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N A.T.O.U.S.A. - STAFF MEMORANDA

Apr - Dec 1943

MEMO FOR RECORD

(Do not detach from file)

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534



30 December 1943

STAFF MEMORANDUM)

NUMBER 26)

*See Staff Memo
10-1944*

TEMPORARY SUSPENSION OF PROMOTIONS

1. Effective this date, the promotions of U. S. Army personnel, officers, enlisted men and members of the Women's Army Corps, assigned to this headquarters, or assigned to other than War Department activated units of Headquarters Command, are suspended.

2. No recommendations for promotions will be submitted until further notice.

By command of General EISENHOWER:

/s/ H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

Reproduced by Rear Echelon,
Hq, 2675th Regt, ACC, 715

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- G-1

- Exec Off (Admin)

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SECRET

Equals British MOST SECRET

SECRET

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

.....
: **SECRET** :
: Auth: CG, NATOUA :
: Initials: *AM* :
: 29 June 1943 :
:.....

STAFF MEMORANDUM)

NUMBER 12)

29 June 1943

ALLOTMENTS OF PERSONNEL

1. It is desired that each Section of AFHQ, Hq. NATOUA, and other direct sub-divisions furnish the following information to this headquarters immediately marked "Attention A.C. of S. G-1".

a. Official section designation and headquarters of which a part, with reference to directive authorizing the section.

b. List of all branches, detachments or sub-divisions. (Guide for this: If allotment of personnel specifically made to cover, it should be listed separately).

c. List the allotment of personnel separately for each a and/or b above, with authority reference and date, to show rank, grade, rating allotted, and totals.

d. List all personnel now assigned to the activity under each allotment. (Not by name, but by total of rank or grade).

e. Make special notation of any allotments known or thought to be authorized specifically by the War Department.

f. Present a brief statement of any unusual or special circumstance pertaining to any function, section, or sub-division.

2. Attached are forms that may be used for this report. Notes may be entered on the back thereof or on a separate sheet. Footnotes on form may be disregarded.

3. Information is needed in connection with distribution of revised allotment of ranks and grades.

By command of the Theater Commander:

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[Signature]
H. V. R. BERTS,
Colonel, A. G. D.,
Adjutant General.

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(unit)

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AD - Additional allotment
WD T/O or WD special

(date)

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AD - Additional allotment to unit over
WD T/O or WD special allotment

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

STAFF MEMORANDUM)

18 June 1943

NUMBER 11)

PERSONNEL REQUISITIONS

1. The War Department advises that many requests for personnel are received from different sections of this headquarters without indication that these requests have been coordinated with G-1, this headquarters. The War Department recommends that all such requests be cleared through G-1, this staff, and that any radios sent contain the phrase "cite NACAP" to indicate that it has been coordinated through the proper office..

2. All requests for or inquiries concerning U.S. Army personnel in the United States or elsewhere without the theater will be transmitted to G-1 who will indicate action or transmit to higher staff authority if necessary. If action taken involves a message to the War Department or to another theater the code name of the section originating the request will be included as well as "cite NACAP".
(AG 312.3/036 A-0)

By command of the Theater Commander:


A. B. KING
Major, A. G. D.,
Asst. Adjutant General

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

STAFF MEMORANDUM)
NUMBER 10)

29 May 1943

SUMMER UNIFORM

1. Effective 1 June 1943, the summer uniform (AR 600-35 and 600-40), is prescribed for officers on duty at this headquarters.
2. The cotton shirt may be worn without necktie and with collar unbottened. Shirt sleeves will not be rolled.

By command of the Theater Commander:


H. V. ROBERTS
Colonel, J.G.D.,
Adjutant General

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

STAFF MEMORANDUM)

26 May 1943

NUMBER 9)

STANDING OPERATING PROCEDURE FOR GENERAL AND SPECIAL STAFF SECTIONS.

1. Completed staff work involves the study of a problem and the presentation of a solution in such form that all that remains to be done on the part of the head of the staff division, or the commander, is to indicate his approval or disapproval of the completed action.

