

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

785015

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785015

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OFFICE MEMORANDA, 15<sup>TH</sup> ARMY GROUP  
JULY 1943

DP

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## OFFICE MEMORANDUM NO. 16

PART I - GENERAL STAFF N I L  
 PART II - ADJUTANT-GENERAL'S BRANCH N I L  
 PART III - QUARTERMASTER-GENERAL'S BRANCH

9

|           |        |
|-----------|--------|
| FE        | CLERS  |
| Date      | 24/7   |
| N         | 7871/3 |
| FORCE 141 |        |

No. 16. POSTAL ADDRESS - H.Q. 15 ARMY GROUP.

1. So long as Rear H.Q. remains in North Africa, it is to the advantage of both Main and Rear H.Q. to continue using the B.M.A.P. Postal Address. Main H.Q. will therefore NOT use the C.M.P. address on arrival in SICILY.

2. Mail will be delivered to Rear H.Q. where it will be sorted, and that portion for Main H.Q. will be forwarded by the most expeditious route. The air letter portion plus such portion of the surface mail as the list will allow will be despatched by the EL AGUINA - GIBRALTAR mail service. The remaining surface mail, newspapers and parcels will be despatched by the GOUSSE ferry or most expeditious surface route.

15AG/378/9

To: Smt 5899  
 Lt Col Farley SMITH  
 Capt. Davis

DB

M. B. Baynam  
 Lt Col for Major-General,  
 Major-General 1/c Administration,  
 15 Army Group.

29 July 43

DISTRIBUTION:- Def. Plans List "A"

785015

8  
MOST SECRET

15AG/1904/30/C(SD)

Jul 43

Subject: Layout - 15 Army GpMAIN SEVENTH ARMY  
MAIN EIGHTH ARMY  
FORT BASEREAR SEVENTH ARMY  
REAR EIGHTH ARMY

|                |
|----------------|
| DECLASSIFIED   |
| DATE 28 JUL 43 |
| N 7871/3       |
| FORCE 141      |

The attached will be the lay-out of Main and Rear HQ 15 Army Gp giving subjects that will be dealt with at the respective HQ. It is particularly requested that all correspondence and signals be addressed accordingly and also that A.L.S. be used in preference to signals whenever circumstances permit.

HQ 15 Army Gp  
Field.General,  
General Officer Commanding in Chief,  
15 Army Gp.

Distribution : APMQ (5)  
GHQ MEF (2)  
10 Corps  
5 Corps  
10 Corps Fortune  
5 Corps Fortune

TUNISIA District  
SOUSSE Area  
C in C Med  
MAC  
NAF  
NATF

ALGOT  
FINLAT  
MERLO

List 'B'

TO SER

LT COL PARKER sand

Plai. Cough  
Capt. Neddingell  
Capt. Davis

Regins to R.I.V.

5898

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OFFICE MEMORANDUM NO. 45

HEADQUARTERS

Date 27 7 53

7871/3

FORCETAF

PART I GENERAL STATE

N I L.

PART II ADJUTANT GENERAL'S BRANCH

No. 15 PROCEDURE FOR KEEPING M.G.A. REPORTS ON AIR MATTERS

The following is the procedure to be adopted (taking into consideration the maximum economy in the use of and inevitable delay in signals) in order that the M.G.A. is kept in the picture when at MAIN H.Q.

1. W.A.S. 0800 hrs 29 JUL 43 all adv signals and letters will be addressed REAR 15 ARMY GROUP with the exception of those which may require action or attention personally by the M.G.A., these being addressed or reported to MAIN H.Q., 15 ARMY GROUP.

2. "Q" Maint REAR 15 ARMY GROUP will compile daily from 27 July a float file of copies of outgoing or incoming signal and letters which, in the opinion of the Head of the Branch or Service concerned, the M.G.A. should see to keep him in the adv picture. This float file will be closed at 2000 hrs to be sent by Daily Courier air service next morning. Messages for inclusion will be sent by branches and services to Chief Clerk "Q". S.A.O. (U.S.) to conform at his discretion.

3. Where the Head of the Branch is himself located at MAIN H.Q. and not REAR, communications and signals will be reported to him and not to the M.G.A.

