ACC 10000/100/493

20pp.

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SPECIMEN ORDERS
MAY - DEC. 1943

20pp.

OFFICERS' LAUNDRY.

ALL PREVIOUS NOTICES REFERENCE OFFICERS' LAUNDRY ARE CANCELLED.

- The ~~Officers' Laundry~~ is now situated opposite WINDSOR.
- RECEIPT & DELIVERY.

Washing is received on SUNDAYS and WEDNESDAYS, between 1300 hours and 1800 hours, and is available for collection three to four days later, according to weather conditions.

- MARKING.

(a) LAUNDRY will be marked, preferably with name, otherwise with initials or other distinguishable mark, on all articles.

(b) LAUNDRY NOT MARKED will be marked at the laundry as well as possible.

(c) On the Officers' Washing "Slips" must be a specimen laundry mark, in the space provided for this, to facilitate checking.

WASHING SLIPS.

(a) A new type has been prepared, a copy of which is attached.

(b) All "slips" should be neatly and legibly filled in, names in block letters; the "American" or "British" at bottom of "slip" should be deleted as appropriate.

(c) Two washing "slips" will always accompany each bundle, both of which must be signed by the batman.

CHARGES.

A weekly charge of 30 francs per officer is made; paid through Mess Bills. (This does not include sheet or pillow-slip). This is a flat rate for all officers. Officers are not allowed on any account to get their clothes laundered outside. If this were permitted the laundry system would collapse,

(b) LAUNDRY NOT MARKED will be marked at the laundry as well as possible.

(c) On the Officers' Washing "Slips" must be a specimen laundry mark, in the space provided for this, to facilitate checking.

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6. ARTICLES PERMISSIBLE.

The following articles are the only items which may be sent at one time:-

SHIRTS	2
SHORTS	1
TROUSERS	1 +
VEST	xx 1
PANTS (SHORT - LONG)	xx 1
SOCKS	xx 2
STOCKINGS	xx 1 x
TOWEL	xx 1
Pyjamas, Jacket	1
" TROUSERS	1
HANDKERCHIEFS	4
COLLARS	2
TIE	1
CAP, COTTON	1

\+ If no trousers are sent one extra pair of shorts may be sent in lieu, but not vice versa.

x If no stockings are sent one extra pair of socks may be sent in lieu, but not vice versa.

303

NOTE :- (a) The articles marked xx will not be ironed.

(b) Articles in excess of the above will be crossed off the "slip" and returned with the batman.

(c) With the Wednesday laundry only, 1 sheet and 1 pillow-slip may be sent, but 10 francs for sheet and 5 francs for pillow-slip will be charged extra.

7. VALUABLES AND LETTERS.

No responsibility is accepted for money, documents, letters etc., left in pockets.

8. URGENT LAUNDRY.

Officers requiring washing returned urgently, due to alerting and departures only, will mark their "slips" 'URGENT' with the date of their departure. Every effort will be made to deliver on time, but weather may prevent completion.

+ If no trousers are sent one extra pair of shorts may be sent in lieu, but not vice versa.

x If no stockings are sent one extra pair of socks may be sent in lieu, but not vice versa.

303

NOTE :- (a) The articles marked xx will not be ironed.

(b) Articles in excess of the above will be crossed off the "slip" and returned with the batman.

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9. DEEP LAUNDRY.

It will be appreciated that although every possible effort is made to keep to time, wet weather slows everything up, and ironing cannot be done except when semi-dry. There is an indoor drying room, and arrangements are being made to install braziers.

10. CHANGING OF BATMEN.

Batmen are bound to be changed periodically; these should normally hand over to the new batman all information regarding officers' laundry. In addition, it is advisable for officers to tell their new batman their names and whether they have any washing at the laundry.

11. PROCEDURE AT LAUNDRY.

The following brief description of the laundry procedure is published for general information.

(a) When a batman hands in a bundle at the laundry the two slips are checked as being identical.

(b) The bundle is then proved correct with the "slip" and the laundryman initials both as correct. One slip stays with the bundle the other is retained, and items entered in the registration book showing dates etc.

(c) The bundles are next checked for marking, and pockets are searched.

(d) Separate racks are kept for American, British and "Urgent" laundry.

(e) One washer-woman washes the complete bundle and returns same to the "linesman" who retains the "list" for checking after washing before handing it over to the washer-woman.

(f) The "linesman" hangs up the washing in the order on the "list" and also pegs up "list"; and when dried the "linesman" gives a bundle together with "list" to one ironer.

(h) A blackboard is kept at the drying rooms showing washing ready for collection by batmen.

