Declassified E.O. 12356 Section 3.3/NND No. 785016

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10000/143/66

Declassified E.O. 12356 Section 3.3/NND No. 785016

10000/143/66

OFFICE INSTRUCTIONS
AUG. - OCT. 1943

Declassified E.O. 12356 Section 3.3/NND No. 785016

File 020 Public Safety

AMGOT/302/HQ

AMGOT H.Q., SICIL

5th October 1943

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

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.

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

DISTRIBUTION:-

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		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

CPS Bulletin
DCPS Reply

Copies in all
2443 mf.
S/C. F.

Declassified E.O. 12356 Section 3.3/NND No. 785016

SUBJECT:- Office Hours.

TO: Head Clerks all Divisions.

AMIOT/208/D.
AMIOT H.Q. DIOTIN,
7. Oct. 43.

In order that Clerks and Orderlies can obtain their evening meals at the time stated in D.R.O's of 6.Oct., Office hours in the afternoon will be 1330 - 1730 hrs. instead of 1745 hrs.

Duty Clerks will report for duty at 1730 hrs.

A. S. FARRAR.
Capt.
S/Capt. AMIOT.

Declassified E.O. 12356 Section 3.3/NND No. 785016

1020/PS 18

AMGOT

AMENDMENT TO OFFICE ORDER NO 3

OUTGOING CABLES

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.

A M Farrar
Captain
Staff Captain

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

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

2441

SUBJECT : Conservation of Time.

File

17

AMGOT/1020/52

AMGOT F.G. SICILY

30 September, 1943

TO : Heads of Sections,
Public Safety Division.

All facilities at the disposal of AMGOT are very limited. In order to conserve the time of personnel and office supplies the following will be observed in this Division :-

1. Wherever intra-Division communication is involved, brief longhand notes will be used.

2. To the maximum, all matters will be disposed of verbally, brief note of action taken being made on the file or record.

3. All reports and correspondence will be limited to essentials. No language will be used that can be eliminated without destroying the value of the document.

4. In all instances, time and date will be noted by officers passing upon papers in transit.

5. There is no prospect at present of increased facilities. The only recourse is to increase our efficiency by cutting out all non-essential words, typing, travel communications, etc. Full appreciation and compliance is expected.

Lemuel Bolles
LEMUEL L. BOLLES
Colonel, Infantry
Commissioner of
Public Safety.

Declassified E.O. 12356 Section 3.3/NND No. 785016

To : Heads of Sections,
Public Safety Division.

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Lemuel Bolles
LEMUEL L. BOLLES
Colonel, Infantry,
Commissioner of
Public Safety.

2440

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

PUBLIC SAFETY DIVISION

TO SEE:

C.P.S.....

D.C.P.S.....

PRISON SECTION

LT.COL. MICHELL.....

MAJ. LOTHIAN.....

CAPT. BROWN.....

CAPT. ALDEN.....

CIVIL POLICE SECTION

LT.COL. SNOOK.....

MAJ. HEFFORD.....

MAJ. RICHARDSON.....

CAPT. MANUEL.....

CAPT. WILIMOSKY.....

LT. GALE.....

FIRE & C.D. SECTION

X MAJOR MASON.....

CAPT. WALLACE.....

LT. BELLERSEN.....

LICENSING & REGISTRATION

X CAPT. BALLANCE.....

Declassified E.O. 12356 Section 3.3/NND No. 785016

Public Safety 46

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 0001½ hrs., 1 October 1943, the following equivalent classifications will be effective :

U.S.	BRITISH.
SECRET	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.

RESTRICTED
(Equals British Confidential)

2438

Declassified E.O. 12356 Section 3.3/NND No. 785016

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

Declassified E.O. 12356 Section 3.3/NND No. 785016

Office Order 15

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

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Declassified E.O. 12356 Section 3.3/NND No. 785016

PUBLIC SAFETY DIVISION

TO SEE:

C.P.S.....

D.C.P.S.....

PRISON SECTION

LT.COL. MICHELL.....

MAJ. LOTHIAN.....

CAPT. BROWN.....

CAPT. ALBERT.....

CIVIL POLICE SECTION

LT.COL. ENCOK.....

MAJ. HEFFORD.....

MAJ. RICHARDSON.....

CAPT. MANUEL.....

CAPT. WILIBOSKY.....

LT. GALE.....

FIRE & C.D. SECTION

MAJOR MASCH.....

CAPT. WALLACE.....

LT. FELLERMAN.....2436

LICENSING & REGISTRATION

CAPT. BALLANCE.....

Declassified E.O. 12356 Section 3.3/NND No. 785016

AMGOT/302/110

AMGOT H.Q., BIZERTE.

10th September 1943

SUBJECT:- Paper Economy.

TO:- All Heads of Divisions.

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.

CHARLES M. SPOFFORD,
Lieut-Colonel G.S.C.
Chief Staff Officer.

DISTRIBUTION:-

Legal Division.
Finance Division. (2)
Civil Supply Division.
Property Control.
Public Health.
Public Safety.

2435

Declassified E.O. 12356 Section 3.3/NND No. 785016

PUBLIC SAFETY DIVISION.

ROUTING SLIP. pp 11-12

TO SEE :-

C.P.S.....

D.C.P.S. .....

PRISON SECTION.....

CIVIL POLICE SECTION.....

FIRE AND CIVIL DEFENCE SECTION.....

LICENSING AND REGISTRATION SECTION.....

