

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

ACC

10000/100/1061

328

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

785015

000/100/1061

OFFICE INSTRUCTIONS
AUG. 1943 - JAN. 1944

338

9
2 JAN Recd

31

HQ ACHT

1904/13/GSD \

APPENDANT to OFFICE MEMORANDUM No. 40

DESIGNATION OF THE HQ.

Delete Para 2 and substitute the following -

General Alexander holds the appointment of
Commander in Chief,

Allied Central Mediterranean Force

Letters addressed to higher formations will be signed

General,

Commander in Chief.

Amended

25 Jan 44

DISTRIBUTION: List A 1684 36

LT-Gen.
GDS

110

27/1 PPD d/14

11

1. The following information was obtained from the files of the Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, and is being furnished to you for your information.

2. The information was obtained from the files of the Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, and is being furnished to you for your information.

Amor

1900/13

25 JAN 1944

01
HQ AEF

1904/13/6(SD)

30

OFFICE MEMORANDUM NO. 42

GENERAL STAFF

1. Approval has been given to change the designation of the Liaison Section of this HQ from Liaison to "Ops 2".
2. The duties of Ops 2 Section will be similar to those now carried out by G(Liaison) and all correspondence which formerly would have been addressed to G(Liaison) will now be addressed to G(Ops 2).

J. C. Cantin
for Lt-Gen, GCS.

24 Jan 44.

DISTRIBUTION :- List 'A' less 36

25/1

11A

25 JAN 1944

29

HQ ACOMF
1204/13/G(3D)

OFFICE MEMORANDUM No. 41

GENERAL STAFF

1. A new type of telephone exchange is in use at this HQ. Branches will ensure that all ranks are instructed in the correct method of operating the telephone.
2. To call the exchange it is only necessary to remove the handset from the cradle on the Telephone P (Br) and EE-8A (US) or operate the CB push switch on the Telephone L (Br). The magneto handle is ineffective in calling the exchange and should NOT be employed.
3. After use care should be exercised to replace the handset properly otherwise the operator will receive a permanent calling signal.

23 Jan 44.

Lt-Col.
CUS.

DISTRIBUTION: List "A" loss serials 1, 4, 5, 6, 7 and 36.

109

25

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

Amgof.

1904/13

1904/13

23 JAN 1944

S E C R E T

24. ACHP.

90W/13/G(2)

OFFICE MEMORANDUM No. 40

DESIGNATION OF THE HQ.

1. Headquarters 15 Army Group has been redesignated waf 17 Jan. Headquarters Allied Central Mediterranean Force, the abbreviation for which will be

H. ACB.

The new name will be taken into use forthwith both for official correspondence and private mail.

2. General Alexander holds the appointment of

~~Command Officer~~ Commanding, in Chief, "

Allied Central Mediterranean Forces.

Letters addressed to higher formations will be signed
with the name of the formation. If the letter is cancelled, Gen

Standing Orders will be needed in due course.

Jan 4th

DISTRIBUTION:---

Plate 4. Town 36

108

14. 10. 1938

1/2

785015

9
19 JAN 1944

SECRET

Headquarters,
Allied Forces in Italy,
1904/137(SD)

OFFICE MEMORANDUM NO 39

GENERAL STAFF

1. Advance UDF Administrative HQ has now been established under a Deputy General Officer Administration (D.G.O.A.) in BARI at 322 Via GIUSEPPE CAPRUZZI (telephone BARI Military 13666).
2. Communications concerning all matters connected with South African Army Units will in future be directed to the above HQ and not to MEF.
3. Communications regarding Air Force personnel should continue to be addressed to Advance UDF Staff Administrative HQ located at the same address quoted above.
4. All South African details becoming detached from their units should be despatched to the above HQ, where a Transit Camp for SAAF and a Reserve Depot for SAEF personnel has been established. This particularly applies to details evacuated from medical units.
5. Full particulars of South African personnel to be evacuated out of CMF will be notified to the above HQ; these particulars will include name, number, rank and corps.

107

16 Jan 44

DISTRIBUTION:-

List B plus SAC: Supervising Officers
2/c Liaison: Camp:

Lt-Gen.
CGS.

107
Lm 201

4 JAN 1944

9.81

26

HQ 15 Army Group
1901/13/G(SD)

OFFICE MEMORANDUM NO. 39

GENERAL STAFF

1. All correspondence addressed to lower formations by the General Staff will be signed

Lt. Gen
C G S

and NOT

Maj-Gen
C G S

2. This procedure will be taken into effect forthwith.

13 Jan 44

J. C. A. ...
for Lt. Gen
C G S

106

DISTRIBUTION :- List 'B' less serials 22 - 25 plus
G(SD) Liaison AFHQ Adv Adm Ech

PA
TIS
L. H. B. B. H.

- 9 JAN 3

25

C.S.O.

I find our communications lack a certain amount of force by the use of the impersonal expression "It is considered" "It is suggested" "It is felt" etc. I am perfectly prepared to take personal responsibility for my staff's letters etc and I should like them to use the expression "The DCCAO considers" - suggests - recommends - directs - instructs etc.

"I am directed by DCCAO to say X" is a very useful form - but do not use it
irregularly.

as 'orders'

all officers to note.

J. 8/1/44

M. 10/1/44

L. P. A. K.

Subject: FOAT FILES.

AMC/9/24.

To : ALL DIVISIONS.

7. Jan. 1944.

1. The object of Float Files is to enable all officers in this H.Q. to get information of what is being done or is in the wind. The earlier this information is available the more useful it is.

