

ACC

10000/100/817

349.

10000/100/817

OFFICE INSTRUCTIONS
AUG. - OCT. 1943

34 pp.

FOLIO	REF No.	DATE	FROM/TO
1	ARGOT 302 HQ	18 Aug	Capt S. S. Farnar. Staff Captain Office
2	302 HQ	19 "	Wagon Kennel
3	302 HQ	22 "	Chief Staff Officer Office Orders No 2
4	302 HQ	21 Aug	To DCGB
5	302 HQ	27 "	Duty Roster ^{Duty starts per Capt} to Capt ^{Duty + Search}
6	302 HQ	31 "	Outgoing Cables Office Order No 3
7+8	302 HQ	3 Sept	Forms of Address
9	—	6 Sept	Host File
10	302 HQ	7 Sept	Office Order No 4
11	302 HQ	9 Sept	Office memo
12	302 HQ	9 Sept	Office Order
13	302 HQ	10 Sept	Office Order No 5
14	302 HQ	11 Sept	Office Instructions
15	302 HQ	13 Sept	Office Order No 6
16	302 HQ	9 Sept	Office Memorandum
17	302 HQ	13 Sept	Instruction for Orderlies
18	AS/4/34 302 HQ	12 "	Fr. Amgot Liaison 15 AG
19	302 HQ	14 "	To Heads of Divisions
20	8801/23/M.S.	13 Sept	From Maj Robertson Asst Hq, Sec.
20	302 HQ	16 Sept	To SCAD, Trapani
21	—	25 Aug.	Memo. by head Kennel
22	—	—	Instructions for Telephone Operators
23	7/1/40	18 Sept	From: SCAD Envo
24	—	20 "	From: C.S. & R.D. 4002

9		6 Sept.	Float All
10	302 HQ	7 Sept.	Office Order No 4
11	302 HQ	9 Sept.	Office memo
12	302 HQ	9 Sept.	Office Order
13	302 HQ	10 Sept.	Office Order No 5.
14	302 HQ	11 Sept.	Office Instructions
15	302 HQ	13 Sept.	Office Order No 6
16	302 HQ	9 Sept.	Office Memorandum
17	302 HQ	13 Sept.	Instruction for Orderlies
18	AS/4/34 302 HQ	12 "	Fr. Amgot Liaison 15 AG.
19	302 HQ	14 "	To Heads of Divisions
20	8801/23/M.S.	13 Sept.	From Maj Robertson Asst Hk. Sec.
20	302 HQ	16 Sept.	To SCAO, Trapani
21		25 Aug.	Memo by Lord Kemell.
22			Instructions for Telephone Operators
23	7/1/HQ	18 Sept.	From: SCAO Enns
24	5134/CS	20 "	From: C.S. & R.D. 4061
25	302/HQ	25 "	To Civilian Supply
26	7/1/HQ	18 "	From SCAO, Tenna.
27-8	AG 37/1.2-13. Sig-AGM.	23 Sept.	From: AFHQ
29-30	AG 312.1 (10 Sept 43)	13 "	" War Dept. Washington
31	APD 513	23 Sept.	To all Concerned
32	circ. No. 69	29 Sept.	From: AFHQ
33-35	Amgot-344	3 Oct.	To: AFHQ
36			Amgt to Office Order No 3
37	302 HQ	5 Oct.	To Div. Heads and SCAO's
38	392/HQ	6 Oct.	From Capt Evans Security Officer Security Instructions No 2.

0 COPY ✓
SECURITY INSTRUCTIONS NO. 2.

0 38
AMGOT/392/HQ.

1. All matters concerning the internal security of H.Q. AMGOT should be referred to Capt. J.M. EVANS, Room 29, tel. 12.
2. Requests for passes and report of lost passes should be made to this office. It is imperative that loss of pass be reported immediately.
3. All officers are requested to sign visitors' "out slips" on completion of interview. In order to leave building, visitors must show time of departure on signed slip.
4. Attention is drawn to the fact that carbon paper used in the typing of classified documents is itself classified, and must be treated accordingly; this is also true of stencils, rough drafts, and stenographic notes used in the preparation of classified documents.
5. Waste-baskets containing classified waste should be emptied at Central Registry, Room 12, when offices are left vacant.

H.Q. AMGOT.
6 Oct. 1943.

J M Evans
J. M. EVANS
Capt., M.I.
Security Officer.

40/68

384
0302/149
Copy ✓

ORDERS FOR THE SECURITY OF H.Q. AMGOT.

(No 1)

General.

There are 6 British personnel who will act as Police for the security of the H.Q.

The Police will be situated at the entrance to H.Q. and on floors occupied by AMGOT personnel, and it is their duty to ensure that no unauthorised person enters the building.

All persons will be in possession of a pass, whether permanent or temporary, and will be required to produce it on demand by the Police.

Security of Offices

It is the duty of every officer to ensure that papers are locked away.

Most Secret files left on tables will always be the personal responsibility of an officer, who should be aware that he is in charge of the file once it is handed to him. If, therefore, there are only two officers in a room at any given time and one wishes to go out, leaving "Most Secret" files on his desk, he will inform the remaining officer that he is leaving the files out and place them in his charge. If all officers leave the room, then all files will either be locked up (highly desirable), or placed in charge of the Chief Clerk of the Division.

In general there should only be a limited number of files out at any one time. Each file when disposed of will be returned to the appropriate place. The presence on desks of a large number of files renders it most difficult for them to be adequately supervised.

When "Most Secret" files are passed from one office to another they will be placed in an envelope marked "Most Secret".

Civilians.

