

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

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

785015

UTILIZATION OF MANPOWER
APR. - DEC. 1944

295

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AGS/lja

Adjutant

AG 320.2/750-0

12 December 1944

SUBJECT: Strength Reporting Agency.

TO : All Concerned.

Adjutant	✓
Asst. Asst.	
Asst. Asst.	✓

1. The Adjutant General, this headquarters, has been designated as the strength reporting agency for personnel in this theater and will prepare all personnel strength statistical reports for the War Department and this headquarters.

2. The basic source record used to prepare personnel strength statistics for official purposes will be the Morning Report which will be processed by the Machine Records Units in this theater in accordance with theater technical instructions.

3. Headquarters requesting strength figures, from units under their command will state that the strength requested be the same strength as reported on the morning report for that date. This procedure will insure that there will be only one strength for a unit, command or the theater for a given date.

By command of Lieutenant General McHARNEY:

C. G. Christenberry
C. G. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:

5 (1 on on W) plus
50 - AG State



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HEADQUARTERS ALLIED COMMISSION
APO 394

MTOUSA

Suspense AG 320.2/152-0Date 12 DEC 1944

DIST.

FROM	TO	FROM	TO
Staff Officer to A/C		Establishment Section	
Chief of Staff		Executive Officer (A)	✓
Message Centre		Executive Officer (B)	
Civil Affairs Section		G-1 (A)	✓
DP & Rep		G-1 (A) Civilian Em.	
Local Govt		G-1 (B)	
Patriots Branch		G-4 (A)	✓
Public Safety		G-4 (B)	
Security Division		2675th Regt	20
Public Health		N.Q. Comdt	✓
Legal		Adjutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (PMHA)	✓
Economic Section		Air	✓
Requisition Division		Communications	
Agriculture		Civil Censorship Group	
Commerce		W.M.D. & P.O.W.	
Finance		Public Relations Branch	
Property Control Div.		Information Division	
Food		Archivist	
Industry		U.N.R.R.A.	
Mining Division		I.G.O.R.	
Labor		ALL REGIONS	✓
Public Works & Utilities		AMG-548 ARMS	✓
Shipping			
Transportation			
Political Section			

Signature _____
 Remarks & Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

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Remarks _____

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AG 320.2 (28 Aug 44)05-S-A-M

(Cont'd)

2 October 1944

of this category returned from commands outside the continental United States will be in addition to any authorized quota for rotation and will be replaced upon submission of requisition in the usual manner. Selected personnel may be sent to an appropriate course of instruction.

By order of the Secretary of War:

5405-5739

 /s/ Robert
 /t/ 5083
 Sr. Lt.
 Acting The

Adj. Gen.	<i>MP</i>
Asst. Asst.	
Asst. Asst.	
Chief Clerk	<i>RT</i>

1 Incl

Schedule of Qualifications

AG 320.3/523 P-0

1st Ind

AF 918

JC/vag

HEADQUARTERS HQUA, APO 912, 1 November 1944

TO: All Concerned

1. It is desired that names of qualified personnel be submitted in compliance with paragraph 2, basic communication, so as to reach this headquarters not later than 1 December 1944.

2. Names and accompanying forms will be forwarded through channels and consolidated by intermediate headquarters before submission to this headquarters. Attention is invited to the fact that individual applications may be submitted.

By command of Lieutenant General HENNING:

1 Incl
n/c

Jack Carter
 Captain, AGD, *AGD*
 Asst Adjutant General

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*For reclassification after
 letter*

See Cir 145
 920

SECRET

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JC/vie

WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D. C.

AG 380.2 (28 Aug 44)OR-S-A-M

2M/ed 2B-939 Pentagon

9 October 1944

SUBJECT: Request for Approval of War Department
Table of Organization for Military Per-
sonnel for Contract Settlement and Prop-
erty Disposal on "V Day".

