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HISTORICAL SECTION

CANADIAN MILITARY HEADQUARTERS

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Canadian Participation in Civil Affairs/Military Government  
Part II: Planning and Training, 31 Jan 44 - 30 Jul 44

Introduction

1. The previous report (Report No. 140) on Canadian participation in Civil Affairs/Military Government dealt with the general historical background of Civil Affairs and carried the story of Canadian participation from its inception to 31 Jan 44, when Brigadier W.B. Wedd, D.S.O., M.C., E.D., was appointed Senior Civil Affairs Officer, First Canadian Army.
2. This report takes the story from that date to the end of July 1944, when the invasion of North West Europe had been successfully launched and First Canadian Army, having landed in Normandy, was about to assume an operational role.
3. The six months covered by this report were a period of unmitigated paper. The planning and training which occupied the attention of Civil Affairs Staffs at all levels and in all formations which were to form part of the Allied Expeditionary Force were based on assumptions, on theory and on scanty (and, often, misleading) information. The pattern of victory was not apparent in this period but the six weeks after D-Day gave some indication of the tasks that Civil Affairs would be called upon to perform in the advance through Northern France and Belgium. These tasks were not to be as arduous as had been anticipated but, by planning for the worst, the Canadian Civil Affairs Staffs were the better equipped to deal with the less bad.
4. This report deals exclusively with the activities of the Civil Affairs Staffs of H.Q. First Cdn Army and H.Q. 2 Cdn Corps. The 244 Canadian officers and 366 other ranks, who had joined the Civil Affairs pools and were being trained and mobilized for duty with Civil Affairs detachments under control of the Directorate of Civil Affairs at the War Office, or of the European Civil Affairs Division of the United States War Department, were entirely divorced from Canadian control. Their activities, both during this period and later in the theatre of operations, will be the subject of a subsequent report.
5. The sources of information used in this report have been confined to C.M.H.Q. files and to the War Diaries of the two Staffs concerned. It is unfortunate that the files of the Civil Affairs Staffs of H.Q. First Cdn Army and H.Q. 2 Cdn Corps for this period, which would have made the story more complete, have been destroyed.

War Establishments

6. The War Establishments for Civil Affairs Staffs at H.Q. First Cdn Army and 2 Cdn Corps were authorized by Administrative Order No. 59 of 1944 (Appx "A"). They provided for a

total of 34 officers and 62 other ranks at Army and nine officers and 16 other ranks at Corps.

7. At no time was Brigadier Wedd convinced of the necessity of filling all the appointments provided on these War Establishments. As early as 14 Feb 44, he expressed the opinion that "in the initial planning stage" it would not be necessary to appoint the entire staffs and that "immediate appointments should be limited to eight officers for Army and four for 2 Cdn Corps." (C.M.H.Q. file 9/Civ Affairs/5: A.1228 of 14 Feb 44.) A later discussion with Brigadier R.M.H. Lewis, Senior Civil Affairs Officer of Second British Army, showed that the two were in agreement on this point. Brigadier Lewis was of the opinion that the full War Establishment would "ultimately be needed for the administration of enemy territory and for the administration of liberated territory should conditions become static. If conditions remain mobile, a smaller staff would be required." (C.M.H.Q. file 6/Civ Affairs/1: S.C.A.O. to D.A. & Q.M.G., 29 Feb 44.)

8. Whatever the final decision as to the constitution of Civil Affairs Staffs might be by 6 Mar 44, planning for the coming operations had "suddenly reached an active stage," and it became "important that certain appointments for Civil Affairs Staffs be filled immediately." In a letter to the Major-General in charge of Administration, C.M.H.Q., Brigadier Wedd outlined the steps that should be taken, which included

A demand ... to the War Office for the loan of six trained staff officers from graduates of the recent courses at Camberley and Sandhurst at the conclusion of the special Civil Affairs Course at Peel House.

(C.M.H.Q. file 9/Civ Affairs/5: S.C.A.O. to M.G.A. of 6 Mar 44.)

9. This course, "the First Civil Affairs Course for Staff Officers", was conducted at Peel House, Regency Street, under War Office arrangements, 10-31 Mar 44. It was designed to give Staff Officers who were to receive appointments on Civil Affairs Staffs throughout the formations of 21 Army Gp an introduction to Civil Affairs. The standard of instruction was uneven and the course was not repeated. Its chief value lay in the fact that it served as a means for the Civil Affairs Staff Officers within 21 Army Gp to get to know each other and to understand each other's foibles and frailties. This knowledge was invaluable for facilitating liaison between formations during the operations in Europe as it created a bond between the individuals concerned comparable to an old school tie. Canadians on this course who were subsequently posted to the Civil Affairs Staff at H.Q. First Cdn Army were:

Lt.-Col. H.J. Inns, R.C.A.  
Major R.B. Manzer, E.D., C.A.C.  
Capt. J.A. Campbell, C.A.C.  
Capt. W.D. Hungerford, R.C.A.S.C.  
Capt. B.A. Mulqueen, C.A.C.  
Capt. A.K. Reid, Gen List

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In addition to these Canadian officers, the following British officers who attended the course were loaned to First Cdn Army:

Majors H.J. Young, J.A.B. Prewett, H. Clegg.  
Capts. J.C. Collier, R. Landells, F.H. Glazebrook.

#### Selection of Staff

10. After spending the six weeks following his appointment as Senior Civil Affairs Officer in familiarizing himself with the broad principles of his function and in the selection of a skeleton staff, Brigadier Wedd, on 13 Mar 44, set up an office at H.Q. First Cdn Army and started to collect the officers who were to form the nucleus of the Civil Affairs Staffs for both First Cdn Army and 2 Cdn Corps. (W.D., C.A., H.Q. First Cdn Army, 13 Mar - 30 Apr 44.)