Civilians will not be permitted to use corridors to confer. They will be dealt with by the person with whom they have an interview as expeditiously as possible, and their pass out duly completed. No pass out will be accepted at entrance unless it is completed.

Destruction of Secret Waste.

It is the personal responsibility of the Chief Clerk of the Division to ensure that all Secret waste is destroyed by burning daily.

enters the building.

All persons will be in possession of a pass, whether permanent or temporary, and will be required to produce it on demand by the Police.

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Attention is drawn to "Security Do's and Don't's" issued as Appendix "A" to this instruction.

H.O. AMGOT.
18 Sept. 1943.

Ad. M. J. J.
Capt.
Security Officer
AMGOT

APPENDIX "A"SECURITY DO's AND DON'T's

- DON'T assume that any small piece of information you may know is unimportant, NO information is unimportant to the enemy.
- DON'T assume that everyone knows what you do; they may want to.
- DON'T be drawn into giving away information, by someone also making a pretence of knowing what you know.
- DON'T discuss operational matters with your friends, even when they are officers; this is a serious offence.
- DON'T assume that Sicilians are:
- Fools, and ignorant of English anyway.
- They may not be.
- So Don't talk in the presence of any strangers.
- DON'T air your foreign languages in public, unless they are:
- Italian
- French
- Arabic
- DON'T forget that the inhabitants are NOT all friendly to us. Lots of them aren't.
- DO remember that thousands of men's lives, including perhaps your own, depend on you keeping YOUR mouth shut.
- DO remember that all information or even gossip about military operations is of value to the enemy.
- DO appreciate that while you may not realise the meaning or importance of some piece of information, the enemy probably does. So don't tell it to him.
- DO remember NOT to leave secret papers about; the consequences will be serious.
- DO realise that in this building your office is not secure if you lock the door but have left the window open.
- DO remember that the proper place for a file which is not actually in use is the Registry, and that this is also the most secure place for it to be kept in.

this is a serious offence.

DON'T assume that Sicilians are:

Fools, and ignorant of English anyway.

They may not be.

So Don't talk in the presence of any strangers.

DON'T air your foreign languages in public, unless they are:

Italian

French

Arabic

DON'T forget that the inhabitants are NOT all friendly to us. Lots of them aren't.

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DO appreciate that while you may not realise the meaning or importance of some piece of information, the enemy probably does. So don't tell it to him.

DO remember NOT to leave secret papers about; the consequences will be serious.

DO realise that in this building your office is not secure if you lock the door but have left the window open.

DO remember that the proper place for a file which is not actually in use is the Registry, and that this is also the most secure place for it to be kept in.

DO remember SECURITY depends on you. One careless individual can send thousands of men to their deaths.

4061

Copy ✓ file

37

AMGOT/302/HQ

AMGOT H.Q., SICILY

Memo to: All Division Heads and S.C.A.O.s.

5th October 1943

It has been noted that the word "bible" has been used several times in written communications. This practice will be discontinued and the word "Manual" used instead.

DISTRIBUTION:-

Charles M. Spofford
CHARLES M. SPOFFORD,
Colonel, G.S.C.
Chief Staff Officer.

S.C.A.O. AGRIGENTO	6
S.C.A.O. CALTANISSETTA	6
S.C.A.O. CATANIA	6
S.C.A.O. ENNA	4
S.C.A.O. PALERMO	35
S.C.A.O. RAGUSA	6
S.C.A.O. SIRACUSA	10
S.C.A.O. TRAPANI	6
S.C.A.O. MESSINA	1
AMGOT Liaison	1
AMGOT Eighth Army Region 2	10
AMGOT Fifth Army Region 3	10
File 302 and original	-
Float 302	1
M.G.S. A.F.H.Q.	12
Spares	10

Finance	5
Public Safety	4
Legal	1
Public Health	1
Public Relations	1
Controller of Property	1
Transport, Communications & Utilities	1
Labor	1
Economics and Supply	1
Agriculture	1
Education	1
Monuments and Fine Arts	1

806 3/10
65

AMENDMENT TO OFFICE ORDER NO 3

OUTGOING CABLES

No. 209

36

Island Base Section will in future transmit all cables for AMGOT HQ, this necessitates the following alterations in preparing cables for transmission.

1. The cable address for this HQ is now SEARS FOR AMGOT.
2. X will be used for STOP (Period).
3. All numbers MUST be written out.

Particular attention should be taken to ensure that stereotyped phrases are not used.

H.Q. AMGOT
SICILY.
4th October 1943.

A. J. Harris
Captain
Staff Captain

DISTRIBUTION:-

I.B.S.	1
Finance	1
Legal	1
Public Safety	1
Property Control	1
Public Health	1
Monuments & Fine Arts	1

Educational Officer	1
Economics & Supply	1
T.C. & U.	1
Labour	1
Public Relations	1
Agriculture	1

PH
5/10
6/1

HQ 7th ARMY OFFICIAL BUSINESS

OUTGOING MESSAGE

Office of origin SEARS FOR AMGOT Date 3 October 1943
 (section) Initials Of ELP
 Classification SECRET Precedence Routine (Originating officer)
 (Restricted - Confidential - Secret) (Routine - Priority - Urgent)

To: AFHQ

TOTAL NUMBER OF POLITICAL PRISONERS RELEASED IS 205 PAREN FROM SEARS FOR AMGOT
 TO AFHQ CITE FHMGS CITE AMGOT 344 PAREN COMPOSED AS FOLLOWS JUGO-SLAV 108
 GREEKS 10 ALBANIANS 9 CZECKS 1 POLES 1 ITALIANS 76. REFERENCE YOUR CABLE 8414

ATTACHED IS WD LETTER CONCERNING MESSAGES FOR YOUR INFORMATION AND
 COMPLIANCE.