4. Adv signals which are received at REAR H.Q. not addressed or rptd to REAR which require decision by M.G.A. will be sent to MAIN H.Q. by signal on priority up to and incl of EMERGENCY OPS at discretion of Head of Branch concerned. There may, however, be cases where immediate action is required and where this may not permit of waiting for receipt of M.G.A.'s instructions. In such cases Heads of Branches will refer, if necessary, to Brig "Q" for decision.

5. Adv instructions will normally be issued from REAR 15 ARMY GROUP under numbers continuous under the present series. If occasion should arise in which M.G.A. should issue an Adv instruction direct from MAIN H.Q. (and such occasions will be rare) he will number them serially commencing at No. 50.

6. Heads of Branches or their reps and Adv Liaison Officers will visit MAIN H.Q. by air whenever there are specific points to discuss or time allows

file of copies of outgoing or incoming signal and letters which, in the opinion of the Head of the Branch or Service concerned, the M.G.A. should see to keep him in the loop. This float file will be closed at 2000 hrs to be sent by Daily Courier air service next morning. Messages for inclusion will be sent by branches and services to Chief Clerk "Q".

S.A.D.(S.C.) to conform at his discretion.

3. That the Head of the Branch is himself located at MAIN H.Q. and not M.G.A., communications and message will be repeated to him and sent to the M.G.A.

4. Any signals which are received at MAIN H.Q. not addressed or rptd to units which require decision by M.G.A. will be sent to MAIN H.Q. by signal on priority up to and incl of MESSAGE OFF at discretion of Head of Branch concerned. There may, however, be cases where immediate action is required and where time may not permit of waiting for receipt of M.G.A.'s instructions. In such cases Heads of Branches will refer, if necessary, to Brig "Q" for decision.

5. All instructions will normally be issued from MAIN 15 ARMY GROUP under message continuous under the present series. If occasion should arise in which M.G.A. should issue an All Instruction direct from MAIN H.Q. (and such occasions will be rare) he will number them serially commencing at No. 50.

6. Heads of Branches or their rpts and All Instructions will visit MAIN H.Q. by air whenever there are specific points to discuss or time allows. Decisions to be obtained from the M.G.A.

7. M.G.A. will similarly keep Administration MAIN 15 ARMY GROUP informed when necessary.

8. V.A.I.S. or Air Courier Service will be used as far as possible for all communications between MAIN and M.G.A. in order to alleviate as far as possible the already overburdened signal communications.

To see  
Lt Col [unclear] [unclear]

27 July 1943.

#### DISTRIBUTION

G (S.D.)  
G (Tr.)  
G (Sp. Ops)  
G.S.O.  
A.G.(U.S.) - 2  
Q (Maint) - 2

Q (Nav & Tn) - 2  
Q (Log) - 2  
Medical - 2  
Postal (Br) - 2  
S.T. - 2  
Crl - 2

2 R.E.M.E.  
2 S.M.C.  
2 Supervising Officer.  
A.M.G.O.T.  
Inspector General (U.S.) - (3)  
Major Advants General (U.S.)

Coal Engineer Corp  
Q (Maint) for M.G.A.'s float.  
File

Major-General i/o Administration,  
15 Army Group.

5847

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NOTES FOR ADDRESS TO OFFICERS OF "A", "Q", AND SERVICES  
M.G.A., U. FORCE 141 ON 2 JUL 43.

78713-  
File 6  
b  
SECRET

# DISCIPLINE.

1. It is absolutely essential for the good working of the H.Q. that :-
  - (a) the highest standard of discipline, turn-out, etc, be maintained.
  - (b) all ranks be kept in the picture of the operations so that they may be keen and carry out their work with intelligence and enthusiasm.
  - (c) all ranks be properly accommodated and fed and given adequate recreation to enable them to carry out their work at the highest pressure and at the highest standard.

# SECURITY.

2. SECURITY is vital. There must be no talk outside of this H.Q. The orders laid down must be strictly obeyed and the utmost care taken with regard to secret waste and the care of files generally.  
All branches will be held responsible that security is frequently drawn to the attention of all ranks and that orders are strictly observed in every respect.

# DEFENSE.

3. Just as with the fighting troops so with a H.Q., discipline counts for a great deal. Each Branch of "A", "Q" and Services will detail an Officer who will be responsible for all matters of discipline within their Branch, and for seeing that any instructions laid down by "Q" are carried out correctly. He will also be responsible for the periodical inspection of kit and clothing and for the welfare generally of clerks. All ranks are to walk about smartly and in clean clothes, and saluting will be punctiliously carried out. It is the duty of all Officers to check any slackness that may be observed at any time.

