

ACC

10000/100/524

RESERVAT
NORTH AT
JULY-DE

22/90

10000/100/524

RESERVATION OF SUPPLIES FROM U. K. IN
NORTH AFRICA
JULY-DEC. 1943

22/90

CCS 190/6/D in this
file upgraded to CONF.
per instructions for JCS
on CCS Restricted documents.
Access cannot be granted
on this document by DA
no other classified
documents in file.
File downgraded to CONF

OFFICE ORGANISATION FOR AMCO

1. The following is intended to be a guide to all who may at some time or another have to open up an office for administration purposes and if followed will ensure consistency throughout the AMCO Organisation.
2. Suppose yourself to be an officer of an administration just beginning active existence and to have been asked by the D.C.O.A.O. to organise his H.Q. office. You will know what territory is to be administered, and both the specific information which will have been available/ the occupation and the experience gained in the administration of other occupied territories will help in deciding what will be, broadly, the scope of the administration, and, therefore, under what general headings the records of the administration must be kept. Past experience has shown that these general headings will probably be:-

(a) Most Secret (b) Administration (c) Finance (d) Legal (e) Personal Files	(f) Public Safety (g) Civilian Supply (h) Public Health (i) Property Custodian
---	---
3. The "Most Secret" category is an unusual one, because it may include papers on almost every subject within the Administration's scope and the records kept in the other sections may be incomplete without "Most Secret" papers. But the difficulty has to be accepted because orders require that "Most Secret" papers and others of still higher security grading, must be handled differently from ordinary "Open" papers and not passed through nor kept in the general registry of the administration. So, having decided on the main headings of your administration's business, take the next step and allocate a group of file numbers to each heading:-

File Nos. 1 to 999 will be for Most Secret Files " " 1000 to 1999 " " Administration Files " " 2000 to 2999 " " Finance Files " " 3000 to 3999 " " Legal Files " " 4000 to 4999 " " Personal Files and so on.
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4. It is unlikely that any administration will last long enough to open 1000 files in any one section. But it will probably open more than 100 in one or more sections, so allocating blocks of 1000 to begin with is a sensible course. And this block system of file number allotment is convenient because all concerned rapidly memorise the divisions and when, for example, the file 3247 is mentioned, automatically it is recognised as a file on a Legal subject. To give you some idea of the numbers of files you are likely to have in your Ministry, I may mention that the Political Branch, Nairobi, which at one time controlled four administrations simultaneously and has had, altogether, six administrations under it, accumulated about 1800 files (exclusive of personal files) in two years.
5. In addition to allocating blocks of numbers for files in various categories, you should at the first convenient moment, if possible before

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(b)	Administration	(g)	Civilian Supply
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(e)	Personal Files		

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5. In addition to allocating blocks of numbers for files in various categories, you should at the first convenient moment, if possible before your administration starts to function, open files on subjects which experience has shown are certain to need files. As suggestions in this connection, I give you:-

Most Secret Series	Operations (Military, Naval and Air Force)
	Honours and Awards
	Relations with Allies
	Relations with Neutral Powers
	D.C.A.O.'s Reports to C.C.A.O.
	C.C.A.O.'s Instructions to D.C.A.O.

/Administration

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- Financial Policy, General
- Issues from Military stocks to BMA: Policy
- Claims against British Troops: Policy and Procedure
- " " " "
- " " Enemy " "

Legal Series

6. The existence, from the first day, of such a nucleus of files already opened will be a good start for your administration - especially if all the officers and other ranks of the H.Q. have taken note of the existence of these earliest files - at a time when you will be distracted by problems of office accommodation, engaging civilian clerks, and a lot of other things which will make it hard to give time and thought to file-opening. And the existence of these files will ensure that anyhow some - probably most - of your early correspondence will be properly filed. You should start, too, with a personal file for every officer, other rank, or civilian posted or attached to your administration. And a personal file should be opened for every 'body' who subsequently joins you, the day he or she does so. Strict compliance with this rule will facilitate not only your own work but that of everyone in the office and of those who follow you when you (as will surely happen if you follow my advice!) are promoted to higher duties. Your successors to the third and fourth generations will rise up

Civilian Staff: H.Q. Office,
Public Health Services: Policy
Public Works Services: Policy
Agriculture: Policy
Forestry: Policy
Ports and Lights: Policy
Mines and Quarries: Policy
Posts and Telegraphs: Policy
Fisheries: Policy
British Legations and Consulates
British Cemeteries
British Commercial Interests: Policy
Civilian Supply and Resources: Policy
Public Safety: Policy
Property Custodian: Policy
Antiquities
Religious Matters, General: Policy
Orthodox Church
Roman Catholic Church
Seizure and Requisitioning: Policy
Relief: Policy
International Red Cross.

