.F.F. - Agriculture.
1076.		Library.
1076/1		Maps.
1076/2		Maps - Artistic & Historic Monuments.
1078		Education and Arts Sub-Commission.
1078/1		Education - Sub-Commission - Monuments and Arts.
1078/2		Education - Roadjustments.
1090		Region 9 - Move.
1091		Allied Nationals in Italy.
1096.		Operations.
1096/1		Operations - Movement by Water.
1097		A.M.G. Administration.
1100.		Military Supply - General.
1101		Locations - Offices & Personnel.
1101/1		Locations - Guard Mobile Buildings.
1101/2		Locations - Telephones, Directory, Priorities, etc.
1102		Tables of Equipment.
1103		Stationery and Publications.
1104		Supply - Printing - Special Forms.

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1095/2 Education - Readjustments.
1090 Region 9 - Move.
1091 Allied Nationals in Italy.
1096. Operations.
1096/1 Operations - Movement by Water.
1097 A.M.G. Administration.
1100. Military Supply - General.
1101 Locations - Offices & Personnel.
1101/1 Locations - Guard Mobile Buildings.
1101/2 Locations - Telephones, Directory,
Priorities, etc.
1102 Tables of Equipment.
1103 Stationery and Publications.
1104 Supply - Printing - Special Forms.
1105 Supply - Headquarters Commandant.
1106 Supply - Vehicles.
1107 Supply - Estimates.
1108 Supply - Accommodation.
1108/1 Office Accommodations.
1110/1 NATOUSA Circulars.
1110/2 General Orders.
1110/3 Special Orders.
1110/4 Directives.

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NO.	TITLE
1110/5	Daily Bulletin.
1110/6	Alert Orders for Officers.
1110/7	Duty Officer.
1110/8	Bulletin Board.
1120	Organization - General.
1120/1	Organization - Special Divisions.
1120/2	Organization - Identification.
1120/4	Organization - Region 4.
1120/6	Organization - Region 6.
1121	Regions at Mil. Govt. School. Administration and Direction.
1130	Postal and Baggage Arrangements.
1140	Public Health.
1140/1	Public Health - Venereal Disease. Brothels. Prostitution. Prophylaxis Early Treatment Clinics.
1140/2	Public Health - Medical Supplies.
1140/3	Public Health - Relief.
1140/5	Public Health - Epidemics.
1140/4	Public Health - Organization.
1145	Civilian Requirements Estimates General.
1145/1	Civilian Requirements Estimates

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1121 Regions at Mil. Govt. School.
Administration and Direction.

1130 Postal and Baggage Arrangements.

1140 Public Health.

1140/1 Public Health - Venereal Disease.
Brothels.
Prostitution.
Prophylaxis
Early Treatment Clinics

1140/2 Public Health - Medical Supplies,

1140/3 Public Health - Relief.

1140/5 Public Health - Epidemics.

1140/4 Public Health - Organization.

1145 Civilian Requirements Estimates
General.

1145/1 Civilian Requirements Estimates
Agriculture.

1145/2 Civilian Requirements Estimates
Mining.

1145/3 Civilian Requirements Estimates
Shipping.

1150. Industry and Commerce - General.

1150/2 Economics - Civil Requirements.

1150/3 Industry and Commerce - Rationing.

1150/4 Industry and Commerce - Metallurgy.

1150/8 Industry and Commerce - Industry.

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<u>NO.</u>	<u>TITLE</u>
<u>ACC/</u>	
1152/1	Resources - Recovery and Salvage.
1152/2	Resources - Region 6.
1155	Public Works and Utilities.
1160	Labour.
1160/1	Labour - Wages.
1165	Food Distribution and Rationing.
1170	Censorship.
1190.	Legal.
2000	War Diary.

*R. T. M. M.*MAJOR.
O 1/0 Central Registry.

Distribution 040, plus 14 (Advance Party).

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PROVISIONAL LIST OF FILE NUMBERS

CENTRAL REGISTRY

23 SEP 43

53A

TITLE

NO.

ACC/

1000

Security

1000/1

Security - Temporary Passes

1000/2

Security - Permanent Passes Returned

1000/4

Security - Pass Register

1000/5

Security - ~~Safes, Boxes and~~ ^{Cases} ~~Passes~~~~1000/2~~~~Italian Nationals~~

1000/7

Security - Courier Service

1001

Office Organization and Procedure

1001/1

Office Procedure - Forwarding of Documents

(0001/2)

- - - Transmitted in

1002

Stencils

1003

Receipts

1004

Public Safety

1004/1

Public Safety - Restrictions of Movements

1004/2

Public Safety - Registration

1004/3

Public Safety Division - Organization of ~~the~~

1004/4

Public Safety }
Civil Defence

1004/5

Public Safety - Civil Defence

1005

Conferences (Alf. Tizi Ouzou)

1005/1

Conferences - Hollywood

1006

Personnel - Provision of. General

1257

1001	Office Organization and Procedure	
1001/1	Office Procedure - Forwarding of Documents	<i>incoming</i>
1001/2	Stencils	<i>Transmitted</i>
1002	Receipts	
1003	Public Safety	
1004	Public Safety - Restrictions of Movements	
1004/1	Public Safety - Registration	
1004/2	Public Safety Division - Organization of the	
1004/3	<i>Public Safety</i>	
1004/4	Civil Defence	
1004/5	Public Safety - Civil Defence	
1005	Conferences (Alg. Tizi Ouzou)	
1005/1	Conferences - Hollywood	
1006	Personnel - Provision of. General	
1006/1	Personnel - Provision of Officers	
1006/2	Personnel - Provision of EM/OR	
1006/3	Personnel for Coal Mining - R.6	
1006/4	Personnel - Provision of - Interviews of Officers	
1007	T/O and W/E - General	
1008	Greetings	
1009	Code Assignment - Officers	
1010	Hq. & A.C.G. Finance	
1011	Finance Division	
1011/1	Finance Division Organization	
1011/2	Finance Division - Currency Requirements	
1011/3	Finance Division - Accountancy	
1011/4	Finance Division - Control of Financial Institutions	
1011/5	FINANCE - AMFA	
1011/6	FINANCE - BLANK FORMS	

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1006/5 Personnel - Prov. W/E
Employment of Women

T I T L ENO.ADD.

Foreign Trade Sub-Commission - Organization

1012/1

Property Control

1013

Property Control - Planning Directives

1013/1

Property Control - Intelligence

1013/2

Property Control - Security

1013/3

Planning Directives

1014

Planning Directives - M.G.S.

1014/1

Planning - Co-ord. with Instructions at the
Mil. Govt. School

1014/2

Planning - Visits to Sicily

1014/3

Planning - Misc. Requirements and Points

1014/4

Planning - Visiting Officers

1014/5

Civil Affairs - General

1015

Armistice Control - General Policy and Organization

1016

1015 (Duplicate)

Sub-Committee - Region 7 (Duplicate)

Armistice Control - Org. of Sections and Sub-
Commissions - Consequential Transfers of Personnel

1016/2

Armistice Control - Functions of Sub-Commissions.

1016/3

Advance Party-Armistice CC. Connecting file (1017)

1017/1

Sub-Committee - Region 7

1017

MOVE OF Mil. Govt. School

1020

Draft Armistice Terms (Functions and Powers of
Regions and Central Officers under A.C.C.)

1018

Telecommunications

1022

Transportation Division

1023

Transportation and Communications Division -
Reorganization

1023/1

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1014/3 Planning - Visits to Sicily
 1014/4 Planning - Misc. Requirements and Points
 1014/5 Planning - Visiting Officers
 1015 Civil Affairs - General
 1016 Armistice Control - General Policy and Organization
 1016 (Duplicate) Sub-Committee - Region 7 (Duplicate)
 1016/2 Armistice Control - Org. of Sections and Sub-Commissions - Consequential Transfers of Personnel
 1016/3 Armistice Control - Functions of Sub-Commissions.
 1017/1 *Advance Party - Armistice C.C. (Connecting file 1017)*
 1017 Sub-Committee - Region 7
 1020 *MOVE of Mil Govt School*
 1018 Draft Armistice Terms (Functions and Powers of Regions and Central Officers under A.C.C.)
 1022 *Telecommunications*
 1023 Transportation Division
 1023/1 Transportation and Communications Division - Reorganization
 1023/3 Transportation Division - Communication
 1024 Intelligence - General
 1024/1 Intelligence - Biographical Information
 1024/2 *Intelligence - Italian National*
 1025 Intelligence Reports - General
 1025/1 Intelligence Reports - Economics
 1025/2 Intelligence Reports - Political
 1025/2 (Duplicate) Intelligence Reports - Political (Duplicate)
 1025/3 Intelligence - *COSINTREPI*
 1025/3 (Duplicate) Intelligence - *Military Situation Reports*
 1026/1 *Reg. Air Operations*
 1026/2 *Political Situation Reports*
 1026/3 *Information Sub-Comm. - Southern Italy*
 1026/4 *Region 3 - Staff Officers and Men*
 1026/5 *Region 3 - T/BA*
 1026/6 *Region 3 - T/O - N/E*
 1026/7 *Civilian Reg Estimates - General*

NO.	TITLE
1045/1 1067 1045/2 1067/1	Civilian Reg. Estimates - Agriculture Region 5 - T/C & N/E Civilian Reg. Estimates - Mining Region 6 - T/C - N/E Advance Party
1070 1071 1073	Propaganda Personnel - EM & CP
1074	Appointments - Assignments Officers - General
1074/1	Appointments-Officers - No Suitable Employment
1074/1/1	Appointments-Officers - No Suitable Employment - Lt. Col. C.E. Lynch-Blosse
1074/2	Appointments of Officers - Promotions & Transfers
1074/3	Officers - Absence, Sickness, Personnel, etc.
1074/5	Officers - Transfers to and from Sicily & Mainland
1075 1075/1 1076	Agriculture General AFF - Agriculture Library
1076/1	Maps
1076/2	Maps - Artistic and Historic Monuments
1078	Education Arts Sub-Commission
1078/1 1080 1080/1/2	Education Sub-Commission - Monuments & Arts Identifications
1091	Allied Nationals in Italy
1096	Operations
1096/1	Operations - Movement by Water
1100	Supply - General

1074/2	Appointments of Officers - Promotions & Transfers
1074/3	Officers - Absence, Sickness, Personal, etc.
1074/5	Officers - Transfers to and from Sicily & Mainland
1075	Agriculture General
1075/1	AFF - Agriculture Library
1076	Maps
1076/1	Maps - Artistic and Historic Monuments
1076/2	Education Arts Sub-Commission
1078	Education Sub-Commission - Monuments & Arts
1078/1	Identifications
1091	Allied Nationals in Italy
1096	Operations
1096/1	Operations - Movement by Water
1100	Supply - General
1101	Headquarters Building
1101/1	H.Q. Building - Guard Mobile Building
1101/2	H.Q. Building - Telephones, Directory, Priorities, etc.
1102	Tables of Equipment
1103	Supply - Stationery
1104	Proclamations - Supply and Forms
1105	Supply - Accommodations and Stores, Office Equipment and Stationery
1106	Supply - Vehicles
1107	Supply - Estimates
1108	Supply - Accommodation
1110/2	General Orders

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TITLE

NO.

ACC/

Special Orders

Directives

Daily Bulletin

~~1110/6~~ ~~School Orders~~ ~~cancel. 1/4~~

Duty Officer

Bulletin Board

Organization - General

Special Divisions.

Organization -

~~1120/8~~ ~~A.C.C. Organization (Deployment of)~~

Organization Region 4.

Organization Region 6.

Regions at Mil Govt. School - Adm. & Direction
Postal and Baggage Arrangements.

Public Health.

Public Health:

Veneral Disease.

Brothels.

Prostitution

Prophylaxis

Early Treatment Clinics.

Public Health - Medical Supplies.

~~Public Health and Welfare.~~

Agriculture

Economics - General.

Economics - Prices of Produce.

Economics - Civil Requirements.

1145 - Civil Reg.

1145/1 - Civil Reg. Ent. Agriculture

1150

1150/1

1150/2

1145/2 Civil Reg.

Ent. Agriculture

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1120/4 1120/8 1121 1130 1140 1140/1 1140/2 1150/1 1150/2 1150/3 1160/4 1160/5 1160/6 1160/8 1162/1 1165 1166 1160/1 1170 2000

Organization Region 4.

Organization Region 5
Regions at Mil Govt. School. Adm. & Direction
Postal and Package Arrangements.

Public Health.

Public Health:
Venereal Disease.
Prostitution
Prophylaxis
Early Treatment Clinics.

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Public Health - Medical Supplies.

~~Public Health - Medical Supplies.~~
Economics - General.

Economics - Prices of Produce.

Economics - Civil Requirements.

Economics - Rationing.

Economics - Metallurgy.

Economics - Food.

Economics - Relief.

Economics - Industry.

Resources - Salvage

Public Works and Utilities.

Labour.

Labour - Wages.

Censorship.

War Diary.

1145 - Civ Reg. - Est. - Agriculture
1145/1 - Civ Reg. Est. - Agriculture
1145/2 - Civ Reg. Est. - Agriculture

1145/2 - Civ Reg. Est. - Agriculture

1160/8

1170

2000

1190

785015

TO : H.Q. COMMANDANT, Armistice C.C.
FROM : Chief Clerk, Central Registry.
SUBJECT : H.Q. Comdt. Clerks.
REFERENCE: ACC/1001
DATE : 27 Sept 1943.

1. This is to inform you that Corporal Marchesi, your day janitor, did not show up for Night C-Q duty during the night 26 to 27 Sept. I heard that he knew well he was to be on duty - his name had been posted on the board for a week. He is supposed to have been in town. Sunday Sept 26 itself was the Corporal's off-day to which he is entitled. However he did not notify us of his intention. On the morning of the 27th he did not report either the result of which was that the work of the night janitors was unchecked and therefore not satisfactory. Marchesi was here in the afternoon of the 27th. I request the case be investigated. The man is no longer under my jurisdiction but under yours.