# DEFENSE.

4. Because we have and are enjoying immunity from enemy attack, it does not follow that a desperate enemy will not attempt to strike back. If this should occur, it will occur suddenly and probably with little or no warning. Branches will arrange that :-
  - (a) all ranks are frequently reminded of this.
  - (b) all trenches are dug as ordered in a proper and orderly manner and correctly camouflaged.
  - (c) arms and am. are kept securely, clean and ready for instant action at

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3. Just as with the fighting troops so with a H.Q., discipline counts for a great deal. Each Branch of "A", "Q" and Services will detail an Officer who will be responsible for all matters of discipline within their Branch, and for seeing that any instructions laid down by "Q" are carried out correctly. He will also be responsible for the periodical inspection of kit and clothing and for the maintenance generally of Clerks. All ranks are to walk about smartly and in close order, and saluting will be punctiliously carried out. It is the duty of all Officers to check any slackness that may be observed at any time.

#### DEFENCE.

4. Because we have and are enjoying immunity from enemy attack, it does not follow that a desperate enemy will not attempt to strike back. If this should occur, it will occur suddenly and probably with little or no warning. Branches will arrange that :-

- (a) all ranks are frequently reminded of this.
- (b) all trenches are dug as ordered in a proper and orderly manner and correctly camouflaged.
- (c) arms and am are kept securely, clean and ready for instant action at any time.
- (d) all ranks, by day or night, are ALERT.
- (e) any organized schemes for defence laid down by the "Q" Staff are rehearsed so that every man knows his duty and post if an alarm is given.

#### CONCLUSION.

5. The common object is a H.Q. of the highest efficiency, each man doing his work to the very best of his ability whatever that work may be. This can only be achieved by maintaining the highest standard of discipline, by men being well fed, fit and well, keen and happy.

15 ARMY GROUP played its part in contributing to the victory in TUNISIA, 13 ARMY GROUP to the end.

There is no need for me to say more. The G-4n-C. will be speaking to all ranks at 1830 hrs this evening on parade.

1 Jul 43.  
CHM/RH.

DISTRIBUTION: All Branches.

411 M.G.A.  
H.Q. FORCE 141.

To SEE. 2/1/3 2/1/1 1943

## OFFICE MEMORANDUM NO 14

PART I - GENERAL STAFF

NIL

PART II - ADJUTANT-GENERAL'S BRANCH

No 14 - RASO CLERKS - POSTING AND PROMOTION

|              |           |
|--------------|-----------|
| HEADQUARTERS |           |
| Date         | 12 Dec 42 |
| N            | 7871      |
| FORCE 141    |           |

## (a) General Principles

There is only one staff in this Headquarters. RASO clerical personnel are allotted to Branches within this staff; but this allotment will not be regarded as a unit posting. Such allotment need not be of a permanent nature, and under no circumstances implies that personnel will remain in that Branch on promotion or that a Branch is entitled to select individuals for promotion within the Branch regardless of their seniority in the Royal Army Service Corps, though wherever possible the wishes of Heads of Branches will be met.

## (b) Recommendation for Promotion

Heads of Branches will review the work of their RASO Clerks periodically and will submit recommendations for promotions. Recommendations will be forwarded to the Supervising Officer who will maintain a record of them and the dates on which they were received.

Special notes may accompany the recommendation, e.g. that a man is particularly suitable to remain in the Branch on promotion; and reasons should be given.

## (c) Promotion

Promotion to fill vacancies as they occur will be made on a unit basis, i.e. from the whole RASO clerical staff of this Headquarters.

Promotion will be by seniority tempered by suitability as recorded in recommendations previously made. It will NOT, other than in exceptional circumstances, be made on a Branch basis disregarding seniority.

## (a) Responsibilities

MSGF is the authority for selecting personnel for promotion to existing vacancies.

Where a Branch considers circumstances warrant departure from

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Heads of Branches will review the work of their RASO Clerks periodically and will submit recommendations for promotions. Recommendations will be forwarded to the Supervising Officer who will maintain a record of them and the dates on which they were received.