RECEIVED:
: S E C R E T :
: Auth: T.A.G. :
: Initials: MJA :
: Date: 9 Oct 44 :
: Initials: :
: Initials: :

TO: * * * * *
Commanding Generals,
Theaters of Operations
* * * * *

1. At the present time the War Department is engaged in a Contract Termination and Surplus Property Disposal program. This program is of vital interest to the War Department and has a tremendous bearing on the postwar economic conditions of the United States. It is estimated that an additional 1500 officers and 2500 enlisted personnel must be assigned to this duty to properly discharge the War Department responsibility.

2. It is desired that the names of officers and enlisted personnel, accompanied by Duplicate Form 5-1 or Form 20, qualified in accordance with the enclosed schedule of qualifications be submitted as soon as possible to The Adjutant General. The following conditions will govern submission of names by your headquarters.

a. Military necessity prevails.

b. Preference will be given to:

- (1) Officers over-age in grade for duty with troops.
- (2) Enlisted men over 35 years of age.
- (3) "Limited Service" personnel regardless of age.
- (4) Military personnel returned from overseas theaters under rot line.

It is desired that necessary action be taken to permit the submission of individual applications of qualified personnel.

3. You will be advised of the personnel that are acceptable for assignment to this program with the Army Air Forces or Army Service Forces. Personnel

SECRET

SECRETTERMINATION NEGOTIATORS - OFFICERS

Proposed Duties: Termination negotiators assist and may act as representatives of the contracting officer in negotiating settlements of terminated contracts and in investigating and recommending approval of settlements with subcontractors and vendors, and otherwise investigating and recommending the approval or disapproval of steps taken by contractors in connection with the termination settlement as such approval or disapproval is required of the contracting officer. They will confer with contractors, advise them of contract procedures, examine their claims and settlement proposals, conduct accounting review and further accounting assistance if desired, conduct negotiations and make recommendations to contracting officers.

Qualifications:

Education: Four years college or broad business background.

Civilian Background: Officers who have had substantial positions in either financial, manufacturing or mercantile firms or in legal practice and preferably with broad business background and familiarity with financial statements.

Experience: Officers are desired in the grade of Captain and above. It should be emphasized that these officers will handle negotiations involving complex claims running into large sums of money. Good judgment and discretion are essential. "Know-how" derived from comparable experience in arranging complicated business transactions is desirable.

CHIEF TERMINATION AUDITING PERSONNEL - OFFICER

Proposed Duties: render accounting and auditing advice and assistance to contracting officers in termination units in areas and districts; assist in the determination of the extent of the accounting work to be done on contractors' proposed settlements; determine type and extent of accounting reports to be submitted to contracting officers; analyze and review contractors' proposed settlements in the prescribed manner and render appropriate reports to contracting officers; make special investigations and studies of the most difficult accounting problems.

QUALIFICATIONS OF AUDITORS

1. Certified Public Accountants.

or

2. College graduates with accounting degrees and some practical experience,

or

3. Controllers or chief accountants of industrial concerns,

or

4. Public accounting experience of at least three years,

or

5. Cost accounting experience of at least five years with a manufacturing concern. (Do not include banking, retailing, railroad, public utility or government bureau experience.)

Comments: Officers in the grades of lieutenant colonel, major, captain and lieutenant are qualified for these assignments.

CONTRACT TERMINATION AUDITING PERSONNEL
(EXCLUDED)

Proposed Listing: To assist Contract Termination Auditing Officers.

QUALIFICATIONS OF AUDITORS

1. Certified public accountants,
or
2. College graduates with accounting degrees and some practical experience,
or
3. Controllers or chief accountants of industrial concerns,
or
4. Public accounting experience of at least three years,
or
5. Cost accounting experience of at least five years with a manufacturing concern. (Do not include banking, retailing, railroad, public utility or government bureau experience).

Comments: No grade restrictions.

