

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

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ORDERS FOR DUTY OFFICER
DEC. 1943

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MILITARY GOVERNMENT SCHOOL & HOLDING CENTRE.DUTY OFFICER.

As from 1200 hours 6 Dec 43 the orders contained in ACA/1107, dated 8 Sep. 43 are cancelled.

1. A Duty Officer will be detailed for each day. (See bulletin board).
2. His tour of duty will be for 24 hours, and will commence at 0900 hours daily.
3. He will be located in the Camp Commandant's Office in "London."
4. He will report to G-1 Office "Hollywood" - Ext. 28 - by telephone at 1800 hours, daily.
5. He will report to G-1 Office "Hollywood" in person immediately he has handed-over his duties to his successor.
6. On taking-up his tour of duty he will ensure that he takes-over the following:-

- (i) Telephone Directory of M.G.S. & H.C.
- (ii) A list of quarters and messes of the following officers:-

Colonel R.G. Kirkwood.
Colonel R.H. Farren.
Colonel C.H. Parkin.
Lt. Col. R.H. Robertson.
Major C.R.H. Allworth.
Major J.L. Bullock.
Captain C.P. Watkins.
Captain G. Parry.
Lieut. W.H. Bissell.
Director of Studies.

1130

- (iii) Messes (A.M.Q.) Extension Numbers of Officers of Military Government Section. A.F.H.Q.

- (iv) A copy of these instructions.

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

- (vi) Make himself acquainted with the name of the

1800 hours, daily.

5. He will report to C-1 Office "Hollywood" in person immediately he has handed-over his duties to his successor.

6. On taking-up his tour of duty he will ensure that he takes-over the following:-

- (i) Telephone Directory of M.G.S. & H.C.
- (ii) A list of quarters and messes of the following officers:-

Colonel R.G. Kirkwood.
Colonel R.H. Warren.
Colonel C.M. Parkin.
Lt. Col. R.H. Robertson.
Major C.R.H. Allworth.
Major J.E. Bullock.
Captain C.P. Watkins.
Captain G. Parry.
Lieut. W.H. Bissell.
Director of Studies.

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- (iii) Freedom (3-FHQ) Extension Numbers of Officers of Military Government Section. A.F.H.Q.

- (iv) A copy of these instructions.

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

- (vi) Make himself acquainted with the name of the duty clerk at "Hollywood."

7. (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 C/M officers, in the order shown, and take his instructions:

Major Bullock. P.A. to Col. Kirkwood.
Major Allworth. Supply.
Captain Watkins. Personnel.

(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 has occasion to leave "London" in the course of duty he will warn duty clerk - telephone Ext. No. 29.

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8. The roster of duty officers will consist of all officers up to and including the rank of Captain who have received assignments to Regions, whether they are employed on active Planning Duties or not.
9. A list of Duty Officers covering a period of seven days or more will be posted on the Bulletin Boards of "Hollywood", "London" and "Miami". In addition, the Duty Officer will be personally warned, or in the event of sickness or absence, the next for duty in his place, and the next for duty after that..
10. During the period 0930 to 1745 hours daily he will carry out duty according to his assignment, unless he receives specific orders to the contrary.

Robertson
Lt. Col.,

R. L. ROBERTSON.
Asst. Commandant,
M.G.S. & H.C.

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