11. In creating a Civil Affairs organization in the Canadian Army, Brigadier Wedd had no precedent to follow. Unlike other Services, there was no background provided by previous operations and, since all detachment officers having received their training either at Wimbledon or Kingston were being mobilized under the control of the War Office and S.H.A.E.F., there were no field units requiring current administration or operational training. In order that Civil Affairs training and policy should be uniform, all officers selected for Civil Affairs Staff appointments at both H.Q. First Cdn Army and H.Q. 2 Cdn Corps, were concentrated at H.Q. First Cdn Army in order to undergo an initial period of training and study. (Ibid., Appx 5.)

12. On 3 Apr 44, a sufficient number of the officers selected had reported for duty to enable Brigadier Wedd to hold "the first conference of Staff and to issue his orders to Civil Affairs, outlining policy and objectives". (See Appx "B".) (Ibid.)

13. By 10 Apr 44, 17 officers and six other ranks had been assembled. A small element for planning duties were accommodated at Tactical Headquarters at Headley Court. The remainder were housed in the Tyrell's Wood Golf Club.

#### Training Programme

14. In his progress report to the D.A. & Q.M.G. of 10 Apr 44, Brigadier Wedd gave the following reasons for this division of staff:

- (a) Civil Affairs is a new Service, and the way in which Civil Affairs officers will carry out their duties is still undefined in many respects.
- (b) Some of the officers selected have not been able to attend a Civil Affairs course of instruction.
- (c) Unlike other services, it is considered that each Civil Affairs Staff Officer should be trained in all services of Civil Affairs duties, and be able to tackle any problem which will arise.

The following general programme was laid down:

- (a) Each officer has been provisionally assigned to a sub-section and has been set the task of working out in detail the method of putting into effect the responsibilities of that sub-section, as defined in the draft Appx to C of S Instructions. This work will necessarily include self-education.
- (b) Regular conferences are being held at which each officer in turn explains and discusses the duties of his sub-section's duties with the rest of the CA staff.
- (c) The result of these discussions will then enable the writing of CA Standing Orders as affecting each sub-section.
- (d) Practical exercises will be held in neighbouring localities in order to
  - (i) Test the theories thus far formed
  - (ii) Give SOs experience in the work CA Dets will performSubsequent exercises will be held where SOs will be required to operate as CA dets.
- (e) Daily classes for instruction in the French language are in operation.

(Ibid., Appx 5.)

15. A "Training Instruction" setting forth this programme was issued to all officers as they reported for duty (see Appx "C"). This programme was followed until 29 May 44 when the Civil Affairs Staff of H.Q. 2 Cdn Corps moved to join the remainder of that headquarters in its concentration area at Eastling Wood, five miles north of Dover, Kent.

16. It is not easy to assess the value of the training undertaken in this period. Directives from 21 Army Gp and S.H.A.E.F. were meagre and, often, conflicting and obscure. The 21 Army Gp Civil Affairs Plan (S.H.A.E.F. Records, 21 A Gp/00/15925/CA of 15 Mar 44) dealt in generalities and the more detailed "Administrative Instructions" which were issued in amplification of it were tardy and inconclusive. In the absence of "firm" policy, personal liaison with staff officers at 21 Army Gp and Second British Army did little to dispel the confusion which clouded any disputed point and it was not until the invasion of North West Europe had commenced and actual experience had been gained that a uniform policy and procedure was achieved.

17. On the basis of the breakdown into sections shown in the War Establishment for the Army Civil Affairs Staff, officers were allotted to the following "functional" sections and sub-sections and required to produce "Operational Standing Orders (Provisional)":

- (a) Executive
- (b) Finance
- (c) Legal

- (d) Public Safety
  - (i) Information
  - (ii) Police
  - (iii) Civil Defence
  - (iv) Labour
- (e) Administrative
- (f) Economics
  - (i) Supply
  - (ii) Local Resources
  - (iii) Prices, wages and labour
- (g) Relief
  - (i) Health
  - (ii) Food
  - (iii) Sups & Accn
- (h) Technical
  - (i) General
  - (ii) Public Utilities
  - (iii) Tn
  - (iv) Rd Tpt.
  - (v) Comms

18. These "Standing Orders" were conceived in theory and produced in despair -- the bastard offspring of Civil Affairs Staff Centre precis (adulterated by Directives of 21 Army Gp and S.H.A.E.F.) and the ingenuity of the individual staff officers concerned. In "provisional" form, they were presented to the remainder of the Staff. They were mulled over, criticized and, inevitably -- as additional (but still incomplete) directives appeared -- they were condemned to be revised and amended.

19. Not one single Standing Order produced in this period survives. The loss is not serious for their value lay mainly in the fact that, in producing them, their progenitors were forced to "think Civil Affairs". On 31 Jul 44, when First Cdn Army assumed an operational role, Second British Army had already had some six weeks' experience of actual Civil Affairs operations and it was natural that First Cdn Army should adopt the policies, principles and procedures which had been evolved.

20. In addition to the training and experience gained in the production of these abortive "Standing Orders", all officers attended daily French lessons at which -- under the direction of a representative of the Educational Services -- they studied the adventures of "Bill et Tommy en France" and learned to sing "O Canada" and the "Marseillaise" in French. (W.D., C.A., H.Q. First Cdn Army, 4 Apr 44.)

21. Visits were paid to 21 Army Gp and Second British Army for liaison purposes and to the Civil Affairs Mobilization Centre, Eastbourne, to Scotland Yard, and to a number of institutions and factories for purposes of training. (W.D., C.A., H.Q. First Cdn Army, 24 Apr 44, 30 and 31 May 44.)

22. A number of officers who had had no previous course of instruction in Civil Affairs attended the Sixth Senior Officers Course at the Civil Affairs Staff Centre, Wimbledon. This was a three-day course, designed to instruct Commanders and Staff Officers in the functions and scope of Civil Affairs. (Ibid., 2 May 44.)

