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

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(VOL. II)

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

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II)

ORDERS, CIRCULARS, MTOUSA, NO. 1
JAN. - JULY 1945
(1 OF 2)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 100)

28 July 1945

30 AUG 1945

Delinquency Reports I
Change of Name and Birth Data II
Marriages III
Discharge and Release from Active Duty of Enlisted Personnel IV

I -- DELINQUENCY REPORTS

1. Reference: Section IV, WD Circular Number 204, 1945.

2. Effective immediately, military police or others rendering reports of arrest, misconduct, delinquency, or incident will forward the original copy of such reports direct to the commanding officer having immediate responsibility for discipline of the person on whom the report is rendered.

3. An information copy of all such reports may be sent through normal channels if so desired by the commanding general of the major command in which the report originates. In such instances, the original copy will bear the notation that an information copy is being forwarded through channels and, in serious cases, that a report of action is being requested.

II - CHANGE OF NAME AND BIRTH DATA

Section II, Circular Number 35, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Reference - AR 345-1, dated 11 March 1944. 5983

2. Officers - Request for change of record of name or birth data by officers with supporting evidence will be forwarded through channels to the major command, who will forward the request direct to The Adjutant General for final action in accordance with AR 345-1. After authority has been granted by The Adjutant General, the records of the officer are amended accordingly and all concerned notified thereof. The unit will notify the 2628th Central Postal Directory Company in cases of change of record of name.

3. Enlisted Personnel

a. Authority to change record of name or birth data of enlisted personnel is hereby delegated to all general officers commanding organizations, commanders of separate brigades and comparable Air Force units, base sections, replacement depots, and Headquarters Command, Allied Force.

b. After approval by one of the above commanders, correspondence will be returned to the enlisted man's immediate commander for the following actions:

(1) Change all records.

(2) Notify all concerned, including 2628th Central Postal Directory Company in cases of record of name only.

(3) Indorse correspondence with all supporting evidence, including the following statement: "All records have been amended accordingly and all concerned have been notified thereof", thru channels to the major command who will

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Hq MTOUSA Circular #100 (cont'd)

forward correspondence direct to The Adjutant General.

4. Morning Report - Entry will be made in the morning report showing both the old and new name.

III - MARRIAGES

Paragraph 3a, Circular Number 47, this headquarters, 1945, is amended to include the following:

"(11) Commanding Officer, Headquarters Command, AF."

IV - DISCHARGE AND RELEASE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

Section I, Circular Number 23, this headquarters, is amended as follows:

1. Paragraphs d, e, f, g, and h, are rescinded and the following substituted therefor:

"d. WD Letter, AG 704.11 (22 Sept 44) OR-P-SPGAM-MP-M, subject: "Procedure for Disposition of Pregnant Military Personnel in Overseas Commands", dated 20 October 1944, and 1st indorsement, this headquarters, AG 704.11/680 P-O, 27 December 1944."

"e. WD Letter, AG 220.8 (17 July 44) OB-S-AAF-M, subject: "Discharge Option for Certain Former Army Air Forces CAA-WTS Instructor Course Trainees", 26 July 1944."

"f. MTOUSA Letter, AG 370.5/476 PERS-O, , subject: "Procedure for Return of Individuals", 6 October 1944."

"g. WD Letter, AGIP-M 220.8 (8 Jun 45) PE-A-SPGAP, dated 10 July 1945, subject: "Discharge of enlisted men", and 1st indorsement, this headquarters, AG 220.8/OL4 P-O, dated 24 July 1945."

"h. Section II, WD Circular Number 207, 1945."

2. Paragraph 4a is amended by the deletion of the following:

"The requirements of paragraph 3a of letter referred to in paragraph 1d above, when applicable, will be accomplished prior to submission to this headquarters."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, GSD
Adjutant General

C. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 99)

24 July 1945

Assignments and Transfers I
Authorized Absences II
Quarters Allowance for Dependents III
National Service Life Insurance Policies IV
Sender's Composition Messages (SCM) V

I--- ASSIGNMENTS AND TRANSFERS

Paragraph 5, Section II, Circular Number 31, this headquarters, 1945, is amended by the addition of the "University Training Command" to the list of the major commands shown therein.

II-- AUTHORIZED ABSENCES

Paragraph 2a, Circular Number 39, this headquarters, 1945, is amended by the addition of the "University Training Command" to the list of the major commands shown therein.

III- QUARTERS ALLOWANCE FOR DEPENDENTS

1. The attention of all concerned is invited to paragraph 15c, Section II, AR 35-4520 which states that monetary allowance for quarters for dependents of enlisted men shall be paid only for such periods, from 1 November 1943, as the enlisted man has in effect an allotment of pay, in an amount not less than the amount of such monetary allowance, for the support of the dependents on whose account the allowance is claimed.

2. The above cited provisions are modified by the following cable information received from the War Department:

"Informal agreement reached with General Accounting Office to accept Personal Transfer Account in lieu of allotment to validate quarters allowance payments heretofore made, provided Class "E" Allotment in amount not less than amount of quarters allowance to dependents on whose account allowances were claimed is authorized and in effect by 1 August 1945."

3. The above applies only to quarters allowance payments which have already been made; the PTA remittances may be made now, and up to 1 August 1945, to cover any amounts of quarters allowance heretofore received but not sent to dependents through allotments and/or PTA.

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Hq MTOUSA Circular # 99 (Cont'd)

IV-- NATIONAL SERVICE LIFE INSURANCE POLICIES

1. Information has been received that AR 600-110 is being amended to provide that:

Five-year level premium term National Service Life Insurance policies issued on or before 31 December 1945, which have not been exchanged or converted to a plan other than a five year level premium term prior to that date, are automatically extended for an additional period of three years. No change is required in the amount of Class N Allotments or of direct cash premium remittances under existing term insurance contracts. Insurance so extended includes all existing rights and benefits for the extended period such as premium waiver provisions, the right to convert to permanent plans, etc.

2. It is desired that this information be brought to the attention of all personnel. Two purposes will be served thereby. The first is that those whose policies were taken out in 1940 will be informed that the level-term premiums may be continued for another three years in the event conversion is not desired at present. The second is that personnel with less than maximum coverage may be encouraged to increase their coverage.

3. These paragraphs represent advance information only and will be superseded upon publication of the changes to AR 600-110 referred to above.

V--- SENDER'S COMPOSITION MESSAGES (SCM)

Section II, Circular Number 80, this headquarters, 1945, is rescinded.

BY COMMAND OF GENERAL MCNARNEY;

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 17 July 1945
NUMBER 98)

20 AUG 1945

Letters of Condolence and Letters of Inquiry I
Women's Army Corps Training II
Hydraulic Brake Fluid III
Senders Composition Messages (SCM) IV

I-- LETTERS OF CONDOLENCE AND LETTERS OF INQUIRY

Paragraph 7c, Section II, Circular Number 88, this headquarters, 1945, is rescinded and the following substituted therefor:

"c. Immediately after the tenth (10th) day following dispatch of the official casualty report to this headquarters, dispatch original letter in an air mail envelope direct to addressee."

II-- WOMEN'S ARMY CORPS TRAINING

1. Attention is invited to Section III, WD Circular Number 170, dated 8 June 1945 which rescinds Mobilization Training Program 35-2.

2. Training of personnel of the Women's Army Corps in MTOUSA will be in accordance with the provisions of MTOUSA Redeployment Circular Number 5, 1945, based upon the training standards established by MTP 35-10 dated 1 July 1944.

III- HYDRAULIC BRAKE FLUID

Fluid, Hydraulic Brake, in containers marked, "Requisition 7150-43AT, QMC-TS-E-S-377B," now in the hands of troops is not to be used in Ordnance materiel. Containers so marked will be returned to the nearest Penbase Ordnance Supply Agency for exchange for newer stocks of oil, preferably of USA Specification 2-111a or Specification 377c, d, or e.

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IV-- SENDERS COMPOSITION MESSAGES (SCM)

Section II, Circular Number 78, this headquarters, 1945, is rescinded and the following substituted therefor:

1. SCM service to the United States, Hawaii and Puerto Rico is available to US Forces who are entitled to send EFM. SCM will be restricted to night letter telegrams (VLT) and will be filed with unit EFM officers in the same manner as EFM, insofar as applicable. SCM will be listed on the same form 1001 with EFM.

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Hq MTOUSA Circular # 98 (cont'd)

2. SCM rates are as follows:

	(VLT) 10 words or less	each word additional
a. New York City only	0.67	.06 2/3
United States & D. C.	0.87	.08 2/3
b. Honolulu, only	1.27	.12 2/3
Remainder Hawaii	1.77	.17 2/3
c. Puerto Rico	1.34	.13 1/3

d. See Appendix "A" for additional information.

3. Messages transmitted by electrical means are subject to interception by enemy monitors. In addition to the provisions of MTOUSA Circular Number 70, 1945, as amended by Section I, MTOUSA Circular Number 76, 1945, the following restrictions based on WD Field Manual 30-28 apply to SCM and messages containing such prohibited statements will not be accepted by Unit EFM Officers or passed by Base Censors.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 97)

11 July 1945

SUBSISTENCE

United States Army Messes I
Issue of Subsistence II
Special Authorizations. III
Payment and Accounting for Rations IV

Circular Number 116, (Corrected Copy), this headquarters, 1944, is rescinded and the following substituted therefor:

(This Circular constitutes the current procedure for drawing, issuing, and accounting for rations in this theater. All conflicting instructions, oral or written, by whomever authorized, are rescinded.)

I--- UNITED STATES ARMY MESSES

1. The next higher commander will make frequent inspections of subordinate units to insure that the requirements of this directive are fully complied with. A commissioned officer will be present at each meal. This officer will check:

a. Headcount as outlined in War Department Circular 171, dated 2 May 1944.

b. Check ration records as outlined in Appendix "B".

c. Check accounting as outlined in Section IV below.

d. Check preparation and serving of food.

2. Persons who may be subsisted regularly in United States Army messes will be limited to the following:

a. Members of the United States and Brazilian Armed Forces.

b. Civilian employees who are American citizens and employed in connection with United States Army activities.

c. Foreign Liaison Personnel serving with United States Army headquarters.

d. Mess attendants (see paragraph 3, Section II).

e. Other personnel authorized by this headquarters.

3. Percentage Reduction - The percentage reduction scale listed in paragraph 17, WD Circular Number 158, 1944, is not applicable in this theater.

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Hq WTOUSA Circular # 97(cont'd)

4. Prescribed Reserves - A maximum reserve of one day of Type B rations is authorized for all organizations. Organizations are authorized to draw the prescribed maximum reserve of Type B ration initially on establishment of the messes. This reserve is exclusive of Type B rations required for the day's current consumption plus the rations drawn for the next day's consumption or multiples thereof when Type B rations are received from the depot or railhead in cycles of more than one day.

5. Turning in of Excess Subsistence Stocks

a. A commissioned officer of each messing organization will make a physical inventory of subsistence stores on hand in organizations twice each month on dates to be prescribed by commander of next higher echelon. Quantities on hand of any item in excess of reserve prescribed in paragraph 4, Section I above will be reported to the headquarters responsible for submitting daily telegrams to the Quartermaster depot or railhead from which rations are drawn. Such headquarters will be responsible for collecting this excess, listing the items and quantity thereof to be "turned in" on a "Tally out" form in duplicate and, using unit motor transportation to be used in drawing rations, to effect return of excess stocks to issuing depot or railhead. One copy of "Tally out" signed by depot or railhead representative acknowledging receipt, will be retained in files of organization. The other copy will be retained in depot or railhead files. Units turning in excess subsistence items are not authorized to draw other subsistence items in lieu thereof.

b. All excess subsistence items returned to Quartermaster at depot or railhead must be in original or similar unit packages and in a condition fit for reissue.

c. Railhead commanders will notify depots which supply them of the quantity of each item returned by organizations in order that future shipments from depots to railhead may be adjusted accordingly.

6. Travel Rations - Rations issued to troops for consumption while in transit including provision for delays or other emergencies en route, will be properly accounted for.

7. Preparation of Fruits and Vegetables - Fresh fruits and vegetables grown in this theater may be purchased under conditions stated in paragraph b (3) below. The Medical Corps upon investigating the conditions under which fresh vegetables are grown, cultivated and handled, discovered that many vegetables in their raw state are contaminated with fecal material. Hence, to prevent outbreaks of diarrhea and dysentery, the following precaution will be followed in respect to the consumption of fresh fruits and vegetables in this theater:

a. Any fruits or vegetables may be eaten if cooked and served while hot or if after cooking they are preserved under proper refrigeration until served.

b. Uncooked fruits and vegetables may be eaten raw if they are prepared as follows:

(1) Leafy vegetables such as lettuce, celery, etc., should be separated prior to washing.

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Hq MTOUSA Circular #97 (cont'd)

(2) All fruits and vegetables should be thoroughly washed in chlorinated drinking water and then soaked for 30 minutes in a solution containing 1 ounce (3 messkit spoonfuls) of high test calcium hypochloride (HTH or Perchloron) or 1 package of germicidal rinse (QM Item Number 51-C-1606) per 8 gallons of water (1/3 of G.I. can). After soaking, excess chlorine odor can be removed from fruits and vegetables by rinsing with plain chlorinated drinking water, and they are then ready to be served. (For greater detail see MTOUSA Circular Number 54, dated 9 April 1945).

(3) Fresh fruits and vegetables will be procured and distributed by issuing depots to the maximum extent consistent with the availability of produce in excess of civilian and French and Italian Army requirements. All such purchases will be coordinated with the Base Purchasing Agent.

II-- ISSUE OF SUBSISTENCE

The following instructions pertaining to the issue, sale, or transfer by Lend-Lease agreements of subsistence from United States Army stocks are announced for the information and guidance of all concerned.

1. Daily Telegram - There is attached hereto as Appendix "A" the prescribed daily telegram, or requisition for rations, to be used by all organizations, units and messes drawing rations in this theater. The ration record will also be maintained by the organization, unit, or mess on the inclosed form, attached as Appendix "B". Instructions for preparation of both of these forms are contained on the reverse side thereof.

2. Prescribed Rations - Rations will be drawn according to the classification outlined in this circular. The various types of rations issued in this theater are outlined in Technical Bulletin Number 4, dated 15 March 1944, as amended, issued by this headquarters.

3. Subsistence for other than United States Army Personnel - Organizations, agencies, and individuals other than United States Army personnel and prisoners of war in the custody of the United States Forces, which may be furnished subsistence from United States Army stocks, are listed below:

a. United States Navy and Marine Corps -- In accordance with letter this headquarters, subject: "Subsistence for United States Navy," dated 1 October 1943, file AG 430/178 QM-O.

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b. United States War Shipping Administration, including shore installations; this to include all United States War Shipping Administration ships and those under United States Army Charter -- In accordance with letter this headquarters, subject: "Subsistence for WSA Ships," dated 7 October 1943, file AG 331.3/092 QM-O.

c. American Red Cross -- In accordance with MTOUSA Supply Directive Number 30, 1945.

d. Allied and co-belligerent personnel.

(1) Rations for the Italian military based on the approved scale will

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Hq MTOUSA Circular #97 (cont'd)

be handled as outlined in AFHQ letter, file AG 400/031 GDS-O, dated 6 October 1944, subject: Supply Procedure and Accounting for Supplies and Equipment Issued by Allied Depots to Italian Armed Forces (Army, Navy, and Air)".

(2) Expeditionary forces of Allied and co-belligerent powers in accordance with such instructions as have been, or may be, issued by this headquarters.

e. Cooks, Waiters and Mess Attendants

(1) United States Army messes utilizing foreign military or prisoner of war personnel as cooks, waiters, or mess attendants are authorized to draw only the rations prescribed for these categories of personnel. If the number of cooks, waiters, and mess attendants in any mess is less than twenty (20), Standard US rations may be drawn except fresh meat, fresh butter, and fresh eggs.

(2) Civilian cooks, waiters, and mess attendants employed in United States Army messes other than outlined in paragraph 3f below, are authorized rations as part of their compensation when paid from United States disbursed funds. Messes employing less than a total of twenty (20) civilian cooks, waiters and mess attendants are authorized to draw Standard US rations, less fresh meat, fresh butter, and fresh eggs for such employees. All messes employing twenty (20) or more civilian cooks, waiters, and mess attendants will draw the native civilian rations for all native civilian personnel employed. The native civilian ration scale is outlined in Appendix "C". Requisitions and supporting papers covering these rations will cite this circular and War Department Circular Number 330, dated 11 August 1944, as authority for issue, and such vouchers shall be accepted by inspecting officers as sufficient support of entry on stock record account. Control will be exercised by major unit commanders to insure that the minimum essential number of personnel are hired for this purpose. Civilian ration cards for these employees will be withdrawn on employment and not returned until termination of employment.

f. Rest Camps, Hotels, and Restaurants

(1) When a major unit is authorized, in accordance with current MTOUSA Circulars and prevailing directives, to operate and maintain rest camps, hotels, and restaurants for use by military personnel, the number of civilian employees engaged in the operation of each camp, hotel, and restaurant will be the minimum essential number in each civilian classification required to operate satisfactorily and on the standard of reasonable comfort and convenience for the occupants. The command charged with the operation and maintenance of any rest camp, hotel, or restaurant will inaugurate and maintain close supervision of the same, in order to observe and enforce the provisions of this circular.

(2) Native civilian rations will be drawn for all native civilian employees in the installation. Civilian food ration cards will be withdrawn from each civilian employee when furnished native civilian rations. A cost of thirty (30) lire per day will be deducted from the salaries of the employees furnished such rations.

(3) Where messes, hotels, or restaurants are operated on an international basis, such as those now under control of AC, the quantity of subsistence drawn from United States Army stocks for military and authorized civilian

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personnel or civilian employees of the installation will be proportionate to the United States personnel accommodated or engaged as employees. Issuing depots will be guided in this matter by official signed statements furnished by the officer in charge of each installation which will show the number of United States personnel accommodated and civilian employees engaged.

C. Native Civilian Employees

(1) Native civilian personnel engaged in a supervisory capacity, as distinct from labor, on essential military projects, may, with the approval of this headquarters, be authorized native ration as part of their compensation. Application for authority to subsist personnel in this category will show the following pertinent information:

(a) Number of personnel and number of rations desired.

(b) Nature of supervisory work being performed.

(c) Approximate duration of project.

(d) Reason why individual or individuals concerned cannot subsist themselves.

(2) When in the opinion of major unit commanders it is necessary to engage civilian labor on a daily basis as a replacement for troop labor, and Italian or German military or POW personnel are unavailable, application may be submitted to this headquarters for authority for issue of a part or all of the native ration as part of their compensation. If application is made, it will show the information as requested in paragraph 3g(1) above.

4. Required Subsistence - Requests for issue of subsistence to organizations, agencies, or individuals, or the use of United States Army subsistence in the operation of messes not covered above, will be referred to this headquarters for approval prior to issuance of subsistence. When issued as an operational necessity, report will be submitted to this headquarters in accordance with Section IV of this Circular. In this connection, emergency or operational necessity is defined as a condition of extreme emergency which could not have been forseen and arranged for by planning and that the supplies required are essential and cannot be obtained from any other source. When referring such requests, the following information will be furnished:

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a. Name and designation of unit or units concerned.

b. Strength of unit or units concerned, officers and men.

c. Location of unit or units concerned.

d. Estimated time rations will be required.

e. Reason for requesting rations from United States Army sources.

5. Requests for issues of subsistence to ships not under United States Army Charter - All ships, exclusive of the United States Navy, Coast Guard, War

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Hq MTOUSA Circular # 77 (cont'd)

Shipping Administration Ships, and ships under charter to the War Shipping Administration, will be provisioned from sources other than United States Army stocks, the only exceptions being:

a. Those ships of other nationality, except Italian merchant ships, that are on shuttle service between two American operated ports and engaged in transporting American supplies, may be furnished essential and subsistence supplies only while on such duty.

b. Subsistence stores for Italian merchant ships will be supplied as follows:

(1) Subsistence requirements will be procured from AC stocks imported for civilian consumption or MWT or WSA stocks supplemented by local procurement.

(2) Only in emergency and at ports where AC, MWT, or WSA stocks referred to in (1) are unavailable will United States Army subsistence be furnished. Quantity furnished under this authority will be the minimum essential necessary to maintain ship to next nearest port where AC, MWT, or WSA stocks or stocks locally procurable can be obtained.

(3) Italian merchant ships operated by PSTO for MEDBO which require emergency provisioning from United States Army stocks under (2) above, will be required to pay cash for supplies received.

c. Any ship not covered above requiring emergency rations while in an American operated port will be furnished only sufficient rations to enable it to reach the nearest port of its own nationality.

d. All requests for issue of subsistence to ships not covered by the above will be reported to this headquarters for instructions.

III- SPECIAL AUTHORIZATIONS

1. Fresh fruits and vegetables

When fresh fruits and vegetables are issued, comparable reduction from amounts of the same or similar canned or dehydrated items for issue on a Standard Type B ration will be made. The conditions contained in MTOUSA Supply Directive Number 49, 1945, relating to method of local procurement will be complied with in making purchases of quantities of fresh produce issued for this purpose.

2. Hospital Rations

a. Commanding officers of hospitals and dispensaries are authorized to submit semi-monthly requisitions on ration distribution point for subsistence items in addition to the regular ration, as may be available from existing stocks or obtainable by the Quartermaster as a result of local purchase. Requisitions will be limited to items and quantities actually required for patient diets, but in no case will monetary value of issues exceed thirty-five cents (35¢) per patient ration. Additional issues are limited to patients in hospitals or bed patients in dispensaries and exclude all personnel assigned or attached that are not in a patient status. This additional money allowance for patients per day is intended to provide a means for the procurement of additional or special dietary foods when required; it is not intended as a blanket authority for a ration and a half per patient per day unless the need exists for additional or special foods. Commanding officers of hospitals or dispensaries will be required to submit a certificate stating that the additional food up to or all of the 35¢ per patient per day is

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necessary as an additional diet for cases other than hepatitis cases. For the latter type of cases, commanding officers of hospitals are authorized to expend up to 55¢ per patient per day, provided it is essential to the patient's recuperation. Certificates will include expenditures for hepatitis cases as well as that specified above.

b. Requisitions will contain the following information: Designation and Army Post Office address of hospital or dispensary unit; the actual number of hospital patient rations due for the half month preceding date of requisition; and quantity on hand and required of each items desired.

c. In computing money value of issues from ration distributing point, actual cost price for items purchased locally and latest available price list of ration item will be used.

d. When enlisted or commissioned personnel of other nations are patients in United States Army hospitals, additional rations may be drawn in the manner described in a above. The accounting procedure for rations so furnished will be as outlined in paragraph 4, Section IV below.

3. Snack Bars

a. Snack Bars operated by A.T.C. are authorized to draw subsistence items on a money value basis equivalent to 25 cents per meal for each person served in the snack bar. Subsistence drawn will be limited to quantities actually required to prepare snacks or light lunches for personnel traveling by air under orders. Items and quantities will not exceed the following:

Item	Pounds per 100 Persons Served
Bread	18
Coffee, R & G	4
or	
Cocoa	3
or	
Tea	1
Milk, evap.	25
Milk, whole, powdered	6
Sugar	3
*Canned Meat (including pork luncheon meat, corned beef, canned bacon, canned pork sausage; canned sausage, vienna)	30
Eggs, dehydrated	5
Jam or marmalade	6
Butter (fresh or canned)	2
Fruit Juice	36
or	
Fruit, canned	20
Soup, dehydrated	4
Cereal, uncooked	5
Lard substitute	2
Condiments (salt, pepper, etc.)	In quantities not to exceed current menu allowances.

*Will be alternated so that no single meat item shall constitute more than 25 per cent of total meat issues over one month's period.

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b. Rations desired from those listed above will be drawn daily, based on the snack bar's ration strength for the previous day. A list of such items and quantities will accompany the Daily Telegram.

c. This Circular is the authority to draw rations for snack bars specified in paragraph 3a above. A ration record will be kept as outlined in appendix "L".

d. Proper accounting procedure, as outlined in Section IV below, will be maintained.

4. US Army Officers', Non-Commissioned Officers', and Enlisted Men's Clubs

a. The sale of subsistence items to US Army Officers', Non-Commissioned Officers' and Enlisted Men's Clubs for issue and resale to members thereof is authorized under the following conditions:

(1) The club has been officially sanctioned by the Commanding General/Officer of a major command.

(2) Provided that Red Cross facilities of a similar nature are not and cannot be made available in the vicinity.

(3) Items available for sale will be limited to those necessary for sandwich and beverage purposes. Items within this category will be prescribed by this headquarters.

(4) All food items will be issued or sold to members or guests of the club for consumption only on the premises of the club.

(5) Money value of sales of subsistence items from US stocks to a United States Army Officers', Non-Commissioned Officers' and Enlisted Men's Clubs will be limited to $3.00 per month per member.

(6) Funds received from sales of subsistence items to United States Army Officers', Non-Commissioned Officers' and Enlisted Men's clubs will be turned over to finance officer for deposit as prescribed in AR 35-6660.

b. Officers', Non-Commissioned Officers' and Enlisted Men's Clubs will be discontinued when the organizations are transferred to replacement areas, training areas and staging areas as the operation of snack bars in those organizations is the responsibility of the American Red Cross as outlined in paragraph 2k, MTOUSA Redeployment Circular Number 7, dated 8 May 1945.

IV-- PAYMENT AND ACCOUNTING FOR RATIONS

1. In addition to the cost of subsistence allowance of seventy-five cents (75¢), all persons, except enlisted men, eating at Army officers' messes may be charged, not to exceed twenty-five cents (25¢) per day, for additional items. This sum will be paid in cash to the mess officer.

2. Officers, warrant officers, flight officers, WAC officers, members of

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Hq NATOUSA Circular #97 (cont'd)

the Army Nurse Corps, dieticians and physical therapy aides, United States Army, will have deducted in their next pay voucher the sum of seventy-five (75¢) for each days stay in this theater. However, upon entering or leaving the theater, when less than three meals are consumed, deductions will be made at the rate of twenty-five (25¢) cents for each meal.

3. Members of the United States Navy, Marine Corps, Coast Guard, Public Health Service, correspondents, photographers, Red Cross personnel, and civilians will pay the mess officer the sum of seventy-five (75¢) per day in cash, in addition to the amount called for under paragraph 1 above. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment provide for subsistence at Government expense. The mess officer will turn in the money received for the ration to the sales officer.

4. a. All foreign military and naval personnel except hospitalized personnel will sign a receipt for each ration received, except that when a large number is being fed at one mess, application may be made to this headquarters for one foreign officer of this number to be designated to sign for the group as a whole. All issues to foreign military and naval personnel will be recaptured by the mess officer by means of shipping tickets in quintuplicate. Separate shipping tickets will be used for each nationality, and will show in all cases the names, grade, and organization of the officers and/or enlisted men to whom the rations were furnished. The shipping tickets will be signed by proper authority and will be forwarded in quadruplicate to the appropriate base section or Air Force commander for inclusion in Lend-Lease Report, or special report for co-belligerent accounting.

b. For issue to hospitalized foreign military and naval personnel, except Brazilian and French, shipping tickets will be prepared in quintuplicate on the first day of each month for the month preceding. Separate shipping tickets will be prepared for each government except Brazilian and French, listing the number of rations issued, period and unit, and total cost, and supported by a signed copy of nominal roll of hospitalized foreign personnel. Shipping tickets will be disposed of as indicated in paragraph 4a above. The following certificate will be accomplished on the nominal roll of hospitalized foreign personnel.

(1) I certify above represents the number of rations issued to Allied military patients, hospitalized in the_____hospital during the month of_____1945, and that signed receipts for these rations have been obtained unless noted otherwise. 5976

5. Issues made to Italian civilians as an operational necessity will be reported to this headquarters monthly as of the last day of each month so that supplies may be requisitioned. Reports for all issues under their respective commands will be rendered in the form indicated below by each Army, Air Force, or equivalent commander to the base section or equivalent commander concerned. Base section commanders will exclude from their reports issues made by them to units, organizations, agencies, or individuals under the command of other commanders. (All previous instructions on this subject are rescinded.)

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Hq MMAUSA Circular #97 (cont'd)

*Report to include:

1. Individual, Agency, or Organization.
2. Location.
3. Number of rations or separate meals furnished (indicate which) or items and quantities furnished Italian civilians.
4. Reason.
5. Authority (applicable to paragraph 4, Section II).
6. Issues under paragraph 4, Section II.
7. Issues under operational necessity.
8. Issues to Italian civilians in emergencies.

6. Issues made to United States State Department Agencies will be accomplished on a reimbursement basis in accordance with AR 35-920. Payment will be tendered in the form of lire, US State Department draft, or a United States Treasury check drawn in favor of the Treasurer of the United States. Charges for bulk sales of rations will be in agreement with current pricelist plus a surcharge of ten (10) per cent as provided in AR 35-900.

7. Issues, when authorized to diplomatic agencies of foreign governments will be on a sales basis. Such sales will be recorded on shipping ticket in quintuplicate quoting authority for the issue certifying that the receiving foreign government is obligated to reimburse the United States in dollars, and signed by a competent official of the receiving government. In no case should lire be accepted in payment for rations issued to diplomatic agencies of foreign governments. Charges for bulk sales of rations will be based on current price list plus twenty five (25) per cent to cover "landed costs". The original and 4 copies of the shipping ticket will be furnished this headquarters for forwarding to the Fiscal Director, Washington 25, D. C. for collection.

BY COMMAND OF GENERAL MCNARNEY:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

3 Incls:
Appendix "A"
Appendix "B"
Appendix "C"

DISTRIBUTION:
Z

Declassified E.O. 12356 Section 3.3/NND No. 783016

ANNEX "H" to
Hq MASSA Circular #97

SECRET

DAILY TELEGRAM FOR RATIONS

NOTE: Figures in parenthesis refer to explanatory notes on back

1. TO: _____ STATION _____ DATE: _____ 1945
(Depot or Railhead) (Or Grid Coordinate)

2. Basis for rations to be drawn on DATE: _____ 1945

		Unit Designation	Major Command (1)	Morning Report Strength (2)	Rations Requested Estimated Feeding Strength (3)*
3.					
4.	DRAWING UNIT :				
5.	ATTACHED UNITS:				
6.				TOTAL:	

7. AVERAGE MESS ATTENDANCE FOR RATIONS CONSUMED YESTERDAY (4)
8. US ARMY RATIONS:
9. US Army..... _____
10. US Army Additional (5) _____..... _____
11. US Navy, Coastguard, Merchant Marine..... _____
12. British, Army, Navy or RAF..... _____
13. Brazilian Military..... _____
14. French, Military..... _____
15. US Civilians (Includes ARC, correspondents, etc)..... _____
16. Civilian Cooks, Waiters & Mess Attendants (6)..... _____
17. Others Authorized - (explain)..... _____
18. TOTAL US ARMY RATIONS: _____
19. SPECIAL RATIONS (Not standard US Army Rations)
20. Italian Service Units..... _____
21. French Rations..... _____
22. Moslem Rations..... _____
23. Prisoners of War..... _____
24. Native Civilian (7)..... _____
GRAND TOTAL (Equals Rations Consumed Yesterday)
25. Civilian Midshift Meal..... _____

No. 59.

26. ANIMAL RATIONS: Desired on this Telegram:
27. Horse: _____ Mule: _____ Dog: _____

28. BREAKDOWN OF RATION REQUESTED ON THIS TELEGRAM:
29. Type "B" ..... _____
30. Type "C" ..... _____
31. Type "D" ..... _____
32. Type "K" ..... _____
33. Type 10/1..... _____
34. Italian Service Unit..... _____
35. French ..... _____
36. Moslem ..... _____
37. Prisoners of War..... _____
38. Native Civilian..... _____

9. US Army.....
10. US Army Additional (5) _____.....
11. US Navy, Coastguard, Merchant Marine.....
12. British, Army, Navy or RAF.....
13. Brazilian Military.....
14. French, Military.....
15. US Civilians (Includes ARC, correspondents, etc).....
16. Civilian Cooks, Waiters & Mess Attendents (6).....
17. Others Authorized - (explain).....
18. TOTAL US ARMY RATIONS:
19. SPECIAL RATIONS (Not standard US Army Rations)
20. Italian Service Units.....
21. French Rations.....
22. Moslem Rations.....
23. Prisoners of War.....
24. Native Civilian (7).....
GRAND TOTAL (Equals Rations Consumed Yesterday)
25. Civilian Midshift Meal.....

26. ANIMAL RATIONS: Desired on this Telegram:
27. Horse: _____ Mule: _____ Dog: _____

28. BREAKDOWN OF RATION REQUESTED ON THIS TELEGRAM:
29. Type "B" .....
30. Type "C" .....
31. Type "D" .....
32. Type "K" .....
33. Type 10/1.....
34. Italian Service Unit.....
35. French .....
36. Moslem .....
37. Prisoners of War.....
38. Native Civilian.....
TOTAL
(Total should equal rations desired on this telegram and agree with entry (3)* above)
39. Civilian Midshift Meal .....

I certify that the above rations are authorized and correctly computed in accordance with ETOUSA Circular #97, 1945.

(NAME - GRADE)

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APPENDIX "A" to
Hq MTOUSA Circular #97 (cont'd)

NOTE: Explanation of Figures shown in Parenthesis on other side.

(1) Major Command - show major command to which unit requisitioning ration belongs, i.e., Fifth Army, 12th AFSC, PBS, Hq. MTOUSA, etc.

(2) Morning Report Strength - enter actual strength, assigned or attached and present for rations.

(3) Rations requested, estimated feeding strength - This is the average number expected to be present for meals the next issue. If the number is greater than (2) above, explain reason. If additional rations are needed for travel or to cover a period longer than one day due to the inability to draw daily, so state.

---

(4) Analysis of rations consumed - enter on lines below, by classification, number of persons actually fed on previous day. Total should agree with column (2) of "Ration Record" form, Circular #97, 1945.

(5) Additional Rations - only where authorized, show authority.

(6) As authorized in paragraph 3e (2), Section II, Circular #97, 1945.

(7) Native civilians: mess attendants, rest camps, others, see paragraphs 3e, f, g, Section II, MTOUSA Circular #97, 1945.

I N S T R U C T I O N S

1. Every unit drawing rations will submit a Daily Telegram and keep a copy on file.

2. When a unit is grouped with others for drawing rations, the Daily Telegram will be submitted in duplicate to the organization making the breakdown.

3. Organizations drawing for other units than themselves will attach the Daily Telegram of the other units to their own Daily Telegram for forwarding to the Issuing Quartermaster, who will consolidate and issue to the organization making the breakdown.

4. When, for any reason, it becomes necessary to radio or telegraph the reports to the Issuing Quartermaster, the signed daily telegram will be forwarded immediately marked "CONFIRMATION".

5. When rations are issued in advance for more than one day, the issue will be made on the estimated daily strength for that period. A running account will be kept by the Issuing Quartermaster until the daily credit is exhausted.

Declassified E.O. 12356 Section 3.3/NND No. 783016

(7) Native civilians: mess attendants, rest camps, others, see paragraphs 3e, f, g, Section II, MTOUSA Circular #97, 1945.

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4. When, for any reason, it becomes necessary to radio or telegraph the reports to the Issuing Quartermaster, the signed daily telegram will be forwarded immediately marked "CONFIRMATION".

5. When rations are issued in advance for more than one day, the issue will be made on the estimated daily strength for that period. A running account will be kept by the Issuing Quartermaster until the daily credit is exhausted.

6. Issuing depots or railheads will make Tally-Outs or issue lists in duplicate for rations issued and take receipts therefor on both copies from individuals authorized to draw rations for the unit. Tallies will list the items, quantities issued and basis of issue. One copy will be returned to the unit and one copy retained at the ration point. Substitutions will be clearly indicated on both copies. In addition, where units do not desire issue of certain items, both copies will be so noted and initialed by the individual signing for the rations and also by the checker.

7. Issue points will maintain daily recapitulations of daily telegrams in order that up-to-date records will be available for examination by authorized inspectors.

8. Issue points may refuse to honor daily telegrams that are improperly submitted or not completed in all respects. The information contained on the reverse hereof forms the basis for ordering rations for this theater. All concerned will insure that lines (9) to (24) inclusive are accomplished in detail and does not include under lines (9) and (10) any personnel other than US Army officers, nurses, Physical therapy aides, hospital dieticians, WAC officers, flight officers, warrant officers and enlisted personnel including WACs.

9. Units will notify ration breakdown points items not desired.

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

APPENDIX "B"

Hq MTOUSA Circular #97 (cont'd) RATION RECORD

Unit: Month:

(1) Date	(2) Total Ration Strength Daily Telegram	(3) Rations Drawn	(4) Average Daily Attendance (Counted)	(5) Over-Issues *	(6) Under-Issues **	(7) Cumulative Over-Issues ***	(8) Cumulative Under-Issues	(9) REMARK
Balance brought forward from previous month								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

* When over-issues occur, succeeding daily telegrams will be reduced a corresponding amount below the number expected for the next day.

** Under-issues of Rations can be recaptured by increasing future estimates if not offset by over-issues, with the provisio that recapture of under-issues will not be made for quantities that would result in maximum authorized reserves being exceeded.

*** The number of rations requested must be regulated so that Column 7 is zero. First entry for month will be last entry of preceding month.

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Hq HOUSA Circular #97 (cont'd)

INSTRUCTIONS

This form to be maintained by each unit operating a mess.

Balance brought forward from previous month.--The last figure in column (7) or column (8) for the month will be entered as the first figure in the corresponding column of the succeeding month.

Column (1) Enter days of month.

Column (2) Strength for rations as shown on Daily Telegram.

Column (3) Enter the number of rations issued opposite the date they were consumed.

Column (4) Copy this figure from the unit Daily ration allowance return, Section II, for the date shown therein.

Column (5) Enter the number of rations issued in excess of the average number present for mess. This will be the excess of entry in column (3) over the entry in column (4) IF ANY.

Column (6) Enter the number of rations under-issued. The excess of entry in column (4) over the entry in column (3) IF ANY.

Columns (7) and (8) Total both columns (5) and (6). If the total of colurn (5) is larger than the total of column (6), enter the difference in column (7) (cumulative over-issues). If the total of column (6) is larger than the total of column (5), enter the difference in column (8) (cumulative under-issues). If the total of columns (5) and (6) are the same, make no entry.

Colurn (9) Remarks optional.

This record may be destroyed after 6 months.

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Hq ITOUSA Circular #97 (cont'd)

NATIVE CIVILIAN RATION

	OUNCES
BREAD	16
BEANS OR PEAS, DRIED	2
* VEGETABLES, DEHYDRATED	2
MEAT OR FISH, CANNED	3
CHEESE	1
SUGAR	1
MACARONI	3
RICE	1
TOMATO CATSUP OR PASTE	1/2
COFFEE	1/2
PEPPER	1/200
SALT	1/2
* FRUIT, EVAPORATED	1-1/2
LEMON CRYSTALS OR ORANGE CONCENTRATE	1/2

* FRESH FRUIT AND VEGETABLES SHOULD BE SUBSTITUTED FOR EVAPORATED FRUIT AND DEHYDRATED VEGETABLES RESPECTIVELY, WHEN AVAILABLE.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

13 LUG 1945

CIRCULAR)
:
NUMBER 96)

10 July 1945

Procurement and Payment of Supplies or Services for Surrendered German Armies. I
Baggage of Personnel II
Use of German POW and Surrendered Personnel III

I--- PROCUREMENT AND PAYMENT OF SUPPLIES OR SERVICES FOR SURRENDERED GERMAN ARMIES

1. Procurement

a. All supplies or services procured locally for the surrendered German Armies (as distinguished from POW's) in United States custody will be handled in accordance with the provisions of Supply Directive Number 49, this headquarters, 1945. The only departure from the established procurement policy is that the obligation of US appropriated funds is not involved, thus making it necessary to prepare separate purchase orders and vouchers and maintain separate accounting records.

b. There will be instances when bulk purchases will be made or services will be rendered for the combined usage of the US Armed Forces, Prisoners of War and surrendered German Armies. In such instances separate vouchers must be prepared for that portion of the charges that are applicable to the surrendered German Armies.

c. All procurement instruments and vouchers for supplies and services for surrendered German Armies which require settlement by US Army Disbursing Officers will be conspicuously marked at the top, "Surrendered German Armies Account" and the customary appropriation, allotment and purpose coding prescribed by the WD Fiscal Code shall be omitted.

d. All procurement instruments and vouchers for supplies and services for surrendered German Armies for which payment is prohibited in compliance with paragraph 9 of AFHQ Administrative Memorandum Number 21, 1945, "Procurement and Payment Policy in Italian Territory for Supplies and Services" will be conspicuously marked at the top "For Surrendered German Armies - Not Payable by US Army Disbursing Officers." Vouchers so marked shall be processed and routed through channels as prescribed in letter from this headquarters dated 11 April 1945 File AG 156/574 D-O, Subject: "Disposition of Unpaid Bills."

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2. Payment

a. All vouchers which require payment as stated in paragraph c above, will be processed by US Army Disbursing Officers in the usual manner and the same degree of diligence will be exercised in scrutinizing and auditing those vouchers as is done in the case of appropriated fund vouchers. However, those vouchers will not be taken into the accounts of Disbursing Officers. Instead, the original and duplicate of each paid voucher will be transferred as cash, on Forms 326-327, on the last day of each month, to the Finance Officer, 34th Finance Disbursing Section, APO 794, US Army. A letter of transmittal, in triplicate, shall accompany each transfer, listing the vouchers by Bureau Voucher Number, name of vendor and amount paid. The total amount shown on the transmittal letter shall be in agreement with the amount of the transfer. The triplicate copy of the letter of transmittal will be receipted and returned to the Disbursing Officers by the

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Hq MTOUSA Circular #96 (cont'd)

Finance Officer of the 34th Finance Disbursing Section. The quadruplicate copy of the letter of transmittal will be forwarded promptly by the Disbursing Officer to the Office of the Fiscal Director, MTOUSA, APO 512, US Army, Attention Accounts Branch, and the quintuplicate copy will be retained by the Disbursing Officers.

b. Inasmuch as vouchers in payment for supplies and services for surrendered German Armies are not taken up in the accounts of the Disbursing Officers, a separate series of continuous Bureau Voucher Numbers, commencing with number one (1) will be used thereon by Disbursing Officers. The space provided on the voucher for Disbursing Officers' Voucher Number is reserved for the use of the Finance Officer, 34th Finance Disbursing Section and will not be used by Disbursing Officers.

II— BAGGAGE OF PERSONNEL

Circular Number 121, this headquarters, 1944, is amended as follows:

1. Paragraphs 1a and b, Section III, are rescinded and the following substituted therefor:

"The Transportation Officer of each base section or corresponding command and the AAFSC/MTO will prepare a monthly list of baggage, indicating the names of personnel whose whereabouts cannot be determined after an exhaustive check of all locating facilities. Names will not be published on subsequent lists. Lists will be double spaced to permit a notation thereon. Five copies of such lists will be furnished the Chief of Transportation, MTOUSA and two copies each the Transportation Officer of each base section and corresponding command, the AAFSC/MTO, Fifth Army, and the Officer-in-Charge, Baggage Clearance Unit, 25 Broad Street, New York 4, N. Y."

2. Paragraph 1d, Section III, is amended by the deletion of the word "second".

3. Paragraph 4 of letter Headquarters Communications Zone, NATOUSA, dated 16 October 1944, subject: "Baggage of Personnel" is rescinded. (File 524.2-0)

III- USE OF GERMAN POW AND SURRENDERED PERSONNEL

The provisions of Section I, AFHQ Administrative Memorandum Number 35, 1945, "Use of German POW and Surrendered Personnel", apply in all MTOUSA commands.

BY COMMAND OF GENERAL MCNARNEY:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 95)

9 July 1945

Initial Grant of Nonappropriated Funds to New Units I
Disposal of Surplus Property, Scrap and Waste II
Accidents and Claims III

I--- INITIAL GRANT OF NONAPPROPRIATED FUNDS TO NEW UNITS

1. Commanders of units newly organized after the date of this circular, or, in connection with the current redeployment program, including those departed the theater and those formed through reorganizations involving a change from one type of unit to another, may apply for a grant of money from the Theater Central Welfare Fund in sufficient amount to provide the unit initially with nonappropriated funds equivalent to $1.00 per capita of authorized aggregate strength. (See MTOUSA Circular Number 62, "Nonappropriated Funds", 1945, as amended by MTOUSA Circular Number 90, 1945, for regulations governing such funds).

2. Applications for such funds will be addressed through command channels to the Custodian, Theater Central Welfare Fund, Office of the Fiscal Director, MTOUSA, APO 512, US Army, and will include the following information:

a. Identification of order under which the unit was organized.

b. Date when organized.

c. Authorized aggregate strength.

d. Sources from which personnel were derived, and number furnished by each.

e. Amount of nonappropriated funds (including current value of any bonds and securities) on hand, to be provided, or due the unit from other sources, as of date of organization.

f. Amount of application (authorized aggregate strength X $1.00, less amount stated under subparagraph "e" above).

3. Before forwarding, such applications will be examined and certified to by Inspectors General or Air Inspectors of appropriate jurisdiction.

II-- DISPOSAL OF SURPLUS PROPERTY, SCRAP AND WASTE

5971

Circular Number 92, this headquarters, 1945, is amended as follows:

1. Paragraph 7a(2) is rescinded and the following substituted therefor:

(2) (a) Before any condemned or non-repairable property is abandoned or disposed of as scrap or waste, all items, parts or components which are listed as critical by the technical arm or services and are serviceable or economically repairable will be removed. Other items, parts or components which have commercial value or are needed by the Army or for theater supply requirements will be removed to the extent justified by cost of removal. Articles such as classified material and weapons will be mutilated or destroyed in accordance with War Department directives, prior to delivery to a salvage installation (see AR 380-5, TM 38-505, Section IV, WD Circular 38, 1944).

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Hq MTOUSA Circular #95 (cont'd)

(b) Distinctive parts of uniform will be mutilated or destroyed in accordance with the War Department directives cited in paragraph 7,g, (1), (a) above by salvage depots prior to disposition.

III- ACCIDENTS AND CLAIMS

Paragraph 2, Section I, Circular Number 126, this headquarters, 1944, is rescinded and the following substituted therefor:

"(3) In the case of incidents arising in Italian territory the report and accompanying exhibits should be forwarded as follows:

a. If the incident occurred in Sicily, to US Claims Service, Regional Office IV, APO 512.

b. If the incident occurred in Sardinia, to US Claims Service, Regional Office V, APO 512.

c. If the incident occurred in Corsica, to US Claims Service, Regional Office VIII, APO 512.

d. If the incident occurred in the provinces of Naples, Littoria, Benevento, Frosinone, Avellino or Salerno, to US Claims Service, Regional Office I, APO 512.

e. If the incident occurred in the provinces of Campobasso, Foggia, or Potenza, to US Claims Service, Regional Office II, APO 512

f. If the incident occurred in the provinces of Bari, Matera, Taranto, Brindisi, Lecce, Cosenza, Catanzaro or Reggio Calebria, to US Claims, Regional Office III, APO 512.

g. If the incident occurred in the provinces of Roma, Aquila, Chieti, Pescara, Viterbo, Rieti, Terni, Teramo, Ascoli Piceno, Macerata, Ancona, Perugia, or Grossoto, to US Claims Service, Regional Office VI, APO 512

h. If the incident occurred in the provinces of Livorno, Pisa, Pistoia, Lucca, Siena, Firenze, Arezzo, Pesaro, Massa, La Spezia or the island of Elba, to US Claims Service, Regional Office VII, APO 512.

i. If the incident occurred in the provinces of Parma, Reggio, Modena, Bologna, Forli, Ravenna, Mantova, Rovigo, Ferrara, Verona, Padova, Vicenza, Treviso, Venezia, Belluno, Udine, Gorizia, Trieste, Fiume or Pola, to US Claims Service, Regional Office IX, APO 512.

j. If the incident occurred in the provinces of Genova, Pinconzo, Imperia, Savona, Cuneo, Asti, Alessandria, Torino, Aosta, Vercelli, Pavia, Novara, Varese, Milano, Como, Sandrio, Bergamo, Cremona, Brescia, Trento, or Bolzano, to US Claims Service, Regional Office X, APO 512.

(4) In case of doubt and in all cases of incidents arising within this theater and outside of Italian territory and Corsica, reports thereof will be forwarded to the Deputy Chief Claims Officer, US Claims Service, APO 512."

BY COMMAND OF GENERAL MCNARNEY:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 94)

8 July 1945

13 LUG 1945

WAR TROPHIES AND OTHER ITEMS ACQUIRED AS PERSONAL PROPERTY

Circular Number 60, and Section V, Circular Number 63, both this headquarters, 1945, are rescinded and the following substituted therefor:

1. For the purpose of this directive, a war trophy is defined as something taken from an enemy or picked up on the battlefield during or immediately after a battle. War Trophies will only be taken in a manner conforming to the principles of international law as outlined in paragraph 2, Section VI of War Department Circular Number 155, 1945.

2. Military personnel are authorized to acquire, retain, mail and/or take with them to the United States, among others, the following items, most of which have been prohibited in the past:

a. War Trophies.

b. Personally owned weapons purchased from the government.

c. Personally owned weapons purchased or received as a gift from organizations or individuals in the United States.

d. Personally owned weapons purchased or received as a gift by the individual from organizations or individuals overseas.

e. Ancient or obsolete firearms acquired overseas which do not use modern ammunition and whose only value is that of a historical nature or as a collectors item.

3. Merchant seamen and United States civilians serving with the United States Army overseas may also acquire, retain, mail or take back war trophies, except enemy military fire-arms, to the United States.

4. The following items will not be acquired, retained, mailed or taken to the United States by military personnel, merchant seamen and other civilian personnel under military control:

a. Nomenclatos.

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b. Items which contain any explosives.

c. Inflammables of any nature.

d. Items of which the value as trophies, as determined by the theater commander, is outweighed by their usefulness in the service or for research or

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

Re MTOUSA Circular #94 (Cont'd)

training purposes in the theater of operations or elsewhere, or by their value as critical scrap material.

e. Weapons issued to the individual by the government overseas or prior to embarking for overseas, except with the approval of the Commanding General, MTOUSA in each case.

f. Aircraft or balloon instruments and controls, either Allied or enemy.

g. Enemy documents.

h. Mail Bags or Sacks.

i. Optical instruments and accessories except cameras of amateur type, hand compasses and enemy binoculars acquired as a War Trophy.

j. Empty Brass or Copper Shells weighing more than 5 pounds.

k. Fire control instruments and accessories.

l. Enemy radio or radar equipment (or component parts) of any type.

m. Firearms of the automatic type (or component parts) such as machine guns, submachine guns, or any type gun in which a number of shots or bullets may be discharged with one continuous pull of the trigger.

5. To insure maximum distribution of War Trophies available to personnel in this theater, not more than three each of any articles of appreciable value, such as pistols, rifles, cameras, etc., may be sent or taken to the US by an individual.

6. Materiel of Allied nations may not be collected as War Trophies. Materiel of cobelligerent nations may not be collected as War Trophies, except that articles of such nations may be retained if acquired prior to the adoption of cobelligerent status and in conformity with the principles set forth in paragraph 1.

7. No restrictions of size or weight are placed on War Trophies that may be acquired, retained, mailed and/or taken to the United States except that baggage must conform to the provisions of instructions, reference paragraph 10, below, and articles exceeding 100 inches in length and girth combined and 70 pounds in weight, when packed for mailing, will not be accepted at US Army Post Offices. Firearms capable of being concealed on the person and having a barrel length of less than 18 inches from the breach to the top of the muzzle may not be mailed.

8. a. Certificate authorizing the mailing or taking of War Trophies to the United States, shall be as directed in paragraphs 4, 5, 6 and 7 of Section VI of War Department Circular Number 155 dated 28 May 1945 and letter Headquarters MTOUSA, AG File 400.73/662-O, subject: "United States Government Property Mailed to United States by Members of the Armed Forces Overseas," dated 21 June 1945. An officer of a unit which processes military personnel for overseas movement,

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Hq MTOUSA Circular # 94 (Cont'd)

may sign certificates as the superior officer for officers and men being processed.

b. The official theater stamp required on certificates is designated as the official headquarters stamp of regiments or higher headquarters in the chain of command; major commands of MTOUSA and Headquarters of Ports of Embarkation and staging areas. In cases where headquarters stamps are not available, the official signature of the adjutant is authorized in lieu of the official stamp required.

9. It is the responsibility of officers issuing certificates to determine that the items listed fall under the category of those authorized by paragraph 2 above; that their value as a morale factor exceeds their military value.

10. For instructions on shipping war trophies in baggage, see War Department letter, AG 524 (16 August 1944) OB-S-SPMOT-M, dated 29 August 1944, subject: "Processing of Baggage from Overseas" and MATOUSA letter, AG 370.5/476 PERS-O, dated 6 October 1944, subject: "Procedure for Return of Individuals".

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z
10 - Each Port of Debarkation (USA)
as follows:

Water Ports	Air Ports
Boston	Miami
New York	Presque Isle
Baltimore	Wilmington
Hampton Roads	
New Orleans	
Charleston	

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 93)

2 July 1945

Currency Control I
MTOUSA Training Memorandum Number 1, 1945. II
Accidents and Claims III
Uniform IV
Discharge of Enlisted Personnel 40 Years of Age or Over V

I--- CURRENCY CONTROL

So much of paragraph 9c, Circular Number 87, this headquarters, 1945, as reads: "In the case of enlisted personnel the certificate will be prepared by the unit commander." is deleted and the following substituted therefor:

"In the case of enlisted personnel, the purchaser will prepare an affidavit which will be attested to before an officer of the enlisted person's immediate unit."

II-- MTOUSA TRAINING MEMORANDUM NUMBER 1, 1945

Paragraph 3d Training Memorandum Number 1, Headquarters MTOUSA, dated 26 January 1945, is hereby rescinded. Also rescinded is reference letter, Headquarters MTOUSA, file AG 319.1/224 C-O, subject: "Periodic G-3 Monthly Report", dated 20 November 1943.

III- ACCIDENTS AND CLAIMS

1. Paragraph 3c, Section III, Circular Number 74, this headquarters, 1944, is amended to read as follows:

"c. The United States Claims Service in Italian territory will comprise a Deputy Chief Claims Officer and such field investigators, clerks, interpreters and other personnel as may be duly assigned thereto or employed for duty with said service."

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2. Paragraph 3d, Section III, Circular Number 74, this headquarters, 1944, is amended by deleting the last sentence thereof.

IV-- UNIFORM

1. Attention of all concerned is called to the provisions of the following War Department Circulars:

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Hq MTOUSA Circular #93 (Cont'd)

Section VII, War Department Circular 391, 1944.

Section IV, War Department Circular 1, 1945.

Section VI, War Department Circular 177, 1945.

2. The War Department has called attention to the fact that "in some instances commercial retailers of uniform clothing are offering for sale a so-called summer battle jacket made of material authorized for summer service uniforms and of a design similar to that of the jacket, field, wool. Such a garment is not an authorized item of the summer uniform, and there is no authority for the wearing of such an item of clothing by either officer or enlisted personnel".

V--- DISCHARGE OF ENLISTED PERSONNEL 40 YEARS OF AGE OR OVER

Section II, Circular Number 79, this headquarters, 1945, is further amended by the addition of the following:

"7. Applications for discharge of enlisted women under this authority need not be forwarded to this headquarters for final action as set forth in paragraph 4b, Section I, Circular Number 23, this headquarters, 1945."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

O. L. NELSON
Major General, ~~USA~~
Dep Thtr Cmdr and Chief S

	Init	Date
~~AF~~ CA Sec		5 Jul.
Public Safety	[illegible]	[illegible]
Public Health	[illegible]	6/7
Legal	[illegible]	[illegible]
Local Govt	[illegible]	6/7
Patriots Rec'd 1200 hrs 7/7	Seen	7/5
Disper	[illegible]	[illegible]
Education	Seen	9/7
MFA & A	[illegible]	6/7
Ca Sec		

PLEASE PASS QUICKLY

American personnel to see.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 461/026 - O

1 July 1945

- 8 AUG 1945

SUBJECT: Index to Theater Circulars

TO : All Concerned.

The following index supersedes all previous indices and includes all 1944 and 1945 circulars of this headquarters which are still in effect:

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Ltr, Hq MTOUSA dtd 1 July 1945
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Ltr, HQ MTOUSA dtd 1 July 1945
AG 461/026 - O

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BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

[illegible] CHAPPELLEAY
Colonel, AGD
Adjutant General

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

16/2-81-A

To	Init	Date
VP SA Sec		
Public Safety	we have copy SL	
Public Works	[illegible]	29/6
Legal Rec'd 0900 29/6	[illegible]	29/6
Local Govt	[illegible]	29/6
Patriots	MP	29/6.
Disper	[illegible]	2/7
Education		3/7
MFA & A	[illegible]	3/7
Ca Sec		

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Ao: A590[illegible]

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DCK/fs

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CASEC

28 GIU. 1945

CIRCULAR)
: NUMBER 89)

26 June 1945

Releases and Discharges of Personnel to Remain in This Theater I
Postal Regulations II
Rest and Recreation Camps and Areas in Italy III

I--- RELEASES AND DISCHARGES OF PERSONNEL TO REMAIN IN THIS THEATER

Section II, Circular Number 55, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Reference is made to Circulars Numbers 15 and 23, this headquarters, 1945, and WD Circular Number 422, 1944, as amended, which is applicable in its entirety in this theater. Further reference is made to AR 35-4810, AR 35-4820 and to RR1-1.

2. Military personnel who do not desire immediate return to United States or theater of residence may submit requests for discharge or relief from active duty in this theater through channels to this headquarters, in accordance with the following instructions:

a. Requests for discharge under provisions of AR 615-365 or paragraph 26, RR 1-1, and requests for relief from active duty under provisions of WD Circular Number 465, 1944 or paragraph 26, RR 1-1, may be submitted if the applicant has an adjusted service rating score equal to or above the critical score or is otherwise eligible for discharge. Enlisted applicants must be among those definitely selected for return to the United States. Officers must be declared surplus to needs of this command, such declaration subject to final approval of the War Department.

b. The individual must forward with the application confirmation of the fact that suitable employment has been obtained or that he is financially able to support himself.

3. a. To individuals separated in this theater it is considered that the government has discharged its obligation and will not furnish government transportation at a later date. Each such individual will submit with his application for separation the following signed statement: "I acknowledge that I have been offered government transportation to the United States (or theater of residence) and decline same with the understanding that I will not be furnished such government transportation at a later date." This statement will be filed with the individual's personnel records.

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b. This does not affect monetary travel allowances to which individuals are entitled upon separation in accordance with AR 35-4810 and AR 35-4820.

4. Hereafter, actual honorable releases and discharges of officer and enlisted personnel to remain in this theater will be accomplished at the 7th Replacement Depot for all personnel. Female personnel to be separated from the service in this theater will be transferred to the 7th Replacement Depot. WAC personnel will be attached to the 2629th WAC Battalion (Ovhd), for quarters and rations, and other female personnel will be quartered and rationed at a place designated by the Commanding General, The Replacement and Training Command, MTOUSA, while awaiting separation.

5. Prior to transfer of personnel to the 7th Replacement Depot, all administrative functions, such as approval of the separation by this headquarters, clearance of State Director of Selective Service, and turn-in of excess clothing and

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Hq NTOUSA Circular #89 (Cont'd)

and equipment will be accomplished by the individual's parent unit.

6. Discharges approved by this headquarters will be returned accompanied by letters of introduction to the United States Consul at Naples. These letters will be furnished to the applicant for discharge. The 7th Replacement Depot will advise individuals arriving there for final separation to report to the United States Consul in Naples to establish identity, considering a future time when return to the United States may be desired. Such contact with the United States Consul is not mandatory but should be encouraged.

II-- POSTAL REGULATIONS

Section VII, Circular Number 30, this headquarters, 1945, is rescinded and the following substituted therefor:

"VII- MAIL FOR AWOL PERSONNEL

11. a. When a soldier is AWOL his mail will be retained by the unit mail clerk for 30 days from the date the unit records show the addressee to be AWOL. All mail on hand at the expiration of this period and all mail subsequently received for such addressee will be presented by the unit mail clerk to the unit commander who will verify the status of the individual but will not make any written certification on the envelope or wrapper. After verification of the status of the addressee, the unit mail clerk will indorse each piece of letter mail, other first class mail and parcel post, "Absent Without Leave - Current Address Unknown". To avoid inquiry from the senders in the United States, the initials "AWOL" will not be used in lieu of the words "Absent Without Leave" in the prescribed indorsement. Such mail will then be inclosed in another envelope or wrapper which will be addressed to the sender and dispatched thereto under penalty label. When several pieces of mail are from the same sender, they will be placed in one envelope or wrapper. The return address on the outer envelope or wrapper will be that of the unit commander.

b. After verification of the status of the addressee, the unit mail clerk will place the indorsement "Absent Without Leave - Current Address Unknown" on each newspaper or magazine, and return such articles to the APO without further treatment."

III- REST AND RECREATION CAMPS AND AREAS IN ITALY

Circular Number 102, this headquarters, 1944, is rescinded.

BY COMMAND OF GENERAL MCNARNEY:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 92)

29 June 1945

1- LUG 1945

DISPOSAL OF SURPLUS PROPERTY, SCRAP AND WASTE

Circular Number 14, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Purpose - The purpose of this circular is to establish a procedure in the Mediterranean Theater of Operations for the disposition of surplus United States and reciprocal aid property, scrap and waste under the provisions of War Department Memorandum Number 700-45, 9 May 1945, subject: "Disposal of Property Overseas." The procedure outlined herein will indicate the action to be taken by the Commanding General AAF/MTO, the Base Section commanders and the Deputy Director Military Railway Service Italy, in disposing of this property.

2. Definitions - For the purposes of this circular:

a. Surplus property is any property which has been determined by competent authority, in accordance with applicable War Department directives, to be surplus to the needs of the War Department subsequent to the determination that it is excess to the needs of the theater, For the purposes of this definition, property includes all supplies and equipment and real property in the possession of and under the control of the War Department including property obtained under reciprocal aid (reverse lend lease) from foreign governments.

b. Reciprocal aid property is any property obtained under reverse lend lease from a foreign government.

c. Serviceable property is property suitable for use in its existing condition.

d. Repairable property is property unsuitable for use in its existing condition but which can, in the best interests of the War Department, be restored to serviceability.

e. Non-repairable property is property which cannot, in the best interest of the War Department, be restored to serviceability.

f. Scrap is any property having no value, except for use as raw material.

g. Waste is abandoned property unfit for reclamation, bones, fat, grease, egg cretes, waste paper, wooden fruit baskets and other similar containers, tin cans, glass bottles, jugs, and other similar containers. The term "waste" does not imply that the property is necessarily without value.

h. Base section commander refers to the commander of the several base sections of the Mediterranean Theater of Operations, the Deputy Director, Military

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Hq MTOUSA Circular #92 (Cont'd)

Railway Service, Italy and the commander of such group, depot or similar echelon which from time to time may be charged with the equivalent of base section supply or salvage operations in a prescribed geographic area, but does not include AAF units or Commands.

i. The Field Commissioner, office of the Army-Navy Liquidation Commissioner is charged with the disposal of all surplus property in the Mediterranean Theater of Operations except Aircraft and property peculiar thereto.

j. The Chief Disposal Officer, Foreign Economic Administration is charged with the disposal of all surplus aircraft and property peculiar thereto in the Mediterranean Theater of Operations.

k. Delivery as used herein may or may not constitute physical transfer of property, but indicates a transfer of responsibility for the physical property.

3. Reciprocal aid property - Disposal of property obtained under reciprocal aid will be governed by section II, Administrative Memorandum Number 7, this headquarters, 1944, or amendments thereto. Reciprocal aid property which has been determined to be surplus and not accepted by the supplying government will be reported to the Field Commissioner, OANLC, by the base section commander having control of the property.

4. Determination of surplus - Except when authority is specifically delegated to base sections by seperate instructions, property may be declared surplus only by this headquarters under applicable War Department instructions or by the Commanding General, AAF/MTO, as specified in AAF Regulations 65-85 as amended or other instructions from the Commanding General, Army Air Forces. When prompt disposal is necessary to avoid spoilage or loss through rapid deterioration, perishable items of subsistence and of other property may be disposed of by base section commanders without further reference to this headquarters.

5. Disposal of AAF property - Property peculiar to the AAF serviceable or repairable declared surplus will be reported and disposed of as follows:

a. Aircraft

(1) Combat Aircraft

(a) All reportable combat aircraft declared surplus by the War Department will be reported to the Chief Disposal Officer, FEA.

(b) Non-reportable combat aircraft will be delivered to a Base Section QM salvage officer for disposal in accordance with AAF Regulation 65-85 or amendments thereto. (see paragraph 7 below)

(2) Liaison, cargo and utility type aircraft

(a) All reportable aircraft of this type declared surplus by the War Department will be reported to the Chief Disposal Officer, FEA.

(b) All non-reportable aircraft of this type will be reported to the Chief Disposal Officer, FEA.

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b. Army Air Force supplies and equipment

(1) All property peculiar to aircraft when declared surplus will be reported to the Chief Disposal Officer, FEA.

(2) AAF property not peculiar to aircraft when declared surplus, will be delivered to or reported to and accepted by the nearest appropriate base section. SPB-3 forms will be prepared by the AAF/MTO and forwarded to the Field Commissioner, OANLC, in accordance with paragraph 11 below, a copy of which will be furnished the Base Section Commander. Physical transfer of property will be as agreed between Air Force and base sections, and will be properly boxed, baled, or otherwise packaged to prevent deterioration and to permit ready identification.

c. The action specified in paragraph 5a and b above will be taken by the Commanding General, AAF/MTO without further reference to this headquarters.

d. It will be the responsibility of the Commanding General, AAF/MTO to secure evidence of all surplus property. Signed tally-ins will constitute evidence of surplus property delivered to Base Section Commanders, however, signed shipping tickets will be obtained for property released to any other consignee.

e. Pending delivery or assumption of responsibility for the property by the FEA or the Base Section Commanders, the Commanding General, AAF/MTO will make arrangements for storage, custody and protection of surplus Air Force property.

6. Fixed Installations

a. Excess real estate and fixed installations will be reported to this headquarters for disposition instructions. Those installations which cost less than $25,000 including estimated labor costs and which in the opinion of the Base Section Commander have no value other than as scrap may be salvaged without further reference to this headquarters.

b. Any such property which is declared surplus by this headquarters will be reported to the Field Commissioner, OANLC, by the Base Section Commander in accordance with instructions contained in this circular.

7. Disposal of non-repairable property

a. Salvage operations

(1) Property from all services and the Air Force which is beyond economical repair or which competent authority has directed to salvage will be delivered to a base section quartermaster salvage installation. 595

(2) Before any condemned or non-repairable property is abandoned or disposed of as scrap or waste, all items, parts or components which are listed as critical by the technical arm or services and are serviceable or economically repairable will be removed. Other items, parts or components which have commercial value or are needed by the Army or for theater supply requirements will be removed to the extent justified by cost of removal. Articles such as classified materiel,

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Hq MTOUSA Circular #92 (Cont'd)

distinctive parts of the uniform, and weapons will be mutilated or destroyed in accordance with War Department directives, prior to delivery to a salvage installation (see AR 380-5, TM 38-505, section IV, WD Circular 38, 1944).

(3) All deliveries to a QM salvage installation will be accompanied by a certificate signed by a commissioned officer of the technical service concerned, as follows:

"I certify that all classified material contained in this property has been mutilated or destroyed in accordance with the provisions of paragraph 60, AR 380-5.

I further certify that in accordance with MTOUSA Circular Number 92,1945 (or instructions by the Commanding General, AAF/MTO) the property is authorized to be salvaged and that parts and components have been removed as required in aforementioned circular (or AAF/MTO instructions.)"

b. Disposal of scrap and waste

(1) Scrap will be returned to the United States as required by War Department Memorandum 700-45 dated 29 May 1945 and in orders issued under that memorandum or subsequent instructions. Shipment will be effected in accordance with WD Memorandum 700-45 dated 8 May 1945.

(2) Scrap and waste not required to be returned to the United States and not required for military purposes will be offered for sale in accordance with the provision of AR 700-25, as amended. These regulations do not affect or change the present method of disposal of salvaged clothing through MMIA.

(3) The authorized methods of sale are:

(a) Informal written bids and;

(b) Securing of bids by negotiation.

Each such sale under (b) will be made by competitive bids secured from as many prospective bidders as is practicable, either by telephone, orally, or by letter.

(4) Awards will be made to the highest bidder or as authorized by paragraph 19, AR 700-25. Contracts resulting from sales made under methods (a) or (b) above, will be reduced to writing on the appropriate contract form. All written contracts, regardless of form, method of negotiation, or amount of money involved, are required to be filed in the General Accounting Office. (22 CG 862)

(5) Currency - Sales will be made for United States dollars, in the form of currency, cashier's or certified checks of United States banks, or traveler's checks authorized in WD Circular Number 364, 1944, payable to the Treasurer of the United States or for local currency at the current rates of exchange provided by WD Circular Number 364, 1944. Proceeds of sales will be turned over to the nearest US Army disbursing officer on WD Form 325 for deposit to miscellaneous receipts. The Collection voucher will show the type of currency or checks accepted in payment.

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Hq MTOUSA Circular #92 (Cont'd)

(6) All indefinite quantity contracts will be terminable on not more than thirty (30) days notice. Negotiations may include cash sales to consignees designated by the Allied Commission.

(7) When sales are made by negotiation, care must be taken to see that the valuation and other supporting facts are recorded. Full records of all transactions shall be kept.

(8) Items such as vehicles and other equipment exclusive of weapons and ammunition of Italian Military origin will be returned to the Italian Government through AMGIA without charge.

6. Disposal of surplus property

a. The Mediterranean Theater Field Commissioner's Officer, Office of the Army-Navy Liquidation Commissioner, having been established, all surplus property including fixed installations, except aircraft and property peculiar thereto (as defined in AAF Regulation Number 65-85) and merchant vessels will be reported by the base section commanders and Commanding General AAF/MTO to the Field Commissioner for disposal as directed in paragraph 11 below. Combat material, accessories and components thereof will not be reported to the Field Commissioner unless specifically authorized by this headquarters.

b. Pending delivery or shipment, in accordance with the instructions of the Field Commissioner, base section commanders will be responsible for the storage, custody and protection of all ground force property declared surplus and all AAF property which has been delivered to the base section.

c. Base section commanders or the Commanding General, AAF/MTO may withdraw from surplus any property which has been reported to the Field Commissioner provided the consent of the latter is first obtained.

d. The Field Commissioner and his representatives and prospective purchasers will be permitted to inspect surplus property at times and under such circumstances as may be prescribed by base section commanders.

e. Surplus property will be shipped by the base section commanders in accordance with the contract of sale, except that transportation will be provided at the request of the Field Commissioner only when it can be provided without detriment to military requirements.

f. All surplus property disposed of by the Field Commissioner will be properly boxed, baled or otherwise prepared for shipment by the base section commander, in accordance with instructions of the Field Commissioner. As far as possible, property will be shipped in original containers. Where other containers must be used, care will be exercised to insure that property can be identified at the point of receipt. 595

g. Base section commanders will not dispose of any property which has been reported to the Field Commissioner as surplus except when authorized to do so by the Field Commissioner.

h. Evidence of compliance with delivery instructions of the Field

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Commissioner will constitute termination of accountability and responsibility as to property involved.

9. Appraisals - The base section will furnish the Field Commissioner the necessary technical advice required to appraise the values of the surplus property for sales purposes.