Declassified E.O. 12356 Section 3.3/NND No. 785016

File 83

Subject: Official Correspondence.

AGC/P/1038/2

Ident No. 41013.

9 September, 1945.

To all Sections
Public Safety Div.

Official correspondence with higher authority should be prepared for signature by the Chief Staff Officer Lt. Col. Charles R. Spofford.

Official correspondence with other divisions or with G.A.F.Os. should be prepared for signature by the Commissioner of Public Safety but may be signed for him by the D.C.P.S. or by the Officer in charge of the section.

Instructions to Provincial G.A.F.Os. should be sent out over the signature of the D.C.P.S. or D.C.P.S. but Officers i/c Sections may correspond direct with Provincial G.A.F.Os. (through G.G.A.Os.)

R.M.J. Martin
Lt. Cols.
Deputy Commissioner of
Public Safety.

2434

Declassified E.O. 12356 Section 3.3/NND No. 785016

12

SUBJECT:- Printing of F ms.

AMGOT/302/HQ.

AMGOT H.Q. SICILY.

7. Sept. 43.

To: All Heads of Divisions.

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).

G. Percy Smith
Lt Col.

CHARLES M. SPOFFORD.
Lt.Col. G.S.C.
Chief Staff Off

2435

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

Declassified E.O. 12356 Section 3.3/NND No. 785016

11

[redacted]

[redacted]

[redacted]

[redacted]

To:- Chief Welfare Officer
Welfare Section
Fire & C.D. Section
Traffic & Registration Section
S.S.P.S. Trooper.

The C.C.A.A.C. has ordered that every officer and o/r in Army H.Q., Army Ops Staff off duty on half-day.

Officers A/G Services and C.C.A.A.C. in respect of unattached o/r will see that the half days are taken so as to cause the minimum inconvenience of work in C.C. offices.

As far as possible no medical officer should be unattended during normal office hours.

[signature]
Lieutenant-Colonel,
D.D.P.S.
for C.P.S.

2432

Solid brooke
Complete book
Officer in Dir
Dep
2/9

AMGOT/302/HQ

10

AMGOT HQ SICILY

2 September 1943

OFFICE ORDER NUMBER 4

DISTRIBUTION CENTER

1. In view of the reorganization of Headquarters, AMGOT, the Central Registry has now been termed "The Distribution Center, AMGOT."

The Distribution Center will receive and distribute all official correspondence and messages throughout the Divisions at Headquarters

Incoming Correspondence

The Chief Clerks of Divisions will be responsible for recording all correspondence and messages received in the Register of Correspondence which will be prepared with headings as follows:

Date	From whom received	Sender's number	Purport	Branch file number

Correspondence and/or messages will be booked in by the Registration Clerks of the Branch immediately on receipt and placed in the appropriate file as soon as possible, and handed to the Chief Clerk of the Branch for disposal. The Chief Clerk will ensure that the letter and/or message is properly minuted and referenced before passing to the Staff Officer concerned.

Outgoing Correspondence

All outgoing correspondence will be recorded by the Branch Registration Clerk and he will dispose of all correspondence for internal distribution. All correspondence for External distribution will be passed through the Distribution Center for dispatch together with "float copy" of letter or message. Receipts will be given for all classified correspondence - it is unnecessary to obtain receipts for matters of a routine nature.

The outgoing register will contain the following headings:

Date and Time of Dispatch	To Whom Sent	Branch Number	PURPORT

The orderly's receipt book will bear the number of the letter, the date and time of dispatch, and the signature of the recipient.

SECURITY HQ AMGOT

2431

2. In order that a more rigid security at this Headquarters be

Declassified E.O. 12356 Section 3.3/NND No. 785016

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The orderly's receipt book will bear the number of the letter, the date and time of dispatch, and the signature of the recipient.

SECURITY HQ AMGOT

2431

2. In order that a more rigid security at this Headquarters be maintained all personnel, military and civil, will be in possession of a pass to enter and leave the Headquarters. These passes can be obtained from Room 18.

The Carabinieri have had strict instructions at entrances to floors to examine all passes authorizing entry into the building.

A. S. FARRAR
Captain
Staff Captain

Declassified E.O. 12356 Section 3.3/NND No. 785016

Declassified E.O. 12356 Section 3.3/NND No. 785016

9

HQ 7th ARMY OFFICIAL BUSINESS

OUTGOING MESSAGE

Office of origin ..... (section) Date .....

Initials Of ..... (Originating officer)

Classification ..... (Restricted - Confidential - Secret) Precedence ..... (Routine - Priority - Urgent)

To:

Time Signed:

Content and classification authenticated by .....

2430

8

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. SPOFFORD
Lieut-Col.	T. FARLEY SMITH
Major	D. G. PIRIE
Major	J. R. McDOUGALL
Captain	E.A.C. TALBOT
Captain	A. S. FARMER

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 (Restricted-Confidential-Secret) Precedence: Routine (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 not included in text.

2429

Declassified E.O. 12356 Section 3.3/NND No. 785016

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. SPOFFORD
Lieut-Col. T. FARLEY SMITH
Major D. G. PIPIE
Major J. R. 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 (Restricted-Confidential-Secret) Precedence: Routine (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 not included in text.

2429

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)

Declassified E.O. 12356 Section 3.3/NND No. 785016

ENEMY	REURAD
FOLLOWING	YOURS
FOR	END
FROM	END OF MESSAGE
IN REPLY	PERIOD
NUMBERS "1", "2", "3", etc.	REPLY
TITLES "COMMANDING GENERAL", etc.	REQUESTED
OUR	SIGNED (INCLUDING NAMES)
PARAPHRASE	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.