23. Five officers attended a special course on "the Administration of Food Control, Rationing and Distribution" which lasted for two weeks and which had been arranged by the Ministry of Food at the request of the British Council. This course took place at the Carlton Hotel, London, and was attended by representatives of Allied Governments, of United Nations Relief and Rehabilitation Administration, by members of the Council of British Societies for Relief Abroad as well as by Civil Affairs Officers. (Ibid., 22 May 44.)

24. All officers witnessed a demonstration in Passive Air Defence staged by the 21 Army Gp P.A.D. School at Danmore Park, Tunbridge Wells, and, in addition, those officers who had been allocated to the Public Safety sub-section attended short courses run by this school. (W.D., C.A., H.Q. 2 Cdn Corps, 18 May 44.)

25. On 22 May, Lt.-Gen. A.E. Grasett C.B., D.S.O., M.C., Assistant Chief of Staff, G-5 Division, Supreme Headquarters, Allied Expeditionary Force, visited H.Q. First Cdn Army and "addressed all Civil Affairs Officers on recent developments in Civil Affairs". (W.D., C.A., H.Q. First Cdn Army, 22 May 44.)

#### Exercise "FLIT"

26. Between 6 and 11 May, the whole of H.Q. First Cdn Army took part in an Exercise. The Civil Affairs Staff was not considered in the original narrative but, in order to give the Army Civil Affairs Staff a taste of the type of problem that might confront them, a special Civil Affairs Control was established and a Civil Affairs exercise, in the form of a "telephone battle", raged for six days. The control consisted of the Civil Affairs Staff of 2 Cdn Corps, who were given the "most valuable assistance and advice ... of Lt.-Col. Rodd, and Majors Langhorne and Davis of the War Office, and Major C.P. Hebert of the Civil Affairs Staff of H.Q. First Cdn Army." The War Diarist of 2 Cdn Corps Civil Affairs Staff recorded that "the whole exercise proved of great value to all personnel." (W.D., C.A., H.Q. 2 Cdn Corps, 6 - 11 May 44.)

27. Meanwhile Brigadier Wedd was attending a series of conferences "to discuss developments in planning for Civil Affairs operations" held at H.Q. 21 Army Gp with the Senior Civil Affairs Staff Officers of 21 Army Gp, First (sic) United States Army Gp, First U.S. Army, Second British Army and Supreme Headquarters Allied Expeditionary Force. The first of these conferences was held 6 Apr 44 and others on 3, 17 and 31 May. Although the minutes of these conferences are not available, Brigadier Wedd's account of the principal questions discussed at the first meeting, given in his progress report to the D.A. & Q.M.G., indicates the considerable value that these meetings must have had towards the formulation of a standard policy and procedure for Civil Affairs. (W.D., C.A., H.Q. First Cdn Army, 13 Mar to 30 Apr 44, Appx 5.)

28. In addition to preparing the Civil Affairs Staffs for the duties that they would have to perform, it was necessary to educate the rest of the Army in the scope and functions of the new Service. This had already been accomplished to a certain extent by means of the following pamphlets:

- (a) "Standard Policy and Procedure for Combined Civil Affairs Operations in North West Europe" -- issued by S.H.A.E.F. 13 Dec 43 and revised 1 May 44. Distribution of this pamphlet was:
- (i) Commanders of formations down to brigades.
  - (ii) All officers at Formation headquarters of Staffs and Services.
  - (iii) Brigade Staff Officers.
  - (iv) All Civil Affairs Detachment Officers.
- (b) "Military Manual of Civil Affairs in the Field" -- issued by the War Office 5 Feb 44 and notified in A.C.I.s of that date. This manual had been distributed to all Civil Affairs officers and was to a great extent superseded by (a) which being a S.H.A.E.F. publication was to have authority in the theatre of operations.
- (c) "Civil Affairs and You" -- issued by the War Office in May 1944. This pamphlet was more breezy in style and less technical in content than the other two and was "intended to give the junior officer, and through him, all ranks a knowledge of the working of Civil Affairs".

29. In order to integrate the functions of Civil Affairs with those of the branches of the Staff and other Services, on 1 Apr 44, Brigadier Wedd addressed a memorandum to the Chief of Staff "giving suggestions for inclusion in "C of S Instructions" to outline responsibilities of Branches of the Staff and other Services regarding Civil Affairs Operations". These suggestions, (which are attached as Appx "D") were later incorporated in "Chief of Staff's Instructions to Civil Affairs."

30. On 26 Apr 44, at the request of the General Staff, Brigadier Wedd delivered a lecture on Civil Affairs to all officers of H.Q. First Cdn Army. This policy of "preaching the gospel" of Civil Affairs was continued throughout the next six weeks. (Ibid.)

31. On 17 and 18 May 44, Major R. Crivon, R.A.S.C., of the Civil Affairs Staff Centre, Wimbledon, gave "several lectures on Civil Affairs in Italy, Madagascar, and North Africa to officers of First Cdn Army (Main H.Q. and H.Q. Army Tps." (W.D., C.A., H.Q. 2 Cdn Corps, 17 May 44.)

32. Colonel J.J. Hurley, who had been appointed Senior Civil Affairs Officer at H.Q. 2 Cdn Corps on 18 Apr 44, gave a series of talks on "The Functions of Civil Affairs" to officers and N.C.Os. of 2 Cdn Div and 4 Cdn Armd Div, while, on a somewhat lower level, talks by Grade II Staff Officers to certain specialized units and discussions between Civil Affairs Staff Officers and representatives of the Branches of the Staff and of other Services at both First Cdn Army and 2 Cdn Corps played their part in making all concerned familiar with the scope and function of the new Service. (Ibid., 22, 23, 25 May, 28, 29 Jun 44.)