12. COMPLAINTS.

All complaints, suggestions or urgent enquiries should be made in writing to Officer i/c Laundry (at present - Lieut. Challenor), and placed in the pidgeon hole in the 'British Officers' mail rack outside the bar in London. The name of the batman is essential and full particulars re dates etc.

etc.

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(d) Separate racks are kept for American, British and "Urgent" laundry.

(e) One washer-woman washes the complete bundle and returns same to the "linesman" who retains the "list" for checking after washing before handing it over to the washer-woman.

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3035

DUTIES FOR PROWLERS

(1) They will walk about in an ALERT AND SOLDIERLY MANNER;
(2) " " GUARD all Government Property in view of their post;
(3) " " PATROL INSIDE the perimeter of the camp and will keep all unauthorised personnel away from the camp;
(4) " " REPORT any irregularities to the Guard Commander;
(5) " " PATROL the camp singularly, making contact periodically and reporting any unusual occurrancel
(6) " " at NO TIME LEAVE their post without being properly relieved.

REQUEST FOR INCIDENTAL WORKS

Description of work

_____
(Location)

Stores required, with measurements

(Drawings to be attached on separate sheet)

_____
Authority.

_____
For Royal Engineers' Use

3033

(Location)

Stores required, with measurements

(Drawings to be attached on separate sheet)

Authority.

For Royal Engineers' Use

3033

London

BATHING PARTY -- SENIOR N.C.O.'s.

Para 1 BATH HOUSE. The Bath-house is situated on the square at Central Buildings.

Para 2. BATH. It is the responsibility of every senior N.C.O. to see that men under his command have one bath, in the bath-house, per week. N.C.O.'s i/c groups will submit a list of personnel under their command to the Coy Office at 0900hrs every Saturday morning stating whether each man has had a bath or not. Where a man has not had a bath a reason will be given. The group bath books will be co-ordinated with the Coy bath book kept by the C.S. i/c Baths and examined by the Coy Commander every Saturday morning.

Para 3. TIME. 1300hrs to 1500hrs daily.

Para 4. BATH HOUSE RULES.

(a) Men will bring their own soap and towel.
(b) Each man will report to the C.S. i/c Baths immediately he has had a bath and will have the date entered against his name in the Bath Book.
(c) Times alloted in the Bath programme will be strictly adhered to.

3032

Para 5. Personnel Joining the School

Immediately a man joins the School the N.C.O. i/c his group or Region will ensure that this man has a bath irrespective of the Bath programme.

Para 6. C.S. i/c BATH HOUSE.

Sgt. Cragg.

Para 7. INSPECTION. The Bath-house will be ready for inspection at 0900hrs daily.

Para 8. BATH PROGRAMME.

MONDAY.
Sgt Mellard's group.
" Leichman's "
Holding Centre (As detailed by Sgt Nesbch)

TUESDAY.
Sgt Parker's group.
S/Sgt Roughton's group.
Region 9.

WEDNESDAY.
L/Sgt Webb's group.
Sgt Best's group.
Sgt Cumberland's group.
Region 7

THURSDAY. Sgt Hooton's group. (Timber & London sundries)

(a) Men will bring their own soap and towels.
(b) Each man will report to the C.P. i/c Baths immediately he has had a bath and will have the date entered against his name in the Bath Book.
(c) Times alloted in the Bath programme will be strictly adhered to.

3032

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Para 6. C.P. i/c BATH HOUSE.
Sgt. Gregg.

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Para 8. BATH PROGRAMME.

MONDAY.
Sgt Bellard's group.
" Leisham's "
Holding Centre (As detailed by Sgt Weston)

TUESDAY.
Sgt Parker's group.
S/Sgt Houghton's group.
Region 9.

WEDNESDAY.
L/Sgt Webb's group.
Sgt Best's group.
Sgt Cumberland's group.
Region 7

THURSDAY.
Sgt Weston's group. (Windsor & London Laundries)
C.S.M. Ward's group.
C.S.M. Barber' group.
L/Cpl. White & Postal Section.
Region 5.

FRIDAY.
Sgt Pebble's group.(i.e.All General Duty Personnel
Sgts' Mess Staff.
Holding Centre (As detailed by Sgt Weston)

SATURDAY.
Casuals.
Holding Centre (As detailed by Sgt Weston)

SUNDAY.
Casuals - Region Personnel.

