

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

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10000/100/393

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785015

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DUTY OFFICERS
SEPT. 1943; APR. 1944

9pp

Routine papers -
roster of Officers by
name, etc. destroyed.

aff. Shum 4920
-/. Capt. D.S.
8 Apr 44.

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Appendix "A"

Office Roster Order:

Following is a list of orders & directives superseded by these Orders.

- (1) Standing Orders dated 21 Aug. 45
(Ref No. A.C. 1001)
- (2) P.D. No 1 dated 26 Aug. 43 Nos. 1, 2, 3 & 4.
- (3) do. No 3 dated 10 Sept. 43 Nos. 8, 9, 10, 11, 12, 13, 14, 15 & 17 **4928**
- (4) do. No 4 dated 18 Sept 43 Nos. 8 & 9
- (5) do. No 6 dated 25 Sept 43 (Whole)
- (6) do. No 11 dated 7 Oct 43 Nos. 12 (a) (b) & (c) and 18.

APPENDIX "B" TO

OFFICE 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 1215 to 1315 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:-

APPENDIX "B" TO

OFFICE ROUTINE ORDERS

Orders for Duty Officer:

1. Until further notice, an officer will be permanently on duty in the G.L. Office (Room No. 1 - Telephone Ext. 32) at Hollywood during non-office hours i.e. from 1800 to 1030 hours and from 1245 to 1215 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 Main Staff Officers (both A.C. & AMG (P))
 Civil Staff Officers (B. & F., Comms., A.S.)
 Heads of Sub-Commissions
 Director of Studies (M.G. School)

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- (c) A copy of these orders.
- (4) The Duty Officer's Log Book (Order for entering 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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Amendment No. 1 to P. D. No. 6
dated 25 Sept. 43.

AC/1101/ (G-2)
5 Oct. 43

DUTY OFFICER, HOLLYWOOD

1. Appendix "A" to P.D. No. 6 will be amended as follows:

Para. 4(ii)

- (a) Under "Mil Admin Staff Officers" delete "incl Liaison Sect".
- (b) Against "Director of Studies" delete "Major Rowell".
- (c) At the end of the para add
M & S Staff
E & F Staff
Coms Staff

4927

2. Para 5 Delete sub-paras (a) & (b), and substitute:

"(a) If the Duty Officer receives 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 for action with 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.

3. Reletter sub-para. (c) as sub-para. (b).

4. Copies of ACA/1101 dated 8 Sept. 43 will be similarly amended.

DISTRIBUTION "A"

R. B. KATHBONE

Colonel,

R. B. KATHBONE,

Colonel,

J. J. ALBRIGHT

Joint Assistant Chiefs of Staff,
Allied Commission.

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PLANNING STAFF ACA

DUTY OFFICER - HOLLYWOOD.

1. ACA/1101 dated 7 Sept 48 (two letters, one to Mil. Govt. Sect., AFHQ only) are hereby uncolled, 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 1600 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 0630 and 1030 in the ordinary course of duty).

3. The tour will be arranged as follows: The duty officer will commence his tour at 1245 hours and resume it at 1600 hours, 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:-

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

Assistant Chiefs of Staff, A.C.S.
Mil. Admin. Staff officers (incl.

Medical Section) A.C.S.

Heads of Special Divisions A.C.S.

Major Howell, Director of Studies

Mil. Govt. School

(iii) Freedom (AFHQ) 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.

in the ordinary course of duty).

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3. The tour will be arranged as follows: The duty officer will commence his tour at 1245 hours and resume it at 1600 hours, as soon as the last officers have left the 0-1 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 addresses of the following officers:

- Assistant Chiefs of Staff, A.C.S.
- Mil. Admin. Staff officers (incl. Liaison Section) A.C.S.
- Heads of Special Divisions A.C.S.
- Major Sowell, Director of Studies
- Mil. Govt. School
- (iii) Freedom (AFM) Exchange Extension. Numbers of officers of Mil. Govt. Sec. A.C.S.
- (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 u/m officers, in the order shown, and take his instructions:

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

(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).

ACA/111/7

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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 HOLLYWOOD and at LONDON. 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.

for *25 June D.C.*
 R. B. RATHBONE
 Colonel,
 Lieut. Colonel,
 H. PARKMAN
 Joint Assistant Chiefs of Staff
 A.C.A.

RBR/jlc

DISTRIBUTION:

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

which may have arisen during his tour.

Heard, 25 Jan 50 D.C.

Colonel,

R. B. RATHBONE

Lieut. Colonel,

E. PARKMAN

Joint Assistant Chiefs of Staff

A.C.A.

RBR/jlc

DISTRIBUTION:

G-1

G-2

G-4

C.S. (C)

C.S. (X)

C.S. (Y)

Asst. Chiefs of Staff

H.Q. Commandant

Special Divisions A.C.A. (3)

Region IV

Region V

Region VI

Region VIII

Region IX

Liaut. Colonel Parkman.

Major Rowell.

Major Franklin.

Capt Scotten.

Executive Officer, Mil. Govt. School.

Chief Clerk

Mil. Govt. Secy, A.F.H.Q.

File

Spare (6)

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

FROM: PLANNING STAFF A.C.A.

REF: A.C.A./1101 DATED 7 SEPT

DUTY OFFICERS EXTENSION NUMBER IS 32 STOP DUTY
CLERKS EXTENSION NUMBER IS 29 STOP COPY OF IN-
STRUCTIONS TO DUTY OFFICERS ARRIVING TOMORROW

WR
R. B. BATHBONE,
COLONEL

4924

ACA 1110/7
~~ACA 1101~~

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DUTY OFFICERS' LOG BOOK.

35 A

1. This book will be kept by the Central Registry and handed to each officer when he commences his tour of duty. The Duty Officer will hand the book back to the Central Registry on completion of his duty.
2. Each officer will complete a report on his tour of duty giving time of commencement and time of completion, together with the date. He will record all telephone calls, messages and anything else that may occur during his duty, giving times of these occurrences and details of action taken. Reports will always be signed.
3. Central Registry will hand this book to G.2 every morning for scrutiny.

[Signature]

Capt & Ins D.G

G.2 Planning Staff A.C.A.

7 SEP 43

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Copy... inside cover of Log Book

ACA/mid/7

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PLANNING STAFF ACA

7 Sept 43

SUBJECT: Duty Officers-Hollywood HQ

TO: All concerned.

1. A Duty Officer will be on duty in the G-1 office from 1700 hours to 2200 hours daily. He will be relieved for dinner by the officer next for duty.
2. He will be responsible that action is taken on all urgent matters and that security is maintained.
3. If an officer is unable to carry out this duty, he will advise G-2 at the earliest possible moment.

JH
Colonel,
R. H. RATHBONE
Lieut. Colonel,
H. PARKMAN
Joint Assistant Chiefs of Staff
A.C.A.

RBR/
HF/ J1

4922

File ACA/11107