J. S. FARRAR
Captain
Staff Captain

ANGOT, H.Q.
SICILY
31 Aug 43

Copy to: 7th Army A.G. Section

Declassified E.O. 12356 Section 3.3/NND No. 785016

7

OFFICE ORGANISATION FOR AMGOT

1. The following is intended to be a guide to all who may at some time or another have to open up an office for administration purposes and if followed will ensure consistency throughout the AMGOT Organisation.

2. Suppose yourself to be an officer of an administration just beginning active existence and to have been asked by the D.C.C.A.O. to organise his H.Q. office. You will know what territory is to be administered, and both the specific information which will have been available before the occupation and the experience gained in the administration of other occupied territories will help in deciding what will be, broadly, the scope of the administration, and, therefore, under what general headings the records of the administration must be kept. Past experience has shown that these general headings will probably be:-

(a) Most Secret
(b) Administration
(c) Finance
(d) Legal.
(e) Personal Files
(f) Public Safety
(g) Civilian Supply
(h) Public Health
(i) Property Custodian

3. The "Most Secret" category is an awkward one, because it may include papers on almost every subject within the Administration's scope and the records kept in the other sections may be incomplete without "Most Secret" papers. But the difficulty has to be accepted because orders require that "Most Secret" papers and others of still higher security grading, must be handled differently from ordinary "Open" papers and not passed through nor kept in the general registry of the administration. So, having decided on the main headings of your administration's business, take the next step and allocate a group of file numbers to each heading:-

File Nos. 1 to 999 will be for Most Secret Files
" " 1000 to 1999 " " Administration Files
" " 2000 to 2999 " " Finance Files
" " 3000 to 3999 " " Legal Files
" " 4000 to 4999 " " Personal Files
and so on.

4. It is unlikely that any administration will last long enough to open 1000 files in any one section. But it will probably open more than 100 in one or more sections, so allocating blocks of 1000 to begin with is a sensible course. And this block system of file number allotment is convenient because all concerned rapidly memorise the divisions and when, for example, the file 3247 is mentioned, automatically it is recognised as a file on a Legal subject. To give you some idea of the numbers of files you are likely to have in your Registry, I may mention that the Political Branch, Nairobi, which at one time controlled four administrations simultaneously and has had, altogether, six administrations under it, accumulated about 1800 files (exclusive of personal files) in two years.

[illegible] allocation blocks of numbers for files in various

Declassified E.O. 12356 Section 3.3/NND No. 785016

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and so on.

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5. In addition to allocating blocks of numbers for files in various categories, you should at the first convenient moment, if possible before your administration starts to function, open files on subjects which experience has shown are certain to need files. As suggestions in this connection, I give you:- 428

<u>Most Secret Series</u> - Operations (Military, Naval and Air Force)
Honours and Awards
Relations with Allies
Relations with Neutral Powers
D.C.C.A.O's Reports to C.C.A.O.
C.C.A.O's instructions to D.C.C.A.O.

/Administration

Declassified E.O. 12356 Section 3.3/NND No. 785016

Administration Series	-	Office Routine and Instructions Office Accommodation Administrative Policy Leave: Policy and Conditions Confidential Reports British Subjects in the Territory - Policy Force Routine Orders Discipline Civilian Staff: H.Q. Office. Public Health Services: Policy Public Works Services: Policy Agriculture: Policy Forestry: Policy Ports and Lights: Policy Mines and Quarries: Policy Posts and Telegraphs: Policy Fisheries: Policy British Legations and Consulates British Cemeteries British Commercial Interests: Policy Civilian Supply and Resources: Policy Public Safety: Policy Property Custodian: Policy Antiquities Religious Matters, General: Policy Orthodox Church Roman Catholic Church Seizure and Requisitioning: Policy Relief: Policy International Red Cross.
Financial Series	-	Financial Policy, General Issues from Military stocks to BMA: Policy
Legal Series	-	Claims against British Troops: Policy and Procedure
	-	" " Enemy " : " "

6. The existence, from the first day, of such a nucleus of files already opened will be a good start for your administration - especially if all the officers and other ranks of the H.Q. have taken note of the existence of these earliest files - at a time when you will be distracted by problems of office accommodation, engaging civilian clerks, and a lot of other things which will make it hard to give time and thought to file-opening. And the existence of these files will ensure that anyhow some - probably most - of your early correspondence will be properly filed. You should start, too, with a personal file for every officer, other rank, or civilian posted or attached to your administration. And a personal file should be opened for every 'body' who subsequently joins you, the day he or she does so. Strict compliance with this rule will facilitate not only your [illegible] and of those who follow you when

Declassified E.O. 12356 Section 3.3/NND No. 785016

Agriculture: Policy
Forestry: Policy
Ports and Lights: Policy
Mines and Quarries: Policy
Posts and Telegraphs: Policy
Fisheries: Policy
British Legations and Consulates
British Cemeteries
British Commercial Interests: Policy
Civilian Supply and Resources: Policy
Public Safety: Policy
Property Custodian: Policy
Antiquities
Religious Matters, General: Policy
Orthodox Church
Roman Catholic Church
Seizure and Requisitioning: Policy
Relief: Policy
International Red Cross.