THE ABOVE MESSAGE WHEN SUBMITTED TO US SHOULD HAVE BEEN AS FOLLOWS:
 ("X" IS USED FOR PERIOD AND ALL NUMBERS MUST BE WRITTEN OUT)

PRISONERS RELEASED IS TWO ZERO FIVE PAREN SEARS FOR AMGOT TO AFHQ CITE
 FHMGS CITE AMGOT THREE FOUR FOUR PAREN COMPOSED AS FOLLOWS JUGO DASH
 SLAV ONE ZERO EIGHT CMA GREEKS TEN CMA ALBANIANS NINE CMA CZECKS ONE
 CMA POLES ONE CMA ITALIANS SEVEN SIX X REFERENCE YOUR CABLE EIGHT FOUR
 ONE FOUR XXX MSG BEGINS XXX TOTAL NUMBER OF POLITICAL

Time Signed:

Content and classification

authenticated by.....

RESTRICTED
(Equals British CONFIDENTIAL)

34

WAR DEPARTMENT
The Adjutant General's Office
Washington

AG 311.23 (23 Aug 43)
OB-S-B-M

KLS /bg-2B-939-Pentagon

26 August 1943

SUBJECT: Stereotyped Phraseology in Classified Messages.

TO : The Commanding Generals,
Army Air Forces,
Army Ground Forces,
Army Service Forces.
The Commander in Chief, Southwest Pacific Area.
The Commanding Generals,
Theaters of Operations,
Defense Commands,
U. S. Army Forces in Central Pacific Area,
Separate Base Commands.
The Commanding Officers,
Separate Base Commands.

1. The following information is presented for the guidance of all persons originating classified messages.

2. The volume of cryptographed traffic now being handled makes it increasingly important that stereotyped phraseology, especially at the beginning or end, be avoided in drafting messages.

3. Publication of a comprehensive list of permanently stereotyped beginnings and endings of messages is not considered to be feasible as the type of signal traffic and the writing habits of personnel drafting messages vary in different areas. Therefore, the list of permanent stereotypes indicated in paragraph 5 below has been kept as small as practicable.

4. It is believed that a universal system rather than a universal list must be employed to eliminate, or at least to reduce to a safe minimum, the dangers to cryptographic security resulting from the use of stereotyped phraseology. The code room at each individual headquarters will periodically compile a list of words considered stereotyped at that headquarters. This list will be supplementary to the list appearing below, and will be distributed to originators of messages for their information.

5. Certain words (as numerals, phonetics, designations of rank) are extremely stereotyped and should never be used at the beginning or end of a message. A list of these words follows:

-1-

RESTRICTED
(Equals British CONFIDENTIAL)

4657

RESTRICTED
(Equals British CONFIDENTIAL)

33

Ltr WD AG 311.23 (23 Aug 43)
26 August 1943 (Cont'd)

Types of Words:

Compass directions (north, east, etc.)
Correspondence Symbols (SPSIC, etc.)
Months and dates (July, etc.)
Numbers (one, two, etc.)
Phonetic alphabet components (Able, baker, etc.)
Ranks, grades, titles (Commanding general, captain, private, etc.)
"Re" words (Reurad, retel, reference, reply, requests, receipt, etc.)
at the beginning of messages.

Individual Words:

Acknowledge	End	Package
Action	Enemy	Paraphrase
Advise	Following	Paren
Attention	For	Period
Authority	From	Quote
Cite	Headquarters	Radio
Condition	Information	Shipment
Date	In Reply	Signed
Desired	Main	Stop
Duty	Message	System
Effective	Our	Your
		Unquote

6. It is desired that all concerned within your command be informed of the above

By order of the Secretary of War:

/s/ J. A. ULIO
/t/ J. A. ULIO
Major General,
The Adjutant General.

REPRODUCED HQ NATOUSA
7 September 1943

DISTRIBUTION: "Y"

RESTRICTED
(Equals British CONFIDENTIAL)

RESTRICTED
(Equals British Confidential)

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)

NUMBER 69)

SECURITY CLASSIFICATIONS

HEADQUARTERS
302 116
15 1943
ANGOT Na.

29 September 1943

32

copy

1. Effective 1 October 1943, the following security classifications promulgated by the Combined Chiefs of Staff are established for this Theater of Operations:

U.S. SECRET equals British MOST SECRET and SECRET

U.S. CONFIDENTIAL equals British CONFIDENTIAL

U.S. RESTRICTED equals British RESTRICTED

2. All classified documents and messages originated in this theater will bear one of the following markings:

a. U.S. SECRET equals British MOST SECRET

b. U.S. SECRET equals British SECRET

c. U.S. CONFIDENTIAL equals British CONFIDENTIAL

d. U.S. RESTRICTED equals British RESTRICTED

3. Security instructions pertaining to the definition, authorization and handling of classified documents and messages are contained in the following directives:

a. American - Army Regulations 380-5

b. British - "Classification and Handling of Protected Documents, 1943"

(1) The term "Secret" as defined in par. 5(a), "Classification and Handling of Protected Documents, 1943" is amended to read as follows: (end of line 3.)

"For reasons of National Security".

This, in effect, raises the security value of the British classification "Secret".

4. No reclassification is necessary on any document or message issued prior to 1 October 1943.

By command of General EISENHOWER:

OFFICIAL:

[Signature]

T. J. DAVIS,
Brigadier General, United States Army,
Adjutant General.

W. B. SMITH,
Major General, GSC, Chief of Staff.

QA 214 2/10

DISTRIBUTION:
"D"

4655

RESTRICTED
(Equals British Confidential)

7 file 302/144
31
RESTRICTED
(Equals British Confidential)

ALLIED FORCE HEADQUARTERS
APO 512

AG 371.2-13 SIG AGM

23 September 1943

SUBJECT: Change in Equivalent Classifications,

TO: All concerned.