#### Move to France

33. On 2 Jun 44, Colonel G.P. Henderson, O.B.E., who held the appointment of "Colonel Executive" at First Cdn Army, pro-



ceeded on attachment to H.Q. Second British Army and crossed with them to France on D plus 2 (8 Jun 44). On 16 Jun, Brigadier Wedd and Major (later Lt.-Col.) J.P. Manion crossed to France and, the following day, "moved with Advance and Recce Group H.Q. First Cdn Army to camp at Amblie." Brigadier Wedd immediately visited Brigadier R.M.H. Lewis, Senior Civil Affairs Officer at H.Q. Second British Army and, on 18 Jun, accompanied by Colonel Henderson, he called on Colonel P. de Chevigné, "Military Governor" and Monsieur Coulet who had been appointed "Regional Commissioner for Rouen." (W.D., C.A., H.Q. First Cdn Army, June 1944.)

34. As a result of these visits and following discussions with Colonel Henderson, Brigadier Wedd, on 20 Jun 44, wrote to D.A. & Q.M.G., First Cdn Army:

Events to date appear to indicate that the CA staffs at Corps and at Army HQ are too strong in numbers.

The CA Detachments (of 4 offrs plus specialists) are placed on the ground and commence to function. This they do by liaison on all matters with the local authorities and if they require assistance, members of the Corps HQ CA staff are there to help them. To have representatives of the Army Staff coming along in addition has proved in many cases to be a case of 'too many cooks'.

Actually the drill which now seems definitely indicated is that:

- (a) CA Dets function in their respective areas.
- (b) Corps staffs supervise and liaise with Civ Adm in Corps Area.
- (c) Army staffs assist where necessary, and especially carry out all liaison on the higher levels (arrondissements and Departments).

Following our talk of Sunday evening, I recommend that at least in the first instance our CA staff be materially reduced to consist only of:

S.C.A.O.  
Col. Exec.  
Five Lt.-Cols.  
Eighth Majors.  
Three Captains.

(C.M.H.Q. file 9/Civ Affairs/5: S.C.A.O. to D.A. & Q.M.G., 20 Jun 44.)

35. In order to implement these recommendations, it was necessary to reduce the Civil Affairs Staff at H.Q. First Cdn Army by ten officers. The remaining staff (see Appx "E") arrived in France on 24 and 27 Jul 44 and joined the advance party at AMBLIE. (W.D., C.A., H.Q. First Cdn Army, 24 and 27 Jul 44.)

36. Meanwhile the Civil Affairs Staff of 2 Cdn Corps, (see Appx "F") had disembarked in France on 6 Jul 44 and had been actively engaged in Civil Affairs operations since 11 Jul 44, when 2 Cdn Corps, coming under command Second British Army, had assumed an operational role in the area of CAEN. (W.D., C.A., H.Q. 2 Cdn Corps, 6 Jul 44, et. seq.)

37. The activities of the Civil Affairs Staff, 2 Cdn Corps, between the time of its arrival in France and 31 Jul 44, when First Cdn Army assumed command of 2 Cdn Corps, will be dealt with in a subsequent report.

38. This report was prepared by Major A.K. Reid, General List, Historical Office A (Civil Affairs), Canadian Military Headquarters.

*A.K. Reid Maj*

*for*

(C.P. Stacey) Colonel  
Director of Historical Section

APPENDIX "A"

WAR ESTABLISHMENT FOR ARMY & CORPS

C.A. STAFFS

1. The War Establishments for Headquarters Army Civil Affairs Staff and Headquarters Corps Civil Affairs Staff, copies of which are attached, were authorized with effect from 3 Feb 44 by C.M.H.Q. Adm Order No. 59 of 1944.
2. These establishments were deficient in transport, drivers and certain essential administrative personnel which were added as increments to the War Establishments by C.M.H.Q. Adm Order No. 77 of 1944.
3. Later, when the War Establishments for Headquarters First Cdn Army and Headquarters 2 Cdn Corps were revised, the Civil Affairs Staffs were incorporated in the new establishments.

APPENDIX "A" (Cont'd.)

Approved under CGS 139  
Effective 3 Feb 44

Cdn VIII/592/1

Offrs	34
O Rs	62
Total	96

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HEADQUARTERS ARMY CIVIL AFFAIRS STAFF

War Establishment

This War Establishment is based on BWE VIII/592/1.

APPENDIX "A" (Cont'd)

HEADQUARTERS ARMY CIVIL AFFAIRS STAFF

War Establishment

(1) Personnel

Detail	Trade Group	Graded for Pay Class	Officers	Warrant Officers	Staff-sergeants and sergeants	Rank and File	Total other ranks	Total all ranks
Senior Civil Affairs Officer, (Brigadier)		4	1					1
Staff Lieutenant		11	1					1
Clerk, private	B/C					1	1	1
Total			2			1	1	3
<u>Finance Section</u>								
Colonel		5	1					1
Staff Officer I(C.A.)		6	1					1
Staff Officer II(C.A.)		8	1					1
Clerks, Staff-sergeant	B/C				1		1	1
Corporal	B/C					1	1	1
Privates	B/C					2	2	2
Total Finance Section			3		1	3	4	7
<u>Executive Section</u>								
Colonel		5	1					1
Clerks, Warrant Officer Class II, Quartermaster-sergeant	B/C			1			1	1
Corporal	B/C					1	1	1
Privates	B/C					5	5	5
<u>Public Safety, sub-sections</u>								
Staff officer, I(C.A.)		6	1					1
Staff officers II(C.A.)		8	3					3
Clerks, Sergeants	B/C				1		1	1
Privates	B/C					3	3	3

APPENDIX "A" (Cont'd)

(i) Personnel (cont'd)