2. We are not getting the maximum usefulness out of these files at present as they are not circulating sufficiently fast. Furthermore, the incoming and outgoing message files are sometimes as much as three days behind through the float files still being "on tour."

3. In future Float Files will have a large "Pass Quickly" flag on them. If you see these in your "in" basket and cannot digest them at once, pass them on as they will come back later.

R. L.
Colonel,
Chief Staff Officer.

ap 1565. 6. 11/26 1/44
8/1
M. H. 17/8 4/1
14 30
7/1
9/1
R. L. 1/1

1-11
204
L

C. O. S.

9 JAN 1944

23

INITIAL

Rh.
 RJA
 L.H. 41
 L.Z.
 C.S.
 W.H.
 { all information
 will be referred
 4/1

W.H. 41
 W.H. 41

R.H. 41

I should like to abolish the untidy habit of writing minutes on the body of the correspondence under discussion. The opinions of my staff are as important to me as those of the READ or whoever it may be who signs the letter. Minutes therefore should be as clearly & tidily submitted as the letter itself but I do not insist on their being typed. Written legibly on a piece of paper not smaller than that they should be attached in the file to the main correspondence.

W.H. 41, 44.

all opinion to be a initial J.

R.H.
 4/1/44.

103

Subject: Office Routine.

H.Q. A.C.,
A.M.C.,
Region III.

H.Q., A.M.C.,
15 ARMY GROUP,
C. M. F.

ACT/9/22.

3. Jan. 44.

It is observed that letters from you are arriving at this H.Q. with no reference number. This causes much difficulty in registration and subsequent tracing of the correspondence, and it is therefore requested that particular care may be given to this point to prevent its recurrence.

Colonel,
Chief Staff Officer.

Subject: Correspondence - Official.

H.Q., A.M.C.,
15 ARMY GROUP,
C. M. F.

AMC/9/21.

All Divisions.

21. Dec. 43

In accordance with 15 Army Group Instruction BG/3/G(Ops) of 21. Dec. 43, the practise of typing in Blocks the name of the officer whom it has been anticipated will sign the letter, will cease. In future only the rank and appointment of the officer technically required to sign the letter will appear.

Typists will also discontinue the practise of typing the officers' and their own initials at the bottom left hand corner of letters.

T. Perry Smith

Lt. Col.
USO I.

101

*by 12/24/43
H.H.
Ruff app H.H.
H.H.*

1/A

15/24/43

PAC

Subject :- Typing of Signatures.

H.Q. 15 Army Group.
C.M.F.

BM/3/4(200).

21 December 1943.

To :- All Branches.

The practice of typing in blocks the name of the Officer whom it has been anticipated will sign the letter has been tried at this Headquarters. It has been found that with British procedure this is not successful as on many occasions an officer other than the one whose name appears actually signs the letter. In the future, therefore, it has been decided that the normal British procedure of preparing the letter with just the rank and appointment of the officer technically required to sign the letter will be reverted to. This procedure will be taken into effect forthwith.

2 (Ops).

Noted
23/12/43
P.H.

Brigadier General Staff.

100

5/12/43

18 DEC 1943

SECRET

HQ 15 Army Gp
1904/13/G(SD)

OFFICE MEMORANDUM NO 37

GENERAL STAFF

Encipherment of Official Statements

1. There is evidence that confusion exists concerning the proper handling of classified messages containing press or radio statements which will later be released, in whole or in part, for publication. Inasmuch as such messages constitute a considerable hazard to the normal cryptographic systems the following three alternative methods of handling are prescribed:-

- (a) Paraphrasing original text. This obviously precludes the transmission of a statement to be published verbatim.
- (b) Use of MDS or ADS. Present schedules within the theatre make this the most desirable method from the point of view of time and ease of handling. In addition this method circumvents all code and cipher difficulties and eases the burden on Signal facilities.
- (c) Use of a special cryptographic system provided for this purpose. This method permits transmission by radio and verbatim release. It should, however, be employed only when procedures outlined in paras 1(a) and 1(b) above cannot be followed since the special system provided is very slow and places a heavy burden on cipher room personnel. Also the system is available only for traffic between 15 Army Group and AFHQ.

Originators of classified messages, which must be sent verbatim in cipher and which there is reason to believe must at a later date be released for publication without paraphrasing, will mark such messages with later publication verbatim. Messages will be so marked only when the situation absolutely requires it. They will be passed by the Signal Office to the U.S. Cipher Office for enciphering in the special system referred to above.

99

17 Dec 43.

Mej-Gen,
AFHQ

- are prescribed :-
- (a) Paraphrasing original text. This obviously precludes the transmission of a statement to be published verbatim.
 - (b) Use of MEXIS or AUKS. Present schedules within the theatre make this the most desirable method from the point of view of time and ease of handling. In addition this method circumvents all code and cipher difficulties and eases the burden on Signal facilities.
 - (c) Use of a special cryptographic system provided for this purpose. This method permits transmission by radio and verbatim release. It should, however, be employed only when procedures outlined in paras 1(a) and 1(b) above cannot be followed since the special system provided is very slow and places a heavy burden on cipher room personnel. Also the system is available only for traffic between 15 Army Group and AFHQ.

Originators of classified messages, which must be sent verbatim in cipher and which there is reason to believe must at a later date be released for publication without paraphrasing, will mark such messages with later publication verbatim. Messages will be so marked only when the situation absolutely requires it. They will be passed by the Signal Office to the U.S. Cipher Office for enciphering in the special system referred to above.