SECRET

SECRETPROPERTY DISPOSAL PERSONNEL - OFFICER

Proposed Duties: In general the Property Disposal Officer will assist or represent the Termination Contracting Officer in all matters relating to the disposition of property resulting from terminated contracts. In addition, Property Disposal Officers will be responsible for arranging the disposition of other classes of property in the hands of the War Department which may become excess or surplus. These officers supervise the receipt, classification and disposition of serviceable property and scrap, including raw materials, work-in-process, and miscellaneous property; they classify materials and decide whether they are salable or disposable as scrap; supervise distribution of salable materials to various manufacturers or to Arms and Services where it can be used; advertise and solicit bids for sale of material and serviceable property and arrange for the disposal of non-salable material; prepare reports, maintain records; and are responsible for salvage activities.

Qualifications: The primary qualifications for a Property Disposal Officer are that he be a business man with several years of general business experience; those who have had broad experience as plant engineers, production executives, purchasing executives or practical experience in industrial or mercantile concerns and who are familiar with business management are preferred. Familiarity with commercial methods of classification of property and sorting and selling of scrap and surplus stocks is desirable.

Education: Graduate of recognized college preferred; engineering training and experience would, in some instances, be desirable although is not required and/or broad business background.

Comments: Officers are desired in all grades.

SECRET

SECRETTERMINATION LEGAL PERSONNEL--(OFFICERS)

Proposed Duties: Termination Legal Officers will assist the Termination Contracting Officer and his representatives in all matters relating to the termination of contracts and the settlement of claims arising therefrom. They will be familiar with all provisions of law and regulations pertaining to this subject; will investigate, examine and review the facts of termination cases when called upon for advice and assistance; will prepare agreements embodying negotiated settlements and other documents relating to termination procedures and practices. They will advise with respect to property disposal procedures and prepare any contracts of sale or other documents connected with such transactions.

Qualifications:

a. Education: Graduate of college of recognized standing; graduate of a law school of recognized national standing or admission to bar.

b. Professional Experience: Depending upon the age and grade of the officer concerned, certain professional experience is required. For younger officers of lower grade a minimum of two years practice is desired. For officers of medium grade a minimum of five years practice is required. For officers of the grade of major a minimum of ten years experience in handling important legal matters is required. The type of experience required of all Legal Officers is corporate or contract law. Those who have not handled this type of work but whose practice has been mainly in trial work are not desired.

Comments: Officers in all grades are desired for these assignments.

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PROPERTY DISPOSAL PERSONNEL - ENLISTED

Proposed Duties: To assist Property Disposal Officer.

Qualifications: The primary qualifications for an assistant to the Property Disposal Officer are that he be a business man with several years of general business experience; those who have had broad experience as plant engineers, production executives, purchasing executives or practical experience in industrial or mercantile concerns and who are familiar with business management are preferred. Familiarity with commercial methods of classifications of property and sorting and selling of scrap and surplus stocks is desirable.

Education: Graduate of recognized college preferred; engineering training and experience would, in some instances, be desirable although is not required and/or broad business background.

Comment: No grade restrictions.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

W.D.
DIST.

Date 9 Oct, 1944

Suspense

AG-320-2

	TO	FROM	TO
Chief Staff Officer	✓		Patriots Branch
Secretary General			Security Branch
Archivist			Establishments Branch SEC
Admin Section			Director
Interior			Executive Officer (A)
Public Safety			Executive Officer (B)
Public Health			G-1 (A)
Property Control	✓		G-1 (B)
Legal	✓		G-1 (A)
Education	✓		G-1 (B)
Monuments & Fine Arts			H.Q. Comd
Economic Section	✓		Adjutant
Agriculture			Message Center
Commerce	✓		Orders & Bulletins
Finance	✓		2675th Regt
Food			Political Section
Industry	✓		Navy
Labor	✓		Army
Mining Division			Air
Public Works & Utilities			Communications
Requisition Division	✓		Civil Censorship Group
Shipping			W.M.L. & P.O.W.
Transportation			Public Relations Branch
R.C. & M.G. Section			U.N.R.R.A.
P.A. to Executive Commissioner			ALL REGIONS
Civil Affairs Branch SEC	✓		AMG 54 ARMY
Information Division	✓		
Liaison Division			
I. & D.E. S.C.			
Italian Refugee Branch			

Signature _____
 Remarks & Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

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REMARKS

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RSD 320.2

ALLIED CONTROL COMMISSION
SICILY REGION HEADQUARTERS
APO 394

5 August 1944

SUBJECT: Reorganization of Region I.