Detail	Trace Group	Traded for Pay Clafs	Officers	Warrant officers	Staff-sergeants and sergeants	Ranks and File	Total other Ranks	Total all Ranks
<u>Legal sub-section</u>								
Staff officer I(C.A.)		6	1					1
Staff officer II(C.A.)		8	1					1
Clerks,								
Corporal	B/C					1	1	1
Private	B/C					1	1	1
<u>Executive sub-section</u>								
Staff officer I(C.A.)		6	1					1
Staff officers II(C.A.) (incl 2 for liaison)		8	3					3
Staff officer III(C.A.)		10	1					1
Clerks,								
Sergeant	B/C				1		1	1
Privates	B/C					3	3	3
Total Executive Section			12	1	2	14	17	29
<u>Administrative Section</u>								
Colonel		5	1					1
Clerks,								
Staff-sergeant	B/C				1		1	1
Corporal	B/C					1	1	1
Privates	B/C					5	5	5
<u>Administrative sub-section</u>								
Staff officer I(C.A.)		6	1					1
Staff officer II(C.A.)		8	1					1
Staff officer III(C.A.)		10	1					1
Clerks,								
Sergeant	B/C				1		1	1
Privates	B/C					2	2	2
Batmen (privates)						15	15	15
<u>Supply &amp; resources sub-section</u>								
Staff officer I(C.A.)		6	1					1
Staff officers II(C.A.)		8	3					3
Clerks,								
Sergeant	B/C				1		1	1
Privates	B/C					2	2	2

APPENDIX "A" (Cont'd)

(i) Personnel (cont'd)

Detail	Trade Group	Grade for Pay Class	Officers	Warrant officers	Staff-sergeants and sergeants	Rank and File	Total other Ranks	Total all Ranks
<u>Relief sub-section</u>								
Staff officer I(C.A.)		6	1					1
Staff officer II(C.A.)		8	3					3
Clerks, Sergeant	B/C				1		1	1
Privates	B/C					2	2	2
<b>Total Administrative Section</b>			<b>12</b>		<b>4</b>	<b>27</b>	<b>31</b>	<b>43</b>
<u>Technical Section</u>								
Staff officer I(C.A.)		6	1					1
Staff officers II(C.A.)		8	3					(a) 3
Staff officer III(C.A.)		10	1					1
Clerks, Sergeant	B/C				1		1	1
Corporals	B/C					3	3	3
Privates	B/C					5	5	5
<b>Total Technical section</b>			<b>5</b>		<b>1</b>	<b>8</b>	<b>9</b>	<b>14</b>
<b>Total Headquarters</b>			<b>34</b>	<b>1</b>	<b>8</b>	<b>53</b>	<b>62</b>	<b>96</b>

NOTES

(a) One each for transportation, engineering and telecommunication.

1. Of the total clerks, 8 will be shorthand-typists (Group "B").

2. Batmen have been included on the following scale:-

Brigadier	1
Colonels and Lieutenant-colonels	1 for 2 officers
Majors and below	1 for 3 officers

APPENDIX "A" (Cont'd)

Approved under CGS 139  
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Cdn VIII/591/1

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HEADQUARTERS CORPS CIVIL AFFAIRS STAFF

War Establishment

This war establishment is based on BWE VIII/591/1.



APPENDIX "A" (Cont'd)

HEADQUARTERS CORPS CIVIL AFFAIRS STAFF

War Establishment

(I) Personnel

Detail	Trade Group	Grade for Pay Class	Officers	Warrant Officers	Staff-sergeants & sergeants	Rank and Filo	Total other Ranks	Total all Ranks
Senior C.A. officer (colonel)		5	1					1
Clerks,								
Warrant officer class II,	B			1			1	1
Quartermaster-sergeant	C					1	1	1
Corporals	C					4	4	4
Privates	C							
Total			1	1		5	6	7
<u>Executive Section</u>								
Staff officer I(C.A.)		6	1					1
Staff officer II(C.A.)		8	2					1
Staff officer III(C.A.)		10	1					1
Clerks								
Sergeant	C				1		1	1
Privates	C					2	2	2
Total Section			4		1	2	3	7
<u>Administrative Section</u>								
Staff officer I(C.A.)		6	1					1
Staff officer II(C.A.)		8	2					2
Staff officer III(C.A.)		10	1					1
Clerks								
Sergeant	C				1		1	1
Privates	C					2	2	2
Batmen	C					4	4	4
Total section			4		1	6	7	11
Total headquarters			9	1	2	13	16	25

NOTE

Batmen have been included on the following scale:-

Colonel	1
Lieutenant-colonel	1 for 2 officers
Majors (and below)	1 for 3 officers

APPENDIX "B"

3 Apr 44

THE SENIOR CIVIL AFFAIRS OFFICER

OBJECT

1. Civil Affairs staffs and detachments exist for the following purposes:
  - (a) They will ensure that the GOC-in-C's plans are not hindered by the indigenous civil population.
  - (b) They will make full use of the civilian resources of the country to further the GOC-in-C's plans.
2. Civil Affairs officers are soldiers who have been trained in civil administration. They have no duties towards, and require no supplies for, the civil population as such.
  - (a) Their object is to re-establish as much of the civil administration as may be necessary to administer the civilian population, and thus assist the Army.
  - (b) Their special Civil Affairs training is designed to qualify them to assist the other Arms and Services in dealing with Civilians.

ORGANIZATION

3. CA Org consists of
  - (a) CA Staffs at formation HQ
  - (b) CA detachments
4. CA staffs are included at Army and Corps HQ and may on occasion be attached to division HQ.
5. A CA detachment is organised as a self-contained unit, normally consisting of 4 officers and 10 OR (including adm personnel) and transport. A CA detachment may be enlarged by the addition of technical and specialist personnel.
6. CA detachments are initially held in a pool and, for purely administrative purposes, are organised in a "CA Group" (WE 240 offrs, 360 OR). The Group has a small administrative staff for accounting purposes, and will normally be held under command HQ A Troops at the Army in whose are the majority of its CA detachments are operating.
7. CA detachments will be called forward and assigned to appropriate towns and districts as soon as these are free from small arms fire, for the purpose of seeing that the local civil authorities work to the object given in para 1 above. Staffs will move with their headquarters; but detachments will remain in the locations to which they are assigned, operating under orders of fm HQ.