10. Fiscal Procedures

a. The facilities of the Office of the Fiscal Director, MTOUSA, will be utilized to perform the accounting and auditing functions in connection with the disposal of surplus property. The receipt and disbursement of funds resulting from sales of surplus property and expenses in connection therewith will be handled through the accounts of Army Finance Officers designated by the Fiscal Director. The Office of the Fiscal Director will also prepare financial and statistical reports for submission to the Surplus Property Board and the War Department.

b. Technical instructions prescribing the procedure for handling receipts and disbursements of funds and outlining the method of maintaining accounts and preparing reports will be issued by the Fiscal Director.

11. Declaration of surplus

a. Upon notification by this headquarters that any property, including Air Force property not peculiar to aircraft, other than reciprocal aid property, in their possession or control is determined to be surplus and is authorized for local disposition, the base section commanders will, based upon a physical inventory, declare the property to the Field Commissioner, OANLC.

(1) All declarations of surplus will be made on form SPB-3, "Declaration of Surplus Property to Disposal Agency."

(2) All withdrawals or adjustment of surplus property, previously declared to the Field Commissioner, OANLC, will be made on form SPB-3.1 "Correction of Declaration of Surplus Property".

(3) At least seven (7) copies of each SPB-3 and SPB-3.1 will be prepared. Four (4) copies including the original will be forwarded to the Field Commissioner and two (2) copies will be forwarded to the Commanding General, MTOUSA, (Attention of Assistant Chief of Staff, G-4). At least one copy will be retained by the base section making the report.

(4) Two (2) additional copies of each SPB-3 form will be prepared for each declaration on which items of surplus property having a total cost of $25,000 or more are reported. Two (2) additional copies of each SPB-3.1 form will be prepared when the form involves a change of $25,000 or more in reported cost of an item previously reported. These additional copies will be forwarded to the Commanding General, MTOUSA, (Attention: Assistant Chief of Staff, G-4) for transmittal to the War Department.

(5) When reporting any installation, three (3) copies of each

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historical record form, required by ASF, line route diagrams and maps for Signal installations will be furnished the Field Commissioner.

(6) Instructions for the preparation of forms SPB-3 and SPB-3.1, will be furnished separately.

b. Reciprocal aid property authorized for disposition by the Field Commissioner will be reported by letter clearly identifying the property as having been obtained on reciprocal aid. Complete information, as required for US property will be furnished, including the identity of the supplying government, but SPB-3 forms will not be used for this purpose.

c. Declarations or withdrawals of surplus aircraft and property peculiar thereto will be made by the Commanding General, AAF/MTO, in accordance with AAF Regulation 65-65 and amendments thereto, to the Chief Disposal Officer, Foreign Economic Administration on SWPA Form Number 1, as outlined below.

(1) Two (2) copies of all declarations including the original, will be forwarded to the Aircraft Disposal Officer, FEA, for the MTO, and three (3) copies will be forwarded directly to the Director, Air Technical Service Command, Wright Field, Dayton, Ohio.

(a) Forms will be numbered in sequence to aid as a ready reference (example: Reporting Agency number, AAFSC-1, AAFSC-2, etc.)

(b) Prices inserted in the unit cost column will be based upon standard list or catalog prices. In the absence of such lists or catalogs, prices will be estimated by the Commanding General, AAF/MTO. In the event that a price cannot be estimated, a statement will be inserted in the unit cost column to that effect and the reason therefor.

(2) The original and one (1) copy of all SWPA-1 forms listing withdrawals will be forwarded to the Aircraft Disposal Officer, FEA, for the MTO, and three (3) copies will be forwarded directly to the Commanding General, AAF (Redistribution and Salvage Officer.)

(a) Forms will be numbered the same as the original declaration list number, suffixed, however, by a letter, e.g., a, b, c, etc.

12. Reports of AAF Property Peculiar to Aircraft will be prepared by the Commanding General, AAF/MTO and forwarded to the Commanding General, MTOUSA, (Attention: G-4) to arrive on or before the 10th of each month as requested below covering disposition action for the previous month. 59

a. One (1) copy of all declarations made to the Aircraft Disposal Officer, FEA, required by paragraph 11c(1).

b. One (1) copy of all priced withdrawals required by paragraph 11c(2).

c. One (1) copy of all priced shipping tickets or authorized receipts of delivery or acceptance evidencing final AAF disposal action to:

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Hq MTOUSA Circular #92 (Cont'd)

(1) Base section QM installations, or,

(2) FEA customers.

(3) Two (2) copies including the original will be forwarded by Commanding General, AAF/MTO to the Commanding General, AAF, (Attention: AAF Redistribution and Salvage Officer) in compliance with AAF Reg. 65-85 paragraph 17B.

d. Four (4) copies of WD AGO Form R-5044 "Surplus Property Report" will be forwarded to this headquarters to arrive on or before the 15th of each month covering disposition action for the previous month.

13. Base sections will forward five (5) copies of WD AGO Form R-5045 "Disposal of Scrap Overseas" to this headquarters (Attention: Assistant Chief of Staff, G-4), on or before the 15th of the month following the quarterly period. The first report will be due in this headquarters by the 15th of July.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 30 CIU 1945
NUMBER 91) 28 June 1945

MTOUSA Safety and Accident Prevention Program I
Appointments II
Discharge of Enlisted Personnel 40 Years of Age or Over III
United States Military Censorship Regulations IV

I--- MTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

1. Paragraph 3d, Section I, Circular Number 41, 1945, is rescinded, effective 1 July 1945.

2. Paragraph 1a, Section II, Circular Number 41, 1945, is rescinded and the following substituted therefor:

"a. Effective 1 August 1945, in the reports covering data for the month of July 1945, the procedures set forth below will govern the reporting of data pertaining to disabling injuries to United States, Italian, and German Military Personnel and United States and Italian civilian Personnel and accidents involving Motor Vehicles operated by all units of MTOUSA."

II-- APPOINTMENTS

So much of Section I, Circular Number 74, this headquarters, 1945, as reads "effective 11 June 1945" is amended to read "effective 1 August 1945."

III- DISCHARGE OF ENLISTED PERSONNEL 40 YEARS OF AGE OR OVER

So much of Section I, Circular Number 86, this headquarters, 1945, as reads: 5956

"Appropriate entries will be made under the 'Remarks - Administrative' section of the service records,"

is amended to read:

"The following entry will be made under 'Remarks - Administrative' in the service records: 'I desire oversea service and waive my oligibility for discharge under Section II, WD Circular 151, 1945, for such a period as will enable me to serve 12 months overseas.' This entry will be signed by the individual concerned and dated."

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Hq MTOUSA Circular #91 (Cont'd)

IV-- UNITED STATES MILITARY CENSORSHIP REGULATIONS

Circular Number 70, this headquarters, 1945, is amended as follows:

1. Paragraph 12, is amended by eliminating therefrom the following: "and they are submitted to the Base Censor."

2. Paragraphs 13 and 14, are rescinded and the following substituted therefor: "Exposed film may be forwarded direct by the sender to addressees in the United States."

BY COMMAND OF GENERAL MCNARNEY:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

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R E S T R I C T E D

DCK/fs

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512.

CIRCULAR)
NUMBER 90)

27 June 1945

NONAPPROPRIATED FUNDS

Circular Number 62, this headquarters, 1945, is amended as follows:

1. Paragraph 6d(3) is amended to read: - "All cash, securities and proceeds from sale of property remaining in the fund of any organization upon its inactivation or in any sundry fund of an activity which is terminated, except in the case of a hospital fund (see paragraph 21a(3)) and except as otherwise provided under paragraph 21a(4) hereof."

2. Paragraph 18c(2)(f) is amended to read: - "The Surgeon, MTOUSA, for hospital funds."

3. Paragraph 18c(2)(g), is added as follows: - "Headquarters, MTOUSA, for all other funds. (See paragraphs (3) and (4) below)."

4. Paragraph 1[illegible]c(3). The words, "hospital funds", are deleted from the title which is amended to read: - "System of accounts for headquarters funds (except central welfare funds of major commands), unit funds, and religious funds - "

5. Paragraph 19a is rescinded.

6. Paragraph 20c is rescinded.

7. In paragraph 21a(1), the first sentence is amended to read: - "For duration of the present war and six months thereafter, no part of the cash or other assets of nonappropriated welfare or sundry funds will be transferred to other nonappropriated welfare or sundry funds when only a portion of the personnel of an organization is transferred to or reconstituted in another organization, except as provided under paragraph (4) below."

8. In paragraph 21a(2), the first sentence is amended to read: - "When a unit or organization is inactivated, or an activity is terminated, the monetary balances in all welfare and all sundry funds pertaining thereto will be transferred to the Theater Central Welfare Fund, except:

(a) In the case of a hospital fund (see paragraph (3) below).

(b) When the entire unit or organization is transferred to, reconstituted in, or redesignated as another organization (see paragraph (1) above), and:

(c) As provided under paragraph (4) below."

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Hq MTOUSA Circular # 90 (Cont'd)

9. Paragraph 21a(3) is added as follows: - "Cash and securities remaining in funds of numbered medical units which have been accounted for as hospital funds, will, upon inactivation of the units concerned, be transferred to the Central Hospital Fund, Office of the Surgeon General, War Department, Washington 25, D.C., and not to the Theater Central Welfare Fund, MTOUSA. Unit funds of such units will be transferred to the Theater Central Welfare Fund, MTOUSA, in accordance with paragraph (2) above."

10. Paragraph 21a(4), is added as follows: - "Inspectors General and Air Inspectors are authorized to modify the requirements of paragraphs (1) and (2) above, with respect to the disposition of funds (except hospital funds) of inactivated units, in accordance with the provisions of letter, this headquarters, file AG 123/514 IG-O, subject: "Funds of Inactivated Units", dated 8 June 1945, and with any further instructions which may be issued by this headquarters."

11. In paragraph 22a(3), the first sentence is amended to read: - "In the event that no purchaser can be found, by transfer (except cash and securities) to the Special Service Supply Officer of the major command or base section concerned for reissue to other US Army personnel, by donation to other welfare and sundry funds, or by turnover to a salvage officer for disposition."

12. In paragraph 22a(4), the first sentence is amended to read: - "By transfer of cash and securities to the Theater Central Welfare Fund, except in the case of a hospital fund (see paragraph 21a(3))."

13. Paragraph 22b is amended to read: - "Donated property will not be disposed of without the prior approval of the donor unless the donor is not available. Any property donated by the American Red Cross will be returned upon its request."

14. Paragraph 23 is rescinded and the following is substituted therefor:

"23. INSPECTIONS

"a. Inspections will be made when deemed appropriate or necessary by commanding officers of organizations or units, or by commanders of higher echelons of command over such organizations or units. Officers making inspections will inquire into all matters affecting the financial status of the fund inspected, will ascertain the property of expenditures made, and will ascertain that all appropriate revenues have been received and recorded. Where irregularities are found to exist, they will report findings and will recommend necessary corrective measures to the Commanding Officer who ordered the inspection."

"b. Inspections will be made by officers of the Inspector General's Department as required by regulations and orders, and as prescribed in paragraph 18a, above."

"c. Inspection of the Theater Central Welfare Fund will be made quarterly by the Inspector General, MTOUSA."

"d. Inspection will be made of all welfare and sundry funds pertaining to units, organizations and activities, upon their inactivation or termination, by Inspectors General or Air Inspectors having appropriate jurisdiction, reference being made in this connection to paragraphs 6d(3) and 21a, above."

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Hq MTOUSA Circular #90 (Cont'd)

"e. None of the provisions of this paragraph (23) will be construed to change any existing requirements regarding audit of nonappropriated funds which appear elsewhere in this circular."

15. Appendix C, "Monthly Report of Hospital Funds" is rescinded.

16. In Appendix D, "Special Report of Fund", paragraph 1b is amended to read:-

"b. Assets (exclusive of ration savings):

Cash (including money orders and checks).....$_____

Securities.....$_____

Receivable (explain on reverse side).....$_____

TOTAL.....$_____"

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 67)

21 June 1945

CURRENCY CONTROL

1. Paragraph 9, Circular Number 71, this headquarters, 1945, is rescinded and the following substituted therefor:

"9. Limitation on Amount Acceptable for Exchange or Transmission

a. Funds accepted from authorized personnel for transmission or exchange will be limited in amount to that which is consistent with the pay and allowances of the individual concerned.

b. Only funds derived from United States military sources and funds which came into possession of the individual legitimately may be transmitted. Funds acquired by United States personnel from foreign civilian sources resulting from business ventures, regardless of legitimacy of source, or received in the form of gifts, dowries, etc., will not be accepted for exchange or transmission.

c. On or after 1 July 1945 when transmitting amounts in excess of $25.00 through postal money orders, individuals will submit to the Army Post Office with the money order application a certificate as shown in Appendix "A" hereto stating that the individual came into possession of the transmitted funds legitimately and that transmission thereof does not violate instructions contained herein. In the case of enlisted personnel the certificate will be prepared by the unit commander. In the case of Navy and civilian personnel this certificate will be prepared by the head of the section or agency to which the individual is assigned or attached. In the case of commissioned personnel, individuals concerned will prepare their own certificate.

d. The instructions contained in this subparagraph are applicable only to individuals transmitting personal funds; they are not applicable to custodians of organization funds.

e. The certificate attached as Appendix 'A' will be used in the transmission of funds in excess of $25.00 through Army Postal Money Orders. This certificate will be reproduced locally."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
Major General, GSC
Chief of Staff

1 Inclosure:
Appendix "A" - Certificate for Postal Money Orders

DISTRIBUTION:
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200 - AG Postal (extra)

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Declassified E.O. 12356 Section 3.3/NND No. 765016

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APPENDIX "A" to Hq MTO A Circular #87

CERTIFICATE FOR POSTAL MONEY ORDERS

TO: ARMY POST OFFICE

1. I certify that the individual named in b below came into possession legitimately of the funds to be transmitted by postal money order (paragraph a below) and that transmission thereof does not violate instructions indicated in paragraph 2 below:

a. Amount to be transmitted _____ dollars and _____ cents *

(*Spell out i.e. Fifty dollars and no cents do not use figures)

b. Person transmitting the funds:

(1) _____ (First Name) _____ (Middle name or initial) _____ (Last Name) _____ (ASN)

(2) _____ (Grade) _____ (Organization (or employing agency if civilian)

c. Person certifying to the above:

(1) _____ Signature

(2) _____ Name and grade (typed or printed)

(3) _____ Organization of certifying officer

2. Instructions governing transmission of funds in this theater are as follows:

"Limitations on Amount Acceptable for Exchange or Transmission - Funds accepted from authorized personnel for transmission or exchange will be limited in amount to that which is consistent with the pay and allowances of the individual concerned. Any funds acquired by United States personnel from foreign civilian sources resulting from business ventures, regardless of legitimacy of source, or received in the form of gifts, dowries, etc. will not be accepted for exchange or transmission."

3. When the funds indicated in paragraph a above have been accepted by the Army Post Office for transmission this certificate will be returned through postal channels to the organization indicated in paragraph 1c (3) above, and where such records will be maintained as will insure that the instructions mentioned in paragraph 2 above are not violated.

4. The Army Post Office accepting the funds indicated in paragraph 1 a above will clearly indicate by stamp or otherwise in the space provided below the designation of the postal unit:

POSTMARK OF ARMY POST OFFICE

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R. C. A. Lee.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 86)

19 CIU. 1945
15 June 1945

Discharge of Enlisted Personnel 40 Years of Age or Over I
Awarding Theater Ribbon to Civilians II
Voting III
Disposition of Currency and Other Valuables Seized from Enemy Forces in Italy IV
Finance - Amendment of AR 35-4520 V
Postal Supplies and Equipment VI

I--- DISCHARGE OF ENLISTED PERSONNEL 40 YEARS OF AGE OR OVER

Section II, Circular Number 79, this headquarters, 1945, is amended to add the following:

"6. Enlisted personnel now thirty-nine (39) years of age, who, upon reaching forty (40) years of age will be eligible for discharge under these provisions, will not be moved with units or as replacements being redeployed, unless rights for separation are waived for at least twelve (12) months from date of departure from this theater. Such waivers will be filed with the service records of the individuals and appropriate entries will be made under the "Remarks - Administrative" section of the service records. Those individuals not moved to other theaters will be utilized to the maximum extent in category I units and category IV service units scheduled for shipment or demobilization after 30 September 1945.

II-- AWARDING THEATER RIBBON TO CIVILIANS

1. Civilians are not authorized to wear the Theater ribbon unless in possession of a certificate of authority approved by this headquarters.

2. Such approval will be granted only in exceptional cases.

III- VOTING

1. References:

WD Circular Number 487, 1944
Section III, MTOUSA Circular Number 27, 1945
Section VI, WD Circular Number 164, 1945.

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2. The following information has been received on State elections.

Illinois - Special primary to be held 31 July 1945 to vote for Representative in Congress, 24th Congressional District (including counties of Clay, Edwards, Hardin, Gallatin, Hamilton, Johnson, Massac, Pope, Saline, Wayne, and White).

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Hq MTOUSA Circular # 86 (Cont'd)

IV— DISPOSITION OF CURRENCY AND OTHER VALUABLES SEIZED FROM ENEMY FORCES IN ITALY

1. All lira currency of whatever sort which is seized from the enemy or found abandoned will be deposited with the Allied Financial Agency, a sub-section of the Finance Sub-Commission, Allied Commission, or will be deposited in the Banca d'Italia to the account of the Allied Financial Agency. In the latter instance the Allied Financial Agency will be notified that the deposit has been made. This notification may be made directly or through any Regional or Provincial Finance Officer of the Allied Military Government.

2. If any lira currency seized as above is expended by the Allied Forces in emergency, the amount expended will be reported to the Allied Financial Agency which will record it as an advance to the force concerned, in the same manner as if Allied Military lire had been advanced. Such notification will be made to the Allied Financial Agency through the chief of the pay service concerned.

3. All other currency and all valuables in other forms such as gold and securities, which are siezed from the enemy or found abandoned will be turned over to the Allied Financial Agency or to any Regional or Provincial Finance Officer of the Allied Military Government against receipt, to be held pending later settlement.

4. Funds possessed physically by prisoners of war are not included in the above.

V -- FINANCE - AMENDMENT OF AR 35-4520

Paragraph 3a, AR 35-4520, dated 19 April 1945 has been changed as follows, effective 1 June 1945: "A. General (a) Subsistance" and "B. Special - Exception No. 1 - Canal Zone (a) Subsistence" both one dollar and eighty cents ($1.80) are changed to two dollars and twenty-five cents ($2.25).

VI-- POSTAL SUPPLIES AND EQUIPMENT

Section I, Circular Number 87, this headquarters, 1944, is rescinded.

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 85)

11 June 1945

Reports of Investigation I
Vehicles and Accessories II
Conditional or Prohibited Statements III
Currency Control IV
Currency Control in Balkan Countries (Except Greece) V
Records Administration Program VI

I--- REPORTS OF INVESTIGATION

1. MTOUSA Circular Number 74, 1944, as amended, requires units to investigate vehicular accidents in which their vehicles are involved and to forward a copy of the report of investigation to the nearest US Claims Office if such accident is likely to result in a claim for damage to private property or injury or death of persons.

2. It is especially important at this time when units are moving from area to area that investigations be initiated promptly and a copy of the report submitted to the Claims Service without delay in order that any claim resulting from the accident may be fully investigated before the departure of the unit from the Theater.

3. Unit commanders who are required by Circular Number 74 to cause such investigations to be made will give particular attention to this matter.

II---VEHICLES AND ACCESSORIES

Paragraph 15b(3), Section II, Circular Number 67, this headquarters, 1945, is rescinded and the following substituted therefor:

"(3) Starter Switch: Starter switches must not be held closed for over 30 seconds if engine will not start. Cooling period between 30 second applications of starter must be at least two minutes."

III- CONDITIONAL OR PROHIBITED STATEMENTS

Section III, Circular Number 78, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Orders for flowers may not indicate color, quantity nor type.

2. Money transfers are prohibited.

3. Designation of grade below that of General Officer may be included.

4. Personnel alerted for direct movement or indirect transit to ASIATIC-PACIFIC Theaters will observe any additional censorship restrictions imposed by their respective unit or higher headquarters.

5. The sender will enter his regular Army Post Office address, including serial number, on the bottom of the form on which the message is written. This

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

address is for purpose of record and tracing only and will not be incorporated in the text or signature transmitted.

6. Standard RCA Radiogram Forms will be used for SCM. Unit EFM officers may obtain these forms from the APO's serving the units. The number of words and the amount collected for the message will be indicated in the upper right hand corner of the message form.

IV-- CURRENCY CONTROL

Paragraph 4a(3) Circular Number 71, this headquarters, 1945, is rescinded and the following substituted therefor:

"(3) Greece - Drachma: rate of exchange, 500 Drachma equals $1.00, effective 5 June 1945."

V -- CURRENCY CONTROL IN BALKAN COUNTRIES (EXCEPT GREECE)

Paragraph 4, Section III, Circular Number 72, this headquarters, 1945, is rescinded and the following substituted therefor:

"4. ALBANIA AND JUGOSLAVIA - Personnel proceeding to Albania or Jugoslavia on temporary duty will be furnished United States yellow seal currency as prescribed for other Balkan countries in 1 above. Personnel permanently assigned in Albania will be paid in Albanian Francs through British paymasters. Albanian Francs must not be carried from Albania since they will not be redeemed. In the event permanently assigned personnel, who have been paid in Albanian Francs, are ordered elsewhere, they may effect exchange of this currency for United States Yellow Seal currency to the nearest dollar, by contacting the local representative of the United States State Department, prior to their departure from that country. Personnel on duty in Jugoslavia will be paid in United States Yellow Seal currency as prescribed in Section VII. United States Yellow Seal Currency will be used as needed to avoid accumulating sums of local currency which will not be redeemed."

VI-- RECORDS ADMINISTRATION PROGRAM

Paragraph 5f(2) Section III, Circular Number 64, this headquarters, 1945, is rescinded and the following substituted therefor:

"(2) Receive shipments of records from redeployed units in accordance with MTOUSA Redeployment Circulars Numbers 14 and 15, 1945 (to include 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945.)"

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

14 CIU 1945

CIRCULAR)
:
NUMBER 84)

9 June 1945

DISPOSITION OF HOSPITALIZED PERSONNEL AND SUBMISSION OF THEIR RECORDS

General I
Disposition of Personnel II
Responsibility of Commanders III
Personnel Records IV
Miscellaneous V

Circular Number 16; Section I, Circular Number 35; and Section I, Circular Number 49, all this headquarters, 1945, are rescinded and the following substituted therefor:

I--- GENERAL

1. Purpose - On 1 July 1945, this circular will become effective for the purpose of establishing for hospitalized personnel in this theater:

a. Standard accounting;

b. Method of accomplishing transfers to detachments of patients, disposition therefrom, and

c. Procedure for disposition of personnel records.

2. Establishment of Detachments of Patients - A detachment of patients will be established at each general and station hospital and at each other hospital which functions in a similar capacity.

3. Transfer

a. Personnel will be transferred to detachments of patients under the following conditions:

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(1) By parent organizations - immediately prior to movement to staging area, and when at staging area, immediately prior to shipping

(2) By hospitals - when expected hospitalization of sixty (60) days or longer is determined.

b. Transfers will not be effected on:

(1) Individuals hospitalized less than sixty (60) days, except by parent organizations as prescribed above:

(2) Individuals moved from one detachment of patients to another.

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(In this connection, see paragraph 13b, Circular Number 30, this headquarters, 1945, for notification to all concerned).

4. Special Orders - Orders will quote this circular as authority. Distribution will be held to the minimum and will be made by fastest available means. Orders will include as a minimum the following elements:

a. Upon transfer to detachment of patients

(1) Assignment status (attached - unassigned)

(2) Personnel records (Orders issued by units will be accompanied by the records; orders issued by hospitals will request them.)

b. Upon release from detachment of patients

(1) Assignment status

(2) Mode of travel (motor, rail, or water)

(3) Physical classification

(4) Race (Negro or white)

5. Strength Accounting - EDCMR in all cases will be in accordance with paragraph 11, AR 345-400, and letter, MTOUSA, AG 330.33/430 STAT-O, subject: "Morning Reports", dated 20 March 1945.

6. Physical Classification

a. The code indicating the disposition to be made of a patient is defined as physical classification. The code adopted in this theater, which is in agreement with that prescribed by the War Department, is as follows:

A - Fit for general military service at once.

B - Fit for general military service after additional reconditioning.

C - Fit for special designments only.

D - Evacuated to zone of interior for further hospitalization.

b. In this theater, Class B individuals will be those returned to units or to a replacement depot for whom the surgeon recommends a period of light duty with the parent organization not to exceed six (6) weeks. Special reconditioning programs will not be instituted. Class C will be interpreted as applicable to those individuals fit for service other than general military service, i.e., limited assignment. Class D will be interpreted as applicable to those individuals not fit for any further military service or who require a period of convalescence or hospitalization in the zone of interior (United States). (See Circular Number 14, War Department, 1945).

c. Physical classification and subsequent changes thereof will be entered on WD AGO Form 20 and 24, 66-1, 66-2, and 66-3, as applicable.

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II--- DISPOSITION OF PERSONNEL

1. General - As a rule personnel will be transferred to and/or returned to their former units upon completion of hospitalization. When the former unit of an individual being returned has departed from this theater, and orders were previously issued effecting the individual's transfer to a detachment of patients, he will be transferred to the nearest replacement installation for disposition. When the parent or proper unit and the hospital are not in close proximity, or availability of transportation to the hospital deems it essential, hospital commanders may route personnel to their former or proper unit through the replacement system.

2. Specific disposition

a. Class A personnel will be transferred to and/or returned to their former unit, except that members of units which have been inactivated, disbanded, or have departed this theater will be transferred to a replacement installation for new assignment. (In cases of inactivation, disbandment or departures from this theater, orders should have been issued by the former units effecting the transfer of their hospitalized personnel to the detachment of patients. In the event this has not been accomplished, hospitals are authorized to do so).

b. Class B personnel will be treated the same as Class A personnel, except that they will have in their possession the surgeon's recommendation for a period of light duty. (see paragraph 6c, Section I, this circular).

c. Class C personnel will be transferred to and/or returned to their former units the same as Class A personnel, except that personnel whose former units were ground force (combat element) will be transferred to the 27th Replacement Depot which handles "limited assignment personnel" for reassignment. Of those returned directly to former units, if later determined by the major commander concerned, after a fair opportunity for observation, that physical condition precludes efficient duty, individuals will be reassigned within the major command.

d. Class D personnel will be evacuated to the zone of interior for further hospitalization, convalescence, or disposition.

3. Specific disposition, Air Force Personnel

a. Air Force personnel who are classified as Class A, B, and D will be processed as outlined in paragraph 2 above. (Air Force personnel will be sent to the 19th Replacement Depot).

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b. Members of air crews will not be finally classified in Class C by hospital medical disposition boards, but may be recommended for this classification prior to release from the hospital. Commanding officer of hospitals will order air crew personnel recommended in Class C directly to their former units where the individual may be ordered with the concurrence of the unit surgeon to appear before an appropriate Air Force Medical Disposition Board for consideration. All available pertinent information will be made available to the board. When arrangements cannot be made to return these individuals directly to their former units, disposition will be made through the replacement installation which handles Air Force personnel.

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Q.M. 32 Circular #4 (Cont'd)

c. Air Force personnel other than air crew may be classified by hospitals in Class C. This personnel will then be transferred to the replacement installation which handles Air Force personnel, for disposition.

4. Specific disposition, Female Personnel - Army Nurses, Dieticians, Physical Therapists, and members of the Women's Army Corps, will be classified as prescribed for other personnel and will be processed in the same manner, except that:

a. If transfer to and/or return to their former units, cannot be effected immediately, they will be attached to the hospital temporarily pending availability of transportation. WAC personnel will be attached temporarily to the nearest WAC installation.

b. Hospital commanders will submit to this headquarters a request for appropriate assignment of an Army Nurse, Dietician, or Physical Therapist, who is classified as Class C. Assignment orders will be issued by the hospital commander upon receipt of instructions from this headquarters.

c. Under no circumstances will female personnel or their records be sent to or through replacement installations.

III- RESPONSIBILITY OF COMMANDERS

1. The Commanding General, The Replacement and Training Command, MTOUSA., is responsible for the proper disposition of personnel received from hospitals and their personnel records, in accordance with the general policies and procedures prescribed by this headquarters from time to time.

2. Major commanders are responsible for the active supervision of their units to insure that orders are issued and personnel processed in accordance with the procedures prescribed herein.

3. Unit commanders are responsible for the prompt forwarding of personnel records with orders issued by them, or upon receipt of orders from hospitals which transfer members of their unit to a detachment of patients. Casualty reports and other reports will be prepared and submitted by unit commanders in accordance with existing instructions.

IV-- PERSONNEL RECORDS

1. Personnel records will be verified for correctness and completeness by units prior to forwarding to hospitals. Hospitals will maintain such records and be responsible for their dispatch with the individual at time of release from the hospital whenever possible. In those cases in which the individual cannot be entrusted with his records, they will be placed in the custody of a responsible member of the group being released. If an individual is travelling singly, and cannot be entrusted with his records, they will be dispatched by mail or by special courier.

2. Personnel records will be complete to include the following:

a. Commissioned Officers, Warrant Officers and Flight Officers

Field Military 201 file

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

Hq MTOUSA Circular # 84 (Cont'd)

WD AGO Form 66-1, 66-2, 66-3, (Officer's and Warrant officer's Qualification Card) as applicable.

WD AGO Form No. 8-114 (old WD MD Form No. 78) (Syphilis Register) when applicable

b. Enlisted Personnel

Field Military 201 file

WD AGO Form No. 20 (Qualification Card).

WD AGO Form No. 24 (Service Record)

WD AGO Form No. 8-114 (old WD MD Form No. 78) (Syphilis Register) when applicable

C & E Adjustment Form (WD Circular No. 72, 1945) or WD AGO Form No. 32 (Individual Clothing and Equipment Record).

3. Personnel records of personnel who are evacuated to the zone of interior will be indorsed as follows:

"To: CO, US Army Hospital
Soldier transferred to US for further hospitalization and disposition."

a. If it becomes necessary to evacuate an individual to the Zone of the Interior prior to receipt at the hospital of his personnel records, the hospital commander will prepare a temporary service record on WD AGO Form No. 24, indorse it as prescribed above, and forward it to correct destination. The individual's former unit commander will be informed of this action and will then indorse the original service record as prescribed above, and forward it, with allied papers, direct to The Adjutant General, Washington 25, D. C.

4. Hospital commanders who receive from one organization an excessive number of service records which are unsatisfactory as to accuracy or completeness will report the facts to the headquarters of the major command concerned or to this headquarters. Commanders of replacement installations receiving an excessive number of unsatisfactory service records from one hospital will take similar action.

V----MISCELLANEOUS

1. Correspondence concerning hospitalized personnel will be direct between unit commanders and hospital commanders, except in those cases in which other action is manifestly appropriate.

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2. Money or valuables belonging to patients in hospitals will not be transmitted to the Central Service Records Branch, MTOUSA, or to the Central Postal Directory Service, MTOUSA. Reference is made, in this connection, to AR 40-590.

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

Hq MTOUSA Circular # 84 (Cont'd)

3. Personnel hospitalized in other than United States Hospitals - When information is received that United States personnel are hospitalized in other than United States hospitals, pertinent facts will be reported by those hospitals or by any one having knowledge thereof to the commanding officer of the closest United States general or station hospital or other hospital functioning in a similar capacity. The United States hospital commander will arrange for the transfer of the patient to a United States hospital at the earliest practicable date consistent with the physical condition of the patient. Upon admission to a United States hospital, the patient will be accounted for on records of the hospital and processed administratively in the manner prescribed in this circular.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. FENCE
Major General, GSC
Chief of Staff

C. T. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA SEC

CIRCULAR)
NUMBER 83)

9 JUL 1945
6 June 1945

DISTRIBUTION, STORAGE AND ISSUE OF AGO PUBLICATIONS AND WAR DEPARTMENT BLANK FORMS

Section I, Circular Number 17, and Section II, Circular Number 32, both this headquarters, 1945, are rescinded and the following substituted therefor:

1. References

AR 310-100, dated 30 June 1944.

AR 310-200, dated 1 May 1943.

WD Field Manual 21-6.

WD Circular Number 231, 1943.

Section I, WD Circular Number 247, 1944.

WD Circular Number 264, 1944.

Section XI, WD Circular Number 307, 1944.

Section III, WD Circular Number 476, 1944.

Section III, WD Circular Number 304, 1944.

Section II, WD Circular Number 103, 1945.

2. Responsibilities

a. Pursuant to War Department Policy outlined in references cited above, the responsibility and control within this theater for the storage, distribution, and supply of War Department publications and blank forms hereinafter referred to as AGO publications and War Department blank forms as listed in the War Department Directives referred to above, have been transferred from the supply services to the Adjutant General's Department.

b. The supply services will retain the responsibility for the requirements of this theater for the procurement, storage, distribution and issue of all publications and blank forms not currently assigned to the Adjutant General's Department for supply.

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c. The 2602d Publications Depot (Ovhd) is charged with the following:

(1) Maintaining sufficient stocks of AGO publications and War Department blank forms to perform the necessary supply mission.

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

Hq MTOUSA Circular #83 (cont'd)

(2) Maintaining an efficient back order system.

3. Allowances and Basis of Issue - All major commands are required to redistribute AGO publications to all assigned or attached subordinate units. To accomplish the above, major commands will submit WD AGO Form 18, in duplicate, to the 2602d Publications Depot upon each change of strength, due to redeployment, transfers, activations, or disbandments of subordinate units.

a. AGO Publications - Initial distribution of AGO publications received in the theater will be made by the theater distributing agency as outlined in AR 310-200, unless modified by this headquarters.

b. War Department Blank Forms - All requisitions for War Department blank forms will be edited in terms of thirty (30) day allowances for normal maintenance requirements. References to blank forms in requisitions, correspondence, and inventory reports will indicate unit description in terms of "each" or "pad".

4. Supply Procedure for Air, Ground, and Service Forces

a. Army Air Forces

(1) War Department Blank Forms - Units of the Army Air Forces will submit requisitions in triplicate for War Department blank forms covered by this directive through channels to 2602d Publications Depot for supply.

(2) AGO Publications - Initial distribution of AGO Publications will be made automatically by the theater distributing agency to each Air Force Service Command for redistribution to appropriate units. The Commanding General, Army Air Force Service Command, this theater is designated as the controlling agency for all publications matters peculiar to the Army Air Forces within this theater. Requisitions for, and correspondence relative to AGO publications will be submitted through channels to that headquarters.

b. Ground and Service Forces - Requisitions for AGO publications and War Department blank forms from Ground and Service Forces will be submitted through channels to 2602 Publications Depot for supply.

c. Under no circumstances will requisitions be submitted directly to the Zone of Interior.

5. Rescinded and Excess AGO Publications

a. Superseded or rescinded AGO publications will be salvaged.

b. Excess AGO publications which are currently in effect will be segregated by type, arranged numerically and packaged, prior to shipment to 2602d Publications Depot.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
Major General, GSC,
Chief of Staff

DISTRIBUTION:
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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 6 CU 1945
NUMBER 82)

3 June 1945

Medical and Dental I
Marriages II
Currency Control III
Voting IV
Rescission of Circulars V

I--- MEDICAL AND DENTAL

1. Paragraph 1d, Section I, Circular Number 25, this headquarters, 1945, is rescinded and the following substituted therefor:

"d. Medical attention may be given to dependents of officers, warrant officers and enlisted personnel at US medical installations when no other suitable facilities are available. Such dependents are authorized prenatal care, confinement and postnatal care, in hospitals designated by the Base Section Surgeon concerned."

2. In connection with the above proposed change attention is invited to paragraph 11b, Circular Number 47, this headquarters, 1945.

II-- MARRIAGES

Circular Number 47, this headquarters, 1945, is amended as follows:

1. Paragraph 7 is rescinded and the following substituted therefor:

"7. An application to marry a foreign national will not be approved until:

a. A favorable security check on such person has been completed by G-2.

b. A check of police records has been made which shows that such person has no habits or traits of character which would cause the marriage to bring discredit to the military service."

2. Paragraph 11b is amended by deleting the words "medical or dental service."

III- CURRENCY CONTROL

Paragraph 4a (1), Circular Number 71, this headquarters, 1945, is rescinded and the following substituted therefor: 5946

"(1) Italy, Sicily, and Sardinia - Allied Military Lire in all denominations and Metropolitan Lire notes of one hundred (100) lire and smaller denominations; rate of exchange, 100 lire equals $1.00."

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

Hq MTOUSA Circular #82 (Cont'd)

IV-- VOTING

1. References:

WD Circular Number 487, 1944.
Section III, MTOUSA Circular Number 27, 1945.
Section XV, WD Circular Number 134, 1945.

2. The following data has been received on State elections:

a. Georgia - Election to be held on 7 August for the ratification or rejection of a proposed new State Constitution.

b. Virginia - Democratic Primary to be held 7 August to vote for State officers and certain local officers.

c. Michigan - A municipal primary election will be held in the city of Detroit on 7 August.

d. New Jersey - Municipal election will be held in the town of Raritan, New Jersey, on 25 August.

e. Ohio - Primary elections for city, village and township officials to be held in Ohio on 31 July.

V--- RESCISSION OF CIRCULARS

The following circulars, this headquarters, 1944, are rescinded:

Section	Circular	Section	Circular
I	35	II	106
III	84	I	118
II	97		

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 81)

1 June 1945

ETOUSA 1945

HANDLING OF CLASS V SUPPLIES

Supply and Responsibility I
Basic Ammunition Loads II
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Sections I and II, Circular Number 27, this headquarters, 1944, are rescinded together with COMZ0FE, MTOUSA (SOS, MTOUSA) Circular Number 17; Section II, Circular Number 74; and Section I, Circular Number 120, all 1944, and the following substituted therefor:

I -- SUPPLY AND RESPONSIBILITY

1. Directions for the supply and responsibility of ammunition for the various services are contained in MTOUSA Supply Directive Number 38, 1945.

2. Ammunition, within the scope of this circular, is defined as those munitions listed in the Engineer or CWS catalogues and the Ordnance SNL's (P,R,S and T) Similar or equivalent items of allied or enemy manufacture are likewise included in this definition.

II - BASIC AMMUNITION LOADS

1. Definition - The basic ammunition load will be as prescribed by the appropriate unit commander for combat in this theater and will consist of that ammunition which is moved with the unit in one trip in the unit's assigned transportation. Basic loads will not exceed this amount.

2. After initial receipt, troop units will retain the basic ammunition load or its equivalent in their possession at all times and in all moves, except that, if the move is by sea, the movement orders will state what types and amounts shall be retained and specify disposition of the balance.

3. Basic loads will only be turned in to base or army ammunition depots, and then only by approval of this headquarters.

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Hq MTOUSA Circular # 81 (cont'd)

III - TRAINING EXPENDITURES

1. So that determination of ammunition supply requirements for this theater may be as accurate as possible:

a. Each major command, or major independent unit, is directed to furnish this headquarters, not later than the 15th of each month, the following information projected for the next three succeeding calendar months as accurately as forecasts will permit:

(1) Numbers of artillery and mortar weapons to be actively employed, listed by caliber and type.

(2) Anticipated expenditures of all types of artillery and mortar ammunition expressed in rounds per month for each of the three months of the period.

(3) Anticipated consumption of all other Ordnance Class V Supplies; and explosives and other principal Engineer Class V items listed in MTOUSA Supply Directive Number 38, 1945.

b. Training requirements, submitted by The Replacement and Training Command, MTOUSA, or other major training activity, are to be similarly forecast for the next two succeeding calendar months and are to provide the following information:

(1) Number of trainees.

(2) Desired quantities of ammunition expressed as numbers of rounds per trainee.

(3) Total quantities of ammunition by type as determined by extension of the above factors or other justified estimates.

(4) Total quantity desired of explosives and other principal Engineer (US) Class V items listed in MTOUSA Supply Directive Number 38, 1945.

2. On or about the first of each month, all commands will be informed as to those items which cannot be fully provided in accordance with the projected requirements for the period, together with the quantities which will be supplied and such substitutions as are available.

IV - MALFUNCTIONS, EXPLOSIONS AND FIRES

1. All commanders concerned will insure that complete and accurate information concerning accidents which occur in combat or in training, and which involve ammunition (and/or weapons) supplied by Ordnance, will be transmitted to the Ordnance Officer, this headquarters, as directed below:

a. A preliminary report, including all facts called for in paragraph 30, Section VII, AR 750-10, dated 22 January 1944, will be made through technical channels by the most rapid means available, i.e., cable, radio, telephone or teletype. This preliminary report will not be required for accidents involving small arms.

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b. A detailed written report, in accord with provisions of Section VII of above Army Regulation, will follow as soon as possible through command channels, with a copy to the supporting base section. Attention is invited to Section VII, Circular No. 383, WD, 1944.

2. Reports of investigations of any injuries or accidents which occur in combat or in training, and which involve ammunition (and/or weapons) supplied by the Chemical Warfare Service, will be forwarded in accordance with paragraph 5 f, Section II, AR 50-5, dated 9 October 1942.

3. Loss or destruction by fire or explosion of Class V Supplies will be reported through technical channels to the chief of service concerned, this headquarters, without delay. A complete investigation will follow as expeditiously as possible, results of which will be reported through command channels to this headquarters in compliance with War Department Memorandum No. W-850-44 dated 4 July 1944.

V -- SHIPMENT OF AMMUNITION

1. General - Instructions set forth below supplement those of AFHQ Administrative Memoranda Numbers 14 and 15, 1944, and current directives as issued by this headquarters, including all references made therein, for the transportation of all classified cargo by water, truck, rail or air.

a. All ammunition for the purposes of shipment is divided into two classes as follows:

(1) Class A or Dangerous Explosives, consisting of Anti-tank Mines, torpedoes, grenades, bulk explosives, priming mixtures and devices, fuzes, blasting caps, boosters, rockets, jet propulsion ammunition, all ammunition for cannon with explosive projectile, fixed, semi-fixed or separate loading of 37mm caliber and above, and all mortar and aircraft bombs.

(2) Class B or Less Dangerous Explosives, which consist of pyrotechnics, drill ammunition, inert components, small arms ammunition without explosive projectile and smokeless powder.

b. All ammunition and explosives will be protected by approved container, box or crate, unless it is common practice of the service to ship such items without packing. All such packing will be identified and labeled in accord with standard practice of the service concerned.

c. Qualified technical personnel of the service concerned will be on hand at all times to supervise loading and storage of ammunition. Working parties, including dock labor, will be warned of the hazards involved in the handling of ammunition and explosives. "No Smoking" signs in the language of all persons employed in these operations will be prominently displayed and the use of flame producing devices of any nature is prohibited. During loading or unloading operations vehicle engines will be stopped.

(1) The movement and handling of ammunition and explosives will be conducted with utmost care at all times. All shipments will be stowed on dunnage and properly braced to prevent shifting, or will be stacked in such manner as not to be damaged or pierced by superimposed weights.

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(2) Ammunition will not be shipped with fuzes, booster, detonators or actuating devices in place where it is accepted practice that these components be shipped separately.

2. When Shipment

a. Instructions of this circular are applicable to all vessels of US registry regardless of character, tonnage, size or service.

b. Toxic filled ammunition of any nature will be shipped only on vessels which have been inspected and approved for the storage of this type of cargo. Security detachments, provided with protective equipment and decontaminating materials, must be present during loading and will accompany vessels to destination of final discharge. CWS officer in charge of cargo of toxic ammunition will be responsible for security of all personnel during time such cargo is on board. His decisions concerning safety measures will not be disputed. On arrival at destination, CWS officer will remain on board until the cargo has been discharged and the ship inspected and decontaminated if necessary. Reference is made to letter, this headquarters, file AG 563.911/183-0 dated 7 October 1943, subject: "Guard Detachments for Overseas Shipments of Chemical Warfare Material"; to letter, this headquarters, file AG 400/437 CWS-0, dated 4 May 1944, subject: "SLOE for Guard and Security Detachments for Shipment of Chemical Warfare Material", and to the provisions of AR 55-155, AR 55-470, and AR 380-5.

c. The master of the vessel will be advised when his cargo consists of exceptionally dangerous items such as blasting caps, initiating devices, detonating fuses, mines, dynamite or blasting gelatine, together with proposed location of storage.

3. Rail Shipment

a. Cars will be inspected and swept out prior to the loading of any ammunition or explosives. Maximum tonnages of cars will not be exceeded, and open cars will not be loaded above the top of the sides, with all loads being equally distributed throughout the cars and being properly braced to prevent shifting. Cars containing ammunition and explosives will not be coupled directly to the engine tender and where possible ammunition and explosives will not be loaded on same train with gasoline or other inflammable liquids.

b. Attention is invited to MTOUSA Supply Directive Number 18, 1945.

4. Truck Transportation - Trucks will not be loaded with ammunition or explosives in excess of their rated capacity or above the top of the sides of body. Cargo loaded above top of tail-gate will be securely lashed. All vehicles used for transportation of this type cargo must be inspected prior to loading to insure that gas and oil line, ignition system, brakes, etc., are in good order and that each vehicle has a fire extinguisher fully charged and in proper operating condition. Reserve gasoline, oily rags, etc., will not be carried in truck bodies with ammunition or explosives, and all drivers will be informed of nature of cargo and hazards it represents.

5. Air Transportation

a. In any case where the shipment of ammunition or explosives (including enemy samples) by air is considered necessary, the following procedure will be followed:

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(1) A request will be submitted to the Air Priority Board, (through Assistant Chief of Staff, G-4), headquarters MTOUSA, giving a description of the article or articles, number of packages, weight and cubage of each package accompanied by a certificate signed by a responsible officer of the service concerned, stating that the item is properly packed and safe to transport. The Air Priorities Board will decide whether or not the priority will be granted.

b. Attention is directed to MTOUSA Supply Directive Number 16, 1945.

6. Captured Enemy Ammunition - All shipments of enemy ammunition must be approved by the MTOUSA service chief appropriate to the type of ammunition, who will obtain all necessary clearances within this headquarters. Operating procedures in the shipment of enemy ammunition will include the following:

a. For the shipment of limited quantities of enemy ammunition for intelligence purposes (including development, experimentation and training), field representatives of this headquarters, Senior Special Staff Officers of the service concerned, Technical Intelligence Teams and Ordnance Bomb Disposal Units, are authorized to deliver specimens to the nearest base section or other MTOUSA establishment for subsequent processing and shipment.

b. Safety precautions, method of packing, marking, and shipment for each item will be in accord with standard practice of the service concerned. Items will be inerted or sterilized where practicable, if this does not destroy their technical value. Each individual package will be certified by a competent officer as safe for shipment prior to loading for movement by common carrier.

c. Shipment of captured ammunition to the US will be in accordance with the provisions of AR 55-470, WD Circular No. 13, dated 11 January 1945 and WD Circular No. 370, Section III, dated 12 September 1944.

7. Italian Ammunition for Use by US Troops

a. Prior to shipment by US depots, all Italian ammunition will have been inspected by qualified personnel to determine that ammunition is in serviceable condition and safe for movement by common carrier.

b. Upon receipt in a US depot, ammunition will be immediately inspected to determine that ammunition is received in a serviceable condition and that no toxic ammunition is included therewith. Italian toxic artillery shells may be identified by a colored cross set in a rectangle, stenciled or painted on the body of the projectile. Any toxic ammunition discovered will be turned in to the nearest US Ordnance Toxic or Chemical Warfare Service Dump for return as soon as practicable to MTOUSA.

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VI - RENOVATION AND RECONDITIONING

1. To maintain theater stocks in the highest standards of condition, where possible, ammunition will be renovated and reconditioned as required. This will be accomplished by the service responsible for procurement, storage, and issue.

a. Renovation - Technical processing which includes the repair or replacement of ammunition components to create complete serviceable rounds.

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Hq MTOUSA Circular # 81 (cont'd)

b. Reconditioning - Reboxing, recrating, or repacking so that otherwise serviceable ammunition components, or explosives are made acceptable for shipment.

2. All reworked ammunition and explosives will be marked with complete nomenclature and lot number in accord with standard practice of the service concerned. In addition:

a. Markings on containers of renovated ammunition or explosives will include designation of the unit making the renovation, the date, and a block letter "A" appended to the lot number.

b. Reconditioned items will have all markings which do not apply to the contents obliterated or removed. Markings will include designation of the unit doing the reconditioning, the date, and the block letters "REX".

3. Ammunition or explosives renovated or reconditioned in accordance with the above will be included in normal stocks. Efforts will be made to issue these items earliest.

VII - SALVAGE OF AMMUNITION COMPONENTS

1. The following listed items of ammunition and ammunition components will be returned to the nearest ammunition supply point:

a. Unfired rounds of artillery ammunition with cartridge cases damaged so as to be unusable.

b. Empty machine gun belts and metallic belt clips.

c. M-1 Rifle cartridge clips.

d. Magazines and drums for sub-machine guns.

e. Metal ammunition boxes, particularly 40mm ammunition boxes.

f. Metal cloverleaf bundle ends and tie rods.

g. Cartridge storage cases and cartridge cases.

2. The shipment of fired cartridge cases to the US will be in accordance with the provisions of Section VI, WD Circular No. 144, dated 16 May 1945.

VIII- ABANDONED AMMUNITION

1. Battlefield clearance of abandoned ammunition, both enemy and allied, entails considerable hazard. General safety precautions are essential to prevent loss of life and destruction of valuable materiel, and will apply in any and all cases except that a maximum of five (5) samples of new items not previously encountered, whether in original containers or not, may be shipped provided they are certified by a qualified officer as safe for shipment.

2. Following are general responsibilities of Services for the handling, storage, and shipping of abandoned ammunition and explosives. The policies outlined herein will be followed as closely as operational conditions permit by all troops assigned the task of clearing battlefields and shipping or storing of captured ammunition.

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Hq MTOUSA Circular # 31" (cont'd)

e. Engineers will clear mine fields; and all booby traps, except for those found in ammunition dumps, and will destroy all unserviceable mines. Storage of serviceable mines is the responsibility of the Ordnance Department.

b. Chemical Warfare personnel will clear or destroy all Chemical Warfare ammunition items normally handled by that service. Storage of serviceable items will be in CWS operated dumps.

c. The Ordnance Department will collect and store all serviceable Class V items except those normally handled by CWS and Engineer. Bomb Disposal personnel will deal with all unexploded aircraft bombs and fuzes including chemical filled bombs and incendiaries, and will clear all booby traps found in ammunition dumps. Destruction of all unserviceable Class V items except as provided in a and b above is the responsibility of the Ordnance Department and will be conducted under the technical supervision of Bomb Disposal personnel. Collaboration of all services is necessary for proper clearance.

3. Recovery of samples of enemy divices and explosives in good condition is essential for intelligence and experimental purposes. Specimens hitherto unknown will be carefully protected by troops finding them, and will be reported to the service technically concerned.

a. A copy of all reports concerning new explosive devices will be forwarded to the Chief Ordnance Officer and Chief Engineer, this headquarters.

b. A maximum of 5 new samples of explosive devices not previously encountered, whether in original containers or not, may be collected by qualified technical officers for shipment.

c. Shipments will be made in accordance with provisions of paragraph 6, Section V, this circular.

4. The following rules will be closely adhered to in the disposition of abandoned ammunition:

a. US ammunition which is abandoned at battery dumps and gun positions will be examined by Ordnance personnel, and where possible recrated and returned to serviceability. This shall be effected to the greatest extent possible by Army Ammunition Companies. Army responsibility in this regard will not necessarily cease because of changes in Army rear boundaries, and clearance of this nature is to be accomplished by the mutual cooperation of base and army, tactical situation permitting.

b. Abandoned enemy ammunition required for technical information 59.42 will be checked for booby traps by qualified personnel of the army units taking possession of the dumps. Thereafter its collection, storage, evacuation and shipment will be the responsibility of the army and base section services appropriate to the type of ammunition. Collection, segregation, and destruction of foreign ammunition except for technical intelligence is suspended until further notice from this Headquarters.

c. US and British mines which are considered to be serviceable will be rendered safe and placed in piles of fifteen (15) mines per pile at a minimum of twenty (20) feet between piles and as close as possible to roads and paths in order that they may be readily located by collecting parties. Fuzes and activating

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Hq NTOUSA Circular # 81 (cont'd)

devices will not be piled closer than twenty (20) feet to mines. During the hot season they will be protected from the direct rays of the sun.

d. Enemy mines which have been laid and lifted will be classed as unserviceable and destroyed by Engineer personnel. If new types of enemy mines which can be disarmed are discovered in mine fields, not more than five (5) of each new type will be recovered and stacked separately. Fuzes or other activating devices will not be stored in close proximity to mines. The exact location and a brief description will be reported promptly to the nearest Engineer Intelligence Officer. This officer will inspect the mines at the earliest opportunity and take the necessary action to send them to the rear for intelligence purposes. If practical, the main charge in all such mines will be removed prior to shipment.

(1) If new type mines which cannot be disarmed are discovered in mine fields, they will be destroyed in place after the preparation of as complete a description of the mine as time and circumstances warrant. This description will be forwarded through Engineer Intelligence channels.

(2) All personnel concerned with the removal of enemy mines will be on the alert to discover and report any new types of mines, especially non-metallic types.

e. All incidents of unexploded bombs or ammunition will be reconnoitered by trained personnel and reported to Army, Corps, Division or Separate Command Ordnance Officers for disposition. Each report will state the exact location, estimated size, type, and the danger it presents to personnel and property.

(1) Within each Brigade, Regiment, separate Battalion and static installation, a bomb reconnaissance officer will be appointed to instruct officers and non-commissioned officers of lower echelons in bomb reconnaissance and to establish an adequate reporting system within each such unit.

(2) Within each company and platoon, a bomb reconnaissance officer or non-commissioned officer will be appointed to reconnoiter all incidents of unexploded bombs or ammunition, institute necessary safety precautions and report incidents through channels.

(3) Bomb Disposal Units attached or assigned to tactical or static units will be responsible for the training of the bomb reconnaissance Officers specified in paragraph e (1) above in the following:

(a) The recognition of unexploded bombs.

(b) Proper evacuation distances for both buried and unburied bombs.

(c) General safety rules.

5. Responsibilities and procedures for the disposal of unexploded bombs will be as directed by AFHQ Operations Memorandum Number 72, dated 28 February 1945.

6. Abandoned ammunition not in original containers will be destroyed except as provided in paragraphs 2 and 3 above.

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Hq MTOUSA Circular # 81 (cont'd)

7. Any drums, containers, etc., suspected of containing gas, smoke, or chemicals will be left in place and the location reported to the responsible Chemical Warfare Officer, who will direct the disposal of any or all such items.

8. All personnel taking possession of abandoned material must insure that the material is free from booby traps or chemical contaminations before any attempt is made to handle it.

9. Attention is directed to the following publications:

a. Ordnance Safety Manual, O.O. Form No. 7224 - Regulations covering handling and destruction of ammunition.

b. "How to Clear Mines and Booby-Traps", Engineer Section, AFHQ.

c. "Notes on German and Italian Igniters, Mines, Prepared Charges and Booby-Traps", No. 1, M.I. 10, War Office, January 1943.

d. Chemical Warfare Service Field Manual - Supply and Field Service FM 3-15, Chapter 8.

e. Unexploded Bombs, Organization and Operation for Disposal, Field Manual 9-40.

f. Destruction of Unexploded Ammunition in Theaters of Operation, TB ORD 249, dated 1 February 1945.

IX - DISPOSITION OF UNSERVICEABLE AMMUNITION

1. Ammunition items, ammunition components or explosives, which become unserviceable or are suspended through any cause, and cannot be made serviceable with local facilities will be reported on Ammunition Condition Report (in duplicate) to the Chief of Service concerned, this headquarters.

2. Form of Ammunition Condition Report is attached hereto as Annex A. This form will be reproduced by Army and base sections. All available detailed information will be given, in order that proper disposition may be made without further inspection and report. Separate reports will be made for each item and each lot involved. Items listed on Ammunition Condition Report will not be considered in serviceable condition and/or available for issue, and will be so reported on MIHT or Status Reports as salvage.

3. Disposition of items reported on ACR's will not be made until authorized and directed by the interested Chief of Service, this headquarters.

X -- SPECIAL WARNING

Due to hazards involved, collection, segregation and/or destruction of Foreign Ammunition by US personnel except for purposes of technical intelligence is suspended until further notice from this headquarters.

BY COMMAND OF GENERAL MCNARNEY:

5941

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

1 Inclosure - Annex "A"

DISTRIBUTION:
Z 25 - Crd (extra)

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R E S T R I C T E D

ANNEX "A" To Hq MTOUSA Circular # 81

AMMUNITION CONDITION REPORT NUMBER_____

TO: Ordnance Officer, Hqs, MTOUSA, APO 512, U.S. Army DATE _____
Engineer Officer
CWS Officer

Location: (Base Section, Depot, etc.)

Type: (Complete SNL Nomenclature)

Lot No:

Manufacturer:

How Packed:

Number of Rounds in Lot Unserviceable:

Reason for Unserviceability - Check Applicable Boxes:

Obsolete		Suspended by Higher Authority				Packing
		D E F E C T I V E				
COMPONENTS	MISSING	DAMAGED OR TORN	CORRODED	DENTED	DETERIORATED	WET OR EXUDED
Fuzes						
Boosters						
Projectiles						
Cartridge Cases						
Propellants						
Primers						

Additional Remarks: (Non-standard conditions to be noted in detail)

(Submit in duplicate) - SIGNATURE - - - - - -

_____SECTION, ARMY OR BASE HQS.

1. Disposition Requested: _____

_____

SIGNATURE

(Not to be filled in by Base Section or Army)

DISPOSITION

HQS_____SECTION, MTOUSA. Date_____

_____

_____

AUTHORITY:

SIGNATURE:

R E S T R I C T E D

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 2 - CIU, 1945
NUMBER 80) 30 May 1945

Postal Regulations I
Sender's Composition Messages (SCM) II
Local Procurement Regulations - Policies, Procedures, Reports III

I -- POSTAL REGULATIONS

Circular Number 30, this headquarters, 1945, is amended as follows:

1. Paragraph 13e is rescinded and the following substituted therefor:

"e. When a patient is evacuated by a hospital to the United States NAP Forms 9 and 10 will be prepared at the hospital showing either a non-military forwarding address in the United States or that mail received subsequent to evacuation is to be returned to the sender."

2. Paragraph 15 is rescinded and the following substituted therefor:

"15. Patients will furnish the hospital forwarding instructions for their mail prior to evacuation to the United States. Mail arriving after evacuation of a patient will be processed in accordance with paragraph 19a."

3. Paragraph 17 is rescinded and the following substituted therefor:

"17. When mail is received in a unit for hospitalized personnel and a NAP Form No. 10 is on file showing that the individual is to be evacuated to the United States, it will be processed in accordance with paragraph 19a."

4. Section X is rescinded and the following substituted therefor:

"X -- INDIVIDUALS RETURNING TO UNITED STATES

18. Except for orders issued to return personnel to the United States for temporary duty of short duration, all orders issued in this Theater directing return of personnel as individuals (casuals) to the United States from their assigned units, as distinguished from replacement organizations or hospitals through which processed enroute, will include the following instructions:

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a. Immediate notice will be given to emergency addressees, correspondents, and publishers to discontinue mailing letters, parcels and publications until further advised as to the new address. WD AGO Form 971-1 (V-Mail notice to correspondents and publishers) may be used for this purpose. In the event it is known at the time this order is received that departure from the unit will be delayed the notice should not be sent until the departure date is known. The notice should be sent 15 days before departure date when possible.

b. Prior to departure from the assigned unit, the unit Mail Clerk and the 2628 Central Postal Directory Section, APO 698, will be furnished a non military forwarding address in the United States for each returned individual. Card Form NAP 11 (Available at any APO) will be used in furnishing the forwarding address to the 2628 Central Postal Directory Section.

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Hq MTOUSA Circular #80 (cont'd)

19. a. All personnel returning to the United States as individuals (casuals) except those returning for temporary duty of short duration, will furnish the unit mail clerk and the 2623 Central Postal Directory Section a non-military forwarding address in the United States. Either NAP Form 9 or 11 will be used for this purpose. Letter mail, other first class mail, and parcels received at the unit addressed to personnel who have departed for the United States will be indorsed "Returning to the US" and forwarded to the address furnished. If a forwarding address has not been furnished, mail will be indorsed "Returning to the US - no forwarding address" and returned to the sender through usual postal channels.

b. Mail of all classes received after departure of the individual for temporary duty of short duration, and who will return to this Theater, will be held pending return unless the addressee requests that mail be forwarded. When the addressee requests that mail be forwarded to the United States, a non-military forwarding address will be supplied.

20. The foregoing eliminates the special handling of mail for sick and wounded personnel returning to the United States for hospitalization and placing the handling of such mail on the same basis as mail for all other returnees."

II - SENDER'S COMPOSITION MESSAGES (SCM)

So much of paragraph 2a, Section II, Circular Number 78, this headquarters, 1945, as shows the rate for each additional word to "New York City - only" as being ".07 2/3" is amended to show the rate as being ".06 2/3".

III - LOCAL PROCUREMENT REGULATIONS - POLICIES, PROCEDURES, REPORTS

Paragraph 1 j, Section IV, Circular Number 77, this headquarters, 1945, is rescinded and the following substituted therefor:

"j. Paragraph 4, MTOUSA letter, file AG 319.1/032 QM-O, dated 3 January 1945, subject: 'Periodic Reports (QM)'."

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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200 - AG Postal (extra)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 22 May 1945
NUMBER 79)

25 MAY 1945

War Crimes Branch I
Discharge of Enlisted Personnel 40 Years of Age or Over II
Awards and Decorations III

I--- WAR CRIMES BRANCH

1. There has been established in the Judge Advocate Section of this headquarters a War Crimes Branch of the War Department War Crimes Office.

2. The War Crimes Branch will operate under the general supervision of The Judge Advocate General and will have as its primary function the investigation of alleged war crimes, and the collection of evidence relating thereto, including, for transmission to the governments concerned, evidence of war crimes committed against nationals of the other United Nations.

3. Commanders of all units within this theater will, upon request of the War Crimes Branch, assist in the investigation of War Crimes and collection of evidence relating thereto in accordance with the procedures set forth in Circular Number 11, this headquarters, 1944.

II-- DISCHARGE OF ENLISTED PERSONNEL 40 YEARS OF AGE OR OVER

Section II, Circular Number 66, this headquarters, 1945, is rescinded and the following is substituted therefor:

1. Enlisted men 40 years of age or over, whose service is honorable, and who voluntarily apply in writing to their immediate commanding officers for discharge, will be sent to a separation center for discharge under the provisions of AR 615-365 (Convenience of Government) and Section I, War Department Circular Number 125, 1945, as amended. In accordance with Section I, Circular Number 23, this headquarters, 1945, such individuals in this theater will be transferred to the 7th Replacement Depot for trans-shipment to the United States for discharge. In the age group of men who have reached the fortieth (40th), but not the forty-second (42nd) anniversary of their birth, commanders will be permitted to retain for ninety (90) days any individual for whom a replacement is not available at time he requests discharge.

2. Military necessity or other requirements or limitations will not be a bar to discharge; however, this authority will not be used in lieu of disciplinary action, nor when discharge under other Army Regulations is appropriate, nor when the individual concerned is under Medical or Surgical treatment.

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3. The provisions of the above-cited War Department Circular apply to Enlisted Women of the Women's Army Corps who have been on active duty for one (1) year or more.

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Hq MTOUSA Circular # 79(Cont'd)

4. Clearance with State Directors of Selective Service is not required. A score equal to or greater than the critical score is not required for discharge under the provisions of AR 615-365 (Convenience of Government).

5. Commanders exercising discharge authority will maintain accurate records of the number of personnel discharged under this authority.

III- AWARDS AND DECORATIONS

Circular Number 73, this headquarters, 1945, is amended as follows:

1. So much of paragraph 5d as reads: "(see paragraph 10c, below)", is amended to read "(see paragraph 9c below)".

2. So much of paragraph 6c (1) as reads: "referred to in paragraph 7b, above", is amended to read: "referred to in paragraph 6b above".

3. So much of paragraph 9b as reads: "forewarded in accordance with the provisions of paragraph 9d, above," is amended to read: "forwarded in accordance with the provisions of paragraph 8d above".

4. So much of paragraph 10b as reads: "in addition to the distribution required in paragraph 9, above," is amended to read: "in addition to the distribution required in paragraph 8 above."

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. Christenberry

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

Info of American personnel.

TO	Init	Date
VP CA Sec		
Public Safety		5/12
Public Health		
Legal		5/11
Local Govt		5/10
Patrols	MP	6/6
Liaison		
Economics	W and	6/6
Info & A	PRR	6/6
Ca Sec		

PLEASE PASS QUICKLY

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

10/28/CA

T	Init	Date
VP CA Sec		
Public Safety		
Public Health		
Legal		
Local Govt		
Patriots		
Disper		
Education	Sen	10/5
MFA & A		
Ca. Sec		

PLEASE PASS QUICKLY

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA Sec

CIRCULAR)
: 19 May 1945
NUMBER 78) 22 MAG 1945

Expeditionary Force Messages (EFM) I
Sender's Composition Messages (SCM) II
Prohibited Statements III

Circular Number 115, this headquarters, 1944, is rescinded and the following substituted therefor:

I--- EXPEDITIONARY FORCE MESSAGES (EFM)

1. EFM service (fixed text personal cablegrams and radiograms) to the United States, Hawaii and Puerto Rico is in operation in this theater for all members of the United States Army. It may not be extended to members of the Navy, Marines, Coast Guard nor Merchant Marines through Army Post Offices in this theater except by special permission of the Theater Commander or when such personnel are attached to the Army as aides or liaison officers. All civilian nationals of the United States serving with or attached to the United States Armed Forces in this theater, including American Field Service personnel, who recieve mail through United States Army Post Offices, may send EFM messages. Messages will be filed with the unit EFM officer of the headquarters to which the civilians are attached in the same manner as prescribed for members of the Army in this circular.

2. Each EFM message will consist of not more than three of the EFM texts authorized in MATOUSA letter AG 311.22/609 P-O, 25 July 1944. An EFM will cost 60 cents or the equivalent in local currency.

3. Each company or unit commander will designate an officer as EFM officer for the unit. Postal officers of War Department activated postal organizations may not act as unit EFM officers for personnel other than members of their units. Personnel will file outgoing messages with the EFM officer of their units only. Unit EFM officers will not accept messages from personnel other than members (assigned, attached or temporary duty) of their unit.

4. EFM forms will be obtained by units from the APO serving them. The forms W.P 1001 may be reproduced by units so desiring.

5. Unit EFM officers will carefully examine all messages accepted by them to see that the following instructions are complied with fully:

a. All entries on the message form must be printed in block form and must be clear and legible. 5938

b. Not more than three numbers of the authorized texts will be inserted on the form and these must be in the proper place.

c. The normal signature of the sender will be used without grade, unit, arm or service, or Army Serial Number, and will be limited to three words, or two initials and one word, or one initial and two words, but in any case will (6313

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include the last name of the sender.

6. Unit EFM officers will list all EFM accepted by them on Forms NAP 1001, signed in triplicate. Continuation sheets will be used when necessary. The forms will show the date, designation of the unit, serial number and last name of sender, and city and state to which each message is addressed. The amount of the fee collected will be entered on the right side of the form and the totals will be carried to continuation sheets, if any.

7. The messages in proper order as listed on Form 1001, funds and completed Forms 1001 in triplicate will be taken (or sent by messenger) to the APO serving the unit. In cases where the unit EFM officer is not to take the messages to the APO in person, an extra copy of Form 1001 will be prepared and retained by the unit EFM officer pending receipt of the signed copy from the APO.

8. The postal officer (or person designated by him) of each APO will check the messages, funds and Forms 1001. If the number of messages and the amounts of funds received agree with the totals shown on the forms, and the forms show the unit designation and date, and bear the signature of the unit EFM officer, the triplicate copy of the Form 1001 will be postmarked and signed and returned to the unit EFM officer or messenger. In case of discrepancy which cannot be corrected at the APO, the messages, funds and Forms 1001 will not be accepted at the APO but will be returned to the unit EFM officer or messenger for correction. The signed copies of Form 1001 will be retained by the unit EFM officer as a permanent record to show that they have made proper disposition of the messages and funds.

9. The postal officer of each APO (or person designated by him) will prepare the messages and Forms NAP 1001 received from unit EFM officers for dispatch to the Central EFM Station as directed in special instructions to postal officers. A money order will be purchased for the total amount of EFM and SCM funds on hand at the time of dispatch from the APO, less money order fee. The money order, messages, and original Forms 1001 will be forwarded to the EFM station by official mail. The duplicate copies of Forms 1001 will be retained as a permanent record at the APO.

10. APO personnel will not be responsible for any verification of the messages except as indicated in paragraph 6. If a message is found to be improperly prepared when examined at the Central EFM Station it will be corrected, if possible. If correction cannot be made, it will be returned to the unit EFM officer with attached slip for appropriate action. The responsibility for all improperly prepared messages or failure to collect proper charges rests with the unit EFM officer.

11. EFM's are transmitted by communications companies on a deferred basis. Messages must be handled in this theater between communications termini and the individual sender or addressee through mail channels rather than by wire. It should be understood, therefore, that time required for transmission of messages will normally be from four to seven days.

12. There is no restriction as to the number of EFM which may be sent.

II-- SENDERS COMPOSITION MESSAGES (SCM)

1. SCM service to the United States, Hawaii and Puerto Rico is available

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Hq MTOUSA Circular #78 (Cont'd)

to US Forces who are entitled to send EFM. SCM will be restricted to night letter telegrams (NLT), and will be filed with unit EFM officers in the same manner as EFM, insofar as applicable. SCM will be listed on the same Form 1001 with EFM.

2. Effective on receipt of this circular SCM rates are as follows:

	25 words or less	each word additional
a. United States Less New York City	2.17	.08 2/3
New York City - only	1.67	.07 2/3
b. Hawaii Less Honolulu	4.42	.17 2/3
Honolulu - only	3.17	.12 2/3
c. Puerto Rico	3.34	.13 1/3

d. See appendix "A" for additional information.

3. Messages transmitted by electrical means are subject to interception by enemy monitors. In addition to the provisions of MTOUSA Circular Number 70, 1945, as amended by Section I, MTOUSA Circular Number 76, 1945, the following restrictions based on W.D. Field Manual 30-28 apply to SCM and messages containing such prohibited statements will not be accepted by Unit EFM Officers or passed by Base Censors.

III- PROHIBITED STATEMENTS

1. Orders for flowers.

2. Money transfers.

3. Messages to any seaborne personnel of the United States or its Allies whether such personnel is at sea or in port.

4. Mention of unit, branch, arm, service, ship, or installation of the United States or allied armed forces, except that messages to military personnel in the continental United States may be addressed to the appropriate post, camp, or station.

5. The sender will enter his regular Army Post Office address, including serial number, on the bottom of the form on which the message is written. This address is for purpose of record and tracing only and will not be incorporated in the text or signature transmitted.

6. Standard RCA Radiogram Forms will be used for SCM. Unit EFM officers may obtain these forms from the APO's serving the units. The number of words and the amount collected for the message will be indicated in the upper right hand corner of the message form.

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z
200 - AG Postal
25 - G-2 (CC)

1 Inclosure:
. Appendix "A"

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APPENDIX "A" to Hq MTOUSA Circular #78 (Cont'd)

RULES FOR COUNTING WORDS AND GENERAL INFORMATION
GOVERNING SENDER'S COMPOSITION MESSAGES, (SCM)

1. Every word written by sender for transmission is counted and charged for.

2. The signature must contain the first name or initial and last name.

3. The City and State in the address will count as a single word if grouped together: For example:

SanFranciscoCal - 1 word
NewOrleansLa - 1 word

4. Expressions like stop, comma, and period when written out, count as one word.

5. Every isolated character, letter or figure and every sign of punctuation, apostrophe, hyphen or fraction bar, transmitted at the request of the sender is counted as one word.