Financial Series - Financial Policy, General
Issues from Military stocks to BMA: Policy

Legal Series - Claims against British Troops: Policy and Procedure
- " " Enemy " : " "

6. The existence, from the first day, of such a nucleus of files already opened will be a good start for your administration - especially if all the officers and other ranks of the H.Q. have taken note of the existence of these earliest files - at a time when you will be distracted by problems of office accommodation, engaging civilian clerks, and a lot of other things which will make it hard to give time and thought to file-opening. And the existence of these files will ensure that anyhow some - probably most - of your early correspondence will be properly filed. You should start, too, with a personal file for every officer, other rank, or civilian posted or attached to your administration. And a personal file should be opened for every 'body' who subsequently joins you, the day he or she does so. Strict compliance with this rule will facilitate not only your own work but that of everyone in the office and of those who follow you when you (as will surely happen if you follow my advice!) are promoted to higher duties. Your successors to the third and fourth generations will rise up to call you blessed.

7. A few final words of advice about files - don't ever have a file with the words 'Miscellaneous', 'General', 'Sundry' or anything like that for sole title. Every paper must be about something or other, so there must be a file in existence, or it must be possible to make a file on to which the document can go. If this is quite impossible, the only solution is to file the paper in the W.P.B. Have clearly in your mind (and impress upon others) the distinction between 'Policy' and 'Action' files. Never

/allow

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allow Policy files to get cluttered up with papers on individual cases. The fact that a particular document is a Policy paper is not always immediately apparent, but a letter or memo dealing with an incident of administration, something that does not discuss or lay down the policy but merely takes action implementing Policy, is nearly always recognisable for what it is. Keep such papers off Policy files. Have your Registry record on all files the numbers and titles of related files. Keep a constant watch to see that overlapping files are not created. For example, if you find (as I did lately) two files each dealing with the same territory, one called "Transport", the other "Motor Transport", examine their contents to see whether they ought not to be consolidated into one file.

8. Maximum efficiency in the office can be attained by observance of the following rules:-

(a) The home of a file is the Registry, where it should always be found when not in use. Even when in action files should invariably be returned to the Registry at night and be called for again next morning, except - when the officer intends to work on the file the next morning before the Registry opens and when the officer concerned has a secure lock-up in which the file can be kept for the night. A record of the movement of all files in and out of the Registry should be kept.

(b) It is a mistake to suppose that time is saved by keeping files on one's table, awaiting action, for days at a time. Time is not saved, but wasted, especially the time of other officers and of the Registry Staff.

(c) There is no such thing as a file being the private property of an officer or of a Department. Files belong to the Registry and the fact that an individual or a section takes most of the action on any file in no way alters the rule.

9. Officers must check that papers passed to them are properly filed. If in any doubt verification should be immediate before action is taken, i.e., action should never knowingly be taken on the wrong file, with the intention of rectifying the mistake later. To enable him to do this checking, every officer should keep his own file-title index, to include the titles and numbers of all files with which he normally deals. Files should wherever possible be requested by number, not by name. Officers must verify that files passing through their hands bear titles which give an accurate general description of the contents. If this is not the case, something is wrong. Officers should propose to the Registry either a change of title or - what is likely to be needed - a sub-division of the file,

10. If an officer observes that there is simultaneous action on several papers in one file, he should ask himself if this does not suggest that the file ought to be split. He should either take necessary action on his own iniative or consult other interested officers. Normally, action should be [illegible] the file is received. An officer who goes home leaving

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10. If an officer observes that there is simultaneous action on several papers in one file, he should ask himself if this does not suggest that the file ought to be split. He should either take necessary action on his own iniative or consult other interested officers. Normally, action should be taken on the day the file is received. An officer who goes home leaving a pile of files awaiting action ought to feel them as a burden on his conscience. If the condition becomes chronic, he should report to his Departmental Chief that he is being overworked and ask for assistance. Demands for files to be brought should not be unconditional, save in cases of urgency. The normal request for a file should be 'when free'. If the foregoing rules - especially that dealing with the demands for files - are generally observed, there will seldom be long delay before the wanted file is received. Demands for files to be instantly produced involve disruption of Registry routine, waste of time of personnel sent to search, irritate officers whose 'in' trays are pillaged, and are the most frequent cause of necessary action being overlooked.

/DO's

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DO'S

11. Do -

(a) see that page and minute numbering and referencing to relevant items is completed. If not, complete it yourself before you pass the file out.

(b) ensure, when a matter requires consultation of two or more files, that each file bears page and folio references to the related items on the other files. Show in these references which is the action file.

(c) consult the head of the Registry when in doubt on any matter concerning the policy of Registration, Filing, etc.

DON'TS

12. Don't -

(a) pin or clip papers to inside covers of files and don't tolerate the practice by others. A paper either belongs in a file or it does not. Even drafts should be filed and numbered. They can easily be withdrawn later, if desired.

(b) think of the Registry as a Reference Library. If your Department requires collation of information on any subject, that is the task of your Department not of the Registry

(c) enter the Registry unless absolutely necessary. Send the head of the Registry a note stating your requirements - and be patient.

(d) blame the Registry, or anyone else, for shortcomings if you yourself fail to observe the above rules.

13. File indexing. The ideal form of file index is the card system but you may not be able to introduce this in the earliest days of your administration. A good substitute is to have one of the standard Army thumb-indexed books (S.O. Book 129). In this you will have a numerical list of files giving their titles. You will also have an alphabetical list putting the name of the file on the page of the index-letter of the first word of the title. For example, on the 'O' page will appear the entry 'Office Accommodation', with the number of the file alongside. Also make an entry on the 'A' page:-

'Accommodation (Office).....(file No.)'.