99

17 Dec 43.

DISTRIBUTION :- List 'A'

Maj-Gen,
U.S.

Lm 19/12

1/18 23/12

Amgot.

28
1 DEC 1943

SECRET

1904/13/54(SM)

OFFICE MEMORANDUM No. 36

GENERAL STAFF

1. The following points in connection with para 25 of ACI 570/43 are republished for the information of all concerned.
2. (a) The plain language copy of a cipher message as written by the originator, or the unparaphrased deciphered copy as delivered to the addressee, is known as the "literal text".
(b) A deciphered copy, whether passed to addressee through the SMC or direct from the Cipher Office, will at all times bear an indication that the message has been transmitted in cipher.
(c) "Literal text" will at all times be treated as a secret document, irrespective of the contents or lapse of time.

3. PROCEDURE IN THE FIELD

- (a) All possible precautions will be taken to prevent literal text falling into enemy hands.
- (b) If, after message has been sent in Cipher, the originator or addressee decides to transmit by means liable to interception to other addressees, either in clear or re-enciphered, it will be paraphrased before the second transmission.
- (c) Cipher offices will stamp all deciphered copies with the word "Cipher".

4. MESSAGES DECIPHERED AT INTERMEDIATE OFFICE FOR ONWARD TRANSMISSION TO ULTIMATE ADDRESSEE.

- (a) Literal text may only be sent by safe means, that is DPLS or other messenger under sealed cover, registered post, or service telegraph if NOT liable to interception.
- (b) In the last mentioned case, the despatching Signal Office will insert operating signal QM in call cut, and the receiving Signal Office will stamp the message "CIPHER" before delivery.

5. Paraphrasing, when necessary, is the responsibility of the originator or recipient of the message and NOT of cipher office. The order and construction of the message will be changed as much as possible without altering the sense. Particular attention will be given to opening and closing sentences.

6. Messages enciphered in one time pads need not be paraphrased. Distribution copies of "IN" messages, and of "OUT" messages if these also

or direct from the Cipher Office, will at all times be treated as a secret document, that the message has been transmitted in cipher.

3. PROCEDURE IN THE FIELD

- (a) All possible precautions will be taken to prevent literal text falling into enemy hands.
- (b) If, after message has been sent in Cipher, the originator or addressee decides to transmit by means liable to interception to other addressees, either in clear or re-enciphered, it will be paraphrased before the second transmission.
- (c) Cipher offices will stamp all deciphered copies with the word "Cipher".

4. MESSAGES DECIPHERED AT INTERMEDIATE OFFICE FOR ONWARD TRANSMISSION TO ULTIMATE ADDRESSEES.

- (a) Literal text may only be sent by safe means, that is DRLS or other messenger under sealed cover, registered post, or service telegraph if NOT liable to interception.
- (b) In the last mentioned case, the despatching Signal Office will insert operating signal QM in call cut, and the receiving Signal Office will stamp the message "CIPHER" before delivery.

5. Paraphrasing, when necessary, is the responsibility of the originator or recipient of the message and NOT of cipher office. The order and construction of the message will be changed as much as possible without altering the sense. Particular attention will be given to opening and closing sentences.

6. Messages enciphered in one time pads need not be paraphrased. Distribution copies of "WT" messages, and of "QUT" messages if these also are distributed by Cipher Office, will be marked "WT" if enciphered in one time pads.

7. The foregoing does NOT cancel arrangements authorised by War Office in certain localities for interchange of literal text with United States Government authorities or headquarters where close co-operation of staffs requires possession of identical text.

29 Nov 43

DISTRIBUTION:- List "A" loss serials 21, 26, 27, 29, 31.

Maj-Gen,
CGS.

[Signature]

H.Q. A.M.G. 15 Army Group.

Office Instruction No.1.

FILES.

Twice during the past week files have been taken outside this H.Q. without the Registry being informed. Apart from wasting the time of the clerical personnel in fruitless search it leads to confusion, inefficiency and is contrary to security regulations.

No AMG 15 Army Group file will be taken outside this H.Q., unless special permission is obtained from the S.S.O. In the event of permission being granted to take a file, details will be given to the Chief Clerk.

EL
H.J.P. THORNE THORNE.
Colonel.,
Senior Staff Officer.

4th Nov. 43.
RJPT/HR.

DISTRIBUTION:

FINANCE DIV.
ECONOMIC & SUPPLY DIV.
PUBLIC HEALTH DIV.
LEGAL DIV.
PUBLIC SAFETY DIV.
FILE - AMG/9.

97

A/Q
32 *mm*

ALL

Lt/tn

785015

Subject: Files.

H.Q. A.M.G.
15 Army Group.
C.M.F.

AMT/9/
3 Nov. 43.

Senior Staff Officer,
A.M.G.
15 Army Group.

Cases have recently arisen of files being removed from this Headquarters by officers. A general office file was missing for some days and later discovered to have been lent to an officer at No. 2 District by Captain Batt; If it had not been for the persistence of the Registry staff, this file ~~may~~^{might} never have been discovered.

Yesterday Captain Batt handed me a file marked "Labour" on which was a letter from 8th Army asking for a decision on the settlement of workmen's compensation. As this falls within the province of the Financial Division, he asked me to answer the letter. The file was removed from my desk last night and has now been taken to Palermo.