6. Recognized abbreviations; such as, FOB, COD, or POB are single words.

7. Words of over fifteen letters or figure groups of over five digits count as two chargeable words; For example:

Transcontinental
678201 - (2 words)

8. Running words or parts thereof together in the text or address are known as evasions and will not reduce the word count; For example:

ALLBEST - (2 words)

9. The indicator NLT (Night Letter) must appear as the first word of the address and is charged for.

10. An address written:

	Counts as
1. NLT Mary E. Jones	4 words
2. NLT Mrs Mary E. Jones	5 words
3. NLT Mary Jones	3 words

An example of a complete address follows:

NLT Mary Jones 225 West 79th Street
NewYorkCityNY -- -- 8 words

11. Here is an example of how a message would be counted:

NLT MARY JONES 48 RIDGE STREET RICHMONDVA
SALE OF HOUSE APPROVED HAPPY TO HEAR MOTHER TELL ALL MY LOVE DEAR
JOHN E DOE

The foregoing totals 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be $2.17, which is the cost of NLT to Virginia.

12. PLEASE PRINT NAME, ADDRESS, TEXT AND SIGNATURE TO INSURE CORRECT TRANSMISSION OF MESSAGE.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 77)

18 May 1945
22 MAY 1945

Employment of Civilians in Officer Rest Areas I
Offenses, Confinement and Courts-Martial II
Assignment of Dental Officers in Training and Staging Areas - Dental Surveys. III
Local Procurement Regulations - Policies, Procedures, Reports IV

I -- EMPLOYMENT OF CIVILIANS IN OFFICER REST AREAS

Section VI, Circular Number 40, this headquarters, 1945, is rescinded.

II-- OFFENSES, CONFINEMENT AND COURTS-MARTIAL

Circular Number 9, this headquarters, 1945, is amended as follows:

1. Paragraph 12c(5) is amended by the deletion of the last sentence thereof.

2. Paragraph 12c(7) is amended by deleting the word "CONFIDENTIAL" and substituting the word "RESTRICTED".

III- ASSIGNMENT OF DENTAL OFFICERS IN TRAINING AND STAGING AREAS - DENTAL SURVEYS

1. All dental officers together with enlisted chair assistants immediately upon arrival at a Staging or Training area will be placed on D/S with the Staging or Training Area Headquarters for duty in an Area dental clinic. Said detached service to continue until the official departure of the officer from the Staging or Training Area.

2. All units arriving at a Staging or Training Area will have available, in duplicate, a dental survey showing the exact dental classification of each individual as of that date. It is essential that these surveys be accurately accomplished and that any changes in classification subsequent to the date of survey be recorded thereon. These surveys will be made in accordance with a roster of the organization prepared as follows:

Name	Grade	Class I	Class ID	Class II	Class III	Class IV

IV-- LOCAL PROCUREMENT REGULATIONS - POLICIES, PROCEDURES, REPORTS

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1. The following directives of this headquarters and COMZONE, MTOUSA (SOS, NATOUSA) are rescinded:

a. Section VII, MTOUSA Circular Number 52, 1944, subject: "Regulation Concerning Purchases in Neutral Areas".

b. MTOUSA Circular Number 119, 1944, subject: "Local Procurement of Supplies".

c. Section II, COMZONE, MTOUSA Circular Number 78, 1944, subject: "Equipping Officers' Messes."

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Hq MTOUSA Circular #77 (Cont'd)

d. COMZONE, MTOUSA Circular Number 115, 1944, subject: "Procurement of Local Fresh Produce in Italy".

e. MTOUSA letter, file AG 334.8/057 - M, dated 27 April 1943, subject: "Local Purchasing and Procurement Procedure."

f. SOS, NATOUSA letter, file 400.12 (SSSIC), dated 5 April 1944, subject: "Local Procurement of Signal Corps Items".

g. SOS, NATOUSA letter, file 334. (SSGDS), dated 26 June 1944, subject: "Establishment of Local Resources Committees".

h. COMZONE, MTOUSA letter, file 334. (SSGDS), dated 2 July 1944, subject: "Base Purchasing Agents Reports".

i. COMZONE, MTOUSA Cable, reference LX-31425, dated 15 July 1944.

j. MTOUSA letter, file AG 319.1/032 QM-O, dated 3 January 1945, subject: "Periodic Reports (QM)".

2. Current instructions are contained in MTOUSA Supply Directive Number 49, 1945, subject: "Local Procurement Regulations - Policies, Procedures, Reports".

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA Sec

CIRCULAR)
: 15 May 1945
NUMBER 76)

United States Military Censorship Regulations I
Offenses, Confinement and Courts-Martial II
Countermortar Measures III
Importation and Sale of Commodities IV
Gratuitous Issues V

I -- UNITED STATES MILITARY CENSORSHIP REGULATIONS

Circular Number 70, this headquarters, 1945, is amended as follows:

1. Paragraph 2, Section I, is rescinded and the following substituted therefor:

"2. Unit censorship is discontinued, effective this date. It will be automatically reimposed on all individuals and units to be shipped direct from this theater to the Pacific-Far East area when such individuals and units are alerted for movement to a port of embarkation. Base censorship will continue in force."

2. Paragraph 1, Section II, is amended by adding the words:

"of the war against Japan and the military occupation of Germany and Austria".

3. Paragraph 5, Section II, is rescinded and the following substituted therefor:

"5. Locations, identities, and movements of all individuals and units may be stated in letters, except when individuals or units to be shipped direct from this theater to the Pacific-Far East area are alerted for movement to a port of embarkation."

II - OFFENSES, CONFINEMENT AND COURTS-MARTIAL

Paragraph 4, Section I, Circular Number 9, this headquarters, 1945, is rescinded and the following substituted therefor:

"4. Discontinuance of Allotments and Family Allowances (Class "F" Deduction) - At the expiration of 15 days absence request for discontinuance of allotments will be made in accordance with paragraph 22a (7) and 24b, AR 35-5520, 30 September 1944, with the exception of Family Allowances for enlisted men. In the case of Family Allowances, notification will be submitted to the Office of Dependency Benefits, immediately after the 15th day of absence (paragraphs 11d, e, 15f, and 36, AR 35-5540, 5 January 1944, as changed by Change 5, AR 35-5540, 7 April 1945)." 5933

III - COUNTERMORTAR MEASURES

Training Memorandum Number 8, Headquarters NTOUSA, dated 22 October 1944, subject: "Countermortar Measures", is hereby rescinded. Current instructions regarding countermortar measures are contained in War Department Training Circular Number 7, dated 21 February 1945, subject, "Countermortar Organization and Technique", now in the process of distribution. (6136)

IV - IMPORTATION AND SALE OF COMMODITIES

Section II, Circular Number 55, this headquarters, 1944, is rescinded and the following substituted therefor:

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Hq MTOUSA Circular #76 (cont'd)

1. The importation of commodities into the Mediterranean Theater of Operations by members of the United States Armed Forces and persons accompanying or serving with such forces, for the purpose of sale or resale to or barter with the residents of countries within the theater, and the sale, resale, or barter of such commodities to or with residents of countries within the theater, is forbidden.

2. The term "importation" as used herein includes, but is not limited to, bringing, carrying, mailing, or otherwise transporting in any manner, or causing to be brought, carried, mailed or otherwise transported in any manner.

V -- GRATUITOUS ISSUES

Section I, Circular Number 91, this headquarters, 1944, is rescinded and the following substituted therefor:

1. Gratuitous issues of items listed in paragraph 4d (2), AR 30-2210, as amended, will be made only during periods when it is impracticable to provide Army Exchange sales facilities for those items. This policy applies to combat and non-combat conditions.

2. Gratuitous issues and sales of the items referred to above will not be made in the same area. Gratuitous issues will be discontinued in an area as early as it is possible for exchange facilities to provide those items for sale. In areas where gratuitous issues are being made, sales of items not included in the gratuitous issue list may be made if items are available.

3. Items gratuitously issued will be requested with ration requisitions in daily telegrams. Requests will indicate strengths authorized to receive the issue and will call only for those components that may be required, taking into consideration supplies on hand. Each request will constitute a certificate that no sales facilities for those items are available in the area or that troops requisitioning these supplies have no access to sales facilities.

4. Tactical and base section commanders will be responsible for enforcement of these instructions within their respective commands.

5. The instructions above apply to issues to United States troops only.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 75)

14 May 1945

Personal Transfer Account I
Physical Profiling II

I -- PERSONAL TRANSFER ACCOUNT

1. The approach of redeployment makes it advisable to direct the attention of all concerned to the necessity for the utmost care in handling PTA transmission. When correct information is furnished, PTA funds are delivered to the payee correctly and promptly. Incorrect information leads to non-delivery, which can be cleared only through personal contact with the remitter.

2. In order to avoid difficulty in contacting remitters once the shift of personnel incident to redeployment begins, Personnel Officers, Disbursing Officers and individual remitters are directed to make a careful check of WD FD Forms 38 and/or SF 1044 for the following points:

a. Complete and correct name for each payee.

b. Complete and correct address, including street number or box number, name of street or route number, city and state. APO addresses are not acceptable.

c. When deposits to bank accounts or other business transactions are involved, remitter should be certain that payee is advised in advance of full particulars.

3. Where desired, Personnel Officers may permit personnel desiring to send PTA to prepare the necessary number of copies of WD FD Forms 38, but each copy should be typed or printed legibly. When they are prepared by clerks, each remitter should be requested to verify the information shown on the typed copy submitted to him and to indicate by initialing the Personnel Officer's copy that the correct name and address of payee are shown.

4. It is suggested that individuals do not advise payees of remittance until after they are actually sent, in order that information as to amount and method used (PTA, Postal Money Order or Bond) may be correct.

5. It is further suggested that all personnel who have sent money by PTA since 1 April 1945 without receiving acknowledgment from payee verify name and address of payee as shown on copy of receipt held. Where errors are noted, Personnel Officers should be notified immediately in order that corrections may be processed through regular PTA channels.

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Hq MTOUSA Circular #75 (cont'd)

6. The provisions of this circular will be brought to the attention of all personnel.

7. Such provisions of MTOUSA Circular Number 11, 1945, as are in conflict herewith, are rescinded.

II - PHYSICAL PROFILING

Circular Number 68, this headquarters, 1945, is amended as follows:

1. Paragraph 3b, Section II, is amended by the deletion of the words "all" and "discharged to duty".

2. Note A, Chart #1, is amended by the deletion of the words, "(This notation will be made only after the man has been classified 'C' by a General Hospital Board)".

3. a. In note A, Chart #1, "123321-D" is amended to read "123231-D".

b. In note B, Chart #1, "132321-X", is amended to read "123231-X".

c. In note C, Chart #1, "123321-R", is amended to read "123231-R".

d. In note D, Chart #1, "123321-XRD", is amended to read "123231-XRD".

4. Paragraphs 4 and 7, Inclosure #2, are amended to change the word PUHLES to read "PULHES".

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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CA Sec

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 74)

15 May 1945

18 MAY 1945

Appointments I
Identification Cards II
Field Military 201 Files III
Transfer of PBS Blank Forms Depot IV

I -- APPOINTMENTS

Section I, Circular Number 22, and Section II, Circular Number 51, both this headquarters, 1945, and Cable FX 73339 dated 10 May 1945, are rescinded effective 11 June 1945.

II - IDENTIFICATION CARDS

Section II, Circular Number 26 and Section I, Circular Number 53, this headquarters, 1945, are rescinded and the following substituted therefor:

1. References

a. WD Circular Number 343, 1943.

b. WD Circular Number 62, 1944.

c. WD Circular Number 470, 1944.

d. WD Circular Number 48, 1945.

e. WD Circular Number 68, 1945.

2. Responsibility

a. The responsibility for the procurement, storage, and issue to major commands of War Department identification cards within this theater is hereby delegated to the Commanding General, Peninsular Base Section.

b. The responsibility for processing and issuing of cards to personnel assigned or attached to their commands is hereby delegated to each major command.

3. Procedure

a. Requisition for estimated number of identification cards required will be submitted by major commands to Commanding General, PBS. These requisitions will cover requirements for a three (3) months period.

b. Cards processed by major commands will be completed to include pasting of photographs on the cards prior to submission to the appropriate Signal Officer for laminating. Major commands will submit cards for laminating as follows:

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

Hq MTOUSA Circular #74 (cont'd)

(1) Northern Italy - to Signal Photo Laboratory, PBS.

(2) Rome and Southern Italy - to CSO, MTOUSA, Attention: Photographic Officer.

c. As the major command will know whether the individual's unit is being redeployed, or if the individual is to be transferred, cards submitted for laminating will be accompanied by request for return direct to individual's unit or to the major command, whichever is appropriate.

d. Cards for individuals arriving and departing from this theater, transient personnel not assigned or attached to any theater unit, and eligible civilians will be processed and issued by Commanding General, PBS.

4. Loss of Individual Identification Cards

a. Reports of lost cards will be submitted by individuals or units direct to the major command to which the individual is assigned or attached.

b. Major commands will submit consolidated monthly reports of lost cards to this headquarters not later than the 15th day of the month subsequent to the month reported on. The report will include the name, grade, ASN, and organization of the individual, and the type and number of each card lost. Negative reports will not be made.

III - FIELD MILITARY 201 FILES

1. References

a. Circular Number 96, War Department, 28 March 1945.

b. Circular Number 64, this headquarters, 1945.

2. Field Military 201 Files will be forwarded with the service records and allied papers or officer's qualification cards when individuals are transferred, discharged, released from the service, and when entering AWOL or any casualty status, in accordance with Circular Number 96, WD, 1945.

3. Paragraph 3b, Section I, Circular Number 9; paragraph 10, Section I, Circular Number 16; paragraph 5, Section I, and paragraph 12, Section II, Circular Number 20; and paragraphs 2 and 4, Circular Number 21, this headquarters, 1945, are amended accordingly.

IV - TRANSFER OF PBS BLANK FORMS DEPOT

1. Effective 1 June 1945, the functions and responsibilities of the PBS Blank Forms Depot are transferred to the 2602nd AG Publications Depot.

2. Requisitions for blank forms will be submitted to the 2602nd AG Publications Depot, APO 790.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 73)

12 May 1945

21 MAY 1945

AWARDS AND DECORATIONS

Circular Number 69; Section I, Circular Number 90; Section III, Circular Number 92; Section II, Circular Number 96; Sections II and III, Circular Number 100; Section II, Circular Number 117; Section I, Circular Number 125; Section II, Circular Number 131; Section II, Circular Number 135; and Section I, Circular Number 136, 1944 series, are rescinded, and the following substituted therefor:

1. Authority to Award.

a. Under the provisions of paragraph 6, AR 600-45, 22 September 1943, as amended, the Theater Commander hereby delegates his authority to award United States military decorations as follows:

(1) Medal of Honor and Distinguished Service Medal - awarded by War Department only.

(2) Legion of Merit - awarded by War Department and Theater Commander only.

(3) Distinguished Servic Cross.

(a) For awards to United States military personnel: Commanding Generals 15th Army Group, Fifth Army, and Army Air Forces, MTO.

(b) For immediate combat awards to members of the French, Brazilian, Polish, Jugoslav, and Italian Armed Forces: Commanding Generals 15th Army Group, Fifth Army, and Army Air Forces, MTO.

(4) Silver Star

(a) For awards to United States military personnel: Commander of any force commanded by or the appropriate command of a Major General or higher.

(b) For immediate combat awards to members of the French, Brazilian, Polish, Jugoslav and Italian Armed Forces: Commanding Generals 15th Army Group, Fifth Army and Army Air Forces, MTO.

(5) Distinguished Flying Cross.

(a) For awards to United States military personnel: Commander of any force or command of the Army Air Forces,

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Hq MTOUSA Circular #73 (Cont'd)

MTO, commanded by or the appropriate command of a Major General or higher.

(b) For immediate combat awards to members of the French, Brazilian, Polish, Jugoslav and Italian Armed Forces: Commanding General, Army Air Forces, MTO.

(6) Soldier's Medal.

(a) For awards to United States Military personnel: Commanders of any force commanded by or the appropriate command of a Major General or higher.

(b) For immediate combat awards to members of the French, Brazilian, Polish, Jugoslav and Italian Armed Forces: Commanding Generals 15th Army Group, Fifth Army and Army Air Forces, MTO.

(7) Bronze Star Medal.

(a) For awards to United States military personnel: Commanders of any force commanded by or the appropriate command of a Major General or higher.

(b) For immediate combat awards to members of the French, Brazilian, Polish, Jugoslav and Italian Armed Forces: Commanding Generals 15th Army Group, Fifth Army and Army Air Forces, MTO.

(8) Air Medal.

(a) For awards to United States Military personnel: Commanders of any force or command of the Army Air Forces, MTO, commanded by or the appropriate command of a Major General or higher.

(b) For awards to United States Field Artillery Liaison Pilots and regularly assigned observers: Commanding Generals of 15th Army Group and Fifth Army.

(c) For immediate combat awards to members of the French, Brazilian, Polish, Jugoslav and Italian Armed Forces: Commanding General Army Air Forces, MTO.

(9) Purple Heart - For awards to United States Military Personnel: Commanders indicated in paragraph 8 b (6) and "c" AR 600-45 as amended by change (3), dated 25 April 1944: Commanding Generals Fifteenth Army Group, Army Air Force, MTO, Fifth Army, Replacement and Training Command, MTOUSA, Rome Area, MTOUSA, and Peninsular Base Section; Commander of any force or command, commanded by, or the appropriate command of, a Brigadier General or higher; commanders of combat teams, regiments, separate battalions and similar units, including Headquarters Command Allied Force; and United States Army Medical Officers on the staff of the Supreme Allied Commander, Mediterranean Theater, and the Theater Commander's Staff; United States Army Commanders of any

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hospital or medical installation, including regimental, battalion or similar organization dressing stations (see paragraph 8).

b. Awards to Civilians - Under the authority contained in Civilian Personnel Regulations 104, revised, 12 April 1944, the Theater Commander delegates his authority as follows:

(1) The Commanding Generals, Fifth Army and Army Air Forces, MTO, are authorized to award all civilian emblems described in CPR Number 104, revised 12 April 1944, except Emblem for Exceptional Civilian Service, to qualified civilian employees of the War Department who are citizens of the United States.

(2) The Commanding Generals, Fifth Army, Army Air Forces, MTO, and Replacement and Training Command, MTOUSA, are authorized to award the Emblem for Civilian Service (CPR 104, revised, paragraphs 1 - 3 a (2) and 1 - 4 (b)), to civilian employees of the War Department, not citizens of the United States, who have had not less than one year of continuous service and whose performance of duty has been outstanding.

(3) All recommendations for awards to non-citizen civilian employees other than those noted in (b) above, will be forwarded through channels for approval by the Theater Commander. (Attached form, appendix "D").

2. Distinguished Service Medal and Legion of Merit - The provision of AR 600-45 that: "The accomplishment of the duty for which the award is recommended should have been completed, or it should have progressed to an exceptional degree if the person rendering the service has been transferred to other duties prior to its full accomplishment" is interpreted in the following manner:

a. For personnel assigned to the headquarters of a major command, service will be considered complete only when the individual concerned is relieved and reassigned. (For the purpose of this rule "major commands" will include the following: Allied Force Headquarters, Headquarters MTOUSA, Fifth Army, 15th Army Group, Army Air Forces, MTO, Air Force Service Command, MTO, Twelfth Air Force, Fifteenth Air Force, Base Sections and Depots, The Replacement and Training Command, MTOUSA, Headquarters Command, Allied Forces, Allied Commission, and any other corresponding non-combat organizations).

(1) For commissioned personnel, reassignment must be outside of the major headquarters concerned, and transfer from one duty or staff section to another duty or staff section within the same headquarters will not be considered as marking "completion of duty".

(2) For enlisted personnel, transfer from one staff section to another staff section of the same headquarters may be considered as marking "completion of duty" in especially meritorious cases.

b. For personnel assigned to the headquarters of a corps, a division, or an Air Force combat wing, duty will be considered complete when the individual concerned is reassigned outside of the headquarters concerned, unless the service for which the award is recommended is directly related to combat

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Hq USTOUSA Circular #73 (Cont'd)

operations. Where the service is related to combat operations, arbitrary phase dates will not be designated. In such cases, the completion of duty or service may be based upon completion of a designated campaign, the attainment of specific objectives, or the end of an operational phase (such as the transition from an offensive to a defensive phase).

c. For personnel assigned to units smaller than a division or an Air Force wing, service not directly related to combat will be considered complete when the individual concerned is reassigned, or when it can be clearly shown that a specific mission or non-combat operational assignment has been completed and the service performed is of itself sufficient to justify the award. If the service is directly related to combat (as in the case of an infantry battalion commander, an Air Force group commander, or a platoon sergeant) completion of service may be based upon the attainment of specific objectives, a particular phase of an operation, (even though the major campaign or operation is not itself completed), or the completion of a specifically assigned task or mission.

3. Purple Heart - Awarded under the provisions of paragraph 16, AR 600-45, as amended. Borderline cases will be forwarded with all available information to a higher headquarters for final decision.

4. Air Medal.

a. Field Artillery liaison pilots and regularly assigned observers qualify for the award of the Air Medal only after completing the following prerequisites:

(1) Thirty-five (35) sorties; or

(2) Any single meritorious act while participating in aerial flight.

b. Definition of "sorties" - A sortie is deemed to have taken place when a flight has been ordered which involves:

(1) Adjustment of artillery fire on any enemy installation.

(2) Surveillance of artillery fire on any enemy installation.

(3) Registration of artillery fire in enemy territory.

(4) Front line reconnaissance of at least one hour duration.

(5) Any flight in which the airplane has been attacked by enemy aircraft.

(6) Credit for only one sortie will be given regardless of any combination of the above missions which may be accomplished on any one flight.

(7) Credit for sorties will be given only when every effort for the success of the mission has been made. Such credits will be specified and approved by the battalion, group, brigade, division, corps, or army artillery commander.

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WARCIB Circular #73 (Cont'd)

5. Awards to Units - In addition to the provisions of War Department Circular Number 333, 1943, the following procedure is prescribed:

a. A company, battalion (air force squadron or group), or similar unit which is cited by the commander of a division, or of a comparable organization, will be entitled to a battle streamer upon approval of the citation by the Theater Commander, an Army Commander, or The Commanding General, Army Air Forces, ETO. Such approved citations will be confirmed by the War Department and published in War Department General Orders. Upon approval of the citation by the Army Commander or Commanding General, Army Air Forces, ETO, a request will be submitted to this headquarters to have citation published in War Department General Orders to which there will be attached two (2) official copies of the citation.

b. Any unit larger than a battalion, or group, which is cited by the commanding officer of the next higher unit, will become entitled to a streamer only when the citation is approved by the War Department and published in War Department General Orders. Two (2) copies of the citations, together with supporting data, will be forwarded through channels to this headquarters for transmission to the War Department in exact compliance with paragraph 2 d (2), Section IV, War Department Circular Number 333, 22 December 1943.

c. When a unit has been awarded a Distinguished Unit battle streamer, members of the unit are entitled to wear the Distinguished Unit Badge. Individuals who were assigned or attached to the unit, and who were physically present for duty with the cited unit on the occasion for which citation was awarded, may wear the badge permanently. Those who later became members of the organization, are entitled to wear the badge only during the time they are assigned as members of the organization. Cobelligerent personnel or civilians on duty with American Units during the period for which such units are cited, may not receive and/or wear the Distinguished Unit Badge. (Canadian elements of United States Units of the First Special Service Force who are bona fide members of United States Units are authorized to wear the badge).

d. The unit cited will prepare and forward through channels a roster of all individuals who have not been informed of the award and who are no longer members of the unit, who are entitled to wear the badge as a permanent part of the uniform. Such rosters will be prepared so as to reach this headquarters in duplicate and will indicate the last known status and/or address of each individual concerned. When the last known address is within this theater, direct correspondence is authorized (see paragraph 10 c, below). Each successive headquarters through which such reports are forwarded will issue badges and make necessary personnel entries for individuals under its jurisdiction, indicating by indorsement the action taken in each case, and lining out on the roster the name of each individual when they have notified of his eligibility to wear the Distinguished Unit Badge.

6. Battle Participation Awards.

a. A list of battles and campaigns in this theater recognized by the War Department has been published in War Department General Orders 75 [illegible] 83, 1943 and 80, 1944.

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Hq ATOUSA Circular # 73 (Cont'd)

b. Units entitled to battle honors for any of the campaigns referred to in "a", above, have been listed in ATOUSA letters, dated 18 October, 10 November and 30 December 1944 and 23 February 1945, file AG 200.6/040 P-O, subject: "Battle Participation Awards". As units become eligible for battle honors by virtue of participation in the named campaigns, those letters will be so amended. Units omitted from any list published by this headquarters announcing battle honors, which are entitled to such honors under the provisions of paragraph 21 b, (3) (b), AR 260-10, 25 October 1944, may make application to this headquarters through channels.

c. Individuals who are eligible to wear the appropriate theater service ribbon, if qualified under the provisions stated below, may wear bronze service stars on the appropriate theater service ribbon to indicate battle participation. (See WD Circular 62, 1944 and WD Circular 195, 1944).

(1) Provided the individual served honorably, and was present for duty with, and as a member of or attached to a unit at some time during the period in which the unit participated in battle and was awarded credit therefor in any of the letters, this headquarters, referred to in paragraph 7 b, above; or

(2) In cases of individuals not members of or attached to units, provided the individual served honorably under competent orders in the combat zone at some time between the limiting dates of the battle or campaign as established by War Department General Orders and was:

(a) Awarded a combat decoration, or

(b) Furnished a certificate of a corps or higher commander that he actually participated in combat, or

(c) Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer or visitor serving on a temporary duty basis).

7. Recommendations.

a. Recommendations for all awards which must be acted upon by the Theater Commander, together with supporting papers, will be forwarded so as to reach this headquarters in duplicate.

b. Particular emphasis should be placed on the recommendation and the detailed facts contained therein, with the accompanying citation being a concise summary of the recommendation.

c. Each recommendation will list all previous awards made to the individual or unit, including designation of the headquarters and general order number announcing the award.

d. Grade and assignment at the time service was rendered, as well as the grade and assignment at the time recommendation is made, must be shown. If the recommendation is being resubmitted, that fact will be shown.

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c. Recommendations will be submitted in a manner similar to that shown in Appendix "B" and forwarded through proper command channels. Each commander will personally sign the recommendation, indicating his recommended approval or disapproval.

f. Recommendations are properly the concern of the initiating officer, each commander in the chain of command, and the awarding authority.

g. The intended recipient will not be informed of the existence of such a recommendation.

h. A recommendation which is administratively correct, and which is approved or disapproved for award, should be filed at the headquarters of the office authorized to take final action, and the recommending unit or agency notified by letter of the action taken.

i. Time limitations.

(1) Normally, a recommendation for an award will be processed to reach this headquarters not later than thirty (30) days from the date of its initiation. If, when any recommendation is being forwarded, it is apparent that it will not arrive at this headquarters in less than thirty (30) days from the date of its initiation, it will be accompanied by an explanation as to the reasons for the delay.

(2) All recommendations for awards will be initiated within three (3) months of the date of performance of the act or completion of the services on which the recommendations are based. Any recommendation initiated after the lapse of more than three (3) months from the date of performance of the act or completion of the services on which it is based will be accompanied by an explanation giving reasons for the delay.

j. Unless otherwise directed, at least fifty percent (50%) of all recommendations will be for enlisted men.

k. Recommendations for awards both combat and non-combat to British Ground Force personnel, and non-combat awards to all foreign personnel, all grades, will be forwarded to this headquarters. (Except for Canadians, no recommendations for the award of the Air Medal, or for any posthumous award will be initiated for British personnel).

6. Publications in orders.

a. Paragraph 4, Section I, AR 600-45, directs that awards of decorations made by authorized commanders be announced in general orders of their commands. Such announcement will include name, army serial number, grade, arm or service, organization, date(s), and the general geographic locality where the action occurred for which the award is made. The home address at the time of entry into the service or entry into the United States Military Academy will be shown. In cases of posthumous, missing in action, or prisoner of war awards, the full name, relationship, and address of the next of kin will be included in the general orders.

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Hq ETOUSA Circular # 73 (Cont'd)

b. The above instructions are also applicable to the general orders announcing the award of the Purple Heart. (For suggested form, see Appendix "C").

c. The commanding general of the command will establish pertinent policies concerning the type of information which should be omitted from the citation as published in general orders and furnished the individual. Copies of the general orders furnished this headquarters and the War Department will contain all of the information required in sub-paragraph a, above.

d. General orders will be classified RESTRICTED and in addition to the three (3) copies required by the War Department, one (1) copy of all general orders will be furnished this headquarters marked: Attention, Personnel Division, Adjutant General Section. The three (3) copies for the War Department will be forwarded promptly direct to The Adjutant General, Attention: Decorations and Awards Branch, Munitions Building, Washington 25, D.C. One (1) copy of the complete citation pertaining to the award of the Bronze Star Medal will be forwarded to The Adjutant General with each three (3) copies of the general orders announcing the awards. Complete citations will not be included in general orders announcing awards of the Bronze Star Medal

e. The individual may be furnished complete official citations which are edited to overcome security objections. These official copies will not be classified. It is not necessary to prepare letter orders. A copy of the citation to the individual will suffice.

f. Medal numbers will not be published.

9. Presentation.

a. As prompt recognition of services increases the value of awards, every effort will be made to expedite their presentation. (The Purple Heart will be presented immediately after eligibility has been determined).

b. No separate request to present a decoration awarded to any individual posthumously, missing in action, or prisoner of war will be sent to The Adjutant General or other headquarters, and under no circumstances will medals be forwarded. The War Department will make presentation to the next of kin upon receipt of general orders announcing such awards, forwarded in accordance with the provisions of paragraph 9 c, above.

c. Should an individual to whom an award has been made, depart prior to presentation, a report will be forwarded without delay direct to the organization, within this theater, to which the recipient was transferred. Included in this category are individuals transferred to replacement depots for transshipment to the United States, in which case the report will be forwarded direct to the depot concerned. In these cases where it is definitely known that the recipient has actually departed this theater, the report will be forwarded, through channels, to this headquarters setting forth the reason for the individual's departure to enable this headquarters or the War Department to dispose promptly and accurately of correspondence.

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Hq MTOUSA Circular #73 (Cont'd)

10. Awards to be Noted in Records.

a. Awards of decorations, dates, and places of presentation will be noted in the historical records of organizations and in the service records of enlisted men, and for all others on WD AGO Form No 66-1 and 66-2 (Officer's and Warrant Officer's Qualification Card), also where applicable in appropriate personnel files and efficiency records. This will include entries pertaining to eligibility of individuals to wear appropriate Service Medals, Bronze Service Stars, Bronze Star for the American Defense Service Medal, Expert and Combat Infantryman Badges, Distinguished Unit Badge, and all other badges. Unit commanders will cause a periodic check to be made of such records to see that necessary entries are made for personnel now present in their organization.

b. In cases where the individual's personnel records are not available, entry of the award of the Purple Heart will be made on his Emergency Medical Tag or Report Card (WD MD Form No 52) citing the authority for the award. The award will be announced in orders and in addition to the distribution required in paragraph 9, above, one (1) copy will be furnished the individual and the individual's unit commander.

11. Acceptance of Awards from Cobelligerent Nations.

a. In accordance with paragraph 33 b, Change 3, AR 600-45, dated 24 April 1944, offers by the governments of cobelligerent nations or the American republics of decorations, orders, medals, and emblems to United States Army personnel, except offers of immediate awards which may be concurred in by the senior field commander present, will be forwarded through channels to the Theater Commander for concurrence in their acceptance, containing the statement in paragraph c, below.

b. Officers and enlisted men engaged in transactions involving the allocation of Lend Lease materials or credits will not be permitted to accept decorations from the nations with which they are dealing. This includes those individuals who participate in negotiations for Lend Lease allocations, or who make recommendations to any of the agencies authorized to act on such recommendations, or who are members of boards, rearmament committees, or other agencies charged with Lend Lease negotiations, recommendations for, or the allocations of Lend Lease materials. This prohibition does not apply to the acceptance of "immediate" combat awards, or to persons who are merely engaging in shipping or transporting Lend Lease materials.

c. Requests for authority to accept cobelligerent awards will be forwarded through command channels and contain the following statement: "I have not participated in negotiations for Lend Lease allocations, nor made any recommendations to any agencies authorized to act on such recommendations. I am not a member of any board, rearmament committee, or other agency charged with Lend Lease negotiations, recommendations for, or the allocation of Lend Lease materials."

BY COMMAND OF GENERAL MCNARNEY:

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GEORGE D. PENCE
Major General, GSC
Chief of Staff

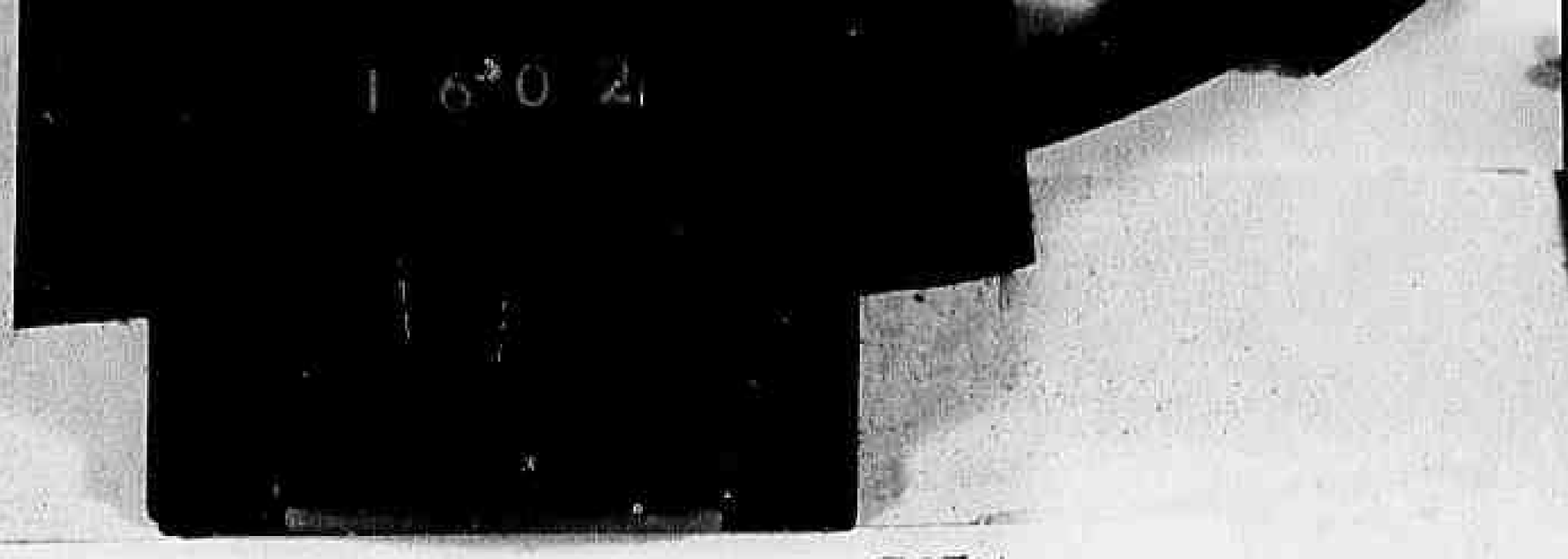
OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

4 Incls:
1 - Appendix "A"
2 - Appendix "B"
3 - Appendix "C"
4 - Appendix "D"

RESTRICTED

DISTRIBUTION
Z



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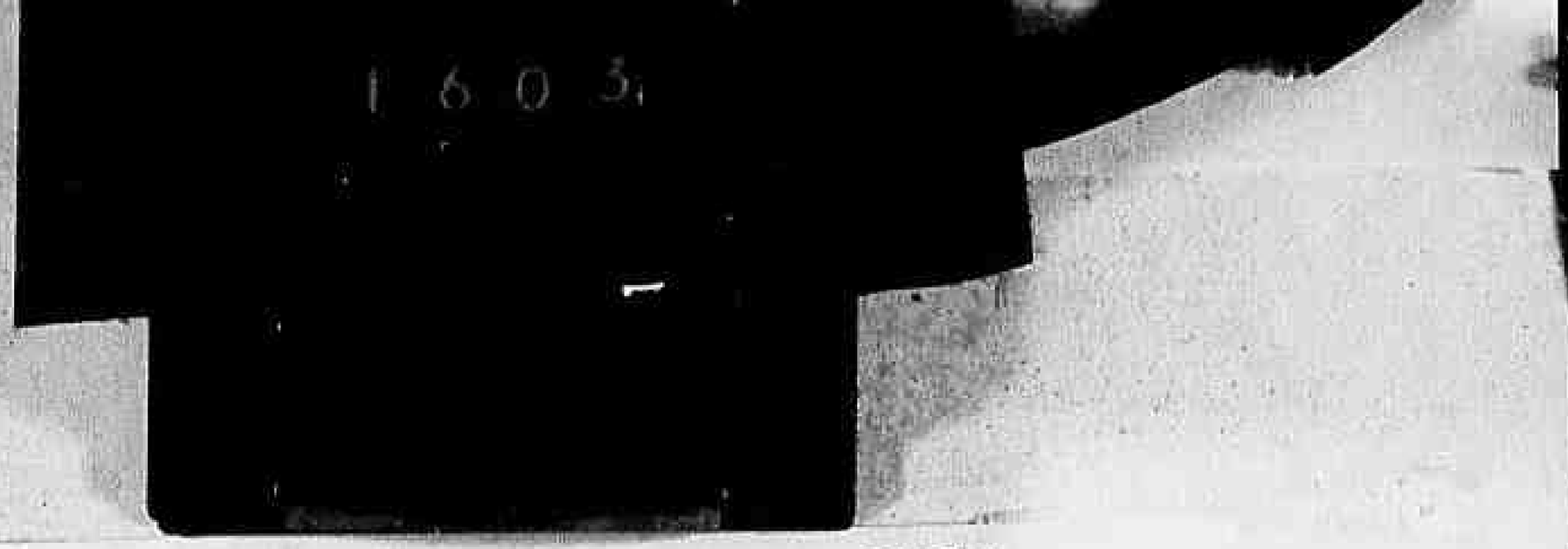
Appendix "A" to Hq MTOUSA Circular # 73

SUBJECT	WAR DEPARTMENT PUBLICATION
Air Force Badge	Cir 435, Sec I, 1944 Cir 53, Sec II, 1945
American Defense Service Medal	Cir 27, 1944 Cir 129, Sec I, 1944 (rescinds Par 6a, Cir 27, 1944)
Animals, Awards to	Cir 26, Sec III, 1944
Badge (See: Infantryman, Glider, Medical, Motor Vehicle, Air Force)	
Battle Participation	AR 260-10, dated 25 Oct 1944, as amended AR 600-85 Cir 62, 1944 Cir 195, 1944 (rescinds Par 7b & c (2), Cir 62, 1944) GO 75, 1943 GO 83, Sec III, 1943 GO 80, Sec VI, 1944 (amends GO 63, Sec III, 1943)
Bronze Star Medal	Bull 3, Sec II, 1944 AR 600-45, as amended.
Bronze Arrowhead	Cir 465, 1944 Cir 90, Sec II, 1945 (Rescinds Par 5d, Sec I, Cir 465, 1944)
Campaign Medals	Cir 62, 1944 Cir 195, 1944 (Rescinds Par b & c (2) Cir 62, 1944) Cir 90, Sec III, 1945 (Amends Par 7b (2), Sec I, Cir 195, 1944)
Citations, Unit (See: Unit, Meritorious Service Plaque)	Cir 333, Sec IV, 1943 Bull 22, Sec I, 1943 Cir 26, Sec III, 1944 Cir 5, Sec VIII, 1945 (Amends Par 2f, Sec IV, Cir 333, 1943) Cir 94, Sec IV, 1945 (Rescinds Par 2f, Sec IV, Cir 333, 1943)
Commendation	AR 600-55
Decorations, General Provisions	AR 600-45 (w/5 Changes) AR 600-85 AR 600-90 (w/1 Change) Cir 180, Sec V, 1942 Cir 6, Sec IV, 1943 Cir 46, Sec III, 1945 Cir 60, Sec II, 1945 (Amends Pars 4b & 5b, Sec III, Cir 46, 1945) Cir 101, Sec II, 1945



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Synopsis "A" to Hq ETOUSA Circular # 73 (Cont'd)

Flags, Colors, Standards and Guidons	AR 260-10, dated 25 Oct 1944, as amended Cir 226, 1944
Glider Badge	Cir 220, Sec IV, 1944
Good Conduct Medal	AR 600-68 (w/1 Change) Bull 6, Sec II, 1943 Cir 36, Sec II, 1944 Cir 103, 1944 (Amends Par 7, AR 600-68)
Infantryman's Badge, Expert and Combat	Cir 408, 1944 Cir 421, Sec III, 1944 Cir 92, 1945 Cir 93, Sec II, 1945 (Rescinds Par 1, Cir 408, and Sec III, Cir 450, both 1944)
Insignia	Cir 267, Sec III, 1944 Cir 320, Sec III, 1944 Cir 437, Sec III, 1944 Cir 431, Sec II, 1944
Lapel Button (Honorable Discharge)	Cir 79, Sec V, 1944 Cir 213, Sec II, 1944 (Rescinds Par 8 & 10, Sec V, Cir 79, 1944)
Lapel Button (Service)	Cir 62, 1945
Legion of Merit	Bull 40, 1942 AR 600-45, as amended.
Medal for Merit	Bull 40, 1942 Bull 9, Sec II & III, 1943 AR 600-45, as amended.
Medical Badge	Cir 66, Sec II, 1945
Motor Vehicle, Driver & Mechanic Awards	AR 600-81 Cir 441, 1944
Occupation of Germany Medal	Cir 478, Sec VI, 1944
Plaque (See Unit)	
Purple Heart	AR 600-45, as amended
Supply of Service Medals	AR 600-65 (w/1 Change) AR 600-90, dated 3 Feb 1945 (Rescinds Sec III, Cir 323, 1942) AR 600-85
Typhus Commission Medal	Cir 142, 1944 Cir 450, Sec VI, 1944 (Amends Par 7, Sec V, Cir 142, 1944).
Uniform, Prescribed wearing of	AR 600-35, dated 31 Mar 1944 (w/2 Changes) AR 600-40, dated 31 Mar 1944 (w/2 Changes) Cir 365, Sec I, 1944 Cir 391, Sec VII, 1944

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Appendix "A" to Hq MTOUSA Circular #73 (Cont'd)

Unit, Meritorious Service Plaque	Cir 345, Sec I, 1944 Cir 421, Sec II, 1944 (Rescinds Par 2c, Sec I, Cir 345, 1944)
MAC, Service Medal	Bull 17, Sec II, 1943
Good Conduct Medal	Cir 36, Sec II, 1944
Citations	AR 260-10, dated 25 Oct 1944, as amended
Wound and War Service Chevrons	Cir 6, Sec IV, 1943 Cir 62, 1944 Cir 268, 1944 Cir 298, Sec II, 1944 (Rescinds Par 4b, Cir 268, 1944) Cir 41, Sec II, 1945 (Rescinds Sec II, Cir 298, 1944) Cir 116, Sec VII, 1945 (Amends Cir 268, WD, 1944)

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Appendix "B" to
Hq [illegible]USA Cir #73

MODEL FORM

201_____ Date_____

SUBJECT: Recommendation for Award.

TO:

1. Under the provisions of_____ it is recommended that NAME
ASN GRADE ARM OR SERVICE ORGANIZATION
(Including staff section if on duty with a headquarters), be awarded the_____
_____(appropriate award - see reverse side)_____, for_____
_____(appropriate remark - see reverse side)_____

2. Complete description of action: In case of service awards such as Legion of Merit, a complete description of service rendered in detail should be listed. In recommendation for other awards, a detailed and factual description of the incident is of utmost importance. Do not use general statements. The most common error in recommendations is that they do not contain enough detail.

3. In recommendationsfor combat decorations, specific information should be included as nearly as is ransonably possible, regarding each of the following (using operations, maps, narrative statement, or any other convenient form):

a. Character of the terrain, of hostile observations, and of enemy fire.
b. Visibility, time of day, and atmospheric conditions.
c. Location of enemy.
d. Morale, that of our forces and that of the enemy.
e. Casualties sustained.
f. Effect or results of deed in question, etc.

(Not applicable to Legion of Merit)

4. Statement as to personal knowledge of the initiating officer. If he has no personal knowledge of the incident or service rendered, two affidavits from eye witnesses or persons having knowledge must be inclosed.

5. Each basic recommendation for the award of a decoration will show the exact status of the person who is being recommended at the time of rendition by him of the service upon which the recommendation is based. Grade and assignment at the time of this incident or at the time service was rendered as well as the grade and assignment at the time recommendation is made.

6. Statement that entire subsequent service of individual since performance of act cited has been honorable. In case of Distinguished Service Medal or Legion of Merit recommendation, statement that the individual has completed his service in the position, or that it was substantially complete at time he was transferred to other duty should be added.

7. List of previous awards to include general order number and headquarters of issue.

8. Proposed Citation, which will include: a. Name, ASN, Arm or Service, Grade, Organization, period of time (inclusive dates) of service rendered, and the general or specific locality or campaign.

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Appendix "D" to
Hq HTOUSA Cir #73 (Cont'd)

b. A condensation of the letter of recommendation including all pertinent facts upon which award is based. When an award is made, only the citation is published in orders; therefore, a resume of the act or service rendered must be in sufficient detail to justify the award.

c. The last sentence will include the individual's home town and state at time of enlistment, induction, entry into West Point, or present home address. (In cases of Posthumous, Missing in Action, or Prisoner of War awards, include name and relationship of nearest relative, house number, street or rural route, city and state.)

(Forward through proper command channels. Each commander will personally sign the recommendation, indicating his recommended approval or disapproval)

NAME

GRADE & ORGANIZATION

COMMANDING OR OFFICIAL DESIGNATION

* * * * * * * * * * *

MEDAL OF HONOR: Conspicious gallantry and intrepidity at risk of life, above and beyond call of duty, in action involving actual conflict.

DISTINGUISHED SERVICE CROSS: Extraordinary heroism in action.

DISTINGUISHED SERVICE MEDAL: Exceptionally meritorious service in duty of great responsibility.

LEGION OF MERIT (in four degrees): For exceptionally meritorious conduct in the performance of outstanding services.
1. Chief Commander
2. Commander
3. Officer
4. Legionnaire

LEGION OF MERIT (without degree): For exceptionally meritorious conduct in the performance of outstanding services.

SILVER STAR: Gallantry in action.

DISTINGUISHED FLYING CROSS: Heroism or extraordinary achievement while participating in aerial flights.

SOLDIER'S MEDAL: Heroism not involving actual conflict.

BRONZE STAR: Heroic or meritorious achievement or service in action not involving participation in aerial flight.

PURPLE HEART: Wounded in action, or as a direct result of enemy action.

AIR MEDAL: Meritorious achievement while participating in aerial flights.

MEDAL FOR MERIT (civilian award): Exceptionally meritorious conduct in the performance of outstanding services or an exceptionally meritorious act in furtherance of the war effort.

GOOD CONDUCT MEDAL: Demonstrated fidelity by faithful and exact performance of duty, efficiency, and behavior deserving emulation completing one year's service as an EM of AUS, after 7 December 1941, or three years after 27 August 1940.

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Appendix "C" to
Hq MCUS. Cir # 73

HEADQUARTERS
NINTH ARMORED DIVISION
APO 259

GENERAL ORDERS)
)
NUMBER 00)

00 March 1944

AWARD OF PURPLE HEART

Under the provisions of Army Regulations 600-45, as amended, the Purple Heart is awarded to the following for wounds received in action against the enemy:

GEORGE W. BROWN (00000000), Pvt, Inf, Company "A", 17th Infantry, Sicily, 15 August 1943. Entered service from Nasry, New Jersey.

WILLIAM S. GREEN (00000000), Pvt, FA, Battery, "B", 13th Armored Regiment, Tunisia, 13 May 1943. Entered service from Atlanta, Georgia.

JOHN L. SMITH, (00000000), Pfc, FA, Battery "A", 99th Field Artillery Battalion, Corsica, 14 November 1943. Entered service from New York, New York.

JERRIE W. BROWN (00000000), Pfc, FA, Company "C", 307th Tank Destroyer Battalion, Italy, 15 December 1943. Entered service from Syracuse, New York.

JOHN J. DOE (00000000, Capt, FA, Service Battery, 21st Armored Field Artillery Battalion, Italy, 14 December 1943. Entered service from Norfolk, Va.

By command of Major General BUTLER:

HARRY B. BLACK,
Colonel, GSC,
Chief of Staff.

OFFICIAL:

W. L. WALLACE,
Lt Colonel, AGD
Adjutant General.

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RESTRICTED

Appendix "D" to
Hq ETOUSA Cir # 73

201-F_____

_____
(Name of submitting

_____
organization)

_____
(Date)

SUBJECT: Recommendation for Civilian Award.

TO: _____

THROUGH: _____

1. Under the provisions of Civilian Personnel Regulations 104, 12 April 1944, it is recommended that (full name), a civilian whose legal residence is (address), now currently employed by (command), in the position of (job title or descriptive term indicating nature of duties) be awarded the Emblem for_____.

2. In support of the proposed award following additional personnel data for this individual is submitted:

a. Country of birth_____.
b. Country of citizenship_____.
c. Current efficiency report rating is_____, or current rating on performance of assigned duty is_____.
d. Date services commenced_____.
**e. Services performed by_____which are considered by the undersigned to merit the award indicated in paragraph 1, above, are outlined below:

_____

_____

_____

_____

_____

3. It is certified by the undersigned that the above information is a true extract of official records, and to the best of my knowledge and belief, this individual's services have been honorable and that his loyalty to the Government of the United States and the Army of the United States is above question.

_____(signature)

_____

_____

**(Complete only for Emblem for Exceptional Civilian Service or Emblem for Meritorious Civilian Service)

NOTE: To be approved or disapproved by each commander in the chain of command prior to forwarding.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 72)

9 Mar 1945

11 MAG. 1945

CURRENCY CONTROL IN BALKAN COUNTRIES (EXCEPT GREECE)

Circular Number 143, this headquarters, 1944, is rescinded and the following substituted therefor:

I--- GENERAL

1. Pending the establishment of firm financial relations in the Balkan countries, the provisions of this directive are designed to protect the interests of United States military and civilian personnel of this theater who may be ordered by competent authority, in writing, to temporary or permanent duty therein.

2. All concerned are cautioned that the instructions herein must be rigidly adhered to as there will be NO recourse for personnel who bear a loss by reason of non-compliance with instructions contained herein.

II---CURRENCY TO BE USED

Local currency of the Balkan countries (except Greece) will not be provided from United States Army sources. Personnel will be provided with United States Yellow Seal Currency under the conditions set forth below.

III--RUMANIA, BULGARIA AND HUNGARY

1. US Military and civilian personnel who are required by competent authority in writing to proceed to Rumania, Bulgaria or Hungary for temporary or permanent duty will be allowed to exchange local currency in their possession for United States Yellow Seal Currency prior to departure. The amount of United States Yellow Seal Currency is limited to the amount of allowances that may be authorized, ie., an officer who is to proceed to Rumania for temporary duty for 10 days and authorized $7.00 per diem would be authorized to exchange his local currency prior to departure for $70.00 United States Yellow Seal currency. In addition to the amount of United States Yellow Seal currency authorized to be exchanged to cover allowances to be paid, exchange of personal funds not to exceed $50.00 is authorized. When making purchases or payment for personal services personnel will exchange only the amount of United States Yellow Seal Currency necessary to complete the immediate transaction. Nothing in this paragraph is to be construed as authorizing payment of any allowances, it is only designed to regulate amounts of currency that may be carried to these countries. 5424

2. CURRENCY OF RUMANIA, BULGARIA, AND HUNGARY, OBTAINED IN EXCHANGE FOR UNITED STATES YELLOW SEAL CURRENCY, EITHER DIRECTLY OR BY CHANGE WHEN MAKING PURCHASES OR PAYMENTS FOR PERSONAL SERVICES, WILL NOT BE REDEEMED BY UNITED STATES FINANCE OFFICERS FOR any REASON. 5645

3. The use of other than United States Yellow Seal Currency or local currency

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of Rumania, Bulgaria or Hungary received in exchange for United States yellow seal currency is absolutely forbidden.

4. ALBANIA AND JUGOSLAVIA - Personnel proceeding to Albania or Jugoslavia (except the Dalmatian coast area of Jugoslavia) on temporary duty will be furnished United States yellow seal currency as prescribed for other Balkan countries in 1 above. Personnel permanently assigned in Albania will be paid in Albanian Francs thru British paymasters. Albanian Francs must not be carried from Albania since they will not be redeemed. In the event permanently assigned personnel, who have been paid in Albanian Francs, are ordered elsewhere, they may effect exchange of this currency for United States Yellow Seal currency to the nearest dollar, by contacting the local representative of the United States State Department, prior to their departure from that Country. Except in the Dalmatian coast area, personnel on duty in Jugoslavia will be paid in United States Yellow Seal currency as prescribed in Section VII. United States Yellow Seal Currency will be used as needed to avoid accumulating sums of local currency which will not be redeemed. In the Dalmatian coast area personnel will be paid in Metropolitan Lire in the same manner as in Italy.

IV-- RECONVERSION

Personnel returning from any of the Balkan countries will reconvert United States Yellow Seal currency for currency of the country in Mediterranean Theater of Operations to which they are returning. Reconversion will be made for not more than the amount originally exchanged as shown on certificate of exchange, plus any amount received as pay while on duty in Balkan countries. Personnel who are paid in United States Yellow Seal currency will be furnished a certificate showing amounts paid. Certificates must be presented and surrendered to Finance Officer on making reconversion.

V--- CERTIFICATE OF EXCHANGE

The following certificate will be executed in duplicate by each person making exchanges under provisions of this circular and one copy will be furnished each person making an exchange.

Certificate No._____

Date_____

I hereby certify that the sum of (amount and unit) in _____, which I request the Finance Officer,_____ to exchange for the equivalent in United States Yellow Seal currency, represents money belonging to me and/or personnel under my command; that same was obtained in a country in which it is legal tender, and at the rate of exchange established by United States authority: *that same was legitimately brought into the Mediterranean Theater of Operations, United States Army: *that same was obtained from legitimate sources in the Mediterranean Theater of Operations, viz: (name of country)_____.

I further certify that I am fully aware of the fact that currency of (Jugoslavia, Albania, Rumania, Hungary and Bulgaria*) that I recieve in exchange for United States Yellow Seal Currency will not be redeemed and that I have been instructed to convert United States Yellow Seal Currency only as needed; that I am

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Hq MTOUSA Circular #72 (Cont'd)

fully informed that it is forbidden to use currency other than United States Yellow Seal Currency or local currency of the countries cited herein.

(Name, grade, serial no.)

COMMANDING
(Unit)

*Strike out inapplicable words

NOTE: Certificates covering exchange for personnel visiting Balkans will be plainly marked by finance officer to show country to be visited.

VI-- CURRENCIES OF THE BALKAN COUNTRIES

The currencies herewith listed are the normal official circulating currencies of countries after which they are shown. It must be borne in mind that currencies, additional to those shown may be in use and acceptable to the local residents, for example: in Jugoslavia the partisans issue promissory notes which are acceptable to the people. United States Personnel are cautioned to use only the normal official currency and in accordance with the instructions contained in this circular. The following listed currencies are in circulation and are graduated decimally, ie; 10, 100, 1000.

Rumania	Lei
Bulgaria	Leva
Hungary	Pongo
Albania	Lek, Franc (equal 5 LAK)
	Napoleon (equal 20 francs)
Jugoslavia	Kuna and Dinar

VII--PAYMENT OF TROOPS

1. All payments to United States military and civilian personnel stationed in Balkan countries will be made in United States Yellow Seal Currency.

2. In those countries where payment is to be made in United States Yellow Seal Currency pay will be computed normally, but actual cash payments will be made for only the amount of whole dollars due.

a. On officer's pay vouchers the difference between the total amount due and the amount in dollars to be paid will be entered on a separate line under item 14 with the following remark: "Amount of odd change withheld due to non-availability of coin, to be adjusted on a subsequent voucher."

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b. On enlisted men's payrolls the difference as explained above will be entered in the column immediately preceding the Allowance for Subsistance Column. The column will be headed to show that explanation of deductions is in the back of the roll, and the explanation will be the same as that shown on officer's pay vouchers. In the brief of the roll the deduction will be treated as an amount dropped and shown as information only.

c. The amount withheld on officer's pay vouchers will be recorded on a W.D. AGO Form 14-5 (Pay Card Commissioned Officers) of officer concerned. When the officer completes his tour of duty in a Balkan country the Finance Officer will prepare a certificate in triplicate showing the amounts withheld, the voucher number, months, and the name, grade and symbol number of the Finance Officer concerned. The

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Hq MTOUSA Circular # 72 (Cont'd)

original and one copy of this certificate will be used to support the voucher on which back pay is claimed and the triplicate will be retained by the officer.

d. The amount withheld from the pay of enlisted men, and the voucher number, month, name, grade, and symbol number of Finance Officer will be entered in the Service Record under "Remarks Financial". The amount will be entered on the first payroll after the enlisted man leaves the Balkan country as follows:

Due $_____amount of pay withheld*_____
due to non availability of coin while on duty in**_____
_____.

*Show voucher number, month, name, grade, and symbol number of Finance Officer.

**Show country in which on duty.

VIII-MISCELLANEOUS

1. The instructions contained herein are supplemental to Currency Control regulations contained in MTOUSA Circular Number 71, 1945. Where the instructions of this directive are in conflict with Circular Number 71, 1945, insofar as Balkan countries are concerned, this directive will be followed.

2. Procurement of supplies, materials, facilities, and services, by United States forces will insofar as possible be by the use of funds or facilities made available for that purpose by the governments concerned, and adequate records will be kept for future reference and accounting. Procurement of such items which cannot be obtained except by payment from United States Army funds will be governed by the provisions of this circular. Purchasing and contracting officers should be appointed Agent Finance Officers in areas where there is no Finance Officer, and should exchange only enough United States Yellow Seal currency to complete immediate transaction. In every instance where it will be necessary to appoint a Purchasing and Contracting Officer, he will be instructed to secure specific instructions from the Finance Officer of the major command to which his organization belongs.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA SEC

CIRCULAR)
: 11 MAY 1945
NUMBER 71)

CURRENCY CONTROL

The following circulars this headquarters, 1944, are rescinded and the instructions below substituted therefor:

Section	Circular	Section	Circular
All	47	II	126
IV	80	III	126
All	111	IV	126
II	124	II	149

1. General

a. Attention is invited to the provisions of War Department Circular Number 364, 1944. In conformity with paragraph 2g, Section I, thereof, this directive is promulgated to provide supplementary controls to cover activities peculiar to the Mediterranean Theater of Operations.

b. Technical instructions pertaining to disbursing officers hitherto contained in the above rescinded circulars will be furnished disbursing officers through the usual technical channels.

2. Enforcement - Enforcement of the provisions of this circular is a function of command. Commanding officers of all echelons will invoke strict measures to assure that all persons under their jurisdiction are made cognizant of the contents of this circular with particular regard to new arrivals. Rigid enforcement will be a continuing procedure and violation of any provisions of this circular will be the basis for disciplinary action.

3. To Whom Applicable - The provisions of the circular are applicable to military personnel; United States Merchant Seamen; civilians who are employees of US Government Departments or Agencies, non-Government Agencies, Contractors working for the United States, individuals accredited to the United States; provided that such civilians are citizens of the United States, are normally resident therein, and whose rates of pay are fixed in United States currency.

4. Authorized Currencies and Rates of Exchange 592

a. Currencies and rates of exchange listed below are designated for use in the countries indicated:

(1) Italy, Sicily and Sardinia - Allied Military Lire and Metropolitan Lire; rate of exchange, 100 Lire equals $1.00.

(2) Corsica - Banque de France notes of denominations not higher than fifty (50) francs, one hundred (11) franc notes marked "Republique Francaise

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Hq MTOUSA Circular # 71 (Cont'd)

Tresor Central", and Banque de l' Algerie overprinted "Tresor"; rate of exchange, 50 Francs equals $1.00.

(3) Greece - Drachma; rate of exchange, 150 Drachma equals $1.00.

b. Possession and use of any currency other than as designated above or the exchange thereof, except as provided in this circular, is strictly prohibited.

5. Special Instructions Applicable to Balkan Countries (Except Greece) - Special Instructions applicable to Balkan countries are contained in MTOUSA Circular Number 72, 1945.

6. Exchange of Currencies

a. By Whom Made - United States Army disbursing officers and their agents are the only persons authorized to make exchanges of currencies in this theater. Sales officers, Army Post Offices, Army Exchanges, American National Red Cross installations, and other agencies will not accept any currency other than that prescribed in paragraph 4, of this circular, for the country in which the installation or agency is located.

b. Personnel Required to Exchange - Exchanges of currencies are to be made only for the personnel named in paragraph 3 and for US Naval personnel when Naval facilities are not available. Immediately upon entering this theater, regardless of whether their stay will be permanent or temporary, personnel are required to exchange, with the nearest United States Army disbursing officer, all funds in their possession in excess of $1.00. Conversely, all persons departing this theater on leave, temporary duty, permanent change of station, or for any other reason, or going to another location within the theater where a different type of currency is used, will, before departure exchange with the disbursing officer at port of embarkation (or port of aerial embarkation) the local currency in their possession for the proper type of currency. Except as may be otherwise authorized, unit commanders or commissioned officers acting for unit commanders will make bulk exchange for personnel of their units. Individual exchanges will be made for the United States civilians described in paragraph 3, and for officers and enlisted men of the United States Armed Forces traveling under competent orders apart from their units.

c. Exchanges for Merchant Seamen and US Army Transport Personnel - Merchant seamen and United States Army Transport personnel entering this theater will not be allowed outside the dock area until they have exchanged for local currency all currencies in their possession in excess of $1.00 and have a certificate to that effect signed by the disbursing officer. When leaving the theater, these persons will exchange their local currency, not in excess of that amount shown on the certificate, for United States currency. Merchant seamen and Army transport personnel who are paid in local currency will upon leaving the theater exchange the additional amount representing their pay. Certificate as to the amount paid each individual will support each transaction. Certificates presented by merchant seamen must bear the signature of War Shipping Agent, and certificates furnished by United States Army Transport personnel must bear the signature of the Ship Transportation Agent.

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Hq MTOUSA Circular # 71(Cont'd)

d. Patients Evacuated to United States from Overseas Hospitals - When personnel are evacuated to the United States from hospitals within this theater, it is the responsibility of the commanding officer of the hospital to insure that funds of patients are exchanged, prior to evacuation, for United States Treasury checks, postal money orders, or United States currency.

e. Timely Exchanges and Control of Personnel - It is the responsibility of commanders to insure:

(1) That facilities are made available for exchanges of currencies and that timely exchanges are made by all concerned.

(2) That after exchange has been made for persons about to depart for the United States, or other overseas areas, such persons under no circumstances be permitted to circulate, or otherwise dispose of, the exchanged currency prior to departure.

f. Certificates - Except where different procedure is specifically authorized, each officer or enlisted man presenting currency for exchange will certify as to legitimacy of source of funds by signing the disbursing officer's exchange register. In cases involving bulk exchange of funds for unit personnel, the register will be signed by the officer presenting the funds for exchange. Where applicable, the disbursing officer's certificate covering the exchange will be furnished personnel departing the Theater or traveling to another area within the Theater.

7. Transmittal of Funds to the United States

a. Personnel described in paragraph 3, with the exception of Merchant Seamen (and the further exception indicated in b below) are authorized to transmit funds to the United States through the following means:

a. United States Treasury check issued by US Army disbursing officers.

b. United States Postal money orders (Postal Regulations authorize the purchase of money orders only by US military personnel, civilian nationals of the United States attached to the US Army and other civilian nationals of the United States who have been specificially authorized to use the facilities of the US Army Postal Service).

c. Personal Transfer Account System (MTOUSA Circular Number 11, 1945).

8. Authorized Method for Transmittal of Funds to US Army Personnel in Another Theater - Usage of United States postal money orders is the only method by which funds may be transmitted from personnel in this theater to members of the United States armed forces located in other areas or theaters outside the United States. Postal money orders will not be cashed at other than US Army Post Offices, or US Army disbursing offices. 5921

9. Limitations on Amount Acceptable for Exchange or Transmission - Funds accepted from authorized personnel for transmission or exchange will be limited in amount to that which is consistent with the pay and allowances of the individual concerned. Exception may be made in instances where larger sums are presented for transmission if it can be shown that the funds were derived from US military sources

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Hq MTOUSA Circular #71 (Cont'd)

and that the individual came into possession of such funds legitimately. Any funds acquired by United States personnel from foreign civilian sources resulting from business ventures, regardless of legitimacy of source, or received in the form of gifts, dowries, etc. will not be accepted for exchange or transmission.

10. Restricted Usage of Personal Checks - Personnel subject to this circular may draw checks against a bank account within the United States provided such checks are drawn in favor of payees within the United States and forwarded to the United States through Army Post Office or other official channels.

11. Cashing of Negotiable Instruments - US Army disbursing officers are authorized to cash the following negotiable instruments for personnel described in paragraph 3:

a. US Postal money orders when presented within sixty (60) days of date of issuance (time limitation is not applicable in Albania, Bulgaria, Hungary, Rumania, or Jugoslavia).

b. American Express Company money orders.

c. Travelers checks of American Express Company, Bank of America National Trust and Savings Association, Mellon National Bank of Pittsburgh, and National City Bank of New York.

d. Company, regimental or similar unit fund checks drawn in dollars on banking institutions in the United States, or drawn by US Army disbursing officers on local depositories.

e. Drafts drawn on the Secretary of State when signed by US Consular or diplomatic officers.

12. Countersigning of Travelers Checks - American Express Company money orders and the travelers' checks listed above will be cashed only when countersigned in the presence of a finance officer or his agent and will be made payable to the Treasurer of the United States.

13. Unauthorized Transactions - The following transactions are prohibited:

a. Indirect exchange of currencies through acquisition and disposal of gold coin, bullion, or rare objects of value for profit.

b. Exchange of currencies or transmittal of funds by or on behalf of persons other than authorized herein.

c. Making or indorsing any check, draft, or other negotiable instrument drawn on any financial institution in the United States or United Kingdom except as authorized in this circular, or as may be otherwise specifically authorized.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA SEC

10 MAG. 1945

CIRCULAR)
:
NUMBER 70)

7 May 1945

UNITED STATES MILITARY CENSORSHIP REGULATIONS

Section II, Circular Number 38 and Circular Number 46, both this headquarters, 1945, are rescinded and the following substituted therefor:

I--- GENERAL PROVISIONS

1. These regulations apply to all personal and unofficial communications originating with personnel under US military control in this theater. They are based upon WD FM 30-28, dated 15 September 1944.

2. Unit censorship is discontinued, effective this date. It can be reinstituted within an army group at the discretion of the army group commander. Base censorship will continue in force.

II-- INSTRUCTIONS TO PERSONNEL

1. All personnel are authorized and encouraged to communicate with relatives and friends with maximum freedom of subject matter consistent with military security requirements.

2. Visits to places of interest, including pictures and mention of persons, may be described in personal letters.

3. Accounts may be included of personal participation and experiences in battles and campaigns.

4. Current topics of general public interest may be discussed, but disparaging criticism of Allied governments and their military efforts will be avoided.

5. Locations of individuals and units in Italy, Sicily, Sardinia, and Corsica only, may be stated in letters unless the individuals or units have been alerted for movement to another Theater of Operations.

6. Information of value to the enemy, such as military instructions, plans, operations, movements, composition of units, order of battle, individual casualties prior to release by War Department, classified military equipment, sabotage methods and escape and evasion experiences will not be discussed in personal communications

7. Letters and postcards, including those written in foreign languages by approval of unit commanders, will be posted only in US Army Postal channels. Those to be carried out of the theater for ultimate posting elsewhere will be submitted to the Base Censor for examination and stamping. Personnel will not post in FPO channels, nor carry, any communication in behalf of civilian inhabitants or enemy prisoners of war in this theater, or otherwise act as intermediaries therefor.

8. Personnel may correspond with friends and relatives located on the mainland of Italy, but not with prisoners of war held by the US or her Allies.

9. Military return addresses will be used on all mails except those addressed to enemy or enemy-occupied countries. Mail to Allied prisoners in enemy hands will be sent through a friend or relative in the United States who will forward it using a domestic return address.

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Hq MTOUSA Circular # 70 (Cont'd)

10. Inclosures in letters are permitted except: Official and classified documents or any material violating AR 380-5; captured enemy documents, or documents found in former enemy-occupied places; official documents of civil authorities in Allied or enemy territory; private diaries.

11. Material prepared for publication will be approved by unit commanders and forwarded in duplicate through Press and Radio Censorship Branch, AFHQ.

12. Privately owned cameras are authorized for all personnel. Amateur photographs may be transmitted, provided they contain no information prohibited by paragraphs 5 or 6 above. Official photographs intended as souvenirs may be carried or mailed out of the theater provided they are declassified by appropriate authority as specified in paragraph 15, AR 380-5, dated 15 March 1944, all identification data on margins is removed, and they are submitted to the Base Censor.

13. Black and white exposed film (still pictures) will be received by the Army Exchange Service from military personnel for processing at civilian laboratories approved by US Base Section Headquarters. After processing, film will be censored by the Base Censor and returned to personnel or mailed to an addressee designated by the owner. Where such service is not available, or its use entails undue delay, as in case of distant units, personnel may have film processed by commercial photo finishers investigated and authorized by US Base Section or British District or Sub-District Headquarters. In areas where no approved commercial photo finisher exists, unit intelligence officers may be requested to investigate and recommend one.

14. Color film and motion picture film in which cost of processing is included in the original cost of the film will be prepared for mailing in an outer wrapper addressed to the Base Censor. Color film and motion picture film in which cost of processing is not included in the original cost of film will be handled in the same manner except that a US postal money order, payable to film manufacturer, sufficient to cover cost of processing and mailing to addressee, will be included with the film as processed film of the above classes will not be returned to addressee in this theater by the processing agency. All film forwarded to the Base Censor for dispatch will have attached thereto, name and address of sender, as well as name and address of person in the US to whom the processed film will be sent.

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

10 MAY 1945

CIRCULAR)
:
NUMBER 69)

6 May 1945

I
Dental Service for Redeployed Units II
Marriages. III
Reimbursement for Subsistence Expenses Incurred in Connection with Travel and Temporary Duty . . . . .

I--- DENTAL SERVICE FOR REDEPLOYED UNITS

1. When an organization has been nominated for redeployment from this theater, the major command concerned will immediately accomplish a careful dental survey of all personnel involved. Immediate steps will be taken to correct all Class I dental conditions detected and also Class II defects to the fullest extent possible. Additional dental personnel in sufficient numbers from other units will be placed on temporary duty with the organizations to be deployed to accomplish this mission.

2. Commanding Officers of replacement installations processing casual personnel to be shipped to the United States or another theater will arrange for a dental examination of all such personnel by the unit dental surgeon. He will call upon the dental clinic of an adjacent hospital where necessary for the immediate correction of all Class I dental conditions and Class II defects to the fullest extent possible.

3. All hospital dental clinics and all prosthetic laboratories within the theater will cooperate in this program to the fullest extent and dental work for redeployment personnel will be given priority over all other work except that of an emergency nature.

II-- MARRIAGES

Paragraph 10a(3), Circular Number 47, this headquarters, 1945, is rescinded and the following substituted therefor:

"(3) After permission to marry has been granted applicants by authority designated in paragraph 3, above, in Italy, Sicily and Sardinia, Catholic Chaplains and non-Catholic Chaplains of the US Army Forces are authorized by the Italian decree of 28 December 1944, number 430, Article I, to perform marriage ceremonies. Chaplains are de jure nominated and approved. All Chaplains of American Forces in this theater are members of cults recognized by the Italian government.