Follow this method consistently and your Registry will find no difficulty in producing the files for which it is asked.

14. Distribution of Duties. Get a 'tree' made out, showing distribution of duties, before your administration starts work and keep it constantly

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14. Distribution of Duties. Get a 'tree' made out, showing distribution of duties, before your administration starts work and keep it constantly up-to-date, as the scope of the administration and the number of officers posted to it increase. You may meet some opposition in this connection. You may be told that 'it is too early yet to define schedules and allot officers to specific duties' and so on. Don't be put off by this: keep plugging away at your Chief until he agrees upon a 'tree' layout. To fail to define the responsibilities of each member of the staff, leaving all responsible in a general way for everything, is a sure way to have many things left undone.

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15. In order to 'put over' the above plan for office administration and to ensure that it will be not only adopted but consistently applied, it is essential to get the backing of your Chief from the start. Convince him first of all that the system you propose to apply is practical and suitable. That done, at a convenient time, either before your administration starts functioning in its territory, or as soon as possible after, get the permission of your Chief to give a talk outlining your plan to all interested officers. Your Chief will naturally be present at your talk and his presence will show that what you say has your Chief's blessing and is to be applied.

16. Finally, remember care of office machinery and economy in the use of stationery. In this theatre it is extremely difficult, if not impossible, to obtain replacements for faulty or broken typewriters and duplicators (repairs too take weeks and often months to effect); ensure, therefore, by regular cleaning and by covering machines when not in use that they do not get into a faulty condition. The importance of this injunction cannot be sufficiently stressed, as non-compliance invariably causes machines rapidly to become unserviceable, resulting in loss of time and efficiency in the office.

When moving your office, as you will most certainly from time to time be called upon to do, always let the care of typewriters and duplicators on the move be your first consideration. Pack them well before you start and keep a constant watch on them during the journey. Much office machinery has been damaged in this way.

The question of economy in the use of stationery is also one to which special attention must be paid. In this connexion the following should be remembered:-

(a) Never use a larger sheet of paper than is necessary.

(b) Never type or duplicate more copies than are essential.

(c) Do not use new paper for notepads, etc. There is always paper which has been used on one side only that can be utilised for this purpose. Obsolete Army Forms will also serve.

(d) Do not hold large stocks of unwanted or surplus forms or excess general stationery in your office; others will be short of it. Return it wherever practicable to the stock of your parent office.

(e) Cut down on the number of rough drafts for each letter or instruction. There is a tendency to over-draft letters before sending out in final form.

(f) Keep your duplicating machine in good working order - a faulty duplicator wastes paper.

(g) Keep carbon and typing paper for current use in tidy packets.

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(f) Keep your duplicating machine in good working order - a faulty duplicator wastes paper.

(g) Keep carbon and typing paper for current use in tidy packets.

(h) Use both sides of the paper whenever practicable.

(j) Use single line spacing unless the nature of the works demands otherwise.

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To sum up, remember that working in the field as you are it is not merely a question of trying to be economical with stationery, or trying to keep office machinery in good repair. It is an essential part of your job, for it is not at all certain that you will get replacements for normal expenditure and for reasonable wear and tear - you most definitely will not get replacements for wasteful usage of stock and careless handling of machines. Follow the notes given above - they are for your benefit.

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24th Aug.

6

INSTRUCTIONS FOR DEALING WITH CORRESPONDENCE AT AMGOT H.Q.

The following procedure for dealing with correspondence at AMGOT H.Q. will be adopted forthwith.

1. INCOMING CORRESPONDENCE

(i) All mail coming into AMGOT H.Q. will be opened by DCSO or in his absence, AO 1, AO 2 or the Chief Clerk. It will then be passed to the Central Registry for logging and insertion in the correct file.

(ii) The officer opening the mail will mark with a cross the correspondence requiring the most urgent action and this will be given priority over all other filing. All correspondence must be filed immediately upon receipt. If the pertinent file is not available, it must be submitted on a temporary file.

2. (i) All papers on files will be properly referenced and recorded on the minute sheet inside the front cover of the file before the file leaves the registry. The file will then be passed to the appropriate Division or AO for action as necessary.

(ii) All files for action by Divisions will go to the Heads of Divisions except when the latter direct otherwise.

(iii) On the Administrative side all files for action will go to A.O.1, A.O.2, A.O.(Staff S & T) or the officers under A.O. (Admin.) according to the subjects with which they deal - see chart attached.

3. No papers will be removed from the file without prior reference to the Chief Clerk.

4. Papers will not be dealt with until placed on the proper file. Adherence to this rule will avoid loss of the papers.

5. OFFICE PROCEDURE

If it is necessary to submit a matter to another Division, the C.S.O, DCCAO or CCAO for comments or decision, this will be done wherever practicable by means of a minute on the pertinent file. Minutes will be written at the foot of the last page entered in the file or on a sheet of paper inserted in the file and numbered as a page of the file.

6. Files moving from one Division to another must pass through the Registry for entry in the circulation register. Central Registry Clerks will visit each office at least once [illegible]

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[illegible] or in his absence, [illegible], [illegible] the Chief Clerk. It will then be passed to the Central Registry for logging and insertion in the correct file.

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6. Files moving from one Division to another must pass through the Registry for entry in the circulation register. Central Registry Clerks will visit each office at least once an hour to bring and/or remove files, but if greater speed is required, there is no objection to the use of Divisional clerks or the office orderlies stationed in the passages, provided that they take the files via the C.R. and report where the files are going.