Capt.
O/C No.Coy (Dr Sec:)
M.C.S.A Mbg Centre

NISH.
28/11/43

3a 4 Feb

DIRECTIVE FOR THE MESS COMMITTEE

OF SCHOOL MESS

It will be essential for the efficiency and smooth running of the Training Centre that the School Mess should be well organised, and that the messing and accomodation should reach as high a standard as existing facilities permit. It must be the combined effort of everyone to produce contentment and harmony among all members of the mess. Punctuality is a very important factor. To enable the above to be carried out a Mess Committee will be appointed as follows;

3031

1. Mess President (British)
2. Mess Secretary, Finance Member
3. Food Member (American)
4. Food Member (British)
5. Wine Member (British)
6. Officer i/c Anteroom (American)

The Mess President will co'opt any additional members he may require for any additional office.

The Duties of the respective members of the Mess Committee will be the following;

MESS PRESIDENT

1. He will exercise General Supervision of the Mess and accounts and will be responsible for ensuring that the Mess Committee are carrying out their respective duties efficiently.

2. He will arrange to hold mess committee meetings as required but at least once a week.

3. He will be responsible for the discipline in the Mess buildings, and officers quarters.

4. He will allocate batmen to all officers on the basis of one per 5 officers/Bungalow and issue the necessary instructions regarding their duties. The allocation of batmen should be made in conjunction with the Camp Commandant.

3430

5. He will issue instructions to the permanent Mess orderlies detailed for the Mess.

6. He will be responsible for the extra duty pay which will be paid at the following scale

Mess Sgt.	30/- per month
Mess Cpl.	20/- per month
Cpl i/c Bar and Anteroom	25/- per month
Mess Clerk	25/- per month
Batmen	15/- per month
Mess Orderlies	10/- per month
Kitchen Orderlies	10/- per month

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3030

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Mess Clerk	25/- per month
Batmen	15/- per month
Mess Orderlies	10/- per month
Kitchen Orderlies	10/- per month

7. To enable him to carry out the above, a Mess Sgt, a Mess Cpl and clerk (1/c) will be directly under the Mess President.

8. He will keep the following books in the Mess office

(a) Suggestions and Complaint Book

(b) Dining out book

(c) Arrival and Departure book

(d) Postage book for stamps.

MESS SECRETARY (FINANCE MEMBER)

1. He will be directly responsible for all Mess accounts and the financial control of all Mess monies.

2. He will maintain the General account book, and all other necessary financial records which will be available for inspection by the School Commandant and Mess Committee as required.

3. He will prepare accounts for audit in accordance with K.R. para 35 and for any general mess meeting held.

4. He will be responsible for and prepare Mess bills fortnightly and collect all monies due to the Mess. For this he Mess Clerk will be available to assist him.

5. He will issue cash for purchase to the food members and wine member and will ensure that all such cash is safely accounted for.

FOOD MEMBERS

1. The catering of the officers mess will be the responsibility of the food members who will endeavor to arrange "Menus" which as far as possible conform to the tastes of both British and U. S. Personnel.

2. They will obtain money as required from the Mess Secretary for the purchase of extra food to increase the variety of the messing and will give a temporary receipt for each sum drawn which will be cancelled on returning the official receipt for all purchases together with any balance of cash.

3. Only cash payments will be made and no accounts with shops or dealers will be opened.

chair for any general mess meeting held.

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3. Only cash payments will be made and no accounts with shops or dealers will be opened.

4. A Food account book will be maintained by the American food member to keep a check that the daily rate of messing (15 francs) is not being exceeded over each fortnightly account.

5. The American member will supervise and control the kitchen staff and he will also be responsible for the cleanliness of the Kitchen and Scullery.

WINE MEMBER:

1. He will be responsible for the running of the bar in the anteroom and all sales of drinks in the mess. To assist him 1 L/c and 3 O.Rs will be directly under him.

2. He will obtain money as required from the Mess Secretary for the purchase of drinks and will give a temporary receipt for each sum drawn which will be cancelled on returning the official receipt for all purchases together with any balance of cash.

3. Only cash payments will be made and no accounts with shops or dealers will be opened.

4. A stock book will be maintained for which he will be responsible. Stocks will be balanced daily. Stocks will be personally checked weekly by him.

5. All drinks purchased will be signed for on "chits" and his School number will be written by the purchaser on the chit in addition to his signature.

6. The value of each "chit" will be entered in an account book under the name of the officer concerned and the chits kept in an envelope for each officer. Chits will be returned to Officers with their mess bill.

7. He will fix the prices for drinks which will be displayed in the mess ante-room. Prices will cover loss through breakage.

8. He will ensure that the bar is only open during the hours permitted in Mess rules unless specially authorised by himself. He will also have the right to close the bar during official drinking hours should he consider it necessary to do so.