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III- REIMBURSEMENT FOR SUBSISTENCE EXPENSES INCURRED IN CONNECTION WITH TRAVEL AND TEMPORARY DUTY

Section III, Circular Number 4, this headquarters, 1945, is rescinded, and the following substituted therefor:

1. Travel and Temporary Duty for Which Per Diem Is Not Authorized

a. Intra-Theater Travel - Neither per diem allowances nor monetary allowances in lieu of rations and quarters are authorized for military personnel

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Hq MTOUSA Circular # 69 (Cont'd)

performing travel or temporary duty wholly within this theater. Orders directing such travel or temporary duty will state "No per diem". (NOTE: Should the above restriction cause undue hardship to a traveler, this headquarters may grant authority for prescribing an appropriate allowance in the travel orders. In all instances of this nature, the authority, if granted, must be obtained prior to the commencement of the travel.)

b. Temporary Duty for Purposes of Rehabilitation, Recovery, and Recuperation - Neither per diem nor monetary allowances are authorized for military personnel during periods of temporary duty, detached service, or leave in another theater for purposes of rehabilitation, recovery, and recuperation. Orders directing the performance of such temporary duty will state: "No per diem while on temporary duty. (For period of travel by air, Section II, War Department Circular 356, 1944, will apply.)"

c. Temporary Duty of Enlisted Personnel - An enlisted person authorized to utilize air transportation as a means of conveyance to a designated place within another theater, for temporary duty in connection with official business, is not in an air travel status for the purpose of establishing entitlement to per diem during the period of temporary duty. Where it is impracticable for the Government to furnish meals and quarters in kind, the travel orders will prescribe payment of monetary allowances in accordance with Section II, Executive Order 9386 (C 5, AR 35-4520), for such period of temporary duty.

d. Group Movement of Medical Patients by Air- Group movement of medical patients and attendant personnel by hospital plane, or other type of aircraft used for this purpose, is "travel with troops". Governing orders will contain the abbreviation "TT", in accordance with Section II, paragraph 1c, War Department Circular 356, 1944, and no per diem will be paid for travel under such orders.

2. Travel and Temporary Duty for Which Per Diem Is Authorized

a. Except as provided above, the provisions of Section II, War Department Circular 356, 1944, as amended, are applicable to:

(1) All travel and temporary duty performed outside the United States by Officers.

(2) All travel by air performed outside the United States by enlisted personnel.

b. Orders directing the travel described in sub-paragraphs (1) and (2) above, will not prescribe method or rate of reimbursement but will state:

"Outside United States, provisions of Section II, War Department Circular 356, 1944, apply."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

10 MAG 1945

CIRCULAR)
NUMBER 68)

5 May 1945

PHYSICAL PROFILING

General I
Accomplishment of Profile Serials II

I -- GENERAL

1. Purpose - In order to better utilize the available manpower, a method of physically classifying individuals has been developed. This method is called the Physical Profile Serial System.

2. General

a. The Physical Profile Serial System is based primarily upon the function of various organs, systems, and integral parts of the body. Since the analysis of the individual's physical and mental status plays an important role in his future assignment and welfare, not only must the functional grading be executed with great care but also clear and accurate descriptions of his physical and mental conditions are essential. In developing the system, the human functions have been considered in six categories. For ease in accomplishing and applying the profile system, these categories have been designated PULHES. The factors to be considered, the parts affected, and the bodily function involved in each of these categories are as follows:

(1) P Physical capacity or stamina - Organic defects, age, build, strength, stamina, height, weight, agility, energy, muscular coordination, and similar factors. M.P. factors will not be considered in this category.

(2) U Upper extremities - Functional use of hands, arms, shoulder girdle, and spine (cervical, thoracic, and lumbar) to include strength, range of motion, and general efficiency.

(3) L Lower extremities - Functional uses, strength, range of motion, and general efficiency of feet, legs, pelvic girdle, and lower back (sacral spine).

(4) H Hearing (including ear defects) - The auditory acuity is to be considered as well as organic defects.

(5) E Eyes - The visual acuity is to be considered as well as organic defects.

(6) S Neuropsychiatric - Emotional stability, personality, and neuropsychiatric history and findings will be considered; history of performance and reaction to combat is of importance.

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Hq NTOUSA Circular # 68 (cont'd)

b. (1) There are four grades in each of the six categories. For ease of application and to assure uniformity of recording the first two grades are considered to represent a high level of physical fitness. Mobilization Regulations 1-9 may be used as a guide in considering certain defects. For this purpose, the first two grades may be considered as representing the general military service category.

(2) Grade three generally represents individuals with physical defects which, because of impairment of function, prevent the individual from being classified for general military service, but are considered acceptable under induction standards for limited service.

(3) Grade four represents defects that are below the minimum physical standard for induction.

c. The anatomical or pathological lesion should not itself form the sole basis of classification. While the defect must be given consideration in accomplishing the profile, the important factors of function and prognosis regarding the possibility of aggravation must be considered.

3. Recording of Profile Serials - The profile serials after scoring by the team as 1, 2, 3 or 4 for each of the categories PULHES, as elaborated on Chart #1, are finally recorded with date of examination under item 23 of the WD AGO Form No. 20, as for example: 111211, 1 May 1945 or 33123, 10 May 1945.

II - ACCOMPLISHMENT OF PROFILE SERIALS

1. Responsibility - It will be the responsibility of the commanding officer of each unit and higher echelon mentioned below to see that this project is accomplished at the earliest possible time following receipt of this directive.

2. Personnel to be Profiled - All of the enlisted men in this theater who have not already had their profile recorded on WD AGO Form No. 20 will have this accomplished. In addition, all men previously profiled who in the opinion of the commanding officer should have their profile revised will have this accomplished at this time. This should include all men who have been reclassified since coming overseas.

3. Locations for Accomplishment of Profiling - All personnel in the Theater will be profiled at one of the following points:

a. At all individual units, to include battalions, separate companies and detachments.

b. At station or general hospitals for all members of the detachment of patients discharged to duty.

c. At replacement or personnel centers for unassigned personnel.

d. At any reclassification board for all men appearing before it.

4. Performance of Profile Serial

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Eq HTOUSA Circular # 68 (cont'd)

a. Within Units - A profiling team will accomplish profiling within units. The profiling will be accomplished by a team to consist of the battalion surgeon or a unit medical officer together with the immediate commanding officer of the individual concerned. In an infantry battalion this team should ordinarily consist of the battalion surgeon together with the platoon leader for each individual platoon. The assistance of non-commissioned officers may be used where indicated as in the case of an organization with a newly assigned officer not familiar with his men. In the case of separate companies not having an attached medical officer, this work will be accomplished by a team consisting of the medical officer ordinarily designated to hold sick call for the company together with the company commander.

b. In General or Station Hospitals - The commanding officer will designate an officer who will be responsible for all profiling at the installation, which he will accomplish with the assistance of the ward officer of the patient concerned, except as noted in 4d.

c. In Replacement or Personnel Centers - Profiling will be accomplished by the replacement battalion surgeon with the assistance of the replacement company commander.

d. At Reclassification Board - All men appearing before a reclassification board will have a new or revised profile recorded by the board at the bottom of the Board Proceedings. This profile serial shall be recorded on the WD AGO Form No. 20 by personnel officer holding the service record at the time the Board Proceedings are received by him.

5. Method of Procedure for Profile Serials

a. A Profile Record Work Slip will be prepared in accordance with Chart #2.

b. Prior to examination by the profiling team, the unit personnel section will complete the heading of the Profile Record Work Slip and will also make entries under 2a and 3.

c. At the time that the profiling team meets, a non-commissioned officer who has been trained in this work will check on items 1a and 2b of the Profile Record Work Slip. This same non-commissioned officer may be trained to carry out hearing tests and visual tests and to record those results, if indicated as in g and h below.

d. Men to be examined will appear before the team completely stripped. A very brief questioning as to man's general state of health will be made.

e. It is considered that previous knowledge of the enlisted man on the part of his immediate commander, who is a member of the team, should go far toward determining the factors of P and S without detailed interview or examination.

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f. Simple inspection and exercises should serve for determination of factors U and L.

g. Hearing (H). If there is no record of defective hearing, and if there is no complaint, it is considered reasonable to grade this factor as 1 without further examination. Otherwise test of hearing acuity should be carried out.

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Hq ETOUSA Circular #66 (cont'd)

h. Vision (E). If the soldier has never had glasses ordered in the Army (this is ordinarily recorded in the service record) and has no visual complaints, it can be assumed that his scoring for E is 1. If he has had a recent refraction, that on the service record may be taken as a reasonable basis for proper scoring. Actual determination of visual acuity with a Snellin Chart should be necessary only in rare cases. In cases where status cannot be determined with reasonable accuracy the soldier will be referred for further examination before completion of the profile serial by the team.

i. Neuropsychiatric (S). This factor should be determined largely on the basis of the soldier's known past performance and the present status of his personality. Formal psychiatric examination is not necessary in those individual who are functioning well in their present classification, and who display no conspicuous signs of mental disease. Those who are regarded as inefficient for mental reasons or who have been repeatedly hospitalized for vague or psychogenic complaints, may properly be referred to the consultant psychiatrist prior to completion of profile serial.

6. Consultants to Profile Teams

a. Appointment. Consultants to the profile teams will be appointed by the Major Commands as necessary for the accomplishment of this task.

b. Purpose. These officers shall serve in a consulting capacity for profiling teams in cases where the latter feel that further assistance is necessary. All cases designated with the additional letter R (patient having a remedial defect) shall be referred to a consultant for decision as to further hospitalization.

c. All cases in which the man is referred to a consultant shall have the original Profile Record Work Slip forwarded with him and the specific reason for the referral with any pertinent data statedunder item 6 of the Profile Record Work Slip.

d. The consultant will record his findings with recommendations under item 7 of the Profile Record Work slip which shall be returned to the unit commander concerned. The consultant's rating will be final.

7. Revision - If it is believed that an individual's profile should be revised either upward or downward, the unit commander will cause the soldier to be examined by a profile team. It is not necessary to hospitalize such men prior to or following appearance before a profile team when their physical condition would not normally require hospitalization. After a profile has been recorded it will not be subject to review until after a period of 3 months has elapsed unless the individual concerned has suffered some illness or injury resulting in a marked deterioration indicating that a review is necessary.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PEYCE
Major General, GSC
Chief of Staff

C. T. CHRISTENBERRY
Colonel, AGD
Adjutant General

2 Incls:
Chart #1
Chart #2

DISTRIBUTION:
Z

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

Inclosure # 1 to Hq USTOUSA Circular # 68 CHART # 1

Profile Serial	Physical capacity or stamina	Upper Extremities	Lower Extremities	Hearing; ear	Vision; eye
1.....	Able to perform maximum sustained effort over extremely long periods, as required in combat infantry duty.	Bones, joints, and muscles normal. Should be able to do hand to hand fighting.	Bones, muscles, joints normal. Must be capable of performing long marches and continuous standing over long periods. No defects which disqualify for running, climbing & digging.	Hearing 15/15 in one ear and 8/15 or better in other ear.	Visual acuity not less than 20/100 in each eye, correctible to 20/40 in each eye.
2.....	Able to perform sustained effort over long periods, as required in close combat support or arduous physical duties in the rear areas.	Slightly limited mobility of joints, muscular weakness, or other musculoskeletal defects which do not prevent and do hand fighting and do not disqualify for prolonged effort.	Slightly limited mobility of joints, muscular weakness, or other musculoskeletal defects which do not prevent moderate marching, climbing, running, digging or prolonged effort.	Hearing 8/15 bilateral or 15/15 in one ear and less than 8/15 in other.	No intermediate grade use 1.
3.....	Able to perform sustained effort for moderate period, as required in service units, including those utilizing limited assignment personnel.	Defects causing moderate interference with function, yet capable of sustained effort for short period.	Defects causing moderate interference with function, but capable of sustained effort for short period.	No intermediate grade, use 2.	Vision less than 1 above but meets standard of limited assignment (See Note e.)
4.....	Below minimum standards for induction. Disqualifying except for those who have been trained and have performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who have performed adequately in current	Below minimum standards for induction. Disqualifying except for those who have performed adequately in current assignment.

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

AFOUSA Circular [illegible] CHART [illegible] 1

ical capacity obtained	Upper Extremities	Lower Extremities	Hearing; ears	Vision; eyes	Neuropsychiatric
to perform maximal sustained effort for extremely long periods, as required in combat infantry	Bones, joints, and muscles normal. Should be able to do rapid to hand fighting.	Bones, muscles, joints normal. Must be capable of performing long marches and continuous standing over long periods. No defects which disqualify for running, climbing & digging.	Hearing 15/15 in one ear and 8/15 or better in other ear.	Visual acuity not less than 20/200 in each eye, correctible to 20/40 in each eye.	Emotionally stable; those with transient, mild psychoneurotic manifestations incident to combat.
to perform sustained effort over periods, as required in close support or arduous physical duties in rear areas.	Slightly limited mobility of joints, muscular weakness, or other musculoskeletal defects which do not prevent rapid and full fighting and do not disqualify for prolonged effort.	Slightly limited mobility of joints, muscular weakness, or other musculoskeletal defects which do not prevent rapid marching, climbing, digging, or prolonged effort.	Hearing 8/15 unilateral or 11/15 in one ear and less than 8/15 in other.	Vision intermediate grade, use 1.	Psychoneurosis of intermediate grade, use 1.
to perform sustained effort for extended periods, as required in service including utilization in assigned level.	Defects of slight moderate interference with function, yet capable of sustained effort for short period.	Defects causing moderate interference with function, but capable of sustained effort for short period.	Hearing intermediate grade, use 2.	Vision less than 1 above but meets standard of limited assignment (See Note e.)	Psychoneurosis of moderate degree, not interfering with function in rear areas.
Minimum standards for induction. Disqualifying except for those who have been trained and performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who have performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who have performed adequately in current assignment.	Below minimum standards for induction. Disqualifying except for those who have performed adequately in current assignment.

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Profile Serial	Physical capacity or stamina	Upper Extremities	Lower Extremities	Hearing; ear	Vision; eyes	Me
Factors to be con - sidered	Organic defects, age, build, strength, stamina, height, weight, agility, energy, muscular coordination and similar factors. Do not consider M.F. factor in this category.	Strength, range of motion and general efficiency of upper arm, shoulder girdle and back, including cervical thoracic and lumbral vertebrae.	Strength, range of movements and efficiency of legs, pelvic girdle and lower back.	Auditory acuity and organic defects of the ears.	Visual acuity, and organic defects of the eyes & lids.	Re ar bi ar h r

Notes: A. The letter D will be used following the profile serial if the man is permanently disqual seas duty, for example: 123321 D. (This notation will be made only after the man has b by a General Hospital Board.)

B. The letter X will be used following the profile serial if the man has served overseas, f example: 132321 X.

C. The letter R will be used following the profile serial if a man has a remediable defect f for example 123321 R. (When this classification is applicable man will first be sent to

D. Pursuant to items 2, 3 & 4 above, a man who has served in an overseas assignment, is perm qualified for assignment outside of US and who has a remediable defect may have a serial 123321 XRD.

E. A minimum vision of 20/400 in each eye without glasses, correctible to 20/40 in one eye a second eye, or 20/50 in one eye and 20/100 in the second eye. Loss of one eye (anophthalm degree of defective vision in one eye from below 20/400 to no light perception, if such d is not due to active or progressive organic disease, with vision in the other eye of 20/1 glasses, correctible to 20/20 with glasses.

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Circular #65 (Contd)

ity or	Upper Extremities	Lower Extremities	Hearing; ear	Vision; eyes	Neuropsychiatric
s, ape, n, t, y, r co- . be F.	Strength, range of motion and general efficiency of upper arm, shoulder girdle and back, including cervical thoracic and lumbrol verte rae.	Strength, range of movements and efficiency of legs, pelvic girdle and lower back.	Auditory acuity and organic defects of the ears.	Visual acuity, and organic defects of the eyes & lids.	Record of performance. Emotional stability, personality and neuropsychiatric history particularly reaction to combat.

ll be used fo losing the profile serial if the man is permanently disqualified for over-
example: 123321 X. (This notation will be made only after the man has been classified "C"
spital Board.)

l be used following the profile serial if the man has served overseas, for
X.

be used following the profile serial if a man has a remediable defect in any category,
l R. (When this classification is applicable man will first be sent to a consultant).

2, 3 & 4 above, a man who has served in an overseas assignment, is permanently dis-
ignment obtains a 4 and who has a remediable defect may have a serial as follows:

at 20/400 in each eye without glasses, correctible to 20/40 in one eye and 20/70 in the
/50 in one eye and 20/100 in the second eye. Loss of one eye (anophthalmos) or any
ve vision in one eye from below 20/200 to no light perception, if such defective vision
ye or progressive organic disease, with vision in the other eye of 20/100 without
le to 20/20 with glasses.

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

Inclosure #2 to Hq ETOUSA Circular #68

(FRONT) Chart #2 (BACK)

PROFILE RECORD WORK SLIP

Name_____ Grade_____ ASN_____

Age_____ Length of Service_____

Organization_____

Present Assignment_____

General Service_____ Limited Asgmt_____
(Check proper category)

1. Hearing:
   a. Complaint of.....Yes____No_____
   b. Test (if indicated) Rt____Lt_____
2. Vision:
   a. Acuity if recorded on Service Record
      Rt_____Lt_____
      Corrected to:
      Rt_____Lt_____
   b. Any complaint of Vision? Yes__No__
   c. Test (if indicated)
      Rt_____Lt_____
      Corrected to:
      Rt_____Lt_____
3. Number of hospitalizations during the past 12 months_____
4. Finding of Unit Profile Team

P	U	H	L	E	S

Date Completed_____

_____
Signature of Medical Officer

5. Recorded on WD AGO Form 20_____
Initials

(Over)

(FRONT)

6. Request for Consultation
(State reason for request)

7. Consultation Report

At_____

Date_____

Findings:

P	U	H	L	E	S

Recommendation:

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Signature_____
Medical Officer

(BACK)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 4 May 1945
NUMBER 67)

11 MAY 1945

VEHICLES AND ACCESSORIES

General Instructions I
Maintenance, Operation and Equipment II
Tires, Tubes, and Tracks III

The following circulars, this headquarters, 1944, are rescinded and the provisions below substituted therefor:

Section	Circular	Section	Circular
All	9	III	85
IV	15	III	96
III	37	IV	99
II	85	III	145

I--- GENERAL INSTRUCTIONS

1. Vehicle Markings - Motor vehicles assigned to United States Army units in this theater, including ambulances and hospital trucks, will be marked as prescribed in AR 850-5, and AFHQ Circular Number 28, 1944, for proper marking of maximum permissable speed. Force number (shipping numbers) will be obliterated upon arrival in this theater.

2. Safeguarding Vehicles

a. No United States Army Vehicle will be left unattended unless immobilized by the use of a lock and chain or other equally effective locking device. When lock and chain are employed on the steering wheel the chain will be securely fastened to the body of the vehicle and will be looped around a spoke and the rim of the steering wheel, pulled taut and the lock inserted. Chain and lock may also be used between front wheel and spring. The front wheels of the vehicle will be turned towards the side of the road prior to application of the lock and chain.

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b. When a vehicle is placed in an authorized motor park the entrances of which are controlled by guards, it will be considered secure.

c. All commands will provide parking areas for United States Army vehicles where practicable.

3. Removal of Rotors - The practice of removing distributor caps and rotors to immobilize vehicles temporarily will be discontinued. Loss of these parts has been so great that replacements cannot be obtained to place vehicles from which they have been removed in operating condition.

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Hq MTOUSA Circular #67 (Cont'd)

4. Abandoned Vehicles

a. Any abandoned vehicles or any vehicles for which ownership is not established, or is in doubt, will be turned over to the nearest Military Police or Military Police headquarters. All such vehicles held by Military Police, Military Police Headquarters, or by any other recovering agency, will be turned in to the nearest base section Ordnance Depot after a period of fourteen (14) days from the date of recovery, if the vehicles are not claimed and ownership established by the losing agency within this period.

b. When patients who have been in motor vehicle accidents are received at hospitals, efforts will be made by the hospital to determine whether or not any vehicles have been abandoned. When vehicles have been abandoned, or if there is doubt as to their status, a report of the circumstances will be made immediately to the nearest Military Police headquarters by the hospital commander.

II-- MAINTENANCE, OPERATION AND EQUIPMENT

5. Motor Vehicle Governors - The condition of general purpose vehicle engines arriving in Ordnance shops indicate extensive unauthorized tampering with, and even complete removal of, governors.

a. Organization commanders will insure that governors are not removed or the seals tampered with. All cases of improperly adjusted or malfunctioning governors will be brought to the attention of the nearest Ordnance maintenance unit for readjustment or repair.

b. Ordnance units have the responsibility of reporting any violations to the unit commander involved.

c. Waterproofing instructions do not require governor readjustment or disconnection.

6. Withdrawal of Vehicular Tools and Accessories

a. Tools and accessories carried on Truck 1/4 ton (4x4), Truck 3/4 ton (4x4), and Truck 2½ ton (6x6), are limited to those authorized on the three attached lists (Inclosures 1, 2, and 3).

b. The following definitions are furnished for those lists:

(1) Vehicles operating in the communications zone will be deemed those used in rear of the army rear boundary.

(2) Vehicles operating in the combat zone will be deemed those operating forward of the army rear boundary.

(3) Organization List Items are defined as those tools and parts to be furnished organizations operating vehicles in the classifications indicated above. The basis of issue of these items is one per ten vehicles or major fraction thereof. However, any organization is authorized a minimum of one set of the items listed.

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Hq NTOUSA Circular #57 (Cont'd)

c. All tools and accessories in excess of those authorized above, will be turned in by the using organization to the Ordnance unit serving it. The Ordnance units will effect return of all excess material to the nearest Ordnance Depot.

7. Overloading of Cargo Vehicles

a. Section IV, WD Circular Number 212, 1944, authorizes an overload not to exceed 100 per-cent over rated capacity for general purpose cargo vehicles of all-wheel drive type up to and including Truck, 2½ ton, 6x6, but excepting Trucks 2½ ton 6x6, COE with 15-foot body and with 17-foot stake and platform body. This authorization is sanctioned when operating under favorable conditions on hard surfaced roads. In instances of truck-trailer combinations, the trailer will not be overloaded, and the overload on the prime mover will be limited to 60 per-cent of established payload under the same conditions.

b. The provisions of the above mentioned circular are applicable in this theater with the exception that on 2½ ton, 6x6 trucks equipped with caliber .50 machine gun mounts over the cab, the overload will not be more than 60 per-cent, or 1½ tons. The weight of the mount and its critical location with respect to the truck frame make the above condition necessary.

c. Overloading of vehicles engaged in hauls either partly or in whole over rough or unimproved roads or in off-road hauls is not authorized.

8. Motor Vehicle Crankcase Drain Intervals

a. War Department Technical Bulletin TB ORD 232, dated 13 December 1944 authorizes the following gasoline engine crankcase drain intervals:

(1) General Purpose Vehicles

(a) The crankcase drain interval for all gasoline engines in general purpose vehicles is extended to every 2,000 miles under the following conditions:

1. Average atmospheric temperature is above 0°F.

2. Average mileage per month is 500 miles or more.

3. Low temperature starting and operating instructions are followed as prescribed in TB ORD 28, 3 February 1944.

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(b) If either one of the conditions in paragraphs (1)(a)1, and (1)(a)2 above do not exist, the crankcase drain period will be every 1,000 miles or less, the exact interval depending on the amount of sludge which may accumulate in the crankcase and oil filter.

(c) This change in drain period supersedes conflicting instructions in War Department Lubrication Orders and Technical Manuals of previous publication dates.

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Hq MTOUSA Circular #37 (Cont'd)

(2) Special Equipment and Special Purpose Vehicles.

(a) The crankcase drain interval for gasoline engines in special equipment and special purpose vehicles will be extended in accordance with paragraph (1) above only when prescribed by applicable War Department Lubrication Orders and Technical Manuals.

(3) Combat Vehicles.

(a) Crankcase drain periods prescribed by War Department Lubrication Orders remain unchanged.

b. Instructions listed above do not apply to Diesel engines in any classification of vehicle.

9. Adjustment of Clutch Pedal Free Play

a. In the past demands for springs, clutch (part number 753930) on truck, 2½ ton, 6x6 (GMC) have been unusually heavy. In order to assure maximum life and conserve supply of this part as well as other clutch parts, it is important that the clutch pedal free play be adjusted to 2½ inches and this adjustment maintained at all times. Such adjustment is considered a 2d echelon maintenance function.

b. The following instruction on clutch pedal free play adjustment are called to the attention of all concerned:

(1) Loosen check nut on adjusting link.

(2) Turn adjusting nut in or out as may be required to obtain 2½ inches free travel of the clutch pedal before the clutch starts to release. Check the free play with your finger on the pedal and not with your foot as this adjustment is too sensitive to secure accuracy with the foot.

(3) Having 2½ inches free play, turn the check nut firmly up against the adjusting nut to prevent the adjustment from coming loose.

10. Improper Filling of Hydraulic Brake System - Many drivers and other organizational personnel are not properly informed as to the proper fluid to be used in the hydraulic brake systems of vehicles. The use of hydraulic jack fluid, recoil oil and even ordinary engine oil has been noted in several instances. Such improper use is followed by a swelling and deterioration of the rubber piston cups and boots and subsequent brake seizure or failure entirely. It is imperative that GENUINE HYDRAULIC BRAKE FLUID be used in the brake system and no other. Brake fluid of local manufacture must not be mixed with the government issued fluid.

11. Fuel System Gum Preventive

a. Gasoline stored in contact with air tends to oxidize and form a resinous compound of a gummy nature. When gasoline, which has begun to deteriorate, is burned in the engine, the gum is consumed, forming excessive carbon. As the gasoline passes through the carburetor and intake system, gum is deposited, particularly on intake valves, where it causes valve sticking by acting as a binder for

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Hq MTOUSA Circular #67 (Cont'd)

other products of combustion, as well as causing sticking by reason of its own gummy nature.

b. As a preventive measure against gum formation in fuel systems of stored gasoline-powered equipment, gum compound, Federal Stock Number 51-C-1586-225, should be used. The instructions for use of the gum-preventive are as follows:

(1) All vehicles or other equipment, powered by gasoline engines or having gasoline auxiliaries, which are to remain idle for 30 days or more, and which are stored with gasoline of unknown storage stability, or with gasoline meeting US Army Specification 2-114 (72 octane) will have the gasoline remaining in the fuel system treated with gum-preventive compound.

(2) The fuel systems of equipment to be treated must be free from accumulated gum. Unless the equipment is entering its first storage and has never been issued for use, the following parts should be inspected and cleaned if necessary:

(a) Fuel Pump: Valves - Screens.

(b) Carburetor: Screens - Accellerator pump plunger - Venturi of carburetor throat - Choke and throttle valves - Float mechanism.

(c) Fuel Lines: Fuel tanks - Screens.

(3) As a remover, if gum is present in the above parts, use benzol, acetone, alcohol, or a mixture of those solvents.

(4) After cleaning and reassembling, fill the fuel tank half full of fresh gasoline which has not been long in storage.

(5) Add gum-preventive compound in accordance with following table:

Fuel Tank Capacity	Amount of Compound
1 to 30 gal.	1 container (4 oz.)
30 to 60 gal.	2 containers (8 oz.)
60 to 90 gal.	3 containers (12 oz.)

(6) Fill the fuel tank to 95% capacity.

(7) Operate the equipment at least 5 minutes.

c. The fact that gum-preventive compound is a preventive measure only and not a corrective agent is stressed. It does not prevent gum from depositing from gasoline which has already deteriorated in storage. Gum preventive compound is for use in gasoline only, under the conditions set forth above. No other type or brand of gum solvent will be added to motor fuels. 5912

12. Damage and Maladjustment of Carburetors - Many instances of damage to carburetors and of poor performance of vehicles, due to unauthorized personnel attempting to disassemble and clean carburetors without proper knowledge or equipment, have been found by Ordnance maintenance companies. The modern carburetor

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cannot be successfully repaired or even adjusted (except for idle and throttle adjustments) without special knowledge and tools. Second echelon maintenance includes only idle and throttle adjustments which are outside adjustments. Other adjustments require disassembly of the carburetor, which will be done only in Ordnance third or higher echelon shops by qualified mechanics.

13. Driving Precaution - ¼ Ton Truck - Information has been received from the War Department that 1943 ¼ ton, 4x4 trucks have a tendency to pull hard to the left when the brakes are applied. All drivers are cautioned to exercise care when driving vehicles on which this tendency is evident.

14. 3" Gun Motor Carriages M10 and M10A1

a. Certain tank destroyer battalions in the past have welded the front sprocket to the drive sprocket hub on M10 and M10A1, gun motor carriages. This was done to eliminate shearing of the bolts used to secure sprocket to hub.

b. These bolts are specially designed as the weakest link in the power train and excessive strain is indicated when they shear. Welding, as described above, eliminates the safety factor which is thus interposed in driving mechanism to protect the power train.

c. These drive sprocket bolts need frequent tightening, and shearing usually occurs when vehicles are operated with these bolts loose. Outside bolts are generally kept tight while those on the inside sprocket, which are more difficult to reach, are neglected.

d. The practice of welding sprockets to hubs is unauthorized and vehicles already modified in this manner will be returned to their original condition.

15. Conservation of Spare Parts

a. The present rate of consumption of certain automotive parts is far greater than available supply in the United States. This shortage applies chiefly to small, easily replaceable parts. The situation in this theater has now become critical and it is essential that all possible care be exercised in rejecting parts which can be readily repaired with tools and cleaning facilities at hand. Parts and assemblies beyond immediate local repair should not be arbitrarily discarded but evacuated to the next higher echelon of repair.

b. Among many others the following have been and will continue to be in short supply:

(1) Ignition Points: These should be cleaned, redressed and reused.

(2) Carburetor Repair Kits: Parts should be replaced only after a cleaned and adjusted carburetor will not function properly.

(3) Starter and Generator Armatures: Redressing commutators and resoldering loose ends should be done by 3d echelon maintenance personnel. Starter switches must not be held closed for over 30 seconds if engine will not start. Cooling period between 30 second applications of starter must be at least two minutes.

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Hq MTOUSA Circular # 57 (cont'd)

16. Conservation of Gasoline Cans

a. Five Gallon returnable gasoline cans are being used throughout the theater by many units for purposes for which they were never intended. The wastage of cans caused by this misuse and losses by carelessness and theft, has resulted in an inexcusably high loss of cans.

b. Five gallon gasoline cans will not normally be mounted or transported as motor vehicle equipment in this theater except for units on a can and drum supply basis. When required by a specific mission gasoline may be drawn from Class III supply points in cans; upon completion of which cans will be returned to the supply point.

III- TIRES, TUBES, AND TRACKS

17. Conservation of Vehicular Tracks

a. All concerned will make every effort to obtain the maximum wear from all types of tracks and to use partially worn tracks to the maximum extent.

b. Replacement of vehicle tracks will, except in units alerted for combat, be made only in case the tracks on the vehicle are completely worn out.

c. Necessary replacement of tracks for full and half track combat vehicles not in or alerted for immediate combat, will be made from available used, but still usable, steel or rubber reversible or non-reversible tracks having 25% or more of their original wear life. Units equipped with medium tractor M4 may be issued new rubber tracks if the only used tracks available are steel.

d. Units alerted for combat may, for replacement, draw tracks possessing not less than 75% of original wear life; but such replacement will not be made prior to two weeks before date of movement to combat area. At the time of movement to combat area, tracks in excess of organizational spares will be turned in to the nearest Ordnance depot.

18. Conservation of Tires and Tubes - The following information on tires and tubes is furnished to give every individual concerned a true picture as to why conservation of tires and tubes in this theater must be practiced to the maximum:

a. Demands from overseas theaters have so thoroughly drained reserves of new tires and tubes within the Zone of Interior, that the War Department was forced to withdraw all possible tires and tubes from all Service Commands, Posts, Camps and Stations. Because of this expediency, thousands of used tires and tubes were received into Ordnance Field Service Depots in the United States, and have subsequently been shipped overseas to fill outstanding requisitions. Used tires with as little as 25% of their life are being received into this theater. 591

b. Vehicles are being shipped to this theater, arriving minus spare tires and tubes.

19. Preventive Maintenance on Tires and Tubes

a. Instructions pertaining to proper preventive maintenance are listed in Section II, MTOUSA, Circular Number 7, 1945. In connection with the instructions contained in this circular, War Department Technical Bulletin 31-210-6, dated

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

Hq MTOUSA Circular #67 (Cont'd)

9 November 1944 is quoted for the information and guidance of all concerned.

1. The correct air pressure for 4-ply, 4.00-8 tire is 35 pounds instead of 60 pounds as given in TB 31-200-5, 22 June 1944 and Table III, page 94 of TM 31-200, 1 April 1943.

2. The correct air pressure for 6-ply, 6.00-16 tire used on ¼ ton, 4x4 truck, 5 passenger, light sedan, car, and ¼ ton 2W, trailer, is 30 pounds instead of 35 pounds as listed in Table I, page 92 and Table III, page 94.

3. Table III on page 94 of TM 31-200, 1 April 1943, is amended to include the following information:

Size	No. Plies	Air Pressure
6.00 x 9	4	35 lb

b. Unit Commanders will take necessary steps to insure that the new tire pressures shown in TB 31-200-6 are used on vehicles concerned and that correct tire pressures are stenciled on vehicle dashboards in accordance with existing regulations.

20. Reconditioning of Tires and Tubes - Presently assigned to this theater, are two tire repair companies which are properly equipped to inspect, classify and repair unserviceable used tires, tubes and flaps. The following action will be taken by the various types of organizations within this theater with respect to transactions involving tire repair plants.

a. Action by using organizations:

(1) All types of unserviceable tires, tubes and flaps in the hands of using organizations of any arm or service, will be handled whenever possible on an equal exchange basis. For example: Issuance of reconditioned or new item for an unserviceable item.

(2) All used tires, tubes and flaps removed from vehicles by using organizations of any arm or service, and which are in excess of organizational spares, will be turned in to an Ordnance maintenance or depot unit, or if possible, directly to a tire repair plant.

(3) Unit commanders will require frequent tire inspections to prevent prolonged operation of tires sufficiently damaged to require repair.

(4) Tires in transit or in storage will be covered and kept dry. Prolonged exposure to bright sunlight and heat, will be prevented.

b. Action by Ordnance Maintenance Units, Shops and Depots:

(1) Ordnance maintenance units will forward all used tires, tubes and flaps to the nearest tire repair plant, unless the items concerned are in such good condition as to require only minor repairs which can be made by the Ordnance maintenance unit. Tires, tubes, and flaps retained under this latter qualification, will either be reissued direct, or turned over to an Ordnance Depot for reissue. Questionable and unserviceable items will be forwarded to the nearest tire repair plant immediately.

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Hq MTOUSA Circular #67 (Cont'd)

(2) Ordnance Depots will forward immediately to the nearest tire repair plant, all unserviceable tires, tubes and flaps. Serviceable items which have been inspected by authorized personnel of the tire repair plant will be retained.

(3) Each tire repair plant located in this theater of operations, will service to the fullest extent of its facilities and capacity, all sizes of tires, tubes, and flaps for Army and Navy equipment (except airplane tires, tubes, and flaps), located in this theater.

(4) Tires, tubes, and flaps inspected by tire repair plants, and found to be beyond the point of safe repair or reconditioning (Class C-2 only), will be turned over to the nearest salvage depot as scrap rubber. Tires declared to be Class C-2, will be marked at the time of inspection on one side wall (C-2), and segregated.

(5) Receipt, storage and issue of all tires and their component parts, are functions of the appropriate base depots. Exception to this may be made in the case of the turn in of unserviceable tires, which whenever possible, will be made direct to the nearest tire repair plant. The tire repair plant will issue a credit memorandum for a similar number of tires, tubes and flaps, to be issued by the appropriate depot in accordance with priorities established in paragraph 21 of this circular.

21. Tire and Tube Distribution - Until such time as stocks in this theater are sufficient to meet all demands, issue of tires and tubes will be made by priority to units and priority as to classes of tires and tubes.

a. Priority of Issue to Units:

(1) Fifth Army and Air Force units, will be issued tires and tubes first, and on an equal priority.

(2) Base Section transportation units which are directly supporting Fifth Army and Air Force units.

(3) All other units not listed in paragraphs (1) and (2) above.

b. Priority of Issue of Tires and Tubes:

(1) Tires and Tubes will be issued when available, in the following priorities, in accordance with priorities for issue to units.

(a) Priority #1 - Class "A" tires and tubes will be issued only to units listed in paragraph a (1) above, until such time as tire and tube stocks in this theater are sufficient to meet all outstanding demands.

(b) Priority #2 - Class "B" tires and tubes will be issued to units listed in paragraph a (1) above, only when stocks of Class "A" tires and tubes are not available.

22. Classification of Tires - In an effort to aid supply organizations of this

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Hq MTOUSA Circular #67 (Cont'd)

theater in issuing tires, the following classifications have been established.

a. Class "A"

(1) New tires

(2) Recapped tires with one sectional repair.

(3) Repaired tires with one sectional repair.

b. Class "B"

(1) All used tires including those received from Zone of Interior, but excluding those listed as Class "A" above.

(2) Recapped and repaired tires with two or more sectional repairs.

c. Class "BS" - Recapped and repaired C-1 tires. (A temporary class, intended for issue to rear echelon units only).

d. Class "C-1" - Tires which were formerly returned to the Zone of Interior and reconditioned for non-military use, but which are now retained in the theater and repaired for use of rear echelon units only.

e. Class "C-2" - Tires which are unfit for further use as such, and are turned over to Theater Quartermaster Salvage.

23. Classification of Tubes

a. Class "A" - Only new tubes received from Zone of Interior will be included herein.

b. Class "B" - All tubes which have been repaired by theater tire and tube repair facilities, and which are suitable for further use, will be covered by this classification.

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

3 Inclosures:

Incl. No. 1 - Communications Zone Tool List
Incl. No. 2 - Combat Zone Tool List
Incl. No. 3 - Organization Tool List

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

Incl #1 to Hq MTOUSA Circular #67

R E S T R I C T E D

5gjb

COMMUNICATIONS ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE RETAINED ON ALL GENERAL PURPOSE VEHICLES

	FED. STOCK NO.	MFGRS. NO.	ORD. NO.	1/4 ton
Axe, handled, chopping, single bit, std, gr.	41-A-1277			x
Bag, tool	24-B			x
Book, Tech. Manual				x
Extinguisher, fire hand, 1 qt.	53-E-202 (1/4)	GDC-85ED (3/4) GM-2176169 (2 1/2)		x
Form, W.D., A.G.O. No. 478				x
Gage, tire		OC-928360 SW-718CBT CC-924639 (3/4) GM-2145130 (2 1/2)		x
Handle, wheel wrench socket		ASM-H107 CC-22463C (3/4) FM-GPW-17000		x
Handle (for jack)				x
Jack, screw type (Hydraulic 2 1/2)	41-J-73-5 (2 1/2)	TC-A-1240 (1/4) ASH-A33C (3/4) CC-924698		x
Pliers, comb, slip-jt, wire cutting, 6 1/2"	41-P-1650			x
Rope, towing, 1" diam, 20" long				x

R E S T R I C T E D

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

R E S T R I C T E D

COMMUNICATIONS ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE RETAINED ON ALL GENERAL PURPOSE VEHICLES

5 Oct 43

	FED. STOCK NO.	MFGRS. NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
T,	41-A-1277			x	x	x
	24-D			x	x	x
				x	x	x
nd, 1 qt.	58-E-202 (1/4)	GDC-85HD (3/4) GM-2176109 (2 1/2)		x	x	x
478				x	x	x
		CC-928360 SV-7188BT CC-924639 (3/4) GM-2146130 (2 1/2) ASM-H107 CC-924630 (3/4) FM-GPM-17000		x	x	x
ocket						x
aulic	41-J-73-5 (2 1/2)	WO-A-1240 (1/4) ASM-A330 (3/4) CC-924608		x	x	x
				x	x	x
wire	41-P-1650			x	x	x
20" long						

R E S T R I C T E D

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

	FED. STOCK NO.	MFGRS. NO.	ORD. NO.	1/4 ton
Screwdriver, common, type III heavy duty, integral handle Class F, 6-in	41-S-1076			x
Shovel, gen. purpose, D handled, strap back, rd point	41-S-3170			x
Tube, flexible nozzle			B263936	x
Wrench, adj., crescent type single end, 8" capacity 15/16"	(12" capacity 15/16" 41-W-436 for 2 1/2) 41-W-436			x
Wrench, socket, wheel nut		FT-GPW-17035 VO-A-342 (1/4) BU-45367 (3/4) CC-921479 GI-2244635 (2 1/2)		x
Bracket, tool, pioneer equip. set, w/2 straps	41-B-1925			
Mattock, handled, pick, 5#	41-M-720			
Pin, shear, two 3/4 ton four 2 1/2 ton		CC-915850 (3/4) GI-3660838 (2 1/2)		
Pulley, deck top, assembly		FT-GPW-1152700 VO-A-3216		x

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	FED. STOCK NO.	MTGRS. NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
, common, type III , integral handle -in	41-S-1076			x	x	x
, purpose, D rap back, rd point	41-S-3170			x	x	x
le nozzle			B263936	x	x	x
, crescent type 8" capacity	(12" capacity 15/16" 41-W-436 for 2 1/2) 41-W-436			x	x	x
et, wheel nut		FI-GPW-17035 VO-A-340 (1/4) BT-45067 (3/4) CC-924579 GI-2144635 (2 1/2)		x	x	x
, pioneer equip. ers	41-R-1925				x	x
led, pick, 5#	41-H-720				x	x
wo 3/4 ton four 2 1/2 ton		CC-915850 (3/4) GI-3660838 (2 1/2)				
op, assembly		FI-GPW-11527/00 WO-A-3216		x		

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

COMBAT ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE RETAINED ON GENERAL PURPOSE VEHICLES

	FED. STOCK NO.	ORDGRS. NO.	ORD NO.	
Axe, hatchet chopping, single bit, std, 2#	41-A-1277			x
Bag, tool	24-B			x
Block, snatch (vehicles w/winch)		GE-3661144		
Book, T.M.				x
Chain, tire, pair		FH-GPW-18136 (1/4) WO-A-1133 GM-2147640 (2 1/2) AC-ES422 (3/4) FH-GPW-17035 (1/4) WO-A-289 CC-523306 (3/4) CC-561573 GF-2146905 (2 1/2) W/CF-2146902 FH-GPC-1103214 WO-3211 GDC-35HD (3/4) GM-2176159 (2 1/2) CC-928360 SV-7186BT ASW-H107 (3/4) R245134 (2 1/2) CC-924630		x
Crank, starting				x
Cover, windshield assy.				x
Extinguisher, fire	58-E-202 (1/4)			x
Gage, tire				x
Handle, (for jack)				x
Jack, screw type, Hydraulic on 2 1/2 ton	41-J-73-5 (2 1/2)	FH-GPW-17080 (1/4) WO-A-1240 ASH-4330 (3/4) CC-924608		x
Pliers, comb slip-joint, wire cutting, 6 1/2"	41-P-1650			x
Puller, deck top, assembly		FH-GPW-1152700 WO-A-3216		x
Rope, towing, 1-in diam, 20' long				x

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Circular #67

R E S T R I C T E D

COMBAT ZONE VEHICLES

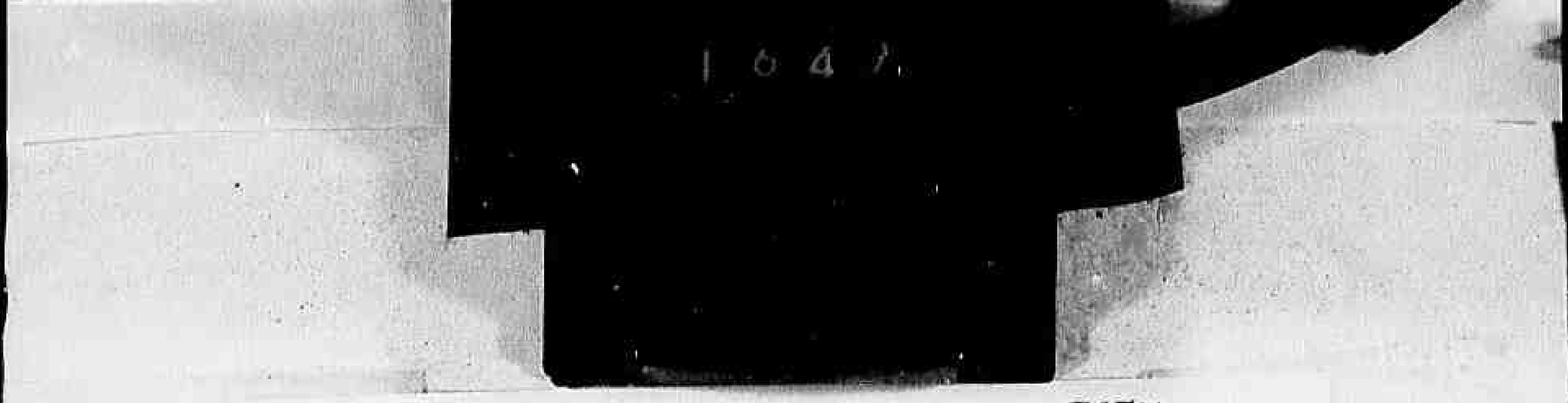
5903

TOOLS AND ACCESSORIES TO BE RETAINED ON GENERAL PURPOSE VEHICLES

FED. STOCK NO.	ORDS. NO.	ORD NO.	1/4 ton	3/4 ton	2 1/2 ton
sin/le					
41-A-1277			x	x	x
24-B			x	x	x
5					
	GM-3661144				x
			x	x	x
	FM-GPW-18136 (1/4)				
	WO-A-1133				
	GM-2147640 (2 1/2)				
	AC-ES422 (3/4)		x	x	x
	FM-GPW-17036 (1/4)				
	WO-A-289				
	CC-503306 (3/4)				
	CC-561973				
	GM-2146905 (2 1/2)				
	W/GM-2146902		x	x	x
	FM-GPC-1103214				
	WO-3211		x		
58-E-202 (1/4)	GDC-85HD (3/4)				
	GM-2176169 (2 1/2)		x	x	x
	CC-928360				
	SV-7168BT		x	x	x
	ASW-H107 (3/4)	B245134 (2 1/2)			
	CC-924630		x	x	x
lic					
41-J-73-5 (2 1/2)	FM-GPW-17080 (1/4)				
	WO-A-1240				
	ASW-4536 (3/4)				
	CC-924608		x	x	x
·ti·e					
41-F-1650			x	x	x
	FM-GPW-1152700		x		
	WO-A-3216				
201			x	x	x

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

	FED. STOCK NO.	MFGRS. NO.	ORD. NO.
Screwdriver, common, Type II heavy duty, integral handle Class B, 6-in.	41-S-1076		
Shovel, gen. purpose, D-handled, strap back, rd. point	41-S-3170		
Tube, flexible nozzle			B-263936
Wrench, adj. crescent type single end, 8", capacity 15/16"	41-W-488 (12" by 15/16" on 2 1/2) 41-W-486		
Wrench, socket, wheel nut		FH-GPW-17017A WD-637635 (1/4) BW-45867 CC-924579 (3/4) GH-21/41835 (2 1/2)	
Wire, soft iron	22-W-650		
Tape, friction	17-T3805		
Fan, belt	33-B-94 (3/4) 33-B-95 33-B-76 (1/4) 33-B-174 (2 1/2)		
Pin, shear, two 3/4 ton four 2 1/2 ton		CC-915850 (3/4) GH-3660838 (2 1/2)	
Bracket, tool, pioneer, equip. set, w/2 straps	41-B-1925		
Mattock, handled, pick 5#	41-M-720		
Handle, wrench (used w/whl nut wrench)		CC-924639 (3/4) GH-21/6130 (2 1/2)	



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

FED. STOCK NO.	MFGRS. NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
II ile					
	41-S-1076		x	x	x
andled,	41-S-3170		x	x	x
		B-263936	x	x	x
	41-W-488 (12" by 15/16" on 2 1/2)		x	x	x
	41-W-466				
		FH-CPW-170174			
		WO-637635 (1/4)			
		BW-45867			
		CC-924579 (3/4)			
		GH-2141835 (2 1/2)	x	x	x
	22-W-650		x	x	x
	17-T0005		x	x	x
	33-B-94 (3/4)				
	33-B-95				
	33-B-76 (1/4)				
	33-B-174 (2 1/2)		x	x	x
		CC-915850 (3/4)			
		GH-3660836 (2 1/2)		x	x
n ip.					
	41-B-1925			x	x
	41-M-720			x	x
		CC-924639 (3/4)			
		GH-2146130 (2 1/2)		x	x

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

Inclosure #3 to Hq MTOUSA Circular #67

ORGANIZATIONS - BASIS 1 PER 10 UNITS

1/4 Ton, 4 x 4

Adapter, grease gun, push type	AD-6517
Chain tire, pair } Base Section Only	FM-GPW-181 36 (8 per 10 vehicles) WO-A-1133
Crank starting } Base Section Only	FM-GPW-17036 WO-A-2 89
Gun, lubr. pres. push type	AD-5585
Guide, lubrication	War Dept., #501
Handle, spark plug wrench	FM-GPW-17011A WO-306715
Puller, wheel hub	FM-GPW-17090 WO-A-1339
Wrench, rear wheel bearing nut	FM-GP-17033 WO-A-692
Wrench, spark plug	FM-GPW-17017A WO-637635
Wrench, drain plug	FM-GPW-17062 WO-A-1100
Wrench, fluted, socket hd, screw (for use on transmission)	FM-GPW-17091 WO-A-1492
Wrench, hydraulic brake bleeder screw 17/64"	FM-GPW-17030 WO-A-5130

3/4 ton, 4 x 4

Adapter, grease gun, flush type	AD-6517
Chain, tire, pair } Base Section only	AC-ES422 (8 per 10 veh.)
Crank starting } Base Section only	CC-598306 CC-561973
Gun, lubr. pres. push type, hydr. nozzle 9 oz.	AD-5585 CC-11573
Screwdriver, cross recess head No. 2, 4 in. blade	CC-598624
Screwdriver, cross recess head No. 3, 6-in blade	CC-599325

& 590.

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Declassified E.O. 12356 Section 3.3/NND No. 735016

Inclosure #3 to Hq MTOUSA Circular #67 (Cont'd)

3/4 ton, 4 x 4

Wrench, spark plug 13/16" hex.		CC-916184
Wrench, wheel brg. adj. nut		WMF-JX3134A CC-916083

2 1/2 ton, 6 x 6

Chain, tire, ext, heavy dual, pr.	Base Section Only	GM-2147640
Chain, tire, ext. heavy single, pr.		GM-2024160
Crank, starting w/bumper bracket assy		GM-2146905
Gun, lubr. pres., push type, hydro. nozzle, 16 oz		GM-128150
Screwdriver, comm., normal duty, 3-in blade 9/64 in. thick (for split types axle chassis)		GM-3663014
Screwdriver, comm., normal duty, 4-in. blade, 9/64 in. thick (for split type axle chassis)		GM-3663015
Screwdriver, comm., normal duty, 6-in., blade 9/64 in. thick (for split type axle chassis)		GM-3663016
Screwdriver, Phillips Type (cross recess head #1) blade size 9/64 in. diam. by 3-in. long w/wooden handle 6 1/4 in. overall (for banjo type axle chassis)		41-S-1636
Screwdriver, Phillips Type (cross recess head #2) Blade size 1/4 in. diam. by 4 in. long w/wooden handle 8 3/4 in. overall (for banjo type axle chassis)		41-S-1638
Screwdriver, Phillips Type (cross recess head #3) blade size 5/16 in. diam by 6-in., long w/wooden handle 11 in. overall (for banjo type axle chassis)		41-S-1640
Screwdriver, Phillips Type (cross recess head #4) blade size 3/8 in. diam. by 8 in. long w/wooden handle 14 1/2 in. overall (for banjo type axle chassis)		41-S-1642
Wrench, spark plug		GM-2146479
Wrench, wheel brg., adj. nut (for banjo type axle chassis)		GM-3670067
Wrench, wheel brg. adj. nut 2 3/4 in. (for split type axle chassis)		GM-2144843
Wrench, wheel brg. adj. nut, large (for split type axle chassis)		GM-2144844

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 66)

2 May 1945 - 5 MAC ...

Driver's Trip Tickets and P.M. Service Record (WD Form Number 48). I
Discharge of Enlisted Personnel 42 Years of Age or Over II
Postal Regulations III

I--- DRIVER'S TRIP TICKETS AND P.M. SERVICE RECORD (WD FORM NUMBER 48)

1. Within the theater there is a definite misunderstanding, negligence, or lack of knowlege concerning the proper use of Driver's Trip Tickets and P.M. Service Record (WD Form Number 48).

2. a. Driver's Trip Tickets and P.M. Service Record (WD Form Number 48) will be used as prescribed in paragraph 4a, Chapter 1, TM 9-2810, Motor Vehicle Inspections and Preventive Maintenance Services. These forms will be requisitioned through normal supply channels.

b. The dispatcher, driver, and official user of the vehicle will complete in detail, legibly, appropriate parts of this form.

3. Trip Tickets will be issued for one specific trip or detail only. Vehicles making numerous daily trips from depot to depot, port to depot, etc., would be considered as being on one detail for the day; however, each trip will be recorded in the "Trip or Load Record" section of the trip ticket.

4. a. Officers will directly supervise the dispatching of vehicles.

b. Great care will be exercised in the selection of dispatchers.

c. Officers signing recreational trip tickets will be held strictly responsible for the conduct of the person to whom the trip ticket is issued and that the vehicle is used for authorized recreational purposes.

5. These instructions are effective 10 May 1945, Military Police will be instructed to strictly enforce them. 5906

6. Confidential instructions are being issued to each major command to supplement the foregoing.

II-- DISCHARGE OF ENLISTED PERSONNEL 42 YEARS OF AGE OR OVER

1. The following extract of Section I, War Department Circular 125, 25 April 1945, is published for the information and compliance of all concerned:

"a. Enlisted men 42 years of age or over, whose service is honorable, and who voluntarily apply in writing to their immediate Commanding Officers for discharge, will be sent to a separation center for discharge under the provisions of AR 615-365 (Convenience of the Government) and this Circular. Such applicants overseas will be returned to the appropriate separation center in the United States

5013

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

Hq MTOUSA Circular #66 (Cont'd)

in excess of rotation quotas.

"b. Military necessity or other requirements or limitations will not be a bar to discharge; however, this authority will not be used in lieu of disciplinary action, nor when discharge under other Army Regulations is appropriate, nor when the individual concerned is under Medical or Surgical treatment.

"c. The provisions of this Circular do not apply to Enlisted Women of the Women's Army Corps".

2. Clearance with State Directors of Selective Service is not required.

3. Commanders exercising discharge authority will maintain accurate records of the number of personnel discharged under this authority.

III- POSTAL REGULATIONS

The first quoted paragraph immediately following the semicolon in paragraph 2 a, MTOUSA Circular 59, 1945, is rescinded and the following inserted in lieu thereof: .

"Immediate notice will be given on WD AGO Forms 971 to emergency addressees and all correspondents showing the temporary APO number and postmaster assigned, and on WD AGO Forms 971-1 to publishers to discontinue mailing publications until further advised of a permanent address. Just prior to departure from the theater the unit mail clerk of the former organization will be advised of the temporary APO number and postmaster assigned, and an NAP Form 11 showing the same information will be completed and mailed."

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

TO	Init	Date
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Public Safety	PW	11/5
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Legal		
Local Govt		
Patrols		
Dispor		
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MFA & A		
Ca Sec		

PLEASE PASS QUICKLY

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

IV-2-B/CN 6

RESTRICTED

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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 30 April 1945
NUMBER 65) 2 - MAG 1945

Army Exchange Stores Hours I
Security Violations of Escape and Evasion Experiences II
Letters of Condolence and Letters of Inquiry III

I -- ARMY EXCHANGE STORES HOURS

1. All Army Exchange Service Stores, whether operated directly by Army Exchange Service or by organizations, will observe the following schedule:

a. Opening hours: Not later than 1000 each day.

b. Closing hours:

(1) Not earlier than 1300 on Sundays.

(2) Not earlier than 2100 on one other selected day each week.

(3) Not earlier than 1930 on remaining five days each week.

2. These provisions do not apply to unit exchanges.

II - SECURITY VIOLATIONS OF ESCAPE AND EVASION EXPERIENCES

Section III, Circular Number 33, this headquarters, 1945, is rescinded and the following substituted therefor: 5903

1. Publication or communication to any unauthorized persons of experiences of escape, release, or evasion from enemy or enemy-occupied territory, activities or equipment in connection therewith, internment in a neutral country, or release from internment, furnishes useful information to the enemy, jeopardizes future escapes, evasions and releases, and under Army Regulations, must not be disclosed to anyone except to military officials specifically designated.

2. Personnel who have evaded, escaped, or have been released from liberated areas may relate to the press stories of their experiences, provided no reference is made in news stories to the following:

a. Existence of unannounced organizations established to assist evaders, escapers or to methods employed by the organizations.

b. Names, pictures, or any other means of identification of helpers of escapers or evaders.

c. Treacherous actions of Allied Prisoners of War or evaders.

d. Sabotage activities of Allied Prisoners of War whether escaped or detained.

e. Briefings and equipment for evasion and escape, and other intelligence activities within the camps which constitute intelligence information.

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3. Field Press Censors are authorized to pass for publication news stories which conform to conditions and restrictions outlined in paragraph 2 above.

4. Subject personnel shall not be interrogated on the circumstances of their experiences in escape, evasion, release or internment, except by the proper agency designated by the Assistant Chief of Staff, G-2, WDGS, or the corresponding agency in overseas theaters of operations. In allied or neutral countries, American Military Attaches are authorized to interrogate on escape, evasion, release and internment matters.

5. Requests for the services of subject personnel, deemed necessary for lecturing and briefing, will be cleared by the Assistant Chief of Staff, G-2, WDGS, or the corresponding agency in overseas theaters of operations.

6. Commanding Officers will be responsible for instructing all subject personnel in the provisions of this circular.

III - LETTERS OF CONDOLENCE AND LETTERS OF INQUIRY

Circular Number 5, this headquarters, 1945, is amended as follows:

1. Paragraph 5b (8), is added, as follows:

"(8) This statement will be included in all letters - "The Effects Quartermaster, Army Effects Bureau, Kansas City Quartermaster Depot, Kansas City 1, Missouri, is the only Army agency which is able to furnish you any information or inventories concerning the disposition of (name) personal effects. Therefore, it is suggested that any inquiries you may have be addressed to that agency as personnel overseas are unable to supply this information."

2. Paragraph 8, is rescinded and the following substituted therefor:

"8. Letters of Inquiry

a. Official inquiries are those from governmental agencies and higher headquarters. Replies to these inquiries will be processed as official correspondence, through casualty reporting channels, as prescribed for letters of condolence.

b. Unofficial inquiries are those from friends and relatives addressed to persons in their military capacity to which official replies will be prepared and dispatched through casualty reporting channels, and those from friends and relatives to friends and close associates of the casualty. Replies to the latter type of inquiries may be prepared and dispatched as personal correspondence thirty (30) days, or more, subsequent to date of casualty. In replying to both types of letters specified above, the statement prescribed by paragraph 5b (8) above, is the only reply that is authorized relative to personal effects."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 29 April 1945
NUMBER 64)

RECORDS ADMINISTRATION PROGRAM

7 MAY 1945

References I
General Principles II
Organization and Responsibilities. III
Preparation of Records for Shipment. IV

Circular Number 79, this headquarters, 1944, and all other directives of this headquarters in conflict with the provisions of this circular are rescinded.

I--- REFERENCES

WD Circular Number 147, 1944.
WD Circular Number 416, 1944.
WD Circular Number 481, 1944.
WD Circular Number 58, 1945.
WD Circular Number 96, 1945.
AR 345-10.
AR 345-105.
AR 380-5.
WD Pamphlet 12-5 ("Records Administration: Disposition of Records"), 10 March 1944.
WD Decimal File System (Revised Edition), 1943.

II --GENERAL PRINCIPLES

1. Purpose of Circular - To define the principles of the War Department records administration program as affecting the Mediterranean Theater of Operation War Department Circulars Number 416, 23 October 1944 and Number 96, 1945, establish "a records administration program for all elements of the Military Establishment, which, while assuring protection of permanent records, will also provide for the orderly disposal in accordance with statutory requirements of all other files." Provisions are made therein for the processing and orderly return of non-current files from oversea theaters to the United States. General procedures are also established for all T/O organizations, which, for the purpose of Circular 416, include all units, installations, and headquarters organizations of oversea theater and commands. Their records must be properly administered to insure the elimination of useless materials and the preservation of records of enduring value.

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2. Theater Organization for Records Administration

a. The organization for the execution of the records administration program in this Theater will comprise:

(1) The Theater Records Administrator, who will administer the entire program through the MTOUSA Records Depot (see paragraph 5, below).

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(2) Records Officers of major and other commands, and general, special and other staff sections of this headquarters (see paragraph 6, below).

(3) Personnel in charge of files in all units, installations, organizations, and offices.

b. Under the authority provided by this circular, all personnel composing the organization prescribed by subparagraphs (1), (2), and (3), above, will function to:

(1) Organize files to facilitate disposal, transmission or retirement of records.

(2) Dispose of nonrecords.

(3) Dispose of (destroy) valueless records.

(4) Retire to storage (MTOUSA Records Depot) noncurrent records of permanent value, (including 201 files; except those whose disposition is otherwise directed by WD Circular 96, 1945).

(5) Retire to storage all records of permanent value of inactivated or discontinued organizations, (including 201 files), except those whose disposition is otherwise directed by WD Circular 96, 1945.

(6) Transmit 201 files to the appropriate agencies outlined in WD Circular 96, 1945, viz., MTOUSA Records Depot, The Adjutant General, Washington, D.C., or upon transfer of individuals to other units.

c. No other temporary records repository or depot is to be established other than the MTOUSA Records Depot.

3. Basic Disposal Legislation and Regulations

a. The fundamental procedures for the administration of this program are set forth in the referenceslisted under Section I, this circular. Personnel concerned in any way with records administration will assemble copies of these directives for study and reference.

b. No records of the War Department may be disposed of (destroyed) except upon authority of the National Archives and the Congress of the United States. Ordinarily, disposal may be accomplished only by submission of disposition lists for approval, or by scheduled disposal of certain records upon expiration of prescribed retention periods. Disposition procedures are governed by the Act of 7 July 1943.

c. The records of organizations in this theater that are at this time authorized for disposal on a schedule basis are listed in Appendix I of WD Pamphlet 12-5. All nonrecord material may be disposed of without further authority. No other records may be destroyed or otherwise disposed of except upon the authority of the Commanding General, MTOUSA, although emergency disposal of records may be accomplished under the provisions of paragraph 10, AR 345-10.

d. Requests for authority to dispose of records, the disposition of which is not authorized, may be submitted for the review and recommendation of the Theater Records Administrator, through appropriate Records Officers.

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4. Scope of Program

a. "Records administration" as applied to this Theater will be construed to include (1) the creation of files of records necessary for the operation of organizations; (2) the maintenance of such files and the control over them by means of lists, indexes, or other finding mediums; (3) the intelligent appraisal (evaluation) of records; (4) the disposition (destruction) of valueless materials; (5) the initial processing of records preliminary to consigning them to the MTOUSA Records Depot for storage; and (6) the final clearance of records at the Records Depot for shipment to the United States.

b. Responsible personnel now charged with the creation of organization records and their maintenance under existing conditions should regard themselves as temporary custodians of records of the War Department, and thus of the Federal Government. It should be borne in mind that many unit, installation, or headquarters organization files (i.e., the whole body of records), as finally organized, will be preserved indefinitely; and that all of the records of enduring value will be processed ultimately for permanent preservation in the established archives of the Government.

c. Inasmuch as the initial responsibility for evaluating records rests with the office that creates and has custody of the current files, (paragraph 16a, WD Pamphlet 12-5, 10 March 1944), the distinction made between what is "valuable" and what is "useless" appears clearly defined. Important categories that should be preserved at all costs are indicated in Section VII of WD Pamphlet 12-5, and WD Circular 96, 1945. The value of a record is not necessarily determined by its form, as in many instances a draft or a routing slip may be of more importance than a formal document covering the same transaction.

d. Custodians of records in all organizations will maintain an accurate record of all files retired to storage (MTOUSA Records Depot) in the form prescribed in paragraph 7c, WD Circular 416, 1944 (List of Contents).

III--ORGANIZATION AND RESPONSIBILITIES

5. MTOUSA Records Depot

a. The MTOUSA Records Depot is established at this headquarters, effective 15 May 1945.

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b. The Depot will be administered by the Theater Records Administrator, under the immediate supervision of the Adjutant General of this headquarters.

c. The Theater Records Administrator is charged with the responsibility for the institution of program, development of policy, establishment of standards and procedures, training of personnel, and evaluation of results relating to Theater records administration. To achieve these objectives he and his deputies are authorized to survey continually all files in all units, installations, offices, or headquarters organizations of all commands in MTOUSA.

d. The Theater Records Administrator will conduct such correspondence, maintain such liaison, and establish such procedures as will enable him to administer the program.

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e. The Theater Records Administrator is charged with the development of a program and will present formal recommendations for the disposition and/or preservation of the records of all sections, offices, or organizations of Allied Force Headquarters that function as a joint American-British agency.

f. In conformity with internal operational procedures to be established the MTOUSA Records Depot, under the supervision of the Theater Records Administrator, will:

(1) Receive scheduled shipments of noncurrent records of all units including the records of inactivated or discontinued units (to include 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945).

(2) Receive shipments of records from Category II units being redeployed to other theaters in accordance with MTOUSA Redeployment Circular Number 14, 1945, (to include 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945.)

(3) Unpack and verify the contents of all boxes of records received and acknowledge receipt therefor, to include acknowledgment of receipt of certificates of transfer of registered documents (see paragraph 9, below) and notify the War Department of arrival of WD registered documents at the Depot.

(4) Process records in accordance with paragraph 6c, (2) (b) and (c), WD Circular 416, 1944.

(5) Furnish shipping instructions to Records Officers (see paragraph 6e, below).

(6) Render reports required by WD Memo 345-45, 23 January 1945.

(7) Receive and reply to correspondence received from units, installations and headquarters relative to its own records.

6. Records Officers

a. The commander of each command listed below will, without delay, appoint a Records Officer, who will be responsible to that commander for the operation of the program within his command. The names of all Records Officers appointed will be reported to the Theater Records Administrator, AG Section, MTOUSA

(1) 15th Army Group

(2) Fifth Army

(3) All Corps and Divisions

(4) AAF/MTO

(5) AAFSC/MTO

(6) Twelfth Air Force

(7) Twelfth AFSC

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(8) Fifteenth Air Force

(9) Fifteenth AFSC

(10) AAFEC/MTO

(11) MATS

(12) The Replacement and Training Command

(13) Peninsular Base Section

(14) Adriatic Base Command

(15) Rome Area, MTOUSA

(16) Deputy Director, MRS, Italy

(17) Headquarters Command, AF

(18) ACC Bulgaria (US Delegation)

(19) ACC Hungary (US Delegation)

(20) ACC Rumania (US Delegation)

(21) Military Headquarters Balkans (US Contingent)

b, In addition, the commander of each unit or organization that is not attached or assigned to a major command as specified in subparagraph a above, and all general, special and other staff sections of this headquarters, will appoint a Records Officer, and will report the name of that officer to the Theater Records Administrator, AG Section, MTOUSA.

c. Records Officers will be charged with full responsibility for planning organizing, and supervising the operation of the records administration program, as affecting not only the files of their headquarters but the files of all subordinate organizations, assigned or attached. Direct correspondence between Records Officers and the Theater Records Administrator is authorized.

d. The specific functions of Records Officers will be to:

(1) Insure compliance within their jurisdiction with all aspects of the records administration program as set forth in the reference regulations and in this circular.

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(2) Prepare schedules for the shipment of noncurrent records to the MTOUSA Records Depot (see subparagraph e, below).

(3) Insure compliance with shipping instructions issued by the Theater Records Administrator (see subparagraph e, below).

e. Not later than 15 May 1945 each Records Officer will forward to the Theater Records Administrator a schedule for the proposed shipment of noncurrent records available for the shipment to the Depot at this time. Thereafter, regular schedules will be submitted at the end of each month. Schedules will include information, itemized in columnar form, as follows:

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Designation of Agency	Quantity of Records	Number of Boxes	Date available for shipment
70th General Hospital	3½ cu. ft.	2	Immediately
Fifth Army Hq., AG Section	45 cu. ft.	18	Immediately
II Corps Hq., Med. Section	7 cu. ft.	3	30 May 1945
etc.	etc.	etc.	etc.

(1) Data for these consolidated schedules will be submitted to records officers in accordance with instructions disseminated by major commands.

(2) Upon review of schedules and issuance of shipping instructions by the Theater Records Administrator, Records Officers will insure that records are shipped to the Depot according to schedule.

(3) Records scheduled for shipment will not necessarily be assembled by Records Officers prior to being reported on, nor will they be centralized necessarily prior to actual shipment.

f. Records Officers are authorized to effect emergency shipment to the MTOUSA Records Depot at any time, regardless of schedule. In such an event, an advance report of the circumstances of the shipment will be submitted to the Theater Records Administrator. Emergency shipments may include:

(1) The records of Category II units being redeployed to other theaters in accordance with MTOUSA Redeployment Circular Number 14, 1945.

(2) Records of inactivated or discontinued organizations.

g. Records Officers of the general, special and other staff sections of this headquarters will conform to the program outlined in subparagraphs a to f, above, in respect to all of the records created by or in the custody of their respective sections. In additon, such Records Officers will, when called upon to do so, submit recommendations to the Theater Records Administrator relative to the handling of specialized types of records peculiar to their offices, sections, or branches of the service.

h. Information copies of all general directives, internal or otherwise, issued by or caused to be issued by Records Officers as affecting the records administration program, will be furnished the Theater Records Administrator.

IV---PREPARATION OF RECORDS FOR SHIPMENT

7. General Procedures

a. Records will be prepared for shipment in strict accordance with paragraph 7, WD Circular 416, 1944, except in the case of the clinical records of hospitals (see paragraph 8, below.)

b. Whenever records are available for shipment, they will be reported to the appropriate Records Officer, who will list them on the regular schedule submitted to the Theater Records Administrator. Ordinarily, the actual shipment will be direct from unit to MTOUSA Records Depot, in accordance with instructions issued by Records Officers (see paragraph 6e, above.)

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c. In order that the integrity of files may be preserved, the records of more than one unit, installation, headquarters, or office, will normally not be shipped to the Depot in the same container.

d. Boxes containing classified materiel will be protected in transit as prescribed for materiel in paragraph 68, AR 380-5. Top Secret or Registered documents or cryptographic materiel will not be shipped to the Depot except as prescribed in paragraph 9, below.

e. Historical material will be handled in accordance with AR 345-105.

f. No material other than records will be shipped to the MTOUSA Records Depot.

8. Special Procedures for Hospitals

a. The clinical records of hospitals, together with allied documents forming part of the clinical files, will be segregated from the other files for separate arrangement and boxing.

b. The categories of clinical records include the WD MD Form 55 series, retained copies of MTOUSA MD Form 3, the index record of patients, and all allied documents forming part of the clinical files, such as file copies of board proceedings (see Section XXX, paragraph 6b, Circular Letter Number 1, Office of the Surgeon MTOUSA, 1 January 1945).

c. Exposed X-ray films considered to be inseparable parts of clinical records will be processed as indicated in subparagraph a, above. Other film will be disposed of as provided in WD Circular 147, 1944.