APPENDIX "B" (Cont'd)

8. Since formation commanders are at all times responsible for the civil population within their formation boundaries, CA detachments will come under command of local formation commanders. Os C CA detachments will be responsible for advising local commanders who have no CA staffs.

CONTROL

9. The SCAO at Army Headquarters is the Head of a Service. He differs from other Heads of Services in that CA activities partake of the nature of G, A, and Q functions. Nevertheless, his work will be co-ordinated by the DA & QMG, under whom he will operate in the same way as the other Heads of Services.

10. The SCAO's responsibilities will be as follows:

- (a) He will advise the GOC-in-C (through the DA & QMG) on CA matters.
- (b) He will assist the G, A, and Q staffs in the preparation of plans and orders.
- (c) He will issue purely technical instructions to CA staffs at lower formations.

CO-OPERATION

11. Until such time as conditions permit normal functioning of the relative branches of the civil administration, no attempt will be made to operate civilian services separate from the corresponding Military Services. It follows that responsibility for policy affecting the civil population will frequently be that of the appropriate Arm or Service and NOT of CA, whose duty it will be to advise and assist.

12. CA will assist other Arms and Services in making plans and orders which may affect the civil population. CA advice as to the employment of civil or military resources to meet purely civil requirements will be based solely on the ultimate effect which such action will have on military operations.

13. While CA officers should (when possible) make first contact with local authorities, it is their duty to facilitate direct working between civilians and personnel of the other Arms and Services wherever convenient. Since, however, CA will be generally responsible for relations with civil authorities, other Arms and Services must be kept informed of such CA policy as may affect their actions.

14. CA depots (when set up) will issue all civil supplies and stores EXCEPT:

- (i) POL
- (ii) Signal stores
- (iii) RE stores
- (iv) Tn stores

APPENDIX "B" (Cont'd)

G FUNCTIONS

15. G Staff

CA will be responsible for assisting the G staff in issuing orders affecting CA policy. In addition, CA will request the G staff to order provision where necessary of guards to protect banks, public utilities, ancient monuments, etc.

16. Comd A Tps

Since CA Groups and their detachments form part of A Tps, CA will assist comd A Tps in issuing orders affecting their administration.

17. Security

The employment of civil officials and the control of refugees by CA will be subject to the security requirements of I (b). CA will obtain censorship facilities from I (c) before restoring any posts or telecomms to civilian use. CA will conduct publicity in accordance with Psychological Warfare directives, but subject to any restrictions by I (c). CA will assist I (c) and I (b) in obtaining information, but will NOT directly undertake any counter-espionage work.

18. Public Works

CA Technical Section will assist RE and Works Service in the restoration of public works and utilities:

- (i) with advice as to general CA policy
- (ii) in securing civilian assistance
- (iii) in organizing work for purely civilian needs, when so directed by G staff.

19. Bomb Disposal

CA will assist RE with information concerning bomb disposal. CA will instruct civil police and defence in the detection and location of unexploded bombs and mines.

20. Telecomms

CA Technical Section will assist Sigs in the restoration of civil telecomms:

- (i) with advice as to CA policy
- (ii) in securing civilian assistance
- (iii) in organizing work for purely civilian needs, when so directed by G Staff.

A FUNCTIONS

21. Comd A Tps

The administrative staff of the CA Group or Groups operating under the Army will be responsible to Comd A Tps for all returns concerning their personnel. They will NOT be responsible for CA personnel of the Army headquarters staff, who are dealt with by the headquarters A branch.

APPENDIX "B" (Cont'd)

22. Police

In the forward areas CA will assist Provost in organizing the civil police as required to maintain order and clear routes. CA Public Safety section will assist and CA detachments will take instructions, when necessary, from CMP and Traffic Control officers. CA Public Safety section will become responsible for civil law and order and refugee control behind the forward areas, when so directed by the "A" Staff.

23. Public Health

Civil health and hygiene will be the responsibility of CA Relief Section, subject to any requirements of Medical in connection with the health of the troops. The CA Relief Section will seek the advice and assistance of Medical where inadequate civil health and hygiene may affect military operations.

Q FUNCTIONS

24. "Q" Branch

CA will be responsible for advising Q branch in policy decisions as to any proportion of Q services to be employed in aid of the civil population. CA will assist Q branch in arrangements for the transportation and issue of CA stores prior to the setting up of CA depots.

25. Comd A Tps

The administrative staff of the CA Group or Groups under command A Tps will assist his Q Staff in dealing with CA units.

26. Transportation

All shipping, rail, and IWT services are controlled by Tn. CA will bid for Tn tonnage in the same way as other services. CA Technical section will assist Tn:

- (i) with advice as to general CA policy
- (ii) in securing civilian assistance
- (iii) in organizing work for purely civilian needs, when so directed by Q (Mov).

27. Supplies

Supplies for the civil population will be the responsibility of CA Supply and Resources section, except as shown in para 11 above. CA will assist ST in finding and producing local supplies for the troops.

28. Road Transport

- (a) On the assumption that existing civil resources will be taken firstly by the enemy and secondly by our own leading troops, CA will be responsible for requesting from Q (Maint) an allotment of available road transport facilities. CA will

APPENDIX "B" (Cont'd)

assist ST in the efficient utilisation of civil road transport and POL until such time as they are directed by Q (Maint) to set up civil road transport organizations.

- (b) CA will assist Ord in requisitioning, and ST in hiring, civil vehicles for military use. Vehicles for civil road transport organizations will be hired or requisitioned by the local authorities under direction of CA.
- (c) CA will assist REME in finding and restoring repair facilities generally and in maintaining such civilian vehicles as have been taken into use under authority of Q (Maint). CA will set up its own civilian vehicle maintenance organization when, so directed by Q (Maint).

