

RG-03.01.05

STAFF



PROCEDURES

HEADQUARTERS, EUROPEAN COMMAND

HEADQUARTERS
EUROPEAN COMMAND

AG 461 AGO

APO 403
1 July 1948

1. Rescissions:

a. Staff Memo 45, Headquarters, European Command, dated 12 June 1947.

b. Staff Memo 52, Headquarters, European Command, dated 2 July 1947.

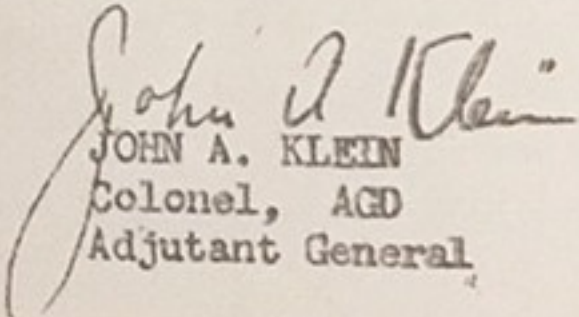
2. This manual outlines the methods and procedures to be followed by personnel of this headquarters in preparing and processing papers. The methods and procedures are based upon TM 12-253. It is designed primarily for the assistance of administrative personnel; however, it contains considerable information of value to all staff officers.

3. Efficient clerks, typists, and stenographers in a headquarters must be familiar with regulations governing correspondence and other administrative procedures in order to preclude the necessity for staff officers concentrating their efforts on administrative details rather than technical or tactical matters. The efficiency of the clerical staff's operations is reflected in the correspondence which emanates from the division.

4. In order that the manual may be maintained current, it is desired that staff divisions of this headquarters recommend necessary revisions or changes as they become apparent.

5. The manual is published in loose-leaf form to facilitate the insertion of amendments as they become necessary.

BY COMMAND OF GENERAL CLAY:


JOHN A. KLEIN
Colonel, AGD
Adjutant General

DISTRIBUTION: A

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