9. Special Instructions Governing Classified Material

a. Consistent with security, special emphasis will be placed on the downgrading or cancellation of classified material in accordance with paragraph 15, AR 380-5 and WD Circular 259, 1944. Obviously much material which, by past operational or other necessity, were entitled to a high classification, can now be downgraded or the classification cancelled. Close observance and compliance with these principles will permit a more efficient and expeditious handling of non-current and permanent records.

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b. Top Secret or registered documents, or cryptographic material will not be shipped to the Depot except in cases of inactivation, discontinuance, or redeployment of a unit or installation to another theater (not to the US). Receipt forms (paragraph 25, AR 380-5) will not be required when shipping top secret or secret material to the Depot. The "list of contents" (paragraph 7c, WD Circular 416, 1944) will suffice. However, the certificate of transfer on registered documents, required by paragraph 38a, AR 380-5, will be enclosed in duplicate in the shipping container and attached to the list of contents.

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c. For the purpose of this program only and in no other instances, destruction of nonrecord top secret, secret or confidential documents will be as prescribed in paragraph 32, AR 380-5, except that a certificate of destruction will not be required. Certificate of destruction will be required upon destruction of registered documents. Proper authority (paragraph 38e, AR 380-5) will be secured prior to destruction of registered documents. With reference to destruction of secret or confidential material, "competent authority" is interpreted to mean major commanders or their designated representatives. However, doubtful cases may be referred to the Theater Records Administrator for decision.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 63)

25 April 1945
30 APR 1945

Voting I
Partial Payments to Officers Pending Separation from Service II
Wearing of Former Unit Shoulder Patch III
Rotation and Temporary Duty Return of Personnel to the United States IV
War Trophies and Other Items Acquired As Personal Property V

I--- VOTING

1. References:

WD Circular Number 487, 1944
Section III, MTOUSA Circular Number 27, 1945
Section VI, WD Circular Number 86, 1945.

2. The following data has been received on State elections:

Oregon - Election to be held on 22 June 1945 to determine certain taxes on property and on the sale of cigarettes.

II-- PARTIAL PAYMENTS TO OFFICERS PENDING SEPARATION FROM SERVICE

1. Local Commanding Officers may authorize a partial payment in a reasonable amount to an officer whose separation from the service is pending, during the period while reply is being awaited to the inquiry which is prescribed by paragraph 6g, AR 35-1740, C1.

2. The same sub-paragraph specifically provides for method of payment upon receipt of reply to the inquiry, and no modification thereto is made by this circular.

3. Authorization contained herein is granted solely for the purpose of preventing serious embarrassment to the service and to the officer concerned because of complete lack of funds, and it should be used only for that purpose.

III- WEARING OF FORMER UNIT SHOULDER PATCH

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1. Personnel in a casual status (e.g.- Detachment of Patients, or attached unassigned to The Replacement and Training Command) are authorized to wear the shoulder sleeve insignia of the unit to which they were last assigned until they are permanently assigned to another unit, at which time the shoulder sleeve insignia of the new unit will be worn on the left shoulder sleeve in accordance with the provisions of paragraph 56 c. AR 600-40, 31 March 1944.

2. a. When personnel who have served in an active Theater of Operations with one or more combat organizations, are permanently reassigned, within the Mediterranean Theater of Operations, to a non-combat organization, the shoulder sleeve insignia of their former combat organization may be worn (but is not required) on the right shoulder sleeve, in the same relative position as that

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prescribed for the left shoulder sleeve.

b. Individuals may select the particular combat unit shoulder sleeve insignia they desire to wear from those authorized the organizations to which they were assigned in an active Theater of Operations. Under no circumstances will more than one such insignia be worn on the right sleeve at a time.

3. Personnel departing this Theater on permanent change of station will be informed of the provisions of Section I, Circular Number 111, War Department, current series.

IV --ROTATION AND TEMPORARY DUTY RETURN OF PERSONNEL TO THE UNITED STATES

1. Paragraphs 9a and 9b, Circular Number 20, this headquarters, 1945, are rescinded and the following substituted therefor:

"9. a. The tests of eligibility prescribed for rotation (see paragraph 2) apply to return on temporary duty."

2. Paragraph 10b (4) is rescinded.

V--- WAR TROPHIES AND OTHER ITEMS ACQUIRED AS PERSONAL PROPERTY

Circular Number 60, this headquarters, 1945, is amended by changing paragraph 10 to read "paragraph 9".

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 62)

21 April 1945

- 4 MAY 1945

NONAPPROPRIATED FUNDS

General I
Classes of Funds II
Administration of Funds III

Section I, Circular Number 21, 1944, and Circular Number 29, 1945, both this headquarters, are rescinded and the following substituted therefor:

SECTION I

GENERAL

Paragraph
Scope 1
Definitions 2
Funds Authorized 3
Legal Immunity 4

1. SCOPE - This circular governs nonappropriated funds of all organizations of the United States Army within the limits of ETOUSA, except those of transient units or organizations.

2. DEFINITIONS

a. Nonappropriated Funds. Nonappropriated funds consist of cash, investments, or other assets accumulated in the conduct of revenue-producing, welfare, and certain other activities. For purposes of these regulations, the following nonappropriated funds are excluded:

(1) Funds of Army Emergency Relief.

(2) Funds of the American Red Cross.

(3) Prisoner of War Funds.

(4) Civilian Welfare Funds.

b. Classes of nonappropriated funds:

(1) Revenue-producing funds. Certain activities, established primarily to furnish merchandise and services to military and authorized civilian personnel within the theater are operated as commercial enterprises and produce revenue, and require accumulations of cash, investments, and other assets for the conduct of their business. The aggregate of such cash, securities, and other assets are revenue-producing funds.

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(2) Welfare funds - Welfare funds are those funds established and maintained from income derived from revenue-producing activities of the Army, from voluntary contributions, or from hospital subsistence accounts. Welfare funds are used to defray the expenses of providing athletic, recreational, and welfare services and facilities for military personnel.

(3) Sundry funds - Funds of clubs, mess funds, or funds of other associations organized by military personnel will be classified as sundry funds. Because of the relationship to the Army of the activities financed by such funds, such activities will be supervised by the commander of the unit or installation in which they are operated and in compliance with provisions set forth herein.

3. FUNDS AUTHORIZED

a. The following types of revenue-producing funds are authorized:

(1) The Theater Exchange Fund.

(2). The Stars and Stripes Fund.

(3) Such other funds as may be authorized by the Theater Commander.

b. The following types of welfare funds are authorized:

(1) The Theater Central Welfare Fund.

(2) Theater Special Staff Funds, such as Surgeon's Fund, Chaplain's Fund, Special Service Fund, I & E Fund, etc.

(3) Hospital Funds.

(4) Headquarters funds of the headquarters of organizations larger than a company or air force squadron.

(5) Unit funds of companies, troops, batteries, air force squadrons, bands, detachments, and similar units.

c. The following types of sundry funds are authorized:

(1) Funds of associations of military personnel such as officers' clubs, noncommissioned officers' clubs, EM clubs, rest hotels and camps, restaurants, etc.

(2) Mess funds.

(3) Religious funds.

4. LEGAL IMMUNITY

Activities and funds authorized in these regulations are Government instrumentalities and are entitled to the immunities and privileges of such instrumentalities, unless otherwise provided.

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Eq MTOUSA Circular # 62 (Cont'd)

SECTION II

CLASSES OF FUNDS

	Paragraph
Revenue-Producing Funds	5
Theater Central Welfare Fund	6
Funds of Theater Special Staff Sections	7
Hospital Funds	8
Headquarters Funds	9
Unit Funds	10
Sundry Funds	11

5. REVENUE-PRODUCING FUNDS

a. Purposes.- Revenue-producing funds are established to finance activities involving the sale of services and merchandise. Reasonable profits under prescribed limitations are permissible. No project other than the basic business of the revenue-producing agencies will be entered into without prior approval from the Commanding General, MTOUSA.

b. Beneficiaries - In addition to the direct benefits accruing to military personnel from the sale of merchandise and services at low prices, such profits as are produced will be devoted to welfare activities. Transfers of profits shall be made only to the Theater Central Welfare Fund and in amounts as directed by the Theater Commander. Installations have no proprietary interest in revenue-producing activities or in the profits generated thereby.

c. Administration - The revenue-producing funds will be administered in accordance with basic policies determined by the War Department and in accordance with provisions set forth herein. Funds of Theater Exchanges and the Theater Exchange Fund will be administered in accordance with AR 210-65 and provisions set forth herein, and will be under the staff supervision of the Theater Exchange Officer. The Stars and Stripes Fund will be under the staff supervision of the Theater I & E Officer.

6. THEATER CENTRAL WELFARE FUND

a. Purposes and Beneficiaries - The Theater Central Welfare Fund is established to facilitate control of nonappropriated funds and their proper redistribution among welfare funds of units, installations, and activities within the theater, based upon the need of such installations, or to other welfare funds.

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b. Administration

(1) In accordance with policies established by the Board of Directors and approved by the Theater Commander, the Theater Central Welfare Fund will be administered by the Custodian, who will be recommended by the Fiscal Director, MTOUSA, and by an officer appointed Secretary to the Board of Directors, Theater Central Welfare Fund, on the recommendation of Assistant Chief of Staff, G-1, MTOUSA. Operating expenses of the Theater Central Welfare Fund will be approved by the Board of Directors and paid by the Custodian.

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(2) The Board of Directors will consist of the Deputy Theater Commander, Chairman, Assistant Chief of Staff, G-1, MTOUSA, the Inspector General, MTOUSA, a representative from Fifth Army, and a representative from AAF/MTO.

(3) (a) Regular meetings of the Board of Directors will be held monthly.

(b) Special meetings may be called by the Chairman or on the request of any two (2) members of the board.

(4) Requests for special grants or loans (see c (5) and (6) below) shall be addressed to the Chairman, Board of Directors, and sent to the Secretary, Theater Central Welfare Fund, in care of G-1 MTOUSA, APO 512, US Army, who will present such requests to the Board at their meetings. Requests for special grants or loans will include:

(a) A detailed description of the project.

(b) Complete justification for the project.

(c) Detailed estimate of costs.

(d) A statement of what funds, materials and labor are available, and the balance required as a grant or loan.

c. Function - The function of the Board of Directors primarily is to make recommendations to the Theater Commander relating to any matters in connection with nonappropriated funds. The Board will:

(1) Recommend policies and procedures, and directives to be published by this headquarters, covering:

(a) The number and types of nonappropriated funds to be authorized.

(b) The limitations which shall be placed upon the size of such funds.

(c) The determination of the purposes for which nonappropriated funds may be spent.

(d) The administration of nonappropriated funds.

(2) Recommend the distribution of monies from the Theater Central Welfare Fund to funds of organizations or units within the theater.

(3) Recommend reporting systems as may be necessary for the exercise of adequate controls.

(4) Supervise the disposal of property of funds, except as herein specifically provided, and make any appropriate recommendations in connection therewith.

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(5) Recommend the payment into the Theater Central Welfare Fund of amounts of cash or securities in excess of reasonable current requirements of sundry funds, such as those of clubs and associations of military personnel.

(6) Appraise from time to time the financial statements of revenue-producing activities, to determine funds in excess of their needs and to recommend the transfer to the Theater Central Welfare Fund of such excess funds.

(7) Recommend requests for funds which may be desired from the War Department Army Central Welfare Fund.

(8) Recommend the disposition of accumulations of cash and securities in the Theater Central Welfare Fund in excess of the prospective needs or means of utilizing that fund for the welfare of troops in this theater.

(9) Make recommendations which are within the scope of its function and which are not specifically mentioned above.

d. Revenues - The following monies will be transferred to the Theater Central Welfare Fund:

(1) Monies or other assets determined to be in excess of the needs of revenue-producing activities. (See c (6) above).

(2) Amounts of cash and securities in sundry funds, which exceed reasonable current requirements. (See c (5) above).

(3) All cash, securities and proceeds from sale of property remaining in the fund of any organization upon its inactivation or in any sundry fund of an activity which is terminated.

(4) Contributions or donations for the welfare of the military personnel in the theater, not otherwise designated by the donors.

(5) Proceeds obtained from theatrical, entertainment or athletic events conducted on a theater-wide basis.

e. Expenditures - The Theater Central Welfare Fund may make expenditures for expenses incurred in the operation of the fund, and, when approved by the Theater Commander, it may make transfers of funds-:

(1) To headquarters of major commands in the theater for:

(a) Redistribution to lower echelons.

(b) Use for welfare activities.

(2) To organizations not a part of a major command.

(3) To Theater Special Staff Sections for welfare activities on theater level.

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(4) To any revenue-producing activity when, in the opinion of the Board of Directors, the revenue-producing activity requires additional capital.

(5) As grants or loans to Theater Special Staff Sections for specific projects, provided, that any surplus from a grant for a specific project will revert to the Theater Central Welfare Fund after the project is terminated or completed.

(6) As loans to Headquarters Funds for specific projects, provided, that the amount of such loans will be deducted from the amount allotted to the borrowing headquarters when future allocations to headquarters funds are made.

7. FUNDS OF THEATER SPECIAL STAFF SECTIONS

a. Purposes and Beneficiaries - Theater Special Staff Funds are established in order that nonappropriated welfare funds may be made available to Theater Special Service Officer, Theater I & E Officer, Theater Surgeon, Theater Chaplain and such other Special Staff Sections requiring funds for the conduct of theater-wide activities.

b. Revenues - Revenues may be obtained:-

(1) By transfers of monies from the Theater Central Welfare Fund.

(2) By transfers from the War Department Central Hospital Fund to the fund of the Theater Surgeon, with the concurrence of the Board of Directors, Theater Central Welfare Fund.

(3) By transfers from the fund of the Chief of Chaplains to the fund of the Theater Chaplain, with the concurrence of the Board of Directors, Theater Central Welfare Fund.

(4) By voluntary contributions or donations, subject to the approval of the Board of Directors, Theater Central Welfare Fund.

c. Expenditures - Expenditures may be made from the funds of Theater Special Staff Sections for expenses incurred in the operation of the funds and payments may be made --

(1) For specific projects which are approved by the Board of Directors, Theater Central Welfare Fund, provided, that any surplus from a grant for a specific project will revert to the Theater Central Welfare Fund after the project is terminated or completed.

(2) For any general welfare activities within the scope of respective staff functions that will benefit the personnel of the Theater.

(3) From the fund of the Theater Chaplain directly to the religious fund which any Chaplain may have.

(4) From the fund of the Theater Surgeon directly to any hospital fund.

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d. Administration - The fund of a Theater Special Staff Section will be administered by the Chief of the Section. He may appoint a representative to act as custodian, but will personally approve all expenditures.

8. HOSPITAL FUNDS

a. Purposes and beneficiaries - Hospital funds are established to provide for the procurement of facilities, equipment, or services which contribute to the comfort, pleasure, contentment, and mental and physical improvement of patients in hospitals. Incidental use or enjoyment of such facilities, equipment, or service by medical detachments on duty at hospitals is, however, permissible. Medical Corps units or detachments may have unit funds which are administered in accordance with the provisions set forth herein for unit funds.

b. Revenues and expenditures

(1) The revenues of hospital funds may include:

(a) Grants from the fund of the Theater Surgeon.

(b) Voluntary contributions or donations. (See paragraph 16 a (3)).

(c) Proceeds of the sale of property of the fund on inactivation of a hospital.

(d) Incidental revenues resulting from the sale of products of gardens or articles produced by patients, or from the operation of minor amusement facilities.

(2) Expenditures from hospital funds may be made for --

(a) The welfare of patients in accordance with policies established by the Theater Surgeon. Expenditures will not be made for purposes for which appropriated funds are available, except for the purchase of articles which are immediately necessary and are not available for issue at the time or place when required.

(b) Expenditures may be made for those types of services, facilities or equipment which may be purchased by other non-appropriated welfare funds (see paragraph 17). The hospital fund may also be used for the purchase of supplies, equipment, or services specially designed to improve the condition or contribute to the welfare of the sick in the hospital.

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c. Administration - The senior medical officer of each hospital, or a subordinate officer designated by him, will act as custodian of the fund and will administer it with the advice of the hospital fund council.

(1) The hospital fund council shall consit of three officers present and on duty with the hospital to which the fund pertains or such lesser number as

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are present and on duty. At regular or special meetings of the council, authorizations will be made for the expenditure of funds. When hospital funds decline to levels inadequate to permit discharge of the purposes specified above, requests may be made with the approval of the council to the Theater Surgeon for grants.

(2) Except as specified in b, (1), (d) above, no revenue-producing activities may be conducted by hospital funds.

(3) Where there is both a hospital fund and one or more unit funds for the detachment or detachments of a hospital, expenditures may be made from both the hospital fund and a unit fund for facilities, equipment, or services jointly enjoyed by enlisted men and patients. In the event of any disagreement as to the proper apportionment of expenses, the decision shall be made by the senior medical officer.

(4) Where there is a unit fund at a hospital, the unit fund shall receive no monies from the hospital fund.

9. HEADQUARTERS FUNDS

a. Purposes and Beneficiaries - Headquarters funds provide commanders of organizations and units larger than companies with funds to be expended in connection with athletic, recreation, or welfare activities benefiting the command.

b. Revenues

(1) The commanders of the major commands or of the largest independent organizations in the theater may establish headquarters funds for their own headquarters and permit the establishment of headquarters funds in subordinate headquarters within their commands. The headquarters funds of the highest echelons of command may receive distributions from the Theater Central Welfare Fund on a strength basis and subject to any prescribed limitations. Headquarters funds of subordinate units may receive monies, by allocation on a strength basis and subject to any prescribed limitations, from the headquarters funds of higher units.

(2) Revenues may be received from interest on deposits, from the proceeds of the sale of property from the headquarters fund, and from such other sources as are authorized by Army Regulations.

(3) Headquarters funds may borrow money from the Theater Central Welfare Fund for specific projects approved, together with the loan, by the Board of Directors, Theater Central Welfare Fund. In such case, the amount of the loan will be deducted from subsequent allocations to the headquarters involved until the loan is repaid by the deductions.

c. Expenditures

(1) Expenditures may be made by headquarters funds for the purposes specified in a, above. In general, expenditures will be limited to the procurement of such articles or services as are not ordinarily made available through the operation of appropriated funds, unit funds or funds of Theater Special Staff Sections, or to supplement procurement of such articles or services.

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d. Administration - The commander of the organization to which a headquarters fund pertains or a subordinate officer appointed by him shall be custodian and is charged with the administration of the fund with the advice of the fund council. (See paragraph 14).

10. UNIT FUNDS

a. Purposes and beneficiaries - To supply funds for the procurement of articles or services, not available from appropriated funds nor from the welfare funds of any higher headquarters, which contribute to the welfare of the personnel of the unit to which the fund pertains and to supplement the procurement of such articles or services.

b. Revenues and expenditures

(1) Unit funds may receive monies from--

(a) Distribution on a strength basis from the headquarters welfare fund of the next higher headquarters, within any prescribed limitations.

(b) Revenues derived from minor profit-making activities, such as barbershops, tailor shops, etc, conducted by the unit.

(c) Proceeds resulting from the sale of property of the unit fund, and from interest on bank deposits and such investments as are held at the effective date of this circular

(2) The custodian will be responsible that all expenditures made from the fund are within the purposes of the fund. (Also, see paragraph 17).

c. Administration - The officer in command of a unit to which a fund pertains will be the custodian and is charged with the administration of the fund with the advice of the fund council of which he will be a member. (See paragraphs 13 and 14).

11. SUNDRY FUNDS

a. Funds of clubs and similar associations.

(1) The commanding officer of any unit, installation, or activity, when such action is in the interest of the service, may authorize the establishment, maintenance, and operation of funds of clubs and similar associations for military personnel, subject to any required approval which may be stipulated by the commanding officer of a higher echelon. For purposes of these regulations, the following definitions apply:

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(a) Funds of clubs - Funds pertaining to any clubs, such as officers', noncommissioned officers', or enlisted men's clubs, which are organized by and for the personnel of individual units of company, battalion, regimental or similar size.

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(b) Funds of associations - Funds pertaining to any clubs, restaurants, hotels, camps, or similar activities, whether for officers, noncommissioned officers, or enlisted men, which are organized for or patronized by:

1. The personnel of organizations or units larger than a regiment, such as a division or a wing.

2. The personnel of a specific branch of the Army, such as Quartermaster, Ordnance, Transportation, etc.

3. Transient personnel primarily, such as the transient officers' or transient enlisted men's messes and hotels in various cities.

4. Personnel on temporary duty, leave or furlough at rest hotels, rest camps, recreation areas, etc.

(2) Such clubs and associations will be established, operated, or disbanded in accordance with the provisions of regulations of this headquarters, and any provision of the constitutions, charters, and bylaws of such clubs and associations, including all existing clubs and associations, which is inconsistent therewith, will be inoperative. The activities of such clubs and associations, so far as not otherwise controlled by regulations of this headquarters, will be controlled and supervised by the commanding officer of the installation. Nothing in these regulations will be construed, however, as eliminating the necessity and desirability of the existing practice of members of such clubs and associations conducting their immediate operations in accordance with the provisions of their constitutions, charters, or bylaws as approved by the commanding officer of the unit, installation, or activity, through club officer, duly elected from the membership thereof, boards of governors, and appropriate committees, and otherwise managing the affairs and activities of such clubs and associations consistent with regulations of this headquarters and directives of the commanding officer of the installation.

(3) When the commanding officer of a unit, installation, or activity, determines that the establishment of such a club or association is in the interest of the service, he will fix the amount of necessary capital, including funds necessary for the purchase of equipment and for initial operations. Such capital may be obtained by borrowing from funds of other clubs or associations, by borrowing from the headquarters fund(s) of the unit(s) concerned, by deposits, or by contributions, provided, that arrangements are made for prompt repayment of loans from the revenues of the club or association, that all contributions are accepted only as gifts to the club or association, and that deposits and contributions are accepted with the express condition that no person making a deposit or contribution will thereby acquire or own any funds or property of the club or association or possess any enforceable right or interest therein. No member of such club or association will have, by reason of his participation either with or without the making of a deposit, any enforceable right or interest in any fund or property of the club or association, provided that, so long as the financial condition of the club or association warrants, the commanding officer of the unit, installation or activity, may provide by general regulation for the refund of any deposit, in whole or in part, without any increase whatever, at the termination of such member's participation in the club or association.

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(4) The revenues of such clubs and associations will consist of dues and assessments paid by members and transient guests, contributions, and incidental income derived from the operation of certain revenue-producing activities, such as bars, snack bars, and the provision for feeding or billeting members. Such clubs and associations will not participate in dividends distributed by either the Theater Central Welfare Fund or any headquarters fund.

(5) The funds of such clubs and associations may be expended for facilities, equipment, and services for the use of members and transient guests. Recreational or social activities may be conducted for members and transient guests.

b. Mess Funds - Mess funds will be administered in accordance with the provisions of these regulations, as they apply to clubs and associations, and the provisions of AR 210-60.

c. Religious funds - Religious funds may be established by chaplains under authority of the commanding officer of the appropriate unit or organization. Such funds may be established according to denomination. Revenues will consist only of voluntary contributions made in connection with religious observance or services, and of transfers from headquarters funds or the fund of the Theater Chaplain. Expenditures will be for the general purpose of improving military religious activities within the Theater. Under no circumstances will these funds be donated or used for civilian welfare or religious activities, but this prohibition does not preclude the collection of donations for such designated purposes provided such collections are kept separate. A religious fund will not be commingled with other funds and it will be administered by a chaplain who will be the custodian.

d. Administration - Sundry funds will be administered under the general supervision of the commanding officer of the unit, installation or activity, to which the fund pertains.

SECTION III

ADMINISTRATION OF FUNDS

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12. DESIGNATION OF WELFARE FUNDS - The official designation of welfare funds will be as follows:

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a. Theater Central Welfare Fund, MTOUSA.

b. Theater_____Fund. (For funds of Theater Special Staff Sections).

c. _____Central Welfare Fund. (For headquarters funds of major commands).

d. Hospital Fund,_____Hospital.

e. Headquarters Fund,_____Corps or Division.

f. Headquarters Fund,_____Battalion, _____Regiment, _____Division. (Include regiment or division only when an organic part thereof, and not when a separate battalion or regiment).

g. Unit Fund_____Company,_____Battalion,_____Regiment. (Include battalion or regiment only when an organic part thereof, and not when a separate company or battalion).

h. Any other appropriate designation not provided above. Substitute troop, battery, squadron, band, detachment, etc. where necessary.

13. CUSTODIANS OF WELFARE AND SUNDRY FUNDS

a. Incumbent - With respect to each class of fund, see sub-paragraph "Administration" in the appropriate paragraph of Section II. In addition to the afore-mentioned provisions, the following apply:-

(1) Except for unit funds, it is not required that the custodian be a member of the council or board.

(2) No officer who is charged with audits of nonappropriated funds or whose duties entail the disbursement of public funds will be assigned additional duties as custodian of a nonappropriated fund.

b. Duties - The custodian of a fund will receive, safeguard, disburse, and account for the fund in accordance with the provisions of regulations of this headquarters, and in observance of the policies and procedures prescribed by the Board of Directors, Council, or Command authority having jurisdiction over the fund.

c. Absence - In the event the custodian of any fund is absent from his post of duty, on leave or otherwise, for a period exceeding 6 days and not exceeding 10 days, the officer or agency having jurisdiction of such fund will appoint a substitute custodian to act in his place. The original custodian will entrust the cash or other assets of the fund to such substitute and will take a memorandum receipt therefor, in duplicate - one copy of which will be filed with the fund account during the period of the regular custodian's absence and will be returned to the substitute custodian receipted, with duplicate, upon return of the fund to the regular custodian. If a custodian is absent for a period exceeding 10 days, a regularly appointed successor to whom the fund will be transferred will be designated by the appointing authority or commanding officer. (See paragraph 21 b). For major funds, special authority may be given to extend the time stated herein.

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14. COUNCILS OR BOARDS OF WELFARE AND SUNDRY FUNDS

a. There will be a council or board for each of the following classes of funds:

(1) Hospital Funds.

(2) Headquarters Funds.

(3) Unit Funds.

(4) Sundry funds other than religious funds.

b. The council for a headquarters or unit fund will consist of not less than three nor more than five members except that, if less than three officers are present for duty, the council shall consist of such lesser number as are present for duty. (See paragraph 8 c (1) with respect to the council for a hospital fund). Councils or boards for sundry funds will consist of such membership as is prescribed by the constitution of the organization, but in no event will there be less than three members. The senior member of a council or board will be the president or chairman, and may also be the custodian, unless otherwise prescribed by the by-laws of a sundry fund. One officer other than the president or chairman, or the custodian, will be designated as recorder or secretary.

c. The duties of the council or board are to:-

(1) Ascertain that the fund is being properly administered, that all proper revenues have been received, and that expenditures are within the purposes of the fund.

(2) Approve such proposed expenditures from the fund as may be deemed proper.

d. Proceedings of all councils or boards of funds listed in paragraph a above, will be recorded; will indicate the members in attendance; and will include copies of the most recent financial statements of the fund properly certified. The record of the proceedings of the council or board will be signed by the president or chairman and by the recorder or secretary.

e. Disagreements between the councils and commanding officers will be decided by the commander of the next higher headquarters.

15. SAFEGUARDING OF WELFARE AND SUNDRY FUNDS

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a. Removal of funds - Except as may be otherwise prescribed by these regulations, the custodian of a fund will not permit the removal of any of the cash or other assets of the fund from the location of the organization or other agency to which it pertains. Payments in the conduct of business or deposits in banking institutions under the official designation of the fund are not included in this prohibition.

b. Working balance - Cash in amounts approved by the commanding officer

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may be kept at the risk of the custodian in his personal possession for necessary cash payments, but under no circumstances will cash be permitted to remain in any unprotected place or unduly long on the person of the custodian.

c. Cash in excess of amounts required in the working balance will be safeguarded in the most practicable of the following means:

(1) Deposited in any branch of Allied Financial Agency (AFA).

(a) When funds are deposited in a depository they will be placed under a numerical designation of the fund and not to the credit of the custodian in his individual capacity. Monies which do not pertain to the fund in question will not be deposited in the account.

(b) Commanders of major elements will assign an appropriate symbol and number to each unit within their respective commands, for designation of unit funds, e.g., Fifteenth Air Force--19, II Corps--6; for divisions, a symbol that does not show numerical designation of unit, followed by a number.

(c) Where deposited in banks, they will be carried in dollar accounts, and checks drawn against such accounts will be drawn in dollars, but local currency will be withdrawn at the official rate of exchange and payments made in cash.

(2) Purchase of Postal Money Orders at any US APO.- The cost of the money orders is a legitimate expenditure from the fund. Money orders will be drawn in favor of the official designation of the fund and not in favor of the custodian in his individual capacity. (See also Section XIV, paragraph 31, "Unit Funds - Money Orders", Circular 30, "Postal Regulations", this headquarters, dated 16 February 1945).

(3) Treasury Checks issued in exchange for cash at any US Army Finance Office. Checks will be drawn in favor of the official designation of the fund and not in favor of the custodian in his individual capacity.

d. Investments

(1) United States Government bonds, notes or certificates of indebtedness may be purchased for investment purposes by the Theater Central Welfare Fund.

(2) All other nonappropriated funds will make no investments. (This prohibition does not require the sale of securities purchased prior to publication of this circular).

e. Surety Bonds - At the discretion of the respective boards of directors or councils of nonappropriated funds, custodians and their assistants may be bonded at the expense of the funds in amounts that will protect the fund from loss in case of defalcation. Position schedule forms of bonds covering the position and not the individual by name will be used. Only corporate securities

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approved by the War Department and qualified with the Treasury Department may furnish such bonds.

f. Loss of funds - In case of loss of cash or other assets of a fund, other than financial losses incurred in normal operations, the circumstances will be carefully investigated by a board of three disinterested officers appointed by the organization or unit commander of the next higher headquarters having jurisdiction over the fund. The board will include in its report its opinion as to responsibility for the loss and recommendations as to appropriate action. The proceedings of the board will be transmitted through channels to the commander responsible for the annual general inspection of the organization or fund concerned for his decision and final action. Stoppage against the pay of an officer in case of an indebtedness to a nonappropriated fund is not authorized.

16. CONTRIBUTIONS, DONATIONS, AND LOANS, WELFARE AND SUNDRY FUNDS

a. Receipt of voluntary contributions and donations - The acceptance by nonappropriated welfare and sundry funds of contributions or donations of either property or money, and whether or not limited as to specific purposes or uses, will be confined to such contributions or donations which do not exceed the value of $1,000 voluntarily proffered by bona fide benevolent or fraternal societies or organizations. Such gifts should not be confused with gifts to the United States and may be accepted subject to the following approvals:

(1) In the case of the Theater Central Welfare Fund:- By the Board of Directors of that fund.

(2) In the case of funds of Theater Special Staff Sections:- By the Board of Directors, Theater Central Welfare Fund.

(3) In the case of hospital funds:- By the Theater Surgeon.

(4) In the case of headquarters funds, unit funds, and sundry funds, except religious funds:- By the commander of the next higher administrative headquarters commanded by a general officer.

(5) In the case of religious funds:- By the Theater Chaplain. The provisions of this paragraph do not apply to offertory collections or to other donations normal to religious practice.

b. Other offers of contributions or donations - All other offers of contributions or donations to nonappropriated welfare and sundry funds will be rejected and the profferor informed of the provisions of the act approved 27 March 1942 (see AR 35-190) relating to gifts to the United States to further the war program.

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c. Making of contributions or donations - Nonappropriated welfare and sundry funds will make no contributions or donations, except as authorized herein or where given prior approval by the Board of Governors, Theater Central Welfare Fund.

d. Loans - Loans from nonappropriated welfare and sundry funds are prohibited, except as authorized herein or where authorized by the Board of Directors,

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Theater Central Welfare Fund.

17. EXPENDITURES AUTHORIZED FROM NONAPPROPRIATED FUNDS

a. General - Expenditures from nonappropriated funds may be made for any of the purposes for which such funds are established. (See Section II). The following restrictions apply:

(1) Funds will be disbursed solely for the benefit of military personnel.

(2) Cash, securities, or other property of a nonappropriated fund will at no time be distributed to individuals.

(3) Articles which may be obtained on requisition from a supply service will not be purchased by nonappropriated funds unless such articles are immediately necessary and are not available for issue at the place where required

(4) Bills will be paid promptly, and no obligation will be incurred which cannot be met in full from funds on hand or to be recieved during the current month, unless previously approved in writing by the commander of the installation.

b. Types of expenditures authorized - In addition to the provisions in the applicable paragraphs in Section II, the following are cited as examples of types of authorized expenditures:

(1) Enlisted personnel may be paid compensation for services rendered in connection with revenue-producing, welfare or sundry activities performed in addition to regular duties. The rate of such payments will, in each instance, be approved by the commanding officer or the respective fund council, but in no event will exceed fifty per cent (50%) of the base pay of the enlisted person employed.

(2) Authorized expenditures from welfare funds include:

(a) Purchase of musical instruments and other supplies and equipment for the use of musical organizations.

(b) Purchase of athletic, recreational, or welfare equipment for military personnel.

(c) Purchase of labor-saving devices and articles not obtainable from a supply service, or to the extent that appropriated funds are not available therefor.

(d) Purchase of such materials or services as may be required for the protection, care, and preservation of fund-owned property, including cleaning and preserving materials, spare parts, and repair services.

(e) Purchase of mess and kitchen equipment not obtainable from the quartermaster.

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(f) Prizes for essays, and for excellence in sports and in military pursuits such as marksmanship and vehicle operation or maintenance, including unit proficiency.

(g) Purchase of supplies, materials, equipment, and services for the purpose of furnishing, repairing or decorating the interior of mess halls, theaters, day rooms, and recreation rooms.

(h) Payment of premiums on custodians' surety bonds, and on fidelity bonds of Army mail clerks and assistant Army mail clerks.

13. ACCOUNTING FOR NONAPPROPRIATED FUNDS

a. Accounting procedures - The custodians of all welfare and sundry funds are responsible for the maintenance of the necessary books and records to reflect the current status and condition of the respective funds, and to provide current data for reporting purposes in accordance with applicable accounting and reporting procedures. Transactions pertaining to a fund will be entered in the accounting records promptly. Bank statements will be reconciled monthly with the cash balance shown by the books of account. Accounting records, including bank statements and canceled checks, will be retained for one (1) year after they are audited and will then be destroyed, provided that no claim, criminal action, or disciplinary action has been initiated with respect to any entry or omission of an entry and that the records have been inspected by an Inspector General of the next higher headquarters having an Inspector General. A certified listing of the records destroyed, together with the Inspector General's report, will be filed with the current records.

b. Accounting records - Records will be accurate, legible, and neat. Corrections of entries which are not obvious errors will be initialed by the custodian, and also by the president or chairman, or by the recorder or secretary. Records will include, but are not limited to, the following where applicable:

(1) Vouchers - Vouchers ordinarily will be accomplished with respect to collections and expenditures, and will include certificates of payment and of receipt by the two parties to the transaction, a brief statement identifying the account or listing the articles purchased, and the amount stated in Dollars. They also will be dated and will be numbered in sequence, beginning with number 1 for each month and with the same series of numbers regardless of whether the vouchers are for receipts or payments and regardless of any change in custodians. Expenditure vouchers should, whenever possible, be supported by dealers' invoices, delivery tickets, etc. The vouchers will be bound in an orderly manner and so that they are readily accessible for inspection. (See Appendix "A" for a sample form of voucher). In the event that preparation of a voucher is not practicable, the custodian will obtain or prepare a memorandum evidencing the transaction and will submit it to the council or board for their approval to be indorsed thereon. A separate voucher is not required for transactions such as sales of coupon books and payments of mess accounts, provided the voucher covering such transactions for a day or a week is supported by a payment certificate embodying a list of the individual amounts and signatures. Items of an expendable nature and purchased for consumption or distribution will be so certified on the voucher, otherwise, they will be entered on the property record.

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(2) Cash record - A record will be kept in Dollars of all monetary receipts and expenditures.

(3) Property record - A record will be kept of all property, and a separate record of any investments (see paragraph 15 d), owned by the fund. Purchase cost will be shown in Dollars, and the date of acquisition will be entered. A separate record will be kept of services, including magazine subscriptions, being provided under contract to the activity to which the fund pertains. Separate records also will be kept of property donated and of property loaned to the fund. Property which is lost or damaged through the fault or neglect of the person or persons from whom reimbursement may be obtained, or which is unserviceable as the result of fair wear and tear, will be dropped from the accounts on a certificate approved by the council or board and filed with the vouchers. The entry of such property in the property record will be red - lined and the date of the certificate will be noted under a column headed, "Disposition". The entry for property sold or otherwise disposed of will similarly be red - lined and the date of the voucher or certificate will be noted under "Disposition".

(4) Accounts receivable - A record will be kept of all amounts due to the fund.

(5) Bills payable - A record will be kept of all amounts owed by the fund. Financial reports also will state any deferred liabilities or commitments of the fund.

(6) Inventories - A stock record will be kept of any materials, merchandise, and supplies on hand, and will be checked by periodic physical inventories conducted as frequently as is necessary to know the true status.

(7) Coupons - Where coupons ("chits") are used, as in clubs to facilitate the handling of cash in connection with the sale of food or drinks, a register will be kept of the coupons on hand (not sold). Sales of coupons, and refunds for coupons redeemed by repurchase, will be evidenced by vouchers. Where the prevailing practice is to sell books of coupons which are not promptly used by the purchaser, the outstanding liability will be accounted for by posting to "Accounts Payable" the net sales of books and off-sets representing the value of the chits collected for merchandise.

(8) Bank deposit slips - Bank deposit slips will be prepared in duplicate, and the duplicate copies, stamped or receipted by the bank, will be retained in a separate file.

(9) Bank statements and canceled checks.

(10) Financial reports such as statements of condition (balance sheets) and operating (profit and loss) statements.

(11) Certificates of transfer (see paragraph 21).

c. Accounting systems

(1) General - Systems of accounts for the respective funds will be such as to facilitate the keeping of the records, to provide data for desired

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reports, to reflect fully the current status and condition, and to facilitate control. Without compromise with these requirements, simplicity will be sought.

(2) The system of accounts will be prescribed by:

(a) The Theater Exchange Officer, MTOUSA, subject to the provisions of AR 210-65, for the Theater Exchange Fund and for funds of the base Exchanges.

(b) The Chief, Information and Education Section, Headquarters MTOUSA, subject to the staff supervision of the Fiscal Director, MTOUSA, for the Stars and Stripes Fund.

(c) The Board of Directors, Theater Central Welfare Fund, for the Theater Central Welfare Fund.

(d) The Chief of the Section, subject to the staff supervision of the Fiscal Director, MTOUSA, for the fund of a Theater Special Staff Section.

(e) The council or board for the central welfare fund of a major command, subject to the staff supervision of Headquarters, MTOUSA.

(f) Headquarters, MTOUSA for all other funds. (See paragraphs (3) and (4) below).

(3) System of accounts for headquarters funds (except central welfare funds of major commands), unit funds, hospital funds, and religious funds. These funds will utilize Council Book, WD AGO Form 10-4 (WD QMC Form 15), and the system provided therein, as a means of recording the cash receipts and expenditures and the balance thereof. The Council Book also furnishes forms on which the proceedings of the council will be recorded, and pages on which the property record will be kept in the manner prescribed in "b (3)" above. The custodian's certificate will be executed, and a copy of any other financial statement prepared and certified correct by the custodian will be securely fastened in the book. Certificates of transfer likewise will be fastened in the book. Other records maintained will include vouchers, memoranda of accounts owed to or by the fund, bank deposit slips, bank statements, and canceled checks.

(4) System of accounts for sundry funds, except religious funds - All sundry funds, except religous funds, will use the double entry system of accounting described in Appendix B.

d. Closing accounts - By the 5th of each month, the custodian of each welfare and sundry fund will prepare a statement of the condition of the fund as of the last day of the preceding month. Accounts will also be closed when a unit or organization is inactivated; when it is departing from the Theater; when there is a change of custodian; or when the activity to which a sundry fund pertains is terminated.

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19. AUDITING OF NONAPPROPRIATED FUNDS

a. The Theater Central Welfare Fund will be audited quarterly by the

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Inspector General, MTOUSA.

b. The funds of Theater Special Staff Sections, of Stars and Stripes, and of the Theater Exchanges, will be audited at least semi-annually by the Fiscal Director, MTOUSA. Accounts of the Base Exchanges will be audited, however, by Headquarters Army Exchange Service, MTOUSA, in accordance with AR 210-65.

c. Hospital funds, headquarters funds, unit funds and all sundry funds will be audited at least quarterly by disinterested commissioned personnel designated by the appropriate commander.

d. In addition to the periodic audits prescribed above, an audit will be made when the accounts are closed by reason of a change of custodian, inactivation of the unit or organization, departure from the Theater, or termination of the activity to which a sundry fund pertains.

20. REPORTS OF NONAPPROPRIATED FUNDS -(Also see paragraphs 14 d and 19 d.)

a. Revenue-producing funds - Revenue-producing funds will prepare a balance sheet and profit and loss statement monthly and transmit one copy to the Secretary to the Board of Directors, Theater Central Welfare Fund, in care of G-1, MTOUSA.

b. Funds of Theater Special Staff Sections - By the 15th of each month, the chief of each Theater Special Staff Section operating a fund will transmit to the Secretary to the Board of Directors, Theater Central Welfare Fund, in care of G-1, MTOUSA, a report summarizing the transactions of the fund during the preceding month and showing its status as of the end of the preceding month.

c. Hospital funds - By the 10th of each month, the custodian of each hospital fund will transmit to the Theater Surgeon, MTOUSA, a report, in duplicate, in the form shown in Appendix C.

d. Headquarters and Unit Funds

(1) From time to time custodians of headquarters and of unit funds will be required to submit a report as of the last day of the preceding month in the form shown in Appendix D. The instructions contained therein are made a part hereof.

(2) A copy of a financial statement of the status of each headquarters and each unit fund, and a summary of its revenues and expenditures, will be given publicity at least quarterly in order that the men of the installation to which the fund pertains may be apprised of its condition. Such publicity will be obtained through appropriate media or by display of such statements on bulletin boards.

e. Funds of Clubs and Associations - The following reports are required of clubs and associations defined in paragraph 11 a (1):

(1) When the establishment of a club or association is approved, a notice will be sent through channels to the attention of the secretary to the Board of Directors, Theater Central Welfare Fund, in care of G-1, MTOUSA, and will state the name of the club or association, the class of membership, any restrictions on

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membership, the organization or group from which members will be derived, the purpose of the club or association, and the facilities which exist or are planned for the use of the members.

(2) When a club or association is being disbanded, a notice to that effect will be sent through channels to the attention of the Secretary to the Board of Directors, Theater Central Welfare Fund, in care of G-1, MTOUSA, and will state the estimated date when the monetary balance remaining in the fund will be transmitted to the Theater Central Welfare Fund. (See paragraph 22 a (4).).

(3) When the net worth of the fund of a club or association exceeds $1,000 as of the last day of a month, a report will be transmitted by the 10th of the following month to the Secretary to the Board of Directors, Theater Central Welfare Fund, in care of G-1, MTOUSA. ("Net Worth" as used herein is defined as the difference between (a) the total tangible assets of the fund and (b) its aggregate liabilities including any deposits made in the fund which are subject to repayment.) Such a report will be in the form illustrated in Exhibit B, Appendix E, and will show the status of the fund (balance sheet) as of the end of the preceding month, the net profit or loss during the preceding month, and the maximum and minimum cash balances during the preceding month. Any plans to utilize or to reduce any cash in excess of current needs also will be stated.

(4) A report on the financial status of the fund and of its revenues and expenditures will be given publicity through circulation to members or display on bulletin boards at least quarterly in order that the members may be apprised of the condition of the fund. This provision does not apply to transient messes and hotels, or to rest centers, where the membership consists of transient personnel or personnel on temporary duty for rest.

f. Mess Funds - The provisions of (2), (3) and (4), above, also apply to mess funds.

g. Religious Funds - The custodian of a religious fund will send through administrative chaplains' channels to the Theater Chaplain a monthly report summarizing the transactions of the fund during the preceding month and showing its status as of the end of the preceding month.

21. TRANSFERS OF WELFARE AND SUNDRY FUNDS

a. Transfer of funds

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(1) For the duration of the present war and 6 months thereafter, no part of the cash or other assets of nonappropriated welfare or sundry funds will be transferred to other nonappropriated welfare or sundry funds when only a portion of the personnel of an organization is transferred to or reconstituted in another organization. If an entire organization is transferred to, reconstituted in, or redesignated as another organization, the assets and liabilities of the unit or headquarters fund pertaining to that organization, including distributions due but unpaid, will also be transferred.

(2) When a unit or organization is inactivated, or an activity is terminated, the monetary balances in all welfare and all sundry funds pertaining thereto will be transferred to the Theater Central Welfare Fund, except when the entire unit or organization is transferred to, reconstituted in, or redesignated as another organization (see (1) above). A request for reallocation of a sundry

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fund may be made to the Theater Central Welfare Fund when the activity operating the fund is terminated and funds are needed for a new but similar activity. A fund will not be recklessly dissipated in anticipation of inactivation of the unit or organization, or termination of the activity, nor will any unusual expenditures or benefits be made or provided in such a case. After a fund has been closed and audited, and the balance has been transferred to the Theater Central Welfare Fund, the fund records will be filed with the organization records.

b. Transer of funds to successor custodians - (See also paragraphs 13c, 18d, and 19d). The transfer of a nonappropriated welfare or sundry fund from one custodian to a successor will be accomplished by the custodian preparing the following financial statements:

(1) Assets and liabilities.

(2) A statement of revenues and expenditures since the last closing of the account.

(3) A statement of the bank balance as of the date of transfer and a reconciliation with that balance showing outstanding checks not yet paid.

(4) The above statements will carry the following certificate:

"I certify that to the best of my knowledge and belief the attached statements are a complete and accurate record of the status of the_____Fund, revealing all outstanding liabilities and sums due, and that the property owned by the fund is on hand." When necessary, the foregoing form of certificate will be changed to be in accordance with the facts. The successor custodian will receipt for the fund property after satisfying himself of the accuracy of the above statements.

c. Transfer of Funds when organization goes into combat.

(1) When an organization goes into combat and, in the opinion of the commanding officer of the organization to which a welfare or sundry fund pertains, funds might be lost, such funds will be left with an adjutant who will give a receipt for the funds and all papers pertaining thereto. The adjutant will have no authority to make disbursements. Upon the relief of the organization, the fund will be returned to its custodian.

(2) If the custodian of the fund has become a casualty, the fund will be closed by the adjutant, inspected by an officer of field grade, and then turned over to the succeeding custodian.

22. DISPOSITION OF PROPERTY OF WELFARE AND SUNDRY FUNDS

a. Property (except donated property) of a welfare or sundry fund which becomes surplus such as through inactivation or disbandment of the organization, or which may not be transported when there is a change of location, or which is no longer desired, will be disposed of as follows:

(1) By sale to other welfare and sundry funds as preferred bidders.

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Hq NTOUSA Circular # 62 (cont'd)

(2) By sale to other purchasers, provided that no military bidder can be found and then only with the approval of the next higher commander.

(3) By donation (except for cash and securities) to other welfare and sundry funds, or turned over to a salvage officer for disposition, in the event that no purchaser can be found. No property will be deliberately abandoned. A receipt will be taken from the responsible officer who receives such property and will be kept to show the disposition of the property.

(4) By transfer of cash and securities to the Theater Central Welfare Fund. Any balance properly carried in a ration savings account, however, will be turned in to a disbursing officer for deposit to the credit of the appropriation "Replacing Quartermaster Service, Army". Transfers from any nonappropriated fund to a ration savings account are unauthorized.

b. Donated property will not be disposed of without the prior approval of the donor. Any property donated by the American Red Cross will be returned upon its request.

23. INSPECTIONS

a. Inspections will be made by officers of the Inspector General's Department, as required by regulations and orders, and as prescribed or indicated in paragraphs 18e and 19a and d, herein above.

b. Inspections will also be made when deemed appropriate or necessary by the commanding officer of the organization or unit, or by the commander of a superior organization. In such a case, the officer making the inspection will report findings with respect to any irregularities to the commanding officer who ordered the inspection.

c. Officers making inspections will inquire into all matters affecting the financial status of the fund inspected, will ascertain the propriety of the expenditures and that all appropriate revenues have been received and recorded, and will recommend necessary corrective measures where irregularities are found to exist.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

4 Inclosures:
Appendix "A" - Sample Form of Voucher
Appendix "B" - Double Entry System of Bookkeeping
Exhibit "A" to Appendix "B" - Accounting Sheet
Exhibit "B" to Appendix "B" - Balance Sheet
Exhibit "C" to Appendix "B" - Sample Coupon Register
Exhibit "D" to Appendix "B" - Property Form
Appendix "C" - Monthly Report of Hospital Fund
Appendix "D" - Monthly Report of Headquarters or Unit Fund

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DISTRIBUTION:
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APPENDIX "A" to Hq MTOUSA Circular #62

Sample Form of Voucher

_____Fund

_____

_____19____

I certify that I have this day (paid to) (received from)_____

_____the amount of

_____and____/100 Dollars ($)

for:

_____

_____

_____

_____

_____

_____

Paid by check #_____, Account #_____ _____

_____

Custodian

_____19____

I certify that I have this day (received) (paid) the above amount, that the account as stated is correct, and that payment previously was not made.

Voucher No._____ _____

_____19_____ _____

$_____(Expenditures) (Receipts) _____

_____

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APPENDIX "B" to Hq MTOUSA Circular # 62

Double Entry System of Bookkeeping

1. A simple double entry system of bookkeeping suitable for a club, or association, is described in this appendix. Records maintained include:

a. Accounting Sheet. (Exhibit A) (For this form, use sheets ruled with horizontal lines and vertical columns and - if necessary - paste sheets together to obtain a form with the desired number of columns).

b. Balance Sheet and Operating Statement. (Exhibit B)

c. Coupon or Chit Register. (Exhibit C)

d. Property Record. (Exhibit D)

Other records maintained but not shown herein include voucher files, ledger, bank deposit slips, bank statements, canceled checks, and certificates of transfer. An explanation of the accounting sheet will serve to describe the system. The other records are discussed elsewhere in this Circular or are self-explanatory.

2. The accounting sheet will be explained by an example and type entries, using as an example a club whose activities include the operation of a bar and a "snack bar". (Refer to Exhibit A)

a. General - At all times entries in odd numbered columns (debits) must equal entries in even numbered columns (credits). The columns "Cash" through "Surplus" represent balance sheet items, while the columns "Memberships" through "Miscellaneous" are used to obtain information required to compile an operating statement. The number of columns used depends upon the number of departments and the extent to which it is desired to separate the data in order to facilitate preparation of the financial statements. Furthermore, the bookkeeping procedures are determined, in part, by the control measures adopted.

b. Controls

(1) Cash - To facilitate control of cash, coupons ("chits") are required for all purchases made at the bar and snack bar. Coupons are sold by the book and are accounted for by means of the Coupon Register (Exhibit C). Each coupon sold is a liability until used by the club patron to obtain drinks or merchandise from the bar or snack bar, or until redeemed by re-purchase by the club. To account for this liability, sales of coupon books are recorded in column (4) and the amount of coupons collected over the bar and snack bar is recorded in column (3). Bills payable and bills paid are also recorded in columns (4) and (3), respectively, and therefore it is necessary to determine by inspection of the items the amount of bills remaining unpaid and the amount of coupons outstanding when preparing the required balance sheet (Exhibit B). Ledger accounts (not shown herein) may also be maintained to show the status of accounts with individual vendors.

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(2) Inventories - It is desired to have the stock room inventory record show the amount of bottled goods (other than beer and Coca Cola) on hand at all times. The cost of bottled goods put into the stock-room is entered in column (5), and the cost of any bottled goods taken out of stock is entered in colum (6). The current balance then is checked by a physical inventory at least

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APPENDIX "B" to Hq PHOUSA Circular #62 (cont'd)

once every week. With respect to beverages and merchandise carried for sale at the bar (columns (7) and (8)), security measures are taken, but it is impractical to credit the bar inventory account as the refreshments are dispensed. However, to detect the existence of free dispensing and "knocking down", a temporary memorandum is made of the value computed at selling prices of the beverages and merchandise when placed in the bar, and at least once a week this value is checked for agreement with the value of the coupons collected and of the bar stock as determined by physical inventory. Food placed in the snack bar is entered at cost in column (9), and a physical inventory is made when it is desired to determine the cost of merchandise sold. The value of beer and Coca Cola is entered at cost in column (7) or (9) when placed in the bar or snack bar, depending upon where they are sold, and the value of bottles and cases is included if these are to be used for credit or resale.

(3) Profits - It is desired to know the amount of profit or loss developed by the bar and the snack bar, separately, as well as the profit on bottled goods sold from stock. It is necessary, therefore, to count separately the coupons collected at the bar and the snack bar.

c. Type transactions

(1) To open the books, the cash is counted and physical inventories are taken of all merchandise on hand. Any amounts due the fund are ascertained, and any amounts owed by the fund are determined, including the amount of coupons outstanding. The number of coupon books on hand is counted but is recorded only in the Coupon Register. Furniture and equipment must appear in the Property Record (Exhibit D) at prices paid, but will not appear in the balance sheet because it is advisable in the Theater of Operations to charge off such items; any such purchases, therefore, are debited to Surplus. Assuming that the following items are found, the amounts are entered in the columns indicated by the numbers within parentheses:

Cash on hand and in bank	$1500.00	(1)		
Inventories (Stock Room)	300.00	(5)		
(Bar)	100.00	(7)		
(Snack Bar)	15.00	(9)		
Accounts Payable (Qi)			$ 200.00	(4)
Coupons Outstanding			100.00	(4)
TOTALS	$1915.00		300.00	
Surplus			1615.00	(12)
	$1915.00		$1915.00	

It will be noted that the coupon liability is recorded separately in order to have the coupon account visible.

(2) Assume that monthly dues in the amount of $1500.00 are collected from members. The entry is:

Column (1)	1500.00	
Column (14)		1500.00

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APPENDIX "B" to Hq MTOUSA Circular #62 (cont'd)

(3) Assume that beer is purchased for $100.00 from the PX on credit. The entry is:

Column (4)	100.00
Column (7)	100.00

(4) Assume that bottled goods which cost $250.00 are transferred from stock to bar. The entry is:

Column (6)	250.00
Column (7)	250.00

(5) Assume that bottled goods are purchased for cash in the amount of $1800.00. The entry is:

Column (2)	1800.00
Column (5)	1800.00

(6) Assume that the receipts from sale of coupon books during the week amount to $600.00. They are reported on a single voucher, and the entry is:

Column (1)	600.00
Column (4)	600.00

(7) Assume that bar sales for the week, as represented by the coupons collected by the bar, amount to $120.00. The entry is:

Column (3)	120.00
Column (13)	120.00

(8) Assume that the coupons collected during the week by the snack bar amount to $20.00. The entry is:

Column (3)	20.00
Column (20)	20.00

(9) Assume that new members pay initiation fees totaling $300.00. The entry is:

Column (1)	300.00
Column (14)	300.00

(10) Assume that $50.00 worth of food is purchased on credit from the Quartermaster to be resold at the snack bar. The entry is:

Column (4)	50.00
Column (9)	50.00

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(11) Assume that the $100.00 owed the PX for beer (Item (3) above) is paid. Of that amount, $75.00 was for the liquid and $25.00 was for the containers, and the bill is paid by $75.00 in cash and the return of bottles valued at $25.00. It will be noted that when the beer was purchased, the total cost of the liquid and the containers was charged to the bar column (7). When bottles are used towards payment of the bill, therefore, the bar account must be credited with the value of the bottles withdrawn, and the entry is:

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Column (2)	75.00
Column (3)	100.00
Column (8)	25.00

(12) Assume that bottled goods costing $300.00 are sold for $400.00. In accordance with the prescribed procedure of maintaining a current running account of the stock-room inventory, the stock-room column (6) is credited with the cost of the merchandise removed and the cost is charged against the bottled goods sales. The latter are credited with the price received in the sale, and the cash received is charged to the cash account. The entries are:

Column (6)	300.00
Column (15)	300.00
Column (16)	400.00
Column (1)	400.00

(13) Assume that $500.00 worth of coupon books are sold during the week. The entry is:

Column (1)	500.00
Column (4)	500.00

(14) Assume that coupons amounting to $350.00 are collected at the bar during the week. They are reported on a single voucher, and the entry is:

Column (3)	350.00
Column (13)	350.00

(15) Assume that $25.00 worth of coupons are collected at the snack bar during the week. The entry is:

Column (3)	25.00
Column (20)	25.00

(16) Assume that beer is purchased for $150.00 in cash from the PX. It is not sold but the entire amount is used at a party for members. The entry is:

Column (2)	150.00
Column (21)	150.00

(17) Assume that bottle goods costing $10.00 are accidentally broken in the stock room, through the fault or neglect of no one concerned. Such a loss at the bar might be considered a normal loss and charged to cost of goods sold. Occurring in the stock room, however, it could not be charged against any particular department. It is charged, therefore, to the miscellaneous column (21), and the entry is:

Column (6)	10.00
Column (21)	10.00

A notation "(charge off)" is made in order that the item may be readily classified when the operating statement is being prepared.

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APPENDIX "B" to Hq MTOUSA Circular # 62 (cont'd)

(18) Assume that the bar store-room is replenished by transferring bottled goods costing $500.00 from the stock room. The entry is:

Column (6)	500.00
Column (7)	500.00

(19) Assume that furniture is purchased for $100.00 for cash. In the Theater, the cost of furniture and equipment is charged off, and the entry is:

Column (2)	100.00
Column (21)	100.00

This purchase must then be recorded in the Property Record (Exhibit D) at price paid. It will not be included in any merchandise inventory or in the balance sheet.

(20) Assume that it is the end of the month and each week the amount of coupon books sold, and the amount of coupons collected at the bar and at the snack bar were determined and entered. In the example, these entries should be made as of August 22 and 29, but are omitted in order to conserve space. So that the financial statements as of the end of the month will be up to date and correctly show the status of the fund, the coupon book sales and the collections of coupons at the bar and at the snack bar are determined for the days subsequent to the last full week. Assuming that receipts from sale of coupon books amounted to $400.00, the entry is:

Column (1)	400.00
Column (4)	400.00

(21) Assuming that bar sales as represented by coupons collected at the bar during the last days of the month (see (20) above) amounted to $700.00, the entry is:

Column (3)	700.00
Column (18)	700.00

(22) Assuming that snack bar sales as represented by coupons collected at the snack bar during the last days of the month (see (20) above) amounted to $20.00, the entry is:

Column (3)	20.00
Column (20)	20.00

(23) Assure that the Quartermaster is paid $250.00 in cash for the bill rendered (Item (1) above) in the amount of $200.00 and for the food purchased (Item (10) above). The entry is:

Column (2)	250.00
Column (3)	250.00

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(24) Assure that salaries in the amount of $200.00 are paid. The entry is:

Column (2)	200.00
Column (21)	200.00

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APPENDIX "B" to Hq USARYIS Circular #62 (cont'd)

(25) Assume that an orchestra is paid $100.00. The entry is:

Column (2)	100.00
Column (21)	100.00

(26) It is now desired to know the profit for the period and to close the books. The following steps are taken:

(a) An inventory is taken of all merchandise on hand at cost, including Coca Cola and beer bottles and cases. The inventories are taken separately for the stock room, the bar, and the snack bar. Assume that the stock room inventory is found to be $1040.00. This amount agrees with the balance indicated by columns (5) and (6), the balance having been frequently checked by means of physical inventories and adjustments made currently. Assume that the bar inventory is valued at $125.00 and the snack bar inventory at $10.00. These amounts are entered as follows:

Column (5)	1040.00
Column (6)	125.00
Column (10)	10.00

They also are entered on the first line of the account for the new period, shown in Exhibit "A" as "Sept 1 - Balance Brought Fwd", as follows:

Column (5)	1040.00
Column (7)	125.00
Column (9)	10.00

(b) To determine the cost of goods sold at the bar, columns (7) and (8) are totaled and an entry is made in column (7) or (8) to make the columns balance. In this case, the balancing figure is $800.00 in column (8). In order to charge this cost against the bar sales, this amount is also entered in column (17). The same procedure is followed with respect to columns (9) and (10) in order to determine the cost of goods sold at the snack bar. In this case, the balancing figure is $55.00 and it is transferred to column (19) in order to charge it against snack bar sales.

(c) To determine the profit on operations of the various departments, their respective columns, (15) and (16), (17) and (18), and (19) and (20), are now totaled and balancing figures inserted. By this method, it is found that the profits were $100.00 on the sale of bottled goods, $370.00 on the bar operations, and $10.00 on the snack bar operations. These amounts are entered in column (11) in order to transfer the profits to surplus.

(d) The miscellaneous expenses and charge offs entered in column (21) are now totaled and entered separately in column (22), and in order to charge them against surplus the amounts are transferred to column (11). These totals are $60.00 for the expenses, and $110.00 for the charge offs.

(e) All remaining columns are now totaled and entries made (in red ink, if available) to balance them. These entries are:

Column (2)	2525.00
Column (3)	365.00
Column (11)	3335.00

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APPENDIX "B" to Hq MTOUSA Circular # 62 (cont'd)

These amounts also are carried forward to columns (1), (4) and (12), respectively, in order to open the books for the next period. At this time, the total of the odd numbered columns must equal the total of the even numbered columns for the new period.

(27) It now is desired to present a balance sheet and operating statement. Exhibit "D" shows the statements. An analysis of surplus (net worth) is prepared as an additional check on the accuracy of the operating statement which is incorporated therein. These financial statements are readily prepared from the accounting sheets.

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EXHIBIT
ACCOUNTING

Organization *384th FA OFF. CLUB* **Account for Month of** *August, 1944*

DATE	EXPLANATION	VOUCHER NO.	CASH 1 DR	CASH 2 CR	A/C PAYABLE 3 DR	A/C PAYABLE 4 CR	STOCK ROOM INV 5 DR	STOCK ROOM INV 6
						100.00		
						200.00	300.00	
Aug. 1	To open books	1	1500.00					
4	Members Dues	2	1500.00					
5	Purchase of Beer	3				100.00		
5	Stock to Bar	4						
7	Purchase of Bottled Goods	5		1800.00			1800.00	
8	Sale of Bar Coupons	6	600.00			600.00		
8	Bar Sales	7			120.00			
8	Snack Bar Sales	8			20.00			
10	New Members	9	300.00					
11	Quartermaster Food	10				50.00		
12	Paid PX for Beer	11		75.00	100.00			
14	Sale of Bottled Goods	12	400.00					
15	Sale of Bar Coupons	13	500.00			500.00		
15	Bar Sales	14			350.00			
15	Snack Bar Sales	15			25.00			
19	Paid PX for Beer for party	16		150.00				
20	Bottle goods broken	17						
24	Stock to Bar	18						
25	Purchase of Furniture	19		100.00				
31	Sale of Bar Coupons	20	400.00			400.00		
31	Bar Sales	21			700.00			
31	Snack Bar Sales	22			20.00			
31	Paid Quartermaster	23		250.00	250.00			
31	Salaries	24		200.00				
31	Dance Orchestra	25		100.00				
31	Inventories at cost							
	Cost of Merchandise Sold							
	Profit on Sales							
	Misc. Chgs & Crs to Surplus							
	To Balance			(2525.00)	(365.00)			
	To close books		5200.00	5200.00	1950.00	1950.00		2100.00
Sept. 1	Balance Brought Fwd		2525.00			365.00		1040.00

(Parentheses indicate that figures therein are written in red

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

EXHIBIT A

ACCOUNTING SHEET

th of August, 1944 — Page No. 1

S H	A/C PAYABLE		STOCK ROOM INVENTORY		BAR INVENTORY		SNACK BAR INVENTORY	
2 CR	3 DR	4 CR	5 DR	6 CR	7 DR	8 CR	9 DR	10 CR
		100.00						
		200.00	300.00		100.00		15.00	
		100.00			100.00			
				250.00	250.00			
1800.00			1800.00					
		600.00						
	120.00							
	20.00							
		50.00					50.00	
75.00	100.00					25.00		
				300.00				
		500.00						
	350.00							
	25.00							
150.00								
				10.00				
				500.00	500.00			
100.00								
		400.00						
	700.00							
	20.00							
250.00	250.00							
200.00								
100.00								
				1040.00		125.00		10.00
						800.00		55.00
(2525.00)	(365.00)							
5200.00	1950.00	1950.00	2100.00	2100.00	950.00	950.00	65.00	65.00
		365.00	1040.00		125.00		10.00	

(Parentheses indicate that figures therein are written in red ink)

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

EXHIBIT A (Cont'd)

SURPLUS		MEMBERSHIP		BOTTLED GOODS SALES		BAR SALES		SNACK
11 DR	12 CR	13 DR	14 CR	15 DR	16 CR	17 DR	18 CR	19 DR
	1615.00							
			1500.00					
							120.00	
			300.00					
				300.00	400.00			
							350.00	
							700.00	
						800.00		55.00
	10.00							
	370.00							
	100.00			100.00		370.00		10.00
450.00								
110.00	1800.00	1800.00						
(3335.00)								
3895.00	3895.00	1800.00	1800.00	400.00	400.00	1170.00	1170.00	65.00
	3335.00							

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

EXHIBIT A (Cont'd)

	BOTTLED GOODS SALES		BAR SALES		SNACK BAR SALES		MISCELLANEOUS	
	15 DR	16 CR	17 DR	18 CR	19 DR	20 CR	21 DR	22 CR
00								
				120.00				
						20.00		
00								
	300.00	400.00						
				350.00				
						25.00		
							150.00	
							10.00	(charge off)
							100.00	(charge off)
				700.00				
						20.00		
							200.00	
							100.00	
			800.00		55.00			
	100.00		370.00		10.00			
								450.00
								110.00
0	400.00	400.00	1170.00	1170.00	65.00	65.00	560.00	560.00

EXHIBIT "B" to APPENDIX "B" to Hq MTOUSA Circular # 62

BALANCE SHEET (as of 31 August 1944)

ASSETS		LIABILITIES AND NET WORTH	
Cash in Bank	$ None	Accounts Payable	$ None
Cash on Hand	2525.00	Coupons Outstanding	365.00
Postal Money Orders	None	Deferred Liabilities	None
Accounts Receivable	None	commitments, etc. (detail on reverse side)	3335.00
Inventory (at cost)	1175.00		
TOTAL ASSETS	$ 3700.00	Total Liabilities and Net Worth	$ 3700.00

Furniture and equipment charged off and does not appear in above statement; however, appears in the property record at prices paid.

ANALYSIS OF SURPLUS (NET WORTH)
Month of August, 1944

Net Worth as of beginning of month - $ 1615.00

	Sales	Cost of Sales	Profit (Loss)		
Bottled Goods	$ 400.00	$ 300.00	$ 100.00		
Bar	1170.00	800.00	370.00		
Snack Bar	65.00	55.00	10.00		
Profit on Sales -			$ 480.00		
Membership Dues and Fees -			1800.00	$ 2280.00	
Expenses -			$ 450.00		
Charge-offs -			110.00	560.00	
Increase in Net Worth				1720.00	1720.00
Net Worth as of end of month -					$ 3335.00

Cash Balance during month: Maximum - $3075.00; Minimum - $1200.00

I certify that the above Balance Sheet and Operating Statement (included in Analysis of Surplus) for the month of August 1944, is true and complete.

/s/ John E. Doe
Captain, 384th FA
Custodian

5882

The council of the administration met 5 Sept 1944 and audited the fore-

Declassified E.O. 12356 Section 3.3/NND No. 783016

Net Worth as of beginning of month - $ 1615.00

	Sales	Cost of Sales	Profit (Loss)		
Bottled Goods	$ 400.00	$ 300.00	$ 100.00		
Bar	1170.00	800.00	370.00		
Snack Bar	65.00	55.00	10.00		
Profit on Sales -			$ 480.00		
Membership Dues and Fees -			1800.00	$ 2280.00	
Expenses -			$ 450.00		
Charge-offs -			110.00	560.00	
Increase in Net Worth				1720.00	1720.00
Net Worth as of end of month -					$ 3335.00

Cash Balance during month: Maximum - $3075.00; Minimum - $1200.00

I certify that the above Balance Sheet and Operating Statement (included in Analysis of Surplus) for the month of August 1944, is true and complete.

/s/ John E. Doe
Captain, 384th FA
Custodian

5882

The council of the administration met 5 Sept 1944 and audited the foregoing account for the month of August 1944. The council found the account correct, approved the expenditures made, and authorized the usual expenditures for the next month. The certificate of the responsible officer was examined and the cash balance in his personal possession and other evidences of property were exhibited to the council and verified.
Additional Remarks: Appropriated $700.00 for club building improvements.

/s/ William C. Brown
1st Lt. 384th FA
(Recorder)

/s/ Henry R. Smith
Major, 384th FA
(President)

12 October 1944

I certify that I have this day inspected the foregoing account for the period from 1 Aug 44 to 31 Aug 44 inclusive and find it correct with the following exceptions:

None

Cash and evidences of property were verified.

