Declassified E.O. 12065 Section 3-402/NNDC NO. 785020

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BM/G/13

Declassified E.O. 12065 Section 3-402/NNDG NO. 795020

100000|120|5400 BM/G/13 "Q" OFFICE INSTRUCTIONS ("G" COPIES) 5684

OCTOBER 1945 COVER I

(1)

'Q' Office Instruction.

NO. 1.

1. Commencing 30th October, 'Q' staff duties will be shared as under:

(a) A.Q.M.G. (Lt. Col. Curties)

All 'Q' Policy questions.
British Accounting.
Italian Army Transport.
Domestic Transport.

(b) D.A.Q.M.G. (1) (Major Newton)

Clothing and Equipment.
Ammunition
Movements.

(c) D.A.Q.M.G. (2) (Major King)

Accommodation
Supplies
Medical Stores
Vet. & Remounts.
Monthly Diary of Events
Office organisation.

(d) Staff Captain (1) (Captain Lamb)

British Accounting.

2. Chief Clerk 'Q' is responsible that:

(a) Standing Orders - Clerks, are complied with.

(b) Urgent correspondence receives attention. Slips on such letters will be marked diagonally with red pencil.

(c) All files in current use are entered on an action list (copy each officer) which indicates subject and individual officer to whom allocated (see paragraph 1.).

(d) All IN correspondence is shown to A.Q.M.G. or to next senior officer in "IMMEDIATE" jacket before filing.

(e) Copies of all OUT correspondence go in 'Q' float.

(f) All letters in files signed personally by an officer of rank of colonel or above are initialled by A.Q.M.G. (This includes letters in Italian.).

(g) A "R.F." Diary is maintained and used.

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Clothing and Equipment.
Ammunition
Movements.

(c) D.A.Q.M.G. (2) (Major King)

Accommodation
Supplies
Medical Stores
Vet. & Remounts.
Monthly Diary of Events
Office organisation.

(d) Staff Captain (1) (Captain Lamb)

British Accounting.

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(d) All IN correspondence is shown to A.Q.M.G. or to next senior offic[illegible] 5884 in "IMMEDIATE" jacket before filing.

(e) Copies of all OUT correspondence go in 'Q' float.

(f) All letters in files signed personally by an officer of rank of colonel or above are initialled by A.Q.M.G. (This includes letters in Italian.).

(g) A "R.F." Diary is maintained and used.

(h) A daily Diary is maintained of important letter IN and OUT on which will be compiled the monthly 'Q' report.

R.A. CURTIES Lt. Col.
A.Q.M.G. H.M.L.A.

Dist:
All 'Q' Officers & Clerks.
'G'
'A'
S.T.
R.E.M.E.

Chief Clerk.
Col. A./Q.

GSO 1
GSO 2 (Cpl)
GSO 2 (SD)
GSO 2 (WE)
GSO 2 (L)
GSO 2 (SD)
GSO 2 (Cmls)
GSO 2 [illegible]

30th Oct 45.

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