2. I do not recommend serious steps in this case but suggest a stricter regime for the H.Q. Commandant men whose lack of discipline is obviously due to frequent change in masters.

3. In this connection I request the arrangement of shifts for the Store in the basement to insure service all day. This needs only two men on a job as it is done in the Central Registry.

fos
George O. Schanzer
M/Sgt. Chief Clerk

File
ACC/1001

785015

SIA

TO: Mess Officer (E.M. Mess.)
FROM: Planning Staff. Armistice C.C.
SUBJECT: "Early Chow passes."
REFERENCE: ACC/1001.
DATE: 26 September. 1943.

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Reference this office letter ACC/1001 dated 19 September, 1943, and your approval of para. 3. thereof - which stated that passes for all personnel would be held by the Chief Clerk and issued to 12 men at a time.

Herewith "Early Chow" passes for all "Hollywood" Central Registry Clerks. It is requested that these be signed and returned before 1000 hours to-morrow, Monday 27 Sep. 1943.


for Major Purgold.
Capt. F.E. Evans.
O.I.

785015

DUTIES OF MESSENGERS

1. RECORD. All despatches will be placed in respective pigeon holes, from which they will be taken by the Messengers and entered into the despatch books issued to them. As far as is possible despatches will be delivered without delay. "First Priority" always being "A.C. of S."
2. SIGNATURES. Signature of recipients will be obtained whenever possible - this is IMPORTANT.
3. FILES. All files for delivery are entered on a FILE RECORD kept by 3/Lt. THOMAS. Messengers will insure that they are informed when files have been delivered so that his record may be kept up to date as to the location of files.
4. UNDELIVERED DESPATCHES. Should any despatches be undelivered owing to the absence of an officer or for any other reason, they will be placed in a special pigeon hole allocated to him until delivery can be effected.
5. CLEANING OF OUI BASKET. One Messenger will be detailed to clear Col. Hathbone's, Gals and Chief Clerk's "out" baskets at certain hours each day.
6. DUY HOURS. Duty hours are:-

<u>Early Shift.</u>	<u>Late Shift.</u>
0600 - 1130	0900 - 1245.
1245 - 1630	2400 - 1730
1730 - 1830	1830 - 2000

25 September 1943.

ACC/1001

for S. Sgt.,
Chief Clerk,
Central Registry.

5. CLEANING OF OUT BASKET. One Messenger will be detailed to clear Col. Mathbone's, G-1s and Chief Clerk's "out" baskets at certain hours each day.

6. DUTY HOURS. Duty hours are:-

<u>Early Shift.</u>	<u>Late Shift.</u>
0800 - 1130	0900 - 1245.
1245 - 1630	2400 - 1730
1730 - 1830	1830 - 2000

25 September 1943.

ACC/1001

for S Sgt.,
Chief Clerk,
Central Registry.

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TEMPORARY FILE LIST

(As at Nov, 15 September 1943)

Title of File	No.	Title of File	No.
Agriculture - General	ACA/1075	Economics - Prices of Products	ACA/1150/2
Appointments - Arrangements Officers - General	ACA/1074	Economics - Civil Affairs	ACA/1150/2
Appointments of Officers		Economics - Rationing	ACA/1150/3
Promotions and Transfer	ACA/1074/2	Economics - Metallurgy	ACA/1150/4
Appointments - Officers		Economics - Food	ACA/1150/5
No Suitable Employment		Economics - Relief	ACA/1150/6
Appointments of Officers - No Suitable	ACA/1074/1	Economics - Off. Personnel	ACA/1150/7
Employment. Lt.Col. C.E. LYNDEN-BUSSE		Economics - General	ACA/1150
Armistice Control - General		Extra Copies	ACA/1080
Policy and Organization	ACA/1010	Finance Division	ACA/1011
Accommodation and Stores		Finance Division - Personnel	ACA/1011/4
Office Equipment and Stationery	ACA/1008/1	Finance Div. - Accountancy	ACA/1011/5
Armistice Control	ACA/1016/2	Finance Div. - Organization	ACA/1011/1
Accountancy	ACA/1013	Finance - Currency Requirements	ACA/1011/2
A.C.A. Organization (Employment of Women)	ACA/1120/2	Forwarding of Documents	ACA/1001/1
Bulletin Board	ACA/1101/2	Fine Arts	ACA/1078
Censorship	ACA/1170	Greetings	ACA/1009
Cede Assignment - Officer	ACA/1009	General Orders	ACA/1102
Conferences - (Alg. - First Ouseu)	ACA/1008	HQ. Building - Guard Mobile Building	ACA/1101/3
Conferences - Hollywood	ACA/1005/1	Headquarters Building	ACA/1101
Civil Defense	ACA/1004/4	Headquarters Supply	ACA/1100
Diary - (War)	ACA/2000		

Armistice Control - General Policy and Organization	ACA/1012	Finance Division	ACA/1011
Accommodation and Stores Office Equipment and Stationery	ACA/1055/2	Finance Division - Personnel	ACA/1011/4
Armistice Control	ACA/1016/2	Finance Div. - Accountancy	ACA/1011/8
Accountancy	ACA/1013	Finance Div. - Organization	ACA/1011/1
A.C.A. Organization (Employment of Women)	ACA/1120/2	Finance - Currency Require- ments	ACA/1011/2
Bulletin Board	ACA/1101/1	Forwarding of Documents	ACA/1001/1
Censorship	ACA/1170	Pine Arts	ACA/1078
Code Assignment - Officer	ACA/1009	Greetings	ACA/1008
Conferences - (Alg. - First Ouseu)	ACA/1005	General Orders	ACA/1102
Conferences - Hollywood	ACA/1003/1	Hq. Building - Guard Mobile Building	ACA/1101/3
Civil Defense	ACA/1004/4	Headquarters Building	ACA/1101
Diary - (Mar)	ACA/2000	Headquarters Supply	ACA/1100
Daily Bulletin	ACA/1105	Identification	
Directives	ACA/1104	Instructions for C.A.Os.	R/1048
Duty Officer	ACA/1107	Intelligence Reports-General	ACA/1029
Draft Armistice Terms (Functions and Powers of Regions and Central Officers under A.C.C.)	ACA/1018	Intelligence Reports - Economics	ACA/1028/1

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Title of File.	No.	Title of File.	No.
Intelligence - Biographical Information.	ACA/1024/1	Organization - Special Division.	ACA/1120/1
Intelligence Reports - Political.	ACA/1025/2	Operations - Movement by Water.	ACA/1025/1
Italian Nationals.	ACA/1000/6	Permanent Passes - Returned.	ACA/1000/2
Labour.	ACA/1180	Personnel - Provision of	ACA/1000
Labour - Wages.	ACA/1180/1	Personnel - R.M.'s & C.R.'s	ACA/1073
Legal Division.	ACA/1077	Planning - Co-ord. with instructions at the Mil. Gov. Ech.	ACA/1014/2
Legal Division - A.G.A.	ACA/1077/3	Planning Directives.	ACA/1014
Legal Division - Personal Organization.	ACA/1077/1	Planning - Misc. Require-ments & Points.	ACA/1014/1
Legal Division - (Proclamations (Orders & Forms (Legal Directives	ACA/1077/2	Planning - Visits to Sicily.	ACA/1014/3
Liaison Division.	ACA/1028	Postal Arrangements.	ACA/1120.
Library.	ACA/1076	Propaganda.	ACA/1070.
Maps.	ACA/1076/1	Property Control.	ACA/1013.
Maps - Artistic & Historic Documents.	ACA/1076/2	Public Health.	ACA/1140.
Office Organization & Procedure.	ACA/1001	Public Health - Venereal Disease, Brothels, Prostitution, Throphilias, Early treatment	
Office - Region 4 - Directives & Orders.	EA/1040/1		

Legal Division - Personnel Organization.	ACA/1077/1	Instructions at the Mil. Gov. Sch.	ACA/1014/2
Legal Division - (Proclamations (Orders & Forms) (Legal Directives)		Planning Directives.	ACA/1014
Liaison Division.	ACA/1077/2	Planning - Misc. Requirements & Points.	ACA/1014/1
Library.	ACA/1028	Planning - Visits to Sicily.	ACA/1014/3
Maps.	ACA/1073	Postal Arrangements.	ACA/1130.
Maps - Artistic & Historic Monuments.	ACA/1073/1	Propaganda.	ACA/1070.
Office Organization & Procedure.	ACA/1070/2	Property Control.	ACA/1013.
Office - Region 4 - Directives & Orders.	ACA/1061	Public Health.	ACA/1140.
Officers - Absence, Sickness, Personnel, etc.	ACA/1043/1	Public Health - Venereal Disease, Syphilis, Prostitution, Chirophilia, Early treatment clinics.	
Officers - Representations.	ACA/1074/4	Public Safety - Civil Defence.	ACA/1140/1
Officers - Training.	ACA/1043/1	Public Safety - Legislation.	ACA/1004/4
Organization of Finance Division.	ACA/1043/2	Public Safety - Legislation.	ACA/1004/2
Organization - General.	ACA/1011/1	Public Safety - Restrictions of Movement.	ACA/1004/1
Organization of the Public Safety.	ACA/1120	Public Safety - Organization.	ACA/1004/3
Organization - Region 4.	ACA/1004/3	Public Safety	ACA/1004
	ACA/1120/2		

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Title of File.	No.	Title of File.	No.
Republic of San Marino - General Matters.	RE/1038	Staff.	RE/1043
Receipts.	AC/1003	Stationery.	ACA/1041
Region <u>III</u> - Staff.	RE/1030	Stencils.	ACA/1002
Region <u>III</u> - Staff Officers and Men.	ACA/1036	Sub - Committee - Region <u>VII</u>	ACA/1017
Region <u>III</u> - T/BA.	ACA/1036	Tables of Equipment	ACA/1049
Region <u>IV</u> - Conferences.	RE/1041	Telephone Directory - Priorities, etc.	ACA/1101/2
Region <u>IV</u> - Maps.	RE/1040	Temporary Passes.	ACA/1000/1
Region <u>IV</u> - Organization.	RE/1042	T/O & W/E.	RE/1049
Region <u>IV</u> - Outline Plans.	RE/1044	T/O & W/E. Region 3.	ACA/1037/3
Region <u>IV</u> - Routine Orders.	RE/1042/1	T/O & W/E.	ACA/1007
Region <u>IV</u> - Supplies, Civil.	RE/1043	Transportation Division	ACA/1023.
Region <u>IV</u> - Supply, Clothing.	RE/1045/1	Transportation Division Ev - Organ. & Communications.	ACA/1023/1
Region <u>IV</u> - Specimen Forms.	RE/1047	Transportation Division Personnel.	ACA/1023/2
Region <u>IV</u> - Staff.	RE/1043	Utilities - Power & Fuel.	ACA/1155
Region <u>IV</u> - Tables of Equipment.	RE/1046		
Region <u>V</u>	RE/1050.		
Region <u>V</u>	RE/1037.		
Region <u>VI</u>	RE/1060		
Region <u>VI</u> - Forms.	RE/1069		
Region <u>VI</u> - TO/W	RE/1067		

Region IV - Organization.	R4/1040	Temporary Passes.	ACA/1101/2
Region IV - Outline Plans.	R4/1042	T/O & W/E.	ACA/1000/1
Region IV - Routine Orders.	R4/1044	T/O & W/E. Region 3.	R4/1049
Region IV - Supplies, Civil.	R4/1042/1	T/O & W/E.	ACA/1007/3
Region IV - Supply, Clothing.	R4/1045	Transportation Division	ACA/1007
Region IV - Specimen Forms.	R4/1045/1	Transportation Division IV - Organ. & Communications.	ACA/1023.
Region IV - Staff.	R4/1047	Transportation Division Personnel.	ACA/1023/1
Region IV - Tables of Equipment.	R4/1043	Utilities - Power & Fuel.	ACA/1023/2
Region V	R4/1048		ACA/1155
Region V	R5/1050.		
Region VI	R5/1057.		
Region VI - Forms.	R6/1030		
Region VI - TO/WF	R6/1037		
Relief.	ACA/1015/8		
School Orders.	ACA/1106		
Security.	ACA/1000		
Security - Blanks.	ACA/1000/3		
Security - Courier Service	ACA/1000/7		
Security - Italian Nationals	ACA/1000/8		
Security - Pass Register.	ACA/1000/4		
Special Orders.	ACA/1103		

48A

1357

TO: E.M. AND O.S.'s of the Central Registry.

FROM: G-1, Armistice C.C.

SUBJECT: Duties.

REFERENCE: AGC/1001 —

DATE: 24 September 1943.

1. This announcement consolidates and in case of conflict supersedes all previous announcements on duties and "off" time.

2. The staff of the Central Registry is divided into two shifts of approximately equal numbers, an early shift and a late shift.

3. Shifts alternate weekly changing every Monday morning.

4. The duty hours are:

Early Shift.	Late Shift.
0600 to 1330	0900 to 1245
1245 to 1830	1400 to 1750
1730 to 1830	1830 to 2000

Early "check" passes will be issued to the Early Shift.

5. The duties of the night C.C. (Duty Clerk) are listed in the announcement of Sep 17. (AGC/1001).

6. The duties of the janitors are listed in the announcement of the same reference and date.

7. The C.C. (Duty Clerk) will be selected according to a roster which will be posted every week. The day following the night duty will be automatically an "off" day.

8. The Central Registry operates on a 24 hour basis seven days a week. Provision is made for one free day per week for each member of the staff. A roster will be prepared and posted weekly.

9. The senior British C.C.O. is second in command at all times and all matters concerning personnel, discipline and execution of this order will be his responsibility. S/Sgt. Footles will assist the Chief Clerk in his work and in the absence of the latter will perform the duties

Early Shift.