/s/ Alfred D. Williams
Major, 261st Inf

Declassified E.O. 12356 Section 3.3/NND No. 73016

EXHIBIT "C" to APPENDIX "B" to Hq NTOUSA Circular # 62

SAMPLE COUPON REGISTER

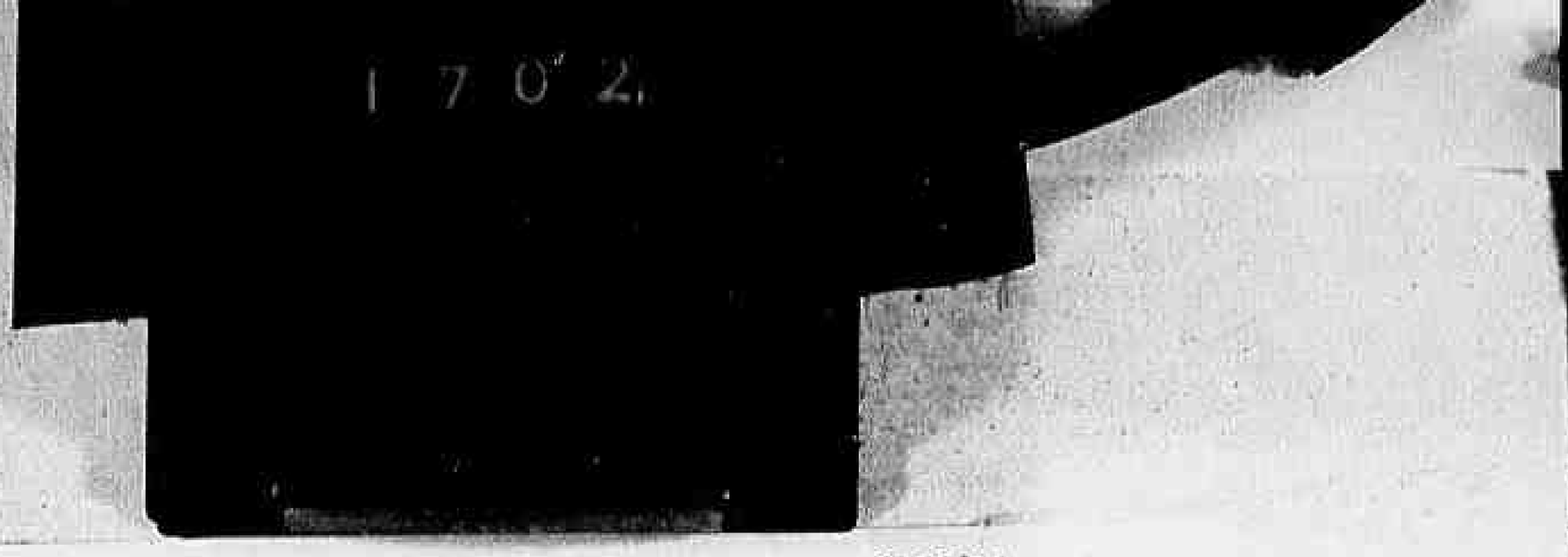
Number of Blank Books on Hand_____Date_____19_____

Date	Serial No.	Value	Signature	Repurchase
21 Aug 44	178	$ 5.00	John Doe	
22 Aug 44	179	5.00	Floyd Hendry	
23 Aug 44	170		John Doe	$ 2.00
24 Aug 44	180	5.00	George Tate	
25 Aug 44	181	5.00	Peter Sand	
26 Aug 44	182	5.00	Larry Smith	
27 Aug 44	183	5.00	Ben Koch	
28 Aug 44	184	5.00	Henry Nole	
29 Aug 44	181		Peter Sand	1.00
30 Aug 44	185	5.00	John Brown	
31 Aug 44	186	5.00	Donald Smith	
	Total	$ 45.00		$ 3.00
	Less Repurchase	3.00		
	Net Sale	$ 42.00		

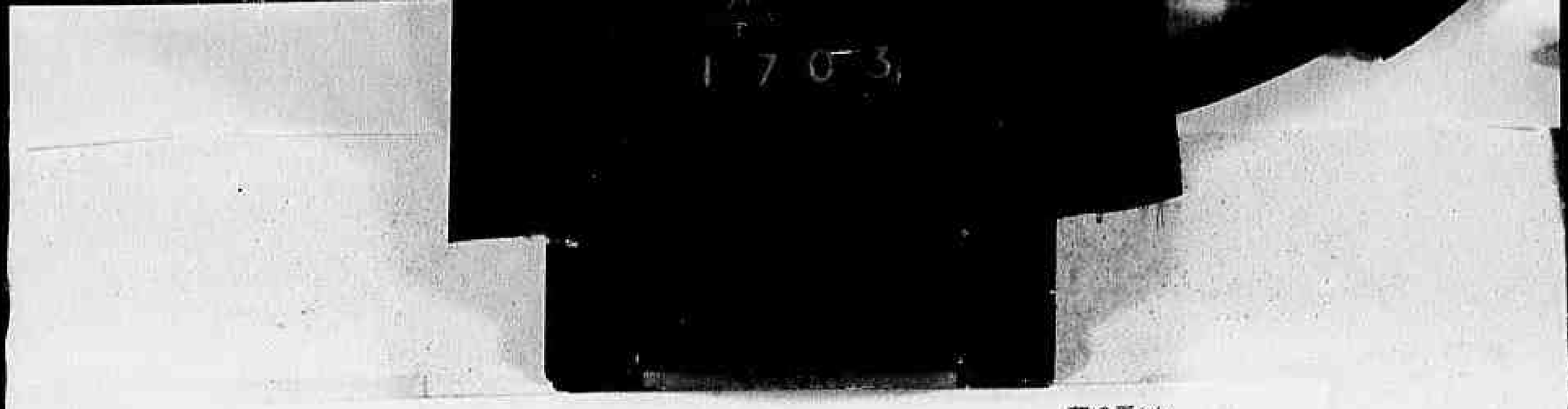
Balance Blank Books on hand carried forward 491.

This register sheet should be attached to proper voucher each week or fortnight as the council directs. Net sales will be posted to accounts payable column (4). Chits collected over bar will be valued by the custodian at least once each week and that value posted to Column (3), accounts payable. The chits will then be carefully destroyed.

Declassified E.O. 12356 Section 3.3/NND No. 783016



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



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

SECRET

Declassified E.O. 12356 Section 3.3/NND No. 78016

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APPENDIX "G" to Hq MTOUSA Circular #62

_____Hospital

APO_____, US ARMY

_____19_____

SUBJECT: Monthly Report of Hospital Fund.

TO : Theater Surgeon, MTOUSA, APO 512, US Army.

1. The following report as of_____19_____is
(last day of preceding month)
made in compliance with the provisions of paragraph 20c, Circular Number 62, Headquarters, MTOUSA, 1945:

a. Assets (excluding hospital subsistence funds):

Cash (including money orders and checks, and excluding securities) $_____

Receivable (explain on reverse side) $_____

Total $_____

b. Liabilities (aggregate amount of unpaid bills, purchase orders, contracts, and similar commitments; detail on reverse side) $_____

c. Net Working Capital (Item "a" minus Item "b") $_____

d. Authorized Bed Capacity _____

e. Net Working Capital per Authorized Bed $_____

_____
(Name)

_____
(Rank)

Headquarters, MTOUSA, 1945:

a. Assets (excluding hospital subsistence funds):

Cash (including money orders and checks, and excluding securities) $_____

Receivable (explain on reverse side) $_____

Total $_____

b. Liabilities (aggregate amount of unpaid bills, purchase orders, contracts, and similar commitments; detail on reverse side) $_____

c. Net Working Capital (Item "a" minus Item "b") $_____

d. Authorized Bed Capacity _____

e. Net Working Capital per Authorized Bed $_____

_____
(Name)

_____
(Rank)

Custodian

(Submit in duplicate)

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Declassified E.O. 12356 Section 3.3/NND No. 789216

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

RESTRICTED

APPENDIX "D" to Hq MTOUSA Circular #62

HEADQUARTERS

_____

APO_____, US ARMY

_____19____

SUBJECT: Special Report of Fund.

TO : Chairman, Board of Directors, Theater Central Welfare Fund, MTOUSA, APO 512, US Army. Attention: Secretary of the Board.

1. The following report as of_____19_____is made in
(last day of Preceding Mo)

compliance with_____

a. Designation of Fund:_____

b. Assets:

Cash (including money orders and checks, and excluding ration savings and securities) - - - - - - - - - - - - -$_____

Receivable (explain on reverse side) - - - - - - - - - - $_____

TOTAL - $_____

c. Liabilities (aggregate amount of unpaid bills, purchase orders, contracts, and similar commitments; detail on reverse side) - $_____

d. Net Working Capital (Item "b" minus Item "c") - - - - - -$_____

e. Strength of Command (number entitled to mess): (1)_____;(2)_____
(enlisted) (total)

f. Net Working Capital per Individual: (1)$_____;(2)$_____
("d" ÷ "e(1)"); ("d"÷"e(2)"

g. Next higher headquarters:_____

h. Major command in Mediterranean Theater of Operations exercising administrative jurisdiction:_____

_____ 5880
(Name)

_____
(Rank)
Custodian

- - - - - - - - - - - - - - - - - - - -

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

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10000/105/697
(VOL. II)

Declassified E.O. 12356 Section 3.3/NND No. TB 016

1697

ORDERS, CIRCULARS, MTOUSA, NO. 1
JAN. - JULY 1945
(2 OF 2)

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 61)

20 April 1945

Records of Casualty Personnel I
Procurement of Supplies and Equipment Through the Army Exchange Service II

I -- RECORDS OF CASUALTY PERSONNEL

Section IV, Circular Number 37, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Insurance, gratuities, pensions, claims and final pay accounts are computed and paid according to the records submitted on casualty personnel by the field. Errors cause criticism upon the War Department and extreme financial and mental hardship to next of kin. Therefore, it is incumbent upon commanders to insure accuracy of reporting and uniformity in preparation of the following basic documents:

a. Casualty Reports.

b. Morning Reports.

c. WD AGO Forms 51 (Report of Investigation) when applicable.

d. Service Records.

e. Transcript Statements of Accounts (WD Form 380).

f. Final Payment Rolls (WD Form 371).

g. Final Statements (WD Form 370), when used in lieu of the Final Payment Roll.

2. The original casualty report will be the source record. Entries on those records listed in paragraph 1, above, will be in agreement therewith, especially with reference to type of casualty and date thereof, name, grade, and army serial number.

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3. Even though a change of casualty status is known to exist prior to or after preparation and submission of Transcript Statements of Accounts and Final Payment Rolls (or Final Statements), these forms will indicate the casualty status reported on the original casualty report. These forms do not have to be amended to agree with any later known casualty status, nor do new forms have to be prepared. Other records (paragraph 1c and d), if still held at the source unit, will be prepared to show the latest known casualty status; if dispatched, no amendment or request for amendment is necessary. The morning report will always be corrected.

4. Any change of casualty status, when discovered, will be transmitted through channels to the unit initiating the original casualty report. A corrected casualty report will then be made by the regiment, group or comparable command.

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Declassified E.O. 12356 Section 3.3/NND No. 783016

Hq MTOUSA Circular #61 (Cont'd)

Based upon the corrected casualty report, the appropriate War Department Agency will make necessary amendments to all records.

5. The abbreviated symbols authorized for use on MTOUSA Form 6 will be used for all entries concerning battle casualties on morning reports, service records and casualty reports referred to in this circular.

II-- PROCUREMENT OF SUPPLIES AND EQUIPMENT THROUGH THE ARMY EXCHANGE SERVICE

1. Reference is made to Circular Number 29, this headquarters, 1945, subject: "Nonappropriated Funds", establishing the Theater Central Welfare Fund.

2. A distribution has been made from the Theater Central Welfare Fund which will increase the amounts in Headquarters Funds and Unit Funds throughout the Theater, or enable organizations which do not have such funds to establish them.

3. The Army Exchange Service is now prepared to supply a variety of items upon special orders. Some items of general use will be stocked. All Army Exchanges have or will be provided with catalogs showing items which may be purchased. Likewise, Army Exchange Officers are prepared to advise as to which items are currently available, and as to others, for which there is only limited availability.

4. Existing Army Exchange price agreements cover athletic clothing and equipment; musical instruments and musical supplies, photographic film; arts and crafts supplies; books, games; artists' supplies; handicraft kits (leather, cork, ceramic, metal, knotting and grading, wood carving, block printing, etc); club and mess equipment; magazines; theatrical supplies; and many other similar items.

5. Unit funds, and funds of clubs, messes, etc., may properly be expended for the procurement of recreational and athletic supplies and equipment of the types mentioned above, as well as for the procurement of furniture and fixtures for the improvement of dayrooms, clubs, etc. In general, non-appropriated funds should not be used for the purchase of supplies and equipment normally issued to units or individuals, but purchases of such items from non-appropriated funds is proper when it is desirable to supplement the quantities issued, or when especially desired items are not available for issue.

6. Unit commanders, Special Service Officers, and others interested should familiarize themselves with the Post Exchange special purchase facilities and make maximum use of this service for the procurement of desired recreational supplies and equipment not otherwise available.

7. The Chief of Special Service, and Army Exchange Officer, this headquarters, will assist Special Service Officers in considering any special problems arising under this system of procurement, which cannot be resolved with Army Exchange Officers in the main exchanges.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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OA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 60)

19 April 1945

WAR TROPHIES AND OTHER ITEMS ACQUIRED AS PERSONAL PROPERTY 23 APR 1944

Section V, Circular Number 64, and Section I, Circular Number 99, both this headquarters, 1944, are rescinded and the following substituted therefor:

1. For the purpose of this directive a war trophy is defined as something taken from an enemy or picked up on the battlefield during or immediately after a battle. War trophies will only be taken in a manner conforming to the principles of international law as outlined in paragrpah 2, Section III, War Department Circular 353, 1944.

2. For the purpose of clarification, military personnel are authorized to acquire, retain, mail and/or take with them to the United States, among others, the following items, most of which have been prohibited in the past:

a. War Trophies.

b. Personally owned weapons purchased from the government.

c. Personally owned weapons purchased or received as a gift from organizations or individuals in the United States.

d. Personally owned weapons purchased or received as a gift by the individual from organizations or individuals overseas

e. Ancient or obsolete firearms acquired overseas which do not use modern ammunition and whose only value is that of a historical nature or as a collectors item.

3. Merchant seamen and United States civilians serving with the United States Army overseas may also acquire, retain, mail or take back war trophies, except enemy military fire-arms, to the United States.

4. The following items will not be acquired, retained, mailed or taken to the United States by military personnel, merchant seamen and other civilian personnel under military control:

a. Nameplates.

Declassified E.O. 12356 Section 3.3/NND No. 783016

battle. War trophies will only be taken in a manner conforming to the principles of international law as outlined in paragrpah 2, Section III, War Department Circular 353, 1944.

2. For the purpose of clarification, military personnel are authorized to acquire, retain, mail and/or take with them to the United States, among others, the following items, most of which have been prohibited in the past:

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d. Personally owned weapons purchased or received as a gift by the individual from organizations or individuals overseas

e. Ancient or obsolete firearms acquired overseas which do not use modern ammunition and whose only value is that of a historical nature or as a collectors item.

3. Merchant seamen and United States civilians serving with the United States Army overseas may also acquire, retain, mail or take back war trophies, except enemy military fire-arms, to the United States.

4. The following items will not be acquired, retained, mailed or taken to the United States by military personnel, merchant seamen and other civilian personnel under military control:

a. Nameplates.

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b. Items which contain any explosives.

c. Items of which the value as trophies, as determined by the theater commander, is outweighted by their usefulness in the service or for research or training purposes in the theater of operations or elsewhere, or by their value as critical scrap material.

d. Weapons issued to the individual by the government overseas or prior

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 787016

Hq MTOUSA Circular #60 (Cont'd)

to embarking for overseas, except with the approval of the Commanding General, MTOUSA in each case.

e. Aircraft or ballon instruments and controls, either Allied or enemy.

f. Enemy documents.

g. Mail Bags or Sacks.

h. Optical instruments and accessories except cameras of amateur type, hand compasses and enemy binoculars acquired as a War Trophy.

i. Empty Brass or Copper Shells weighing more than 5 pounds.

j. Fire control instruments and accessories.

5. No restrictions of size or weight are placed on war trophies that may be acquired, retained, mailed and/or taken to the United States except that baggage must conform to the provisions of instructions, reference paragraph 9 below and articles exceeding 100 inches in length and girth combined and 70 pounds in weight, when packed for mailing, will not be accepted at US Army Post Offices. Firearms capable of being concealed on the person may not be mailed.

6. Certificates authorizing the mailing or taking of War Trophies to the United States are covered in paragraphs 4, 5, 6, and 7 of Section III of War Department Circular 353. An officer of a unit which processes military personnel for overseas movement may sign certificates as the superior officer for officers and men being processed.

7. It is the responsibility of officers issuing certificates to determine that the items listed fall under the category of those authorized by paragraph 2 above; that their value as a morale factor exceeds their military value.

8. Materiel of Allied or co-belligerent nations may not be collected as war trophies.

10. For instructions on shipping war trophies in baggage see War Department letter AG 524 (18 August 1944) OB-S-SPMOT-M, dated 29 August 1944, subject: "Processing of Baggage from Overseas" and MATOUSA letter AG 379.5/476 PERS-O dated 6 October 1944, subject: "Procedure for Return of Individuals."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC

Declassified E.O. 12356 Section 3.3/NND No. 73016

g. Mail Bags or Sacks.

h. Optical instruments and accessories except cameras of amateur type, hand compasses and enemy binoculars acquired as a War Trophy.

i. Empty Brass or Copper Shells weighing more than 5 pounds.

j. Fire control instruments and accessories.

5. No restrictions of size or weight are placed on war trophies that may be acquired, retained, mailed and/or taken to the United States except that baggage must conform to the provisions of instructions, reference paragraph 9 below and articles exceeding 100 inches in length and girth combined and 70 pounds in weight, when packed for mailing, will not be accepted at US Army Post Offices. Firearms capable of being concealed on the person may not be mailed.

6. Certificates authorizing the mailing or taking of War Trophies to the United States are covered in paragraphs 4, 5, 6, and 7 of Section III of War Department Circular 353. An officer of a unit which processes military personnel for overseas movement may sign certificates as the superior officer for officers and men being processed.

7. It is the responsibility of officers issuing certificates to determine that the items listed fall under the category of those authorized by paragraph 2 above; that their value as a morale factor exceeds their military value.

8. Materiel of Allied or co-belligerent nations may not be collected as war trophies.

10. For instructions on shipping war trophies in baggage see War Department letter AG 524 (18 August 1944) OB-S-SPMOT-M, dated 29 August 1944, subject: "Processing of Baggage from Overseas" and NATOUSA letter AG 379.5/476 PERS-O dated 6 October 1944, subject: "Procedure for Return of Individuals."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 59)

18 April 1945

23 APR 1944

POSTAL REGULATIONS

Section XI, Circular Number 30, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Casuals or Replacements Moving Direct to Other Theaters as Individuals or in Groups without Assigned Temporary APO Numbers

a. All orders issued in the theater, transferring casual or replacement personnel direct to other theaters as individuals or in groups which do not include a temporary APO number to be used by the personnel concerned as a mail address during the movement will contain the following instructions:

"Immediate notice will be given to emergency addressee, all correspondents and publishers to discontinue mailing letters, parcels, and publications until further advised as to the new address. WD AGO Form 971-1 (V-Mail notice to correspondents and publishers) may be used for this purpose."

"Immediately upon arrival at destination in the new theater and assignment to organization and APO number, emergency addressee, correspondents, publishers, The Adjutant General, Washington 25, D.C., the unit mail clerk of the former unit or replacement organization, and the 2628th Central Postal Directory, APO 693, will be advised of the new address by use of WD AGO Form 971."

b. A copy of the orders or rosters will be forwarded via air mail, by the issuing headquarters to The Adjutant General (Attention: Enlisted Branch), and the postal officer of the theater of destination.

c. Unit mail clerks will indorse mail received for such personnel "Departed for Another Theater" and return it to the APO. Such indorsements will include organization, date and initials showing by whom made. Mail received for such personnel when the forwarding address is known will be readdressed and returned to the APO.

2. Casuals or Replacements Moving Direct to Other Theaters as Individuals or in Groups with Assigned Temporary APO Numbers

a. All orders issued in the theater transferring casual or replacement personnel direct to other theaters as individuals or in groups which include a temporary APO number to be used by the personnel concerned as a mail address during the movement will contain the following instructions:

"Immediate notice on WD AGO Forms 971 will be given to emergency addressee, all correspondents and publishers showing the temporary APO number and postmaster assigned. Prior to departure from the theater a WAR Form 11 showing the same information will be prepared and mailed."

"Immediately upon arrival at destination in the new theater and assignment to organization and APO number, emergency addressee, correspondents, publishers, The Adjutant General, Washington 25, D.C., the unit mail clerk of the former unit or replacement organization, and the 2628th Central Postal Directory, APO 693, will be advised of the new address by use of WD AGO Forms 971."

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b. A copy of the orders or rosters will be forwarded via air mail, by

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

Hq MTOUSA Circular #59 (cont'd)

the issuing headquarters to The Adjutant General (Attention: Enlisted Branch), and the postal officer of the theater of destination.

c. Unit mail clerks will individually readdress each piece of mail received for such personnel to the temporary APO number that has been assigned and return the mail to the APO. Such indorsements will include organization, date and initials showing by whom made. When the new unit and permanent APO address in the new theater become known, such mail received thereafter will be addressed thereto by the unit mail clerk and returned to the APO.

3. Personnel Confined in Stockades

a. The unit mail clerk or other person assigned to handle mail for personnel confined in stockades or other places of confinement will prepare three cards on arrival of each prisoner; one (NAP Form 10) will be forwarded to the unit to which the prisoner was assigned; one will be filed in the stockade mail room; and one (NAP Form 9) will be forwarded to the 2628th Central Postal Directory, APO 698.

b. The complete unit address of the stockade will be shown on the "Forward mail to --" line of the NAP Forms 9 and 10.

c. When a prisoner is released or transferred, NAP Forms 9 and 10 will be prepared and forwarded as required by a, above. The "Forward mail to --" line on the cards will show the exact unit to which the prisoner was released or transferred. Entries such as "Released", "Transferred", "Return to Unit" or "Returned to Duty" will not be used, as such entries are useless for the purpose of forwarding mail.

d. When mail is received at a stockade for a former prisoner who has been released or transferred, each individual piece will be readdressed to his new address and returned to the APO. Such indorsements will include organization, date and initials showing by whom made.

e. When personnel are transferred from stockades to the United States as prisoners, NAP Forms 9 and 10 will be prepared and forwarded as required by a, above, showing "Returned to US - MEAPO" on the "Forward mail to --" line for each such person. Mail received for such persons after their departure will be indorsed to the APO. Such indorsements will include organization, date and initials showing by whom made. Care must be taken that this indorsement is used only in proper cases as the mail so indorsed will be returned to the United States on the strength of the indorsement without further verification. Forwarding addresses will not be placed on mail for personnel who have been returned to the United States as prisoners.

4. Units and Personnel Newly Arrived from the United States

a. Section II, WD Circular Number 195, 1944, as amended by Section IV, WD Circular Number 423, 1944, requires that certain V-Mail change of address Forms 971 be prepared and mailed immediately upon arrival overseas. Individuals and unit commanders newly arrived in the theater are directed to comply with the circulars cited above.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

[signature]
C. T. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
Major General, GSC
Chief of Staff

DISTRIBUTION:
Z

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR
NUMBER 58

17 April 1945
23 APR 1944

Identification Cards..... I
Relief of Officers, Warrant Officers and Flight Officers From Active Duty... II
Officer's Pay Vouchers..... III
Medical and Dental..... IV

I -- IDENTIFICATION CARDS

Paragraph 4b, Section II, Circular Number 26, this headquarters, 1945, is rescinded and the following substituted therefor:

"b. Reports of Losses by Base Section Commanders - A consolidated monthly report of losses will be submitted to this headquarters not later than the 15th day of the month subsequent to the month reported on. The report will include the name, grade, ASN, and organization of the individual, and the type and number of the card lost. Negative reports are not desired. Reports from other commands will not be submitted to this headquarters."

II - RELIEF OF OFFICERS, WARRANT OFFICERS AND FLIGHT OFFICERS FROM ACTIVE DUTY

Paragraph 3a, Section I, Circular Number 15, this headquarters, 1945, is rescinded and the following substituted therefor:

"a. Officer's Home Address - In the event officer's permanent home address has changed since his entry into the service, or officer has received an offer of employment at a locality other than that of his permanent residence at the time of his entry into the service, officer will submit satisfactory evidence to that effect."

III - OFFICER'S PAY VOUCHERS

The statement required under the provisions of Section I, Circular Number 4, this headquarters, 1945, by officer personnel presenting their pay and allowance accounts to a disbursing officer for the first time will read as follows:

"I was last paid for the month of _____ 19___, at which time my permanent station was _____ (Name of Unit and Station), and the name of the Disbursing Officer at such permanent station was _____ (Insert name of Disbursing Officer if known.)."

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IV - MEDICAL AND DENTAL

Paragraph 9, Circular Number 25, this headquarters, 1945, is rescinded and

R E S T R I C T E D

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Hq MTOUSA Circular # 58 (cont'd)

the following substituted therefor:

"9. Sulfonamide Drug Packets

a. The use of sulfanilamide for the treatment of the wounded within this theater will be governed by the following:

(1) Water-proof packages containing eight (8) tablets of sulfadiazine are available in medical supply depots. These packages are listed in the medical supply catalog "Item #9120400 Sulfadiazine, 8 tablets; USP; 7.7 gr. in water-proof package." These should be requisitioned through regular medical supply channels by the unit medical officer.

(2) Collecting and clearing company surgeons and evacuation hospitals should provide themselves with adequate supplies of sulfadiazine or sulfathiazole tablets for the continuation of sulfonamide treatment as outlined in Circular Letter No. 1, Office of the Surgeon, MTOUSA, dated 18 March 1943 and Circular Letter No. 36, Office of the Surgeon, MTOUSA, dated 1 July 1944.

b. Sulfanilamide powder will not be applied to wounds except by Medical Department officers. This powder is quickly washed out of a rapidly bleeding wound, and where there is but little bleeding it may form a crusty lump, hindering healing.

c. (1) The fact that some first-aid packets still contain sulfanilamide does not by that fact render them unserviceable for combat. The only tests to be employed to determine the serviceability of first-aid packets is that of examining the container for breaks or tears.

(2) First-aid packets which still contain sulfanilamide are not to be opened merely for the purpose of removing the powder. Such a practice is undesirable since these packets are sealed under sterile conditions. If the packet, when opened for use, is found to contain sulfanilamide, the powder may merely be discarded.

d. Pending revision of FM 21-11, Graphic Training Aid 8-1, and pertinent training films and film strips, instruction in first aid will be changed to conform to the provisions of this circular."

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

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DCK/fs

CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 57)

16 April 1945

Property Accountability I
Longevity Pay II
Reorganization and Redesignation of Units III

I--- PROPERTY ACCOUNTABILITY

Paragraph 9d, Circular Number 45, this headquarters, 1945, is rescinded and the following substituted therefor:

"9 d. Accountability for sales of Army Exchanges property will be in strict accordance with AR 210-65. The audit of accounts of Exchanges operated by Base Sections will be performed by a representative of this headquarters quarterly in accordance with the provisions of paragraph 28 of AR 210-65."

II-- LONGEVITY PAY

Section III, War Department Circular 97, c.s., is quoted for the information and guidance of all concerned:

"1. The attention of all disbursing officers is directed to the decision of the Comptroller General of the United States dated 6 April 1944 (23 Comp. Gen. 775), in which it was held that enlisted service performed in the National Guard by an individual prior to the attainment of 18 years of age may not be counted for longevity pay purposes.

2. No further payments of longevity pay for this type of service will be made.

3. The ruling of the Comptroller General in the above decision will be brought to the attention of all military personnel."

III- REORGANIZATION AND REDESIGNATION OF UNITS

Section II, Circular Number 127, this headquarters, 1944, is rescinded and the following substituted therefor:

1. a. Immediately upon receipt, by the commanders concerned, of a new T/O & E and any subsequently published changes thereto, units in this theater will reorganize or redesignate in accordance therewith without further directive from this headquarters.

b. If reorganization is not practicable, because of operational conditions, a report will be forwarded to this headquarters stating reasons therefor, and requesting authority for a definite period of delay.

c. It is the responsibility of the major command concerned to insure that copies of appropriate T/O & E's and changes thereto reach the units and that reorganization and/or redesignation is accomplished without delay.

2. Equipment not specifically authorized by the new T/O & E or subsequent changes, will be turned in to the appropriate depots. If excess equipment has previously been authorized by this headquarters for a specific mission, and such equipment is considered necessary to enable the unit concerned to accomplish its assigned mission, request for retention of the excess equipment may be made to this headquarters under provisions of MTOUSA Supply Directive Number 7, 1945.

3. Personnel rendered surplus by reorganization will be transferred to a

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Hq MTOUSA Circular # 57 (Cont'd)

replacement installation designated by the Commanding General, The Replacement and Training Command, MTOUSA.

4. Additional personnel and equipment required for reorganization will be requisitioned in the usual manner.

5. The following information will govern the submission of necessary reports:

a. AR 345-900, as amended, governs the submission of personnel rosters upon reorganization and redesignation.

b. The appropriate data will be entered in the unit's morning report in accordance with AR 345-400, as modified by paragraph 4m, letter, this headquarters, AG 300.33/430 STAT-O, dated 20 March 1945, subject: "Morning Report".

c. Paragraph 17e, AR 310-50, dated 1 December 1944, will be complied with upon reorganization and/or redesignation. Fifteen (15) copies of the accomplishing orders, will be furnished this headquarters, with copies to other interested headquarters including major commands and machine records units concerned. Accomplishing orders will include authority; date and place of action taken; specific T/O & E or changes involved, dates thereof, and specific column, if applicable.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 56)

13 April 1945

WEAPONS

Gun, 90mm, AA. I
Gun, 57mm, M1. II
Howitzer, 105mm, ... III
Machine Gun, Cal. .50, M2. IV
Miscellaneous. V

Section III, Circular Number 27, and Section IV, Circular Number 122, this headquarters, 1944, are rescinded and the following substituted therefor:

I -- GUN, 90MM, AA

1. Change of Firing Instructions for Checking Length of Recoil-90mmAA - Reference is made to paragraph 11, page 9, Ordnance Field Service Technical Bulletin 1370-1, pertaining to adjusting the length of recoil for 90mm AA Recoil Mechanism 11 and 11A1.

a. Page 10, paragraph b, Section III, said bulletin, states that after the throttling valve stop (A 14775) has been properly set according to available recoil data, the length of recoil should be checked by firing a round at 70° elevation.

b. Instructions will be issued immediately that the first check round be fired at 0° elevation and not at 70° elevation. This procedure is necessary because there is a possibility of obtaining excessive recoil at 70° elevation and causing considerable damage to the material.

II - GUN, 57MM, M1

1. Accidental Application of Hand Brakes on 57mm Gun M1 on Carriages, Gun, 57mm M1A1 and M1A2 - Because of the design and location of the hand brake lever on the 57mm gun carriages, it has been found that the brakes may become accidentally engaged when the weapon is towed through heavy underbrush.

a. The forward motion of the carriage through heavy growth produces a constant downward force on the hand brake operating lever. When further resistance by heavier components of the brush produces a force on the end of the hand brake operating lever sufficient to release the locking plunger, the downward force acting on the hand brake lever moves it to the on position and applies the brake.

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b. A relocation of the hand brake levers on subject carriages is under consideration at the present time. Pending further action on this matter, organizations equipped with this material are instructed to take immediate

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Hq ETOUSA Circular #56 (Cont'd)

precautions by prescribing frequent observation of the position of the hand brake lever when moving through brush, to avoid accidental application of brakes and resultant damage to the material.

III--HOWITZER, 105MM

1. Damage by Retainers - Commanders of units armed with 105mm Howitzers will instruct gun crews to examine the bore or fired cartridge case after each round is fired to insure that the retainer does not remain in the bore.

a. Howitzer tubes 105mm are failing at a high rate due to gouges and scars. Experience and preliminary investigations indicate that this condition is probably due to the propelling charge retainer coming loose from the cartridge case and lodging in the bore. The succeeding round apparently rides over the disk thereby causing damage. The gouges caused by this action, although not making a tube immediately unserviceable, will greatly reduce its life.

b. The retainer can be identified as a sheet metal disk approximately three inches in diameter which is normally secured to the primer housing in the base of the cartridge case by spring clip action.

2. 105mm Howitzer, Carriage, M3A1 - Relocation of the stops of the elevating rack of the 105mm Howitzer carriage M3A1 issued to airborne artillery and infantry cannon companies has been ordered by the Chief of Ordnance. The work will be completed at the earliest practicable date by Ordnance companies. This change will permit the Howitzer to be elevated to approximately 45°. Elevations up to 65° can be secured by digging in the trail or by raising the wheels. After a stop has been relocated, the following precautions will be observed by each unit affected.

a. The length of recoil should be observed when firing above 45° elevation. Recoil should not exceed thirty two (32) inches or severe damage may result to the recoil mechanism.

b. At elevations above 45° the Howitzer may not completely return to battery, if cold, but can easily be pushed into battery by hand.

c. It will be necessary to dig a pit to provide clearance for the recoiling parts at elevation greater than 30°.

d. When firing at elevation above 50°, the breechblock may strike the handle on the elevating handwheel when the breech is opened. This condition may be avoided by turning the elevating handwheel one-half turn.

e. At elevations greater than 50°, the panoramic telescope cannot be used. Accurate elevations may be obtained by using the gunner's quadrant.

f. Zone 5 charge should not be used above 45° elevation. Zone 1, 2, 3, and 4 charges may be fired up to elevations of 65°.

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Ed MTO SA Circular #56 (Cont'd)

IV-- MACHINE GUN, CAL..50, M2

1. Care - Recent information received at this headquarters concerning excessive damage to Browning machine guns, caliber .50, M2, all types, has been traced to the fact that troops are assembling cocking lever pin A9383 into the bolt from the right-hand side. In some guns, due to a combination of tolerance, the gun can be fired in a partially locked position. When this occurs, very serious damages to the gun result.

2. Effective immediately, all users of the subject gun under this command will exercise great care to insure that the cocking lever pin is assembled from the left-hand side as specified in related technical and training manuals.

V--- MISCELLANEOUS

1. Damage to Inner Tube Bearing Rings on Height Finders M1 and M2 - Wear requiring fifth echelon overhaul of height finders is developing during overland transportation.

a. The height finder inner tube is supported by three sets of double roller bearings near each end of the outer tube. These rollers run in steel bearing ring races, press fitted on the inner tube. The instrument is very heavy and the constant bumping it gets while being transported by truck causes the roller bearings to make deep grooves across the ring race. This wear can be observed by ranging on a target and then using the fine elevation knob. If the field of view jumps roughly instead of moving smoothly, the bearing ring is probably in need of repair.

b. It has been found that the wear can be reduced substantially by using salvage 600x16 tire casings as a cushion for the carrying case on the truck. Four such casings are placed in a single line and the carrying case merely set on top and the porter bar roped or wired to one side of the truck.

c. It is desired that all antiaircraft organizations having height finders M1 or M2, mount the carrying cases as described in paragraph b above. This should help to eliminate a simple trouble which takes at least 200 man hours to correct.

2. Care of Artillery Gas Check Pads - Consumption of gas check pads in this theater has been excessive. Gas check pads can be expected to last a minimum of 400 to 500 rounds if properly cleaned and carefully handled. Care must be exercised to prevent the pad becoming dented or scuffed. When removed from the obturator spindle, it should be wiped with a clean, oily rag. Gasoline or solvent, dry cleaning should never be used for cleaning. The gas check pad should not be soaked in oil as this will cause softness and deterioration.

3. Care of Fire Control Instruments - Only authorized Ordnance maintenance personnel will disassemble watches, binoculars, or any other type of fire control instruments for adjustment or repair. Equipment of this type which has been submerged in water or is in need of repair should be delivered immediately to an Ordnance Company so that necessary cleaning and repair may be made before rust or corrosion can set in to such an extent as to render the instrument unserviceable or unrepairable.

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4. Artillery Gun Books

a. It is the responsibility of artillery commanders to insure that gun books pertaining to artillery material within their command are maintained up-to-date in accordance with AR 45-30 and instructions contained on the flyleaf of the artillery Gun Book OO, Form 5525. Combat statistics on artillery pieces are

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Hq MTOUSA Circular #56 (Cont'd)

essential to the supply of adequate replacements and the improving of future designs.

b. The artillery gun book will always remain with the gun, Ordnance maintenance units, base shops, and depots have been directed to request that the gun book accompany the gun when it enters their shops. They are responsible for the proper entry of their work therein.

c. If the book is lost, a new gun book will be issued by the unit before transfer of the piece to any other organization. The organization transferring the piece should be able to enter more of the past history than the organization receiving the piece for the first time.

d. When a gun has been condemned, the authority for condemnation will be entered, signed, and dated by the condemning officer and the book forwarded to the Ordnance Officer, MTOUSA, for transmittal to the Chief of Ordnance. This includes guns condemned due to wear, accidents, or combat damage.

e. Additional instructions are contained on the flyleaf of each artillery Gun Book OO, Form 5826, and will be rigidly adhered to.

5. Sight, Telescopic, Weaver 330-C for Cal..30, M1903A4 Rifle

a. The M1903A4 Sniper's Rifle telescope is a delicate optical instrument and should be handled by the user with great care and consideration. Excessive maintenance of these telescopes is presently intensified by breakages and maladjustments which can be prevented by the user.

b. Each user should be directed to observe the following precaution:

(1) The LEFT lateral adjusting screw is NOT intended to be removed from the mount. It is staked in place at the factory when the rifle and sight are zeroed in at 100 yards. The right lateral adjusting screw is purposely designed with a large easy shearing head so that the screw will shear if too much pressure is applied to it. This screw should be tightened with the fingers rather than a screwdriver.

(2) Under no condition should the eyepiece and reticle be removed by the user.

(3) Since the elevation and windage screw detent tends to shear if bent out of place, the user must exercise care that this assembly is handled easily.

(4) The windage and elevation screws should never be removed completely from the telescope.

c. It is most important that if the sight is not functioning properly or is defective, it be turned in to an Ordnance unit for examination.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. M. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

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CA Section

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

17 APR 1945

CIRCULAR)
:
NUMBER 55)

12 April 1945

Disposition of Effects I
Releases and Discharges of Personnel to Remain in this Theater II
ETOUSA Safety and Accident Prevention Program III
Bipod Assembly for the BAR IV

I -- DISPOSITION OF EFFECTS

Circular Number 28, this headquarters, 1945, is amended as follows:

1. Section I is rescinded and the following substituted therefor:

"REFERENCES

WD Letter, AG 524 (18 Aug 44) OB-S-SPIOT-H, 29 August 1944, subject: 'Processing of Baggage from Overseas', as amended by WD Letter, AG 524 (16 Jan 45) OB-S-E-SPIOT-H, 25 January 1945, same subject.

WD Circular 85, 16 March 1945."

2. Paragraph 1, Section II, is rescinded and the following substituted therefor:

"1. In those instances where the widow or other person entitled to receive the effects is present (see paragraph 6c, below), when in respect of any deceased individual it is necessary to pay local debts or to receive funds from bank accounts owing to the deceased, or when for the best interest of eventual owners sale of effects is to be recommended, a summary court will be appointed. In other instances a summary court need not be appointed. The summary court's final report will be prepared in triplicate; the original and one copy will be mailed to the Effects Quartermaster, Kansas City, Missouri, the remaining copy will be filed with the authority appointing the summary court. A summary court is not authorized to sell any of the effects either to pay local debts or for any other purpose."

3. Paragraph 3f, Section II, is amended by the addition of the following:

"Government funds entrusted to personnel as agent or as finance officer are not effects and will not be forwarded to the Effects Quartermaster but will be returned to the entrusting agency and receipt obtained therefor."

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4. Paragraph 6a, Section II, is amended by deleting the last sentence and substituting the following:

"The registry number and APO designation will be entered on all copies of the inventory form except the original."

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Hq MTOUSA Circular #55 (cont'd)

5. Paragraph 6c, Section II, is rescinded and the following substituted therefor:

"6c. Where a summary court shall have determined that the person or persons legally entitled under Article of War 112 to receive the effects are resident within the theater, in territories or possessions of the United States, or in neutral or allied countries, and if in the light of circumstances the summary court considers it more practicable to transmit the effects of such person or persons directly rather than through the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri, the court will transmit the effects to such persons or persons in accordance with the provisions of Article of War 112 and Circular 85, WD, 1945.

6. Paragraph 6d is added to Section II, as follows:

"6d. Where it is evident that disposition by sale within the theater of items of effects which are bulky or peculiar to locale and are of material value would serve the best interest of the eventual owners, such items will not be forwarded with other effects. Summary court officer will place items recommended for sale in the custody of the quartermaster of base section (or area command) for storage and safekeeping pending disposition instructions to be issued to the quartermaster by this headquarters. Items recommended for sale will be shown on the inventory of effects but with an appropriate notation indicating the fact of withholding and the reason therefor. Summary court officer will make report to this headquarters recommending sale of the items of effects and include therein the following:

(1) Description of each item;

(2) Estimate as to reasonable value of each item;

(3) Reason sale is deemed desirable;

(4) True copies of any existing powers of attorney or other authorizations or designations left in the theater by the deceased prior to his death;

(5) Copy of receipt accomplished by quartermaster or his responsible officer representative to show acceptance of custody of the effects recommended for sale and indicating effects are "accepted for storage and safekeeping pending disposition instructions by MTOUSA";

(6) Copy of inventory covering all those effects handled by summary court officer.

Further instructions covering manner of disposition and of accounting for effects recommended to this headquarters for sale will be issued by this headquarters."

7. Paragraph 7a, Section III, is rescinded and the following substituted therefor:

"7a. Provisions of paragraph 6c, above, are not applicable. No debts incurred by the 'missing' person will be paid from funds belonging to the 'missing' person. Provisions of paragraph 6d, above, are applicable."

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Hq MTOUSA Circular # 55 (cont'd)

8. Section VIII, paragraph 12, is added as follows:

"VIII - INFORMATION CONCERNING EFFECTS

12. It is the duty and responsibility of the Effects Quartermaster Army Effects Bureau, Kansas City Quartermaster Depot, Kansas City 1, Missouri, to furnish information to persons entitled to effects. Under no circumstances will information or inventories be furnished any individual by overseas personnel. (Exception--see par 6c above). Instructions relative to inquiries for information on personal effects are contained in current directives of this headquarters on letters of condolence and letters of inquiry."

II - RELEASES AND DISCHARGES OF PERSONNEL TO REMAIN IN THIS THEATER

1. Reference is made to Circulars Number 15 and 23, this headquarters, 1945, and Circular Number 422, War Department, 1944, as amended, which is applicable in its entirety in this theater.

2. Hereafter, actual honorable releases and discharges of officer and enlisted personnel to remain in this theater, will be accomplished at the 7th Replacement Depot for all personnel. Female personnel to be separated from the service in this theater will be transferred to the 7th Replacement Depot. WAC personnel will be attached to the 2629th WAC Battalion (Ovhd), for quarters and rations, and other female personnel will be quartered and rationed at a place designated by the Commanding General, Replacement and Training Command, MTOUSA, while awaiting separation.

3. Prior to transfer of personnel to the 7th Replacement Depot, all administrative functions, such as approval of the separation by this headquarters, clearance of State Director of Selective Service, and turn in of excess clothing and equipment will be accomplished by the individual's parent unit.

4. At such time as discharges are approved by this headquarters letters of introduction to the US Consul at Naples will be included and returned with the applications. These letters will be furnished to the individuals concerned. Upon arrival at the 7th Replacement Depot for final separation, the Depot will take necessary action to have the individuals concerned reported to the US Consul in Naples for the purpose of securing necessary passports and visas.

III - MTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

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Accident Reporting Procedures

Paragraph 2a (8), Section II, Circular Number 41, 1945, is rescinded and the following substituted therefor:

"(8) Total Man-days (military) - Add the daily strength for duty reports for the period."

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Hq MTOUSA Circular #55 (cont'd)

IV - BIPOD ASSEMBLY FOR THE BAR

1. The Bipod, assembly, (M1918A2), D35424, will hereafter be stored and issued as a separate item or accessory to the Browning Automatic Rifle, Model 1918A2 in this theater.

2. Units having the responsibility of storage, issue and maintenance of the BAR will not attach bipods to the rifle prior to storage and issue.

3. Using Arms will requisition this item separately only as the need arises.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

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Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

13 APR
CA SECTION

CIRCULAR)
: 8 April 1945
NUMBER 53)

Special Service Organization and Activities. I
Offenses, Confinement, and Courts-Martial II
Chemical Warfare III
Rescission of 1943 Circulars IV
Censorship Restrictions on Personnel Returning to the United States. V

I--- SPECIAL SERVICE ORGANIZATION AND ACTIVITIES

Section III, Circular Number 3, this headquarters, 1945, is amended as follows:

Paragraph 1 e is rescinded and the following substituted therefor:

"1 e. Special Service public address equipment, generators, and pianos allocated or otherwise issued to major commands may be retained by such commands or issued to subordinate organizations on shipping ticket. Organizations receiving such equipment prior to departure from this theater under competent orders will make prompt return of the said items to the nearest Special Service depot or warehouse unless authority to retain such equipment has been granted by this headquarters."

II-- OFFENSES, CONFINEMENT AND COURTS-MARTIAL

1. Paragraph 1, Section III, Circular Number 32, this headquarters, 1945, is rescinded and the following substituted therefor:

"1. Delete the first sentence of paragraph 8 a, Section II, Circular Number 9, this headquarters, 1945, and substitute the following:

The MTOUSA Disciplinary Training Center is assigned to and under operational control of the Replacement and Training Command and is attached to Peninsular Base Section for supply and area administration only. The Commanding Officer, MTOUSA Disciplinary Training Center is authorized to deny commitment to that installation of all casual type prisoners. The MTOUSA Disciplinary Training Center will be designated as the place of confinement for general prisoners whose dishonorable discharge is:"

2. Paragraph 7 b (2), Section II, Circular Number 9, this headquarters, 1945, is amended to read:

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"(2) In addition Peninsular Base Section will accept for confinement, US Army garrison prisoners with over thirty (30) days to serve of the following commands in either Peninsular Base Section Garrison Stockade No. 1 (Aversa) or Peninsular Base Section Garrison Stockade No. 2 (Leghorn) depending on the proximity of the unit concerned to the stockades:

a. Headquarters Command, Allied Force
b. Replacement and Training Command, MTOUSA and units thereof
c. Military Railway Service, Italy, and units thereof
d. 15th Army Group".

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Hq MTOUSA Circular #53 (Cont'd)

III--CHEMICAL WARFARE

1. Section III, Circular Number 103, this headquarters, 1944 is rescinded and the following substituted therefor:

"Paragraph 6 b (2) Circular Number 25, this headquarters, 1944, is rescinded and the following substituted therefor:

a. Initial Issue Allowances of Chemical Warfare Expendable Items for all troops within this theater will be as follows:

(1) Agent, decontaminating, non-corrosive, M4 — Unit, gallon

3 per 8 each Apparatus, decontaminating, 1½ qt. capacity, M2.
3 per Apparatus, decontaminating, 3-gallon, M1.
3 per AAF Acft Maint Unit (Floating)(T/O&E 1-907).
24 per AAF Acft Repair Unit (Floating)(T/O&E 1-911).
48 per Ord Maint Bn, Armd Div.

(2) Bleaching material, grade 3 (chloride of lime) Unit, pound

15 per Laboratory, base, CWS, M2.
100 per company, battery, or troop.
100 per separate platoon.
2,500 per Apparatus, decontaminating, power-driven.
500 Add per Cml Storage Company, Avn.
500 Add per Decontamination Teams No. 1 and No. 2 (T/O&E 3-500).
1,000 Add per AAF sq.
1,000 Add per Decontamination Team No. 3 (T/O&E 3-500).
1,000 Add per Cml Company, Air Operations.
1,000 Add per Cml Depot Company, Avn.
3,000 Add per Cml Decontamination Company.

(3) Brush, decontaminating, M1 — Unit, each

1 per Apparatus, decontaminating, power-driven.
2 per Truck, chemical service, M1.
3 per AAF Acft Maint Unit (Floating) (T/O&E 1-907).
15 per AAF Acft Repair Unit (Floating)(T/O&E 1-911).

(4) Crayon, vesicant detector, M7 . . . . . Unit, box of 12

1 per company, battery, or troop.
1 per separate platoon.
2 per AAF sq.
2 per AAF Acft Maint Unit (Floating)(T/O&E 1-907).
2 per AAF Acft Repair Unit (Floating)(T/O&E 1-911).

(5) Disinfectant, gas mask, M1 — Unit, 4-oz. bottle

1 per separate platoon.
1 per company, battery, or troop.
1 per AAF sq.
1 per AAF Acft Maint Unit (Floating)(T/O&E 1-907).
1 per AAF Acft Repair Unit (Floating)(T/O&E 1-911).

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Hq MTOUSA Circular #53 (Cont'd)

(6) Eyeshield, M1 — Unit, each

4 per individual.

(7) Impregnite, shoe, M1 — Unit, 6-oz. can

1 per individual.

(8) Kit, Ointment, protective, M5 — Unit, each

1 per individual.

(9) Kit, repair, gas mask, company, M2A1 — Unit, each

1 per separate platoon.
1 per AAF Acft Maint Unit (Floating)(T/O&E 1-907).
2 per company, battery, or troop.
2 per AAF sq.
2 per AAF Acft Repair Unit (Floating)(T/O&E 1-911).

(10) Kit, testing, impregnite in clothing, M1 — Unit, each

1 per Lab Team No. 1 (T/O&E 3-500).
3 per Cml Lab Company.
3 per Lab Teams No. 2 and No. 3 (T/O&E 3-500).
5 per QM Depot.
8 per QM Laundry Company, semi-mobile.
15 per Cml Staff detachment.
15 per Processing Teams No. 2 and No. 3 (T/O&E 3-500).
30 per Cml Base Processing Company.
30 per Cml Processing Company.

(11) Paint, liquid vesicant detector, M5 — Unit, 4-oz. can.

1 per 2 fuel-consuming vehicles.
1 per 2 airplanes.
1 per 8 individuals.
4 per AAF Acft Maint Unit (Floating)(T/O&E 1-907).

(12) Paper, liquid vesicant detector, M6 — Unit, book

1 per separate platoon.
1 per company, battery, or troop.
3 per AAF sq.
5 per AAF Acft Maint Unit (Floating)(T/O&E 1-907).
15 per AAF Acft Repair Unit (Floating) (T/O&E 1-911).

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(13) Sack, gas-resistant, M1. — Unit, each

1 per 9 individuals.

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Hq MTOUSA Circular # 53 (Cont'd)

2. Paragraph 10, Circular Number 25, this headquarters, 1944, is rescinded and the following substituted therefor:

"a. Kit, H vapor detector, M4, is authorized for issue in lieu of the Kit, chemical agent detector, M9, until such time as the latter kit becomes available.

b. All Kits, H vapor detector, M4, held by units will be tested periodically, and, if found to be defective, will be turned in to the nearest CWS depot and exchanged for a reconditioned M4 kit, or for the M9 kit if available."

IV-- RESCISSION OF 1943 CIRCULARS

Section I, Circular Number 89 and Section II, Circular Number 201, both this headquarters 1943 are rescinded. The 1943 series of circulars have now been completely rescinded.

V--- CENSORSHIP RESTRICTIONS ON PERSONNEL RETURNING TO THE UNITED STATES

Paragraph 1, Section IV, Circular Number 33, this headquarters, 1945, is rescinded.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. V. GERMENTENEY
Colonel, GSC
Adjutant General

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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

-8 APR 1945

AG 461/026 - O

5 April 1945

SUBJECT: Supplement Number 3 to Index to Theater Circulars dated 6 January 1945.

TO : All concerned.

The following index includes MTOUSA Circulars Number 34 to 50, inclusive.

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BY COMMAND OF GENERAL MCNARNEY:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

7 APR 1945

CIRCULAR)
:
NUMBER 52)

3 April 1945

Rotation and Temporary Duty Return of Personnel to the United States I
Off Duty Association of Officers and Enlisted Personnel II
Miscellaneous Correspondence Between Theaters of Operations III

I--- ROTATION AND TEMPORARY DUTY RETURN OF PERSONNEL TO THE UNITED STATES

Paragraph 2 c, Section I, Circular Number 20, this headquarters, 1945, is rescinded and the following substituted therefor:

"c. (1) Fifteen (15) months continuous overseas service is the mandatory minimum (except as specified in (2) below) for personnel with combat service and twenty four (24) months for all others. Combat service, for the purposes of this circular, is that performed while a member of a combat unit or combat support unit whose normal employment or station is within a division or corps zone and within range of enemy medium artillery.

(2) Commanding General, Fifth Army, is authorized to make exceptions to the fifteen month requirement specified in (1) above in instances where arduous periods of close combat have caused serious deterioration in the health or effectiveness of individuals."

II-- OFF-DUTY ASSOCIATION OF OFFICERS AND ENLISTED PERSONNEL

Section I, Circular Number 40, this headquarters, 1945, is rescinded and the following substituted therefor:

1. The customs of the service relative to off duty association of officers and enlisted personnel apply equally to male and female personnel. See paragraph 34, FM 21-50. Immediate commanders may make exceptions to this policy when relatives, or fiances/fiancees are involved, in which cases specific letters [illegible] of authorization shall be issued to, and carried by, the personnel concerned.

2. In the case of married couples, the wife, when accompanied by her husband, will be entitled to the privileges of messes, clubs and other facilities normally accorded her husband.

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Hq MTOUSA Circular # 52 (Cont'd)

III--MISCELLANEOUS CORRESPONDENCE BETWEEN THEATERS OF OPERATIONS

1. A policy has been established by this headquarters with ETOUSA and AMET for routing of miscellaneous correspondence direct to units concerned in those theaters, rather than through theater headquarters. In this connection, attention is invited to paragraphs 11 and 12, AR 340-15, 1944.

2. Effective immediately, miscellaneous correspondence, which pertains to personnel of units in ETOUSA or AMET, will be forwarded direct to the unit concerned, if known, and not through theater headquarters. The following types of correspondence are listed as a guide in effecting the above policy:

a. Personnel records of officer and enlisted personnel.

b. Copies of orders announcing awards, decorations, promotions, and effecting transfers.

c. Copies of courts-martial orders, which are of interest only to the individual's unit.

d. Lost pay records, identification cards and tags, etc.

e. Correspondence received from the War Department and other sources pertaining to insurance, allotments, individuals's status, etc.

3. Correspondence affecting policy, procedure, or command will be forwarded through normal command channels.

BY COMMAND OF GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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TO	Init	Date
VP CA Sec		
Public Safety		
Public Health		
Legal		
Local Govt		
Patriots		
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Education		
MFA & A		
Ca Sec		

PLEASE PASS QUICKLY

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

2 April 1945

Voting I
Appointment of Second Lieutenants II

Sec References: Section III, MTOUSA Circular Number 27, 1945.
Section VI, MD Circular Number 86, 1945.

2. The following data has been received on State elections:

a. Illinois - Election on 4 June 1945 for Justice of 5th Supreme Court District; Circuit Court Judges in all Circuit Court districts; Judge of Superior Court of Cook County

b. Pennsylvania - Primary on 19 June 1945 for the Judges of State Superior Court; municipal and county officers.

II---APPOINTMENT OF SECOND LIEUTENANTS

Section I, Circular number 22, this headquarters, 1945, is amended as follows:

1. Paragraph 4 is rescinded and the following substituted therefor:

"4. Restrictions

a. Except for combat appointments, individuals must have served overseas at least six months immediately prior to date of appointment.

b. Except for combat appointments, individuals must meet the standards for officer candidates prescribed in AR 625-5, 12 September 1944, with such modification of wording as is appropriate.

c. Other than for reasons of health, individuals appointed under this authority will not be eligible for return to the United States under the rotation policy for a period of one year subsequent to the date of appointment.

d. Individuals falling within the following categories will not be appointed officers in the Army of the United States without prior approval of the War Department.

(1) Individuals for assignment to the Judge Advocate General's Department, the Medical Department (except Medical Administrative Corps), and the Corps of Chaplains.

(2) Warrant officers and enlisted personnel of the Women's Army Corps.

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

Hq USTOUSA Circular #51 (Cont'd)

(3) Citizens of the United States who are members of the Armed forces of an Allied Power. (See paragraph 8 below.)

e. Applications for appointment and assignment in paragraphs d (1) and (2), above, will be processed the same as for other non-combat appointments and forwarded to this headquarters for consideration and submission to the War Department, if warranted.

f. All recommendations for appointment of CIC and Medical Administrative Corps Officers will be forwarded to this headquarters for approval prior to appointment. However, no further recommendations for appointment in the Medical Administrative Corps will be submitted until specifically requested by this headquarters.

g. See paragraph 9 below regarding waivers."

2. Paragraph 7 is rescinded and the following substituted therefor:

"7. Non-Combat appointments

a. Applications for non-combat appointments may be submitted to the extent of quotas allotted by this headquarters. (See paragraph 3b, above). Quotas allotted will not include CIC, MAC, and/or WAC appointments, as these will be made by this headquarters from separate quotas.

b. Applications for individuals of units not under the administrative jurisdiction of the commanders listed in paragraph 5, above, will be submitted to this headquarters for consideration and final action.

c. Table of organization, or allotment vacancies must exist for appointments within the units from which recommendations are submitted, except for appointments in the Medical Administrative Corps (See paragraph 4f, above).

d. Applicants for non-combat appointments will be required to appear before, and be recommended by, examining boards. Units commanded by a General Officer, or the normal command of a General Officer, are authorized to appoint necessary examining boards in accordance with the provisions of paragraph 5b, Section III, AR 625-5. Base Sections will be considered as commands appropriate to the grade of a General Officer. When WAC applicants appear before an examining board, a WAC officer will be appointed and will sit as a member of the board. WAC applications, after receipt by this headquarters, will be subject to review by a Theater Examining Board.

e. See paragraphs 10 b and 11, below, for forms and reports required."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
Major General, GSC
Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 50)

29 March 1945

SETTLEMENT OF FINAL PAY ACCOUNTS

Circular Number 41; Section IV, Circular Number 59; and Section V, Circular Number 86, all this headquarters, 1944 and Section II, Circular Number 34, this headquarters, 1945, are rescinded and the following substituted therefor:

1. Duty of Commanding Officers in the Event Officers Enter a Casualty Status

a. Immediately upon determination that an officer is missing, missing in action, interned in a neutral country, captured by an enemy, or deceased, the commanding officer concerned will notify the disbursing officer regularly paying the officers' account, furnishing a certificate in duplicate similar to that shown in Appendix "A" hereto. Necessary certificates will be reproduced locally and may be modified to include or exclude certificates pertaining to flying pay, parachute pay, glider pay, etc., as the particular circumstances warrant.

b. Particular care will be exercised in preparing such certificates to assure that the following facts are correctly stated:

(1) Any information regarding known unpaid credits, i.e., uniform allowance, per diem, travel vouchers, etc., will be indicated.

(2) The current practice in this theater results in all collections for ration charges being one calendar month in arrears. Therefore, the number of field rations to be charged and collected on the final voucher will normally be the number of days in the calendar month for which the officer was last paid, plus the number of days in the interim period.

(3) If the officer was in a status entitling him to flight pay, the applicable portion of the certificate will be executed. It is not necessary to furnish copies of personnel orders and flight certificates as heretofore required.

(4) If the officer was on duty entitling him to parachute, diving or glider pay, certificates and schedules pertaining thereto will be attached. References: AR 35-1485; AR 35-1495; AR 775-50, Section V, WD Circular Number 367, 1944.

(5) Pay due as "Non flying officer" will be supported by copies of orders requiring participation in flights and certification of the commanding officer that such requirements were met.

(6) If indebtedness or accountability exists as a result of the findings of a board of officers, a copy of the proceedings of such board, if available, or a brief statement as to present status of the proceedings, including reference to the amount of indebtedness involved, will be appended to the certificate. Likewise, in event a report of survey is in process, a brief statement as to the present

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Hq MTOUSA Circular #50 (Cont'd)

status of such report and the amount of money involved will be furnished.

2. Duty of Disbursing Officer in the Event Officers Enter Casualty Status

a. Upon receipt of notification of the entry of an officer into a status of missing, missing in action, interned in a neutral country, captured by an enemy, or deceased, the disbursing officer will prepare Transcript Statement of Account, WD Form Number 380, covering last payment made in full to the officer. The listing of payments made during the preceding eight (8) months, and the furnishing of the Signature Card, WD Form Number 35 are no longer required. The Transcript Statement of Account (original and one (1) copy), together with the completed certificate and any other pertinent supporting papers will be forwarded, without delay, by letter of transmittal to the Office of the Fiscal Director, this headquarters, Attention: Receipts and Disbursements Branch, for transmission via air pouch to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

b. Disbursing officers will perform administrative audit of certificates furnished in accordance with paragraph 1 above, and will assure that such additional data as may be considered pertinent is attached. Special reference is made to the following required data which will be checked against the records of the disbursing officer.

(1) For an officer in a flying status, the disbursing officer will state the date to which flying pay was last paid where the period is different from that covered by the Transcript Statement of Account.

(2) Available information pertaining to partial payments will be noted. Reference is made to C3, AR 35-1360, 3 January 1945.

(3) Notation of any debit or credit information including unpaid travel accounts or other data which might affect the current or final settlement of the individuals' account.

(4) The number of years, months and days of completed service for longevity purposes on the day the individual is reported as a casualty will be shown.

(5) Each Transcript Statement of Account will clearly show whether the officer was reported deceased, missing, missing in action, interned or captured.

(6) Extreme care will be taken to insure that the Transcript Statement of Account, supporting papers or correspondence pertaining thereto do not reflect geographical locations.

c. In event the disbursing officer to whom notification of the casualty status of an officer is submitted did not pay the subject officer, he will immediately ascertain the name of the disbursing officer who did make the last payment and, if in this theater, forward the notification by indorsement, furnishing all available information. If the subject officer was last paid outside this theater, the disbursing officer receiving the notification of casualty will forward same, together with all pertinent and supporting papers by letter of transmittal to the last known duty station of the subject officer, prior to his arrival in this theater, through the Office of the Fiscal Director, this headquarters, attention: Receipts and Disbursements Branch.

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

Hq MTOUSA Circular #50 (Cont'd)

3. Duty of Commanding Officer in the Event of Death of Enlisted Personnel

a. Immediately upon the death of an enlisted person, or persons, the Commanding Officer concerned will cause the unit Personnel Officer to prepare the Final Statement or Final Payroll in quadruplicate, and submit such Final Statement or Final Payroll in triplicate to the disbursing officer who regularly pays the unit. Where Final Statement (WD Form 370) is not used, a separate and individual Final Payment Roll (WD Form 371) will be prepared for each deceased enlisted person. The Final Statement or Final Payroll will be prepared from the original Service record, Temporary Service Record, or any other information available to the officer having custody of same. The source or basis of remarks, if other than the Service Record, will be indicated thereon. (See AR 345-475).

b. In cases of deceased persons, there will be entered on the final payment voucher in the spaces "Discharged on_____19__" and "Honorably Discharged by reason of:" the statement "died(date)". Nothing will be entered regarding the cause of death, whether or not death occurred in line of duty, or on account of the enlisted persons' own misconduct. Where deposits are due there will be entered in remarks the amount and date of each deposit, the APO where made and the name and grade of the disbursing officer with whom deposited. Soldiers' Deposit Book, WD AGO Form 14-38 will be submitted with the Final Statement or Final Payroll to the Disbursing Officer. Notation of submission of the Final Payment Voucher will be entered in the enlisted mans' service record as prescribed in TM 12-230. Under no circumstances will geographical location be indicated on Final Statements, Final Payrolls or supporting papers.

c. If the deceased enlisted person was in a flying status entitling him to flight pay, the following certificate will be entered on the Final Statement: "I certify that during the period for which aviation pay is claimed, the enlisted person was, by competent authority, required to participate regularly and frequently in aerial flights; and, in consequence of such orders, did participate in regular and frequent aerial flights, while in a duty status, sufficient to meet the requirements of Executive Order Number 9195, 7 July 1942. (AR 35-1430)

d. If the deceased enlisted person was on parachute duty entitling him to parachute pay, certificate (Paragraph 5i, C12, AR 345-155) so stating will be furnished the disbursing officer.

e. If the deceased enlisted person was in a glider flight pay status, the certificate shown in Section V, Paragraph 4, WD Circular 367, 1944 will be furnished the disbursing officer.

f. If the deceased enlisted person was assigned to diving duty by orders of competent authority, such orders, together with Schedule of Dives performed, showing the date and number of dives and the total depth and period of each dive, will be furnished. The schedule will be certified by the Commanding Officer. Reference: AR 35-1485 and AR 775-50.

g. If the deceased enlisted person was in a status entitling him to monetary allowances in lieu of quarters and/or rations, in his own right, or, entitled to monetary allowance in lieu of quarters because of dependent (s) such claims will be included in the Final Statement or Final Payroll. 5863

h. If the deceased enlisted person was entitled to any unpaid travel

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

Hq MTOUSA Circular #50 (Cont'd)

allowances, proper voucher(s) (together with supporting travel orders) will be prepared and certified by the unit Personnel Officer and will accompany the Final Statement or Final Payroll.

i. In event a report of survey and/or a statement of charges are in process of preparation and a probable pecuniary charge is pending, a brief statement regarding the present status of such matters will be furnished together with the amount of money involved.

4. Duty of Disbursing Officer in the Event of Death of Enlisted Personnel

a. Regular Army - Upon receipt of Final Statement or Final Payroll of deceased enlisted personnel of the Regular Army, an expenditure and corresponding collection will be made as prescribed in paragraph 7b(1), AR 35-2480, 2 February 1945. In making distribution of the collections, any balance due an enlisted person of the Regular Army will be designated for deposit to the credit of "Trust Fund - 21[illegible]-Proceeds from Estates of Deceased Soldiers, Regular Army (Fiscal year and names of soldiers)(date of death)." Immediately after settlement, one copy of such Final Statement or Final Payroll together with supporting papers will be forwarded by letter of transmittal through the Officeof the Fiscal Director, this headquarters, Attention: Receipts and Disbursements Branch, to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

b. Other than Regular Army

(1) Upon receipt of final statement of a deceased enlisted person other than those of the Regular Army, when indebtedness to individuals or Government instrumentalities is not involved, the following provision of paragraph 7b(2)(a), AR 35-2480 will govern: "No expenditure or collection will be made and such a final statement need not be computed or taken up in the accounts of the disbursing officer." The original copy only of such final statement, with supporting papers, will be forwarded by letter of transmittal through the Office of the Fiscal Director, this headquarters, Attention: Receipts and Disbursements Branch, to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

(2) Upon receipt of final statement of a deceased person other than those of the Regular Army, when indebtedness to individuals or Government instrumentalities is involved and where it is necessary that a check be drawn in payment of the amount due, disbursing officers will effect settlement of final statements as provided in paragraph 7b(2)(b), AR 35-2480. The balance remaining, if any, after authorized collections have been made in their order of precedence, will be left in the appropriation and a statement showing such amount withheld will be entered on the voucher by the disbursing officer. One (1) copy of such final statements will be forwarded by letter of transmittal through the Office of the Fiscal Director this headquarters, Attention: Receipts and Disbursements Branch, to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

5. Upon death of U. S. Civilian Employees (other than local or native laborers) Vouchers will be prepared in accordance with AR 35-4040, and will be forwarded through the Office of the Fiscal Director, this headquarters, Attention: Receipts and Disbursements Branch, to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, N.Y.

6. Duty of Commanding Officer in the Event Enlisted Personnel are Reported Missing, Missing in Action, Interned or Captured. Immediately following determina-

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tion of status of enlisted person reported "Missing", "Missing in Action", "Interned" "or captured", WD Form Number 370 (Final Statement) will be prepared in duplicate. The original copy will be forwarded immediately to the disbursing officer regularly paying the enlisted person and the duplicate retained by the personnel officer for disposition in accordance with Circular Number 21, this headquarters, 1945. Such statements will be identical in all respects to final statements issued in cases of death, except that the word "Final" will be deleted and status "Missing", "Missing in Action", "Interned" or "Captured" will be shown as the reason for preparation of such statement in lieu of "Discharged", "Retired" or "Died". The number of years months and days of service to be credited for longevity pay purposes on the date the enlisted person was reported "Missing", "Missing in Action", "Interned" or "Captured" will be shown. Information affecting the rights of the individual to additional pay and allowances such as flying pay, monetary allowances in lieu of quarters because of dependents or in his own right, travel and per diem vouchers will be furnished the disbursing officer. Soldiers' Deposits, if any, will be l listed as in the case of deceased enlisted men but the soldiers' Deposit Book (WD AGO Form 14-38) will not be forwarded with the Final Statement, but will accompany the Service Record. The modified final statement will not be furnished unless the enlisted person has been officially reported on a Battle Casualty Report and a record will be made in the service record by the personnel officer of the date on which such statements were forwarded.

7. Duty of Disbursing Officer in the Event Enlisted Personnel are Reported Missing, Missing in Action, Interned or Captured - Disbursing officers to whom the original copy of WD Form 370 is submitted will not compute such final statement but will forward such form by letter of transmittal to the Office of the Fiscal Director, this headquarters, Attention: Receipts and Disbursements Branch, for transmittal to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

8. Change in Status of an Individual

a. Final pay vouchers prepared in the case of enlisted personnel and Transcript Statements of Account prepared in the case of officers will indicate the status under which the individual was originally reported on a Battle Casualty Report even though the status may have changed prior to the actual preparation and submission of the final pay voucher or Transcript Statement of Account.

b. In the event the status of an officer or enlisted person is changed after final payment voucher or Transcript Statement of Account has been prepared showing casualty status as originally reported on Battle Casualty Report, a corrected copy of Final Payment Voucher or Transcript Statement of Account will not be prepared.

c. It is the responsibility of the Adjutant General only to notify the Office of Special Settlement Accounts of any change in status of an individual.

d. Reference is made to Paragraph 6f of Confidential Letter, this headquarters, File AG 383.6/470 P-O, Subject: "Repatriation of American Personnel", dated 18 November 1944, as amended on 26 February 1945, which prescribed procedure for bringing pay accounts up to date for Casualty Personnel returning to duty.

9. Allotments of Casualty Personnel

a. Deceased Personnel:

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(1) The preparation and submission of the following forms for discontinuance of allotments and deduction of deceased military personnel are not required, provided casualty reports have been properly submitted.

(a) WD AGO Form Number 30, Notification of Discontinuance of Allotment, (see Paragraph 32, Section VI, AR 35-5520, 30 September 1944)

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Hq MTOUSA Circular #50 (Cont'd)

(b) WD AGO Form Number 641, Report of Change of Status and Address (Class "F" deduction for Family Allowance) (see Paragraph 11c, Section II, AR 35-5520, 5 January 1944).

(2) Current procedure provides that the War Department will notify allotment Agencies concerned immediately upon receipt of Casualty Reports from this headquarters covering deceased personnel. Existing allotments and deductions are then discontinued.

b. Personnel "Missing", "Missing in Action", "Interned" or "Captured".

(1) Under provisions of Paragraph 21, War Department Circular 290, 1944, as changed by War Department Circular 27, 1945, each modified, (Missing, Missing in Action, Interned or Captured) Final Statement, Final Payment Roll, or Transcript Statement of Account prepared for personnel who enter into such status, will show:

(a) Whether or not Class "B" allotment is in effect.
(b) Where a Class "B" allotment is in effect, whether or not indication has been made by allotter that it is to be stopped.
(c) Whether or not contingent WD AGO Form 29-6 to be effective only upon entry into a casualty status has been filed by the allotter.

(2) Where Class "B" allotment is in effect at the time of entry into casualty status, and request has not been made by allotter that it be terminated, the WD AGO Form 29-6 (on file with disbursing officer or in Service Record) will be attached to the modified (Missing, Missing in Action, Interned or Captured) Final Statement, Final Payment Roll or to the Transcript Statement of Account. Contingent WD AGO Form Number 29-6, if such has been executed, will also be attached.

(3) Reference is made to Section VIII, AR 35-5520 and the reverse side of the certificate shown in Appendix "A", which provides for information with respect to Class "B" allotments. Similar statements are required for enlisted personnel and will be securely attached to the Final Statement.

10. Responsibilities - Commanding Officers will be held responsible that every effort is made to expedite the forwarding of the information required in order that there will be no delay in the submission of these final papers to the Office of Special Settlement Accounts.

11. All Transcript Statements of Account and Final Statements or Final Payrolls will be forwarded by letter of transmittal in sufficient number of copies to insure that two (2) copies of such letters will reach the Office of the Fiscal Director, this headquarters. Letters of transmittal will list each inclosure seperately by name, grade, serial number and status of the individual to whom such inclosure pertains.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

1 Incl:
Appendix "A"

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Appendix "A" to Hq MTOUSA Circular #50

NAME & ADDRESS OF ORGANIZATION

_____ 194_

C E R T I F I C A T E

1. I certify that to the best of my knowledge_____
(Name, Grade and ASN)
is not accountable nor responsible for public funds or property, that he is not indebted to the United States or to any of its instrumentalities except as follows:

_____Field Rations @ 75¢ each from_____to_____inclusive.

_____

_____

_____

2. I further certify_____hold an
(Name, Grade & ASN)
aeronautical rating(s) as_____; that, during the period for which aviation pay is claimed, he was, by competent authority required to participate regularly and frequently in aerial flights; and, in consequence of such orders, did participate in regular and frequent flights, while in a duty status, sufficient to meet the requirements of Executive Order Number 9195, 7 July 1942.

The officer concerned was reported_____at APO____on_____
(Casualty Status) (Date)

_____
(Commanding or Unit Personnel Officer)

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FOR OFFICERS ONLY

(SEE REVERSE SIDE FOR CLASS "B" ALLOTMENT STATUS & OTHER DATA)

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Appendix "4" to Hq HTOUSA Circular #50 (cont'd)

1. The following information is furnished with respect to Class "B" allotments of this officer.

a. Class "B" allotment (was) (was not) in effect at the date of entry of officer into casualty status.

b. Officer (did) (did not) indicate allotment was to be stopped upon his entry into casualty status other than deceased.

c. Officer (did) (did not) file contingent WD AGO Form 29-6 for allotment to become effective only upon his entry into casualty status.