7. Routing slips will be provided for passing files from one office to another. Where immediate action is required, an urgent slip will be used.

8. Whenever in doubt, the C.R. will consult Divisions or AOs as to the file in which a document should be placed and the titles of new files. But there will be mistakes, and Divisions or AOs

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should instruct the Registry whenever an improvement can be made. This particularly applies in the case of general files which tend gradually to cover a large number of subordinate subjects arising from the main subject. The result is a mass of correspondence being dealt with in one file, which means delay all round. Breaking down the file into a number of files will remedy this.

9. OUTGOING CORRESPONDENCE.

(i) The heading of all correspondence emanating from this H.Q., unless specifically shown otherwise in the draft, will be as follows:-

Subject: _____ SECRET (a) (etc. if = CONFIDENTIAL(A) required)

(File No.)

AMGOT HQ SICILY

(Date)

To: _____

(ii) Correspondence will be prepared for signature either by CCAO, CSO or Heads of Divisions.

(a) For signature by or for CCAO

All correspondence to higher formations - e.g. AFHQ, 15 Army Group, HQ 7 Army, HQ 8 Army.

NOTE - Communications to American higher formations which are not signed by CCAO or DCCAO will be signed by the CSO (or officer designated by him) "For the Commanding General".

(b) For signature by or for CSO

All communications from HQ containing orders or instructions relating to matters of policy.

NOTE - When correspondence is submitted to CCAO, DCCAO or CSO for signature, it should carry the initials of the originator on the file copy or a minute requesting signature if any explanation is required.

(c) For signature by or for Heads of Divisions

All communications on Divisional subjects not covered by (a) and (b) above.

(d) In certain cases of correspondence emanating from various

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Subject: ______________ SECRET (B) (etc. if
= CONFIDENTIAL(A) required)

(File No.)

AMGOT HQ SICILY

(Date)

To: ______________

(ii) Correspondence will be prepared for signature either by CCAO, CSO or Heads of Divisions.

(a) For signature by or for CCAO

All correspondence to higher formations - e.g. AFHQ, 15 Army Group, HQ 7 Army, HQ 8 Army.

NOTE - Communications to American higher formations which are not signed by CCAO or DCCAO will be signed by the CSO (or officer designated by him) "For the Commanding General".

(b) For signature by or for CSO

All communications from HQ containing orders or instructions relating to matters of policy.

NOTE - When correspondence is submitted to CCAO, DCCAO or CSO for signature, it should carry the initials of the originator on the file copy or a minute requesting signature if any explanation is required.

(c) For signature by or for Heads of Divisions

All communications on Divisional subjects not covered by (a) and (b) above.

(d) In certain cases of correspondence emanating from various US Army Headquarters, it may be advisable to use the American procedure of replying by means of the Indorsement. In this form of reply the message is typed on the original of the basic letter which is then transmitted either to the originator of the basic letter or to any addressee desired. A copy of the indorsement is made on the copy of the basic letter and is retained as the file copy.

10. (i) The SCAO in charge of a Province is responsible for the satisfactory working of all Allied Military Government activities within his Province (except in the case of certain [illegible]

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specific matters to be handled by H.Q. Officers, which will be the subject of a separate Memorandum) and therefore must have knowledge of all orders and advice sent by Heads of Divisions to their offices in his Province. All communications between HQ Divisions and their officers assigned to Provinces will therefore channel through the SCAO's.

(ii) Correspondence to be passed through the SCAO's will be addressed:-

_____ through SCAO _____ Province

(iii) Ordinary official correspondence will always be addressed to an officer by his official title and not by his name.

(iv) When sending out a memorandum care must be taken that sufficient copies are provided to avoid the recipient having to retype the letter for further distribution.

(v) More detailed instructions on correspondence are being issued to the C.R. - copies to all offices for information.

11. Outgoing correspondence will be typed either by the C.R. or by the Divisional Clerks. In either case, the signed correspondence with the file from which it is to issue, must go to the C.R. despatch clerk for registration and despatch.

12. Before dispatch of a letter the file copy will be initialled and the file returned to the C.R. The file will not be returned to the originator of the letter unless (a) the C.R. consider that there is further action on the file or (b) the file is marked "B.U." 18/3 (or whatever date required) and initialled. In the latter case the file will automatically return to the initialler on the date indicated.

13. <u>OUTGOING MEMORANDA FILE</u>

In addition to the number of copies of a memorandum required for issue and the file copy, a further copy will be made of all except MOST SECRET correspondence and put each day into an "Outgoing Memoranda" file. Each morning this file will be circulated to CCAO, DCCAO, Heads of Divisions etc., who [illegible] to keep in touch with all ordinary MGCOT HQ [illegible] REGULATE as the whole [illegible] within f

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14. SECRET FILES

These files will be subject to the procedure outlined above, but they will be kept in a separate registry and correspondence for them will be filed under special arrangements made by the Chief Clerk. Only clerks designated by the Chief Clerk will type secret correspondence and the files will only be passed by the hand of officers, the Chief Clerk or Staff Sergeants designated to see them.

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15. CLASSIFICATION OF CORRESPONDENCE.

It is the duty of every officer to decide whether any official correspondence which he has to sign should be given a security

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classification. The classifications which will be used are as follows:-

"American RESTRICTED = British CONFIDENTIAL"

"American CONFIDENTIAL = British SECRET"

"American SECRET = British MOST SECRET"

16. DISTRIBUTION OF WORK

Attached to these Instructions is a Chart showing the distribution of work on the administrative side of H.Q.