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--	Claims against British Troops; Policy and Procedure
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7. A few final words of advice about files - don't ever have a file with the words 'Miscellaneous', 'General', 'Sundry' or anything like that for sole title. Every paper must be about something or other, so there must be a file in existence, or it must be possible to make a file on to which the document can go. If this is quite impossible, the only solution is to file the paper in the W.P.B. Have clearly in your mind (and impress upon others) the distinction between 'Policy' and 'Action' files. Never

/s/ [Signature]

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allow Policy files to get cluttered up with papers on individual cases. The fact that a particular document is a Policy paper is not always immediately apparent, but a letter or memo dealing with an incident of administration, something that does not discuss or lay down the policy but merely takes action implementing Policy, is nearly always recognisable for what it is. Keep such papers off Policy files. Have your Registry record on all files the numbers and titles of related files. Keep a constant watch to see that overlapping files are not created. For example, if you find (as I did lately) two files each dealing with the same territory, one called "Transport", the other "Motor Transport", examine their contents to see whether they ought not to be consolidated into one file.

8. Maximum efficiency in the office can be attained by observance of the following rules:-

(a) The home of a file is the Registry, where it should always be found when not in use. Even when in action files should invariably be returned to the Registry at night and be called for again next morning, except - when the officer intends to work on the file the next morning before the Registry opens and when the officer concerned has a secure lock-up in which the file can be kept for the night. A record of the movement of all files in and out of the Registry should be kept.

(b) It is a mistake to suppose that time is saved by keeping files on one's table, awaiting action, for days at a time. Time is not saved, but wasted, especially the time of other officers and of the Registry Staff.

(c) There is no such thing as a file being the private property of an officer or of a Department. Files belong to the Registry and the fact that an individual or a section takes most of the action on any file in no way alters the rule.

9. Officers must check that papers passed to them are properly filed. If in any doubt verification should be immediate before action is taken, i.e., action should never knowingly be taken on the wrong file, with the intention of rectifying the mistake later. To enable him to do this checking, every officer should keep his own file-title index, to include the titles and numbers of all files with which he normally deals. Files should wherever possible be requested by number, not by name. Officers must verify that files passing through their hands bear titles which give an accurate general description of the contents. If this is not the case, something is wrong. Officers should propose to the Registry either a change of title or - what is likely to be needed - a sub-division of the file.

10. If an officer observes that their is simultaneous action on several papers in one file, he should ask himself if this does not suggest that the file ought to be split. He should either take necessary action on his own initiative or consult other interested officers. Normally, action should be taken on the day the file is received. An officer who goes home leaving

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/do's

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11. Do -

DO's

- (a) see that page and minute numbering and referencing to relevant items is completed. If not, complete it yourself before you pass the file out.
- (b) ensure, when a matter requires consultation of two or more files, that each file bears page and folio references to the related items on the other files. Show in these references which is the action file.
- (c) consult the head of the Registry when in doubt on any matter concerning the policy of Registration, Filing, etc.

DON'Ts

12. Don't -

- (a) pin or clip papers to inside covers of files and don't tolerate the practice by others. A paper either belongs in a file or it does not. Even drafts should be filed and numbered. They can easily be withdrawn later, if desired.
- (b) think of the Registry as a Reference Library. If your Department requires collation of information on any subject, that is the task of your Department not of the Registry
- (c) enter the Registry unless absolutely necessary. Send the head of the Registry a note stating your requirements - and be patient.
- (d) blame the Registry, or anyone else, for shortcomings if you yourself fail to observe the above rules.

13. File indexing. The ideal form of file index is the card system but you may not be able to introduce this in the earliest days of your administration. A good substitute is to have one of the standard Army thumb-indexed books (S.O. Book 129). In this you will have a numerical list of files giving their titles. You will also have an alphabetical list putting the name of the file on the page of the index-letter of the first word of the title. For example, on the 'O' page will appear the entry 'Office Accommodation', with the number of the file alongside. Also make an entry on the 'A' page:-

'Accommodation (Office).....file NO.'.

Follow this method consistently and your Registry will find no difficulty in producing the files for which it is asked.

14. Distribution of Duties. Get a 'tree' made out, showing distribution of duties, before your administration starts work and keep it constantly up-to-date, as the scope of the administration and the number of officers posted to it increase.

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14. Distribution of Duties. Get a 'tree' made out, showing distribution of duties. Before your administration starts work and keep it constantly up-to-date, as the scope of the administration and the number of officers posted to it increase. You may meet some opposition in this connection. You may be told that 'it is too early yet to define schedules and allot officers to specific duties' and so on. Don't be put off by this: keep plugging away at your Chief until he agrees upon a 'tree' layout. To fail to define the responsibilities of each member of the staff, leaving all responsible in a general way for everything, is a sure way to have many things left undone.

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15. In order to 'put over' the above plan for office administration and to ensure that it will be not only adopted but consistently applied, it is essential to get the backing of your Chief from the start. Convince him first of all that the system you propose to apply is practical and suitable. That done, at a convenient time, either before your administration starts functioning in its territory, or as soon as possible after, get the permission of your Chief to give a talk outlining your plan to all interested officers. Your Chief will naturally be present at your talk and his presence will show that what you say has your Chief's blessing and is to be applied.