0800 to 1130
1245 to 1330
1730 to 1830

Late Shift.

0800 to 1245
1400 to 1730
1830 to 2000

Early "show" passes will be issued to the Early Shift.

6. The duties of the night S.C. (Duty Clerk) are listed in the announcement of Sep 17. (ACC/1001).

6. The duties of the janitors are listed in the announcement of the same reference and date.

7. The S.C. (Duty Clerk) will be selected according to a roster which will be posted every week. The day following the night duty will be automatically an "off" day.

8. The Central Registry operates on a 24 hour basis seven days a week. Provision is made for one free day per week for each member of the staff. A roster will be prepared and posted weekly.

9. The senior British M.C.D. is second in command at all times and all matters concerning personnel, discipline and execution of this order will be his responsibility. S/Sgt. Peebles will assist the Chief Clerk in his work and in the absence of the latter will perform the duties of Chief Clerk.

R.T. Walker
Major A.C.D.

for Joint Assistant Chiefs of Staff,
Armistice, P.C.

005/red

47A

TO: Lt. Kearn, Adjutant.
FROM: Planning Staff, Armistice C.C.
SUBJECT: Teletype practice.
REFERENCE: ACC/1001.
DATE: 23 Sep 43.

It has been arranged that two clerks of the Central Registry, Armistice C.C. will learn to operate the TTX machine, with a view to instituting a teletype service for the Armistice C.C. at a later date. Two clerks were detailed for instruction and have worked in your teletype office on several occasions for a number of hours. Recently, opportunity for practice has ~~only been reluctantly granted~~, as it appears. 1.

In order to acquire the necessary skill the prospective operators do not only have to know the keyboard, which can be easily learned, but also the actual sending and receiving of messages, the code and the mechanics. Lately, the two clerks were invited to practice between 1300 and 1400 hours daily, at which time the service does not operate, nor is an instructor available.

It is requested that the two clerks, Sergeants Ferri and Taffe, be given an opportunity to spend a few days full time at the TTX office, to acquaint themselves with the entire procedure.

Approved: C. J. C. C.
In Major - G. T. H. C.
G. T. H. C.

46A

TO: Distribution "A" Less: M.G.S. A.P.M.C., Copy No 24, 25, 26.

FROM: Planning Staff, Armistice C.C.

SUBJECT: Office Organization

REFERENCE: ACC/1001

DATE: 22 Sept. 43

337

1. (a) Some of the orders issued in Planning Directives 1-4 are not being complied with. Cases have occurred in particular, of letters addressed to Armistice C.C. from Regions and vice versa being passed or taken by hand from Officer to Officer or clerk to clerk.

(b) This practice leads to the following evils:-

- (i) Letters get lost and there is no means of tracing them or fixing responsibility.
- (ii) Letters get into the wrong file, or worse still into no file at all.
- (iii) Letters are not referred, or are referred too late to the office responsible for dealing with them.

2. All letters addressed to or emanating from Armistice C.C. or addressed to or emanating from heads of Sub-Commissions, Armistice C.C. must pass through the Message Center and Central Registry, so that they can be properly registered and filed and referred to the appropriate officer for action. Will heads of Regions and Armistice C.C. Sub-Commissions please insure that this is done in future. Those to whom clerks have been allotted will please instruct such clerks accordingly.

3. Attention is particularly directed to the following paragraphs of P.Ds. on this subject:-

785015

versa being passed or taken by hand from Officer to Officer or clerk to clerk.

- (b) This practice leads to the following evils:-
- (i) Letters get lost and there is no means of tracing them or fixing responsibility.
 - (ii) Letters get into the wrong file, or worse still into no file at all.
 - (iii) Letters are not referred, or are referred too late to the office responsible for dealing with them.

2. All letters addressed to or emanating from Armistice C.C. or addressed to or emanating from heads of Sub-Commissions, Armistice C.C. must pass through the Message Center and Central Registry, so that they can be properly registered and filed and referred to the appropriate officer for action. Will heads of Regions and Armistice C.C. Sub-Commissions please insure that this is done in future. Those to whom clerks have been allotted will please instruct such clerks accordingly.

3. Attention is particularly directed to the following paragraphs of P.Ds. on this subject:-

MO. 1 II(b) i & iv

MO. 3 8(c), 9

MO. 4 8, 10

R. B. RATHBONE

Colonel.

J. J. ALBRIGHT

Chief of Staff,
Armistice C.C.

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ACC/1001

44A

22 Sept 43

44B
Attached hereto are

1) A copy of the Dewey Decimal
System series of file numbers as
used (mid-August 1943) by MGS, AFHQ.

2) Notes for a similarly organized
series made mid-August 1943 by
Sgt (Charles Morse, then Asst. Chief
Clerk, Central Registry.

44C
S/Sgt Bernard M. Peckles
Asst. Chief Clerk, C.R.

22 Sept 43

1354

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44B

Dewey - Decimal System

FILE NO.	SUBJECT.
000.8	Institutions NAFT
014.14-1	Civilian Agencies (AMGOT)
091.3	Economic Activities
091.3-1	Economic Summaries
091.33	Resources - Civilian Requirements
091.4 - 1	Labour - Use of civilian labour in occupied countries & Pay.
140	Accounting, Stores
151.	War Claims
210.453	Transportation - Liaison Visits of Officers
300.4 - 2	Orders, Travel
321	NAFT
370.091	Convoys - Military.
370.3	Movement of Troops
370.3-1	Movement of Personnel A.S. School of Instruction
381.1-3	PLAN - Allied Military Financial Agency (AMFA)
386	Property
386.8.	Property Control Agent
400	Supplies
400	Supplies, Agent.
400	Supplies, Landed
400	Supplies Pantellaria
400	Supplies VINDOLCA
400.12	Supplies - Procurement of
400.34	Allowances, T/S
400.34-1	Allowances Table of Rank, School of Instruction
403	AGRICULTURAL OPERATION & Farming
403	" " " " (LAMPEDUSA)
407-1	AGRICULTURE - GENERAL
410.4	MINEAL - Bulgaria (STOILY)
415.32	Printing, Plates
421.4	Insignia and Ornaments
430	Food Administration
430	Food Administration (LAMPEDUSA)
435	Medical Supplies
431.1.	Cars (Passenger)
462.	Supplies, Office and Equipment
476	Mines Operation
486.4.	Printing Services
525.7.	Comments, Migrant
537.	Transportation (Cars and Trucks)
537	Transportation (Cars and Trucks) - AMGOT
557.1.	Transportation - Mil Govt. School
561/1.	Shipping
581	Transportation (IR)
590.594	PRIORITIES (AIR)
619.3.	Preservation of Monuments - Military Memorial & Monuments
671.1.	Water Consumption
680.3	Accommodation
680.3-1	Accommodation A.S. School of Instruction.
421.	CLOTHING

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785015

FILE NO.SUBJECT

322	---	Activation of Organizations
322	---	Activation of Oge. Agent
322.2	---	Replacement Troops - Civil Affairs Pool of Officers
322-3	---	Activation of
322-4	---	Activation of M.O. School
322-5	---	Replacement Troops - Military Government Pool
322.23	---	Inventory of Personal Belongings
334	---	Councils
34	---	Committees (Civil Affairs)
334-2	---	Boards Medical
337-3	---	Special Staff Meetings
381.1-3	---	Post HURRY Planning - Personal Requirements
383.01	---	Internment
383.01-1	---	Internees (YOUNG M.V.)
306.2	---	Billets - Payment of
710	---	Diseases
720	---	Disease, Prevention of

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C.B.
R.C.B.

785015

FILE NO.	
000.7	Publicity, Radio and Press
000.73	Censorship, Relation to code.
000.73-1	Censorship, Newspaper
000.73-2	Censorship, Italy
000.76	Newspapers
000.76-1	Newspapers, Lampedusa
030	Responsibilities and Functions Mil Govt Sec.
030-1	Responsibilities and Functions - AGOST
040	Policies, State Department
091.1	Governments, Foreign, Plans for
091.1.1	Governments, Pantelleria
091.412	Propaganda, Activities
091.412-1	Propaganda, Angot
091.412-2	Propaganda, Lampedusa
091.412-3	Propaganda, France
091.412-4	Propaganda, Germany
091.6	Communication Facilities, Foreign Countries
141.5	Receipts
200.2	Passes, Personnel Identification, Nationals
200.2-1	Passes, Personnel Identification, Nationals, Lampedusa
200.2-2	Identification of Units
200.6	Honours and Awards
210.715	Passes, Personnel AFM
211	Interpreters, Officers
223	Locations and addresses.
300.4	Orders, General Routine
300.8	Violations, Security Regulations
311	Communications, Signals, AGOST
311.2	Code Names for Telephones in Headquarters
311.4	Couriers
311.5-1	Messages, Secret, Confidential and Cypher
311.5-2	Codes Names
311.7	Censorship, Pantelleria
311.23	Radiograms, Preparation
312.1	Documents
312.2	Messages, Forms of
312.4	Signatures and Abbreviations
313	Records
313.1-1	Records from AGOST
313.2-1	Publications, Index to
319	Reports, Progress.
319.1	Reports, Angot, Daily
319.1-1	Reports, Pantelleria
319.1-2	Reports, Lampedusa
319.1-3	Reports, M.C. School of Instruction
319.2	Correspondence Miscellaneous
319.2-1	Correspondence Distribution of
320.3	Tables of Organization
320.3-1	Tables of Organization, AGOST
320.3-2	Tables of Organization, Mil Govt Sec and Trg Centre
320.3-3	Tables of Organization, Index to.
322.1	Psychological Warfare

Col. Gilbert

Apply to 12-135

785015

FILE NO.	SUBJECT
000.1	Political
010	Legal advisors
010	Legal Matters, Agot
014.1	Civil Government
014.12	Governors of States
014.12	Governors of States (Lampedusa)
014.12	Governors of States - PANTELLERIA
014.13	Relations between Civil and Military Authorities
014.13	Civil Affairs - Pantelleria
014.13-1	Relations, Public
014.14	Administration, Civil
014.14	Administration, Agot
014.14	Administration, Civil Lampedusa
014.14	Administration, Civil Pantelleria
014.14	Administration, West Africa
014.14-5	ADMINISTRATION - M.S. School
091.1-1	Insurance - LIFE
091.4	Population
100	Finance and Accounting
100	Finance and Accounting (AGOT)
123	Money
123	Financial Agot
123	Financial Lampedusa
123	Financial Pantelleria
130	Accounting - (Funds and Money)
130	Accounting - Funds and Money (AGOT)
200.1	Provisions of Personnel for Occupied Territories
201.62	Reports on Officers
210.1	Officers, Appointments of
210.1	Officers Appointments AGOT
210.11	Prospective Officers for Future Military Governments
210.31	Officers, Assignment of
210.31	Assignments Officers (AGOT)
210.4	Officers - Casualties
210.63	Officers for M.S. School
210.458	Officers - Reporting for duty at M.S. School & Trg Center - Records to be kept.
210.6-1	OFFICERS (Office Routine)
220.2	Promotions - E.M.
220.3	ASSIGNMENT OF E.M.
220.4	Enlisted Men, Duties
220.53	Enlisted Men for M.S. School
230	Wardresses
230.2	Appointments (Irregular)
230.2-1	Appointments - List of Staff
230.2-2	ARMED Personnel - Availability of
230.6	Welfare Employees
250	Discipline
310.1	Office Administration and Organisation
311.1	Mail
311.14	Stamps (Postage)
311.7	Censorship, Mail
314.1	Staff - Records of
320.2	Troop Strength M.S. School of Instruction
320.21-1	Officers Strength States - M.S. School of Instruction
320.3-4	War Establishments North Africa

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FILE NO.

337-4. (Index) (See History (B) Common
 371-3. (Index) (See History (B) Common
 371-3-1. (Index) (See History (B) Common
 371-4. (Index) (See History (B) Common
 371-5. (Index) (See History (B) Common)

SUBJECT.

334.5	---	Passive Air Defence
337.	---	Conferences
337.1	---	Meetings, Chief of Staff Conferences.
337.2	---	Meetings, Weekly Executive Planning M.
344.1	---	Tags, Identification
350.001	---	Lectures, Lampedusa
350.09	---	Intelligence, Counter
353	---	Directives, AMOT
353.1	---	Directives, Plans for and Corrections and Modifications
353.1-1	---	Directives, Spanish Regional
353.1-1	---	Directives, Training, Tank Destroying Units
353.1-2	---	Directives, Training A/T Mines
354.1	---	Camps, Training, Mil Govt Sch and Tug Centre
370	---	Employment of Troops
370.1	---	Disasters
370.2	---	HEAVY Landings, Notes on
370.41-1	---	Communications, Lines of Roads
380.01	---	Safeguarding Military Information
381.1	---	Planning Staff, Mil Govt Sec, Activation of
381.1-2	---	Plans, Pantelleria
381.1-3	---	Plans, Lampedusa
381.1-4	---	Planning, AMOT
381.1-5	---	Planning Staff, V Corps
383	---	Clemency with Relations to Persons in War
383.6	---	Prisoners.
384.3	---	Bombardments
384.51	---	Defence, Civil
387.7	---	Proclamations, Policy and Drafts ?
387.7-1	---	Proclamations, Lampedusa
387.7-2	---	Proclamations, Pantelleria.
387.4	---	Armistice Terms
387.7-3	---	Proclamations, Printed Nos 1 to 12 Incls.
413.51	---	Summaries, Weekly.
461	---	Publications, Books, Newspapers and Periodicals
461.1	---	Directories, Telephone.
461.2	---	Distribution of Correspondence
531.7	---	Time Table (Railroads)
576.1	---	Telephones, Installation of
801.4	---	Policies. AMOT.

381.1-5 ✓ Plans AMOT

413.51 ✓

(5)

45

C D.