2. In most instances, completed staff work results in a single document prepared for the signature of the chief, without accompanying comment.

3. It is expected that the Assistant Chiefs of Staff, G-1, G-2, G-3, G-4, will take executive action on all matters covered by established policy. The Chief of Staff will be promptly informed of executive action taken by general staff sections on unusual or important papers.

4. The best interests of the headquarters are served by minimizing routine work of general staff sections. To that end general staff sections will furnish the Adjutant General with policies concerning matters which may be handled by the Adjutant General, without reference to general staff sections.

5. Upon receipt of a paper which is determined by the Adjutant General to require general staff action, the recommendations of interested special staff sections will be obtained and then transmitted to the general staff section having primary interest in the matter, using Form #3 (Informal routing slip), supplying available data, including files of previous correspondence or precedents in the case at hand, with a request for desired action.

6. Papers requiring action by the Theater or Deputy Theater Commander, or the Chief of Staff, will be presented to the Chief of Staff by the general staff section concerned, with the concurrences or comments of other interested general staff sections and, in all cases, will contain a definite recommendation for action to be taken.

7. a. Final action having been decided upon by the Chief of Staff, or an assistant chief of staff, all papers in the case will be returned to the Adjutant General's Section for activating of the decision.

b. Instructions to the Adjutant General's Section should include the necessary distribution to accomplish the desired end. In general, the Adjutant General's Section will be permitted latitude in editing the final correspondence and in correction of minor irregularities. The security classification will be recommended by the section of origin. If doubts arise, the Adjutant General's Section will consult Assistant Chief of Staff, G-2, concerning the security classification to be used.

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Staff Memo 9
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8. Papers received by the Adjutant General which are authorized for action under established policies or those requiring no general staff action will be processed through interested special staff sections and final action taken by the Adjutant General. Unusual incidents or matters of importance will be transmitted to the general staff section having primary interest in the subject for notation prior to dispatch.

9. Maintenance of records.

a. Each staff officer on duty at the headquarters must be continually aware of the necessity for maintaining accurate records. Except as in c below, staff sections will not retain integral records and will not duplicate records filed in the Adjutant General's Section.

b. Staff Sections are encouraged to maintain a file of index sheets which give the Adjutant General's Section classification, security classification, the subject, and a synopsis of subject matter of the correspondence. Such records will be valuable in identifying the proper file when the interested individual has scant recollection of the subject matter of the correspondence.

c. Provision is made for the retention of documents, normally part of NATOUSA records, in the office of origin when, in the opinion of the chief of section, security measures dictate the necessity of withholding record copies from the Adjutant General's files. Outgoing copies of such correspondence will be delivered to the Adjutant General in a sealed and addressed envelope. The chief of the section concerned is charged with responsibility for safekeeping of the NATOUSA record of the correspondence and will furnish the Adjutant General with a file cross reference sheet (Form #9) until such time as filing with the Adjutant General's records is appropriate. Chiefs of sections will cause a review of their files of correspondence of this nature at least once monthly with a view of delivering correspondence which no longer requires special security measures to the Adjutant General for permanent record.

10. The Adjutant General's Section is charged with the final preparation of all correspondence, except correspondence relating to operations and military intelligence. Instructions for the substance of indorsements and letters will be delivered to the Adjutant General's Section on Form #3.

11. Drafts of circulars or orders bearing authentication by the approving authority will be transmitted to the Adjutant General for publication.

12. Instructions for preparation of cables and radiograms will be issued at a later date.

By command of the Theater Commander:

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H. V. ROBERTS
Colonel, A.G.D.,
Adjutant General

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

STAFF MEMORANDUM)
:
NUMBER 8)

19 May 1943

SIGNATURES FOR CABLES AND RADIOGRAMS.

1. In preparing outgoing cables or radiograms, staff sections of this headquarters will be guided by the following:
 - a. Messages to subordinate commands (US) will ordinarily be signed "CG NATOUSA".
 - b. Messages to the War Department or commands or installations not under the jurisdiction of this headquarters will be signed "Eisenhower".
2. The signature "C in O" will not be used for messages emanating from this headquarters.