16. Finally, remember care of office machinery and economy in the use of stationery. In this theatre it is extremely difficult, if not impossible, to obtain replacements for faulty or broken typewriters and duplicators (repairs too take weeks and often months to effect); ensure, therefore, by regular cleaning and by covering machines when not in use that they do not get into a faulty condition. The importance of this injunction cannot be sufficiently stressed, as non-compliance invariably causes machines rapidly to become unserviceable, resulting in loss of time and efficiency in the office.

When moving your office, as you will most certainly from time to time be called upon to do, always let the care of typewriters and duplicators on the move be your first consideration. Pack them well before you start and keep a constant watch on them during the journey. Much office machinery has been damaged in this way.

The question of economy in the use of stationery is also one to which special attention must be paid. In this connexion the following should be remembered:-

- (a) Never use a larger sheet of paper than is necessary.
- (b) Never type or duplicate more copies than are essential.
- (c) Do not use new paper for notepads, etc. There is always paper which has been used on one side only that can be utilised for this purpose. Obsolete Army Forms will also serve.
- (d) Do not hold large stocks of unwanted or surplus forms or excess general stationery in your office; others will be short of it. Return it whenever practicable to the stock of your parent office.
- (e) Cut down on the number of rough drafts for each letter or instruction. There is a tendency to over-draft letters before sending out in final form.
- (f) Keep your duplicating machine in good working order - a faulty duplicator wastes paper.
- (g) Keep carbon and typing paper for current use in tidy packets.

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- (f) Keep your duplicating machine in good working order - a faulty duplicator wastes paper.
- (g) Keep carbon and typing paper for current use in tidy packets.
- (h) Use both sides of the paper whenever practicable.
- (j) Use single line spacing unless the nature of the work demands otherwise.

To sum up, remember that working in the field as you are it is not merely a question of trying to be economical with stationery, or trying to keep office machinery in good repair. It is an essential part of your job, for it is not at all certain that you will get replacements for normal expenditure and for reasonable wear and tear - you most definitely will not get replacements for wasteful usage of stock and careless handling of machines. Follow the notes given above - they are for your benefit.

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C.C.S. 190/6/D

3 July 1943

COMBINED CHIEFS OF STAFF

CHARTER

COMBINED CIVIL AFFAIRS COMMITTEE

Note by the Secretaries

The charter enclosed has been approved by the Combined Chiefs of Staff except for paragraph 6 which is still under consideration. As soon as paragraph 6 has been approved, either in its present or in an altered form, those concerned will be notified.

H. REDMAN,

J. R. DEANE

Combined Secretariat.

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AG 020-1 MGS-AGM 1st Ind.
ALLIED FORCE HEADQUARTERS, APO 512, 27 August 1943.

TO: General Officer Commanding-in-Chief, 15th Army Group, APO 777.
Commanding General, Fifth Army, APO 464.

1. Reproduced for information and guidance of all concerned.
2. The following individuals constitute the Combined Civil Affairs Committee:

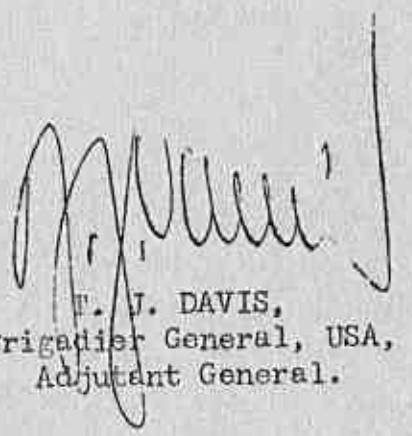
U.S. Members

Honorable John J. McCloy (Chairman)
Mr. James C. Dunn
Major General J. H. Hildring
Captain H. L. Pence, USN

British Members

Sir Ronald Campbell
Lieutenant General G. N. Macready
Sir Frederick Phillips
Mr. A. D. Marris

By command of General EISENHOWER:


F. J. DAVIS,
Brigadier General, USA,
Adjutant General.

1 Inclosure
Charter, CCAC

DISTRIBUTION

"A"
5 - Civil Affairs
5 - NAEB
5 - AMG Sicily
25 - MGS

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ENCLOSURE

CHARTER

COMBINED CIVIL AFFAIRS COMMITTEE

ORGANIZATION

1. The Combined Civil Affairs Committee (C.C.A.C.) is hereby established in Washington as an agency of the Combined Chiefs of Staff.

MEMBERSHIP

2. The Combined Civil Affairs Committee will consist of: One representative each of the U.S. Army, the U.S. Navy, the U.S. State Department, the British Foreign Office, two representatives of the British Joint Staff Mission, and two additional civilian members, one of whom shall be designated by the United States and the other by the United Kingdom.