TO : See Distribution.

1. Effective 2359 hrs, 5 August 1944, the Provincial Headquarters of Messina and Caltanissetta will close.
2. Effective 9 August 1944, Lt Colonel A.B. Giles, 91220 (B) O.B.S., A.C., is designated Provincial Commissioner EASTERN SICILY, covering the Provinces of Catania, Messina, Ragusa, and Siracusa.
3. A.C.C. Headquarters for EASTERN SICILY will be Catania. A sub-office will be maintained at Messina in present Headquarters of Provincial Commissioner. Vehicles and staff will be adjusted under orders of Lt Colonel Giles in agreement with Lt Colonel Ramsey.
4. Major C.A.W.D.S. Stephens, WMA (B) (Export and Timber) of this Headquarters, and Captain Phillip A. Snyder 0101979 (A) will remain in residence at Messina. Captain Snyder will be under orders of Lt Colonel Giles and will report on Divisional matters affecting Economics and Supply thru Major Sutton (Catania), Economics and Supply Officer, EASTERN SICILY.
5. Effective 9 August 1944 all A.C.C. matters concerning Caltanissetta and Enna Provinces will be forwarded thru the High Commissioner to Region Headquarters for the attention of Regional Executive Officer.
6. The Prefect of Caltanissetta will be asked by Lt Colonel I de L. Radice, 199195 (B) to provide a suitable room with telephone at the prefettura for an A.C.C. office for Officers on tour.
7. One A.C.C. car in good running order will be left in custody of Carabinieri at Caltanissetta for use ONLY by A.C.C. Officers visiting the Province from this Headquarters.
8. The Villa Pucci, Caltanissetta, will be derequisitioned effective 9 August 1944. Officers will use hotel when necessary.

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9. A.C.C. civilian Staff of Caltanissetta and Enna will be given notice and paid off as from 15 August 1944. Sgt E.C. McKie, S/121811 (B) will report from Caltanissetta to this Headquarters not later than 9 August 1944.

10. Records and files of Messina and Caltanissetta which are no longer needed for current operations, will be prepared in accordance with previous instructions issued, and will be forwarded to this Headquarters, attention Adjutant. Stationary, typewriters, vehicles, flags, etc will be returned to this Headquarters, attention Administrative Officer before 9 August 1944.

By Order of Colonel A.W. Hancock:

/s/ G. J. Leone
/t/ G.J. LEONE
CWO USA
Adjutant

DISTRIBUTION

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- 1 - EA Hq Staff Section
- 15 - Spares

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Info Div
AIJ

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

AG 320.2 A-0

10 July 1944

SUBJECT: Economy in Use of Personnel.

TO : All Concerned.

HEADQUARTERS
1 AUG 1944
A. C. C.

1. The following excerpts from the address of Lieutenant General McNamey, Deputy Chief of Staff, at the Washington, D.C. conference on personnel, 3 April 1944, is quoted for the information and guidance of all concerned:

"You must first realize yourselves and then impress upon your subordinates that the days when personnel could be obtained for the asking have passed. This fact, I am sure, is not now understood in the theaters. If it were, the extravagant use of personnel that has to date characterized operations in the North African theater would have been corrected. Now it must be corrected in all current and future operations."

"The diversion of men shipped as loss replacements for other purposes must stop."

"Provisional units created to meet sudden emergencies must be disbanded and the personnel recovered for their original purposes the instant the emergency is over."