Special notes may accompany the recommendation, e.g. that a man is particularly suitable to remain in the Branch on promotion; and reasons should be given.

#### (c) Promotion

Promotion to fill vacancies as they occur will be made on a unit basis, i.e. from the whole RASO clerical staff of this Headquarters.

Promotion will be by seniority tempered by suitability as recorded in recommendations previously made. It will NOT, other than in exceptional circumstances, be made on a Branch basis disregarding seniority.

#### (d) Responsibilities

IESB is the authority for selecting personnel for promotion to existing vacancies.

Where a Branch considers circumstances warrant departure from the normal procedure outlined at (c), the matter will be referred to 'A' Branch for co-ordination with S & T.

PA  
18 Jul 43

Major-General,  
Major-General i/c Administration.

Distribution: List 'A' plus Inspector General  
Judge Advocate General

*This procedure will be followed in AMCOB.  
Recommendation for promotion being sent to the*

*Cso.*

*18/7*

*550*

*539 v/r*

SUBJECT: Organization of 'A' Branch

2080/4.2

17 Jul 45

DOW/KJDLV 43

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FOUR-141

Attached herewith is table showing organization of 'A' Branch  
and division of duties.

Colonel,  
D.I.C.

PA

Distribution: List 'A' Loss Nos 35, 36, 44, 45, 46, 49, 50, 51.  
plus Judge Advocate U.S.  
Inspector General U.S.

SEE:

Lt Col FALKY SWIN

T.B.

PA

Distribution: List 'A' Loss Nos 35, 36, 44, 45, 48, 49, 50, 51.  
plus Judge Advocate U.S.  
Inspector Gen. mil. U.S.

10  
Sec:

Mr. C. F. F. Smith

T.B.

PA

589

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ORGANIZATION OF "A" BRANCH

H.Q. 15 ARMY GROUP

D.A.G.

Colonel W.C. Pimbley, DSO, MC

Organisation  
A.A.G. (A.1)  
Lt. Col. W.R. Ellis, Comd. L.I.  
D.A.A.G. (A.1)  
Major T.D. Garrett, Gen. List.  
S.C. (A.1a)  
Capt. J.H. Carey, S. Staffs.

S.C. (A.1b)

Battle Casualties  
Strength Returns  
Reinforcements  
P.W. (Evacuation)  
Formation of Units.  
Civilian Labour.  
Medical Services.

Pay Services.  
Graves Registration  
Postings and Transfers  
O.C.T.U.  
War Diary  
H.Q. Office Organization  
Chief Clerk.

(A.2a)  
Discipline-

Provost Service  
Courts Martial  
D.J.A.G.'s Dept.  
Courts of Enquiry.  
Traffic Accidents.

Finance-  
Write-off.

Personnel  
A.A.G.  
Lt. Col. W.H.

D.A.A.G.  
Major G.R. S.

S.C. (A.1)  
Capt. J.L. T.

## ORGANIZATION OF "A" BRANCH

## H.Q. 15 ARMY GROUP

D.A.G.

Colonel W.G. Plesley, DSO, MC

S.G. (A.1)

Personal Services  
 A.A.G. (A.2)  
 Lt. Col. W.H. Barnall, Mags.

D.A.A.G. (A.2)  
 Major G.R. Seton, R.A.

S.G. (A.2)  
 Capt. J.L. Tetlow, R.A.

(A.2a)

(A.2b)

Services.  
 Pass Registration  
 Movements and Transfers  
 P.T.U.  
 Diary  
 Office Organization  
 of Clerk.

## Discipline-

Provost Service  
 Courts Martial  
 D.A.A.G.'s Dept.  
 Courts of Enquiry.  
 Traffic Accidents.

Finance-  
 Write-off.

Chaplain's Dept.  
 International Conventions.  
 Ceremonial.  
 Official visitors.  
 Welfare.  
 Routine Orders.  
 H.Q. Messes.

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OFFICE MEMORANDUM NOS. 12-13

PART I - GENERAL STATE

No. 14 - TELEPHONE COMMUNICATION

Reference Office Memorandum No. 6 (FORCE 141)

The strain of telephone communication is very heavy but can be reduced by the active cooperation of all officers using the telephone.

The attention of all officers will once again be drawn to Office Memorandum No. 6 and, in addition, the following action will be taken in order to assist exchange operators and reduce the delay on incoming calls.