FUNCTIONS

3. The Combined Civil Affairs Committee shall with respect to enemy or enemy-held areas occupied or to be occupied as a result of combined (U.S.-U.K.) operations:
 - a. Recommend to the Combined Chiefs of Staff general policies which should be adopted for civil affairs, including supply and related matters;
 - b. Under the direction of the Combined Chiefs of Staff, be responsible for the broad civil affairs planning and the direction in Washington of civil affairs problems presented to the Combined Chiefs of Staff by theater commanders; and
 - c. Under the direction of the Combined Chiefs of Staff, be responsible for the coordination of the British and American military and naval establishments with the appropriate civilian departments and agencies of the respective governments which are concerned with civil affairs matters.

POLICIES

4. a. Complete plans for a military operation must anticipate the problems which will be presented by local populations. Planning and administration of civil affairs are an integral part of military operations and cannot be separated.
- b. The administration of civil affairs should be delegated to appropriate civilian departments and agencies just as soon as the military

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situation permits. This may be accomplished gradually, even though the area is still the subject of military control. The decision as to when and to what extent civilian departments and agencies will assist the military in the administration of civil affairs will be determined by the Combined Chiefs of Staff, upon recommendation of the military commander in the area. Generally, responsibility for the handling of civil affairs should be relinquished by the military as quickly as this can be accomplished without interference with the military purposes of the occupation.

LONDON COMMITTEE

5. At the present time there is established in London an Administration of Territories (Europe) Committee which is engaged in advance planning for civil affairs in areas which are occupied by the enemy. The Commanding General, European Theater of Operations, U.S.A., has been authorized to designate an officer from his staff to serve on the London Committee with authority (a) to negotiate for the United States with regard to the planning of civil affairs in the European Theater, U.S.A., (b) to transmit to the War Department studies and problems relating to other theaters of operation and (c) to transmit to the Committee the views of the War Department, coordinated, where necessary, with those of other United States Departments and agencies.

REOCCUPATION OF U.S. OR U.K. TERRITORY

6. a. Combined Operations

Where an enemy occupied territory of the United States, the United Kingdom or one of the Dominions is to be recovered as a result of a combined operation, the government which formerly had sovereignty over the territory may prepare and submit to the Combined Chiefs of Staff an outline of policies desired for the handling of civil affairs. So much of this outline will be accepted by the Combined Chiefs of Staff as they determine, upon the recommendation of the force commander concerned, will not interfere with the military purposes of the operation.

b. Other Operations

For use in other than combined operations in enemy occupied territories of the U.S., the U.K. or one of the Dominions, the government which formerly had sovereignty over the territory may prepare and submit through the Combined Chiefs of Staff to the appropriate Chiefs of Staff an outline of policies desired for the handling of civil affairs. This outline will be accepted by the Chiefs of Staff (U.S. or U.K.), unless it will interfere with the military purposes of the operation, in which case reference will be made to the Combined Chiefs of Staff for a decision.

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AMGOT/302/HQ

AMGOT HQ SICILY

2 September 1943

OFFICE ORDER NUMBER 4

DISTRIBUTION CENTER

1. In view of the reorganization of Headquarters, AMGOT, the Central Registry has now been termed "The Distribution Center, AMGOT."

The Distribution Center will receive and distribute all official correspondence and messages throughout the Divisions at Headquarters

Incoming Correspondence

The Chief Clerks of Divisions will be responsible for recording all correspondence and messages received in the Register of Correspondence which will be prepared with headings as follows:

<u>Date</u>	<u>From whom</u>	<u>Sender's</u>	<u>Purport</u>	<u>Branch file</u>
<u>received</u>	<u>number</u>	<u>number</u>		<u>number</u>

Correspondence and/or messages will be booked in by the Registration Clerks of the Branch immediately on receipt and placed in the appropriate file as soon as possible, and handed to the Chief Clerk of the Branch for disposal. The Chief Clerk will ensure that the letter and/or message is properly minuted and referenced before passing to the Staff Officer concerned.

Outgoing Correspondence

All outgoing correspondence will be recorded by the Branch Registration Clerk and he will dispose of all correspondence for internal distribution. All correspondence for External distribution will be passed through the Distribution Center for dispatch together with "float copy" of letter or message. Receipts will be given for all classified correspondence - it is unnecessary to obtain receipts for matters of a routine nature.

The outgoing register will contain the following headings:

<u>Date and</u>	<u>To Whom</u>	<u>Branch</u>	<u>PURPORT</u>
<u>Time of Dispatch</u>	<u>Sent</u>	<u>Number</u>	

The orderly's receipt book will bear the number of the letter, the date and time of dispatch, and the signature of the recipient.

SECURITY HQ AMGOT

2. In order that a more rigid security at this Headquarters be maintained all personnel, military and civil, will be in possession of a pass to enter and leave the Headquarters. These passes can be obtained from Room 18.

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The Carabinieri have had strict instructions at entrances to floors to examine all passes authorizing entry into the building.

A. J. S. FARRAR
Captain
Staff Captain

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OFFICE ORDER NO. 3

Outgoing Cables.