1. The Combined Chiefs of Staff have announced that effective 0001Z hrs., 1 October 1943, the following equivalent classifications will be effective:

U.S.
SECRET

BRITISH.
MOST SECRET
and
SECRET

CONFIDENTIAL

CONFIDENTIAL

RESTRICTED

RESTRICTED

2. It will be noted that a change in the definition of British SECRET has been made. British SECRET is now defined as follows: "Secret documents are documents which, although not warranting the exceptional precautions applied in dealing with MOST SECRET documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them." It, as well as British MOST SECRET is now equivalent to U.S. SECRET, and will be handled accordingly.

3. No document issued and classified prior to 1 October 1943 will be reclassified because of this decision.

4. This order makes no changes in U.S. classifications as prescribed in AR 380-5.

5. Messages classified as British SECRET will be enciphered when sent by any electrical means. The attention of all originators is directed to more frequent use of the classification CONFIDENTIAL. Messages classified CONFIDENTIAL may be routed by Signals over secure wire or submarine cable channels in clear, but will always be enciphered when transmitted by wireless or wire liable to interception. British MOST SECRET as well as SECRET and U.S. SECRET should be reserved for those documents and messages requiring the highest degree of security. If the volume of traffic hitherto classified as British SECRET continues, considerable delay due to overloading of ciphers may result.

-1-
RESTRICTED
(Equals British Confidential)
14051
29/9

RESTRICTED.
(Equals British Confidential)

AG 371.2-13 SIG-AGM, 23 Sept. '43, (cont'd).

6. All instructions from whatever source in conflict with the above change in policy are rescinded as of 0001Z hrs, 1 October 1943.

7. It is desired that the foregoing instructions be brought to the attention of all units under your command.

By command of General EISENHOWER:

(Sgd) T.J. DAVIS
Brigadier General, USA
Adjutant General.

DISTRIBUTION:

SCAOs. Agrigento	6	AMGOT Liaison	1
Caltanissetta	6	AMGOT 8th Army	10
Catania	6	Region 2	
Enna	4	AMGOT 5th Army	10
Palermo	35	Region 3	
Ragusa	6	File 266 and 302/HQ	
Siracusa	10	Float	1
Trapani	6	Divisions	9
Mossina	8	M.G.S., AFHQ	12
		Spares	10

HEADQUARTERS
28 SEP 1943
302
WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D. C.

RHF/fb

27
30

AG 312.1 (10 Sep 43)OF-S-B-M

HJP/med - 2B 939 Pentagon

13 September 1943

SUBJECT: Classification of British and American Documents.

TO : The Commanding Generals,
Army Ground Forces
Army Air Forces
Army Service Forces
The Commander-in-Chief,
Southwest Pacific Area
The Commanding Generals,
Defense Commands
Theaters of Operations
Northwest Service Command
Military District of Washington
Separate Base Commands
The Commanding Officers,
Separate Base Commands.

Letter this office, AG 312.11 (10 Nov 41)HC-B-M, 13 November 1941, subject as above is RESCINDED and the following substituted therefor:

"1. British security definitions have recently been revised to establish classifications of MOST SECRET, SECRET, CONFIDENTIAL, AND RESTRICTED. The continuous exchange of classified documents between American and British officers requires that all officers of the service who may at any time use or possess classified British documents understand the British classification system.

"2. Under the revised system of British classification, British MOST SECRET and SECRET corresponds to United States SECRET; United States CONFIDENTIAL and RESTRICTED classifications are equivalent.

"3. On and after 1 October 1943, all classified documents received from British Officers will be stamped or marked in the manner prescribed in paragraph 18, AR 380-5, with one of the following statements:

British MOST SECRET and SECRET equals United States SECRET
British CONFIDENTIAL equals United States CONFIDENTIAL
British RESTRICTED equals United States RESTRICTED

"4. All classified documents of the United States Army being loaned given to British Officers will be similarly marked with one of the following statements:

United States SECRET equals British MOST SECRET and SECRET
United States CONFIDENTIAL equals British CONFIDENTIAL
United States RESTRICTED equals British RESTRICTED

WD AG 312.1 (10 Sep 43) OB-S-B-M

"5. No attempt will be made to reclassify documents issued prior to 1 October 1943. Communication material will have the same equivalents as documents generally.

"6. It is emphasized that all classified British documents in use by or in the possession of military personnel and civilian employees of the War Department are to be safeguarded to the degree prescribed for United States Army documents of equivalent classification. British documents not showing the dual classification shall be safeguarded according to the United States or British classification, whichever is higher."

By order of the Secretary of War:

/s/ J. A. Ulio

/t/ J. A. ULIO
Major General
The Adjutant General

REPRODUCED BY HQ MATOUSA 25 September 1943

R.H.F.
R.H.F.

DISTRIBUTION:

"2"

RESTRICTED
(Equals British Confidential)

ALLIED FORCE HEADQUARTERS
APO 512

AG 371.2-13 SIG-AGM

23 September 1943

SUBJECT: Change in Equivalent Classification

TO : ALL concerned.