While it is realised that it is most convenient to have at hand all relevant files when away from this Headquarters, I should be grateful if you would issue an instruction putting an end to this pernicious system which can only lead to confusion and inefficiency.

96

A.P. Grappney-Smith
A.P. GRAPPEY-SMITH,
Colonel.,
Chief Finance Officer.

APGS/TM.

Lt 4/10

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

785015

SUBJECT:-

Correspondence.

2 OCT 1943

H.Q. 15 Army Group
C.M.F.

15AG/53/1/G(Ord)

28 Oct 43.

List "A" (Less serials 21, 27, 32, 33,
34, 35, 40, 41).

All Branches of H.Q. 15 Army Group will send copies of correspondence
which affect administration to ADMREP (Col. Rog).

ADMREP should be treated in this respect exactly as if he were
the normal A/Q Branch of this H.Q.

G(Ord)
JMG/1021

Copy to:- A.F.H.Q. Adv Adm Echelon.

J.M.W. MARTIN
B.G.S. 85

Copy to:- A.F.H.Q. Adv Adm Echelon.
10/25/43
Wm 30/10

25 OCT 1943

No. 54 - Security Classification of Documents

(1) Office Memoranda Nos. 30 and 32 are hereby cancelled.

(ii) The British Security Classification of documents has been revised and there are now only four grades of British classification as follows:

MOST SECRET

SECRET

CONFIDENTIAL

RESTRICTED

(iii) It will be noted that the former British classification "SECRET" and "NOT TO BE PUBLISHED" have been abolished, and that the new classification "RESTRICTED" has been introduced.

(iv) The U.S. System of classification in three grades remains unchanged.

(v) The following equivalent classifications are now effective:

British MOST SECRET equals U.S. SECRET

British SECRET equals U.S. SECRET

British CONFIDENTIAL equals U.S. CONFIDENTIAL

British RESTRICTED equals U.S. RESTRICTED

(vi) In all classified documents and correspondence emanating from this H.Q., the appropriate Security Classification will be stamped or typed thereon in the form shown in Part II above:

e.g. "British SECRET equals U.S. SECRET" etc.

(vii) Documents already issued and classified need not be reclassified because of this order

92

1483/4/G(Ub)

MOST SECRET

SECRET

CONFIDENTIAL

RESTRICTED

(iii) It will be noted that the former British classification "SECRET" and "NOT TO BE PUBLISHED" have been abolished, and that the new classification "RESTRICTED" has been introduced.

(iv) The U.S. System of classification in three grades remains unchanged.

(v) The following equivalent classifications are now effective:

British MOST SECRET	equals	U.S. SECRET
British SECRET	equals	U.S. SECRET
British CONFIDENTIAL	equals	U.S. CONFIDENTIAL
British RESTRICTED	equals	U.S. RESTRICTED

(vi) In all classified documents and correspondence emanating from this H.Q., the appropriate Security Classification will be stamped or typed thereon in the form shown in para. 2 above:

e.g. "British SECRET equals U.S. SECRET" etc. 92

(vii) Documents already issued and classified need not be reclassified because of this order.

1455/4/G(Lb).

PART II - ADJUTANT-GENERAL'S BRANCH

NIL

PART III - QUARTERMASTER-GENERAL'S BRANCH

NIL

Oct. 48.
DC/AJM

T. D. Gerrett
T. D. GERRETT, Major,
NOT COLONEL,
DEPUTY ADJUTANT GENERAL.

Dist. (bution) : List 'A', 1000 Serials 4, 29, and 29.

PA-11

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

785015

AMGOT.

785015

OFFICE MEMORANDA NOS. 32 AND 33.

15 OCT 1943

3002/3/A

PART I - GENERAL STAFF.

No. 32 - Classification of Secret Documents.

Reference Office Memorandum No. 30.

The appropriate classifications will be stamped or typed on documents in the following form:-

"MOST SECRET equals U.S. SECRET"
"SECRET equals U.S. SECRET"
"CONFIDENTIAL equals U.S. CONFIDENTIAL"
"SECURITY equals U.S. RESTRICTED"

G3.1(2).

PART II - ADJUTANT-GENERAL'S BRANCH.

No. 33 - Distribution of Inter-Branch Correspondence.

1. It has been reported that some Branches are not collecting correspondence regularly from the Distribution Centre in accordance with Office Memorandum No. 22, para 6; and that as a consequence important papers have been delayed.

2. All Branches will ensure that the instructions as to distribution of inter-branch correspondence, as set out in Office Memorandum No. 22, are strictly complied with.

3002/4/A.

PART III - QUARTERMASTER-GENERAL'S BRANCH.

11 Oct 43.
EDG/AEW.

W.R. ELLIS, Lt-Col.,
for Major-General,
Major-General i/o Administration.

DISTRIBUTION:- List 'A', less Serials 4, 22, 24, 29, 41 & 42.

PA-PP

PART I - GENERAL STAFF.

No. 30 - Classification of Documents.

(1) With effect from 1 Oct 1943 the following American and British equivalent classifications of documents will be taken into use:-

<u>American</u>	<u>British</u>
SECRET	{ MOST SECRET SECRET
CONFIDENTIAL	CONFIDENTIAL
RESTRICTED	SECRET

(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 Oct 1943 will be reclassified because of this decision.

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

PART II - BRANCH OF THE ADJUTANT-GENERAL.

No. 31 - Routine - Advance in Time.