Subscribers will advise the Exchange Supervisor when they leave their offices and will state which number should be called during their absence. On their return the exchange should be advised through the deputy number.

Signals can then arrange for the immediate transfer of an incoming call to the deputy number without the delay imposed by ringing an absent subscriber.

2703/X

PART II - ADJUTANT-GENERAL'S BRANCH

No. 14 - ECONOMY IN STATIONERY

Attention is drawn to HQ Standing Order No. 1(f).

Unnuly heavy indents are being received for stationery and office requisites, particularly items such as pencils, rubbers, nibs, etc.

The majority of stationery items in this theatre are in short supply and certain items such as blotting paper and rubbers are not now available. It is also pointed out that this type of supply has to be imported into England and re-exported to North Africa with the consequent cost on shipping.

Indents for stationery etc will be carefully considered and kept to the minimum. Only those indents signed personally by Chief Clerks of Branches will be considered valid, and any indent which appears unjustified or excessive will be referred to the Branch for investigation before being met.

coming call to the Deputy number without the delay imposed by ringing on about subscriber.

2702/11

# PART II - ADJUTANT-GENERAL'S BRANCH

## No. 13. - ECONOMY IN STATIONERY

Attention is drawn to HQ Standing Order No 1(I).

Usual heavy indents are being received for stationery and office requisites, particularly items such as pencils, rubbers, nibs, etc.

The majority of stationery items in this theatre are in short supply and certain items such as blotting paper and rubbers are not now available. It is also pointed out that this type of supply has to be imported into England and re-exported to North Africa with the consequent call on shipping.

Indents for stationery etc will be carefully considered and kept to the minimum. Only those indents signed personally by Chief Clerk of Peninsular will be considered valid, and any indent which appears unjustified or excessive will be referred to 'A' Branch for investigation before being sent.

Any waste in use of stationery materials, e.g. use of larger sheets of paper than are necessary for the work, or discarding of pencils still long enough for efficient use, will be treated as a question of discipline.

2/00

12

14 Jul 43

Major-General,  
Adjutant-General i/o Administration.

Distribution: List 'A' plus Inspector-General.  
Judge Advocate-General.

589

NA  
Capt-  
Farrow  
Please  
in care  
with Chief Clerk  
in A

16/4

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7/2/43

OFFICE OF THE JUDGE ADVOCATE GENERAL

WILSON

1943/3002/A

CORRESPONDENCE - ADDRESSES.

(a) The procedure for sending orders and cables to the JAG, FORCE 141, ~~General Headquarters, 5th Army, 5 Corps and 10 Corps~~, and Planning Staffs Hqs 5th Army, 5 Corps and 10 Corps is set out below.

(b) JAG HQ FORCE 141(1) Initial Reply

Cables will be addressed to JAGHQ and will be cleared through normal signal channels.

All other correspondence will be enclosed in two covers, the outer cover will be addressed to JAGHQ, the inner cover will be addressed to the HQ Force 141, and marked SECRET-ARMY. SECRET SECRET as necessary.

Initial Reply will be similarly addressed.

(11) After Reply

Cables will be addressed JAGHQ.

All other correspondence will be enclosed in two covers, the outer cover will be addressed to JAGHQ, the inner cover will be addressed to the HQ Force 141, and marked SECRET-ARMY. SECRET SECRET as necessary.

(c) PLANNING STAFFS Hqs 5th Army, 5 Corps and 10 Corps

Cables and correspondence intended for the Planning Staffs of Hqs 5th Army, 5 Corps and 10 Corps will be addressed to the HQ Force 141, 5 Corps and 10 Corps respectively.

(1943/3002/A)

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Major-General,  
Major-General 1/3 Administration,

5/2/43

Distribution: List 'D', less Serial 11.

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

HEADQUARTERS  
Date 14 July 1951  
N 7871  
FORCE 141

MINUTEMAN NO 1  
TO OFFICE OF THE JUDGE ADVOCATE GENERAL

COMMUNICATIONS - ADDRESS

Line 2 - OFFICE OF THE JUDGE ADVOCATE GENERAL (JAG)

*W. C. ...* 5892

Major General ...

POST-MASTER: RETURN TO ...

PA

Record Copy to Replace Unstable Original  
Property of the National Archives

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