29. Labour

Labour policy and allocation is the responsibility of Lab Directorate. CA will assist in its provision (but NOT in its transportation). In general, Lab Directorate is responsible for all aspects of enrolled labour and CA (through the local authorities) for all labour employed on non-military work. Lab Directorate is responsible for the utilization of local labour, but CA will be responsible for their health, welfare, and housing. CA detachments will be prepared to carry out the instructions of Pioneer Group and Coy Commanders and, in cases of urgency, to act for them in the absence of local Pioneer officers.

30. Requisitioning, Hiring & Claims

Requisitioning, hiring and payment of claims is done directly by the officers concerned. It will be the duty of CA to assist these officers with information and to see that civil authorities provide what is required and put forward claims in the proper manner. CA detachments will advise and assist Town Majors in their billeting arrangements with local authorities. Conflicting requirements, as between needs of the troops and needs of the civil administration, will be referred to Q for decision.

31. PAD

Policy affecting military PAD, the AFS, and Civil Defence and Fire Services is controlled by G (Ops) through PAD staff officers. CA will re-organize Civil Defence and Fire Services and assist G (Ops) to organize all relevant PAD services under one head in each area.

APPENDIX "C"

HQ FIRST CDN ARMY

CIVIL AFFAIRS

Trg Instr - No 1

6 Apr 44 to 30 Apr 44

OBJECT

1. The object of all trg in CA, First Cdn Army will be to:
  - (a) Work out and est the policy which will govern the functions, responsibilities and actions of the staff at Army and Corps HQ, and the dets in the fd.
  - (b) Familiarize each offr with the duties and responsibilities of all secs and sub-secs of CA.
  - (c) Prepare the groundwork necessary for the time when detailed planning will commence.
  - (d) Brush up on knowledge of European languages.

GEN

2.
  - (a) At present all officers reporting for CA duties will remain at HQ First Cdn Army.
  - (b) These offrns earmarked for specific appointments at HQ 2 Cdn Corps will be so posted, and then att to HQ First Cdn Army.
  - (c) Offrns will be assigned to secs and sub-secs of the staff. These assignments will NOT be considered as firm, and the offrns will NOT confine themselves to the work of any particular sec or sub-sec. It will be the responsibility of every offr to acquaint himself with the work of all secs and sub-secs, in order to have a working knowledge of the CA org as a whole. This will be done by means of discussions as detailed below.

DISCUSSIONS

3.
  - (a) The opening discussion will be held in the conference room, GOLF CLUB at 1430 hrs Thrus 13 Apr. The object of this discussion will be to explain briefly to all offrns the functions of all secs and sub-secs of CA staff.
  - (b) Offrns assigned to secs and sub-secs will be prepared to speak for 5-10 mins on the functions of their particular sec or sub-sec. A period will be allowed at the end for general discussion and questions.
  - (c) Preparatory work will be co-ord by:

Lt.-Col. Henderson  
Lt.-Col. Inns

Executive Sec  
Adm Sec

APPENDIX "C" (Cont'd)

4. Subsequent discussions will be held in the conference room, GOLF CLUB, at 1000 hrs every Saturday, by an offr detailed to prepare a specific subject.

<u>Date</u>	<u>Subject</u>	<u>Offr responsible</u>
15 Apr	Legal Aspects	Capt. W.D. Hungerford
22 Apr)	To be notified later.	
29 Apr)		

STANDING ORDERS

5. (a) It is intended to produce by 30 Apr 44, Provisional Operation Standing Orders for CA First Cdn Army. These orders will be multigraphed and issued to every offr. They will serve as a directive of policy to every offr serving on the staff or in dets.

(b) These Orders will be prepared separately by secs and sub-secs so that any portion may be rewritten or amended as experience or change in policy necessitates, without changing the whole.

(c) The proposed index of headings is att at Appx "A".

6. (a) Each sec and sub-sec will prepare the appropriate portions for inclusion in these Orders. The material should be terse and wherever possible, should be in tabulated (and easily readable) form.

(b) The work will be co-ord by:

Lt.-Col. Henderson	Executive Sec
Lt.-Col. Inns	Adm Sec

who will obtain necessary guidance from Adm Directives CA issued by 21 A Gp.

(c) The first draft will be submitted to SCAO by 1200 hrs Sat 15 Apr.

LANGUAGE REFRESHER COURSES

7. (a) All offr will brush up and refresh their knowledge of European languages. This will be done by reading and by individual study.

(b) In order to assist those whose knowledge of French is limited, and those who wish to brush up pronunciation, a series of "ab initio" lessons have been arranged. The lessons will be held daily in the conference room, GOLF CLUB, from 1100 to 1200 hrs.



APPENDIX "C" (Cont'd)

- (c) "Ab initio" lessons in other languages will be arranged as soon as time and the availability of instrs permit.

LECTURES

8. Lectures on matters of interest to CA offrs, by offrs from this HQ and by outside lecturers will be arranged from time to time.

READING

9. (a) Offrs will realize that a great deal of knowledge, which will be invaluable to them in performing their duties, can be acquired by judicious and guided reading.
- (b) Periodic lists of books and documents which it is considered should be read, will be circulated, and if possible, the books obtained and made available to officers.

LIAISON

10. (a) Liaison will be est with CA offrs at 21 Army Gp and Second Brit Army with a view to discussing problems and matters of mutual contact and interest to the secs concerned.  
No such liaison will be initiated without the authority of SCAO.
- (b) Close liaison will be maintained with branches of the staff and Services at HQ First Cdn Army with whom CA offrs will come in contact and with whom they will share responsibilities.  
It must be clearly understood that such liaison will be confined to equivalent levels and that no agreements as to policy will be made without reference to an SO1.