1. The Combined Chiefs of Staff have announced that effective 0001Z hrs, 1 October 1943, the following equivalent classifications will be effective:

U.S.
SECRET

BRITISH
MOST SECRET
and
SECRET

CONFIDENTIAL

CONFIDENTIAL

RESTRICTED

RESTRICTED

2. It will be noted that a change in the definition of British SECRET has been made. British SECRET is now defined as follows: "Secret documents are documents which, although not warranting the exceptional precautions applied in dealing with MOST SECRET documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them." It, as well as British MOST SECRET is now equivalent to U.S. SECRET, and will be handled accordingly.

3. No document issued and classified prior to 1 October 1943 will be reclassified because of this decision.

4. This order makes no changes in U.S. classifications as prescribed in AR 330-5.

5. Messages classified as British SECRET will be enciphered when sent by any electrical means. The attention of all originators is directed to more frequent use of the classification CONFIDENTIAL. Messages classified CONFIDENTIAL may be routed by Signals over secure wire or submarine cable channels in clear, but will always be enciphered when transmitted by wireless or wire liable to interception. British MOST SECRET as well as SECRET and U.S. SECRET should be reserved for those documents and messages requiring the highest degree of security. If the volume of traffic hitherto classified as British SECRET continues, considerable delay due to overloading of ciphers may result.

DISTRIBUTED to Field & all Div

- 1 -
RESTRICTED
(Equals British Confidential)

20/9, P/A.

RESTRICTED
(Equals British Confidential)

AG 371.2-13 SIG-AGM, 23 Sept. '43, (cont'd)

6. All instructions from whatever source in conflict with the above change in policy are rescinded as of 0001Z hrs, 1 October 1943.

7. It is desired that the foregoing instructions be brought to the attention of all units under your command.

By command of General EISENHOWER:

DISTRIBUTION:

"B"
"X" (NATOUA)
115 Air Cinc, Med.

T. J. Davis
T. J. DAVIS, Jr.
Brigadier General, USA,
Adjutant General.

Subject: Correspondence
AMGOT HQ,
15 Army Group



Ref: 7/1/AQ

26

234/HQ

Ref your letter of 13 Sep 43, no reference number.

Are we to assume that your AMGOT/266/HQ dated 6 Sep 43 para 2 is not applicable to letters to Provinces from HQ?

Enns,
18 Sep 43

C.C.
Noted! I have
spoken to Dispatch
clerks and arranged
for any future correspondence
with no reference to be
immediately brought to my attention.

PA
27/9
4

Col.,
S.C.A.O.

-051

Jul

Subject: Meals for Clerical Personnel.

To : Civilian Supply.

25

ANGOT/202/HC

ANGOT HC SIGLET

25 Sep. 45.

1. Reference your 5134/OS dated 20 Sep. 45.

2. Since it has become necessary to retain a clerk on duty during meal hours within your division, arrangements should be made by you with Camp Commandant British and Capt. Juniewicz for late or early meals as necessary.

3. The question of transport should be referred to A.O. S & T. (Maj. Peary).

*pln
25/9
BT*

A. J. Yarrow

Staff Captain

ALLIED MILITARY GOVERNMENT 24

SUBJECT: Meals for Clerical Personnel.
TO: Chief Staff Officer.

FILE No. AMGOT/5134/CS

AMGOT HQ., SICILY

20 Sept. 1943

1. It is frequently necessary for a clerk or typist to remain in this Division after 1200 hours midday for urgent work. An arrangement was made with your Chief Clerk whereby this could be done, and the man concerned could be taken to his lunch later.

2. Today I am informed that no transport can be provided to take this duty clerk to his meal, and that in any case no meal will be kept for him. The Chief Clerk is putting this right, but I feel that the matter should be put on a firm footing.

3. Can you please issue instructions that the necessary arrangements will be made for a duty clerk not to miss his midday meal.

CJH/EDG.

John T. Jenkins
JOHN T. JENKINS,
Colonel, Infantry
Acting Director Civilian
Supply & Resources.

Action at 25

ACSO:

Will you take up with Capt
James and ensure the arrangement
works.

Capt. James

1752249

INSTRUCTIONS FOR TELEPHONE OPERATORS.

The operators will work in shifts each of four hours commencing 0800 hrs. - 2000 hrs. There will be one operator on the exchange during the whole period of 12 hrs., after 2000 hrs. the exchange will be linked up with Room 18 and Room 12 for night exchange.

Nominal Roll to be posted in exchange.

302/149

Like

P/A 21/9
EJ

4648

Public Safety. *WHS*
Legal *Seen* —
Civil Supply *WHS*
Public Relations *P*
Public Health *WHS*
Finance *WHS*
Property Control *WHS*

4047

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

Finance Div.

CIRCULATE TO:-

C.F.O.

D.C.F.O.

C.F.I.

C.R.O.

Postal

AFSA

Accts.

Return to File

40-8

1/4.

all office, and
Interpretation of Public
Safety Divi to note

Sluhy
20/8

Noted. mfk.

Noted L.

Noted B.

Noted P.

Noted S.

Noted M.

Noted P.

Noted (B)

Noted FPP

Noted US

Noted SHH

Noted

Noted

mmr.

8

4645

Civil Supply

All Officers - read + initial

ROUTING SLIP

	ACTION	INF.
Lt. Col. Seitz	<u>JMA</u>	
Lt. Col. Hayes	<u>WDE</u>	
Lt. Col. Densmore	<u>LOD 5 Sept.</u>	
Major Nolan		
Major Chayton	<u>fb 6 Sep</u>	
Capt. Morse	<u>DMH DMH</u>	
Capt. Minard	<u>CRM 5 Sept 43</u>	
Lieut. Batt.	<u>WSD</u>	
Lieut. Lefevre		
Capt. Peebles	<u>F.D.P. 5 Sept 43</u>	
Lt Pollard	<u>JMA</u>	
Capt Trevelyan	<u>40 1st</u>	

REMARKS

Public Safety
Legal et al.