By command of the Theater Commander:


H. V. ROBERTS
Colonel, A.G.D.,
Adjutant General

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

STAFF MEMORANDUM)

17 May 1943

NUMBER 7)

IDENTIFICATION SYMBOLS

1. Staff Memorandum No. 1, this headquarters, cs, is rescinded and the following substituted therefor:

a. The following symbols assigned to this headquarters will be used in all messages transmitted by electrical means to indicate office of origin.

HEADQUARTERS NATOUSA.

Commanding General.....	NACG
Deputy Theater Commander.....	NADCG
Chief of Staff.....	NACOS
G-1.....	NAGAP
G-2.....	NAGEI
G-3.....	NAGCT
G-4.....	NAGDS
Adjutant General.....	NAAG
Adjutant General, Executive Division.....	NAAGG
Adjutant General, Personnel Division.....	NAAGE
Adjutant General, Casualty Branch.....	NAAGC
Adjutant General, Operations Division.....	NAAGO
Adjutant General, Postal Division.....	NAAGP
Adjutant General, Statistical Division.....	NAAGS
Anti-Aircraft Section.....	NACAC
Army Exchange Service.....	NAES
Censorship Section, US.....	NACRS
Chaplain's Section.....	NACHP
Chemical Warfare Section.....	NACWS
Claims Section.....	NACLM
Engineer Section.....	NAENG
Finance Section.....	NAPFN
Inspector General's Section.....	NAOIG
Judge Advocate General's Section.....	NAJAG
Liaison Section.....	NALN
Medical Section.....	NAMED
Ordnance Section.....	NACRD
Provost Marshal General.....	NAPMG
Quartermaster Section.....	NAQMC
Signal Section.....	NASIG
Special Service Section.....	NASS
Transportation Section.....	NATPN

By command of the Theater Commander:

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M. V. ROBERTS
Colonel, A.G.D.,
Adjutant General

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
AFO 534

8 May 1943

STAFF MEMORANDUM)

NUMBER 4)

OBSERVANCE OF MOTHERS' DAY

1. The President's proclamation, 30 April 1943, directs that on Mothers' Day, 9 May 1943, flags be displayed on Public Buildings and that all citizens renew their private expressions of love for Mothers of our country.

2. Mothers' Day will be observed as in prior years, as far as practicable, and each officer and enlisted man will be encouraged to send a letter home.

By command of the Theater Commander:


H. V. ROBERTS,
Colonel, A.G.D.,
Adjutant General.

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Information copies to
AFHQ Staff Sections

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY

21 April 1943

STAFF MEMORANDUM)

NUMBER 3)

Authentication of Communications..... I
Mail Address..... II

I -- AUTHENTICATION OF COMMUNICATIONS

Authentication of theater communications and orders except
General Court-Martial Orders will be as follows:

a To subordinate headquarters and units:

"By command of the Theater Commander"

b To higher headquarters and those not included in a above:

"For the Theater Commander"

(AG 313.5/084)

II -- MAIL ADDRESS

1. Official mail address for this headquarters will be AFO 534,
c/o Postmaster, New York City, New York.

2. Personnel assigned to this headquarters should notify their
correspondents of their correct address.

a Example:

Pvt. John Doe, 1208532
Section, MATOUSA
AFO 534, c/o Postmaster
New York City, New York

(AG 312.4/085)

By command of the Theater Commander:

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H. V. Roberts
H. V. ROBERTS,
Colonel, A.G.D.,
Adjutant General.

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY

1 April 1943

STAFF MEMORANDUM)

NUMBER 2)

FRENCH REARMAMENT INSTRUCTIONS

All Staff Sections issuing instructions of any nature concerning French Rearmament will include the Commanding General, Fifth Army, in the distribution thereof.

By command of General EISENHOWER:

T. J. Davis
T. J. DAVIS, *P*
Brigadier General, AGD,
Adjutant General.

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