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CCAO
DCCAO
CSO
DCSO

AO 1 (Maj Smith)
Asst AO
(Capt Talbot)

Political
Ecclesiastical
Legal
Public Safety
} Affairs

AO 2 (Maj Croft)
Asst AO
(Lt. Van Heukelom)

Civil Supply
Public Health
Property
Railways
Secretary to Executive Council
Miscellaneous
} Affairs

AO (Staff S & T)
(Maj Pearey)

QM(A) (Lt.Davis)
QM(B) (Lt. Sinclair)
TO (A) (Lt. Zimmerman)
AO (Maj
TO (Cap
Ca

Staff Capt(A) British (Capt Davis)
Personnel Adjutant American (Lt.Krupa)
Staff Capt (Adm) (Capt Farrar)
HQ Coml (British) (Capt Harriman

Personnel
Welfare
Discipline

LEGAL DIVISION
FINANCE DIVISION
PUBLIC SAFETY DIVISION
CIVILIAN SUPPLY AND RESOURCES DIVISION
PUBLIC HEALTH DIVISION
PROPERTY

ADVISOR ON FINE ARTS AND MONUMENTS (Capt.Hammond)

LIAISON OFFICER 15 Army Group (Col.THORNE-THORNE)

LIAISON OFFICER (7 Army) (Capt. Graham)
(Ca

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CCAO
DCCAO
CSO
DCSO

h)

AO 2 (Maj Croft)
Asst AO
(Lt. Van Heukelom)

Civil Supply)
Public Health)
Property)
Railways)Affairs
Secretary to)
Executive Council)
Miscellaneous

fairs

AO (Staff S & T)
(Maj Penrey)

OM(A) (Lt. Davis)
OM(B) (Lt. Sinclair)
TO (A) (Lt. Zimmerman)
TO(B) (Capt Carter)

AO (Adm)
(Maj McDougal)

Staff Capt(A) British (Capt Davis)
Personnel Adjutant American (Lt. Krupa)
Staff Capt (Adm) (Capt Farrar)
HQ Comdt (British) (Capt Harriman)
HQ Coy American (Capt. Junieptooz)

Personnel)
Welfare)
Discipline)

Printing (Lt. Panelli)

FINANCE DIVISION

PUBLIC SAFETY DIVISION

CIVILIAN SUPPLY AND RESOURCES DIVISION

PUBLIC HEALTH DIVISION

PROPERTY DIVISION

VISOR ON FINE ARTS
ND MONUMENTS
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PRO
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5

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(ii) The officer opening the mail will mark with a cross the correspondence requiring the most urgent action and this will be given priority over all other filing. All correspondence must be filed immediately upon receipt. If the pertinent file is not available, it must be submitted on a temporary file.

2. (i) All papers on files will be properly referenced and recorded on the minute sheet inside the front cover of the file before the file leaves the registry. The file will then be passed to the appropriate Division or AO for action as necessary.

(ii) All files for action by Divisions will go to the Heads of Divisions except when the latter direct otherwise.

(iii) On the Administrative side all files for action will go to A.O.1, A.O.2, A.O.(Staff S & T) or the officers under A.O. (Admin.) according to the subjects with which they deal - see chart attached.

3. No papers will be removed from the file without prior reference to the Chief Clerk.

4. Papers will not be dealt with until placed on the proper file. Adherence to this rule will avoid loss of the papers.

5. OFFICE PROCEDURE

If it is necessary to submit a matter to another Division, the C.S.O, DCCAO or CCAO for comments or decision, this will be done wherever practicable by means of a minute on the pertinent file. Minutes will be written at the foot of the last page entered in the file or on a sheet of paper inserted in the file and numbered as a page of the file.

6. Files moving from one Division to another must pass through the Registry for entry in the circulation register. Central Registry Clerks will visit each office at least once an hour to

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6. Files moving from one Division to another must pass through the Registry for entry in the circulation register. Central Registry Clerks will visit each office at least once an hour to bring and/or remove files, but if greater speed is required, there is no objection to the use of Divisional clerks or the office orderlies stationed in the passages, provided that they take the files via the C.R. and report where the files are going.

7. Routing slips will be provided for passing files from one office to another. Where immediate action is required, an urgent slip will be used.

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8. Whenever in doubt, the C.R. will consult Divisions or AOs as to the file in which a document should be placed and the titles of new files. But there will be mistakes, and Divisions or AOs

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should instruct the Registry whenever an improvement can be made. This particularly applies in the case of general files which tend gradually to cover a large number of subordinate subjects arising from the main subject. The result is a mass of correspondence being dealt with in one file, which means delay all round. Breaking down the file into a number of files will remedy this.

9. OUTGOING CORRESPONDENCE.

(i) The heading of all correspondence emanating from this H.Q., unless specifically shown otherwise in the draft, will be as follows:-

Subject: _____ SECRET (B) (etc. if = CONFIDENTIAL(A) required)

(File No)

AMGOT HQ SICILY

(Date)

To: _____

(ii) Correspondence will be prepared for signature either by CCAO, CSO or Heads of Divisions.

(a) For signature by or for CCAO

All correspondence to higher formations - e.g. AFHQ, 15 Army Group, HQ 7 Army, HQ 8 Army.

NOTE - Communications to American higher formations which are not signed by CCAO or DCCAO will be signed by the CSO (or officer designated by him) "For the Commanding General".