1. Owing to the congestion of wireless communications, it is essential that cables for transmission by this means should be kept to a minimum. The following procedure will be adopted in regard to the despatch of cables through A.G. 7th Army.
2. Cables must NOT include stereotyped phrases either at the beginning or at the end of the message. The address to and from including the originator's number, should be included in the text. Cables must NOT be signed. This will be done by A.G. 7th Army. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:-

Lieut-Col.	C. M. SPOFFORD
Lieut-Col.	T. FARLEY SMITH
Major	D. G. FRIE
Major	J. R. McDOUGALL
Captain	E. A. G. TALBOT
Captain	A. S. FARRAR

3. The following is an example of how a message should be prepared for authentication.

Office of Origin: AMGOT 15 A.G. Date: 2 Sept. 43.

Classification Restricted Precedence: Routine
 (Restricted-Confidential-Secret) (Deferred-Routine-Priority-
 Urgent)

To: A. F. H. Q.

Wheat now available all areas PHAEN FROM AMGOT 7th Army to A.F.H.Q.
 cite AMGOT 175 PHAEN Present supplies will last 2 weeks ref your 268 of
 25 Aug.

4. It is wrong to address a message as follows:-

To: A. F. H. Q.

AMGOT 175.

Ref your 268 of 25 Aug. (.) Present supplies of wheat available all areas
 for 2 weeks

FAULTS:

1. ADDRESS TO and FROM NOT INCLUDED IN MESSAGE.
2. Stereotyped phraseology used as underlined.
3. Originator's number not included in text.

5. Unless cables are despatched in the correct manner they will be returned by A.G. Section, 7th Army, thus causing considerable delay.
6. The following are examples of faults:-

should be included in the text. Cables must NOT be signed. This will be done by A.C. 7th Army. The last copy, i.e. the fourth copy, of the cable will be authenticated by one of the following officers:-

Lieut-Col. C. M. SPOTSWOOD
Lieut-Col. T. FARLEY SMITH
Major D. G. FRIE
Major J. R. McDOUGALL
Captain E. A. C. TALBOT
Captain A. S. FARRAR

3. The following is an example of how a message should be prepared for authentication.

Office of Origin: AMGOT 15 A.G. Date: 2 Sept. 43.
Classification Restricted Precedence: Routine
(Restricted-Confidential-Secret) (Deferred-Routine-Priority-
Urgent)
To: A. F. H. Q.

Wheat now available all areas PAKEN FROM AMGOT 7th Army to A.F.H.Q.
cite AMGOT 175 PAKEN Present supplies will last 2 weeks ref your 268 of
25 Aug.

4. It is wrong to address a message as follows:-

To: A. F. H. Q.

AMGOT 175.

Ref your 268 of 25 Aug (.) Present supplies of wheat available all areas
for 2 weeks

FAULTS:

1. ADDRESS TO and FROM NOT INCLUDED IN MESSAGE.
2. Stereotyped phraseology used as underlined.
3. Originator's number not included in text.

5. Unless cables are despatched in the correct manner they will be returned by A.C. Section, 7th Army, thus causing considerable delay.

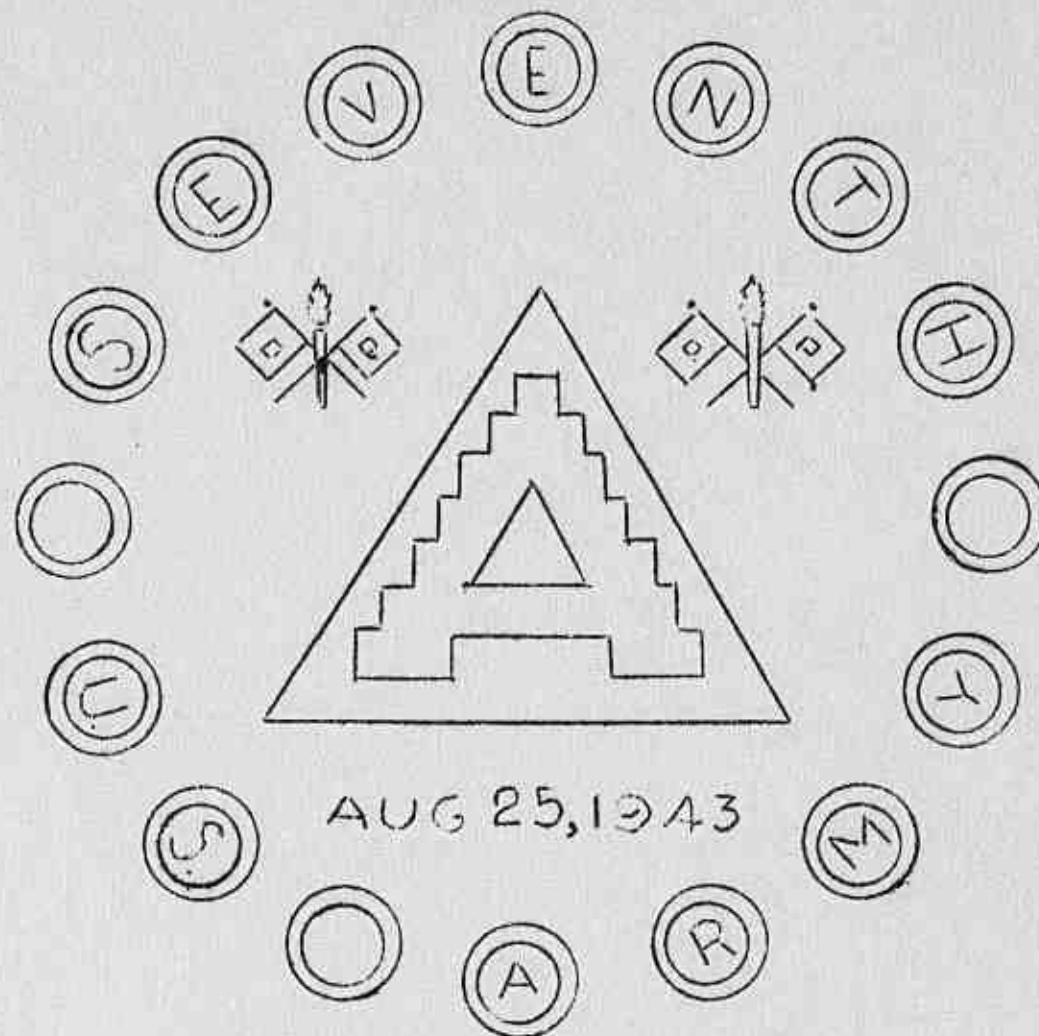
6. The following st retyped phraseology will not be used at the beginning or ending of messages, nor will they be used as a complete message in themselves.