(a) Beginning at reveille Wednesday 29 Sep, all activities at this Headquarters scheduled to take place at a fixed hour each day will be advanced by one hour. Clocks will NOT, however, be put forward.

(b) This order applies also to times of meals in messes.

(c) The following examples are selected as a guide:-

- (i) Reveille in future at 0530 hrs.
- (ii) Daily Conference in future at 0800 hrs.
- (iii) News Cinema (IP) 1100 to 1200 hrs (Remainder) 1200 to 1300 hrs.

PART III - BRANCH OF THE QUARTERMASTER-GENERAL.

NIL

785015

(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 Oct 1943 will be reclassified because of this decision.

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

3002/4/4.1.

PART II - BRANCH OF THE ADJUTANT-GENERAL.

No. 31 - Routine - Advance in Times.

(a) Beginning at reveille Wednesday 29 Sep, all activities at this Headquarters scheduled to take place at a fixed hour each day will be advanced by one hour. Clocks will NOT, however, be put forward.

(b) This order applies also to times of meals in messes.

(c) The following examples are selected as a guide:-

- (i) Reveille in future at 0530 hrs.
- (ii) Daily G conference in future at 0600 hrs.
- (iii) Mess dinners (IP) 1100 to 1200 hrs (Remainder) 1200 to 1300 hrs.

3015/4.2.

PART III - BRANCH OF THE QUARTERMASTER-GENERAL.

NIL

28 Sep 43.
WE/AM.

W.R. ELLIS, Lt-Col 92,
for Major-General,
Major-General i/c Administration.

DISTRIBUTION:-

List 'A',
plus D.A.A.G. Adv H.Q. - 10 copies.
plus Secretaries, A, B, C, D and Sigs' Messes
(No. 31 only)

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

Alongst

OFFICE MEMORANDA NO. 26 - 29.

PART I - GENERAL STAFF.

Part I - General Staff.

(a) All branches will ensure that the name of the officer signing a letter is typed in immediately below the signature.

(b) When, under British staff procedure, letters are signed "for" the superior officer, the name of the officer who ACTUALLY signs the letter will be typed in.

No. 27 - Signals Messages - Queries.

(a) Branches are at present making enquiries about signals messages sent to Signalmaster, E.S.O., General Group 15 Army Group S.S., or C.S.O. Branch. This causes confusion and delay as frequently several people are asked simultaneously to deal with the same enquiry.

(b) In future branches will address enquiries about both incoming and outgoing messages to C.S.O. Branch ONLY.

(c) Enquiries will be made in writing as a general rule.

(d) Only in really urgent cases will enquiries be made by telephone.

2703/1/14.

No. 28 - Signals Messages - Priorities.

1. Examination of messages outgoing from this H.Q. shows a marked improvement in the standard of message writing and in the use of priority classification.

There are still delays in messages which are due to:-

(a) Heavy traffic passing through this Signal Office between the Headquarters.

(b) Messages by Signals to this Headquarters.

(c) Staff duties and Signals at other Headquarters.

2. To reduce the number of mistakes under 2(b) and their consequences the Signalmaster will see all messages handed in for dispatch, and will be responsible for checking the dispatch of those of immediate operational importance.

He will refer to the originator any message which he considers over-classified, and will also advise in cases where he thinks the priority given will not get the message through in time.

91

785015

(a) Branches are at present making enquiries about signals messages addressed to Signalmaster, S.L.O., Command Group 15 Army Group S.O.s, or C.S.O. Branch. This causes confusion and delay as frequently several people are asked simultaneously to deal with the same enquiry.

(b) In future branches will address enquiries about both the dog and cuttings packages to C.S.O. Branch ONLY.

(c) Examples will be given in writing as a general rule.

(d) Only in really urgent cases will inquiries be made by telephone.

2703/19 DE

No. 69 - Muzila Messages - Priorities.

1. Examination of messages outgoing from this H.Q. shows a
importance in the standard of message writing and in the use
of plain language.

91

There are still delays in messages which are due to:-

(a) Radio traffic passing through the Signal Office be removed to the Signal Office.

2) Features by Sample or this Headquarters.

(c) to staff division in signals at other Headquarters.

2. To reduce the number of mistakes under 2(b) and their consequences, the Senior Signmaster will see all messages handed in for dispatch, and will be responsible for checking the dispatch of those operational messages.

He will refer to the originator any message which he considers over-classified, and will also advise in cases where he thinks the priority given will not get the message through in time.

3. No consist staff officers in judging the priority classification it is necessary to give a message, the following table has been drawn up after a study of recent signal traffic through this H.Q.

This table covers the time element only, and has no direct relation to the importance of the message. A priority prefix must be related to the time factor as well as to the importance of the message. Signals are always ready to advise on the time factor when a staff officer is assuming the priority necessary.

100-38861-100

(a) Must reach the addressee within 2 hours at latest.

ST. LOUIS, MO

(a)

-2-

- | | |
|--|--------------------------|
| (b) Must reach the addressee within 7 hours at latest | ... EMERGENCY OPERATIONS |
| (c) Must reach the addressee within 6 hours at latest | ... IMMEDIATE |
| (d) Must reach the addressee within 12 hours at latest | ... IMPORTANT |
| (e) Must reach the addressee within 18 hours at latest | ... NO PRIORITY |
| (f) Must reach the addressee within 48 hours at latest | ... DEFERRED or D.L.S. |

When this H.Q. reaches the mainland special despatch rider runs to other H.Qs will be started, and the above times will thereby be materially reduced.