Dewey - Decimal system

Sample

Class 000 - General

010 - Laws and legal matters

013.3 - actions

013.1 - oaths and affidavits

013.1 - Search ed other warrants, waivers
wills020 - War Department (adm. + functions)030 - The U.S. Gov't.

131

010.3 Law + Statutes091.4 Language091.33 Resources370.02 Troops passing thru foreign territory040 Executive departments of U.S. Gov't.050 Statistics056 Army052 Battles + Battle reports053 Vital - Deaths, etc.054 Prisoners of War.055 European War060 Charts, maps, photographs + tables061 Maps061.09 Request for maps

Sample

②

070 Inventions080 Societies and associations090 Geographical and political divisions

3.3 " military divisions

091.2 " features

1347

100 - FINANCE and ACCOUNTING

110 - Appropriations

112.4 - allotment of "

111 - Estimates

120 - Funds, disbursements

123 - Money

123.7 - Exchange of foreign money

123.3 Safe keeping

000 GENERAL

010 Laws and legal matters

020 War Department (Admin. & functions)

030 The U.S. Gov't.

040 Executive departments of U.S. Gov't.

050 Statistics

060 Charts, maps, photographs, & tables

070 Inventions

080 Societies and associations

090 Geographical and political divisions

100 FINANCE AND ACCOUNTING

110 Appropriations

120 Funds, disbursement

130 Accounting for funds and money

140 " " property, stores, supplies

150 Claims and accounts

160 Contracts

200 PERSONNEL

210 Commissioned and Warrant Officers

220 Enlisted men and flying cadets

230 Civilian employees

240 Pay and allowances

- 250 Discipline
260 Persons
290 Misc.
300 ADMINISTRATION
310 Business methods and procedure
320 Organization of the Army
330 Military control
340 Recruitment
350 Education
360 Aviation and aeronautics
370 Employment, operations, & movement of troops
380 War and peace
400 SUPPLIES, SERVICES, and EQUIPMENT
410 Materials, machines and hardware
420 Clothing & equipage
430 Subsistence stores
440 Medical, surgical equipment & supplies
450 Supplies & equip. for transportation
460 Other supplies
470 Ammunition, armament & similar stores
480 Rentals and services other than personal

500 TRANSPORTATION

- 510 transportation of persons
520 " of property or supplies
530 " by land
540 " by water
550 " accounts, contracts, rates,
tariffs, tickets, etc.
560 Army transport service, transports, vessels,
and boats.

570

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580 Transportation by air.

600 Buildings and GROUNDS

- 610 Grounds & draining
620 Barracks and quarters
630 Post buildings
640
650 Minor structures
660 Fortifications
670 Plants & systems
680 Reservations

700 MEDICINE, HYGIENE and SANITATION

710 Affections, afflictions, diseases, injuries
and remedies

720 Health & prevention of disease

730 Special practices and treatments; psychology
healing and medicine

800 RIVERS, HARBORS and WATERWAYS

810 Natural divisions and accessories

820 Artificial divisions & "

43A

ALLIED FORCE H.Q. QUARTERS

Military Government Section

RESTRICTED

Office Memorandum No. 4

20 September 1943

SUBJECT: Proper Addresses

1. There will be only two direct channels of communication with Tizi Guizou.

A. Commandant, Military Government School and Holding Center.
(Abbreviation: M.G. Sch & H.C.).

This address will be used for all matters pertaining directly to school administration.

If the communication is for the personal attention of an individual, it will be addressed to the Commandant, followed by "Attention: Major John Doe".

B. Joint Assistant Chiefs of Staff. (Abbreviation: JACS).

This will be used for all communications pertaining to plans and Armistice Control Commission (Armistice C.C.).

If communication is for a specific individual or if it will be addressed to JACS, followed by "Attention: Major John Doe" or "Attention: Region 4".

2. This will become effective this date and all officers will conform.

For Acting Chief of Section:

[Signature]

Chief of Section

This address will be used for all matters pertaining directly to school administration.

If the communication is for the personal attention of an individual, it will be addressed to the Commandant, followed by "Attention: Major John Doe".

B. Joint Assistant Chiefs of Staff. (Abbreviation: JACS).

This will be used for all communications pertaining to plans and Armistice Control Commission (Armistice C.C.).

If communication is for a specific individual or ¹³⁴² it will be addressed to JACS, followed by "Attention: Major John Doe" or "Attention: Region 4".

2. This will become effective this date and all officers will conform.

For Acting Chief of Section:

W. N. Richardson
E. N. RICHARDSON
Captain, A.G.D.

785015

430

TO: Mess Officer (E.M. Mess). -
FROM: Planning Staff, Armistice C.O.
SUBJECT: "Early Chow" Passes.
REFERENCE: ACC/1001.
DATE: 19 Sep 43.

1. The solution of sending a dozen clerks from this office to "early chow" is generally satisfactory.

2. Owing to absence (sickness or off-days) as well as requirements of work, it is not always possible to send the same men to early meals during one week.

3. It is therefore suggested that passes be issued to all Registry Clerks which will be held in custody by the Chief Clerk and issued to 12 men at a time. If this system is approved it will not be necessary in future to issue a new set every week.

4. It is requested that the attached passes be returned to this office with your signature before 1000 hrs tomorrow, Monday Sept. 20, to meet the requirements of the coming week.

OK.

F. E. Evans Capt. R.A.
for Major Furgold.
Captain F.E. Evans.

G/

1341

file this copy, to show the OK
P/S

MILITARY GOVERNMENT SCHOOL & HOLDING CENTER
APO 512.

TO: Personnel Section,
M.G.B. & A.F.H.Q.

FROM: Planning Staff, A.C.A.

SUBJECT: M/Sgt. George O. Schanzer, 37139851.

REF: ACA/1001 (G-1)

DATE: 13 September, 1943.

1. The above-named is the Chief Clerk in these offices.
2. He will be in the vicinity of your Headquarters tomorrow, Tuesday 14 September, and it is thought that it would be of benefit if M/Sgt. Schanzer could take the opportunity to contact the various sections in your Headquarters with which this office is in touch.
3. It would be greatly appreciated if you would allow M/Sgt. Schanzer to make suitable contacts.

for *RL*
Colonel,
R.B. HATHBONE
Lieut.-Colonel,
H. PARKMAN

Joint Assistant Chiefs of Staff, A.C.A.

1340

785015

PLANNING STAFF A.C.A.Ref. A.C.A./1001.

10 Sep, 43.

To:- Mess Officer, E/M Mess.

SUBJECT:- Co-ordination of Duty and Meal Schedules.

1. At present more than 40 E.M.'s and O.R.'s are on duty with this H.Q., the majority of whom are working at the Central Registry. The nature of the work in the aforementioned office requires the presence of personnel from 0800 to 2000 hours daily. Furthermore, the hours preceding Officers' meal times are "rush hours" and require the presence of at least half the personnel.

2. To meet these requirements, the Registry personnel is divided into two shifts (which alternate every week) with the following hours:-

"A" Shift.
0800 - 1130
LUNCH
1245 - 1630
SUPPER
1730 - 1830

"B" Shift.
0900 - 1245
LUNCH
1400 - 1730
SUPPER
1830 - 2000

3. This schedule necessitates "early chow" for about one dozen clerks from this office per meal.

4. It is expected that the above schedule will be to the satisfaction both of this office and the Mess, and the necessary arrangements, be it "early chow passes" or a weekly list, be made.

5. It would be greatly appreciated if you would arrange and inform the Mess Sergeant accordingly, and signify your concurrence to this office.

Colonel,
R.B. RATH ONE. 1330
Lt.Col.,
H. PARKMAN.

Joint Assistant Chiefs of Staff, A.C.A.

JWR.

PLANNING STAFF, A.C.A.

Ref: ACA/1001
9 Sept 1943.

TO: All concerned.

The following are the duty hours of the clerks at the
Central Registry at Hollywood:

Shift A	Shift B	Skeleton Shift
0800	0900	0800
1245	1245	1130
1400	1400	1230
1745	1730	1630
	1830	1730
	2000	1830

(five men)

1332

ACA
1001

785015

FILING

1. Putting papers away is not enough.
2. Finding them again is fundamental.
3. Correct circulation is essential.
4. Registration of each paper is therefore essential.
5. Filing must be by subject.

IN: to Planning Staff, A.C.A.

from above, A.F., H.Q. and other authorities

from below, Regions, Special Divisions and Military Administration No.
H.Q., Comd. A.C.A.
M.G. School.

The system devised should be applicable to all formations within the M.G. Service and must be simple enough to be worked by any clerk employed on the formation H.Q. and at the same time ensure the preservation of the above principles.

A filing registration system that relies on one Chief Clerk's memory or knowledge is dangerous. *Newsletters, all clerks should cultivate a good memory system for such things. It is impossible to devise a system.*

All letters within the M.G. organization (this includes regions) should be in the same form as regards heading, etc. and will follow the lines given below:

(HEADING)

To :- Planning Staff, A.C.A.

From :- (No.) Region H.Q.

Subject :- (main)-(Sub)-(Sub-Subject) or (Special).

Ref. 11
(date)

Handy with

in PD 3-4

*which is complete
independent of*

The system devised should be applicable to all formations within the M.S. Service and must be simple enough to be worked by any clerk employed on the formation H.Q. and at the same time ensure the preservation of the above principles.

A filing registration system that relies on one Chief Clerk's memory or knowledge is dangerous. *Nevertheless, all clerks should cultivate a good memory system for such things. It is impossible to devise a system.*

All letters within the M.S. organization (this includes regions) should be in the same form as regards heading, etc. and will follow the lines given below:

(HEADING)

To :- Planning Staff, A.C.A.

From :- (No.) Region H.Q.

Subject :- (Main)-(Sub)-(Sub-Subject) or (Special).

Ref. *11*
(date)

Handled with
in PD 314

Signature
Name of Officer.
Rank. Appointment.

Nomenclature of Appointments :

Head of Region.

Head of Division, A.C.A.

Head of Division Region (No).

Head of Sub Division (state which).

Staff Officer Division or Sub Division (state which).

Dealt with
in PDs.

1337

Not approved.

AS the time
Colonel

21 Sep 63

785015

6. Compile a list of ~~xxxx~~ main subjects e.g. Division, titles (12) and others.

Each man subject sub divided.

Each sub Division again sub Divided.

Number: Main subjects 0 - 120 or more as detailed (see suggested list)

Sub divisions 0-0

" Sub sub Dive 0 - 19

e.g. No of public safety is No. 2 and ~~nine~~ Police is No. 2 sub, ~~Police~~ Police Training night be No. 21, sub, sub.

File would be 09221.

7. Papers in file should be numbered in sequence as received from outside and be indicated by /8 e.g.

8. Registration of incoming papers should be by folio, say 30 to 40 in a folio.

ir folio numbered 5th paper on page 20, is number 2005 (this for search and trace

02 OTTO : 4effns gus - JOHNS : FROM : REPLY TO SIVB : GEN SVB : TAVES

• 011 4136 :

: /09222/8

Safety,
Police Training

11

100

..

••

Least column to be completed by Chief Clerk when paper is on the file

7. Papers in file should be numbered in sequence as received from outside and be indicated by /8 e.g.

8. Registration of incoming papers should be by folio, say 30 to maximum a folio.

If folio numbered 5th paper on page 20, is number 2005 (this for search and trace only) *Folio?*

SERIAL	DATE RECD	DATE OF LETTER	FROM	SUBJECT - Sub Subject	FOLIO NO	File No.
4	2 Sep	1 Sep	Reg IV	Public Safety, Police Training	/09221/8	133
5						
6						
7						
ETC						

Least column to be completed by Chief Clerk when paper is on the file to indicate Region, prefix Region (Roman) No. e.g. IV/09221/8.

9. If used in A.C.A. office, again prefix ACA/IV/09221/8. *Dealt with in PD.*
 If policy is concerned at ACA for upward levels, replace region No. by GEN. ?
 Thus a question of Police Train as policy to be decided at higher level and passed down by ACA would be ACA/GEN/09221. *No*

10. AFHQ could adopt this system by replacing ACA in the numbering by AFHQ. *Does not arrive*

11. Papers should be filed behind so that file can be read as a book. *Certainly NOT.*
 Tags outside, strings inside.

No papers to be placed outside cover.

12. Filing instructions to be circulated to all Regions & to state definitely that this system will be adopted.

13. As new sub/subjects are opened at ACA list will be circulated to all Registries

14. Cross Reference:

- (a) Alphabetical list of subjects.
 (b) Card index in numerical order.

SUGGESTED LIST OF MAIN SUBJECTS

1. Plan	12. Information
2. Staff	13. Labour
3. Accommodation.	14. Transportation & Communication.
4. Security	15. Utilities - Fuel & Power.
5. Library	16. Agriculture
6. Legal	17. Economics
7. Finance	18. Organisation
8. Public Health	19. G - 1
9. Public Safety	20. G - 2
10. Property Control.	21. G - 3
11. Education	22. G - 4

Note: This list should rarely be added to and
 and then only under instructions of Asst.
 Chief of Staff. Sub-subjects will usually
 be found to come under one of these main heads.

ion.

- | | |
|-----------------------|-------------------------------|
| 4. Security | 15. Utilities - Fuel & Power. |
| 5. Library | 16. Agriculture |
| 6. Legal | 17. Economics |
| 7. Finance | 18. Organisation |
| 8. Public Health | 19. G - 1 |
| 9. Public Safety | 20. G - 2 |
| 10. Property Control. | 21. G - 3 |
| 11. Education | 22. G - 4 |
- 133

Note: This list should rarely be added to and

and then only under instructions of Asst.

Chief of Staff. Sub-subjects will usually

be found to come under one of these main heads.

785015

133'

Asst. Chief of Staff - Lt. Col. Farman
F.V.