9. He will see that the mess obtains its full quota of NAAFI stores

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8. He will ensure that the bar is only open during the hours permitted in Mess rules unless specially authorised by himself. He will also have the right to close the bar during official drinking hours should he consider it necessary to do so.

9. He will see that the mess obtains its full quota of NAAFI stores available for the mess together with any surplus PX stores which will be sold over the bar.

10. He will arrange for the consolidated accounts of each officers drink bill to be prepared and the list together with "chit" envelopes to be handed to the Mess Secretary for inclusion in the officers mess bill.

11. He will keep an inventory of all glasses, etc., handed over to him and will not permit anything to be taken out of the ante-room. The inventory will be checked periodically.

OFFICER I/C OF ANTEROOM

1. He will be responsible for supervising the General amenities as far as possible and for the cleanliness of the anteroom and syndicate silence room.

2. He will arrange for papers and any periodicals as available as well as for the purchase of cards, obtaining money from the Q.M.C. for this.

D B Cullen

Lt. Col.
Commandant Chrea
Training Center

3027

29 May 43

DISTRIBUTION:-

Officers Concerned (6)
Lt. Col. Spofford
6 spares
File.

Mess Secretary (Financial Sec) Please hand to your successor

Capt Benton-Jones

ORDERS FOR THE POST CORPORAL.

(To be posted up on the inside of the British Post Office Room Door.).

---

1. The Post Corporal will be responsible for collecting, sorting and distributing fairly all British incoming mail, for readdressing and returning to the APO all mail of British Officers and other ranks not belonging to or who have left the school, and for delivering daily to the APO all outgoing British mail, ensuring that it has been correctly censored and stamped. He will have an assistant to help him in his duties.

2. The Post Corporal is responsible for maintaining an up-to-date register in separate books of (1) All officers present at the School. (2) All officers who have left the School. In the latter will be shown the forwarding address notified to him.

3. OUTGOING MAIL PROCEDURE.

He will clear the mail boxes of outgoing mail at the following times:-

MENS' MAIL	PLACE	TIME
	London	1700
	Central	1710

This mail will be handed in to the British HQ Coy Office for censoring and will be collected the following morning for delivery to the A.P.O. A.F.H.Q.

OFFICERS' MAIL	PLACE	TIME
	Windsor	1645
	London	1700

This mail will be handed in to the British HQ Coy Office for the Censors' stamp and will be collected the following morning for delivery to A.P.O. A.F.H.Q.

4. INCOMING MAIL PROCEDURE.

Incoming mail will be disposed of as follows, immediately on arrival the Post Office at London

(a) Mail will be sorted out into two groups. Officers and O.Rs mail.
(b) O.Rs. mail will be sent immediately to the British HQ Coy Office and handed over to the N.C.O. on duty there who will be responsible for the issue of same to individuals.
(c) Officers' Mail will then be divided as follows:-

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MENS' MAIL	PLACE	TIME
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(b) O.Rs. mail will be sent immediately to the British HQ Coy Office and handed over to the N.C.O. on duty there who will be responsible for the issue of same to individuals.

(c) Officers' Mail will then be divided as follows:-

1. Lt.-Cols and above.
2. Officers under the rank of Lt.-Col.

and placed as soon as possible into the respective letter racks at Windsor and London for officers' mail.

(d) The post corporal or assistant will, on the following morning at 0830 hours, re-collect all mail remaining in the letter racks at Windsor and London for a further "Sorting out" as in the next sub para (e).

(e) Reassortment of officers' letters will be made as follows.

(1) The names will be checked with the two registration books.

(2) All mail of officers shown as still at the school will be returned to the appropriate letter rack.

(3) All mail of officers whose name appears in the Registration Book for officers who have left the School will be returned to the A.P.O. A.F.H.Q., either readdressed with the new address if known or otherwise, marked "left the School".

(4) All other officers' letters which cannot be traced through either book will be kept a week in case of new arrivals and then returned to A.P.O. A.F.H.Q. marked "unknown here". Before return of these

letters the Camp Commandant should be asked for confirmation that the officers in question are not known here.

5. The Post Corporal will allot and mark spaces on the letter shelf in his office for the various assortment of letters awaiting distribution, forwarding or being temporarily retained, i.e. for officers temporarily detached, etc.

6. The Post Corporal's Office will always be kept clean, orderly and tidy and no odd letters will be left about except in their correct assortment as marked on the shelves.

7. No officer or other rank unless on "post office" duty will be allowed to enter the office except the Assistant School Commandant or Camp Commandant. A notice showing "OUT OF BOUNDS TO ALL RANKS" will be posted on the outside of the door.