Nothing in the above paragraphs alters the orders regarding the status of officers authorised to frank "MOST IMMEDIATE" and "EMERGENCY" messages.

2703/4/4.

PART II - ADJUTANT-GENERAL'S BRANCH.No. 29 - Office Equipment - Economy.

To relieve the acute shortage of paper clips and pins, all brackets will arrange that pins and clips are removed from papers when they are put on to a file.

2001/4/4.

PART III - QUARTERMASTER-GENERAL'S BRANCH.

NIL

24/2/43.

1st 'A'.

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

785015

H.Q. 15 ARMY GROUP.

FIRE ORDERS.

1. Any person discovering a fire will at once give the alarm and will do his utmost to extinguish the fire. Camp Office will be notified immediately who will inform the electrician.
2. The Senior Officer or N.C.O. on the spot will take charge of the Fire Fighting Operations.
3. Any tents in the vicinity of the fire will be struck to prevent the fire from spreading.
4. Branches etc. will ensure that they have sufficient fire buckets in their area.
5. The utmost care will be taken by all ranks when throwing away cigarette ends.
6. Smoking inside a tent when mosquito nets are down is forbidden.
7. No Primus stoves etc. will be lit inside tents.
8. This order cancels all previous Fire Orders.

Field.
15 Sept 43.

P. H. B. [Signature]
Major,
Camp Commandant.

RZ
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓
Mr. [unclear] ✓

90

received 16 June
10 minutes before
German withstanding

A.M.G.O.T.

SP 8 50 from S

Italian Novosibirsk

OFFICE MEMORANDUM NO 25

15AG/0002/3/A.2

No 25 - STANDARD FORM FOR LETTERS ORIGINATED FROM THIS HQ.

In order to secure conformity of lay-out in letters originated from this HQ the form shown at Appendix 'A' to this memorandum will be taken into use forthwith.

All branches will ensure that those clerks are instructed in this form and adhere to it when typing letters.

Eighth Army do not maintain a central registry and have requested that correspondence addressed to them should show the branch for which it is intended.

6 Sep 43
FA

W. R. Ellis
Major-General,
Major-General i/c Administration,
HQ 15 Army Group.

Distribution: List 'A' less 36, 37, 39, 41, 48,
plus G(Records)

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

785015

AMCOT

644

88

APPENDIX 'A' TO OFFICE MEMORANDUM NO 25

STANDARD FORM FOR LETTERS

SUBJECT: Hygiene and Sanitation

HQ - Army Group,
C.M.F.

Re: Twelfth Army

1234/1/A.

29 Aug 43.

Reference your 5678 dated 25 Aug 43.

1. Herewith notes on Hygiene and Sanitation for information and necessary action.

2. PREVENTION OF DISEASE

Prevention of disease is of the first importance. The most common diseases in this theatre are spread by bad sanitation and by insects. Hygiene is the responsibility of all ranks at all times; particular attention will be paid to the following measures to prevent intestinal diseases:-

- (a) Latrines will be kept thoroughly clean and disinfected; the excreta will be covered.
- (b) All food will be protected from flies.
- (c) All ranks will be kept inoculated.

3. PERSONAL PROTECTION

Mosquito nets will be used at nights and will be kept in good repair. Slacks and dropped sleeves will be worn by ranks after dusk.

W/3

Major-General i
Administration.

W/3 : Rear Twelfth Army.
D.D.M.S.

NOTE: SC = Original's Initials
KT = Typist's Initials

1540/7002/5/Am2

NO 24 - POSTAL - ARRANGEMENTS FOR BRITISH PERSONNEL

1. The following postal address will be used by all British personnel of this HQ:-

- | | |
|-----|-------------------------|
| (a) | Number |
| (b) | Rank |
| (c) | Name |
| (d) | Arm of Service |
| (e) | Branch |
| (f) | "HQ 15 Army Group, AF." |

2. Posting of private mail

(a) All private mail, including parcels, except that of Warrant Officers, will be franked by an officer and censor stamped prior to posting at the British APO.

(b) Warrant Officers may frank their own mail, but not that of other ranks.

(c) Private mail will NOT be posted in civil Post Offices or letter boxes.

3. Delivery of private and official mail

(a) Branches will collect all private and official mail addressed to the branch from the British APO.

(b) Private mail not clearly addressed to a branch will be passed to Camp Commandant for tracing and delivery.

(c) Official mail not specifically addressed to a branch will be collected and distributed by the Distribution Centre.

4. Post Orderlies

(a) Each branch will appoint a post orderly, preferably a NCO, and issue a relief post orderly.

(b) They will each be provided with an authority to collect mail for the branch. The form of authority is attached at Appendix 'A' to this memorandum.

(c) Branches may arrange to appoint a joint post orderly. These take is done Camp and Postal will be notified to this effect.

(d) Each branch will maintain AF 426 (Receipt Book for Registered Letters) or a suitable book in lieu.

(e) The post orderly will never part with a registered letter without obtaining a clearly written receipt for it.

5. Registered packets

(c) Private mail will NOT be posted in civil Post Offices or letter boxes.

3. Delivery of private and official mail

- (a) Branches will collect all private and official mail addressed to the branch from the British APO.
- (b) Private mail not clearly addressed to a branch will be passed to Camp Commandant for tracing and delivery.
- (c) Official mail not specifically addressed to a branch will be collected and distributed by the Distribution Centre.