(b) For signature by or for CSO

All communications from HQ containing orders or instructions relating to matters of policy.

NOTE - When correspondence is submitted to CCAO, DCCAO or CSO for signature, it should carry the initials of the originator on the file copy or a minute requesting signature if any explanation is required.

(c) For signature by or for Heads of Divisions

All communications on Divisional subjects not covered by (a) and (b) above.

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Subject: _____ SECRET (B) (etc. if = CONFIDENTIAL(A) required)

(File No.)

AMGOT HQ SICILY

(Date)

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(b) For signature by or for CSO

All communications from HQ containing orders or instructions relating to matters of policy.

NOTE - When correspondence is submitted to CCAO, DCOAO or CSO for signature, it should carry the initials of the originator on the file copy or a minute requesting signature if any explanation is required.

(c) For signature by or for Heads of Divisions

All communications on Divisional subjects not covered by (a) and (b) above.

(d) In certain cases of correspondence emanating from various US Army Headquarters, it may be advisable to use the American procedure of replying by means of the Indorsement. In this form of reply the message is typed on the original of the basic letter which is then transmitted either to the originator of the basic letter or to any addressee desired. A copy of the indorsement is made on the copy of the basic letter and is retained as the file copy.

10. (i) The SCAO in charge of a Province is responsible for the satisfactory working of all Allied Military Government activities within his Province(except in the case of certain [illegible]

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Public Safety.

4

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 SLT), 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.

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

AMGOT H.Q.,
15 Army Group.

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

Declassified E.O. 12356 Section 3.3/NND No. 785016

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Chief Staff Officer.

AMGOT H.Q.,
15 Army Group.

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

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3

ORDERS FOR DUTY OFFICER - AMGOT. H.Q.

AMGOT/313/HQ.

1. The first Duty Officer will commence his tour of duty at 1300 hours on Saturday, 21 Aug 43. The tour of the Duty Officer will be for a period of 24 hours commencing at 1300 hours daily.

2. During his tour of duty he will not leave the H.Q. outside working hours except for meals.

3. He will attend to all matters which are referred to him outside working hours. He will hand in a report of all such matters, showing the action taken, to "A" Branch, Room 18, by 1600 hours on the day on which his tour of duty ends.

4. He will have his meals at the following times :-

(1) BREAKFAST.	0845 hours (he will not leave the H.Q. for breakfast before 0830 hours).
(2)(a) LUNCH.	1200 hours on day of mounting, i.e. before commencing his tour of duty.
(b)	1315 hours on day of dismounting, i.e. immediately after he has concluded his tour of duty.
(3) DINNER.	1715 hours. He must return to the H.Q. by 1800 hours.

5. He will sleep in Room 18. He will not make his bed down while work is in progress in the room and will remove all his property from Room 18 by 0815 hours.

AMGOT. H.Q.
15 Army Group,
C. M. F.
21.Aug.43.

Lt-Col.
C.S.O.

Copy to:- C.C.A.O.
D.C.C.A.O.
C.S.O.
A.C.S.O.
Financial Division.
Legal Division.
Public Safety Division.
Public Health Division.
Property Division.
Civil Supply Division.
P.M.C. - for favour of posting and to ensure that meals are

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Lt-Col.
C.S.O.

AMGOT. H.Q.
15 Army Group,
C. M. F.
21.Aug.43.

Copy to:- C.C.A.O.
D.C.C.A.O.
C.S.O.
A.C.S.C.
Financial Division.
Legal Division.
Public Safety Division.
Public Health Division.
Property Division.
Civil Supply Division.
P.M.C. - for favour of posting and to ensure that meals are ready for the Duty Officer at times stated in para.4.
Camp Commandant. - To place bed and matress in Room 18 by 1300 hours on 21.Aug.43.

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SUBJECT:- Duty Officers.

AMGOT/313/HQ.
21 Aug 43.

2

Reference this H.Qs letter of even number and date, the following is the Roster of Duty Officers for the period ending Saturday, 28 Aug 43.

Date.		Name.	Division.
Sat.	21 Aug 43.	Capt. Mason Harwood.	Headquarters.
Sun.	22 Aug 43.	Lieut. L.A.Beeson.	Finance.
Mon.	23 Aug 43.	Capt. J.T.Manuel.	Public Safety.
Tue.	24 Aug 43.	1/Lt. J.Krupe.	Headquarters.
Wed.	25 Aug 43.	2/Lt. H.C.Baker.	Headquarters.
Thu.	26 Aug 43.	Lieut. L.V.Gale.	Public Safety.
Fri.	27 Aug 43.	Capt. A.S.Alexander.	Legal.
Sat.	28 Aug 43.	Capt. A.J.Brown.	Public Safety.

Any Officer who will be away from the H.Q. on his day of duty will find a substitute notifying the name of such substitute in writing to Room 18.

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

Lt-Col.
C.S.O.

Copy to:- G.C.A.O.
D.C.C.A.O.
C.S.O.
A.C.S.O.
Financial Division.
Legal Division.
Public Safety Division.
Public Health Division.
Property Division.
Civil Supply Division.
Camp Commandant.
P.M.C. - for favour on posting.
American Personnel Section.

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1.

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.

A. S. FARRAR
Captain
Staff Captain

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A. S. FARRAR
Captain
Staff Captain

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AMGOT HQ
15 Army Group

For information and retention in your personal confidential file
RWM
20/8

For information
Harding
Gen

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