ACKNOWLEDGE
ADVANCE
ADVISE
ARRIVE
ATTENTION
CITE
CONFIRM
DEPART

PLEASE
RECEIPT
RECEIVED
RECOMMEND
REFER
REFERENCE
REPORT
REQUEST

(Continued on sheet 2)

~~RESTRICTED~~



TELEPHONE DIRECTORY

~~RESTRICTED~~

4016

RESTRICTED

"The Telephone is not Secret"

TELEPHONE DIRECTORYCADET

Effective 0800B, 25 August 1943

1. Subscribers are reminded that some existing telephone commercial circuits are being used. Every effort will be made to prevent any breach of security.
 2. Units or sections occupying buildings in which dial telephone service exists, will report telephone number to 19624, so that it may be listed in the Seventh Army Telephone Directory.
 3. Requests for telephone service will be submitted in writing to the Signal Officer, Seventh Army. The following information will be given: Name of officer or unit, exact location, and existing telephone facilities, if any.
 4. All telephone troubles and changes in listing in the telephone directory will be reported to the Telephone Installation Officer, DIAL 19264; or CADET Wire Chief, call CADET 31.
 5. To call a dial number from a manual telephone, give the operator the number. He will dial it for you.
 6. To call numbers other than DIAL numbers or LONG DISTANCE numbers from a DIAL telephone, call the CADET OPERATOR - 15660 and ask for the number or organization telephone name.
 7. To obtain satisfactory service from a dial telephone:
 - a. Listen for dial tone before dialing.
 - b. Allow the dial to return to its normal position automatically. Do NOT force it.
 8. To place Long Distance calls ask the operator for LONG DISTANCE. If at a dial telephone, DIAL 15680.
- The following points will be reached through the LONG DISTANCE switchboard.

<u>UNIT</u>	<u>TELEPHONE NAME</u>
II Corps	SPEEDY
1st Division	DANGER
2d Armored Division	GEDAR
3d Division	CONRA
9th Division	REGAL
45th Division	POWER
1st Engineer Special Brigade	CALENDAR
13th Field Artillery Brigade	CANNONBALL
2626th Coast Artillery Brigade	CHUBBY
1st Ranger Battalion	CHAPTER
Termini Switch	TERMINI SWITCH
Caltanissetta	CALTANISSETTA
Porto Empedocle	PORTO EMPEDOCLE
15th Army Group	FILPOT

RESTRICTED

R E S T R I C T E D

"The Telephone is not Secret"

9. Teleprinter service will be used, instead of the telephone, whenever possible. It will be available to the following points:

II Corps
Provisional Corps
1st Division
2d Armored Division
3d Division
9th Division

45th Division
1st Engineer Special Brigade
13th Field Artillery Brigade
2626th Coast Artillery Brigade
1st Ranger Battalion

SERVICE NUMBERS

Chief Operator	Ask the operator for . . .	CHIEF OPERATOR
Information	Ask the operator for . . .	INFORMATION
Long Distance	Ask the operator for . . .	LONG DISTANCE or DIAL 15680
Cadet Operator	Ask the operator for . . .	DIAL 15660
Message Center (Post Office Building)		CADET 11 or DIAL 15164
Message Center (Palace)		CADET 111

EMERGENCY NUMBERS

Fire	DIAL 15338 - 12861
Military Police	CADET 27
Ambulance	CANCER or CAMPUS

All sections, Headquarters Seventh Army, have DUTY OFFICERS twenty-four (24) hours a day.