NOTE: Strike out the inapplicable words in parenthoses above. Where answer to "b" is in the negative, or in the event a contingent allotment form has been executed, disbursing officer will file WD AGO Form 29-6 with Transcript Statement of Account.

2. The above officer was last paid to include _____ by _____
(Name & Grade)

_____; he entered foreign service on _____ he entered this
(Symbol No.) (Date)
Theater _____; he completed _____ years _____ months _____
(Date)
days for longevity purposes on date of casualty.

3. Other pertinent data:

_____

_____

_____

(SIGNED) _____
*

* To be signed by the Disbursing Officer, or Custodian of Records, preparing WD Form 380.

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CA Section File GHL

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 49)

28 March 1945

Disposition of Hospitalized Personnel and Submission of their Records I
Misplaced Service Records II
Conservation of Theater Resources of Watches III
Officers and Warrant Officers Qualification Card, WD AGO Form 66-1 IV
Barber Shops and Beauty Parlors V

I -- DISPOSITION OF HOSPITALIZED PERSONNEL AND SUBMISSION OF THEIR RECORDS

Paragraph 7b, Section I, Circular Number 16, this headquarters, 1945, is rescinded and the following substituted therefor:

"b. Special orders will not be required on other personnel:

(1) On movements between Detachment of Patients
(2) On attachments to Detachment of Patients
(3) When transportation through a replacement installation is not involved.

c. Special orders will be issued in all other cases."

II - MISPLACED SERVICE RECORDS

1. Unit commanders will make a detailed check of all original and temporary service records in their custody to determine what service records are held pertaining to individuals not now physically present with the organization and whose status is not known. The names and serial numbers on the service records thus found, will be compiled in an alphabetical list. (LIST "A")

2. A similar check will be made to determine all individuals physically present with the organization, for whom no original Service Record is on file. The names and serial numbers of such individuals will be compiled in a separate alphabetical list (LIST "B"). (This list is not to include the names of individuals recently returned from a period of hospitalization, AWOL, etc.)

3. LIST "A" and LIST "B", in duplicate, will be forwarded to this headquarters, "Attention: Central Service Records Branch, Adjutant General's Section". Based upon information gained from the lists, directions for the proper disposition of records will be issued.

III - CONSERVATION OF THEATER RESOURCES OF WATCHES

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1. War Department advises that a critical shortage of all types of issue watches exists in all theaters, and has emphasized the necessity for conservation and more efficient utilization of issue watches presently in hands of troops.

2. Issue watches are organizational equipment and not the personal property of the individual to whom the watch has been issued.

3. To conserve theater resources and to derive the maximum intended service from issue watches, the following policy will be pursued:

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Hq MTOUSA Circular # 49 (cont'd)

a. All personnel departing permanently from their organization or returning to the UNITED STATES on temporary duty will be relieved of issue watches by the unit commander.

b. Personnel going on TD within the theater or to another theater will be relieved of issue watches at the discretion of the unit commander.

c. All watches held in excess of T/E allowances or War Department and theater special authorization will be returned through normal supply channels to the appropriate Ordnance base depot.

IV - OFFICERS AND WARRANT OFFICERS QUALIFICATION CARD, WD AGO FORM 66-1

Section I, Circular Number 18, this headquarters, 1945, is rescinded and the following substituted therefor: (These instructions supplement Section VIII, TM 12-425, 17 June 1944, as amended by Change Number 1, 15 December 1944.)

1. Officers and Warrant Officers Qualification Card, WD AGO Form 66-1, will be forwarded with the individual in all cases of return to the United States, whether for permanent reassignment or in a temporary status, such as temporary duty, detached service, or as a student at a general or special service school. Reference is made to paragraph 15, Section II, Letter AG 370.5, War Department, subject, "Procedure for Return of Individuals", 16 August 1944.

2. Prior to delivering the card into the custody of the individual, his commanding officer will cause to be prepared an extract of qualification card, in duplicate, incorporating items shown in paragraph 4, below. The extract will be certified by an officer other than the individual to whom it pertains. The individual being returned will sign the extract, acknowledging receipt of the original card. The original card will then be delivered to the individual and the extract mailed direct to The Adjutant General, Washington 25, D.C., marked Attention: Officer's Branch, Records Section. The retained extract copy will be used as the basis for preparation of semi-annual efficiency reports, when required.

3. The above pertains to officers and warrant officers returning as individuals only. When a unit is returned to the United States, the qualification cards of the officers and warrant officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

4. Extract forms will be prepared locally and will include, as a minimum requirement, items 1, 2, 3, 4, 5, 6, 7, 8, 14, 15, 20, 21 and 31.

V -- BARBER SHOPS AND BEAUTY PARLORS

1. Military or civil barber shops operated primarily for US Army personnel will comply with the provisions of Paragraph 9, AR 40-205. Similar standards will be used in the operation of beauty parlors approved for use by members of the Army Nurse Corps and the Womens Army Corps.

2. Commanding Officers will provide for the necessary inspections to insure that where practicable, these standards are being maintained. Civil establishments not complying with such standards will not be approved for use by military personnel.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
Major General, GSC
Chief of Staff

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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 43)

26 March 1945

REPORTS OF INVESTIGATION (WD AGO FORM NO 51)
(DEATH (NON BATTLE) AND INJURY)

Paragraph 20, Section V, Circular Number 10; Circular Number 123; and Section III, Circular Number 148, all this headquarters, 1944, are rescinded and the following substituted therefor:

1. a. Authorities:

(1) Death (non-battle): AR 600-550, dated 23 December 1944.

(2) Injury: AR 345-415, dated 23 November 1933.

(3) Investigations: Circular Number 74, this headquarters, 1944, as amended.

b. Reference:

Paragraph 63, Section III, AR 40-1025, dated 12 December 1944.

2. WD AGO Form No 51 - Report of Investigation

a. Commanding officers will forward all Reports of Investigation (WD AGO Form No 51) and accompanying exhibits, involving death or injury, to this headquarters as hereinafter prescribed, for final determination and disposition by this headquarters.

b. In order to facilitate the preparation and submission of Report of Investigation (WD AGO Form No 51) the following information has been prepared as a reference and guide. It is apparent from the number of cases this headquarters has found necessary to return for essential corrections, that difficulty has been experienced in the correct preparation of this report. It will be the responsibility of all Commanding Officers to furnish the Investigating Officer with a copy of this circular preparatory to initiating an investigation, and to direct strict compliance.

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c. The Report of Investigation must be complete, accurate, and comprehensive. Where investigation of death is involved it will be conducted immediately following death. Where investigation of injury is involved, it will be conducted immediately upon request by the surgeon.

d. Failure to conduct an immediate investigation invariably results in needless correspondence, delays and incomplete reports, due to the transfer of essential witnesses from the unit or locality. Considerable difficulty is then encountered by an Investigating Officer in securing accurate and sufficient evidence to make a finding equitable to both the Government and the individual.

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Hq HYOUSA Circular # 48 (cont'd)

e. The Investigating Officer will continually bear in mind that the purpose of the investigation is to determine the line of duty and conduct status of the individual. Damage to property and other factors should be brought into the case only if they have a bearing on the individual's line of duty and conduct status.

3. Action by the Appointing Authority - The appointing authority, viz, the commanding officer, will bear in mind that under no conditions will he in any way attempt to influence the findings of the Investigating Officer. Approval or disapproval of the findings will be noted on all copies of WD AGO Form No 51 by the appointing authority. In cases of disapproval, a brief statement of the reasons upon which such disapproval is based will be appended to the file, either on the WD AGO Form No 51, or as an added exhibit.

4. Order Appointing Investigating Officer - A copy of the order appointing the Investigating Officer will be attached as an exhibit to, and made a part of each set of, the complete Report of Investigation of Death or Injury.

5. Preparation and Disposition of Report of Investigation

a. The Report of Investigation will be submitted on WD AGO Form No 51, and will be forwarded through normal correspondence channels as follows:

(1) Death

(a) The original and two complete copies and all accompanying exhibits to this headquarters.

(b) One copy and all accompanying exhibits will be retained at the headquarters of the appointing authority.

(2) Injury

(a) The original and one complete copy and all accompanying exhibits to this headquarters.

(b) One copy and all accompanying exhibits direct to the surgeon who requested the investigation, for his information and disposition.

(c) One copy and all accompanying exhibits will be retained at the headquarters of the appointing authority. (The unit commander of the injured individual will be notified by letter from this headquarters of the approved findings in the case)

b. If WD AGO Form No 51 is reproduced it will be a true reproduction. When preparing the form, particular attention will be given the following items:

(1) Item 2 - The cause and date of death; or nature of injuries.

(2) Item 3 - A brief summary of the circumstances leading to the death; or date and circumstances of injury.

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Hq MTOUSA Circular #48 (cont'd)

(3) Item 4 - Strike out the inapplicable parts. Attention is particularly invited to the fact that an individual cannot be both present for duty and absent with authority.

(a) Personnel will be considered Present for Duty:

When present and performing duty.

When capable of performing duty but authorized by competent authority, without formal leave or furlough, to be temporarily absent, i.e., verbal orders of the commanding officer.

Enlisted personnal on pass not more than three days.

(b) Personnel will be considered as present not for duty - When not capable of performing duty but present with the organization, i.e., personnel in arrest in quarters or sick in quarters.

(c) Personnel will be considered as absent:

When authorized formal leave or furlough.

When sick in hospital on or off the post, or in confinement on or off the post, other than in quarters.

When on Temporary Duty or Detached Service.

When absent without Leave.

c. Signatures - The full name, grade, organization and title of the Investigating Officer and Appointing Officer will appear on the form. All copies of the form will be signed by the Investigating and Appointing officers.

6. Duty Status Certificate by Organization Commander - It is essential that the certificate of the organization commander, setting forth the duty status of the deceased or injured be attached to the report. This certificate must state the duty status of the deceased at the time he sustained the fatal injuries which led to his death; or of the injured at the time the injury was incurred; that is, absent without leave (AWOL), absent with leave, or present for duty. (See 5b (3) above). It will be particularly noted that personnel on pass for a period not to exceed three days will be considered as present for duty. If the deceased at the time of death or incurrence of the wound or injury which resulted in his death; or if the injured at the time the injury was incurred, was absent with authority, the certificate will state the nature of the absence, the period for which it was granted, and the actual time of commencement and termination of the absence. If the deceased was absent without authority at the time of death or incurrence of wound or injury which resulted in death; or if the injured was absent without authority at the time the injury was incurred, that fact, with the date and time of commencement of the unauthorized absence, will be set forth. This certificate will state the individual's duty status giving the date and time of day, and not merely state "was absent on leave on the day the injury was sustained". The statement that "death (or injury) was incurred in line of duty" or "was incurred not in line of duty" will not be made in this certificate. This determination is to be made by the Investigating Officer and not by the organization commander. (See Model Form attached)

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Hq MTOUSA Circular #43 (cont'd)

7. Medical Certificate - The Medical Certificate will be made and signed by an officer of the Medical Corps, as distinguished from an officer of the Medical Administrative Corps, or Dental Corps, and will contain the following information:

a. Death - Date and cause of death; a complete medical diagnosis; the name, grade, and serial number of the deceased; a statement as to whether or not the deceased was under the influence of alcohol or drugs at the time of medical examination; a report of blood alcohol determination when deemed necessary. (See model form attached)

b. Injury - Date and cause of injury; a complete medical diagnosis, the name, grade and serial number of the injured; the extent of the injuries, including an opinion as to whether a partial or complete permanent physical disability will, or is likely to result from the injury; a statement as to mental status of injured at time injury was incurred; a statement as to whether or not the injured was under the influence of alcohol or drugs at time injured was first examined. (See model form attached)

8. Affidavits, Statements and Exhibits

a. All statements, original and copies, of witnesses will be sworn and subscribed to in affidavit form. In all cases, the original signed and sworn statements will be forwarded to this headquarters as a part of the original Report of Investigation (WD AGO Form No 51). (See model form attached)

b. The Investigating Officer in failing, after making every possible attempt, to obtain the written testimony of any material witness or witnesses, will attach to the report as an exhibit, his signed statement to that fact.

c. It is particularly desired that all statements and exhibits give the full name of the deceased or injured individual and definitely show that the circumstances or facts related pertain to the deceased or injured individual.

d. It should be borne in mind that the letter of transmittal and indorsements thereto are not a part of the Report of Investigation. Any information supplementing the Report of Investigation, or disapproval by the appointing authority, will be included on the WD AGO Form No 51, or inclosed as an exhibit.

9. Violation of Written or Verbal Orders, Rules or Regulations of the Command

a. In all Reports of Investigation of death or injury involving the violation of a written order, rule or regulation of the individual's command, the Investigating Officer will attach the original, or a true copy thereof, to the Report of Investigation as an exhibit. The Investigating Officer will obtain a statement signed by the individual's commanding officer, or any other officer of the individual's unit having personal and official knowledge thereof, setting forth the time and manner in which the order, rule or regulation allegedly violated was brought to the notice or attention of the individual concerned, and attach this statement to the Report of Investigation as an exhibit.

b. Where a violation of a verbal order, rule or regulation is involved the Investigating Officer will obtain from the authority who issued the order, rule or regulation, his statement signed and sworn to, setting forth the order, rule or regulation allegedly violated, the time and manner in which it was brought to the notice or attention of the individual concerned, and attach this statement to the Report of Investigation as an exhibit.

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10. Report of Post Mortem Examination - Where a post mortem examination is made under the provisions of paragraph 18b, AR 600-550, the original and 2 copies of the report of the post mortem examination will be attached as an exhibit to the Report of Investigation of Death (WD AGO Form No 51).

11. CID Reports - Under no circumstances will a Report of Investigation of death or injury be held pending completion of a CID investigation, unless line of duty and conduct status of the individual cannot be definitely determined without it. Facilities of the CID may be used for assistance in conducting an investigation. Signed and sworn statements, separate and apart from an independently conducted CID investigation, may be attached to the Report of Investigation as exhibits, when practicable. A complete Report of Investigation need not be accompanied by a CID investigation when forwarded to this headquarters.

12. Statement by Injured Individual

a. Investigating officers will make every effort to obtain a voluntary signed statement, sworn or unsworn to, from the injured individual. Where the injured individual elects to exercise his rights under AW 24 and chooses not to make any written statement, the Investigating Officer will make that fact known under Remarks Section on the Report of Investigation (WD AGO Form No 51).

b. It will be the responsibility of all hospital commanders to obtain from the hospitalized injured individual a voluntary signed statement, sworn or unsworn to, and to forward this statement together with the surgeon's request to the injured's unit for an investigation. Where the injured individual elects to exercise his rights under AW 24 and chooses not to make a written statement, the hospital commander will sign a certificate to that fact and forward it together with the surgeon's request to the injured's unit for an investigation.

13. Findings

a. Investigating and appointing officers will note that the following are the only consistent findings which may be made after completion of investigation of death or injury:

(1) In line of duty, not due to his own misconduct.

(2) Not in line of duty, not due to his own misconduct.

(3) Not in line of duty, due to his own misconduct.

b. A finding of "in line of duty, due to his own misconduct" is inconsistent and will not be made in any case.

14. Synopsis Required in Injury Cases - In injury cases only a synopsis, signed by the Investigating Officer, of all the evidence considered in the investigation will be attached to, and made a part of, the report. The synopsis will set forth:

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a. Duty status of individual at time injury was incurred.

b. Brief summary of the facts contained in affidavits, statements, and certificates accompanying the report.

c. Complete medical diagnosis.

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Hq MCOUSA Circular #48 (cont'd)

d. Statement as to whether injured was or was not under influence of alcohol and drugs at time first examined, and statement as to injured's mental status at time first examined.

e. Statement of surgeon's opinion as to liklihood of partial or complete permanent physical disability resulting from injury. (See model form attached)

15. Reports of Investigation of Injury Not required to Be Forwarded

a. Attention is invited to the following quotation from change 1, AR 345-415, dated 10 November 1942: "1 (4) Injuries, (b) Battle Casualties, as defined in paragraph 2 1 (7), AR 40-1080, injuries received while operating or riding in Government vehicles or airplanes, and injuries received while on maneuvers, during authorized athletic exercises, or otherwise while engaged in the execution of military duty, will be considered to have been incurred in line of duty provided misconduct or gross negligence is not a contributory factor. In such cases the line of duty will be determined by the commanding officer, or the next superior officer (in case the patient's name is not carried upon the rolls of an organization or in case the organization commander is the patient), and the surgeon".

b. In the above quoted instances a Report of Investigation is neither necessary to be conducted, nor required by this Headquarters for final determination and disposition.

c. Where a major command receives from any of its units a Report of Investigation of injury which, after careful review, should not have been conducted and is not required by this headquarters for final determination and disposition, it will not forward the Report of Investigation to this headquarters, but will take such action as the major command deems appropriate.

16. Expediting Reports of Investigation - Every possible effort will be made to expedite the completion and submission of this report where death is involved within 30 days after date of death; and where injury only is involved, within 30 days after request from surgeon for an investigation. In cases where an extension of time is necessitated, this headquarters will be so informed of the present status, reasons for delay, and approximate date of completion.

17. Check List and Model Report of Investigation Attached - A check list and Model Report of Investigation are attached to assist the Investigating Officer in the completion of the report, and will be utilized to the fullest extent.

BY COMMAND OF LIEUTENANT GENERAL HOWARDLY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

2 Incls:
#1 - Check list.
#2 - Model Report of Investigation:
Report of Investigation Form.
Exhibits A,B,C,D,E,F,G.
Synopsis of Evidence

DISTRIBUTION:
Z

1758

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

Inclosure #1 to Hq MTOUSA Circular #48

CHECK LIST FOR REPORT OF INVESTIGATION (WD AGO FORM 51) OF DEATH OR INJURY

1. Is WD AGO Form No. 51 complete?
   a. Have all necessary delineations been made?
   b. Does Item 2 show date and cause of death; or show nature of injuries?
   c. Does Item 3 show date and circumstances of injury resulting in death; or show date and circumstances of injury?
   d. Have all copies been signed by Investigating and Commanding Officers?

2. Is signed and sworn evidence attached to sustain each finding by the Investigating Officer?
   a. Is all testimony of witnesses complete?
      (1) Does it give full name, grade, serial number and organization of witness?
      (2) Does it contain full name and serial number of deceased or injured, and does it show that the facts or circumstances stated are connected with the death or injury?
      (3) Is it clear, complete and logical?
      (4) Does it set forth all facts of which the witness has personal knowledge?
      (5) Is it signed and sworn to in correct affidavit form?
   b. Are all statements and exhibits properly authenticated?

3. Is certificate of deceased's or injured's organization commander attached?
   a. Is deceased's or injured's name, grade, and serial number stated?
   b. Is it specific as to date and time of day?
   c. Does it show whether deceased or injured was absent without leave, absent with leave, or present for duty?

4. Is certificate of Medical Corps Officer (not Dental or Medical Administrative Corps Officer) attached?
   a. Does it give the name, grade, serial number and organization of deceased or injured?
   b. Does it state cause of death (complete medical diagnosis)?
   c. Does it give date and time of death or injury?
   d. Does it state extent of injuries, including an opinion as to likelihood and extent of partial or complete permanent physical disability? (Injury cases only)
   e. Does it state the mental status of injured at time injury was incurred? (Injury cases only)
   f. Does it state whether injured was or was not under the influence of alcohol or drugs when first examined? (Injury cases only)

5. In Injury cases only: is a synopsis of all evidence considered in the case attached? 5856
   a. Does it state duty status of injured at time injury was incurred?
   b. Does it contain a brief summary of the facts contained in affidavits, statements, and certificates accompanying the report?
   c. Does it contain complete medical diagnosis?
   d. Does it state whether injured was or was not under influence of alcohol or drugs, and if mentally sound at time first examined?
   e. Does it state clearly the surgeon's opinion as to likelihood of partial or complete permanent physical disability resulting from injury?

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

6. Is original and 2 copies of report of postmortem examination attached as exhibit to Report of Investigation of death where such examination was made?

7. Is a copy of order appointing investigating officer attached to each complete report, original and copies?

8. Has approval or disapproval been indicated by the Commanding Officer, (viz, the appointing officer)?

9. If disapproved by Commanding Officer, has his reason therefor been indicated on the Form 51, or appended as an exhibit?

10. Are all exhibits listed in order on the back of Form 51?

11. Have all copies of statements, and certificates not signed been "true copied"by a qualified officer?

12. Has the Investigating Officer, in case where the injured refuses to make a signed statement thereby exercising his rights under AW 24, made note of that fact under Remarks on Form 51?

13. Does each Form 51 have attached to it a complete set of exhibits in proper order?

14. If Investigating Officer is unable to obtain testimony of material witnesses is his signed statement to that effect attached to report as an exhibit?

15. Have sufficient copies with exhibits thereto been made for distribution indicated in paragraph 4 of this Circular?

16. Have the provisions of paragraph 8 of this circular been complied with in applicable cases?

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

Inclosure #2 to Hq HTCUSA Circular #46 (MODEL)

REPORT OF INVESTIGATION

(Under provisions of: ~~AR 345-415~~ (par 22, 18 AR 600-550)*

Station or command 900th Inf, APO 900, U. S. Army Date 21 January 1945

1. Person (~~injured~~)(deceased)* Kelsey, Michael J., 10000000,Pvt,Co "L", 900th Inf
(Name, ASN, grade, and organization)

2. (~~Nature of injuries~~) (cause of death)* Death resulted on 1 January 1945 from gunshot wound of brain. Projectile entered cranium at inner angle of left eye
(Medical diagnosis)
emergin from cranium in the mid-line occinital region.

3. How incurred Death occurred when soldier attempted to strip and clean a .30 caliber carbine which was loaded. The gun was discharged and bullet entered the left side of head. Death occurred at 0930, 1 January 1945, in the bivouac area of 900th Inf, APO 900, U. S. Army.
(Complete details as to how, when, and where (~~injury~~) (death)* was incurred, including hour and date)

4. Investigation of the circumstances surrounding this (~~injury~~) (death)* has been made. All available witnesses were interrogated. The following pertinent facts were found to be correct:

(a) Present for duty (yes) (~~no~~)*
(b) Absent (with) (without)* authority. Not applicable
(1) Hour and date of commencement of absence Not applicable
(2) Hour and date of termination of absence Not applicable
(c) (Was) (was not)* within the territorial limits indicated by the authorization to be absent. Not applicable.
(d) (~~Was~~) (was not)* under the influence of intoxicants. The use of intoxicants (~~was~~) (was not)* the proximate cause.
(e) (~~Was~~) (was not)* under the influence of drugs. The use of drugs (~~was~~) (was not)* the proximate cause.
(f) (~~Was~~) (was not)* exercising reasonable care for his own safety.
(g) (~~Was~~) (was not)* violating a civil, moral, or military law, nor military orders or instructions, written or verbal.
The violation (was) (was not)* the proximate cause.
(h) (~~Was~~) (was not)* due to gross carelessness or negligence.
(i) (Was) (~~was not~~)* mentally sound.

5. REMARKS: The spot where the shooting occurred was inspected by the investigating officer at 1000 on 1 January 1945. The carbine was leaning against the cot as it had fallen from soldier's hand. A clip of thirteen rounds of ammunition was still in the gun. There was one cartridge in the chamber. The ejected cartridge was lying nearby. A cleaning rag, soaked in oil, was found on his cot.

FINDINGS

(In line of duty) (~~not in line of duty~~)*
(Not due to his own misconduct) (~~due to his own misconduct~~)*

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Lester L. Morris
Investigating Officer

APPROVED: James L. Johnson
Commanding Officer.

LESTER C. MORRIS
Major, 900th Inf

JAMES L. JOHNSON
Lt Col, 900th Inf

*Strike out inapplicable words.
(Additional sheets may be used for extension of remarks under par 2, 3 and 5)

W.D. - A.G.O. - No 51.

(MODEL)

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

EXHIBITS:

A - - - - Special Order appointing Inves. Officer.
B - - - - Duty Status Certificate.
C - - - - Medical Certificate.
D - - - - Affidavit of Captain Oscar G. Ballentine.
E - - - - Affidavit of 2nd Lt James A. Romington.
F - - - - Affidavit of 2nd Lt Harold J. Dickson.
G - - - - Affidavit of Private Wayne H. Neilson.

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

Inclosure #2 to Hq MTO Circular #48

(KOREL)

HEADQUARTERS 900TH INFANTRY
APO 900 U. S. ARMY

3 January 1945

SPECIAL ORDERS)
)
NUMBER 10)

1. Of of Mil 600-550, dated 23 December 1944, Major LESTER C. MORRIS 0-1453032, Co "L", 900th Inf, is apptd a Bd of one officer to investigate the facts and circumstances under which Pvt Michael J. Kelsey, 16000000, Co L, 900th Inf met his death on 1 Jan 45. Bd will determine Line of Duty Status of soldier at time of death and whether death was result of his own misconduct. Reports will be submitted in quadruplicate.

BY ORDER OF LT COL JOHNSON:

OFFICIAL:

JOHN P. HARRIS
Capt, Inf
Adjutant

John P. Harris
JOHN P. HARRIS
Capt, Inf
Adjutant

DISTRIBUTION:

4 Off
1 Off 201
1 Btry
2 File (1 Cir)

5854

EXHIBIT "A"

(SPECIAL ORDER)

(KOREL)

1763.

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

Inclosure # 2 to Hq MTOUSA Circular # 48

(MODEL)

COMPANY "I", 900TH INFANTRY
APO 900, U. S. Army

3 January 1945

C-E-R-T-I-F-I-C-A-T-E

I certify that Private Michael J. Kelsey, 10000000, Company "I", 900th Infantry was (present for duty) (~~present for duty~~) (~~absent~~-~~duty~~) at the time of his (death) (~~injury~~) approximately 0930, 1 January 1945

Stanley L. Henderson
STANLEY L. HENDERSON
Captain, Inf.
Commanding

NOTE: Insert as the appropriate duty status one of the three shown above.

EXHIBIT "E"

(DUTY STATUS CERTIFICATE)

(MODEL)

1764

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

Inclosure # 2 to Hq MTOUSA Circular #48

(MODEL)

COMPANY "L", 900TH INFANTRY
APO 900, U.S. Army

3 January 1945

C-E-R-T-F-I-C-A-T-E

(APPLICABLE IN INJURY CASES)

1. Pvt Michael J. Kelsey, 10000000, Co "L", 900th Infantry, identified by me by his identification tags and statement of his company commander, was examined by me at 0945 on 1 January 1945 in the bivouac area, Company "L", 900th Infantry.

2. Diagnosis _____

3. The injury sustained (~~will~~) (~~XXX NOT~~) result in a (~~partial~~) (complete) permanent physical disability.

4. Pvt Kelsey (~~DID~~) (was not) under the influence of intoxicating liquors and (~~DID~~) (was not) under the influence of drugs when examined.

5. Soldier appeared to be mentally sound.

Henry J. Norman
HENRY J. NORMAN
1st Lt, Medical Corps
Asst Bn Surgeon, 3rd Bn
900th Inf.

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EXHIBIT "C" (1)

(MEDICAL CERTIFICATE)

(MODEL)

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

Inclosure # 2 to Hq MTOUSA Circular # 48

(MODEL)

HEADQUARTERS 900TH INFANTRY
APO 900, U. S. ARMY

3 January 1945

C-E-R-T-I-F-I-C-A-T-E

(APPLICABLE IN DEATH CASES)

Pvt Michael J. Kelsey, 10000000, Co "L", 900th Inf, identified by me by his identification tags and statement of his company commander, was examined by me at 0945 on 1 January 1945 in the bivouac area, Co "L", 900th Inf. Examination revealed gunshot wound of head: projectile entering cranium at inner angle of left eye, emerging from cranium in the mid-line, occipital region. Area surrounding point of entry of projectile revealed powder burns, severe hemorrhage and moderate amount of brain tissue exuding from point of emergence of projectile. Death ensued at approximately 0930 hours, 1 January 1945. In my opinion deceased was not under the influence of alcohol or drugs at the time of his death.

Diagnosis: Death, resulting from gunshot wound of brain.

HENRY J. NORMAN
1st Lt, Medical
Asst Bn Surgeon, 3rd Bn
900th Inf

EXHIBIT "C" (2)
(MEDICAL CERTIFICATE)

(MODEL)

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

Inclosure # 2 to Hq MTOUSA Circular # 48

(HOTEL)

HEADQUARTERS 900TH INFANTRY
APO 900, U. S. ARMY

3 January 1945

A-F-F-I-D-A-V-I-T

Personally appeared before me the undersigned, authorized by law to administer oaths, one OSCAR C. BALLENTINE, Captain, 0777777, Medical Detachment, 900th Infantry, who being duly sworn, deposes and says:

At about 0930, 1 January 1945, I was sitting in Lieutenant Dickson's tent reading a letter when I heard a shot. I looked over at the next tent and could see nothing so I got up and went over there. I saw a soldier whom I identified by his identification tags and statement of his company commander as Private Michael J. Kelsey, 10000000, lying across his cot with blood spurting from his head. There was no other person in the tent. I felt of his pulse and soldier was dead.

Further deponent sayeth not.

Oscar C. Ballentine
OSCAR C. BALLENTINE
Captain, MC
Medical Detachment,
900th Inf.

Sworn and subscribed
to before me this 3rd
day of January 1945.

Lester L. Morris
LESTER C. MORRIS
Major, Inf,
Investigating Officer

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EXHIBIT "D"

(AFFIDAVIT) (HOTEL)

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

Inclosure # 2 to Hq MTOUSA Circular # 43

(MODEL)

HEADQUARTERS 900TH INFANTRY
APO 900, U. S. ARMY

3 January 1945

A-F-F-I-D-A-V-I-T

Personally appeared before me the undersigned, authorized by law to administer oaths, one JAMES A REMINGTON, 0111111, Second Lieutenant, 900th Infantry, who being duly sworn, deposes and says:

About 0930, 1 January 1945, I was sitting in my tent talking with Lieutenant Robertson, when I heard a shot from the direction of Company "L" bivouac area. I got up, along with Captain Ballentine and Lieutenant Dickson, and rushed over to where the shot had been fired. I saw Private Michael J. Kelsey lying across his cot with blood spurting from his head. Captain Ballentine examined him and said he was dead. I then picked up his feet and put them on the cot and then straightened his head around.

Further deponent sayeth not.

James A Remington
JAMES A. REMINGTON
2nd Lt, Inf

Sworn and subscribed
to before me this 3rd
day of January 1945.

Lester C Morris
LESTER C. MORRIS
Major, Inf
Investigating Officer.

EXHIBIT "E"

(AFFIDAVIT)

(MODEL)

1768.

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

Inclosure # 2 to Eq MTOUSA Circular #48

(HOTEL)

HEADQUARTERS 900TH INFANTRY
APO 900, U. S. ARMY

3 January 1945

A-F-F-I-D-A-V-I-T

Personally appeared before me the undersigned, authorized by law to administer oaths, one HAROLD J. DICKSON, Second Lieutenant, 0666666, Company "L", 900th Infantry, who being duly sworn, deposes and says:

At about 0030, 1 January 1945, I was sitting on my bunk, when I heard a shot in the company bivouac area. Captain Ballentine, Lieutenant Remington and I got up immediately and went to where the shot was fired. I saw Private Michael J. Kelsey, 10000000, lying across his cot with blood spurting from his head and his carbine leaning against the cot. Captain Ballentine examined Private Kelsey and said he was dead.

I had known Private Kelsey for about seven months and have censored his mail during which period he never appeared to be depressed or mentally unsound, and there was nothing in his mail to indicate that he contemplated suicide. I saw Private Kelsey about an hour before his death and there was nothing in his behavior to indicate he was depressed or under the influence of intoxicants or drugs.

Further deponent sayeth not.

Harold J. Dickson
HAROLD J. DICKSON
2nd Lt, Inf

Sworn and subscribed
to before me this 3rd
day of January 1945.

Lester C. Morris
LESTER C. MORRIS
Major, Inf
Investigating Officer

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EXHIBIT "F"

(AFFIDAVIT) (HOTEL)

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

Inclosure # 2 to Hq MTOUSA Circular #48

(MODEL)

HEADQUARTERS 900TH INFANTRY
APO 900, U. S. ARMY

3 January 1945

A-F-F-I-D-A-V-I-T

Personally appeared before me the undersigned, authorized by law to administer oaths, one WAYNE M. NEILSON, 6123456, Pvt, Company "L", 900th Infantry, who being duly sworn, deposed and says:

About 0845, 1 January 1945, Private Michael J. Kelsey, 10000000, asked me if I knew how to strip a carbine because he wanted to strip his down and give it a good cleaning. I told him I didn't know and he said he was going to try ~~to~~ anyway. I then left him to go to work.

I have known Private Kelsey for about six months and I have never noticed anything in his behavior to indicate that he was depressed or mentally unsound. At the time I talked to him on the morning of 1 January 1945, he appeared cheerful and was not under the influence of drugs or intoxicants.

Further deponent sayeth not.

Wayne M. Neilson
WAYNE M. NEILSON
Pvt, Co "L", 900th Inf

Sworn and subscribed
to before me this 3rd
day of January 1945

Lester C. Morris
LESTER C. MORRIS
Major, Inf,
Investigating Officer

EXHIBIT "G"

(AFFIDAVIT)

(MODEL)

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

Inclosure # 2 to Hq MTOUSA Circular #48

(MODEL)

HEADQUARTERS 900TH INFANTRY
APO 900, U. S. ARMY

21 January 1945

SUBJECT: Synopsis of Evidence in the Case of Private Michael J. Kelsey, 10000000.

(IN INJURY CASES ONLY)

1. Private Michael J. Kelsey, 10000000, Company L, 900th Infantry, was present for duty with his organization at approximately 0930 hours, 1 January 1945, when injured. (Exhibit B)

2. At about 0845 hours on the morning of the accident, Private Kelsey asked another soldier how to strip a carbine and stated that he intended to clean his own weapon (Exhibit G). At approximately 0930 hours a shot was heard, coming from Private Kelsey's tent. Private Kelsey was found lying across his cot, unconscious, with his carbine leaning against the cot. (Ex. D, E. & F). Private Kelsey states that he has no recollection of events on the morning of 1 January 1945 (Ex___). There were no indications of intoxication, mental unsoundness or intent to commit suicide (Ex F & G).

3. Initial medical examination at 0930 hours (Ex C (1)) revealed:

a. Diagnosis: - - -

b. No evidence of intoxication or drugs.

c. Soldier was mentally sound.

d. That, in the opinion of the attending medical officer, the injury will result in a complete permanent physical disability.

Lester C. Morris

LESTER C. MORRIS
Major, Inf
Investigating Off.

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(MODEL)

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

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CA Section

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 46)

23 March 1945

UNITED STATES MILITARY CENSORSHIP REGULATIONS

Circular Number 6 and Section II, Circular Number 33, both this headquarters, 1945, are rescinded and the following substituted therefor:

I -- GENERAL PROVISIONS

U. S. Military Censorship is a function of command and is applicable to all personnel under U.S. military control in this theater. It will be conducted in accordance with this circular, which is based upon WD FM 30-23, dated 15 September 1944, and the following circulars of this headquarters: Section I, Circular Number 31, 1944, (Transmission of Messages by the Red Cross); Circular Number 115, 1944, (APO and SCU Messages); Circular Number 11, 1945, (Personal Transfer Account); and Circular Number 12, 1945, (Unit Censorship Instructions and Regulations).

II - INSTRUCTIONS TO PERSONNEL

1. All personnel are authorized and encouraged to communicate with relatives and friends with maximum freedom of subject matter consistent with military security requirements.

2. Visits to places of interest, including pictures and mention of persons, may be described in personal letters. Mention will be avoided of dates, distances traveled, names of units (except writers own as required for return address), and full names of diplomats, admirals and general officers except those whose presence in the theater has been released for publication.

3. Accounts may be included, in letters to U.S., U.K., Eire, and British Empire, of personal participation and experiences in battles and campaigns, the completion of which have been announced by this headquarters.

4. General descriptions of surroundings and conditions at unit and headquarters locations may be written in letters provided well known buildings, resorts, and other landmarks are not mentioned in such a way as to identify troop locations.

5. Current topics of general public interest may be discussed. Subjects to avoid are conjecture on progress of military operations, disparaging criticism of Allied governments and their military efforts, and reports of enemy atrocities.

6. Location may be revealed in general terms such as Southern Italy, Central Italy, or Northern Italy. Military duties may also be described in general terms such as clerk, driver, supply sergeant, etc., but specifically assigned tasks such as "clerk in charge of planning files" will not be revealed.

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

Hq MTOUSA Circular #45 (cont'd)

7. Letters and postcards, including those written in foreign languages by approval of unit commanders, will be posted only in U. S. Army Postal channels. Those to be carried out of the theater for ultimate posting elsewhere will be submitted to the Base Censor for examination and stamping. Other types of communications will be transmitted in accordance with the applicable circular listed in Section I, above. Personnel will not post in APO channels, nor carry, any communication in behalf of civilian inhabitants in this theater, or otherwise act as intermediaries therefor.

8. Personnel may correspond with relatives on the mainland of Italy (See Section II, Circular Number 38, this headquarters, 1945, which is amended hereby, by deleting the first three lines thereof and by renumbering paragraphs (8), (9), (10), (11) and (12) as paragraphs 1, 2, 3, 4, and 5), but not with prisoners of war held by the U. S. or her Allies.

9. Military return addresses may be used on mails for delivery in Allied or Allied-occupied parts of this theater, and on mails addressed for delivery in Allied countries. They will not be used on or in any communication intended for neutral, enemy, or enemy-occupied countries; such mail including that to Allied prisoners in enemy hands, must be sent through a friend or relative in the United States who will forward it using a domestic return address. Each U. S. Army Post Office has information as to the countries to which mail matter may be sent, including rates, conditions, and types of mail that may be sent to each as well as any new services that may be opened. All concerned will make inquiry at the nearest U. S. APO.

10. Information of value to the enemy such as military instructions, plans, operations, movements, composition or location of units, order of battle, casualties, military equipment or supply, results of sabotage, and action or gunfire, escape and evasion experiences will not be discussed in personal communications.

11. Censors will detain or return to sender, as the circumstances require, chain letters, round robin letters, news letters, communications to or advertisements and letters for publication inviting correspondence with unknown persons, and letters written for or on behalf of local civilians or enemy prisoners of war.

12. Inclosures in letters are permitted except official and classified documents or war material violating AR 380-5; captured enemy documents, or documents found in former enemy occupied places; official documents of civil authorities in Allied or enemy territory; local civilian newspapers, or publications of units or formations smaller than Army; large amounts of postage stamps and foreign currency or coins; phonograph records; drawings, sketches, music manuscripts, and paintings except when submitted directly to Base Censor; private diaries and memoranda except as instructed by Base Censors.

13. Material prepared for publication will be forwarded through Press and Radio Censorship Branch, AFHQ, will be in duplicate, and approved by unit commanders.

14. Blue envelopes (WD AGO Form 911) may be used by enlisted personnel for letters relating to private or family matters and will be censored only by Base Censors. Two such letters per man may be sent per month, each envelope containing but one letter and addressed directly to the addressee.

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Declassified E.O. 12356 Section 3.3/NND No. 73016

15. Mail of officers, and civilians under U. S. Military jurisdiction, will be censored only by Base Censor. Each letter will be countersigned on the envelope by the sender, thus certifying that he has complied with censorship regulations.

16. Privately owned cameras are authorized for all personnel except those in combat zones. No picture will be passed that contains information prohibited by paragraphs 6 and 10 above, except in the course of official business or with the written approval of this headquarters. Official aerial photographs intended as souvenirs may be carried or mailed out of the theater, provided, they are declassified by appropriate authority as specified in paragraph 15, AR 380-5, dated 15 March 1944, all identification data or margins are removed, and they are submitted to either base or unit censor.

17. Black and white exposed film (still pictures) will be received by the Army Exchange Service from military personnel for processing at civilian laboratories approved by U. S. Base Section Headquarters. After processing, film will be censored by base censor and returned to personnel or mailed to an addressee designated by the owner. Where such service is not available, or its use entails undue delay, as in case of distant units, personnel may have film processed by commercial photo finishers investigated and authorized by U. S. Base Section or British District or Sub-District Headquarters. In areas where no approved commercial photo finisher exists unit intelligence officers may be requested to investigate and recommend one.

18. Color film and motion picture film in which cost of processing is included in the original cost of the film will be prepared for mailing in an outer wrapper addressed to the base censor. Such envelopes or packages are not subject to unit censorship. Color film and motion picture film in which cost of processing is not included in the original cost of film will be handled in the same manner except that a U. S. postal money order, payable to film manufacturer, sufficient to cover cost of processing and mailing to addressee, will be included with the film as processed film of the above classes will not be returned to addressee in this theater by the processing agency. All film forwarded to chief base censor for dispatch will have attached thereto, name and address of sender, as well as name and address of person in the U. S. to whom the processed film will be sent.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTIANSEN
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z
250 - CBC #1
250 - CBC #6
250 - CBC #8
50 - G-2 (CC)

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

RESTRICTED DCK/fs

25 MAR 1945 GH SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 45)

21 March 1945

PROPERTY ACCOUNTABILITY

Circular Number 57; Section III, Circular Number 95, and Section II, Circular Number 147, all this headquarters, 1944, are rescinded and the following substituted therefor:

1. Purpose of These Regulations

a. The accounting procedure prescribed herein will govern all units in this theater. Paragraph 30, AR 35-6520 and paragraphs 562 and 565, FM 100-10 provide that when an organization enters a theater of operations no formal accounting for property is required except for money and property accounted for on a money basis, and authorize the commanding general of the theater to prescribe a system of accounting for property. While the primary purpose of this procedure is to relieve units of the burden of formal accounting for property, it is emphasized that even greater attention and care must be given all equipment and supplies in this theater because of procurement and shipping difficulties.

b. Safeguarding public property is a function of command. All commanders will thoroughly indoctrinate all members of their command with the principle that loss, damage, or destruction of equipment by neglect or carelessness or drawing rations or other supplies in excess of the quantities authorized is tantamount to giving aid and comfort to the enemy.

2. Interpretation of Terms - When used in these instructions, the following will govern:

a. Tables of Equipment (T/E) include in their meaning Tables of Basic Allowance and GMCE's.

b. (1) In the application of these instructions to Army Air Forces units the term company or similar unit will be interpreted as applying to an Air Force squadron or detachment.

(2) The term Company Property Book will be held to include for Army Air Forces units squadron property book (AAF Form 106).

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(3) Where the provisions of these instructions are in conflict with the provisions of Army Air Forces regulations governing distinctly Army Air Forces property, the Army Air Forces regulations will apply. This shall not apply to aircraft or property used in connection therewith, for which Field Artillery units are accountable.

c. The term "base section" means the Northern and Peninsular Base Sections, Adriatic Base Command and any other separate base section or equivalent communications zone installations that may be established in this theater.

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

c. The term "combat zone" means the area, including the sea, outside the territorial limits of the base sections.

3. Property Responsibility of Commanders

a. War Department Circular Number 158, 1943 and AR 35-6520 prescribe the responsibility of commanders for government property. In order to implement this responsibility, commanders are authorized to adopt for their units such portions of the procedures for property accountability as are prescribed in War Department Circular Number 170, 1943, as changed by War Department Circular Number 39, 1944, (See also AR 35-6680 and Section IV, War Department Circular Number 343, 1944), as may be practical and necessary. Any accounting procedure adopted will be consistent with the provisions of this circular and any instructions issued under this authority.

b. All commanders will make frequent inspections and checks to insure that government property within this command is safeguarded and accounted for to the highest degree consistent with the proper use thereof.

4. Unit Property Accountability

a. Each company will maintain a company property book utilizing QMC Form 424, Stock Record Account, or an improvised similar form. A separate Form 424 or substitute will be prepared for each item authorized by T/O & E showing on each form:

(1) Quantities authorized by T/O & E, except items of individual clothing or equipment issued to enlisted men.

(2) Quantities on hand in serviceable condition.

(3) Quantities of each item in excess of T/O & E with authority therefor.

(4) Quantity of each item on requisition..

(5) Items accounted for by serial number.

b. A running inventory will be maintained in the company property book showing receipts, losses, and balances. No entries need be made of transactions that do not result in a change in balance; i.e., replacements, except for items accounted for by serial number. Replacement of authorized items will be made where loss, damage, or destruction of property:

(1) Has been determined by a Report of Survey or Statement of Charges (see paragraph 7 below)..

(2) Does not involve fault or neglect, on approval of certificate required in paragraph 6, below.

c. When the company property book has been lost a complete report of the circumstances surrounding the loss thereof will be made and submitted to the next higher commander who will direct an inventory be made and take such further action as he may deem necessary. The company property on hand will be inventoried

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Hq MTOUSA Circular # 45 (Cont'd)

immediately and certified to by a disinterested field officer to determine initial accountability.

d. When due to military necessity U. S. Army property is loaned to other than U. S. Army elements of integrated" units, or such property is required to be used by other than U. S. elements, the U. S. Army officer responsible therefor will, so far as practicable, take a memorandum receipt for such property. Where the taking of a memorandum receipt is not practicable, appropriate record of such loan or use will be made. In cases where, upon seasonable request, such property is not returned to the accountable U. S. officer or his successor, or where it appears that such property has become lost, damaged or destroyed without the fault or neglect on the part of U. S. Army personnel, action will be taken as provided in paragraph 6f, below. This procedure does not apply to U. S. Government property loaned to Italian Military units which is covered by separate instructions.

5. Accounting for Property in Combat Zone

a. In the combat zone no formal accounting is required other than that considered essential by Commanding General, Fifth Army and Commanding General, AAF/MTO and as proscribed for the Army Exchange Service. The officer or his authorized representative receiving supplies other than Army Exchange supplies, will receipt therefor with notation showing the organization for which the supplies are required. To the fullest extent possible, consistent with battle conditions, supplies and equipment will be utilized with economy and care.

b. Insofar as practicable, the company property book (Paragraph 4a) will be maintained. Certificates, I and I Reports, Reports of Survey, and Statements of Charges are not required where the loss, damage or destruction of property is due to enemy action or otherwise without fault or neglect but may be used at the discretion of individual commanders, except in those instances where Reports of Survey or Statements of Charges are required under the provisions of paragraph 7 hereof for property lost, damaged or destroyed as the result of fault or neglect. A simple notation in the property book, such as "Loss by enemy action" or other appropriate statement showing loss, signed by the responsible officer, will be sufficient to expend the property on the records.

c. Property of the Army Exchange Service will be subject to accountability at all times as prescribed in AR 210-65, dated 1 June 1944.

d. Units withdrawn from a combat area will immediately institute a company property book by inventory and certificate as prescribed in paragraph 4c above.

6. Losses Without Fault or Neglect

a. Property may be dropped on certificate of responsible officer where its loss, damage, or destruction is the result of enemy action or is without fault or neglect. Certificates will be forwarded through command channels to the first higher echelon, the commander of which is qualified to approve or disapprove as indicated in paragraph b, below and will show:

(1) Date.

(2) Responsible organization and individual.

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(3) Complete statement of circumstances surrounding the loss.

(4) Value, actual or estimated.

(5) Recommendation for action, reasons therefor.

(6) Signature of certifying officer, his full name, rank, organization and official capacity.

(7) Signature of approving officer and official capacity.

b. Certificates may be approved by commanding officers, indicated below, except in case of lost or damaged aircraft, according to the value of property involved.

Approving Officer	Maximum Value
Company Officer	$ 500.00
Field Officer	5,000,000
General Officer	50,000,000
Commanding General, MTOUSA	over 50,000,000

c. The Commanding Officer of an Air Corps Group or Air Corps Depot, the Field Artillery Officer of an Army, Corps or Division, or the Commanding Officer of a Field Artillery Brigade, Group or Battalion, may approve certificates for damage or loss of aircraft resulting from combat, enemy action or other cause not involving negligence or culpable liability.

d. If there appears any reason to question the "absense of fault or neglect" the certificates will be disapproved and a Report of Survey ordered.

e. Certificates will be prepared in duplicate and proper approval obtained, one copy being retained by the responsible officer and one copy forwarded to the unit or other similar supply officer, who may use such copy as a credit voucher, when desired, in the jacket file of the unit concerned. Certificates will be checked from time to time by commanding officers of higher echelons to insure that responsible officers expend government property only under proper circumstances.

f. Where property referred to in paragraph 4d above, is not, upon seasonable request, returned to the U. S. officer responsible therefor or his successor, or where it appears that such property has become lost, damaged, or destroyed without fault or neglect on the part of U. S. Army personnel, action will be taken as provided in sub-paragraphs a, b, c, and e of this paragraph except that the certificate will be prepared in triplicate and will be supported by a complete report of investigation by a unit investigating officer as contemplated by Circular Number 74, this headquarters, 1944, covering all facts and circumstances involved. The triplicate copy will be forwarded to this headquarters

7. Losses, Damage or Destruction Resulting from Fault or Neglect

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Hq. MTQUSA Circular #45 (Cont'd)

a. Statement of Charges (AR 345-300) will be prepared by commanding officers in proper cases. Any individual so charged may request a Report of Survey.

b. Reports of Survey (AR 35-6640) will be prepared only on direction of the commanding officer when loss, damage or destruction of property has resulted from a probable negligence or culpability.

c. Reports of Survey will be prepared on WD AGO Form 15 or an improvised substitute. They will be as brief as is consistent with accuracy and clarity. They will be transmitted in triplicate through command channels to the commander authorized to make final review (see f and g below), the letter of indorsement of transmittal clearly indicating that one copy of the Report of Survey has been retained by the unit transmitting the same.

d. Surveying officers will be appointed by either general or field officers in pertinent cases involving government property or subordinate personnel under their control.

e. Each Report of Survey will be reviewed by an officer of field or higher grade, appointed by authority superior to that appointing the surveying officer.

f. Except as provided in g below and within the restrictions imposed in paragraph 11d (C4) AR 35-6640, the reviewing officers may take final action as follows:

Field Officers	$ 5,000
General Officers	$ 50,000
Commanding General, MTOUSA Over	$ 50,000

g. Any report of survey holding an individual liable for more than $100.00 will be reviewed by a General Officer; and if for more than $500.00 by the Commanding General, MTOUSA. In the event the recommendation of the surveying officer that an individual be held pecuniarily liable in any amount is approved by the appointing authority and upheld by the reviewing authority, the reviewing authority will forward the original and duplicate of report of survey to the Chief of Finance, Washington, D. C., in accordance with paragraph 11d (1) (a), (C4), AR 35-6640.

h. Commanding Officers are responsible that individuals held pecuniarily liable by the reviewing authorities described in f and g above make proper payment to the nearest Finance Officer. (See paragraph 3, Section III, War Department Circular Number 469, 1944).

i. Surveying officers are responsible that the maximum reclamation or salvage value is obtained from damaged property.

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8. Supply Installation Accountability

a. All depots, supply points, and non-tactical supply installations will maintain simple, up-to-date records to show quantities of stocks on hand, and dates, sources, and disposition made of supplies which have been received or issued.

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Hq MTOUSA Circular #45 (Cont'd)

b. Debits will be posted to these records from War Department Shipping Documents, packing lists, tally-ins, or inventory overages. Credits will be posted from receipts, including tally-outs or requisitions used in lieu of shipping tickets, signed by the supply officer receiving approved issues or by an individual to whom proper authority has been delegated by the supply officer; from signed certificates approved as provided in paragraph 6b, above; from inventory shortages (supported by certificates as indicated in paragraph 6b, above); from statements of charges and from approved Reports of Survey.

c. Each supply installation will maintain inventory and audit sections to insure accuracy of its records; will make complete physical inventory at periods to be specified by Commanding General, MTOUSA, and will post and adjust stock record balances according to overages and shortages disclosed by the inventories. The Finance Department will not audit supply installation stock records.

9. Sales Accountability

a. Accountability for sales of government property will be in strict accordance with AR 35-6660 and War Department Circular Number 285, 1944, (as changed by Section VI, War Department Circular Number 441, 1944.)

b. Sales of government property will be made only by properly appointed and bonded Quartermaster Officers.

c. Base section commanders are responsible that the accounts of all sales officers in their sections are audited each month by the Finance Department.

d. Accountability for sales of Army Exchange Service property will be in strict accordance with AR 210-65 and base section commanders are responsible that the accounts of exchanges operating within their base sections are audited not less frequently than quarterly as prescribed by paragraph 26 of AR 210-65.

10. Editing and Certification of Requisitions

The signature of an organization supply officer or that of a commanding officer of a separate non-divisional unit on a requisition will be accepted as a guarantee that the supplies are necessary and, when issued, will not produce an excess of any item of authorized allowance of equipment. Neither a certificate to this effect nor the approval of an organization commander will be required. Elimination of the certificates does not relieve the officer signing the requisition of responsibility that the supplies are necessary and, when issued, will not produce an excess of any item of authorized allowance of equipment. When a substitute is on hand for an authorized item, this does not constitute a T/O & E. shortage. Requisitions covering authorized items for which substitutes are on hand, either authorized or unauthorized, will indicate the type and quantity of substitute items on hand, and the substitutes will be turned in to depot stock upon receipt of the authorized item.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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RESTRICTED

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

21 MAR 1945

CIRCULAR)
NUMBER 44)

20 March 1945

U. S. Civilian Employees I
Quadruplicate Copies of WD AGO Form 14-15 II
Civilian Use, U. S. Army Postal Service III
Personnel returning to U. S. on Temporary Duty IV

I -- U. S. CIVILIAN EMPLOYEES

1. U. S. Civilian employees of the War Department, other than Marine personnel, who fail to carry out their duties as contracted before the expiration of twelve (12) months from date of arrival at their permanent overseas station, will be required to bear the entire expense of their transportation, including subsistence, to the place of their engagement, unless departure from the theater is for one of the following reasons:

a. Completion of the work.

b. Convenience of the Government.

c. Failure to qualify through no fault of the employee.

d. Compelling personal reasons acceptable to the employer.

e. Sickness or injury not incurred as a result of the employee's own misconduct.

2. Regulations pertaining to Marine personnel who fail to satisfactorily comply with the terms of their contracts are contained in Transportation Corps Pamphlet 4, "Marine Personnel Regulations", Section 101.1.

II - QUADRUPLICATE COPIES OF WD AGO FORM 14-15

Paragraph 2, Section III, Circular Number 26, this headquarters, 1945, is rescinded and the following substituted therefor:

"2. Personnel Officers in complying with instructions contained in paragraph 1b (2) (b), AR 345-75, Change 2, dated 13 December 1944, will no longer forward the duplicate copy of WD AGO Form 14-15 for deposits by payroll deductions to Office of Special Settlement Accounts. Effective upon receipt of this circular all such duplicate copies will be forwarded to Audit Branch, Office of the Fiscal Director, MTOUSA".

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Hq NTOUSA Circular #44 (cont'd)

III - CIVILIAN USE, U. S. ARMY POSTAL SERVICE

1. The facilities of the U. S. Army Postal Service are available for use by U. S. military personnel and civilian nationals of the United States attached to the U. S. Armed Forces only, except that when specifically authorized by this headquarters, in each instance, other U. S. civilian nationals may use the service. Foreign civilians may not use the U. S. Army Postal Service or use U. S. military addresses regardless of the fact that they may be employed by an American organization.

2. Mail written by foreign civilians bearing the imprint of unit censor stamps has been received at APO's with outgoing mail from units. All commanding officers concerned will take necessary action to insure that foreign civilian employees are properly instructed that they may not use the U. S. Army Postal Service either to send or receive mail and may not use U. S. military return addresses. Unit censors and unit mail orderlies will be instructed that mail written by foreign civilians will not be unit censored or deposited in the APO.

3. Foreign civilians may not purchase U. S. stamps or U. S. postal money orders and may not cash U. S. postal money orders at U. S. APO's.

IV - PERSONNEL RETURNING TO U. S. ON TEMPORARY DUTY

1. Service records of enlisted personnel will be indorsed in accordance with paragraph 68 TM 12-230, 18 October 1944 except that the line "TO" under paragraph 68b will be left blank. The Reception Station to which individuals are to be sent will be inserted by the Replacement Depot upon determination.

2. Units that are to be disbanded or inactivated will furnish The Replacement and Training Command with a copy of a listing of personnel who have been returned to the United States on Temporary Duty and the Morning Report disposition of such personnel so that they can be sent to their proper organization upon arrival back in this theater.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
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Adjutant General

DISTRIBUTION:
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R E S T R I C T E D DCK/fs

22 MAR 1945 WD

CA Section

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

27 MAR 1945

CIRCULAR)
: 16/2.8/CA
NUMBER 42)

16 March 1945

CRDNANCE EQUIPMENT

Ordnance Items in Excess of Authorized Allowances I
Responsibility for Modification II
Completeness of Major Assemblies Turned In. III

Section I, Circular Number 33; Circular Number 34; Section III, Circular Number 81; and Section II, Circular Number 109, all this headquarters, 1944, are rescinded and the following substituted therefor:

I----CRDNANCE ITEMS IN EXCESS OF AUTHORIZED ALLOWANCES

1. Many units in the theater at times have Ordnance items in excess of authorized allowances which are not being reported on monthly Materiel in Hands of Troops report. These items include pistols, rifles, carbines, watches, binoculars, and certain general purpose vehicles. Such a condition is a reflection on the supply reporting system, as status reports lacking this information distort the distribution of equipment to and in this theater.

2. All commanders having Inspectors General on their Staff will direct that checks be made by them during the conduct of all inspections to determine if these irregularities exist. When such irregularities are disclosed, commanders will take immediate action to have excess property turned in to the proper supply channels, and appropriate disciplinary action taken against those responsible.

3. The Inspector General of this headquarters will make checks during all inspections to see that the provisions of this circular are being carried out.

II-- RESPONSIBILITY FOR MODIFICATION

4. War Department Circular Number 41, 1945, places the responsibility for modification of U. S. Ordnance materiel with Commanding General, MTOUSA.

a. Authority to make alterations or modifications which will affect the working parts of Ordnance items and equipment, subject to the regulations set forth in War Department Circular Number 41, 1945, is hereby delegated to the Chief Ordnance Officer, MTOUSA, with the exception noted in paragraph b, below.

(1) No alteration or modification which will affect the working parts of Ordnance items and equipment will be made without prior approval of the Chief Ordnance Officer, MTOUSA.

(2) Unit commanders desiring to modify or alter Ordnance equipment under the provisions of paragraph 4 a above will forward a complete report covering proposed modification and/or alteration, to the Chief Ordnance Officer, MTOUSA, for approval.

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Hq MTOUSA Circular # 42 (Cont'd)

b. Any modification which affects either the Table of Basic Allowances or so modifies the major item that it cannot be readily employed for purposes originally designed or changes its tactical use or the manner in which so used will be submitted for War Department approval to this Headquarters, attention Chief Ordnance Officer, with the written request of the using arm. The publication and distribution of all work orders putting into effect modifications originating and approved in this theater as well as those directed by the Chief of Ordnance are responsibilities of the Commanding General, MTOUSA.

III--COMPLETENESS OF MAJOR ASSEMBLIES TURNED IN

5. All major unit assemblies must be complete when turned in for repair. Serviceable sub-assemblies may be removed from major assemblies unit but, in such cases, will be replaced with unserviceable sub-assemblies. Accessories will not be removed.

6. Commanders concerned will insure that Ordnance major items and assemblies being returned for repair are prepared and packed carefully to prevent deterioration or damage in transit.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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GA SECTION

WD

16/2-8/CA

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

22 MAR 1945

CIRCULAR)
NUMBER 41)

15 March 1945

MTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

Circular Number 139 and Section I, Circular Number 145, both this headquarters, 1944, are rescinded and the following substituted therefor:

I -- POLICY

1. The MTOUSA Safety Program is designed to eliminate unsafe conditions and unsafe practices which result in injuries or occupational diseases to military personnel, prisoners of war and civilian personnel, or which cause damage to Government or other equipment and property or interrupt military operations.

2. a. G-1, MTOUSA is charged with General Staff supervision and the establishment of policies of the MTOUSA Safety Program, including staff supervision of activities of major commands and technical services.

b. Provost Marshal General MTOUSA is operationally responsible for the MTOUSA Safety Program and charged specifically with:

(1) Supervision of all MTOUSA agencies engaged in safety activities including:

(a) Coordination with the General and Special Staff Sections of Headquarters, MTOUSA, in the development and operation of the program.

(b) Assembly and analysis of accident statistics for Headquarters, MTOUSA.

(c) Procurement and distribution of visual aids, film, posters, publications and other media for the dissemination of safety information and data as facilities permit.

3. Commanding Generals of the major commands are responsible for the Safety Program within their respective commands. They will:

a. Designate a qualified safety director who will be known as the Command Safety Director. The duties of the Command Safety Director at installations at which the major command is responsible for the Safety Program will generally include the following:

(1) Supervising and coordinating all safety activities within the command.

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Hq MTOUSA Circular #41 (cont'd)

(2) Assisting commanding officers of subordinate units in selecting unit safety directors, arranging for systematic investigation of accidents involving military and civilian personnel, lending technical engineering assistance and providing posters, films and other safety promotional material as available.

(3) Assembling and summarizing accident statistics.

(4) Representing and advising the commanding general on matters pertaining to safety.

b. Institute appropriate corrective action at installations whose reports indicate serious trends in accidents or where hazardous conditions are known to exist, determine the adequacy of safety activities and organization, and submit to the installation recommendations when deemed necessary.

c. Supervise the assembly of information with regard to accidents, submitting reports when and in form as directed by Provost Marshal General, MTOUSA.

d. Commanding General, Fifth Army, is authorized to exempt combat units from such parts of the program or the reporting system as he deems necessary and to exempt any element of the Fifth Army, when, in his opinion, the requirements of the safety program will interfere with combat operations.

4. The Commanding Officer of each subordinate unit of major commands will be responsible for the operation of the Safety Program. He will appoint a unit safety officer and will determine the proportion of such officer's time to be devoted to safety work. There will be but one safety program at each installation; the program will include U.S. Military and Civilian personnel and Italian Military and Civilian personnel.

a. The duties of the unit safety officer will generally include the following:

(1) Establishing and coordinating a program to provide accident controls for all personnel.

(2) Compiling and maintaining a list of potential and actual safety hazards in and about the unit and making recommendation for the elimination of unnecessary hazards.

II - ACCIDENT REPORTING PROCEDURES

1. Report

a. Effective 1 May 1945, in the reports covering data for the month of April 1945, the procedures set forth below will govern the reporting of data pertaining to disabling injuries to United States and Italian military personnel and United States and Italian civilian personnel and accidents involving motor vehicles operated by all units of MTOUSA.

b. Report forms to be used in connection with these procedures are Forms A and B (inclosures 1 and 2), which will be reproduced locally.

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Hq MTOUSA Circular #41 (Cont'd)

c. Commanding officers will prepare an Individual Injury Report (Form A) for each disabling injury, in duplicate, retaining one report in a file at the unit and forwarding one copy to major command or subordinate command headquarters, as directed, not later than 72 hours after hour of accident. In addition, they will prepare Monthly Accident Summary Report (Form B), in duplicate, and will forward one copy to the commanding general or commanding officer of their respective command to be received there not later than the fifth of the succeeding month.

d. Commanding generals or commanding officers of major commands, upon the receipt of Monthly Accident Summary Reports (Forms B) will prepare, in duplicate, Monthly Accident Summary Report (Forms B) containing data from all Forms B received, and will forward one copy in time to reach Provost Marshal General, MTOUSA, not later than the 12th of the month following the close of the month to which the data pertains.

2. Definitions

a. The following definitions will be used by all echelons of MTOUSA:

(1) Motor vehicle - Any self-propelled vehicle used for transporting persons or property, except those vehicles designed exclusively for off-the-highway use.

(2) Motor vehicle accident - (See paragraph 18c, AR 850-15) An accident involving a motor vehicle and in which:

(a) A claim is made, or

(b) Government property is damaged, lost, or destroyed in excess of $25, or

(c) Private property is damaged, lost, or destroyed, or

(d) Death or disabling injury results to military or civilian personnel.

(3) Injury - Any injury resulting from accident, damaging or harming the physical structure of the body.

(4) Disabling injuries (non-battle) are defined in (a) through (d) below. Deaths from natural causes will not be included.

(a) Fatality - Any loss of life (non-battle) resulting from an injury.

(b) Permanent total disability - Any injury (non-battle) other than death which permanently and totally incapacitates the injured person from following any gainful occupation. The loss of, or loss of use of, both hands, or both arms, or both legs, or both feet, or both eyes, or any two of the foregoing, suffered in one accident, will be considered a permanent total disability.

(c) Permanent partial disability - Any injury (non-battle) other than death or permanent total disability, which involves:

1. Complete loss of any member of the body or part thereof or

2. Permanent impairment of any function of any member of the body or part thereof.

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(d) Temporary total disability - Any injury (non-battle) other than death, permanent total disability, or permanent partial disability, which, in the opinion of the doctor, makes

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Hq MTOUSA Circular #41 (cont'd)

it inadvisable for the injured person to return to duty the day following the one on which the injury occurred, or on some later day. The term "doctor", as used above, is defined as the medical officer or authorized practicing physician whose opinion as to whether an injured person should return, or should have returned, is acceptable to the reporting unit.

(5) Agency - Object or substance which was associated most closely with the injury and which, in general, could have been properly guarded or corrected.

(6) Unsafe condition - Condition of the selected agency which could have been guarded or corrected.

(7) Unsafe act - That violation of a commonly accepted safe procedure which resulted in the accident.

(8) Total Man-days (military) - Add the daily strength for duty reports for the period and divide the total by the number of days in the period.

(9) Total Man-hours Worked (Civilian) - The total of all hours worked in a calendar month by all civilians engaged in the normal operation of the unit.

3. Instructions

a. Disabling injuries will be reported in the calendar month in which it is learned that the injury resulted in a disability, not the month in which the injury occurred. When a nondisabling injury develops into a disabling injury at a later date, it will be reported as a disabling injury and included in the current month's report. A disabling injury will be included in an accident frequency rate only once.

b. A motor vehicle accident will be included in the experience for the month in which any of the four factors stated in paragraph 2a (2) becomes known to the unit.

c. If no disabling injuries or no motor vehicle accidents occurred or became known to the unit during the month, a Monthly Accident Summary will be submitted giving exposure data and showing zero accident experience.

d. The officer whose signature appears on the reports will be responsible for the accuracy and reliability of data contained therein.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

OFFICIAL:

C. V. CHRISTENBERRY
Colonel, AGD
Adjutant General

2 Incls:
Forms "A" & "B"

DISTRIBUTION:
Z
25 - G-1 (A) extra

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

Inclosure to Hq MTOUSA Circular # 41

FORM "A"

REPORT OF LOST TIME INJURY
(MTOUSA)

This form to be prepared by the Safety Officer in cooperation with the Surgeon. Forward one copy to major command headquarters, or subordinate headquarters as directed, not later than seventy-two hours after hour of accident.

LOCATION	(Unit Designation) APO Name of Commanding Officer
THE INJURED	Name____ Sex____ Age____ Length of Service or Employment____ Race____ A.S.N. or Employee No.____ Principal Duty M.O.S. No.____
TIME AND PLACE	Date of Accident____ Hour____ *Place of Accident____ Name of Witness____ Person in charge or responsible at time of accident____ *As unit area, highway, ball field, motor park, air field
THE INJURY	DESCRIBE IN DETAIL HOW ACCIDENT OCCURRED: (Use diagram where useful)
DIAGNOSIS AND DISPOSITION	Nature of Injury and part of body affected. Describe clearly____ TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL Disposition of Case: QUARTERS: HOSPITAL: Estimated Length of Disability____ Date and hour treated____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident ? (UNSAFE CONDITION)____ Was the failure of any person wholly or partially responsible for accident, and how? (UNSAFE ACT)
CORRECTIVE ACTION	What has been done to prevent a similar accident?

REPORT MADE BY:____ APPROVED BY____

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NOTE: Use other side if necessary to expand details.

Inclosure #1

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

Inclosure to dq MTOUA Circular #43

FORM "B"

MONTHLY ACCIDENT SUMMARY
(MTOUSA)

To be prepared at end of each month from tabulation of Form A reports; one copy to be forwarded to major command headquarters, or subordinate Base Operations, as directed prior to the fifth of succeeding month.

1. MONTH _____

2. YEAR _____

PERSONNEL

3. Unit Designation _____
4. APO _____
5. _____
6. _____

MAN-DAYS

7. Total Man-days (military) U.S. _____ Ital. _____
8. Total Man-hours worked (Civilian) U.S. _____ Ital. _____

PERSONNEL CASUALTIES

TYPE INJURY	NO. OF INJURIES (MILITARY) U.S.	NO. OF INJURIES (MILITARY) ITAL	NO. OF INJURIES (CIVILIAN) U.S.	NO. OF INJURIES (CIVILIAN) ITAL
9. Fatalities				
10. Permanent Total				
11. Permanent Partial				
12. Temporary Total				
13. Total Injuries				

RATES

14. Military Accident Rate (M.A.R.) U.S. _____ ITAL _____
15. Civilian Frequency Rate (C.F.R.) U.S. _____ ITAL _____

MOTOR VEHICLES

16. Total Number of Motor Vehicles _____
17. Total Motor Drivers _____
18. Number of Accidents _____
19. Motor Vehicle Frequency Rate (M.V.F.R.) _____

PREPARED BY: _____ DATE _____

_____
Signature of C.O.

DATE _____

FORMULAS ON REVERSE SIDE

58:0

Inclosure #2

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

Military Accident Rate (M.A.R.) is the number of disabling injuries per 100,000 man-days.

$$M.\ A.\ R. = \frac{\text{No. of Disabling Injuries} \times 100{,}000}{\text{Number of Man-days}}$$

Civilian Frequency Rate (C.F.R.) is the number of disabling injuries per 1,000,000 man-hours worked.

$$C.\ F.\ R. = \frac{\text{No. of Disabling Injuries} \times 1{,}000{,}000}{\text{Number of Man-hours worked}}$$

Motor Vehicle Frequency Rate (M.V.F.R.) is the number of accidents per 100,000 miles driven.

$$M.\ V.\ F.\ R. = \frac{\text{No. of Accidents} \times 100{,}000}{\text{Number of miles driven}}$$

Inclosure #2

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

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15 MAR 1945

CA SECTION

16/2.8/CA

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR
NUMBER 39

13 March 1945

AUTHORIZED ABSENCES

Section I, Circular Number 46; Circular Number 128; and Section V, Circular Number 136, all this headquarters, 1944, are rescinded and the following substituted therefor:

1. General - The provisions of AR 605-115, 17 June 1944, and AR 615-275, 2 September 1944, as modified and supplemented by this circular will govern the granting of leaves of absence, furloughs, delays, and passes to all military personnel in this theater.

2. Delegation of Authority

a. Commanders of the major commands listed below, and other commanders who may be subsequently designated by this headquarters are empowered to grant authorized absences to personnel assigned or attached to their respective commands and to redelegate this authority to such of their subordinate commanders as they may designate. This authority does not include authorization to grant absences with permission to travel to places outside this theater. (See paragraph 3c and 6):

(1) 15th Army Group.

(2) Fifth Army.

(3) Army Air Forces, MTO.

(4) The Replacement and Training Command, MTOUSA.

(5) Peninsular Base Section.

(6) Adriatic Base Command.

(7) Rome Area, MTOUSA.

(8) 2675 Regiment, Allied Commission (Cvhd).

(9) Military Railway Service in Italy.

(10) Separate Divisions and brigades.

(11) Headquarters Command, Allied Force.

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b. Requests for leaves of absence, furloughs, and delays submitted by personnel not under jurisdiction of one of the commanders designated in a above will be forwarded to this headquarters.

