

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

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CONFERENCE ROOM BOOKINGS
AUG. 1943

2pp

| FOI/O | DATE | REF. | TO/FROM |
|-------|--------|--------|------------|
| 1 | 12 Aug | 263/HQ | to C.C.A.O |

5107

SUBJECT: Booking the Conference Room

270-7-11
AMGOT/263/HQ.

O.C.A.O.

All applications for use of the conference room will be made through the Admin Branch, Room 18, giving the longest possible notice. Under no circumstances will this room be occupied unless booked in the correct manner.

A list of bookings is kept in room 18 and is available for inspection at all times.

AMGOT HQ.
15 Army Group,
12 Aug. 43.

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

Copy to D.C.C.A.O.
C.S.O.
Public Safety
Public Health
Civilian Supply
Finance
Legal
Property Controller
Public Relations Officer.

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