LOCAL HEADQUARTERS
Dial the Cadet Operator.

<u>NAME</u>	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
Provisional Corps	CAPITOL	
Military Area	CINCH	
Navy	NAVY	
1st Air Defense Wing	GIN FIZZ	
4th Anti-Aircraft Group	CHILD	
XII Air Support Command	GEORGIA	12165
III S. A. C.	OWL	12000 - 13973
10th Port of Embarkation	CHALLENGE	
34th Anti-Aircraft Brigade	CHIMMUNK	
62d Coast Artillery (A.A.)	LABRADOR	
51st Signal Battalion	CABLE	
1st Armored Signal Battalion	CACTUS	

	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
Commanding General	CADET 6	
Residence	CADET 126	
Deputy Commanding General	CADET 106	
Residence	CADET 136	

R E S T R I C T E D

"The Telephone is not Secret"

GENERAL STAFF

	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
Chief of Staff	CADET 5	16904
Residence	CADET 126	
Deputy Chief of Staff (Administrative)	CADET 105	13150 - 16904
Deputy Chief of Staff (Tactical)	CADET 105	13150 - 16904
Secretary General Staff	CADET 155	
Aides	CADET 13	
Colonel Campanole	CADET 165	
G-1	CADET 1	
Administration	CADET 51	
Statistics	CADET 101	
G-2	CADET 2	
Administration	CADET 2	
Executive	CADET 102	
Photo Interpretation	CADET 52	
C. I. C.		11015
P. W. I.		11015
P. W. B.		11015
Translation Section		11015
Advance Censorship Liaison Unit		11015
G-3	CADET 3	
Administration	CADET 3	
Troop Movements	CADET 53	
Operations	CADET 103	
G-4	CADET 4	
Assistant	CADET 44	11370
Transportation	CADET 54	
Fiscal and Automotive		10533
Rail Transportation	CADET 154	
Petroleum	CADET 154	
Water		10182
III S. A. C. Liaison Officer		10182
Highway Division	CADET 64	

SPECIAL STAFF

Adjutant General	CADET 7	
Miscellaneous	CADET 107	
Artillery Officer	CADET 22	
AA Section	CADET 122	
AA Message Center		12329

R E S T R I C T E D

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R E S T R I C T E D

"The Telephone is not Secret"

Special Staff (cont'd)

Billeting Officer	CADET 19	10435
Chaplain	CADET 23	
Chemical Warfare Officer	CADET 123	
Supply		19040
Civil Affairs, AMGOT	CADET 76	
Civil Affairs Officer		
Engineer	CADET 15	14540
Operations	CADET 115	14343
Supply		11103
Administration		
Fiscal and Real Estate		
Finance Officer	CADET 18	11500
Assistant	CADET 18	18969
25th Fin. Disb.		13146
26th Fin. Disb.		
Fin. Off., 10th P. of E.	CADET 34	
Headquarters Commandant	CADET 9	11104
Inspector General		
I. G. Section	CADET 17	11041
Judge Advocate General	CADET 78	12344
Administration		14738
Ordnance Officer		11372
Administration		
Maintenance		
Supply and Ammunition	CADET 20	
Postal Officer	CADET 20	
A. P. O. # 758		
Provost Marshall	CADET 27	
Quartermaster	CADET 21	
Operations	CADET 121	
Signal Officer	CADET 10	14529
Signal Officer (Palace)	CADET 110	14945
Signal Supply	CADET 120	14945
Wire Officer		10524
Radio Officer		11308
Cryptographic		14529
Administration	CADET 465	
Signal Depot		
Duty Officer		

R E S T R I C T E D

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The Telephone is not Secret"

SPECIAL STAFF (cont'd)

	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
Special Service Officer	CADET 37	
Surgeon	CADET 16	
Supply		11554

UNITSC.W.S. Units and Depots

69th Chemical Smoke Generator Company	12422
78th Chemical Company	16855
Class II C.W.S. Depot	18329

Engineer Units and Depots

6th Engineer Fire Fighting Det	15338
8th Engineer Fire Fighting Det	12861
343d Engineers	14635
427th Engineer Company	19355
462d Engineer Company (Depot)	14869
469th Engineer Maintenance Company	17510
540th Engineers, Commanding Officer	11586
540th Engineers, Adjutant	11592
540th Engineers, S-4	11770
540th Engineers, H & S	12962
540th Engineers, Medical	11981
540th Engineers, Motor Pool	14096
904th Engineer Company	14908
601st Engineers (Company B)	18937
1051st Engineers (Port Construction)	11330
1090th Engineers (Utilities)	18661
696th Engineers (Petroleum Distributing Company)	12118
Engineer Map Depot	16968

Medical Units and Hospitals

51st Medical Battalion	11264
59th Evacuation Hospital	CANCER
91st Evacuation Hospital	CAMPUS
Medical Det., 94th Quartermaster	13168
Malaria Control Unit	19479
4th Medical Supply Depot	11678
Seventh Army Dispensary	10712