"Excessive personnel at headquarters and in communication zone establishment must be eliminated."

"Maximum use of local civilian labor and of prisoners of war within the limits of the Geneva Convention is imperative."

"You must eliminate every single activity that is not essential to the support of combat operations."

"You must permit no single individual or group of individuals to be wasted for so much as one day."

2. Despite the progress made to bring the theater to its authorized strength, this headquarters is continuing to receive requests for augmentation of headquarters and for special organizations and activities, many of which do not meet the criterion of "essential to the support of combat operations". All Commanders and staff officers will study carefully requests for increases of personnel or formation of new units. In forwarding an approved request to this headquarters the following statement will be made over the signature of the Commander concerned or of the staff officers concerned in a paper originating in this headquarters: "I have personally studied this recommendation and consider its approval essential to the support of combat operations". Succeeding indorsements if approving will show a similar statement.

By command of Lieutenant General DEVERS:

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DISTRIBUTION:

"Y".

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RESTRICTEDH. V. ROBERTS,
Colonel, AGO,
Adjutant General.

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NATOUSA

AG 320.2 A-0

HEADQUARTERS
ALLIED CONTROL COMMISSION
DISTRIBUTION SHEET

10 July 1944

Economy in Use of Personnel

Secretary General	✓	G-1 (A)
Deputy Secretary General		G-1 (B)
Admin. Section		S-1
Interior		S-2
Public Safety		Courts & Boards
Public Health (Main HQ)	✓	HQ Comdt (Main)
Public Health (Rear HQ)		HQ Comdt (Rear)
Property Control	✓	Adj (Main)
Legal		Adj (Rear)
Education		Political Section
Monuments & Fine Arts	✓	Navy (Head HQ)
Economic Section	✓	Army (Head HQ)
Agriculture		Army (Rear HQ)
Industry & Commerce	✓	Air
Labor		Telecoms & Posts (Rear HQ)
Food		War Material Disposal
Public Works & Mines		P.R.C.
Electric Power Mission		Lincoln Section, HQ, ACMT
Internal Transportation		O.C. British Detachment
Shipping		O.C. Bt Co, 2675th Regt
Finance	✓	Region 1
R.C. & M.G. Section	✓	Region 2
Civil Affairs Branch	✓	Region 3
Information Division	✓	Region 4
Displaced Persons	✓	Region 5
Italian Refugee Branch	✓	Region 6
Security Branch	✓	Region 7
Exec Offrs (Est. Br.)	✓	Region 8
G-1 (A)	✓	AMF 5 Army
G-1 (B)	✓	AMG 8 Army

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20 Copies used by 2675 Regt

✓ Reg 7
✓ File & Index

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HEADQUARTERS
PENINSULAR BASE SECTION
APO 782

~~ADJ-MAIN~~

4-6032

Folio

AG 320.2 BPGAP

1 May 1944

Subject: Utilization of Limited Assignment Individuals.

To : See Distribution.

1. The attached form (Appendix "A") will be used in making report required by paragraph 7, letter this Headquarters, dated 1 April 1944, file AG 320.2 BPGAP, Subject: "Utilization of Limited Assignment Personnel", on enlisted men relieved from temporary duty because of unsuitability for assignment. Report will be forwarded to this headquarters in triplicate. Report on officers and warrant officers so relieved will be submitted in letter form, clearly stating all pertinent facts applicable to the particular case.

2. The attached form (Appendix "B") will accompany the records of all general assignment (Class A) individuals transferred to the Personnel Center, one (1) copy of which will be transmitted to this Headquarters at the time these individuals are reported for release. Medical certificate contained in Appendix "B" will be considered as the certificate required by paragraph 6, letter this Headquarters, dated 1 April 1944, file AG 320.2 BPGAP, as amended by subsequent letter, same file number and same subject, dated 19 April 1944.