8. No American mail will be handled or retained in the British Post Office.

9. The Post Office will be kept locked whenever there is no one inside on duty.

3025

Field.

20 Sep 43.

D B Aitken Lt Col

Lt.-Col D. B. Aitken,
Assistant Commandant.

Copies to:- Camp Commandant,
O.C. H. Coy. (Br)

O.C. "H.Q." (Br).

1. Reference attached copy of Orders for Post Corporal passed to you for retention and action where necessary.

2. Para 3. You will be responsible for seeing that the censorship is carried out between 1715 - 1815. A roster of British Officers will be posted on the notice board and a copy sent to you.

Should the officers fail to report please notify me. At the same time the onus of censoring the mail in their absence rests with O.C. "H.Q" Coy., and as much of the mail as possible will be censored to avoid a 24 hour delay in posting of this mail.

3. Para 4 (b). This will be the responsibility of O.C. "H.Q" Coy., and it applies equally to all mail, both that of Permanent Staff and O.Rs. at the Holding Centre.

4. The following procedure will be adhered to for reassortment of mail which has not been distributed.

(a) Three Registration Post Books will be kept up-to-date and in ink.
- (i) A book showing all other ranks on the school staff or attached.
- (ii) A book showing all other ranks present at the school belonging to the Holding Centre.
- (iii) A book showing all other ranks who have left the school with their addresses as far as is known.
- (iv) As soon as any other rank leave the Holding Centre names will be transferred from the book referred to in (ii) above to that in (iii) above.

(b) All unmistributed mail will be checked with Registration Books and if mail is for other ranks in the Registration Book (iii) above for those who have left, it will be readdressed in red ink neatly as follows, either to new address if known or marked "left School" if no address is known.

If there is mail for other ranks which cannot be checked through any of the three Registration Books it will be kept separately for one week in case of new arrivals, after which it will be readdressed "not known at School".

All old addresses except the words "AAGOT" or "OTA" will be lightly and neatly crossed out.

It is of great importance that all readdressing is done tidily and neatly using as little space as possible.

5. All readdressed mail will be tied together either by "Regions" or "Not known at School" or "Left School" and will be sent daily with Outgoing mail for the APO.

6. A Postman will be appointed to carry out the above instructions and an officer will be detailed by you to supervise the correct mail procedure.

(a) Three Registration Post Books will be kept up-to-date and in ink.

(i) A book showing all other ranks on the school staff or attached.

(ii) A book showing all other ranks present at the school belonging to the Holding Centre.

(iii) A book showing all other ranks who have left the school with their addresses as far as is known.

(iv) As soon as any other rank leave the Holding Centre names will be transferred from the book referred to in (ii) above to that in (iii) above.

(b) All undistributed mail will be checked with Registration Books and if mail is for other ranks in the Registration Book (iii) above for those who have left, it will be readdressed in red ink neatly as follows, either to new address if known or marked "left School" if no address is known.

If there is mail for other ranks which cannot be checked through any of the three Registration Books it will be kept separately for one week in case of new arrivals, after which it will be readdressed "not known at School".

All old addresses except the words "ALGOT" or "OTA" will be lightly and neatly crossed out.

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6. A Postman will be appointed to carry out the above instructions and an officer will be detailed by you to supervise the correct mail procedure.

The man selected should obviously be carefully chosen and one who can write neatly and is capable of organisation and is methodical. He should be given the rank of "Unpaid Lance Corporal".

7. Adequate space and facilities will be made in the Company Offices and necessary racks and boxes for mail made, marked and labelled.

8. It is pointed out that careful handling of mail is of paramount importance to morale and contentment. It is soon known and appreciated if it is efficiently run whilst inefficiency in dealing with mail will give the school a bad name, and give rise to all kinds of unfounded rumours.

9. I wish the mail procedure to be the personal responsibility of the Coy Cmdr.

Field.

D B Aitken

Lt.-Col D. B. Aitken,
Assistant Commandant.

28 Sep 45.

Copy to :- Camp Commandant.

BRITISH CENSORSHIP.

The following officers are detailed for Censorship Duties on dates as stated below:-

		INITIALS.
Thursday 18th Nov.	Captain Goodu. Lieut Willis	
Friday 19th Nov.	Captain Jones.H. Lieut Riley	
Saturday 20th Nov.	Captain Jones W.E. Captain Copeland.	

1. Officers concerned will initial against their names please.

2. Any officer unable to attend for some urgent reason must arrange for someone to take his place, informing the Assistant Commandant of the change.