4. Post Orderlies

- (a) Each branch will appoint a post orderly, preferably a NCO, and give a relief post orderly.
- (b) They will each be provided with an authority to collect mail for the branch. The form of authority is attached at Appendix 'A' to this memorandum.
- (c) Small branches may arrange to appoint a joint post orderly. Where this is done Camp and Postal will be notified to this effect.
- (d) Each branch will maintain AB 426 (Receipt Book for Registered Letters) or a suitable book in lieu.
- (e) The post orderly will never part with a registered letter without obtaining a clearly written receipt for it.

5. Registered packets

Attention is drawn to K.R. (1940), paras 1629 to 1631 and "Postal Notes for Army Units" (North Africa Edition).

Any branch which is not at present in possession of these notes will arrange to order from the British APO.

6. Hours of business

- (a) For receipt - 0830 to 1230 hrs and 1600 to 1930 hrs.
- (b) For delivery - 1100 to 1230 hrs and 1800 to 1930 hrs.
- (c) Latest time of posting for outgoing mail - 1700 hrs.

-2-

Facilities

- (a) Sale of postage stamps, airgrams and registered envelopes.
- (b) Sale and encashment of postal orders.
- (c) Receiptance of letters, parcels, airgrams and air letter cards.
- (d) Receiptance of letter telegrams (which must be framed and censored) of Expeditionary Force Messages (which do not require censorship).
- (e) Registration of letters and letter packets, but NOT of parcels.

This Memorandum supersedes the detail published in Camp Part I Order dated 4 Jul and Appendix 'A' to Camp Part I Order dated 19 Jul.

W. A. Dwyer
 Major-General,
 Major-General i/c Administration,
 HQ 15 Army Group.

Distribution: List 'A' less 36, 37, 39, 41, 48, plus C(Records).

APPENDIX 'A' TO OFFICE MEMORANDUM NO 24AUTHORITY TO COLLECT MAILBranch
Stamp

Rank Name

1. Authorised to collect all letters, parcels and newspapers
 to the Branch named above (or the following Branches):-

(c) Registration of letters and letter packets, but NOT of parcels.

This Memorandum supersedes the detail published in Camp Part I Order dated 4 Jul and Appendix 'A' to Camp Part I Order dated 19 Jul.

6-43

Major-General, i/c Administration,
HQ 15 Army Group.

Distribution: List 'A' less 36, 37, 39, 41, 48, plus C(Records).

APPENDIX 'A' TO OFFICER MEMORANDUM NO 24

AUTHORITY TO OULDER MAIL

Branch
Strip

1. Name Rank Name

2. rank authorised to collect all letters, parcels and newspapers
3. house to the Branch named above (or the following Branches):-

Head of Branch

Signature of Post Orderly

785015

COPY.

Subject:- Local Adm - Reporting of Casualties.

15AG/3013/A.2

24 August 43.

1. Attention is drawn to H.Q. Standing Orders para 3(g) and para 7(d) (1) and (2). Further copies of H.Q. Standing Orders are available in "A" Branch if required.
2. 'A' Attention is also drawn to office memoranda Nos. 8 & 20. The terms of memorandum No.8 are not being complied with.
3. The memorandum is republished below for strict compliance by all Branches and also by all units or liaison groups attached to this H.Q. for rationing and administration.
4. Owing to the failure to report arrivals in Sicily to date, no accurate roll of personnel in this camp is available.
5. (a) Immediately on receipt of this instruction all branches and attached units or groups will prepare separate nominal rolls for British officers and O.Rs present at this H.Q.
(b) In the case of O.Rs., Army numbers and Corps will be quoted.
(c) Nominal rolls of officers will be forwarded to the Supervising Officer.
(d) Nominal rolls of O.Rs. will be forwarded to Camp Commandant.

(Signed)?????????Lt.Col. for
Major General,
Major General i/o Administration,
15 Army Group.

DISTRIBUTION:

List A less serials 6, 23, 24, 27, 30, 31, 36, 37, 39, 40, 41,
46, 48.
Plus, Postal (Br)
G(Records).

(PTE).

-2-

OFFICE MEMORANDUM No.8.
(Republished).

CASUALTIES TO BRITISH PERSONNEL.

(a) All casualties (i.e. arrivals, departures, or any other event affecting pay, allowances or rationing of individuals) to British officers or O.Rs. will be notified in writing by the Branch concerned immediately, on pro-forma attached at Appendix 'A' to:-

- (i) Supervising Officer.
- (ii) Camp Commandant.

(b) This report will be made in respect of attached personnel and visitors as well as personnel on the strength of this HQ.

Appx "A" to office Memo No.8.

SUBJECT: Notification of Casualty.

To:- Supervising Officer.

Camp Commandant.

(a) Personal or Regimental Number _____

(b) Rank _____

(c) Name and Initials _____

(d) Corps or Regiment _____

(e) Parent Formation or Unit _____

(f) Nature of Casualty
(if posting, state authority) _____

(g) Date of Casualty. _____

Branch Reporting _____

DATE _____

Signature _____

OFFICE MEMORANDA No. 22.

AL/9

15AG/3002/3/1

No. 22 DISTRIBUTION OF INTER-BRANCH CORRESPONDENCE.