Chief Co-ordinating Officer & PA (MO)

Finance:

1 - Accounts

11 - Revenue

111 - Customs & Excise.

1A - Control Instr.

1 - Intelligence

Co-Ord. Officer
Spec. Div.

1 - Courts
1A - Admiralty

Inf.

Staffing 1. Green.

Accom. 11. Prop.

Curriculum. Censor.

Inspection.

Fine Arts

Museums.

Labour

1. Hearn.

11. Indust.

111. Casual.

Open. &

Comm.

1. Railways.

11. Highways.

111. R.T.L.

Utilities

Fuel & Power.

1. Water.

11. Elect.

111. Gas.

1A. Fuel.

Agric.

1. Staples.

11. Indust.

111. Fisheries.

1A. Commerce.

1A. Commerce.

MT. VIM.

0.1.

0.2 0.3 0.4

IX

1333

• **ACTIV** • **TIM**

[illegible]

1333

As laid down.

REGIONS

:

P.A.C.

L.A.B.

PROP.

INF.

P.S.

ED.

P.H.

Co-Ord. Officer - 1 Major.
1 (staff) Lt. or Lt.

L

Chief Co-Ord. Office R. P.A.

P.A. P.A.

Asst Chief of Staff

Asst Chief of Staff

JOINT PLANNERS.

2 Brig.

2 Capt. or Lt.

2 Lt. or M.O.

38 A

In future whenever MGS meaning "Military Government
Section" is used it will be typed as MGS, AFHQ.

ALGJH
1001

TO: M.G. SEC., A.F.H.Q.

FROM: PLANNING STAFF A.C.A.

REF: A.C.A./1101 ~~DATED 3 SEPT~~

DUTY OFFICERS EXTENSION NUMBER IS 32 STOP DUTY

CLERKS EXTENSION NUMBER IS 29 STOP COPY OF IN-

STRUCTIONS TO DUTY OFFICERS ARRIVING TOMORROW

W. B. Rathbone

for W. B. RATHBONE,
COLONEL

1331

785015

36A
PLANNING STAFF ACAACA/1101
8 Sept 43DUTY OFFICER - HOLLYWOOD.

1. ACA/1101 dated 7 Sept 43 (two letters, one to Mil. Govt. Sect., AFHQ only) are hereby cancelled, and this order substituted.

2. Until further notice, an officer will be permanently on duty in the G-1 Office (Room No. 1, telephone Ext. 32) at HOLLYWOOD during non-office hours, i.e. from 1800 hours to 1030 hours and from 1245 to 1415 to cover the lunch hour. (Owing to language study, it cannot be guaranteed that an officer will be at HOLLYWOOD between 0830 and 1030 in the ordinary course of duty). 1330

3. The tour will be arranged as follows: The duty officer will commence his tour at 1245 hours and resume it at 1800 hours, or as soon as the last officers have left the G-1 office. He will be relieved for lunch and dinner by the next for duty officer at times to be mutually arranged. He will be finally relieved, and the next for duty officer will take over, as soon as the latter has had breakfast. The tour will be carried out without regard to language study.

4. On coming on duty, the duty officer will ensure that he takes over the following:-

- (1) Telephone Directory of Mil. Govt School and Holding Centre.
- (ii) A list showing quarters and messes of the following officers:

Assistant Chiefs of Staff, A.C.A.
Mil. Admin. Staff officers (incl.
Liaison Section) A.C.A.
Heads of Special Divisions A.C.A.
Major Rowell, Director of Studies
Mil. Govt. School

(iii) Freedom (AFHQ) Exchange Extension. Numbers of officers of Mil. Govt. Sec. A.F.H.Q.

(iv) A copy of these instructions.

(v) Duty Officer's Log-Book. Instructions for keeping this Log are posted inside the cover of the book.

785015

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Liaison Section) A.C.A.
Heads of Special Divisions A.C.A.
Major Rowell, Director of Studies
Mil. Govt. School

(111) Freedom (AFHQ) Exchange Extension. Numbers of officers of Mil. Govt. Sec. A.F.H.Q.

(iv) A copy of these Instructions.

(v) Duty Officer's Log-Book. Instructions for keeping this Log are posted inside the cover of the book.

He will also make himself acquainted with the name of the clerk or clerks who will be on duty during his tour.

5. (a) If the Duty Officer receives a message or call from Mil. Govt. Sec. which he does not understand he will immediately carry out any instructions received or if in doubt will personally inform one of the w/m officers, in the order shown, and take his instructions:

Major Franklin, G-4 Sec., A.C.A.
Capt. Scotten, Liaison Sec., A.C.A.
Lt. Col. Parkman, Asst. Chief of Staff A.C.A.

(b) If he receives an ordinary message or telephone call, he will be guided by the type of message as to what officer to call, if any, or whether the matter can be left till the following morning.

(c) If he leaves HOLLYWOOD building for the above or any other purpose, he will warn the Duty Clerk (Telephone Ext. No. 29).

785015

- 2 -

6. The roster of Duty Officers will consist of all officers up to and including the rank of Captain who have received assignments to the Planning Staff (i.e. to A.C.A. or Regions) whether they are employed on active Planning Duties or not.

7. A list of Duty Officers covering a period of seven days or more will be posted on the board of WILLOWOOD and at LONICK. In addition, G-2 will ensure that the Duty Officer is personally warned, or in the event of sickness, the next for duty in his place, and the next for duty after that, vide para. 3 above.

8. On coming off duty, the Duty Officer will report to G-1, and hand over any matter which may have arisen during his tour.

Blundy; Cpt S. D. G.

for
R. S. RATHBONE
Colonel,
Lieut. Colonel,
H. PACEMAN
Joint Assistant Chiefs of Staff
A.C.A.

RRR/jlc

DISTRIBUTION:

G-1
G-2
G-4
C.S. (G)
C.S. (X)
C.S. (Y)
Asst. Chiefs of Staff
I.R. Commandant
Special Divisions A.C.A. (3)
Region IV
Region V
Region VI

for
File *apt 8 Inc D.C.*
Colonel,
R. S. PATRICK
Lieut. Colonel,
H. PARKER
Joint Assistant Chiefs of Staff
A.C.A.

HRB/jlo

DISTRIBUTION:

- G-1
- G-2
- G-4
- C.S. (C)
- C.S. (X)
- C.S. (Y)
- Asst. Chiefs of Staff
- L.G. Commandant
- Special Divisions A.C.A. (3)
- Region IV
- Region V
- Region VI
- Region VII
- Region IX
- Lieut. Colonel Parkman.
- Major Howell.
- Major Franklin.
- Capt. Forten.
- Executive Officer, Mil. Govt. School.
- Chief Clerk
- Mil. Govt. Secy, A.F.M.Q.
- File
- Spare (5)

785015

SCHEDULE

Early Group

0800
13001400
1800

Late Group

0900
13001400
18001900
2000

"A" shift and "B" shift will alternate chow hours every week starting on Monday morning. One man will be night CQ according to a roster from No. 3 through No. 27.

One of the typists will have a full week of the night shift, (2000-0800) having no other day duties. The roster will start with 8 followed by 9 and through 17.

The chief Janitor will be on duty during the day. His assistants will clean the building after 1900 hours and their work must be completed before 0900 hours next morning. They have no other day duties.

Chief Clerks' shifts are permanent, until further orders.

ACA/1001

35B

WEEK SEPT 6TH THROUGH 12TH

The following men will form a separate shift and their hours will be:

Sgt Peebles	}	0800
S/Sgt Hamlander		1200
Pte Davy		1300
Sgt Giannobile		1400
		1800
		1900

AKA
Tool

DUTIES of C.Q. (Duty Clerk).

1. Lock front door at 2000 and take custody of key and door.
2. Turn on hall lights.
3. Close all first floor windows.
4. Take charge of library, files and officers' personal files.
5. Place all papers on Col. Rathbone's desk in his IN Basket and put same in "Officers' personal files".
6. Make a security round through all rooms. Take all papers found - after noting the place (desk) where each item was found - in safe keeping.
7. Enter the results of the check up and all occurrences during the watch in the "Night Watch Diary". Enter arrival and departure of the janitors.
8. Sharpen all pencils in Room 7.
9. Burn all waste handed over by the janitors and stir the ashes.
10. Wind Office clock.
11. Stagger rest with the Night Typist during the quiet period of the night.
12. Call Chief Clerk at 0700 (Room 23).
13. Return Col. Rathbone's IN Basket to its place.
14. Make sure of cleanliness and good order of Room 7.
15. Hand over papers found during security round to Chief Clerk.
16. When leaving take outgoing messages ready for delivery to the Message Centre in Central Building.

DUTIES OF JANITORS.

34A

17 Sept 43

17 Sept 43

34A

DUTIES OF JANITORS.

1. Report for work to C.Q. at 2000. Saturdays and Sundays a late start at 2300 is permitted.
2. Sweep and dust all offices, staircases and corridors on all floors and the basement. Mop Mondays, Wednesdays and Fridays.
3. Empty all ash trays and hand over the contents of all trash cans to the C.Q. for burning.
4. Turn off all lights, close all windows and lock all doors.
5. Sharpen all pencils (except in Room 7) and keep a small supply of paper on all desks.
6. Clean all lavatories on all floors.
7. Fill Lyster Bag and chlorinate the water.
8. Clean all windows on the second and fourth Tuesday of each month after 1800.
9. Report any need for repairs to the Chief Janitor.
10. Report to the C.Q. upon leaving.

ACB
1001
Ann. Ref

17 Sept 43

785015

SUBJECT:- Allocation of Other Rank Personnel

FR: - G-1

ACA/1006

TO: - Finance Division

Reference your Memorandum dated 4 Sept. 43 regarding S/93072, S.Q.M.S. Angibault, R. H.

It is agreed that the above-named Warrant Officer should be assigned for permanent duty with the Finance Division of A.C.A. forthwith.

R. M. M.

Colonel,

R.B. RATHBONE

Lieut.-Colonel,

H. PARKMAN

JOINT ASSISTANT CHIEFS OF STAFF,
A.C.A.

6th Sept., 43.

ACA 1327

1001

File Clerk

HEADQUARTERS
MILITARY GOVERNMENT SCHOOL
APO 512

3 September 1943

DIRECTIVE I

SUBJECT: Correspondence and Communication.

A. The following operating procedure will govern correspondence and communication between the School of Military Government, its subsidiary units and higher echelons.

B. CORRESPONDENCE AND ADMINISTRATION.

1. All correspondence in the name of the school or its subsidiary units, except those dealing with the operations of the Planning Staff, will be forwarded to the Executive Officer before being dispatched from the post. The Executive Officer will act as Liaison between the Planning Staff, A.C.A. and the Commandant on all matters of administration records etc.

2. Administrative and Supply control of the 2675 Hq Co AMG is vested in the Commandant by order of Headquarters Command. Normal channels for all functions except those specifically allotted to Planning Section will be through the Commandant or his authorized representative.

3. All letters in the name of the Commanding Officer will be signed by him or the Adjutant on his behalf. All publications will be signed in the name of the Commandant by the officer concerned and authenticated by the Adjutant.

4. Policies of Post Procedure and Administration will be established by the Commandant and published in the Daily Bulletin or in the Standard Operating Procedure Directions.

5. All communications between the Planning Staff and Staff officers of the school will be sent to the Executive Officer for distribution.

C. COMMUNICATIONS

1. Telephones. Telephone facilities are under the jurisdiction of the post. All requests for telephones will be submitted to the Executive Officer. Telephones will be installed as promptly as possible.

2. Algiers Call: Because of limited facilities, calls to Algiers will be kept at a minimum. There are two wires, a direct line and a civil line through Base. The direct line to Freedom is A1 priority and the use confined to those officers in the A1 priority group. The following officers are given A1 priority.

School

Commandant
Assistant Commandant
Executive Officer
Camp Commandant
Director of Studies

Planning Staff

1. Ass't Chief of Staff.
2. Personal Ass't to Chief of Staff
3. Heads of G-1 and G-4 Branches, ACA
4. Heads of Legal, ACA
5. Heads of Finance, ACA
6. Heads of Public Health, ACA
7. Heads of Public Safety, ACA
8. Off in charge of rear party, region 3, ACA.

The remaining officers desiring connection with Algiers will use the civil lines. Students and O/Rs will not call Algiers except by permission of the Ass't Commandant in the students. The Executive Officers in case of other ranks. Permission to use A1 priority in emergency may be granted by the Executive Officer or by Planning Staff.

1. record will be kept by the telephone operator of all outgoing calls on all lines to Algiers listing name of person calling, extension called, name of person called. This list will be submitted to Executive Officer daily.

3. Security: The telephone is not secret and all conversations will be governed accordingly.

4. Teletype: TWX equipment will be in operation on a normal schedule, 1000 - 1300 hours, 1400 to 1800 hours. Emergency messages may be sent at any time. All messages for TWX will be sent to the Executive Officer.

5. Security: Use of TWX as security will be governed by AR 380-5.

By order of Colonel PARKIN:

LAWRENCE E. KEARIN,
1st Lt., Infantry,
Adjutant.

OFFICIAL:

Lawrence E. Kearin
LAWRENCE E. KEARIN,
1st Lt., Infantry,
Adjutant.

785015

HEADQUARTERS
MILITARY GOVERNMENT SCHOOL
APO 512

7 September 1943

DAILY BULLETIN)

NUMBER 22)

SECTION I.....SPEED LIMIT.

SECTION II.....USE OF VEHICLES DURING MEAL TIME.

SECTION I - SPEED LIMIT.

All government vehicles in and around Tizi-Ouzou are hereby governed by the following speed regulation.

1. Upon entering the limits of Tizi-Ouzou, all drivers will reduce the speed of their vehicle to 20 M.P.H.

Violators of this regulation are subject to severe disciplinary action.

SECTION II - USE OF VEHICLES DURING MEAL TIME.