3. Any officer deserting from the station will inform the Assistant Commandant immediately.

3022

4. The first named officer in each daily pair will collect the censor stamp at 1700 hours from the Camp Commandant. Arrangements for its return will be made direct with the Camp Commandant or Assistant Commandant.

5. Censoring of British Mail will be carried out at the British H.Q. Company Office (Central) any time from 1700 hours onwards.

6. The following points are to be noted with regard to censoring of British Mail:-

(a) Green envelopes must not be stamped with Unit Censor Stamp, but must be signed by the sender on the outside in the left hand bottom corner.

(b) Air mail letter cards must not have the senders name on the back of the envelope.

18th Nov. '43

R.W. Clarke Lieut.
.....
for Asst Commandant.

Copy to:- O.C. [illegible]

Captain Copeland.

1. Officers concerned will initial against their names please.

2. Any officer unable to attend for some urgent reason must arrange for someone to take his place, informing the Assistant Commandant of the change.

3. Any officer departing from the station will inform the Assistant Commandant immediately.

3023

4. The first named officer in each daily pair will collect the censor stamp at 1700 hours from the Camp Commandant. Arrangements for its return will be made direct with the Camp Commandant or Assistant Commandant.

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6. The following points are to be noted with regard to censoring of British Mail:-

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18th Nov. '45

R. W. Clothier Lt.
.....
for Asst Commandant.

Copy to:- O.C. H.Q. Coy. (British)

ORDERS FOR BATMEN.

1. Batmen will not be taken for any other duty except an emergency fatigue.

2. The hours of duty will be as follows:-

First period	0630 - 0730	hours.
Second period	0830 - 1200	"
Third period	1400 - 1730	"
Forth period	1830 - 1900	"

During these hours batmen will not be absent from the quarters they are looking after unless detailed in routine orders.

3. Allocation of Batmen.
Batmen are alloted on the following scaleL-
Dormitories (London) A - 3. B - 3. Dormitories (Miami) 1 -
Senior Officers rooms 1 for 8 officers. Tented Camp 1 to 4 tents.
The individual names of batmen will be posted prominantly on the doors of the respective rooms and formitories.

4. Duties.

1st Period.	Wake officers. clean Footwear.
2nd Period.	Make beds. Sweep out quarters. Dust premises. Carry out instructions left by officers. Clean windows.
3rd Period.	Prepare laundry lists and bundle for officers. Prepare officers clothes for evening.
Last Period.	Remain at officers disposal.

3022

5. General instructions for duties.

(a) No washing may be done by batmen in officers quarters.
(b) No smoking is permitted during duty hours if officers are present.
(c) Batmen are responsible for seeing that the area in the immediate vicinity of quaters and passages is clean and free from litter.
(d) Litter and rubbish will be deposited only in the litter and rubbish bins provided for that purpose.
(e) Batmen are responsible for seeing that an empty petrol tin marked "litter" is available at each dormitory and passage and that these ar are emptied daily.
(f) Batmen are not expected to provide or to be sent in search of cleaning materials etc.
(g) During hours of duty as laid down in par 2, batmen will not leave their duty stations. Conveyance of laundry or anu such commissions that will necessitate a batman leaving the premises will be done outside these hours.

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6. Dress. As laid down in S.O. Canvas shoes will be worn while in officers quarters.

7. Discipline. (a) All batmen will parade at 0645 hours for a roll call to be taken before proceeding to their duty stations.
(b) Batmen are responsible for immediately reporting to the Camp Commandant any breakages, damage, etc in quarters. Also whenever an officer vacates his quarters he is responsible for notifying the Camp Commandant by giving the names in writing.
(c) All batmen will keep a written list of the names of all officers, they are looking after, which can be produced for the P.M.C. or any inspecting officer.

LAUNDRY

These times are alloted for the handing in of Officers laundry.
These times also apply to the drawing out.
No batman will be at the laundry other than the time stated.
The laundry staff have instructions to refuse to serve any batman other than there allotted times.
Special circumstances will be made in the case of Urgent Laundry
In the case of Dormitories one batman only will deal with the laundry.