1. In order to make the most economical use of the available orderlies and to reduce the time of transit of inter-Branch correspondence, the following procedure will come into force at 0830 hrs Fri 27 Aug.
2. The Distribution Centre will act as a clearing office for all inter-Branch correspondence other than that of an urgent or priority nature.
3. Branch Orderlies will deliver correspondence for other Branches to the Distribution Centre and will collect correspondence for their own Branch. All envelopes so delivered will be marked with the reference number/numbers of the contents.
4. Branches which have no orderlies and few clerks should arrange with neighbouring Branches to act for them.
5. The orderlies on the strength of the Distribution Centre will be used as a reserve to clear any accumulations or delays.
6. Branches will despatch orderlies regularly to reach the Distribution Centre at the following times daily:-
0830 - 1030 - 1230 - 1430 - 1700 - 1900 hrs
7. Any correspondence not requiring to be enveloped, e.g., Camp orders, etc., will have the addressee clearly marked on each copy.
8. Urgent or priority correspondence will still be delivered direct between Branches.
9. E.L.O. will continue to distribute mail which is addressed to a Branch direct to that Branch.

C.M.F.
AMV.

Major-General,
Major-General i/c Administration,
H.Q. 15 Army Group.

DISTRIBUTION:- List 'A', plus G(Records).

OFFICE MEMORANDA

No. 21 INSTITUTION OF G(RECORDS)

- (a) A section of G(ops) entitled G(Records) has now been formed.

Location G(ops) area.

- (b) The functions of the section are defined as follows:-

- (1) To prepare a narrative of operations to form a basis of despatches.
- (2) To arrange for the preservation of historical records other than war diaries.
- (3) As directed by G-O-C in C to draft despatches.

No. 13 ECONOMY IN STATIONERY (Reprinted)

Attention is drawn to HQ Standing Order No 1(r)

Unduly 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 Clerks of Branches will be considered valid, and any indent which appears unjustified or excessive will be referred to 'A' Branch for investigation before being met.

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.

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

DISTRIBUTION:

LIST A, less serials 36, 37, 39, 41, 48
Plus G(Records).

84

785015

OFFICE MEMORANDA NOS 19 & 20.

15AG/Main/3002/3/Aa2

PART I - GENERAL STAFF N I I.

PART II - ADJUTANT-GENERAL'S BRANCH.

No. 19 - CAMP COMMANDANT.

- (a) Officers of this H.Q. will not deal direct with Camp Commandant on any matters other than those of a purely personal nature.
- (b) All official matters affecting the Camp Commandant will be referred to either 'G', 'A' or 'Q' Branch according to the subject.
- (c) Similarly Camp Commandant will deal only through 'G', 'A' or 'Q' Branch except where specifically authorised to deal direct.

B604/MTL

No. 20 - CASUALTIES TO BRITISH PERSONNEL.

- (a) It has been reported that Branches are not complying with Office Memo No. 8 which sets out the procedure for reporting of casualties to British personnel.
- (b) Attention is drawn to the importance of notifying all casualties (i.e., arrivals, departures or any other event affecting pay, allowances or rating of individuals) to British officers and O.R.s to Camp Commandant and Supervising Officer in the correct way.
- (c) Any casualties which have occurred in the past and have not been reported must be notified as laid down immediately.

3010/A.1.

15 Jan 43.
A.W.

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

DISTRIBUTION:- List 'A', less Serials 6, 23, 24, 27, 30,
31, 33, 36-44 incl, 48 & 51.

83

785015

RECEIVED INSTRUCTION

AM 905

1510/61/2(Ops)

9 August 45

Subject - Message Procedure

Many cases are occurring where originators of messages omit to give a separate priority to the various addressees to which the messages are to be sent.

In future, the Signal Office will handle all traffic to "information" addressees as ordinary messages unless otherwise indicated on the message form by the originator.

DISTRIBUTION:-
Standard.

[Handwritten signature]

COPY

MESSAGE FORM

Call.	Srl. No.	Priority	Transmission Instructions
Above this line for Signals			Office Date Stamp
ORIGINATOR			Date and Time of Origin
From (A)	MAIN 15 ARMY GROUP		031100B
For Action			
AFHQ C in C IED MAC SEVENTH ARMY EIGHTH ARMY			
MIDRST TROOPERS TRIPHASE COMBAT WITH MAIRA			
TO			Message Inst.
REAR HQ 15 ARMY GP			GR

ORIGINATOR NO. O-861

CONFIRMING OUR MESSAGE 0222 OF 25 JUL AND 15 AG/1904/30/C(SD) LETTER OF 28 JUL 43(.) MAIN HQ 15 ARMY GROUP NOW AT CASSEBIE SIX MILES SOUTHWEST OF SYRACUSE (.) REAR HQ AT LA MARSA NEAR TUNIS (.) CORRESPONDENCE AND MESSAGES FOR 15 ARMY GROUP SHOULD BE ADDRESSED MAIN OR REAR HQ 15 ARMY GROUP AS APPLICABLE(.) FILPOY AND PANTOX ARE TELEPHONE EXCHANGE NAMES FOR MAIN AND REAR HQ RESPECTIVELY AND WILL REMAIN UNCHANGED WHEN HQ MOVE(.) THESE NAMES ARE ALSO REGISTERED AS CABLE ADDRESSES FOR USE BY SIGNALS BUT SHOULD NOT BE USED BY ORIGINATORS OF MESSAGES(.) FILPAT WILL BE USED FOR TAC HQ WHENEVER ESTABLISHED

DISTRIBUTION.

STANDARD Less Serials 1, 31, 32, 33, 34.

May be sent AS WRITTEN
by any means except
..... WIRELESS

IN CIPHER if liable
to interception.
(Sgd)

D of P.
URGENT.

Lt. Col.
C.S.