All officers who are granted the use of a vehicle and who intend to use it during meal times, are responsible to see that the driver is fed.

By order of Colonel PARKIN:

Lawrence E. Kearin
LAWRENCE E. KEARIN,
1st Lt., Infantry,
Adjutant.

DISTRIBUTION: "A"

ACR
1101/1325

or ref to 1023

29A

TO ALL TYPISTS
-- -- --

All letters typed here shall carry, at the end, lower left, the initials of the originator of the letter and of the typist. The following form will be used e.g.:

Originator - ABC/xyz - Typist.

If the typist is in doubt about the identity of the originator, he will speak to the Chief Clerk.

for

GEORGE SCHANZER, M/Sgt
Chief Clerk

ACA

1324

For

to the Clerk

785015

SUGGESTED LIST OF DISTRIBUTIONDistribution "A"

Assistant Chiefs of Staff.

G-1

G-2 and G-3.

G-4.

Regions: III

IV

V

VI

VIII

IX

H.Q. Commandant.

Central Registry

Public Health

Finance.

Legal

Public Safety

Property Control

Education

Labour

Agriculture

Transportation

Economics

Co-ordinating Officer "

Information "

File.

A.C.A.

"

"

"

"

"

"

"

"

"

"

"

"

"

"

"

Distribution "B"

A

plus 3 copies to Military

Government School (Executive Officer)

Distribution "C"

A

plus 2 copies to M.C.S. A.P.H.Q.

Distribution "D"

B

plus 3 copies to M.C.S. A.P.H.Q.

5 Sep 42.

Joint Asst. Chiefs of Staff.

Suggested Distribution List

785015

Finance.
 Legal
 Public Safety
 Property Control
 Education
 Labour
 Agriculture
 Transportation
 Economics
 Co-ordinating Officer
 Information
 File.

Distribution "A"
 "A" plus 3 copies to Military
 Government School (Executive Officer)

Distribution "C"
 "A" plus 3 copies to M.C.S. A.F.H.Q.

Distribution "D"
 "B" plus 3 copies to M.C.S. A.F.H.Q.

5 Sep 42.

Joint Asst. Chiefs of Staff.

Suggested Distribution List for approval, please.

Handwritten initials and "C2"

132
 ACP
 1001

785015

MES ALG V MES TIZ
5 SEPT. 1945
MESSAGE NO 6

TO ACTING JOINT CHIEF PLANNERS
SUB FILES

AS DISCUSSED WITH PLANE 3 BY COLONEL FAIRMAN THIS OFFICE,
IT IS AGREEABLE THAT A MAN BE SENT TO THIS OFFICE FOR TRAINING IN FILING AND RECORDS.

CAPTAIN RICHARDSON

Recd. 1540 hrs
5/9/43
203

ACH 1001

Major D. J. [Signature]
204

785015

A.C.A. (NAT. HQ.)

Subject. Accommodation.

Ref ACA/1001
R Sept 1943

TO : Regions 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

FROM: A.C.A.

In future all applications for office accommodation and matters appertaining thereto will be made to G-4 (Major Bullock). Under NO circumstances will direct approach be made to Hq. WTS.

In the field

R. B. G. G. G. Lt Col for
Colonel Commandant, ACA

W. G.
4/9

1322

File

785015

Planning Staff, A.C.A.

To: M.G.S., A.P. H.Q.

5 Sept., 43.
A.C.A./1001.

Subject :- Telephone Directory.

Herewith four copies of a provisional directory of the telephones now installed in "Hollywood" the Planning Staff H.Q. building.

Colonel,
R.B. RATHBONE.
Lieut-Colonel,
H. PARKMAN.
Joint Assistant Chiefs of Staff.

5 Sept 43
Original has been
signed
S/Sgt Peckles.

VM
5/4.

CM/ACA 1001

785015

PROVISIONAL TELEPHONE DIRECTORY

5 Sept 1945

PLANNING STAFF

Extension No

<u>24</u>	Asst Chiefs of Staff
<u>23</u>	G-1 Branch
<u>9</u>	Central Registry
<u>10</u>	Region III
<u>122</u>	Region IV

The telephone is NOT SECRET
The circuits run through the civil exchange, thus
a very high degree of security in conversations
is called for.

1321

SECRET

Joint Co of S

for information.

The upon "By Permission only" files
(i.e., Not to be issued to anyone except by
permission of C of S or G 2 etc.)

have been opened:-

1. Italian Nationals
(white list - people who have helped
PWS to escape.)
2. Amistice Arrangements

P. L. Smith

3 SEP 43

ACA 1001
Col. Rathbone
Dec. 6 1329
(90)

785015

MCS ALG V MCS TIZ
4 SEPT. 1943
MESSAGE NO 2

TO ACTING JOINT CHIEF PLANNERS

REFERENCE YOUR MESSAGE NO 2 OF 3 SEPT. DISTRIBUTION SHOWN AT END OF MESSAGE IS
INTERNAL, AND DOES NOT CONCERN THIS SECTION. TO GET THE BEST SERVICE OUT OF THE
MAILING, TELETYPE MESSAGES SHOULD BE SUCCINCT AND CONTAIN NO INESSENTIAL MATTERS END.

JACKMAN

IM AEA 1001
173✓

ALLIED FORCE HEADQUARTERS
Military Government Section

RB/J1

22R
2 September 1943

MEMORANDUM:

SUBJECT: Notification of Arrivals to Tisi Ousou.

TO : Lieutenant Riggio, Chief Clerk.

1. At the meeting at Tisi Ousou on 1st September it was agreed that the information about all arrivals of personnel will in future be sent over the Teletype instead of notified in Form "A". Messages will be addressed to:-

School, and
Region 7.

The filing copy of the message must be filed in the Form "A" file (210.63).

It must also be anticipated that nearly all notifications of assignments or alterations in assignments will henceforth be notified by Region 7 to MOS by Teletype and NOT by Forms B or C. The File copy of these messages after the necessary action has been taken must be filed in the present Form B file.

Copy to School
Region 7. ✓

R. B. Murratt
R. MURRATT
Captain
Military Gov't Sect.

1310

Handwritten signature
3/9

ACA/1001

G-1

785015

UN LESS INSTRUCTIONS TO THE CONTRARY ARE ISSUED, ALL
FUTURE CORRESPONDENCE WILL BE PREPARED FOR SIGNATURE AS FOLLOWS:-

Colonel,
R. B. RATHBONE
Lieut.-Colonel,
PARKMAN
Joint Assistant Chiefs of Staff,
A.C.A.

ACA

1318

785015

To: Mess Officer

It is requested that arrangements be made for the personnel listed on attached to be provided with meals at early and regular times on alternate weeks, on a 50% basis commencing 2 Sept. 43.

1 Sept. 43.
RHA.

1317

ACA
1001

Major P. H. H.

AMERICANS

N/Sgt Schanzer, George C.	37134651
S/Sgt Peebles, Bernard M.	33385998
S/Sgt Hamlander, Euse	36346361
Sgt Lizarlo, Peter A.	32444442
Sgt Stein, Eric	36717093
Sgt Aquila, Frank	32692244
Sgt Ferri, Guy	33370924
T/4 Ricci, Joseph T.	31922326
Sgt LaCava, J. A.	17111948
Cpl Jarecki, Richard A.	16037585
Sgt Cutri, Joseph A.	39272969
T/4 Marinelli, Pasquale J.	32131965
Sgt Giannobile, Eugene	32564551
Cpl Colombini, Victor D.	11127092
Cpl Vagnozzi, Ferando	33418698
Cpl Marchesi, John	36177496
Cpl Codispoti, Nick	33666457
Pfc Rossi, Angelo R.	32866632
Sgt Tedone, Louis	32651672
Sgt Handolph, Alexander	39852539
Cpl Garofolo, John S.	35287640
Pfc Casseb, Paul E.	39367280
Pfc Marinelli, George	33139374

Cpl Jarocki, Richard A.	16037595
Sgt Cutri, Joseph A.	35272389
T/4 Marinelli, Pasquale J.	32131955
Sgt Giannobile, Eugene	32584681
Cpl Colombini, Victor D.	11127092
Cpl Vagnozzi, Perando	33418899
Cpl Marchesi, John	36177496
Cpl Codispoti, Nick	33682457
Pfc Rossi, Angelo R.	32868632
Sgt Tedone, Louis	32581672
Sgt Randolph, Alexander	39862538
Cpl Garofolo, John S.	35287648
Pfc Casseb, Paul E.	38367260
Pfc Marinelli, George	33139374

BRITISH

Sgt Taffe, T. L.	S/188061
Sgt Harry, G. C.	S/105240
S/Sgt Wheeler, J. E.	S/188783
Sgt Yetman, R. G.	S/155359
S/Sgt Robinson, J. W.	S/4211246
S/Sgt Caldecott, J.	S/57985
S/Sgt Calvert, R. H.	S/93276
W.O. II Angibault, R. E.	S/93672
W.C.II Peacock, G.K.M.	S/75764
Sgt Arnold, C.	S/93418
W.O. II Nuttall, T. L.	13845284
W.O. II Edwards, R. C.	S/181737

DUTY REGISTER		"A" SHIFT	"B" SHIFT
FUNCTION			
1 Chief Clerk			W/Sjt. Schenzer
2 Ass't C.C.	S/Sjt. Peebles		
3 File Clerk	S/Sjt Hamlander		
4 Ass't P.C.			Sjt Lizzio
5 Librarian	Sjt Stein		
6 Ass't L.			Sjt Aquila
7 Teletypist	Sjt Taffe		
8 Ass't T.			Sjt Perri
9 Chief Typist	W.O. II Nuttall		
10 Typist			Sjt Harry
11 Typist	S/Sjt Wheeler		
12 Typist			Sjt Yetman
13 Typist	T/4 Ricci		
14 Typist			Sjt La Cava
15 Typist	Cpl Jarecki		
16 Message Center	S/Sjt Robinson		
17 Ass't M.C.			Sjt Cutri
18 Dispatch	S/Sjt Caldecott		
19 Ass't D.			T/4 Marinelli

785015

10	Typist		Sgt Harry
11	Typist	S/Sgt Wheeler	
12	Typist		Sgt Yetman
13	Typist	T/4 Ricci	
14	Typist		Sgt La Cava
15	Typist	Cpl Jarecki	
16	Message Center	S/Sgt Robinson	
17	Ass't M.C.		Sgt Cutri
18	Dispatch	S/Sgt Caldecott	
19	Ass't D.		T/4 Marinelli
20	Chief Messenger	S/Sgt Calvert	
21	Messenger		Sgt Giannobile
22	Messenger	Cpl Colombini	
23	Messenger		Cpl Vagnorzi
24	Chief Janitor	Cpl Marchesi	
25	Janitor		Cpl Codispetti
26	Janitor	Pte Rossi	
27	Secretary	W.O.II Angibault	
28	Secretary		
29	Secretary	Sgt Arnold (IV)	W.O.II Edwards (G-1)
30	Secretary		
		G-2(Maj) Clerk Supply Clerk Supply Clerk Supply Clerk	Sgt Tedone W.O.II Peacock Cpl Garofelo Cpl Casseb
		NOT UNDER REGISTRY	(Sgt Rand) 315 ACB / 1001 6-1

785015

PLANNING STAFF, A.C.A.

ACA/1001
31 Aug 43

MEMO:

The following EM will retained by this office
during the 1815 formation this evening:

Sgt. Eric Stein

CHARLES B. MOSES
Sgt, Chief Clerk

785015

PLANNING STAFF ACA

CA/1001

31 Aug 43

MEMO:

The following E.M. will be retained at Hollywood during
the 1815 formations:

M/Sgt. Schanzer
Sgt. Moses
Sgt. Ferri
Cpl. Colombini

Charles B. Moses
Sgt, Chief Clerk

16A

P.D #2

withdrawn 18 Sep 43.

See copies in ACC/1014
ACC/2000.

S/Sgt Bernard H. Pabber.

785015

HEADQUARTERS
MILITARY GOVERNMENT SCHOOL
APO 512

TEMPORARY DIRECTORY - JUDGEMENT EXCHANGE

PLEASE ASK FOR PARTY BY NUMBER.

EX-

0. Information and Chief Operator
1. Colonel Parkin and Colonel Atkins
2. Captain Kieffer - Executive Officer.
3. Lieutenant Keerin - Adjutant
4. S - 4 Office - Mr. Ellenbust
5. Personnel Office - Lieutenant Goldstein
6. Camp Commandant - Captain Searle
7. Major Rowel - Apartment
8. Windsor
9. Hollywood - Planning Staff
10. Hollywood - Region 5
11. Mizmie
12. Hq. Co. Orderly Room - Lt. Reed and Lt. Keys
13. Staff Captain "A"
14. Lieutenant Arens - Finance Officer
15. Motor pool
16. Headquarters E.M. Mess (Central)
17. Officer's Mess (London)
18. Dispensary - Captain Robinson
19. Headquarters Company British (R.S.M.)
20. Major Rowell and Major Knight
21. Lieutenant Rowlands Q.M.
22. Hollywood
23. Hollywood
24. Hollywood
25. Hollywood
26. Hollywood
27. Hollywood
28. Hollywood
29. Hollywood
30. Hollywood
31. Hollywood
32. Hollywood
33. Hollywood

When available

aca 11001
Extra copies in
aca 11000
15A

11. Mairie
 12. Hq. Co. Orderly Room - Lt. Reed and Lt. Dwyers
 13. Staff Captain 'A'
 14. Lieutenant Arena - Finance Officer
 15. Motor pool
 16. Headquarters E.M. Mess (Central)
 17. Officer's Mess (London)
 18. Dispensary - Captain Robinson
 19. Headquarters Company British (R.S.M.)
 20. Major Howell and Major Knight
 21. Lieutenant Rowlands Q.M.
 22. Hollywood
 23. Hollywood
 24. Hollywood
 25. Hollywood
 26. Hollywood
 27. Hollywood
 28. Hollywood
 29. Hollywood
 30.
 31.
 32.
 33.
 34. Freedom - Direct (Hotel St. George, Algiers)
 35. Commercial Trunk
 36. Commercial Trunk
 37. Commercial Trunk
 38. Commercial Trunk
 39. Base Exchange
 40.
 41.
 42.
 43.