21

Please note that "rapina" in Italian does NOT mean "rape" except when "rape" is used in a poetic sense like "The Rape of the Lock" or the "Rape of the Golden Fleece" in which sense there is no suggestion of attempted violent sexual intercourse with the object mentioned.

Circulate this note to all members of your departments & warn your personnel in the provinces because all Italian interpreters who don't know any better are apt to translate the word in the wrong way.

There are other words of which one must beware in Italian.

25/8

[Signature]

4044

G.J. 11/8

- Trapani
- Palermo
- Agrigento
- { Jela
- { Poltanisella
- Enna

Syracuse
Napoli
Catania (all except
Enna side
say 30%
Menica 30/40%
on b. side inf.

SUBJECT: - Correspondence.

File

AMCOT/502/HQ.

AMCOT H.Q. SICILY.

16. Sept. 43.

TO: S.C.A.O. TRAPANI PROVINCE.

Reference AMCOT/266/HQ. dated 6. Sept. 43.

It is noted that the reference numbers being used on certain of your communications correspond with the numbers used on communications emanating from this Office.

This practice is not considered advisable, as it is liable to cause some confusion, particularly use of the prefix 'AMCOT' and the suffix 'HQ.'

It is suggested that a file system be adopted as soon as possible avoiding use of the above prefix and suffix. Copies of instructions on the subject which have been issued within this Headquarters are enclosed for information.

A suggested number with prefix and suffix is:-

SCAO/1234/T.P.

P/H 16/9 6-1

Alvarar Capt.
JH
CHARLES M. BROOKS
Colonel, G.S.O.
Chief Staff Officer.

SUBJECT:- Office Procedure.

TO:-
C.L.O.
C.F.O.
D.P.S.
P.C.
D.P.H.
D.O.S. & R.

AMCO/302/101
AMCO .9. SICRE
14th September 1943

1. In the future when submitting correspondence for the signature of the C.S.O., please attach a brief pencil note listing the divisions with which the matter has been coordinated, also stating that coordination has been effected. If only one division is involved so state.
2. This procedure will effect an economy of time and effort on the part of Staff Officers.

P/A
15/9
6/9

Charles M. Spafford
CHARLES M. SPAFFORD
Lieut Colonel G.S.C.
Chief Staff Officer.

P 18
SUBJECT:- H.Q. 15 Army Group Combined Staff Appointments List
and Telephone Directory.

To:- C.S.O. Branch.

From:- AMGOT Liaison.



AL/4/131

12 Sep 43.

Reference above may the following additions be made on
page 6.

'under'	B	Maj Gen Lord Kennell of Rodd	12
'add'	B	Colonel R.J.P. Thorne Thorne	12
	B	Captain H.F. Farrer	12

ST.

H. Farrer
Captain,
Staff Captain,
AMGOT Liaison.

P/A

PAS

4640

INSTRUCTIONS FOR ORDERLIES.

Corporal i/c orderlies will ensure that at least 2 orderlies are in the H.Q. between 0800 hrs. and 1900 hrs.

He will keep a nominal roll and arrange a roster to cover the lunch period and the hours from 1745 - 1900.

A roster for half-days will also be kept, not more than one runner being off each day.

AMGOT HQ.
Sicily.
13 Sep.43.

L. Waron
L. WARON,
W.O.I.,
Chief Clerk.

Lile 302
17

11/14/43
1039

14

SUBJECT:- Office Instructions.

AMGOT/302/HQ
AMGOT H.Q., SICILY.
11th September 1943.

TO:- All Divisional Head Clerks.

It has been noted that clerical personnel have been leaving before 1200 hrs and 1745 hrs each day. Head Clerks will ensure that this does not happen in the future and that all clerks arrive punctually and leave not before the specified times.

At least one clerk in each Division will be detailed to commence duties at 0800 hrs each day in order that officers' desks may be cleaned and equipped.

The U.S. Adjutant is issuing instructions to U.S. clerical personnel whereby the above office hours apply.

L. Waron,
S.S.M.
Chief Clerk.

[Handwritten signature]
16385/9

OFFICE ORDER NO. 6.

STENOGRAPHERS.

A stenographer will be on duty for the purpose of executing all urgent work required by any officer of the H.Q. after normal working hours. He will be available between 1745 and 2100 hrs. each day in Room No. 14. It is requested that this service be employed only for urgent work and not routine matters which can be dealt with during the day.

AMGOT H.Q.,
SICILY
13 Sep. 43.

Charles M. Stottford
CHARLES M. STOTTORD,
Lt. Col. G. S. C.
Chief Staff Officer.

4637

SUBJECT:- Paper Economy.

TO:- All Heads of Divisions.

File
AGCT/302/13
ALL P.O. STAFF
10th September 13

OFFICE ORDER NO. 5.

Paper is in short supply and when the existing stocks are exhausted it will be very difficult to replenish them. It is essential therefore that all correspondence be typed on the smallest suitable size sheets and that care be taken not to type more than the number of copies actually required.

MS
CHARLES E. SPORFORD,
Lieut-Colonel G.S.C.
Chief Staff Officer.

DISTRIBUTION:-

Legal Division. Property Control.
Finance Division. Public Health.
Civil Supply Division. Public Safety.

8/10/13

OUT OF FOR RUMBERS.

File

ANGOT/302/110

12

Hours for duty:- 0815 - 1200 ; 1330 - 1745.