By command of Major General WILSON:

D. W. Mastin

D. W. MASTIN
Major, A.G.D.
Asst. Adj. Gen.

2 Incls:
1-Appendix "A"
2-Appendix "B"

DISTRIBUTION:
"A" and "B"

ACC-DIST
BY-1 (A)
2675 REPT
HQ CMDT-MAIN
ADJ-REAR

912

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EXHIBIT A

MEMORANDUM

_____, U.S. Army

1944

SUBJECT: Return of Limited Assignment enlisted men to the enlistment system.

TO : Commanding General, _____ Post Section,
_____, U.S. Army.1. _____ has been attached _____
(Name, grade, and unit)

to this organization since _____ 1944, under the provisions of Circular Letter #5, Headquarters, 1st Army, dated 26 March 1944. Every effort has been made to utilize the services of this enlisted man in a useful capacity, and there are no duties in this organization to which this enlisted man can be successfully assigned.

2. Enlisted man has been assigned to the following duties within this organization. Scores for suitability are indicated below each duty listed.

3. Enlisted man has been on night call _____ times. He has requested pass _____ times.

4. Cooperation (initial appropriate rating): () Superior, () Excellent, () Satisfactory, () Unsatisfactory, () Inferior.

5. Character (initial appropriate rating): () Excellent, () Very Good, () Good, () Fair, () Poor.

6. Work habits:

a. Attention to duty: Excellent, Good, Poor.

b. Initiative: Excellent, Good, Poor.

c. Maintenance: Excellent, Good, Poor.

*Strike out words not applicable.

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EXHIBIT A CONT'D

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7. Physical and mental adequacy: Excellent, Good, Poor.

8. Indicated man does, or does not use his physical condition as an excuse to avoid duty. His personal appearance and police of quarters are, or are not satisfactory.

9. His principal difficulties are:

10. Action under the provisions of Section VIII, AR 615-360 is, or is not indicated in this individual's case. (If such action is indicated, commanders concerned will submit with this report necessary documentary evidence to substantiate Section VIII proceedings.)

11. Indicated man can, or cannot be expected to render reasonably effective service in this theater. (If the answer is affirmative, commander concerned will indicate below the type of service which it is believed can be rendered by this individual.)

Commandant

NOTE: If services of individual cannot be used primarily because of physical or mental difficulties, a statement of a medical officer, giving details will be attached hereto.

Circle out name not applicable.

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EXHIBIT B

UNCLASSIFIED

and _____, U.S. Army

1944

I certify that I have this date examined _____

(Name, rank, and unit)

In my opinion this officer, _____

is physically and mentally fit for "Class 3" combat service.

Medical Corps

I certify that _____

(Name, rank, and unit)

is an immigrant for entry status; that he is not over 34 years of age (including over age in grade (officer), is not an enemy alien, and that no disqualification or action under the provisions of Section VII, AF 15-35 is pending. This individual has not been nominated for rotation to the United States.

Reservist

Excluded but not eligible.

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HEADQUARTERS
PENINSULAR BASE SECTION
APO 732

~~ADJ-MAIN~~
PB5 3/1483

Teles

AG 320.2 (SPASO) (19 Apr 44)

19 April 1944

SUBJECT: Utilization of limited assignment personnel.

TO : See Distribution.

Paragraph 6, letter this Headquarters, dated 1 April 1944, file AG 320.2 SPAP, Subject: Utilization of Limited assignment personnel, is rescinded and the following substituted therefor:

"6. To insure that general assignment specifications are met, each general assignment enlisted man to be released on a man-for-man basis will be given a physical examination prior to assignment to personnel centers. A medical certificate, showing that the enlisted man is qualified for "Class A" combat will be furnished the personnel center for each enlisted man so released."

By command of Major General WILSON:

L. C. Sutton, Jr.
L. C. SUTTON, JR.,
Captain, A. G. O.,
Ass't Adj. General

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"A" & "E"

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ACC-DIST

G-1 (A)

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HQ COMDT. MAIN

ADJ. REAR

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