Military Police

204th M. P. Company	10306
204th M. P. Information Booth (P.O. Building)	11353
Military Police Station	13279

R E S T R I C T E D

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R E S T R I C T E D

"The Telephone is not Secr"

UNITS (cont'd)

	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
<u>Navy</u>		
Switchboard	NAVY	
Commandant N. O. B.		11537
Quarters		18677
Beach Jumper Unit	CADET 460	
Harbor Entrance Control Post		19476
Salvage Officers Quarters		19435
T. P. Base	CADET 432	
<u>Ordnance Units and Depots</u>		
43rd Ordnance Battalion		10718
201st Ordnance (Company D)		18267
339th Ordnance Company (M.T. Supply Depot)		18267
1051st Ordnance Company (Air Corps Amm. Depot)		12120
3405th Ordnance Company		13547
General Ordnance Depot		11302 - 17181
General Ordnance Depot (Motor Pool) CADET 425		
<u>Quartermaster Units and Depots</u>		
46th Quartermaster	CADET 474	
53rd Quartermaster		13542
55th Quartermaster		13575
62nd Quartermaster Battalion (Company D, Laundry)		14127
94th Quartermaster Battalion (Bakery)		17089
94th Quartermaster (Company B, Bakery)		12978
138th Quartermaster		10489
144th Quartermaster		10489
225th Quartermaster Battalion		18933
Class I Ration Dump		11894
Class II and IV Dump		11679
Class II Dump		12089
Cold Storage Plant		15121
Salvage Warehouse		15087
Graves Registration		17339
<u>10th Port of Embarkation</u>		
Switchboard	CHALLENGE	
S-3		10885
Property Officer		12948
Postal Officer		13287
A.T.S. Command Post		11926
Procuring and Contracting Officer		17897
Highway Traffic Control		14144
Red Cross and Chaplain Office		18115
Finance Officer		13146

R E S T R I C T E D

R E S T R I C T E D

"The Telephone is not Secret"

UNITS (cont'd)

	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
<u>Hotels and Officers Billets</u>		
Hotel Excelsior	Cadet 72	15505
Hotel Grande	CADET 75	15570
Hotel Sole	CADET 73	11748
39 Via Della Liberta	CADET 74	
<u>Miscellaneous</u>		
Adv CP Motor Pool	CADET 135	
American Red Cross Headquarters		13374-13370-15525
American Red Cross Warehouse		14007
Army Pictorial Service		11307
Artillery Air Section, Landing Field		11564
Editorial Room (Palace)	CADET 79	
14th F. A. Btry "A"		12929
Information Booth, P. O. Bldg.		10435
7th Machine Record Unit		13351
20th Machine Record Unit		13555
Military Prison, Seventh Army		16778
Orderly Room (Palace)	CADET 78	
Personnel Section, Seventh Army Hq Co		10377
Hq Co, Seventh Army Bivouac		10557
Hq Section Group, Seventh Army		19124
Hq Co, Seventh Army Orderly Room		19481
Hq Co, Prov Corps Bivouac		13644
Power House (Dock Area)		12661
Prisoner of War Enclosure		14136
Provisional Tank Company	CADET 476	
Psychological Warfare Branch		14339
Public Relations Office (Hotel Sole)		13484
6616th Prov Car Co (Seventh Army Hq)		11641
6623d Regulating Co (Prov)		14118
P. X. Warehouse		18164
No. 2, S.I.B. (British)		18542
Signal Officer, XII A. S. C.		11107
Signal Depot	CADET 465	11308
Stars and Stripes		19275
Teletype Room	CADET 30	15700
Traffic Control (Junction Route 121 & 123)	CADET 475	
206th Signal Depot Company	CADET 403	
<u>6625th Base Area Group</u>		
Commanding Officer		15493
Personnel (S-1)		10994
Supply (S-4)		11935
Adjutant General		10988
Personnel		12988

R E S T R I C T E D

R E S T R I C T E D

"The Telephone is not Sec 3"

6625th Base Area Group (continued)

	<u>MANUAL NO.</u>	<u>DIAL NO.</u>
A. P. O. # 434		11057
Base Purchasing Agent		16917
Chaplain		16915
Chemical Warfare		14467
Duty Officer		15493
Engineer Officer		16919
Real Estate		13863
Fire Marshall		16919
Headquarters Commandant		16916
Headquarters Company		11962
Judge Advocate General		16952
Medical Officer		12508
Motor Pool		11962
Ordnance Officer		17503
Provost Marshall		10423
Quartermaster		19284
Information and Administration		19283
Signal Center		14979
Signal Officer		12709
Special Service Officer		14357
Transportation Officer		17159
Fire Station, via Margueda		12861
Fire Station, via E. Albanese and Calvi		15338
Liaison Separate Command		14688

727th Railway Operation Battalion

Commanding Officer	12502
Adjutant	14146
Assistant Adjutant	14115
Yard Officer, Central Station Freight Yard	12924
R. T. O.	11794
Officers' Quarters	14151
Motor Pool	14536

R E S T R I C T E D

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