London. A. Dormitory &Rooms 123	0830 to 0930.
London B. Dormitory. &. Rooms 5 6.8.	0930 - 1000.
London East Dormitory & Rooms 4.9-7-10-11.	1000 - 1030.
London Marquee & Tents.	1030- 1100.
Miami. Dormitory 1 & 2.	1100- 1115.
Miami. Dormitory 3 & 4.	1115 - 1130.
Miami. 2nd. & Top. Floor.	1130 - 1145.
Miami. Marquee & Store Tent.	1145- 1200.
Tented Camp.	
Tent No. 15 - 16 - 9. 39 - 26 - 21. 27 - 32 - 40. 31 - 38 - 29.	1400 - 1430.
20 - 30 - 44. 12 - 18 - 23. 3 - 1 9 - 13. 1 - 2 - 14 - 49.	1430 - 1500.
25 - 24 - 48. 35 - 36 - 42. 17 - 47 - 45. 4 - 43 - 46.	1500 - 1530.
11 - 22 - 27. 28 - 7 - 8. 5 - 6 - 10. 33 - 34 - 37.	1530 - 1600.

3021

3021

Miami. Marquee & Tents.	1030 - 1100.
Miami. Dormitory I & 2.	1100 - 1115.
Miami. Dormitory 3 & 4.	1115 - 1130.
Miami. 2nd. & Top. Floor.	1130 - 1145.
Miami. Marquee & Store Tent.	1145 - 1200.

<u>Tented Camp.</u>

Tent No. 15 - 16 - 9. 39 - 26 - 21. 17 - 32 - 40. 31 - 38 - 29.	1400 - 1430.
20 - 30 - 44. 12 - 18 - 23. 3 - 19 - 13. 1 - 2 - 14 - 49.	1430 - 1500.
25 - 24 - 48. 35 - 36 - 42. 41 - 47 - 45. 4 - 43 - 46.	1500 - 1530.
11 - 22 - 27. 28 - 7 - 8. 5 - 6 - 10. 33 - 34 - 37.	1530 - 1600.
Ausbo Winner Gerde - Mobile. & Flats.	1600 - 1630

Capt.
Mil. Govn. School. &.
Holding Centre.

Check Lists for C.A.O's and C.A.P.O

Prepared by Lt. Col. Charles T. Francis(B) and Capt. Lewis Patrick(A)

FOR BOTH

1. Give every assistance to combat Forces
2. Locate Army representatives eg., Provost Marshal, Town Major, Intelligence Units (FSS and CIC) - Get information
3. Unless provided, obtain services of reliable interpreters
4. Summon and interview Sindaco and other communal officials. Instruct them to continue operation of all existing services
5. Post Proclamations, General Orders and Notices - use Sindaco
6. Close Banks, Post Offices and all places containing funds
7. Locate and make lists of available Transportation. (Gar Linieri can assist) Requisition what is needed and report to SCAC
8. Arrange for sifting of applicants for interview - do not become involved in details
9. Become familiar with your area as soon as possible - keep S.C...C. informed as to local political and economic conditions and developments and as to civilian morale
10. Investigate loyalty and efficiency of doubtful administrative officials - check with Intelligence

FOR C.A.O's

1. Arrange suitable office accommodations - notify military and civil authorities
2. If necessary to prevent starvation, procure or requisition food, and provide relief and maintenance for destitute persons, and have ceiling pay in either case
3. Check water supply, electricity, gas, sewage, fuel and transportation system and arrange for necessary repairs
4. Check sanitation and general health conditions and arrange for the burial of the dead
5. Check medical situation-hospital capacity, number of doctors, midwives, ambulances etc.
6. Investigate: available transport, all supplies of food and of other essential

6. Close Banks, Post Offices and all places containing funds

7. Locate and make lists of available Transportation. (Cav Biniori can assist) Requisition what is needed and report to SCAO

8. Arrange for sifting of applicants for interview - do not become involved in details

9. Become familiar with your area as soon as possible - keep S.C...C. informed as to local political and economic conditions and developments and as to civilian morale

10. Investigate loyalty and efficiency of doubtful administrative officials - check with Intelligence

FOR S.A.O's

1. Arrange suitable office accommodations - notify military and civil authorities

2. If necessary to prevent starvation, procure or requisition food, and provide relief and maintenance for destitute persons, and have Commune pay in either case

3. Check water supply, electricity, gas, sewage, fuel and transportation system and arrange for necessary repairs

4. Check sanitation and general health conditions and arrange for the burial of the dead

5. Check medical situation-hospital capacity, number of doctors, midwives, ambulances etc.

6. Investigate: available transport, all supplies of food and of other essential commodities, bakeries, pasta factories, flour mills etc., medical supplies and available labor and later report them to SCAO