2. 1/Cpl i/c will ensure that orderlies are posted in the corridors at convenient points to be at the service of all offices.
3. Each orderly will call at the offices to which he is allotted every hour and collect any files or papers in the "Out" trays and deliver them to the Distributing Centre.
4. Orderlies will at all times be smart in appearance and in their duty. They will NOT hang out of windows and when not delivering messages will sit in the place allotted to them.
5. Any orderlies found in groups, will (unless duty necessitates two or more being together) be subject to disciplinary action.

L. Davis

S.S.M.

Chief Clerk.

9th September 1943.

AMGOT/302/HQ.

9. Sept. 43.

OFFICE MEMORANDUM.

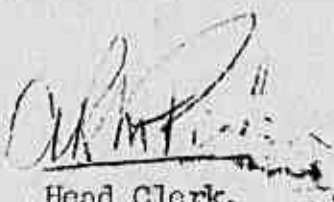
May a diligent search be made please by all addressees for the original volumes of the undermentioned files :

203/HQ - Reports on Working of AMGOT.

210/HQ - Reports by S.C.A.Os.

A thorough search has been made by H.Q. Registry Clerks, but only the Temporary Jackets at present in circulation have been traced.

As the original volumes are urgently required, I respectfully request replies on reverse as soon as possible.


Head Clerk.
H.Q. Registry.

DISTRIBUTION: C.C.A.O.
D.C.C.A.O.
C.S.O.
P.R.O.
Advisor F.A. & M.
Legal Division.
Finance Division (3)
Civil Supply Division.
Public Safety Division. (3)
Public Health Division.
Controller Property.
File.

SUBJECT: Printing of Forms.

AMCOT/302/HQ.

ALLOT H.Q. SICILY.

To: All Heads of Divisions.

7. Sept. 43.

OFFICE ORDER NO. 4.

1. For reasons of economy and uniformity all forms evolved in this H.Q. for the rendition of reports and returns will be printed in Palermo and distributed to S.C.A.Os., or other officers whose duty it is to use them.

2. Divisions can arrange their own printing and distribution, or forward specimen forms with details of numbers required to Lt. Panelli, Officer i/c Printing (Room 7).

W. B. Smith 4835
Lt. Col.

CHARLES M. SPOTFORD.
Lt. Col. G.S.C.
Chief Staff Officer.

DISTRIBUTION: Legal Division. Public Health.
Finance " Public Safety.
Civil Supply Div. O. i/c Printing.
Property Control. File 228/HQ.

PIA

Chief Clerk

SAMS taken

302/HQ

please note.

We want to get the first file round to the following officers each day:

C. S. O.

D. C. S. O.

A. O. 1

A. O. 2

A. O. (Admin)

A. O. (Staff S. LT)

Staff Capt. (AO1)

.. (AO2)

It will start with the C. S. O. in the evening as previously arranged.

The file should be marked IMMEDIATE as previously as possible & I have spoken to all officers concerned about the need to get it first priority as soon as it gets on their list. It will pass from officer to officer & not through the Registry.

Noted
6/9

Noted
6/9

CR

6 Sep. 4234

PA
7/9

302

8

Italian

strukturen in diesem Subjekt

"Your Remembrance"

"Your Grace"

"Sir" in Persian

1

Truly".

- Latent & American methods -

K. g.

P.B.

3/Sep/43

11

Slipped
to the room

4633

AMGOT/302/ HQ.

AMGOT HQ. - SICILY.

4 September, 1943.

Subject: Addressing of Correspondence.

To : S.C.A.Os.

1. The addressing of correspondence to Italian civilians in Sicily shews such wide divergencies that the following notes are forwarded for your guidance:

Archbishops will be addressed as "Your Eminence"

Bishops will be addressed as "Your Grace"

All other Italian civilians, irrespective of titles of nobility, will be addressed as "Sir" or "Madam" as the case may be.

2. All the above will end "Yours truly".
3. In addition the third person form of address may be used if desired.

T. Riley Smith

for CHARLES M. SPOFFORD.
Lt. Col., G. S. C.
Chief Staff Officer.

Distribution:

S.C.A.O.	Agirigonto	6
"	Caltanissetta	6
"	Catania	6
"	Enna	4
"	Palermo	35
"	Ragusa	6
"	Siracusa	14
"	Trapani	6
"	Messina	3

AMGOT Liaison

AMGOT 8th MAIN

Col. Hume

File

Float

Division

Spares

6
10

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. SPOTFORD
Lieut-Col.	T. FARLEY SMITH
Major	D. G. PIRIE
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 PAREN FROM AMGOT 7th Army to A. F. H. Q.
 cite AMGOT 175 PAREN 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

4037

Lieut-Col. C. L. SPOFFORD
 Lieut-Col. T. FARLEY SMITH
 Major D. G. PIRIE
 Major J. E. 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 PAIDEN FROM AMGOT 7th Army to A. F. H. Q.
 cite AMGOT 175 PAIDEN 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 **4037**

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 stereotyped 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)

- 2 -

ENVELOPE
FOLLOWING
FOR
FROM
IN REPLY
NUMBERS "1", "2", "3", etc.
TITLES "COMMANDING GENERAL", etc.
OUR
PREPARED

REURAD
YOURS
END
END OF MESSAGE
PERIOD
REPLY
REQUESTED
SIGNED (INCLUDING NAMES)
STOP

7. Messages will only be prepared on the official form, a specimen of which is attached. A supply of these can be obtained on application to the Chief Clerk.

W. S. Farrar
W. S. FARRAR
Captain
Staff Captain

AMGOT, H.Q.
SICILY
31 AUG 43

Copy to: 7th Army A.G. Section

File 302

AMGOT/29/HQ

21 August 1943

To: D.C.S.O.