(Signed)

(W.B. Wedd) Brigadier  
SCAO  
HQ. First Cdn Army

APPENDIX "C" (Cont'd)

APPX "A"

FIRST CDN ARMY

CA Trg Instr  
No. 1

CIVIL AFFAIRS BRANCH

8 Apr 44

OPERATIONAL STANDING ORDERS  
(PROVISIONAL)

PART 1 - ORG

- Sec 1 ... .. Gen
- Sec 2 ... .. Org and duties of CA Staffs
- Sec 3 ... .. Org and duties of CA Dets

PART 2 - EXECUTIVE

- Sec 1 ... .. Executive sub-sec
- Sec 2 ... .. Finance
- Sec 3 ... .. Legal
- Sec 4 ... .. Police services
- Sec 5 ... .. Fire and civ def services
- Sec 6 ... .. Prisons and con camps
- Sec 7 ... .. Public monuments and fine assts
- Sec 8 ... .. Displaced persons
- Sec 9 ... .. Int

PART 3 - ADM

- Sec 1 ... .. A dm sub-sec
- Sec 2 ... .. Sup and distribution
- Sec 3 ... .. Local resources and accn
- Sec 4 ... .. Labour, wages and prices
- Sec 5 ... .. Public health
- Sec 6 ... .. Public utilities
- Sec 7 ... .. Rd tpt
- Sec 8 ... .. Tn
- Sec 9 ... .. Intercomms

PART 4 - SPECIAL INSTRS TO DETS

- Sec 1 ... .. Immediate action

APPENDIX "D"

C. OF S. INSTRUCTIONS

Proposed Civil Affairs points to be included in instructions to other branches:

1. G Staff

OOs will incl all matters relating to CA operational policy

- (a) I(b) will direct CA in the security aspect of their
  - (i) use of civilian officials
  - (ii) employment of civilians
  - (iii) control of refugees
- (b) I(c) will provide censorship facilities for Civil posts and telecomms.

2. AO Staff

Adm Orders will incl all matters affecting CA adm policy. Q (Maint), on the advice of the appropriate Arm or Service concerned, will tell CA when they are to set up civil organizations separate from those of the corresponding technical Arms and Services, and to what extent resources will be allotted for CA requirements prior to that time.

3. Comd A Tps

- (a) Will comd all CA personnel held in the Army Pool and such CA detachments as may operate in the "Army area".
- (b) Will consult SCAO before deciding policy relating to Town Majors.

4. RE and Wks

- (a) Will be responsible (with CA advice) for recommending and implementing policy affecting
  - (i) the restoration of public works and utilities
  - (ii) bomb disposal
- (b) Will issue all RE stores required for the civ use under Army policy.

5. Sigs

- (a) Will be responsible (with CA advice) for recommending and implementing policy affecting the restoration of civ telecomms.
- (b) Will issue all stores required for civ telecomms under Army policy.

APPENDIX "D" (Cont'd)

6. Pro

Will be responsible (with CA advice) for policy affecting refugee control and emp of the civ police in the fwd areas, until such time as "A" judge it desirable to hand these matters over to CA.

7. Med

- (a) Will assist CA in the interests of humanity, and will direct, and if necessary, assist CA when the health of civilians may affect the health of the troops.
- (b) Will issue med stores for civs until appropriate CA depots are set up.

8. ST

- (a) Will control (with CA advice) all civ rd tpt and POL, until CA set up separate red tpt orgs.
- (b) Will issue sups for civs until appropriate CA depots are set up.
- (c) Will hire any civ vehs required for mil use.

9. REME

Will control (with CA advice) civ veh maint, until CA set up separate veh maint orgs.

10. Lab

Will be responsible for recommending and implementing all civ labour policy.

- (a) Will be responsible for all aspects of "enrolled" labour.
- (b) Will be responsible for the utilisation of "local" labour and will call upon CA for extra rations for local labour when desirable.

11. Claims and Hirings

In their dealings with civs, Claims and Hirings officers will seek the advice and assistance of CA and act in conformity with general CA policy.

12. PAD

PAD offrs will see that mil PAD and civil defence and fire services are all co-ordinated under one head in any given area. Naval fire service should be incl if possible.

APPENDIX "E"

Civil Affairs Staff, HQ First Cdn Army -- France 27 Jul 44

Brigadier	W.B. Wedd	Senior Civil Affairs Officer
Colonel	G.P. Henderson	Colonel (Executive)
Lt.-Col.	F.L. Price	S.O.1 (Staff)
Lt.-Col.	R.B. Manzer	S.O.1 (Liaison)
Lt.-Col.	H.J. Young (Brit)	S.O.1 (Supply & Resources)
Lt.-Col.	H.A. Ansloy	S.O.1 (Welfare)
Lt.-Col.	J. Portas	S.O.1 (Technical)
Major	R.S. Black	S.O.2 (Supply & Resources)
Major	R. Landells (Brit)	S.O.2 (Staff)
Major	J. Leal	S.O.2 (Welfare)
Major	J.P. Manion	S.O.2 (Refugees)
Major	H.J. Wickey	S.O.2 (Public Safety)
Major	G.A. Grier	S.O.2 (Public Safety)
Major	K.H. Brown	S.O.2 (Legal)
Capt.	J.S. Anderson	S.O.3 (Staff)
Capt.	R.G. Hennell	S.O.3 (Staff)
Capt.	S.H. Foyer	S.O.3 (Refugees)

APPENDIX "F"

Civil Affairs Staff, HQ 2 Cdn Corps -- France 6 Jul 44

Colonel	J.J. Hurley	Senior Civil Affairs Officer
Lt.-Col.	J.W.G. Thompson	S.O.1 (Adm)
Lt.-Col.	J.W. Walker	S.O.1 (Exec)
Major	J.N.B. Pattullo	S.O.2 (Exec)
Major	A.K. Reid	S.O.2 (Adm)
Major	J.H. Ely	S.O.2 (Exec)
Capt.	H.P. Thomson	S.O.3 (Adm)
Capt.	D.M. Johnson	S.O.3 (Exec)