7. Investigate food distribution system and relief agencies-open food shops as soon as possible

8. Notify Engineers of unexploded bombs and Ordnance of ammunition dumps

9. Take possession of all state or parastatal property including Casa del Fascio have CAPO guard if necessary

10. Check housing situation - report abnormal conditions - provide housing for refugees

11. Keep keys of all buildings, closed by Sack Units or CAPO

12. Where necessary, establish and function as a Summary Court

13. If feasible, order Fascist signs to be painted out

Check List for C.A.C's cont'd

14. Keep accurate accounts (with reports) of money received and expended

15. Arrange billets and mess befitting your position

FOR C.A.P.O's

1. Contact chiefs of various police organizations and instruct them to carry on their usual duties, particularly in connection with maintenance of law and order

2. Unless already done by the Provost Marshal, and where deemed necessary, place guards on: Banks, Food warehouses, Food stocks, Post Offices, Medical Supplies, Fuel stocks, Building materials (tile, brick, lumber, steel, cement etc.), Communication systems, Public Utilities, Records and Archives, Abandoned property, Art Monuments - Civil Police can be used

3. Where necessary set up patrols for security in conjunction with combat units

4. Arrange for the issue of armbands, passes and permits and generally control circulation of civilians (other than that done by Military Police)

5. Contact and supervise Officers in charge of Prisons and Detention Institutions, fire departments and A.R.P. system

6. Inspect prisons and obtain a list containing capacity, conditions, names of prisoners etc.

7. Control traffic and supervise all licensing and registration of civilian vehicles, ships, etc.

8. Supervise the collection of firearms by civil police who should give receipts

9. Supervise collection of wireless transmission sets - give receipts

10. Provide for registration of cameras, radio receiving sets, etc.

11. Check with Intelligence all civilians employed by A.M.G. including interpreters

12. Investigate (in conjunction with Provost Marshal) all complaints of crime, including hoarding and black market offences and take necessary action including prosecutions before Military Courts

13. Keep a check on civilians arrested and obtain evidence in writing from Military Police, Carabiniori, etc., of offences

14. Investigate as far as possible offences by Allied Troops and pass particulars to SCAO

15. [illegible] to SCAO

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13. Keep a check on civilians arrested and obtain evidence in writing from Military Police, Carabiniori, etc., of offences

14. Investigate as far as possible offences by Allied Troops and pass particulars to SCAO

15. Obtain as much information as possible about the Mafia and forward to SCAO

16. Receive reports from paroled prisoners of war, endorse certificate of parole and keep record thereof and arrange for future reports

17. Receive reports from Italian deserters and absentees and take particulars for information of Army

Camp Office.

F I R E O R D E R S.

(1) Anyone discovering a fire will at once try to put it out, at the same time shouting for assistance.

(2) If the fire cannot be put out at once telephone the operator telling him the exact location of the fire.

(3) The operator will ring the following numbers:-

(1) Ex. 6. - Camp Commandant or Duty Officer.
(2) Ex. 9. - British H.Q. Coy.
(3) Ex. 19. - American H.Q. Coy.

30.

On receipt of the fire alarm

(1) Order a runner to ring the fire gong in the courtyard at 'LONDON' telling him exactly where the fire is located. He will ring (37) and order all filled water carts to the scene of the fire.

(2) & (3) Will send Fire Fighting Parties under officer or senior N.C.O. to scene of the fire.

(4) On hearing the fire gong all ranks will assemble at the courtyard of LONDON and proceed under order of the senior officer, to the fire.

(5) Should the fire take a hold, telephone the Fire Brigade. TIZI-OUZOU 132.

(6) The senior officer present be in charge of Fire Fighting operations.

(7) Fire Points, consisting of a shovel and two buckets each of sand and water are located as under:-

LONDON.

Hall. 1.
Dining Hall 1.
Officer's Ante Room 1.
Top Floor 1.

WINDSOR.

Ground floor (outside verandah) 1.
1st floor 1.

STADIUM.

MIAMI.

Ground floor. 1.
1st floor 1.
Top floor 1.

HOLLYWOOD.

Ground floor 1.
1st floor 1.
Top floor 1.

TENTED CAMP.

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1st floor 1.

STADIUM.

3.

MIAMI.

Ground floor. 1.
1st floor 1.
Top floor 1.

HOLLYWOOD.

Ground floor 1.
1st floor 1.
Top floor 1.

TENTED CAMP.

1.

All ranks will observe the following anti-fire precautions.

(1) No fires or stoves in tents.
(2) Take care to extinguish cigarette butts and matches.
(3) Avoid smoking near vehicles or oil dumps.
(4) Make themselves familiar with the position of Fire Points.

BY ORDER OF COL. PARKIN.

[illegible]
----------Capt.
Camp Commandant,
Mil. Govt. School & Holding Centre.

In the field.
20th December, 1943.
NRS/