There appear to be some important cables which S.S.O. says have been transmitted to us which have gone astray. The C.C.A.O. wishes to have all incoming cables collected and brought to his attention before they are put on the file.

Will you work the mechanics of this, using copies to that we can commence the system forthwith.

AMGOT HQ
15 Army Group

C.S.O.

4630

DUTY ROSTERFile 302HQ
5DATE.DUTY CLERK FOR NIGHT DUTY
AND SECRET WASTE

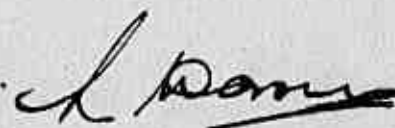
Aug.

27
28
29
30
31L/Cpl FRAZER
Pte HISLAM
Cpl McALPIN
Pte NORTH
Pte LISBURG

Sept.

1
2Pte SCOTT
Pte JONES

The duty clerk, will, on the day he is detailed for duty, go for his mid-day meal at 11.00 hrs, returning to the office not later than 12.15 hrs; and he will go for his evening meal at 16.00 hrs, returning not later than 17.30 hrs.

S.S.M.
Chief Clerk, AMGOT.27 August 43.

4829

File AMGOT/302/HQ.

22 Aug 43.

OFFICE ORDER No. 2.

1. The C.C.A.O. has ordered that every Officer and OR/EM in AMGOT H.Q., SICILY, take one half day off each week.
2. Heads of Divisions, A.O. (Staff Lt.), A.O. (Admin) and Chief Clerk (in respect of OR/EM not working under Divisions) will see that the half days off are taken so as to cause the minimum dislocation of work in H.Q. Office, which will continue to operate over a 7 day week.
3. H.Q. Camp Commandant will arrange for a weekly half day off for all OR/EM not working in H.Q. Offices.

AMGOT H.Q.,
15 Army Group.

CHARLES M. SPOFFORD,
Lt. Col. G.S.C.
Chief Staff Officer.

DISTRIBUTION: All Heads of Divisions.
A.O. (Staff SLT)
A.O. (Admin)
Camp Commandant.
Chief Clerk.

4028

OFFICE ORDER No. 2.

1. The C.C.A.O. has ordered that every Officer and OR/EM in AMGOT H.Q., SICILY, take one half day off each week.

2. Heads of Divisions, A.O. (Staff 2T), A.O. (Admin) and Chief Clerk (in respect of OR/EM not working under Divisions) will see that the half days off are taken so as to cause the minimum dislocation of work in H.Q. Office, which will continue to operate over a 7 day week.

3. H.Q. Camp Commandant will arrange for a weekly half day off for all OR/EM not working in H.Q. Offices.

AMGOT H.Q.,
15 A-TV Group.

721
CHARLES M. SPOFFORD,
Lt. Col. G.S.C.
Chief Staff Officer.

DISTRIBUTION: All Heads of Divisions.

A.O. (Staff SUT)
A.O. (Admin)
Camp Commandant.
Chief Clerk.

6028

6/11/46
Rum

C.S.O.

1. All Officers, O.Rs. and E.M of AMOT H.Q. Sicily, will take one half day off each week.
2. You will arrange for Divisions and the Administrative Section to adjust their rosters so that they are adequately represented in the Office on every day of the week.

Jennell
Major-General.
C.C.A.O.

19 Aug 43.

1027

Amcot/302/HQ

Copy

~~SECRET~~
AMGOT/302/HQ

18 August 1943

OFFICE ORDERS NO. 1

The following temporary office instructions will be complied with by all AMGOT personnel:

1. Office Hours:

The office hours will be:-

0830 hrs. to 1200 hrs.
1330 " " 1745 "

2. Duty Officer:

An officer will be detailed daily to act as Duty Officer from 1300 hours to 1300 hours daily and will remain in the building throughout this period and will deal with all matters of an urgent nature.

3. Duty Clerk:

One clerk will be detailed daily by the Chief Clerk for duty between the hours of 1800 hours and 0800 hours. He will act under the orders of the night Duty Officer. The duty clerk will occupy room 12 during his tour of duty and will answer the telephone, recording all messages received and reporting to the D.O. matters of an urgent or important nature.

4. Cleaning of Offices:

Italian cleaners are available to wash and clean out offices. It is the duty of the Chief Clerk to ensure that clerks are detailed to attend to the needs of officer's tables - writing material, etc.

5. Security:

A number of Carabinieri are on duty at this HQ and are under the control of Lt. Col. Snock. Any matter relating to these personnel will be referred to the office concerned.

1. Office Hours:

The office hours will be:-

0830 hrs. to 1200 hrs.
1330 " " 1745 "

2. Duty Officer:

An officer will be detailed daily to act as Duty Officer from 1300 hours to 1300 hours daily and will remain in the building throughout this period and will deal with all matters of an urgent nature.

3. Duty Clerk:

One clerk will be detailed daily by the Chief Clerk for duty between the hours of 1800 hours and 0800 hours. He will act under the orders of the night Duty Officer. The duty clerk will occupy room 12 during his tour of duty and will answer the telephone, recording all messages received and reporting to the D.O. matters of an urgent or important nature.

4. Cleaning of Offices:

Italian cleaners are available to wash and clean out offices. It is the duty of the Chief Clerk to ensure that clerks are detailed to attend to the needs of officer's tables - writing material, etc.

5. Security:

A number of Carabinieri are on duty at this HQ and are under the control of Lt. Col. Sneek. Any matter relating to these personnel will be referred to the office concerned.

AMCOT HQ
15 Army Group

E. S. FARRAR

Captain

Staff Captain

4028

[1 6 7 5]