When Available

END OFF AFTER ALL CALLS

1312

14A

ENLISTED MEN

Cpl. Conti, L.G.	32659462
Sgt. Riccitelli, D.	32438144
Cpl. Passaglia, A.	36718373
Sgt. Amantea, M.F.	37609361
Sgt. Curi, J.A.	39272989
Sgt. Moss, C.B.	39556503
Sgt. Padula, L.F.	31272751
Sgt. Presutti, T.G.	32584456
Sgt. Rinaldi, C.P.	11127080
Sgt. Stein, E.	36717093
S/Sgt. Busch, H.P.	32690533
Sgt. Hamlander, K.	36395361
S/Sgt. Peebles, B.M.	33385398
S/Sgt. Trappe, G.E.	15374469
M/Sgt. Schwanzer, G.O.	37139851
S/Sgt. R.A. Cavalieri	32533615
Sgt. Spina, C.	31205370
Pfc. Marinelli, G.	33439574
S/Sgt. Malsano, A.	32691341
Sgt. Regonini, M.E.	31185051

Sgt. Presutti, T.G.	3258456
Sgt. Rinaldi, C.P.	1112730
Sgt. Stein, E.	36717093
S/Sgt. Busch, H.P.	32690533
Sgt. Hamlander, K.	35395361
S/Sgt. Peebles, B.M.	33385998
S/Sgt. Trape, G.E.	1534469
W/Sgt. Schenzer, G.O.	37139851
S/Sgt. R.A. Cavallieri	32339615
Sgt. Salmoia, C.	31206570
Pfc. Marinelli, G.	33139574
S/Sgt. Maisano, A.	32691341
Sgt. Regolini, N.E.	31185051

copy to Lt Hartley
11/1/00

ACA/ 1312

HEADQUARTERS
MILITARY GOVERNMENT SCHOOL
APO 512

TEMPORARY DIRECTORY - JUDGEMENT EXCHANGE

PLEASE ASK FOR PARTY BY NUMBER.

- EX- 0. Information and Chief Operator
1. Colonel Purkin and Colonel Atkins
2. Captain Kieffer - Executive Officer.
3. Lieutenant Keerin - Adjutant
4. S. 4 Office - Mr. Ellendast
5. Personnel Office - Lieutenant Goldstein
6. Camp Commandant - Captain Seario
7. Major Rowell - Apartment
8. Windsor
9. Hollywood - Planning Staff
10. Hollywood - Region 5
11. Miami
12. Hq. Co. Orderly Room - Lt. Reed and Lt. Keys
13. Staff Captain 'A'
14. Lieutenant Arenas - Finance Officer
15. Motor pool
16. Headquarters E.M. Mess (Central)
17. Officer's Mess (London)
18. Dispensary - Captain Robinson
19. Headquarters Company British (R.S.M.)
20. Major Rowell and Major Knight
21. Lieutenant Rowlands Q.M.
22. Hollywood
23. Hollywood
24. Hollywood
25. Hollywood
26. Hollywood
27. Hollywood
28. Hollywood
29. Hollywood
30.
31.
32.
33.
34.
35. Freedom - Direct (Hotel St. George, Algiers)
36. Commercial Truck

When Available

785015

9. Hollywood - Planning Staff
10. Hollywood - Region 2
11. Miami
12. Hq. Co. Orderly Room - Lt. Reed and Lt. Wags
13. Staff Captain 'A'
14. Lieutenant Arena - Finance Officer
15. Motor pool
16. Headquarters E.M. Mess (Central)
17. Officer's Mess (London)
18. Dispensary - Captain Robinson
19. Headquarters Company British (R.S.M.)
20. Major Rowell and Major Knight
21. Lieutenant Rowlands Q.M.
22. Hollywood
23. Hollywood
24. Hollywood
25. Hollywood
26. Hollywood
27. Hollywood
28. Hollywood
29. Hollywood
- 30.
- 31.
- 32.
- 33.
- 34.
35. Freedom - Direct (Hotel St. George, Algiers)
36. Commercial Trunk
37. Commercial Trunk
38. Commercial Trunk
39. Base Exchange
- 40.
- 41.
- 42.
- 43.

When Available

RING OFF AFTER ALL CALLS

1312

8 Copies in ACA/1080

12A

ENLISTED MEN ON LISTE OF REGION III

Now working at Headquarters No. VII Planning Staff, Central Registry.

S/Sgt.	Trape
S/Sgt.	Busch
Sgt.	Moses
Sgt.	Padula
Sgt.	Riccoltelli
Sgt.	Presutti
Sgt.	Amantea
Sgt.	Rinaldi
Cpl.	Conte
Cpl.	Passaglia

ENLISTED MEN REMAINING AT CENTRAL

REGISTRY

W/Sgt.	Schanzer
S/Sgt.	Peebles

Sgt. Riccitelli
Sgt. Presutti
Sgt. Amantea
Sgt. Rinaldi
Cpl. Conte
Cpl. Passaglia

ENLISTED MEN REMAINING AT CENTRAL

REGISTRY

W/Sgt. Schanzer
S/Sgt. Peebles
S/Sgt. Hamlander
Sgt. Stein
Sgt. Cutri

1311

ACA/1001

11A

P.D. #1

withdrawn 18 Sep 43.

See copies in ACC/1014
ACC/2000.

S/Sgt Bernard M. Peeble

1310

COORDINATING ROUTE SLIP
(Staff Minute Sheet)
ALLIED FORCE HEADQUARTERS

Date 25 August 1943
Originated: AFHQ (MCS)

Number each memo or minute consecutively. Fill in each column, initial action, draw 1 line across the sheet. Use entire width of sheet for long memoranda.

T.B.J.

Classification

785015

TBJ/cagn

1043

25th August, 1943

USE OF TELETYPE.

1. Service will operate as follows:- 1000 - 1300 hrs.
1400 - 1800 hrs.
2. Signal Corps are supplying one man for here and one for TISI for 4 days to train our typists and those at TISI in the use of the machines.
3. Checked with Major Scott as to use of machine; its security does not extend beyond AMERICAN Confidential - British Secret.
4. We are NOT allowed to copy a message received and send it out over the teletype - There is no objection to a paraphrase.
5. If we put TISI on distribution list of cables the messages would get there ultimately by message center service but would take considerable time.
6. Suggest therefore we paraphrase messages for TISI and send by teletype. Note operational words such as AVALANCHE must NOT be used on the teletype.
7. I feel the responsibility for supervising teletype messages be centered in one office and I suggest Lt. Higgin as he works in the room where the teletype is and has a knowledge of the machine and of the system of records which should be kept. In that connection it is essential that one master as well as a file copy be kept of each message, that messages are numbered serially and that short titles be used for here and at TISI.
8. Have discussed the above with Captain Gillett, Security Officer, at TISI and he will make complementary arrangements.

T. B. Jackson

T.B. JACKMAN,
Major,
Military Government Section.

Copy to Acting Joint Chief Planner. TISI - 000000

1358

44

785015

9A

MESSAGE NO 2

TO: SAME AS NO 1

SUBJECT: ARMISTICE CONTROL AUTHORITY.

AUTHORIZED ABBREVIATION FOR ARMISTICE CONTROL AUTHORITY

IS A.C.A.

SIGNED

MAXWELL

1001

ACA/1001

1307

785015

TEMPORARY FILE NUMBERS

5/1900

⑦

1 copy in
acc 11050
5

S/1000	Security
S/1000 /1	Temporary Passes
S/1000 /2	Permanent Passes Returned
S/1000 /3	Security Blanks
S/1000	Standing Office Orders
S/1002	Stencils
S/1003	Receipts
S/1004	Public Safety
S/1005	Conferences
S/1006	Allocation of Personnel - PROVISION OF
S/1006/1	Personnel Cables & continued
S/1007	T/O WE
S/1014/3	Planning for Civil Affairs, Palermo
S/1015	Civic Affairs, Economic
S/1020	Transport
S/1023	Intelligence Reports
S/1030	Region III
S/1043	Region IV
S/1050	Region V
S/1060	Region VI
S/1070	Planning Staff Re. Personnel

S/1000 /K
Security Re. Re.

1300

S/1040 - Region IV General
S/1041 " Conf
S/1042 " Agn
S/1044 " Author
Plans

DUTIES OF NIGHT CLERK

1. Lock outside door.
2. Turn on Hall light.
3. Check and lock Library and Officers' Files and sign Registry.
4. Check 2nd floor offices for:
 - (a) Numbered documents.
 - (b) Scrap paper (waste-baskets)
5. Check 1st floor offices for:
 - (a) Numbered documents.
 - (b) Scrap paper
 - (c) Windows (close)
 - (d) Place all papers from Col. Kathbone's offices in Officers' Personal Files.
6. Burn all waste found and stir the ashes.
7. Clean offices (night and morning)
 - (a) Col. Kathbone's office.
 - (b) Central Registry.
 - (c) Region IV.
 - (d) Corridor (from M.P. to fountain)
8. Arrange shifts for sleeping.
9. Stagger breakfast period.
10. Take outgoing messages to Message Center.
11. Wind clock.
12. Keep Diary of all activities during watch.

6. Burn all waste found and stir the ashes.
7. Clean offices (night and morning)
 - (a) Col. Rathbone's office.
 - (b) Central Registry.
 - (c) Region IV.
 - (d) Corridor (from M.P. to fountain)
8. Arrange shifts for sleeping.
9. Stagger breakfast period.
10. Take outgoing messages to Message Center.
11. Wind clock.
12. Keep Diary of all activities during watch.

1305

TELEPHONE DIRECTORYExchange No.

1	Freedom
2	Capt. KIEFFER, Exec Message Cen;
3	Lt. KEARIN, A.D.J.
4	Hollywood Building, Planning Staff
5	S-4 Office
6	Personnel Officer, Lt. GOLDSTEIN
7	E. M. Kitchen, Lt. HARGLAND
8	Headquarters Supply, Sgt. Wright
9	Officers Mess, Lt. PRATT
10	Dispensary, Capt. ROBINSON
11	Chief Instructor, Maj. KNIGHT - Maj. ROWELL
12	Quartermaster, Capt. NOYLE
13	
14	Finance Officer, Lt. ARENS
15	Camp Commandant, Capt. SEARLE
16	British Exchange
17	Director of Studies, Maj. ROWELL (Washington)
18	Windsor Building, Officer's Mess
19	Headquarters Company, Lts. REEDS + KEYS
20	Washington, Col. PARDIN + Lt. Col. AITKEN
21	Motor Pool

8 Headquarters Supply, Sgt. Wright
9 Officers Mess, Lt. Pratt
10 Dispensary, Capt. Robinson
11 Chief Instructor, Maj. Knight - Maj. Powell
12 Quartermaster, Capt. Boyle
13
14 Finance Officer, Lt. Arnes
15 Camp Commandant, Capt. Seabie
16 British Exchange
17 Director of Studies, Maj. Powell (Washington)
18 Windsor Building, Officer's Mess
19 Headquarters Company, Lts. Roads + Keys
20 Washington, Col. Parkin + Lt. Col. Aitken
21 Motor Pool
22 Miami Building, Officer's Quarters
23 Hollywood Building, Planning Staff
24 French Exchange

1301

785015

1
GENERAL

5/1006

SUBJECT

Delayed-Decimal System
(To be inaugurated?)

FILE NO.		SUBJECT
000.1	-----	Political
000.7	-----	Publicity, Radio and Press
000.73	-----	Censorship, Relation to Code.
000.73-1	-----	Censorship, Newspaper
000.73-2	-----	Censorship, Italy
000.76	-----	Newspapers
000.76-1	-----	Newspapers, Lampedusa
000.8	-----	Institutions NAAFI
010.	-----	Legal Advisors
010.	-----	Legal Matters, Amgot
014.1	-----	Civil Government
014.12	-----	Governors of States
014.12	-----	Governors of States (Lampedusa)
014.12	-----	Governors of States - PANTELLERIA
014.13	-----	Relations between Civil and Military Authorities
014.13	-----	Civil Affairs - Pantelleria
014.13-1	-----	Relations, Public
014.14	-----	Administration, Civil
014.14	-----	Administration, Amgot
014.14	-----	Administration, Civil Lampedusa
014.14	-----	Administration, Civil Pantelleria
014.14	-----	Administration, West Africa
014.14-6	-----	ADMINISTRATION- M.G. School
014.14-1	-----	Civilian Agencies (AMGOT)
020.	-----	Responsibilities and Functions Mil. Govt. Sec.
020.1	-----	Responsibilities and Functions - AMGOT
040.	-----	Policies, State Department
091.1	-----	Governments, Foreign, Plans for
091.1-1	-----	Insurance - LIFE
091.1-1	-----	
091.3	-----	Economic Activities
091.3-1	-----	Economic Summaries
091.33	-----	Resources - Civilian Requirements
091.4	-----	Population
091.4-1	-----	Labour - Use of civilian labour in occupied countries & pay.
091.412	-----	Propaganda, Activities
091.412-1	-----	Propaganda, Amgot
091.412-2	-----	Propaganda, Lampedusa
091.412-3	-----	Propaganda, France
091.412-4	-----	Propaganda, Germany
091.6	-----	Communication Facilities, Foreign Countries
100	-----	<u>FINANCE & ACCOUNTING</u>
100	-----	Finance and Accounting
123	-----	Finance and Accounting (AMGOT)
123	-----	Money
123	-----	Financial Amgot
123	-----	Financial Lampedusa
123	-----	Financial Pantelleria
130	-----	Accounting - (Funds and Money)
130	-----	Accounting - Funds and Money (AMGOT)
140	-----	Accounting, Stores
141.5	-----	Receipts
151.	-----	War Claims

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PERSONNELFILE NO.

200.1	-----	Provisions for Personnel for Occupied Territo-
200.2	-----	Passes, Personnel Identification, Nat'laries
200.2-1	-----	Passes, Personnel Identification, Nationals,
200.2-2	-----	Identification of Units Lampedusa
200.6	-----	Honours and Awards
201.62	-----	Reports on Officers
210.1	-----	Officers, Appointments of
210.1	-----	Officers Appointments AMGOT
210.4	-----	Officers - Casualties
210.11	-----	Prospective Officers for future Military Govts.
210.31	-----	Officers, Assignment of
210.31	-----	Assignments Officers (AMGOT)
210.453	-----	Transportation - Liaison Visits of Officers
210.458	-----	Officers - Reporting for duty at M.G. School &
210.6-1	-----	OFFICERS(Off. Rout?Trg; Ctr. Records to be kept.
210.63	-----	Officers for M.G. School
210.715	-----	Passes, Personnel AFMG
211.	-----	Interpreters, Officers
220.2	-----	Promotions - E.M.
220.3	-----	ASSIGNMENT OF E.M.
220.4	-----	Enlisted Men, Duties
220.63	-----	Enlisted Men for M.G; School
230.	-----	Wardresses
230.2	-----	Appointments (Irregular)
230.2-1	-----	Appointments - List of Staff
230.2-2	-----	NAEB Personnel - Availability of
230.6	-----	Welfare E-employees
243.	-----	Locations and Addresses
250.	-----	Discipline

ADMINISTRATION

300.4	-----	Orders, General Routine
300.4-1	-----	Op. Books new
300.4-2	-----	Orders, Travel
300.4-3	-----	Op. Orders
300.8	-----	Violations, Security Regulations
310.1	-----	Office Administration and Organisation
311.	-----	Communications, Signals, AMGOT
311.2	-----	Code Names for Telephones in Headquarters
311.4	-----	Couriers
311.5-2	-----	Codes Names
311.7	-----	Censorship, Mail
311.7	-----	Censorship, Pantelleria
311.23	-----	Radiograms, Preparation
312.1	-----	Documents
312.2	-----	Messages, Forms of
312.4	-----	Signatures and Abbreviations
313.	-----	Records
313.2-1	-----	Publications, Index to
311.5-1	-----	Messages, Secret, Confidential and Cypher

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ADMINISTRATION (Cont.)

314.1	-----	Staff, Records of
319.	-----	Reports, Progress
319.1	-----	Reports, AMGOT, Sicily
319.1-1	-----	Records from AMGOT
319.1-3	-----	Reports, M.G. School of Instruction
319.1-4	-----	Progress Reports
319.2	-----	Correspondence Miscellaneous
319.2-1	-----	Correspondence Distribution of
320.2	-----	Troop Strength M.G. School of Instruction
320.3	-----	Tables of Organisation
320.3-1	-----	Tables of Organisation, AMGOT
320.3-2	-----	Tables of Organisation, Mil Govt Sch & Trg Ctr
320.3-4	-----	War Establishments
320.3-5	-----	Tables of Organisation, Index to,
320.21-1	-----	Officers Strength States - M.G. School of Inst.
321.	-----	NAEB
322.	-----	Activation of Organisations
322.1	-----	Psychological Warfare
322.2	-----	Replacement Troops - Civil Affairs Pool of Off;
322.3	-----	AMEA Activation of
322.4	-----	Activation of M.G. School
322.5	-----	Replacement Troops - Military Govt? Pool
324.5	-----	Passive Air Defence
332.23	-----	Inventory of Personal Belongings
334.	-----	Councils
334.	-----	Committees (Civil Affairs)
334.2	-----	Boards, Medical
337.	-----	Conferences
337.1	-----	Meetings, Chief of Staff Conferences
337.2	-----	Meetings, Weekly Executive Planning M;
337.3	-----	Special Staff Meetings
337.4	-----	Meetings Pert. Husky Pl. Comm.
344.1	-----	Tags, Identification
350.09	-----	Intelligence, Counter
353.	-----	Directives, AMGOT
353.1	-----	Directives, Plans for and Corrections & Modifi-
353.1-1	-----	Directives, Spanish Regional cations.
353.1-1	-----	Directives, Training, Tank Destroying Units
353.1-2	-----	Directives, Training A/T Mines
354.1	-----	Camps, Training, Mil Govt Sch & Trg Centre
370.091	-----	Convoys, Military
370.1	-----	Disasters
370.2	-----	HUSKY Landings, Notes on
370.5	-----	Movements of Troops
370.5-1	-----	Movements of Personnell M.G. Sch of Instruction
370.41-1	-----	Communications, Lines of Roads
371.3	-----	Theatre of Operations, Mil. Ob.
371.3-1	-----	Theatre of Operations, Mil. Obj. (HUSKY)
371.4	-----	Op. Firebrand
371.5	-----	Op. Brimstone
380.01	-----	Safeguarding Military Information
322.	-----	Activation of Organisations AMGOT

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ADMINISTRATION (Cont.)

381.1	-----	Planning Staff, Mil Govt Sec, Activation of
381.1-2	-----	Plans, Pantelleria
381.1-3	-----	Post HUSKY Planning - Personal Requirements
381.1-4	-----	Planning, AMGOT
381.1-6	-----	Planning Staff, V Corps
381.1-5	-----	Plan - Allied Military Financial Agency (AMFA)
381.1-8	-----	
383.	-----	Clemency with Relations to Persons in War
383.01	-----	Internment
383.01-1	-----	Internees (YUGOSLAV)
383.6	-----	Prisoners
384.3	-----	Bombardments
384.51	-----	Defence, Civil
386.	-----	Property
386.2	-----	Billets - Payment of
386.8	-----	Property Control Amgot
387.4	-----	Armistice Terms
387.7	-----	Proclamations, Policy and Drafts
387.7-1	-----	Proclamations, Lampedusa
387.7-2	-----	Proclamations, Pantelleria
387.7-3	-----	Proclamations, Printed Nos 1 to 12 Incls.

SUPPLY, SERVICES, & EQUIPMENT

400.	-----	Supplies
400.	-----	Supplies, Amgot
400.	-----	Supplies, Lampedusa
400.	-----	Supplies, Pantelleria
400.	-----	Supplies WINDSOCK
400.12	-----	Supplies - Procurement of
400.34	-----	Allowances, T/B
400.34-1	-----	Allowances, Table of Basic, Sch of Instruction
403.	-----	AGRICULTURE OPERATION - Farming
403.1	-----	AGRICULTURAL OPERATION - (LAMPEDUSA)
410.4	-----	MINERAL - Sulphur (SICILY)
413.51	-----	Summaries, Weekly
413.52	-----	Printing, Plates
421.	-----	Clothing
421.4	-----	Insignia and Ornaments
430.	-----	Food Administration
430.	-----	Food Administration (LAMPEDUSA)
443.	-----	Medical Supplies
451.1	-----	Care (Passenger)
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461.1	-----	Directoris, Telephone
461.2	-----	Distribution of Correspondence
462.	-----	Supplies, Office and Equipment
476.	-----	Mines Operation
476.	-----	
486.4	-----	Printing Services

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TRANSPORTATION

523.7	-----	Documents, Shipment
531.7	-----	Time Table (Railroads)
537.	-----	Transportation (Cars and Trucks)
537.1	-----	Transportation - Mil Govt School
561.1	-----	Shipping
581.	-----	Transportation (AIR)
590.394	-----	PRIORITYS (AIR)
537.	-----	Transportation (Cars and Trucks) AMGOT

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619.3	-----	Preservation of Monuments - Mil Memorial & Monu-
671.1	-----	Water Consumption
676.1	-----	Telephones, Installation of
680.3	-----	Accommodation
680.3-1	-----	Accommodation M.G; School of Instruction

MEDICINE, HYGIENE & SANITATION

710.	-----	Disease
720.	-----	Disease, Prevention of

RIVERS, HARBORS & WATERWAYS

801.4	-----	Policies. AMGOT.
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HOLLYWOOD HEADQUARTERS
CENTRAL REGISTRY AND OFFICE PROCEDURE

STANDING ORDERS

1. GENERAL: It is essential that all Staff Officers and clerks should arrange their work so that other officers or clerks can deal with urgent matters relating to it in their absence.

This is arranged by:

(a) Interchange of information between officers; all officers should have a general idea of the lines on which other officers of their branch are working.

(b) A filing system common to all branches from which the threads of any subject can be quickly gathered.

(c) The recording in writing in files of important decisions taken by telephone or in conversation.

(d) Officers leaving HQ must:

(i) Let other officers in office, or duty officer know, where they can be found and when they will return.

(ii) Turn over important matters which may arise in their absence.

(iii) Cancel or turn over booked telephone calls.

2. FILES:

(a) Files must be kept in a uniform system and be available for reference by officers of any branch.

(b) Officers Responsibilities:

Each file (except "circulation files") is detailed to an officer who is responsible that:

(1) Clerks' work on files is supervised and letters wrongly filed are at once returned to Registry for correct filing.

(2) Action is taken as necessary on new correspondence. This may mean simply answering a letter, or it may mean consulting other branches, putting up a complete case and getting a decision, drafting the answer and getting them signed; or appropriate action between these two extremes. To get a decision or advice from another Section, the file will be limited to that section with a short statement of the case, and what questions require answering. Circulation slips will not be used. Letters which have been dealt with or which require no action will be initialled by the officer responsible for the file.

(3) Appropriate Sections are kept informed of developments of the subject. A distribution clip will be put on the correspondence concerned; names of officers who do not require to be informed will be crossed out. Circulation must follow action. Circulation files will be passed quickly.

(4) New files will be started as necessary by the chief clerk, G-1 being consulted if necessary.

(5) Officers will make a point of going through their IN trays

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 - (3) Appropriate Sections are kept informed of developments of the subject. A distribution clip will be put on the correspondence concerned; names of officers who do not require to be informed will be crossed out. Circulation must follow action. Circulation files will be passed quickly.
 - (4) New files will be started as necessary by the chief clerk, G-1 being consulted if necessary.
 - (5) Officers will make a point of going through their IN trays regularly and clearing them of routine correspondence. If circulating files can not be read, they should mark them to come back and pass on for others to see.

File
Copy
6 Copies in G-1
1080
PCA 1292

(6) Minutes giving information or decisions should be filed in their appropriate place as correspondence, if too lengthy to be placed on the minute sheet.

3. SECRET DOCUMENTS:

All secret documents bearing copy numbers will be registered in the Secret Documents Register and filed separately.

4. CORRESPONDENCE:

All IN and OUT correspondence and documents must pass through the Central Registry. Officers and clerks must ensure that any handed to them personally go through the Registry.

(a) The Chief Clerk will be responsible for the organization and supervision of the Central Registry and Office.

(b) The Central Registry and Office will never be left unattended. A Roster will be prepared detailing TWO clerks, who will sleep in the Central Registry at night.

(c) The Duty NCO will be responsible for the supervision of office cleaning and dusting each morning, and that the supply of stationery, telephone pads, etc., is ready for use. Pencils on officers' desks sharpened and other office requirements.

(d) Two Registers will be kept--one for files and one for Secret Documents. The Secret Documents on charge will be accounted for each morning and any discrepancy will be reported at once to the Security Officer.

(e) (i) INCOMING MAIL will be opened by the Registry clerk, who will see that all mail arrives properly sealed. In the event "opened" mail being received, he will satisfy himself from a security point of view that the matter is in order; if not, enquiries must be instituted at once, as to the reason.

(ii) He will put on the Registry Stamp, place in the appropriate file, record reception in the IN Register, and pass on for action. If he is in doubt as to the appropriate file, he will consult the chief clerk.

(iii) If more than one copy is received, one copy only will be placed on file; on this will be marked the number of additional copies received.

(iv) Immediate or urgent correspondence will at once be shown personally either to the officer concerned or to the duty officer, on its file.

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(iv) Immediate or urgent correspondence will at once be shown personally either to the officer concerned or to the duty officer, on its file.

(f) OUTGOING MAIL.

(i) Letters for signature, accompanied by the draft, will be placed in the tray of the officer concerned. Copies for sending out and the draft will be placed in the file, the office copy being attached to the file.

(ii) Officers will destroy the draft after checking.
(iii) Drafts will only be destroyed by the initiating officer. They should be removed from the file after signature of the letter concerned, and destroyed.

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(iv) After signature, correspondence will go to the Dispatch Clerk, who will record dispatch in the OUT Register and obtain a receipt from the Message Center, or in the case of copies for internal distribution, from the branch concerned.

5. DISTRIBUTION OF INCOMING MAIL:

For the present, all mail will go to G-1 in the first instance for decision as to disposal.

6. CLERKS :

All clerks must be prepared to undertake whatever duties are required as detailed by the Chief Clerk.

7. INITIALING OF FILES :

Clerks will ascertain that all letters in a file are initialed as dealt with, and must draw the attention of officers to uninitialed letters.

Clerks coming into an office should clear all OUT trays and give the contents to the clerk(s) concerned.

All typing will be carefully checked with the draft on completion before it is brought in for the officer's signature. In no circumstances will an officer's draft be attended by a clerk. On the other hand, if it appears to a clerk that an obvious error has been made, it is his duty to point it out before typing to the originating officer.

8. WASTE PAPER.

All waste paper (Secret and Non-Secret) will be collected as soon as an office is left unattended. All waste paper will be destroyed by burning every night.

For typed copy
SECRET
Chief of Staff

21 Aug 1943

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For typed paper
Colonel
Chief of Staff

21 AUG 1943

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