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Hq MTOUSA Circular # 39 (Cont'd)

3. Theater Limitations

a. Passes will not be granted to visit areas which are declared "Off Limits" or "Restricted".

b. Authorized absences will not exceed ten (10) days, exclusive of travel time, except as provided in paragraph 5, below.

c. Absences authorized under this authority are restricted to the geographical limits of MTOUSA and will be confined to visits within the Communications Zone and other non-combat areas.

d. Requests for absences in excess of ten days, or which necessitate departure from this theater, will be granted only in exceptional cases and will be referred to this headquarters for approval.

e. Personnel will not be returned to the United States for the sole purpose of leave of absence or furlough. Authorized absences, however, may be granted personnel who are returned to the United States on permanent change of station or for temporary duty to perform military duties, in accordance with existing War Department directives.

f. Personnel will not be granted authorized absence unless they have received adequate instructions in military courtesy and the wearing of the uniform and have sufficient funds to defray anticipated expenses. A suitable procedure will be established in each organization to assure that individuals on authorized absence are correctly attired.

g. Personnel on authorized absence must have in their possession at all times the following:

(1) Orders, furlough certificate, or pass.

(2) Officers Pay Data Card or Soldiers Pay Book.

(3) WD AGO Identification Card for all officers.

(4) Identification Tags.

h. Any special instructions given personnel departing on an authorized absence which limit the places which may be visited, must be entered on orders, furlough certificate, or pass (WD AGO Form Number 31).

4. Passes

a. Officers - Passes will not be required of Officers.

b. Enlisted personnel - Enlisted personnel who are granted permission to be absent from their camp, station or bivouac area will be issued the standard pass form, shown as Inclosure number 1, which has been adopted for this theater. No other form of pass will be recognized. Passes are to be treated as classified matter although not marked as such, and proper precautions taken for safeguarding the information contained thereon. The geographical location of the soldier's unit will not be indicated.

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

Hq MTOUSA Circular # 39 (cont'd)

c. Passes of three (3) days duration or less will not be charged to accrued furlough time nor will such absence be recorded in service records.

d. A pass may be cancelled by a commissioned officer for any violation of regulations requiring reprimand or disciplinary action by the soldier's unit commander, in the following manner:

(1) Both halves of the reverse side of the pass will be completed according to the directions thereon.

(2) The half marked "Cancellation Pass" will be detached and returned to the soldier with directions that he immediately return to his unit and deliver the pass to his unit commander.

(3) The half marked "Liberty Pass" will be retained by the cancelling officer until it can be turned over to the Military Police or mailed to the provost marshal having jurisdiction over the soldier concerned.

(4) In offenses requiring summary court action, the pass will be taken up and the offender turned over to the Military Police. Physical encounters with enlisted men will be avoided, and in the event of physical resistance, other enlisted men in the vicinity will be ordered to control the soldier until he can be placed in the custody of the Military Police.

5. Sick Leave and Convalescent Furlough - Sick leave and convalescent furlough may be granted upon recommendation of a medical officer for periods not to exceed thirty (30) days. (See Section III, AR 605-115, and paragraph 11 f, AR 615-275.)

6. Delays Enroute

a. Delays enroute for officer personnel will be charged as leaves of absence unless it is stated in the orders which authorized delay, that delay is for performance of military duty. (See paragraph 21, AR 605-115).

b. Delays enroute for enlisted personnel will be charged as furlough irrespective of period for which granted. (See paragraph 1 a (3) (c), AR 615-275)

7. Travel in Connection with Authorized Absence - Travel in connection with authorized absences is governed by AFHQ Administrative Memorandum Number 3, 1944, as amended by AFHQ Administrative Memorandum Number 9, 1945.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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1 Incl:
Standard Pass Form

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RESTRICTED

Inclosure #1 to Hq MTOUSA Circular #39

(FRONT SIDE) (DESIGNATION OF HEADQUARTERS)

LIBERTY PASS

Name_____ ASN_____

Grade_____ Org_____

APO_____ Tel_____

Effective Date_____ Hour_____

Expiration Date_____ Hour_____

I certify that this soldier was inspected as to proper uniform upon the issue of this pass.

_____

_____
Unit Commander

CANCELLATION PASS

Name_____ ASN_____

Grade_____ Org_____

APO_____ Tel_____

Date of Issue_____

The soldier bearing this stub has been deprived of his pass and ordered to report directly to his unit. If loitering enroute he will be taken into custody and turned over to the Military Police.

_____
Arresting Officer

(REVERSE SIDE)

COMPLETE, DETACH AND RETURN TO SOLDIER. SOLDIER WILL TURN IN THIS STUB TO UNIT COMMANDER IMMEDIATELY UPON REACHING UNIT AREA.

Reasons for Cancellation:_____

_____

_____

Date_____ Hour_____

Name: (Print)_____

Rank_____ Org_____

COMPLETE, DETACH, AND TURN OVER TO A MEMBER OF THE MILITARY POLICE OR MAIL TO PROVOST MARSHAL OF APPROPRIATE BASE SECTION

Reasons for Cancellation:_____

_____

_____

Date_____ Hour_____

Name: (Print)_____

Rank_____ Org_____

(NOTE: Base Sections and Separate commands will reproduce and distribute pass forms as needed)

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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 38)

11 March 1945 14 MAR 1945

Return of Personnel to United States for attendance at Officer Candidate School, and Subsequent Appointment I
U. S. Military Censorship Regulations II
Manufacture of Soap III

I -- RETURN OF PERSONNEL TO UNITED STATES FOR ATTENDANCE AT OFFICER CANDIDATE SCHOOL, AND SUBSEQUENT APPOINTMENT

Paragraph 12, Circular Number 22, this headquarters, 1945, is amended as follows:

1. Subparagraph "a" is rescinded and the following substituted therefor:

"a. Individuals selected for rotation may apply for attendance at an OCS, in accordance with letter, this headquarters, dated 3 March 1945, file AG 352/156 A-O, subject: 'Officer Candidate School'."

2. Subparagraph "c" is rescinded and the following substituted therefor:

"c. Applications for attendance at WAC OCS may be submitted for personnel who have not been selected for rotation when authorized by this headquarters."

II -- U. S. MILITARY CENSORSHIP REGULATIONS

Circular Number 6, this headquarters, 1945, is amended as follows:

1. Delete paragraph 7d (5).

2. Add paragraphs 7d (8), (9), (10), (11) and (12), as follows:

(8) U.S. Army personnel in Italy may correspond with civilians on the Italian mainland if such correspondents are parent, children, (to include married children), sister, brother, wife or husband of the writer. Correspondence with relatives further removed in relation either by blood lines or marriage is not authorized.

(9) All U.S. personnel desiring to correspond with above specified relatives will:

a. Secure a certificate from the commanding officer of Company, Troop or Battery to which writer is assigned. This certificate requesting authorization to correspond with a relation of the above category on the Italian mainland must clearly establish and define the relation between writer and intended civilian correspondent together with the full name and address of proposed correspondent.

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b. Certificate will be forwarded, through channels, by the writer's commanding officer to Base Censorship Detachment No. 10, APO 512, U.S. Army, where the request will be approved or disapproved and the originator of the request advised accordingly.

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(10) For approved correspondence U.S. military personnel will address

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

Hq NTOUSA Circular #38 (Cont'd)
their communications to their authorized Italian correspondent at the proper civilian address using name, rank, serial number and Base Censorship Detachment No. 10, APO 512, U.S. Army, as a return address and indorse the letter "FREE" in lieu of postage. This envelope will then be enclosed in an outer envelope bearing writers proper military return address and addressed to Base Censorship Detachment No. 10, APO 512, U.S. Army. This envelope will also be marked "FREE" in lieu of postage.

(11) Writers will advise their Italian correspondents that return correspondence will be addressed to the name, rank, and serial number of the U.S. correspondent followed by "Base Censorship Detachment No. 10, APO 512, U.S. Army". (By a card index system for approved correspondents such communications will be forwarded to correct address).

(12) Authorized correspondence with civilians on the Italian mainland will be limited to unregistered letters only. No parcel post or postal money order service is authorized. Valuable inclosures, including currency, are prohibited.

III--MANUFACTURE OF SOAP

Section IV, Circular Number 14, this headquarters, 1944, is rescinded and the following substituted therefor:

1. General - It has been the practice for some units, when operations permit, to manufacture soap from excess fat accumulated as a by-product from the operation of messes. This practice is to be commended and encouraged.

2. Formula

a. Caution - Do not use aluminum ware because aluminum is damaged by contact with a strong alkali such as lye.

b. Formula for approximately 60 lbs of soap

Waste grease	2 No. 10 cans
Lye	2 13 oz cans
Hot water	5 gallons
Cold Water	1 gallon

3. Directions

a. Preparation of fat - In order to free the fat from salt and other extraneous matter, it should be purified by boiling with a large volume of water until it is completely melted. Allow this mixture to cool until thoroughly congealed and pour off the water. Repeat this procedure three or more times. The last time strain the fat, while hot, through a cotton cloth and allow to cool; when solidified, pour off any water present and allow to dry.

b. Mixing of ingredients and cooking the soap - Heat grease in a 2½ gallon GI can. Dissolve 2½ cans of lye in 5 gallons of hot water; add to grease. Cook slowly, allowing it to boil about two hours. Stir continually with wooden paddle. Add cold water a little at a time during the process of cooking to prevent boiling over. Cook until soap resembles condensed milk. Pour into baking pans and let cool over night. Slice and put on boards to dry.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

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Chief of Staff

C. T. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 37)

8 March 1945

12 MAR 1945

Return to The United States - Women Military Personnel I
Deduction for Field Rations II
Orders for Troop Movements III
Discrepancies in Casualty Reports, Morning Reports, and Allied Records . . . IV

I -- RETURN TO THE UNITED STATES - WOMEN MILITARY PERSONNEL

1. Reference is Section V, Circular Number 47, War Department, 1945.

2. Commanders to whom rotation and temporary duty quotas are allotted, are authorized to return women military personnel to the reception station nearest their home, for reassignment to duty in the United States, military necessity permitting. A copy or certified copy of the orders returning the husband to the United States will be considered satisfactory evidence. Orders will cite the above reference as authority.

II - DEDUCTION FOR FIELD RATIONS

1. The attention of all officers (including warrant officers, flight officers, WAC officers, members of the Army Nurse Corps, dietitians and physical therapy aides) is directed to the provisions of Section IV, Circular Number 116, this headquarters, 1944. The cited directive provides (a) that payment for field rations furnished in one month shall be made by voucher deduction during the subsequent month, (b) that a charge of 75¢ will be entered on each officer's pay voucher for each and every day spent in this theater, except the days of arrival and departure. On these days, the charge may be prorated to cover the actual number of meals involved.

2. Numerous instances have occurred in the case of officers returned to the United States from this theater or transferred to other theaters where they have failed to enter the proper field ration deduction on pay vouchers presented at their new stations. Such practice involves subsequent correspondence in the ultimate settlement of an officer's account and places an unnecessary burden on disbursing officers.

3. It is therefore directed that all officers departing from this theater make certain that they possess proper information for the submission of pay accounts at new stations. In connection therewith all officers are advised that they will be required to furnish the name and location of the disbursing unit by whom they are last paid in full in this theater, when pay accounts are submitted at the new station.

III - ORDERS FOR TROOP MOVEMENTS

Section IV, Circular Number 43, this headquarters, 1944, is rescinded and the following substituted therefor:

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Hq MTOUSA Circular #37 (cont'd)

"Whenever a unit moves into the area of a new base section, the unit commander will report to the base section commander for instructions pertaining to discipline, assignment of areas, supplies, etc."

IV - DISCREPANCIES IN CASUALTY REPORTS, MORNING REPORTS, AND ALLIED RECORDS

Section III, Circular Number 68, this headquarters, 1944, is rescinded and the following substituted therefor:

1. A comparison of morning reports, casualty reports, service records, WD AGO Forms 51 (Reports of Investigation) and WD Forms 370 (Final Statement) shows that in numerous instances the casualty status, date of death, grade, and ASN are not in substantial accord on all of these reports and records. These are the basic documents by which all insurance, gratuities, pensions, claims and final pay accounts are computed and paid by the General Accounting Office to the beneficiary of the individual in question. When these records are presented for payment and conflicting remarks and statements are discovered, payment to the beneficiary is deferred and the War Department is called upon for correct data. Nothing at variance in these records can be justified and, as a result, unjust reflection and criticism is visited upon the War Department. Considerable correspondence is then necessary to effect a reconciliation of the records and justify payment. Many cases have occurred in which the individual's family has suffered extreme financial and mental hardship prior to the final settlement of pay accounts and insurance. Therefore, it is incumbent upon all commanders that extreme care be taken to insure accurate preparation of these records at the source to avoid such incidents and that they be promptly brought into agreement when a change in date or status occurs.

2. The basic casualty report will be the source record. All entries which are made on the records enumerated in paragraph 1 will be in agreement therewith prior to their submission to higher headquarters. When applicable, the WD AGO Form 51 (Report of Investigation) and/or WD Form 370 (Final Statement) will be prepared and checked against the casualty report, service record, and morning report to insure uniformity of entries, especially with reference to casualty status, date of death, grade, and ASN. In the event a corrected casualty report is subsequently made, all the above mentioned records will be amended accordingly.

3. Each subsequent headquarters in the channels of transmission of casualty reports will check and reconcile these reports against each other in conformity with paragraph 5c, Circular Number 10, this headquarters, 1944. Any change of casualty status of an individual, which is discovered, will be reported through channels to the unit which initiated the report. Corrected casualty report will then be made by the regiment, group or comparable command and appropriate corrections made on the morning report, service record, and when applicable, on the final statement and/or report of investigation. In the event the service record, final statement, and report of investigation are not in the possession of the unit, notification will be made through the same channels as the original report, to the organization to which they were forwarded, to amend them accordingly. This circular will be cited as authority.

4. The abbreviated symbols authorized for use on MTOUSA Form 6 will be used for all entries concerning battle casualties on morning reports, service records and casualty reports referred to in this circular.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
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Chief of Staff

DISTRIBUTION:
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CA SECTION

-8 MAR 1945

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 5 March 1945
NUMBER 36)

I -- Road Blocks I
II -- Accidents and Claims II
III -- Transmittal of Personnel Records III
IV -- Physical Reclassification of Enlisted Men IV

I -- ROAD BLOCKS

1. Road Blocks are being established throughout the theater by the Military Police for the purpose of checking the legality of movement of individuals, motor vehicles, supplies, etc.

2. These Road Blocks will be clearly marked, both on the approaches and at the check point, and ALL VEHICLES WILL COME TO A HALT until released by the Military Police. Unless operationally impossible a representative of Nationals will be present when the circumstances require checking of Nationals.

3. The standing operating procedure for establishment of road blocks has been announced by the Provost Marshal General, this headquarters, in PMG Circular Number 1, 10 January 1945, which has been distributed to all Provost Marshals.

4. The foregoing will be brought to the attention of all personnel, officer and enlisted.

II - ACCIDENTS AND CLAIMS

Paragraph 7d, Section I, Circular Number 74, this headquarters, 1944, is rescinded and the following substituted therefor:

"d. In the event such report, in addition to its application to any of the instances mentioned in the above subparagraphs b and c discloses loss of or damage to property of military personnel (AR 25-100), he will retain one copy and forward the original and all remaining copies to the officer exercising general court-martial jurisdiction over the command. The latter will refer the report to his staff judge advocate, who will review the said report for legal sufficiency. After corrective or supplemental action found necessary has been taken, the commanding officer exercising general court-martial jurisdiction over the command will approve or disapprove the report and forward the same, with the review of his staff judge advocate to Foreign Claims Commission No. 190, c/o Theater Judge Advocate, APO 512. Foreign Claims Commission No. 190 is authorized to communicate direct with commands or individuals therein."

III - TRANSMITTAL OF PERSONNEL RECORDS

Section II, Circular Number 107, this headquarters, 1944, is rescinded and the following substituted therefor:

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

Hq MTOUSA Circular # 36 (cont'd)

1. References:

a. TM 12-230, 18 October 1944.

b. TM 12-425, 17 June 1944.

c. Circular Number 21, this headquarters, 1945, as amended.

2. Transmittal

a. Service records, WD AGO Forms 66-1, 66-2, 66-3, and allied papers, need not be forwarded by letters of transmittal. "Wrapper indorsements" will not be used. Acknowledgement of receipt of these records will be discontinued and such requests will not be made.

b. Letters of transmittal, if used will be simple in construction and preferably mimeographed. These letters should contain only data pertinent to the case, as follows, entries in longhand, with ink or indelible pencil, being acceptable:

(1) Date of dispatch, i.e., date of letter.

(2) Name and address of unit to which records are being forwarded.

(3) Listing of inclosures (in numbers only).

(4) Signature of personnel officer.

c. Filing of record copies of these letters is to be discouraged. Where locator cards are maintained, pertinent information relative to dispatch of records and disposition made of individuals should be noted thereon.

d. Hospitals now using WD AGO Form 8-25 (old WD ID Form 52a), may enter pertinent information on these forms in lieu of locator cards.

IV-- PHYSICAL RECLASSIFICATION OF ENLISTED MEN

So much of paragraphs 2a (1) and 3a, Circular Number 67, this headquarters, 1944, as reads: "air service commands" and "air service commanders" is amended to read: "air corps installations" and "air corps installation commanders".

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

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Chief of Staff

OFFICIAL:

C. W. CHRISTENBURY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

-8 MAR 1945

CIRCULAR)
NUMBER 35)

4 March 1945

Disposition of Hospitalized Personnel and Submission of Their Records I
Change of Name and Birth Data II

I -- DISPOSITION OF HOSPITALIZED PERSONNEL AND SUBMISSION OF THEIR RECORDS

Circular Number 16, this headquarters, 1945, is amended as follows:

1. In paragraph 6b, Section I, delete the words "Class A-2 and".

2. Paragraph 23b (2), Section VI, is amended to read as follows:

"(2) Class A-2 personnel

(a) Fifth Army - This personnel will be transferred to a conditioning company for conditioning thereat for a period not to exceed six (6) weeks. Upon completion of this period, personnel will be transferred by the conditioning company to their former unit through the 106th Replacement Battalion.

(b) Service Forces - This personnel will be transferred to and/or returned to their former unit direct or through a replacement installation."

3. Paragraph 21, Section V, is amended to read as follows:

"21. Special Instructions Applicable to Air Force Personnel

a. Members of Air Crews will not be finally classified in Class B by hospital medical disposition boards, but may be recommended for this classification prior to release from a hospital. (For final disposition of this personnel see paragraph 31)

b. Air Force personnel other than Air Crews may be classified by hospitals in Class B and disposition of this personnel will be made in accordance with paragraph 23b (5), Section VI."

4. Paragraph 23b (5), Section VI, is amended to read as follows:

"23. b. (5) Air Force personnel recommended for Class B classification, if air crew, will be returned to former units for disposition in accordance with paragraph 31 below; if other than air crew, will be transferred to a replacement installation which handles Air Force personnel, for disposition. Prior to transfer of the latter personnel, transfer to the appropriate detachment of patients will be accomplished on special orders issued by the hospital commander."

5. Paragraph 31, Section VIII, is amended to read as follows:

"31. Commanding officers of hospitals will order aircrew personnel recommended in Class B directly to their former units where the individual may be

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

Hq MTOUSA Circular #35 (cont'd)

ordered with the concurrence of the unit surgeon to appear before an appropriate Air Force Medical Disposition Board for consideration. All available pertinent information will be made available to the board. When arrangements cannot be made to return these individuals directly to their former units, disposition will be made through a replacement installation which handles Air Force personnel.

II - CHANGE OF NAME AND BIRTH DATA

Section IV, Circular Number 92, this headquarters, 1944, is rescinded and the following substituted therefor:

1. Reference - AR 345-1, dated 11 March 1944.

2. Officers - Requests for change of record of name or birth data by officers with supporting evidence will be forwarded through channels to this headquarters. After authority has been granted the records of the officer will be amended accordingly and all concerned notified thereof.

3. Enlisted Personnel

a. Authority to change record of name or birth data of enlisted personnel is hereby delegated to all general officers commanding organizations, commanders of separate brigades and comparable air force units, base sections, Adriatic Depot, replacement depots, and Headquarters Command, Allied Force.

b. After approval by one of the above commanders, correspondence will be returned to the enlisted man's immediate commander for the following actions:

(1) Change all records.

(2) Notify all concerned.

(3) Indorse correspondence with all supporting evidence through channels to this headquarters with the following statement: "All records have been amended accordingly and all concerned have been notified thereof".

4. Morning Report - Entry will be made in the morning report showing both the old and new name.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PEIRCE
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Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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CA Section

MAR 1945

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 34)

3 March 1945

Disposition of Personnel Records I
Settlement of Final Pay Accounts II
Assignments and Transfers III

I -- DISPOSITION OF PERSONNEL RECORDS

1. Subparagraph 2a (1)(b); subparagraph 2b (1)(b); and subparagraph 2c (1)(b), all Circular Number 21, this headquarters, 1945, pertaining to copies of transcript statement of account, are rescinded.

2. Paragraph 1, Circular Number 21, this headquarters, 1945, is rescinded and the following substituted therefor:

"1. Disposition of Final Payment Vouchers of Casualties

a. Officers - In cases where preparation of transcript statement of account is required under provisions of Circular Number 41, this headquarters, 1944, as amended, such transcript (original and one copy) will be forwarded by the disbursing officer concerned through Office of Fiscal Director, Headquarters, MTOUSA, APO 512, Attention: Receipts and Disbursements Branch, for transmittal by air pouch to Army Service Forces, Office of the Fiscal Director, Office of Special Settlement Accounts, 27 Pine Street, New York, N.Y.

b. Enlisted Men - In cases where preparation of final payment vouchers or modified final payment voucher is required under provisions of Circular Number 41, this headquarters, 1944, as amended, such final payment vouchers will be transmitted as prescribed in that directive, except that the channel for transmittal will be through Office of the Fiscal Director, Headquarters, MTOUSA, APO 512, Attention: Receipts and Disbursements Branch, for forwarding to Office of Special Settlement Accounts.

c. These vouchers will be processed promptly to preclude delay in settlement of accounts."

II - SETTLEMENT OF FINAL PAY ACCOUNTS

1. Section II, Circular Number 86, this headquarters, 1944, is rescinded.

2. Circular Number 41, as amended by Section IV, Circular Number 59, and Section V, Circular Number 86, all this headquarters, 1944, is in the process of revision. Pending such revision, final pay vouchers received by disbursing officers, and transcript statement of account will be transmitted through Office of the Fiscal Director, Headquarters, MTOUSA, APO 512, Attention: Receipts and Disbursements Branch.

1804

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

Hq MTOUSA Circular # 34 (cont'd)

III - ASSIGNMENTS AND TRANSFERS

1. Section III, Circular Number 44, this headquarters, 1944, is rescinded.

2. Circular Number 31, this headquarters, 1945, is amended as follows:

a. Paragraph 1c, Section I, is rescinded and the following substituted therefor:

"1. c. Personnel are not authorized assigned in excess of Table of Organization or Table of Allotment Strength, except by War Department authority. (See paragraph 4 below and paragraph 1c, Section IV, Circular Number 85, this headquarters, 1944, as amended."

b. Paragraph 4, is added to Section I as follows:

"4. Requests for Personnel in Excess of T/O or T/O & E

a. Requests for personnel in excess of existing T/O or T/O & E will be forwarded through command channels to this headquarters.

b. Succeeding headquarters will evaluate such requisitions in the light of operational necessity, state definite approval or disapproval, and indicate:

(1) Whether the request is to meet a temporary need or is a recommendation for permanent changes in Tables of Organization or Tables of Organization and Equipment. When the requirement is of a temporary nature, a brief explanation will be made as to the operational necessity for the additional personnel including length of period the need will exist. When the requirement is permanent, and a change in Table of Organization and Equipment is recommended, the communication will be in suitable form for forwarding to the War Department.

(2) Whether the proposed changes apply to a particular unit because of some special operation or mission, or are equally applicable to all similar units. When proposed changes (temporary or permanent) are to apply to all similar units within the command, each forwarding headquarters will state that the recommendations represent generally agreed, consolidated opinions for all organizations of the same type within that command."

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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CA SECTION

6 MAR 1945

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

16/2.8/CA

AG 461/026 - O

1 March 1945

SUBJECT: Supplement Number 2 to Index to Theater Circulars dated 6 January 1945.

TO : All Concerned.

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V	117/44	I	23/45				

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

D. C. KIRLEY
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 33)

-2 MAR 1945

27 February 1945

Conservation of Quartermaster Supplies I
Transmission of Correspondence for Civilians II
Security Violations of Escape and Evasion Experiences III
Censorship Restrictions on Personnel Returning to The United States IV

I --- CONSERVATION OF QUARTERMASTER SUPPLIES

1. Reference is made to War Department Technical Bulletin, QM 32, "Conservation of Clothing, Equipage and General Supplies", January, 1945.

2. The importance of first and second echelon practices continues to be as great as ever.

3. In order to insure care and preservation of Quartermaster items of clothing, equipage, and general supplies by personnel of this theater, it is desired that training programs include information contained in the above reference.

II -- TRANSMISSION OF CORRESPONDENCE FOR CIVILIANS

1. Incidents have occurred wherein U.S. troops and accredited civilians serving therewith have acted as intermediaries in behalf of civilian inhabitants in this theater for the purpose of transmitting communications on their behalf.

2. Examination of such correspondence disclosed that a large quantity had originated with civilians in Switzerland and the Balkan nations, while others had been written by civilians in Italy. Such action represents a serious threat to security and affords a means by which valuable enemy intelligence may be transmitted exempt from censorship.

3. Personnel will not carry or cause to be posted in APO channels any communication in behalf of civilian inhabitants in this theater, or otherwise act as intermediaries therefor.

III - SECURITY VIOLATIONS OF ESCAPE AND EVASION EXPERIENCES

Section III, Circular Number 65, this headquarters, 1944, is rescinded and the following substituted therefor:

1. There has been a daily increase in the number of security violations by publicity and broadcasts, both within this theater and the United States, of evasion and escape experiences and of the subject matter of classified operational briefings in the preparation for evasion and escape.

2. The number of cases calling for disciplinary action is multiplying daily. This is cause for grave concern.

3. It is directed that all evaders, escapees and internees, and all military personnel having knowledge of their experiences be warned that divulging to unauthorized persons:

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MTOUSA Circular # 33 (cont'd)

a. Any information whatever concerning operational briefings on, or equipment for, evasion and escape, or

b. In the case of an evasion or escape experience, any information whatever beyond the fact of status change from MIA or POW,

not only is a serious breach of security, but also entails disciplinary action under AR 380-5.

4. Presentation of press or radio releases on evasion or escape experiences or preparations therefor, to public relations officers or censorship representatives for approval, is prima facie evidence of a breach of security and is not a defense against disciplinary action.

5. It is further directed that all public relations officers be warned against complicity in security violations.

IV -- CENSORSHIP RESTRICTIONS ON PERSONNEL RETURNING TO THE UNITED STATES

Section II, Circular Number 83, this headquarters, 1944, is rescinded and the following substituted therefor:

1. Clearance - a. All personnel in the theater being returned to the United States, who by virtue of outstanding combat records, have figured in press and/or radio releases, must be cleared by the War Department prior to return. Name, grade, and serial number of such personnel, together with a short description of the publicity received, will be forwarded to this headquarters by radio and orders for return will not be issued until approval is secured.

b. This procedure is required in order to arrange for proper reception, avoid embarrassment to the individual, and prevent publicity which might affect War Department plans.

2. Authority - a. Military personnel returning to continental United States on temporary duty will not discuss the reason why, or the authority by which, they are returned. When questioned concerning their return, they may say only that they are on temporary duty in the United States as a result of orders of this theater or the War Department, whichever is appropriate.

b. All headquarters authorized to issue orders directing return to the United States for temporary duty will furnish separate instructions in writing to this effect with their orders.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE D. PENCE
Major General, GSC
Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 30)

23 FEB 1945

16 February 1945

POSTAL REGULATIONS

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Circular Number 8; Section III, Circular Number 55; Section I, Circular Number 70; Section II, Circular Number 91; Section IV, Circular Number 95; Section II, Circular Number 105; Section IV, Circular Number 110; Section III, Circular Number 130 and Section II, Circular Number 136, all this headquarters, 1944, are rescinded and the following substituted therefor:

I -- ARMY COURIER SERVICE

1. Complete instructions relative to preparation of mail for dispatch through the US Army Courier Service and information relative to the service available are contained in AFHQ Circular Number 2, 1945.

II - ARMY POST OFFICE INSPECTIONS

2. Reference is made to paragraph 48, FM 12-105, 7 May 1943, as amended, which requires that the responsible commander designate an officer to make a quarterly surprise inspection of Army Post Offices and money order units thereof. The required inspections in this theater will be made by officers assigned to this headquarters or under direction from this headquarters. However, the commanding officer of the headquarters to which an APO is assigned or attached may direct that an inspection be made at any time. The regular APO inspections required by FM 12-105 are not to be confused with the 20th of the month audit of the accounts of the Class "B" agents of the Postal Finance Officer, MTOUSA, which must be made by two officers designated by the headquarters to which the APO is assigned or attached. Necessary forms and instructions are available at each APO.

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Hq NTOUSA Circular #30 (cont'd)

III - CASUALTY MAIL

3. When mail is received at organizations, or unopened mail is found in the effects of an individual who is accounted for as "Killed in Action", "Accidentally Killed", "Died in Hospital", "Dead", "Missing", "Missing in Action", "Captured by the Enemy", or "Prisoner of War", a line will be drawn through the address and the mail delivered to the company commander or to an officer who has been designated to certify to the status of the addressee.

a. When the addressee is accounted for as "Killed in Action", "Accidentally Killed", "Died in Hospital", or "Dead", the company commander or officer designated to certify to the status of the addressee will enter the following notation on each envelope or wrapper, certifying to the entry thereon by his signature, rank, and branch in the following form:

Deceased
John Doe
Captain, Infantry

b. When the addressee is accounted for as "Missing", "Missing in Action", "Captured by the Enemy" or "Prisoner of War", the certifying officer will enter the following notation on each envelope or wrapper, certifying to the entry thereon by his signature, rank, and branch in the following form:

Missing
John Doe
Captain, Infantry

c. After the required certifications are placed on the mail matter, it will be returned to the APO for disposition.

d. When mail is received for a former member of an organization who was dropped as a casualty while the unit was serving in a previous theater of operations, the company commander or officer designated to certify to the status of the addressee will enter the appropriate notation on each envelope or wrapper as required by a or b, above. Such mail will then be forwarded, by the officer making the notation, under penalty label direct to the Casualty Branch, Office of The Adjutant General, Washington, 25, D.C., for verification and disposition.

e. When mail is received for a former member of an organization who was accounted for as deceased while stationed within the continental limits of the United States, the company commander or other officer designated to certify to the status of the addressee will enter the appropriate notation on each envelope or wrapper as required by a or b, above. The mail will then be forwarded by the officer making the notation under penalty label direct to the commanding officer of the post, camp, or station in the United States responsible for forwarding notification of the death to The Adjutant General.

IV - EFM AND SCM

4. Current instructions relative to EFM and SCM are contained in Circular Number 115, this headquarters, 1944.

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Hq MTOUSA Circular # 30 (cont'd)

V -- MAIL ADDRESSES

5. The correct mail address for personnel in this theater consists of the following essential elements:

a. Grade or rank.

b. First name, middle initial, and last name.

c. Army serial number.

d. Unit and organization (or section and headquarters).

e. APO number.

f. C/O Postmaster, New York, N.Y.

6. APO Numbers

a. The APO number of the major headquarters (division, army, air force command, base section, etc.) to which each unit in the theater is assigned will be used as the permanent APO number of the members of the unit. Replacement depots, hospitals and other organizations to which APO's are permanently assigned are excepted, and permanent personnel thereof will use the APO numbers permanently assigned such organizations. Members of postal organizations will use the APO number of the APO operated by their organization. Medical Hospital Ship Platoons and Military Police Escort Guard Sections are also exceptions to the foregoing as they are required to use the unit designation followed by "EAPO New York" as a mail address and will not adopt an APO number while in this theater.

(1) Corps are an exception to the foregoing, and only the personnel of the corps headquarters and headquarters company will use the APO number of the corps APO. Corps troops will use such APO number as may be assigned by the army commander.

b. Any unit which is attached to another headquarters will continue to use the APO number of the headquarters to which assigned. Units which are assigned to a new headquarters will adopt the APO number of the new headquarters and will direct all personnel to notify their correspondents.

c. Members of advance detachments arriving in the theater will continue to use their assigned temporary APO number until the movement of the unit is completed, and during such time personnel will not reveal either their general or their specific geographical locations in any personal communication. After the arrival of the main body, a permanent APO number will be adopted. The foregoing also applies to advance detachments now in the theater if a part of the unit is enroute or is to arrive at a future date.

d. The APO of address is not necessarily the APO through which service is received. Organization mail clerks will draw mail from whichever APO is most convenient.

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Hq MTOUSA Circular #30 (cont'd)

e. Where it is necessary that personnel notify their correspondents of a new APO number, it is most important that the complete mail address be given, including grade or rank, full name, serial number, organization including unit, and the new APO number. Mail addressed to an APO number, except temporary APO numbers, without the organization and unit being given cannot be delivered without serious delay.

f. The APO's serving the major headquarters referred to in a, above, will maintain current locator cards for all personnel of all units assigned to their headquarters and will process all indefinitely addressed mail bearing the headquarters APO number.

7. Hospital Patients - Patients in hospitals will not change their mail address as long as they remain assigned to their organizations. Immediately upon being transferred to the detachment of patients at any hospital, the patient will adopt "2628 Hospital Section, APO 698" as a mail address. He will notify his correspondents of the new address and will continue to use that address until he is assigned to another organization. Patients will not use the designation or APO number of the hospital in which they are confined as a mail address.

8. Personnel in Replacement Organizations

a. Personnel in replacement organizations, other than the permanent personnel of the depot, battalion or company, will use mail addresses as follows:

(1) Personnel arriving from the United States will continue to use only their designated temporary APO mail address until such time as they are permanently assigned to a unit other than a replacement unit. If they are not assigned to a permanent unit within 30 days after arrival in the theater they will discontinue the use of the temporary APO mail address number and adopt the mail address indicated in the following sub-paragraph.

(2) Personnel assigned to replacement units from theater sources (except see (3) following) will use the name of the replacement unit, and its permanently assigned APO number followed by a letter which has been authorized for use at the particular unit. Example: 428th Replacement Company, APO 372-R.

(3) Personnel transferred to replacement units for return to their former units may use the address of their former units while at the replacement unit.

b. The use of the APO numbers assigned to replacement units without including a following letter as indicated in a (2), above, is reserved exclusively for personnel who are permanent members of the replacement units.

9. Notification of New Mail Address

a. Each casual officer, enlisted man and civilian (*) arriving in this theater, and each officer, enlisted man and civilian (*) changing stations within the theater, except personnel moving with their units, will, upon arrival at his new station, immediately furnish his new mail address to the following:

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Hq MTOUSA Circular #30 (cont'd)

(1) Correspondents and publishers,

(2) APO to which mail was formerly addressed.

(3) 2628 Central Postal Directory, APO 698.

(4) Present address APO (if different from (2)).

(*) Civilian authorized to receive mail through the US Army Postal Service.

b. Forms for above required notifications are available at all APO's.

c. Commanding Officers will take necessary action to bring the above requirement to the attention of all concerned. In the case of disbanded and inactivated units, incoming mail must necessarily be sent to the 2628 Central Postal Directory for service and it is essential that the personnel of such units send a proper notice to that organization as soon as the new unit address is known. Unit Commanders will so instruct the personnel prior to the disbandment or inactivation of the unit.

d. Commanding Officers will require personnel receiving publications which have been readdressed to their present stations or units outside the continental United States to notify publishers direct of their correct address, using WD AGO Form 971 or 294.

e. See paragraph 18, 19 and 24, this circular, relative to notification by individuals returning to the United States or departing to another theater.

VI - MAIL SERVICE AVAILABLE

10. Complete information relative to the postal service available to members of the US Armed Forces and attached civilian nationals of the United States may be obtained at any US Army Post Office in this theater. This includes destinations to which mail may be sent bearing military return addresses, rates, conditions of mailing, restrictions (other than censorship which are contained in MTOUSA Circular Number 6, 1945) etc. All personnel desiring information relative to the mail service authorized in this theater are directed to inquire at the nearest US Army Post Office.

VII - MAIL FOR AWOL PERSONNEL AND DESERTERS

11. When a soldier is AWOL or is a deserter, his mail will be retained by the unit mail clerks for 15 days after the date he is officially carried as AWOL or as a deserter. At the end of the 15 day period, the mail on hand and that subsequently received will be indorsed "Moved - Left No Address" followed by the name of the unit at which the indorsement is made, initials of the person making the indorsement and date.

a. Mail so indorsed is to be returned to the APO for disposition. Unit commanders will take the necessary action to insure that the indorsement is used only in proper cases as the Army Postal Service will return mail so indorsed

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Hq MTOUSA Circular #30 (cont'd)

to the sender on the strength of the indorsement. The indorsement must not be used on mail for personnel absent from the organization for hospitalization or any other reason whose address may be temporarily unknown. It is to be used only in cases where the addressees are carried on the unit records as AWOL or as deserters.

VIII-OFFICIAL MAIL

12. Theater instructions relative to dispatch of official mail through the US Army Postal Service are contained in AFHQ Circular Number 2, 1945. Official mail and other mail received by the US Army Postal Service addressed to units inactivated or disbanded in this theater will be forwarded to the next higher headquarters of the unit. That headquarters will open such mail and take local action when appropriate. Mail which cannot be acted upon locally will be forwarded through channels, with a statement that the unit has been disbanded overseas, until a headquarters is reached where action can be taken. Official mail addressed to units which have been redesignated will be accepted by the unit when addressed to either the old or new designation and appropriate action taken.

IX - HOSPITALIZED PERSONNEL

13. Efficient delivery of mail to patients while confined in hospitals requires that prompt notice of their location be given to the patient's unit, to the former hospital, if any, and to the Central Postal Directory. Two cards, Forms MAP 9 and MAP 10, are to be used for this purpose. Forms MAP 9 and 10 may be secured from the Postal Supply Depot, APO 790, or as directed by the headquarters to which the hospital is assigned.

a. The hospital mail clerk or APO personnel assigned to handle hospital mails will be charged with the responsibility of completing the cards and mailing them. Patients will not be expected to make out cards for themselves.

b. Postal personnel of station, general or convalescent hospitals in this theater will prepare three cards on arrival of each patient; one will be placed in the files of the hospital mail room, one (MAP 10) forwarded to the unit to which the patient was assigned, and one (MAP 9) forwarded to the 2628th Central Postal Directory, APO 698. In event the patient is received from a station, general or convalescent hospital, a fourth card (MAP 10) will be prepared and forwarded to the hospital from which the patient was received.

c. In preparing the MAP Forms 9 and 10 required by b, above, care will be taken that the cards are legibly written or typed and that the spelling of the name and numbers of the serial number are correct. The name of the hospital preparing the cards will be shown on the "Forward Mail to" line of the MAP Forms 9 and 10 (not "2628th Hospital Section" which is the mail address used by personnel transferred to the detachment of patients of the hospital. See paragraph 7, this circular)

d. When patients are discharged from station, general or convalescent hospitals (not when transferred to other hospitals), MAP Forms 9 and 10 will be prepared at the hospital and forwarded as required by b, above. The "Forward Mail to" line on the cards will show the unit to which the personnel were discharged (transferred). Entries such as "Returned to Duty", "Discharged", etc., will not be used as such entries are useless for the purpose of forwarding mail.

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Eq MTOUSA Circular #30 (cont'd)

c. When a hospital evacuates patients to the United States, NAP Forms 9 and 10 will be prepared at the hospital showing "Returned to US - NYEAPO" on the "Forward Mail to" line for each such patient. The cards will be addressed and forwarded as required by b above. "Evac to US" or other words of similar meaning will not be used as experience has shown that unit mail orderlies tend to indorse mail exactly as directed on the NAP Forms 9 and 10. (See paragraph 15)

14. Mail received at a hospital after departure of patients whose forwarding addresses are not known, will be held for ten (10) days from the date of departure pending receipt of Forms NAP 10 from the new hospital. After the ten-day period, if a forwarding address is still unknown, the mail will be indorsed "Evacuated to Hospital Unknown" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made.

15. Mail received at hospitals for patients who have been evacuated to the United States for further hospitalization will be rubber stamped or indorsed "Returned to US - NYEAPO" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. Care must be taken that this indorsement is used only in proper cases as the mail so indorsed will be returned to the United States on the strength of the indorsement without further verification.

16. When the hospital of confinement is not known, unit mail clerks will hold mail for personnel known or believed to be hospitalized for fifteen (15) days from the first day of absence pending receipt of Form NAP 10. On receipt of Form NAP 10, showing the new address, each individual piece will be readdressed for forwarding and returned to the APO. If a forwarding address is still unknown after fifteen days from the first day of absence of the addressee, the mail will be indorsed "Present address unknown, sick, wounded, etc." and returned to the APO. Such indorsements will include organization, date and initials showing by whom made.

17. When mail is received at a unit for personnel who have been hospitalized and a Form NAP 10 is on file showing "Returned to US - NYEAPO" on the "Forward Mail to" line of the card form, the mail will be indorsed "Returned to US - NYEAPO" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. See paragraph 15, above, relative to necessity for care in use of this indorsement.

X -- INDIVIDUALS RETURNING TO UNITED STATES

18. All orders issued in this theater moving personnel from their assigned units (not replacement organizations through which they are processed enroute) to the United States as individuals by reason of transfer, rotation, furlough, or for hospitalization will include the following instructions (does not apply to orders for personnel returned on missions of short duration only):

"Immediate notice will be given to emergency addressee, all correspondents, and publishers to discontinue mailing letters, parcels and publications until further advised as to new address. WD AGO Form 972-1 (V-Mail notice to correspondents and publishers) may be used for this purpose. However, in event it is known at the time this order is

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Hq MTOUSA Circular # 30 (cont'd)

received that departure from the unit is to be considerably delayed due to waiting for arrival of replacement or other causes, the notices should not be sent until the departure date is known. The notice should be sent 15 days before departure date when possible."

19. All orders issued in this theater moving personnel from their assigned units (not replacement organizations through which they are processed enroute) to the United States as individuals by reason of transfer, rotation or furlough will include the following instructions in addition to the instructions required by paragraph 18, above, (does not apply to orders for personnel returned on missions of short duration only):

"Prior to departure from the assigned unit, the unit mail clerk and the 2628th Central Postal Directory, APO 698, will be furnished a forwarding address in the United States other than the zone of interior port of embarkation or reception station. Forwarding addresses for personnel who are availing themselves of leave of absence or furlough immediately upon arrival in the United States or who are returning for separation are limited to home or other non-military addresses. Card Form NAP 11 (available at any APO) will be used in furnishing the forwarding address to the 2628th Central Postal Directory."

20. Each piece of mail that is received by unit mail clerks addressed to a former member of the unit who has returned to the United States by reason of transfer, rotation or furlough (see paragraph 22 following) will be readdressed with the complete forwarding address in the United States, followed by the indorsement "Returning to the United States", and returned to the APO.

a. In event a definite address (organization and APO, post, camp or station, or civilian address) is not available, each piece of mail will be rubber stamped or indorsed "Returning to US - Left No Forwarding Address", and returned to the APO. Such indorsements will include organization, date and initials showing by whom made.

21. Forwarding addresses will not be placed on mail for personnel evacuated to the United States for further hospitalization or returned to the United States under arrest. The indorsement indicated in paragraphs 15 and 17, above, will be used on such mail.

22. Mail received by unit mail clerks for personnel who have returned to the United States on furlough during the first 45 days after their departure will be treated as indicated in paragraph 20, above. Mail received for such personnel after the 45 day period will be held at the unit for the return of the addressees unless notice is received that they have been transferred and will not be returning to the unit. After receipt of such notice, if any, all mail received for the personnel concerned will be readdressed or indorsed as indicated in paragraph 20, above, and returned to the APO.

23. Unit mail clerks will hold all mail for personnel who have departed to the United States or to other theaters on missions of short duration unless specific forwarding instructions are furnished by such personnel or by unit commanders or higher headquarters. Forwarding addresses in the United States in such cases will be limited to non-military addresses. Commanding officers

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Hq MTOUSA Circular #30 (cont'd)

will give particular attention to insure that mail is forwarded to personnel temporarily away from the unit on missions or on temporary duty in applicable cases.

XI - INDIVIDUALS TRANSFERRED TO OTHER THEATERS

24. All orders issued in this theater transferring personnel from their assigned units (not replacement organizations through which they are processed enroute) to another theater as individuals will include the following instructions:

"a. Immediate notice will be given to emergency addressee, all correspondents, and publishers to discontinue mailing letters, parcels and publications until further advised as to the new address. WD AGO Form 971-1 (V-Mail notice to correspondents and publishers) may be used for this purpose.

b. Immediately upon arrival at destination in the new theater and assignment to organization and APO number, emergency addressee, correspondents, publishers, The Adjutant General, Washington, 25, D.C., the unit mail clerk of the old organization, and the 2626th Central Postal Directory APO 608, will be advised of the new address by use of WD AGO Form 971".

25. The unit mail clerk of the old organization will hold mail for personnel transferred as individuals to another theater after the departure of the personnel for the first 45 days pending receipt of the forwarding address from the addressee. After that time, if the forwarding address is not known, the mail will be indorsed "Departed for another Theater" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. Mail received for such personnel when the forwarding address is known will be readdressed and returned to the APO.

XII - PROTECTION OF MAIL AND POSTAL EQUIPMENT

26. Commanding Officer, unit mail clerks and other personnel connected with mail handling in the theater are responsible that all mail under their custody or control is given the best possible protection. Mail will not be left unguarded at any time unless it is in a securely locked container, room or building and then only when the locked container, room or building is in a guarded area. Mail will be protected from rain and other adverse weather conditions.

27. An armed guard will be sent out with each truck carrying mail in all instances where armed guards are available unless only a small quantity of mail is carried which can be continually under the personal supervision of the driver. If vehicles carrying mail are loaded so that there is any possibility that mail will fall out or that mail can be removed while the truck is in motion, the guard will ride in the rear of the vehicle. When a vehicle carrying mail is not in motion, the guard will dismount and remain near the rear of the vehicle.

28. No unauthorized persons will be permitted to ride in a truck carrying mail if they will have access to the mail unobserved by the guard or driver.

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29. Mail pouches and sacks and mail locks will not be diverted to any use

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Hq MTOUSA Circular #30 (cont'd)

other than business of the Army Postal Service. Unit mail clerks will return all empty pouches and sacks to the serving APO promptly.

XIII-UNIT COMMANDERS

30. Unit commanders will closely supervise the handling of mail at their organization and will require unit mail clerks and members of their organizations to comply with all published instructions relative to mail. The postal officer of each APO has detailed instructions on all postal matters available for his guidance and unit postal officers and unit mail clerks should be instructed to consult the APO postal officer for information when necessary.

XIV - UNIT FUNDS - MONEY ORDERS

31. Unit commanders will take necessary action to insure that money orders held as a part of the unit funds are not permitted to become over age (more than one year from the last day of the month of issue) as over age money orders cannot be cashed.

XV - UNIT MAIL CLERKS

32. Current instructions for regimental and unit mail clerks are contained in TM 12-275, dated 27 June 1944. All unit mail clerks in the theater will comply with the instructions contained therein as modified in this circular and future postal instructions published in these circulars. Particular attention is directed to the instructions relative to handling of registered and insured mail in TM 12-275. No pertinent unit records of registered, insured or C.O.D. mail may be destroyed unless specific authority is obtained from The Adjutant General. Such records on hand at units at the time of discontinuance, inactivation or disbandment of units and organizations will be included with the unit or organization records, appropriately marked, and stored with and as a part thereof.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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RESTRICTED

W.D.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)
NUMBER 28)

14 February 1945

DISPOSITION OF EFFECTS

References I
Deceased II
Missing III
Sick and Wounded IV
Deserters V
U. S. Navy, Allied and Cobelligerent Forces, Civilian VI
Enemy VII

Circular Number 236, this headquarters, 1943, and Paragraph 10, Circular Number 45, this headquarters, 1944, and any previous instructions in conflict herewith are rescinded and the following substituted therefor:

I - REFERENCES

WD Letter, AG 524 (18 Aug 44) OB-S-SPMOT-M, subject: "Processing of Baggage from Overseas", 29 August 1944.

Paragraph 15, WD Circular Number 373, 14 September 1944.

Paragraph 15, WD Circular Number 2, 1 January 1945.

II - DECEASED

1. The provisions of paragraph 25, AR 600-550, 23 December 1944, are suspended by the authority of the War Department, except in those instances where the widow or other person entitled to receive the effects is present (see paragraph 6c, below) and except that, when in respect of any deceased individual, it is necessary to pay local debts or to receive funds from bank accounts owing to the deceased a summary court will be appointed for this purpose. A summary court is not authorized to sell any of the effects of a deceased either to pay local debts or for any other purpose.

2. The prompt collection, safeguarding, and proper preparation for shipment, of the personal effects of military personnel deceased or missing is a command responsibility. In battlefield burials and instances where the deceased are taken directly to a cemetery, the Graves Registration Service is responsible for the collection, inventory and protection of effects found on the body. The responsibility for effects found in the bivouac area, in billets, or in rear areas, rests with the unit commander. Processing of effects located in hospitals is the responsibility of the commanding officer of the hospital.

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Hq MTOUSA Circular # 28 (cont'd)

3. Effects will be sorted by the responsible officer into the following groups:

a. (1) Personal effects having intrinsic or sentimental value, including jewelry, fountain pens and pencils, spectacles, cameras, wallets, billfolds, medals, insignia, money orders, travelers' checks, personal letters, personal flight records, photographs, diaries, keepsakes, Bibles, books, religious articles and similar items and which contain no recorded or classified information which is censorable. Inasmuch as stained and contaminated items may in many instances be restored by the Effects Quartermaster, no such items will be withheld because of their condition. Items will be so wrapped or packaged as to prevent contamination of other items of effects. Flint will be removed from lighters, ink will be flushed from fountain pens.

(2) Personal effects having intrinsic or sentimental value (including items enumerated in paragraph 3a(1) above) which contain recorded or classified information which is censorable.

b. Money - The responsible officer will exchange, (except as authorized in paragraph 6c, Section II), all monies found, for which there is an authorized exchange rate, with his local Disbursing Officer for a Treasury check drawn in United States dollars, to be issued by the local Disbursing Officer for cash, and indorsed by him as follows: "Pay only to the Effects Quartermaster, Kansas City Quartermaster Depot, Trustee". Under "Object for which drawn" will be noted: "Effects of (giving name and serial number of individual concerned)". Description of the check, (number, date, amount, and symbol number), will be entered on the original and all copies of the inventory form and the check itself will be sent by Essential Official Air Mail to the Effects Quartermaster, Army Effects Bureau, Kansas City Quartermaster Depot, Kansas City, Missouri, after the responsible officer has assured himself that the casualty has been officially reported on a Basic Casualty Report. Any monies found which cannot be exchanged for Treasury check will be disposed of in accordance with paragraph 3a, above.

. . . . . .

c. Items of no intrinsic or sentimental value, such as, partly used cakes of soap, used tooth brushes, half empty tooth paste tubes, stubs of wooden pencils, used playing cards, candy, tobacco, funny books, magazines and newspapers. Items of doubtful value will be forwarded in order that determination as to whether an object holds intrinsic or sentimental value may be made by the Effects Quartermaster. Items determined to hold no intrinsic or sentimental value should normally not be sold or given away, but should be destroyed by burning or burying.

d. Items which might cause embarrassment by their presence among the deceased effects, including dice, liquors, pornographic literature and pictures, prophylactics, hypodermic needles, and compromising photographs, diaries or letters will be withdrawn and disposed of by inventorying officer.

e. Explosive and highly combustible matter which would present a hazard in handling or shipment will be withdrawn and disposed of by inventorying officer.

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f. Government owned property, other than the clothes necessary for burial will be promptly withdrawn and returned to the proper supply officer, for salvage or reissue. (Clothing and special items of equipment of officer personnel is normally to be presumed not to be government owned)

g. A careful search will be made to insure that identification tags are not placed with the effects. If tags of personnel are found, they will be turned over to the Graves Registration Service for disposition.

4. Inventory will be made of the personal effects as defined in paragraph 3a, above, by the responsible officer, and listed on Inventory Form 54, MTOUSA, (specimen copy attached) in quadruplicate. Personal effects as defined in paragraph 3a(2), above, will be inventoried separately from those defined in paragraph 3a(1), above. The identification of listed items will be specific; trade names and identifying numbers will be used insofar as practicable. The following disposition will be made of the Inventory Form: The original will remain with the effects; the duplicate will be mailed to The Adjutant General, Washington, D.C.; the triplicate to the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri; the quadruplicate will be retained with the records of the organization concerned. No copies of Inventory Form 54 or other inventories of effects, will be sent from this theater to the next-of-kin, or other relatives, of deceased or persons missing.

5. The personal effects will be placed in an effects bag (the cloth cover to be fully filled out), the drawstrings of which will be securely tied and sealed with lead seal when available, or will be placed in a box or package which will be securely tied and sealed.

6. Effects will be forwarded as follows:

a. Effects recovered from the bodies of deceased will be forwarded by the Graves Registration unit or burial party performing the burial by registered US mail so as to reach the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri. Insofar as practicable, facilities of the postal service will be utilized in transmitting effects recovered from bivouac areas or other localities and installations. Those items of effects which contain recorded or classified information which is censorable will be forwarded by registered US mail (or delivered) to the Base Censor for onward transmission by registered US mail to the Effects Quartermaster after determination as to material suitable for release and that which for security reasons must be stored for the duration. Censoring Officer will indorse the inventory to show effects withdrawn for separate forwarding. Effects will be securely packaged to prevent loss or damage; the package will be clearly marked "Effects of Deceased" together with name, grade, army serial number, and organization; and will be registered. The registry number and APO designation will be entered on all copies of the inventory form except the original and upon the Graves Registration Form 1 for effects removed from the body of the deceased at time of burial.

b. Bulky items, such as officers' uniforms, bedding, camp furniture, musical instruments, radios, trunk lockers and similar effects which cannot appropriately be forwarded through postal channels will be inventoried separately, will be placed in a box or package, which will be securely tied and sealed;

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will be forwarded through supply channels to the quartermasters of base sections for water shipment to US port for forwarding to the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri. A receipt listing each individual container will be accomplished at all points of shipment and transshipment; there must be an unbroken chain of receipts. The security of these effects will, at all times, be the responsibility of a commissioned officer, and they will be kept under continuous guard. For shipping purposes, base sections will use only well made, stout wooden boxes, with screwed or nailed-on covers, and with not less than two metal strappings around each box. When shipped by boat, the cargo security officer or ship's master, will receipt for the boxes individually, and these boxes will not be left on the deck, but promptly stored in the ship's strong room or a locked compartment. "Effects tag" and "baggage list" described in War Department letter 29 August 1944, subject: "Processing of Baggage From Overseas", AG 524 (18 Aug 44) OB-S-SPLOT-M, will be accomplished; as effects are consigned to the Effects Quartermaster, Kansas City, Missouri, where final screening is to be effected. "Inventory" and "customs declaration" forms described therein are not applicable and will not be accomplished. If, in the course of transmission, evidence of pilferage is noted, the receiving officer will immediately initiate an investigation, and forward a report of same to the Effects Quartermaster, Kansas City, Missouri, and a copy to Headquarters MTOUSA, QM SECTION. The receiving officer of a package which indicates that it has been tampered with or pilfered, will repack the personal effects, and will indorse the inventory list accordingly.

c. Where a summary court shall have determined that the person or persons legally entitled under Article of War 112 to receive the effects are resident within the theater, in territories or possessions of the United States, or in neutral or allied countries, and if in the light of circumstances the summary court considers it more practicable to transmit the effects of such person or persons directly rather than through the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri, the court will transmit the effects to such person or persons in accordance with the provisions of Article of War 112 and Circular 373, WD, 1944.

III - MISSING (including missing in action, interned, captured, or beleaguered or besieged by the Enemy)

7. Effects of "missing" persons will be processed and disposed of in the same manner as deceased persons with the following additions and amendments:

a. No disposition of effects will be made except through the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri; no debts incurred by the "missing" person will be paid from funds belonging to the "missing" person.

b. The word "missing" will be substituted for "deceased" on inventories, forms, packages, and boxes where appropriate.

c. The inventory of effects for "missing" persons will be accomplished in triplicate; the original will be packed with the effects, the duplicate will be mailed to the Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri, and the triplicate retained with organizational records. No copy of the inventory form is to be sent to The Adjutant General.

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d. The "personal effects bag" will not be used to contain effects of "missing" persons.

IV - SICK AND WOUNDED

8. Effects of personnel who have been evacuated by reason of sickness or wounds or who are patients in hospitals will be disposed of as follows:

a. Personnel being sent to hospitals will take with them only such personal effects as will be required for reasonable needs and small luxuries. These should include one musette bag or haversack, toilet articles, one complete set of outer clothing, including a raincoat (or overcoat when indicated), one pair of shoes, and extra underwear, socks and handkerchiefs. Hospitals have no place to store and secure the personal effects of individuals.

b. The gas mask and helmet will normally be the only items of equipment to accompany hospital patients. Mess gear, arms and ammunition, blankets, and other items of equipment will not be sent with or to a patient. Commanding Officers of hospitals will collect arms and ammunition from United States patients at the time of entry and turn this material over to the nearest United States Ordnance Depot or Maintenance Company. Other items of equipment collected from patients will be turned over to the nearest representative of the appropriate supply service.

c. Unit supply officers will collect and inventory the effects of personnel who have been evacuated or are patients in hospitals. Items indicated in paragraph 8a, above, should be sent to the individual if possible. Unless it is known definitely that the soldier will not return, personal effects will be held in the unit for at least thirty (30) days and then transmitted with the inventory to the nearest base section Transportation baggage installation. The soldier will be advised of such disposition by the unit commander. A statement will accompany the effects, setting forth the circumstances under which they are being forwarded. Unit commanders will assist individuals in locating their personal effects. Individuals in hospitals should assist by keeping their unit commanders informed of their whereabouts.

d. When effects are received by the base section Transportation Officer, they will be held until such time as they are applied for by the owner, or the owner has been located by the base section Transportation Officer.

V -- DESERTERS

9. Public property will revert to the unit supply section and the individual will be duly credited. Personal effects will be listed and forwarded to the base section Quartermaster serving the area in which the unit is located, where they will be retained for one (1) year in the case of enlisted men and for six (6) months in the case of officers unless return to military control is effected within that period. In the event of return to military control within the specified period, the effects will be dispatched to the absentee. If not, the base section Quartermaster will dispose of the personal effects as prescribed in AR 615-300 or 605-300, whichever is applicable.

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Hq MTOUSA Circular # 28 (cont'd)

VI - U. S. NAVY, ALLIED AND COBELLIGERENT FORCES, CIVILIAN

10. All effects will be inventoried and forwarded with a letter of transmittal setting forth the circumstances to the appropriate agency as follows: Effects of:

a. United States Naval personnel will be forwarded to the nearest United States Navy Installation.

b. Allied and Cobelligerent forces will be forwarded to the nearest Allied or Cobelligerent Installation.

c. Civilians in the Service or employment of the United States Government will be handled as effects of United States Army Personnel.

VII - ENEMY

11. The personal effects of enemy deceased (to include prisoners of war) will be given the same care as that given those of our own personnel. Effects will be inventoried by the responsible officer on Inventory Form 54 in duplicate; will be dispatched by registered mail to the Prisoner of War Information Bureau, Provost Marshal General's Office, Headquarters, MTOUSA. The registry number and APO designation will be entered on the duplicate copy of the inventory form and upon copies of the Graves Registration Form 1 when appropriate. The original of the inventory form, one copy of graves registration Form 1 (when appropriate), and one-half of deceased identification tag (when appropriate) will accompany the effects to PWIB. The duplicate copy of the inventory form will be retained with the records of the organization concerned.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. T. CHRISTENBERRY
Colonel, AGD
Adjutant General

Copy to DISPER
" " PATRIOTS BR

DISTRIBUTION:
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12 - QM (GRS) extra

1 Incl:
Inventory Form No. 54 - MTOUSA

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

Inclosure to Hq. MTOUSA Circular # 28

INVENTORY OF EFFECTS
(See MTOUSA Circular No. 1945)

(Last Name) (First) (Initial) (A.S.N.)

(Grade) (Organization or arm of service)

*Deceased
*Missing day of 19
(* Cross out word not applicable)

Unit is each unless otherwise stated

Quantity	Description of Article

SPECIMEN FORM-PRINT

Quantity	Description of Article

SPECIMEN FORM-PRINT

Funds in the amount of $_____ were among effects and were included in Check No._____, dated_____ Symbol No._____, which was forwarded by Essential Official Air Mail to Effects Quartermaster, Army Effects Bureau, Kansas City, Missouri.

#Effects listed, except funds as indicated, were forwarded to reach Effects Quartermaster, Kansas City, Missouri, through Base Censor, APO No._____, under Army Postal Service Registery No. _____, APO No._____; through

(#Line-out and fill-in as appropriate on all but original copies)

(Signature of Inventorying Officer)

(Organization of Inv. Officer)

19
(Date)

Inventory Form No. 54 - MTOUSA
(Reproduction of this form is authorized)

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

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W.D.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 17 FEB 1945
NUMBER 25) 11 February 1945

MEDICAL AND DENTAL

General Instructions I
Dental II
Equipment and Supply III

The following circulars, this headquarters, 1944, are rescinded and the provisions below substituted therefor:

Section	Circular	Section	Circular
All	13	II	88
V	37	II	101
I & II	43	II	122
I	48	I	131
III	78		

I -- GENERAL INSTRUCTIONS

1. Treatment of Civilian Employees - The following policy is announced with reference to medical attention for civilians in this theater:

a. Members of the American Red Cross, War Correspondents, civilian employees brought here from the United States and Great Britian, and United States citizens hired in this theater to serve the United States Army, Navy and Merchant Marine (including United States Merchant Seamen), State Department, UNRRA, or other similar governmental agency participating in the war effort, will receive the same medical attention as members of the Armed Forces.

b. Similar civilians brought here from Great Britain to serve with the British governmental agencies corresponding to those outlined above, and United States citizens voluntarily attached to Allied Armed Forces in a civilian status, may be hospitalized in United States Military hospitals when no other adequate facilities are available, and will receive the same medical attention as members of the Armed Forces.

c. Civilian employees other than United States citizens hired in this theater and employed by the Army will receive emergency treatment only, except as noted in (1) below:

(1) Civilian personnel employed by or under the jurisdiction of the OSS or for duty with a G-2 section for intelligence purposes will for security reasons be authorized necessary hospitalization and necessary out-patient medical attention. Work of an elective nature is not authorized.

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(2) The chief of section concerned will furnish personnel mentioned in (1) above, a duly authenticated card showing that he or she is entitled to medical attention under the provisions of paragraph 1c of this circular.

d. Medical attention will not be given to dependents of officers, warrant officers, and enlisted personnel, except in cases of emergency.

e. The hospitalization of any civilian employee in United States Army medical installations is contingent upon the availability of medical facilities. Medical facilities of this theater are primarily for the Armed Forces. Under no circumstances will they be burdened with civilian cases to the extent of crowding out military personnel.

f. Medicine charges will not be made in any case.

g. Subsistence charges - Civilian patients who are not entitled to subsistence at the expense of public funds will pay a subsistence charge of $1.10 per day.

2. Hospitalization of U.S. Navy, Marine Corps, and Coast Guard personnel- U.S. Navy, Marine Corps and Coast Guard patients will be hospitalized as indicated below:

a. Base section surgeons will designate hospitals in their base sections for the care of U.S. Navy, Marine Corps and Coast Guard personnel, in accordance with existing needs as determined by coordination with the senior U.S. Navy Medical Officer in respective areas.

b. An initial report of designated hospitals for the care of personnel listed above will be made to the Surgeon, Allied Force Headquarters, through technical channels. Subsequent reports will be rendered in a similar manner as changes become necessary.

c. Navy patients admitted to hospitals other than those designated will be transferred to the nearest designated hospital as soon as practicable.

d. Navy patients in the United States Army hospitals will be evacuated to the United States in accordance with current policies of this Theater.

e. Responsibilities of Commanding Officers, U.S. Army Hospitals:

(1) The responsibility for medical care and treatment of U.S. Navy, Marine Corps and Coast Guard personnel will rest solely with the commanding officer of the hospital receiving such personnel.

(2) Commanding officers of U.S. Army hospitals will notify the central naval dispensary or the nearest naval authorities on the admission to, transfer or evacuation from U.S. Army Hospitals of U.S. Navy, Marine Corps and Coast Guard personnel.

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Hq MTOUSA Circular #25 (cont'd)

f. Subsistence charges - Subsistence charges will be paid by officers and officer status personnel of the U.S. Navy, Marine Corps, Coast Guard and Public Health Service as provided by paragraphs 1 and 3, Section IV, MTOUSA Circular Number 116, 1944 (corrected copy).

3. Medical Care of Allied and Cobelligerent Personnel - The policy governing medical care (including out-patient, dental or medical treatment and hospitalisation) of allied and cobelligerent personnel by the medical facilities of the United States Army (SOS, Ground Forces and Air Forces) is as follows:

a. Allied and cobelligerent personnel who cannot reasonably obtain hospitalization and treatment from their own medical facilities will be treated and hospitalized in Army medical facilities without cost, other than subsistence, to the individual or his government, except where payments are arranged by the government concerned or where readjustments are negotiated at a later date.

b. Subsistence will be recaptured as outlined in paragraph 3d, Section II, MTOUSA Circular Number 116, 1944 (corrected copy).

c. Nominal rolls will be submitted as outlined in Section XV, Circular Letter Number 16, Office of the Surgeon, this headquarters, 22 March 1944, in order to maintain records in case readjustments are negotiated at a later date.

4. Red Cross Personnel

a. Upon discharge of American Red Cross personnel from United States Army hospitals, a disposition slip indicating the final diagnosis, disposition and date of disposition will be forwarded to the American Red Cross Delegate, MTOUSA, APO 512. The complete Field Medical Record, however, will be forwarded through medical channels to the Surgeon General, with the Sick and Wounded Report for that month.

b. Personnel of the American Red Cross, permanently assigned to duty in this theater, are authorized to receive annual physical examinations in United States Army hospitals. The examination given will be the Final Type Physical Examination as recorded on WD AGO Form 63. The completed report, Form WD AGO 63, will be forwarded without delay to the American Red Cross Delegate, MTOUSA, APO 512.

5. Hospitalization of Alcoholics

a. Records of United States Army hospitals in this theater show that uncomplicated cases of acute or chronic alcoholism are being admitted for treatment.

b. It is contrary to the policy of this headquarters to hospitalize such cases for treatment and rehabilitation in this theater. United States Army personnel who are found to be under the influence of alcohol and appear to need medical care will be examined by a medical officer who will determine whether or not the individual concerned is in need of hospitalization for conditions other than uncomplicated alcoholism. If necessity for hospitalization does not exist, the individual will be committed to the custody of the Military Police or organization commander for appropriate disposition.

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Hq MTOUSA Circular #25 (cont'd)

c. Recalcitrant individuals who cannot be rehabilitated through outpatient treatment with organizational training and disciplinary measures will be disposed of by proceedings under Section VIII, AR 615-360 which will be instituted by organization commanders concerned in accordance with current theater directives.

6. Data on Emergency Medical Tags - The attention of all medical officers is directed to the fact that all data regarding the diagnosis and treatment of disease or injury must be entered upon the EMT in all aid stations and Dispensaries.

7. Psychiatric Opinion on Disciplinary Cases - Much delay is encountered in obtaining psychiatric opinion on cases referred to hospitals, due to the fact that such cases are not accompanied by the proper information.

a. Effective immediately, each case based on disciplinary action, referred to a hospital for psychiatric opinion, will be accompanied by a letter from the commanding officer of the individual concerned.

b. The letter will show:

(1) Nature of charges.

(2) Brief statement of circumstances leading to charges.

(3) Brief statement of previous efficiency and behavior of the soldier.

(4) Brief statement of any pertinent medical data such as peculiar actions, or recent change in behavior.

(5) If possible, a report by the soldier's medical officer or other reliable observer should be included.

8. Payment of Vouchers for Donation of Blood for Transfusion

a. In order that persons furnishing blood for transfusions may be paid promptly, payment will be made locally in the amount of $10.00 for each transfusion. Vouchers (ID Forms 25 and 25a) covering cost of transfusions will hereafter be submitted to local finance officers for payment. Charge for such local payments is to be made to appropriation MAMDA 1942 - 45 61-21 P413-07 212/50805, which is an open allotment.

b. After the voucher is signed by the medical officer giving the transfusion, the signature of approval by the commanding officer of the hospital or medical installation where donation is made should be considered as approval of the chief surgeon of the forces as called for in paragraph 4, AR 40-1715, and will be sufficient authority for payment. At the close of each month, a copy of each voucher upon which local payment is authorized will be submitted by the commanding officer of the hospital or medical installation to the Surgeon, this headquarters, through the surgeon of the army or base section concerned.

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

Hq MTOUSA Circular #25 (cont'd)

9. Sulfonamide Drug Packets

a. The use of sulfadiazine tablets for the prevention of wound infection within this theater will be governed by the following:

(1) Water-proof packages containing eight (8) tablets of sulfadiazine are available in medical supply depots. These packages are listed in the medical supply catalog "Item #21-3460 Sulfadiazine 8 Tablets: USF; 7.7 gr. in water-proof package". These should be requisitioned through regular medical supply channels by the unit medical officer.

(2) Collecting and clearing company surgeons, and evacuation hospitals should provide themselves with adequate supplies of sulfadiazine or sulfathiazole tablets for the continuation of sulfadiazine as outlined in Circular Letter #1, Office of the Surgeon, this headquarters, dated 13 March 1943.

b. All unit commanders of combat troops will immediately ascertain whether each man in his unit possesses the first aid package of crystalline sulfanilamide which is to be sprinkled into wounds. Replacements should be made immediately if their packages of crystalline sulfanilamide are missing.

c. All unit commanders and unit medical officers will instruct their unit personnel at frequent intervals upon the absolute necessity of immediately taking the sulfanilamide or sulfathiazole tablets by mouth if wounded, and upon the importance of sprinkling crystalline sulfanilamide into the wounds before applying the first aid dressing. The American Army has had relatively little serious wound infection so far, but the record can be improved.

d. Medical aid men, medical officers and nurses in evacuation hospitals are directed to note the type of sulfonamide drug and the amount and time of the administration of each dose on the EMT or Field Medical Card. This is absolutely necessary to insure adequate sulfonamide prophylaxis in the line of evacuation.

10. Repair and Procurement of Spectacles

a. Broken spectacles may be repaired, or replaced if not repairable, by submitting them together with prescription to the commanding officer of the medical installation serving the unit, who will forward the broken spectacles together with pieces of lens, if any, through medical supply channels to the Medical Depot supplying the unit.

b. No spectacles will be repaired at government expense where maximum correction is one diopter or less, unless a medical officer certifies that due to the age of the individual or type of military duty performed, glasses are absolutely necessary.

c. In cases where spectacles have been lost or new spectacles are necessary, the prescription (taken from Service Record or MD Form 81, Immunization Register, or furnished by hospital commander after refraction) will be forwarded to the supply depot as above. Prescription for spectacles will include

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

Hq MTOUSA Circular #25 (cont'd)

following information: name, rank, ASN, and organization, APO of the individual, the complete prescription for the lenses, frame measurement and pupillary distance.

d. Only one pair of spectacles per individual is considered necessary except for key personnel whose duties are wholly dependent upon the use of spectacles. Issue of second pair will be made only upon written statement by the unit commanding officer to the effect that individual in question is a person whose duties are wholly dependent upon the use of spectacles.

e. Repairs will be limited to standard (GI) spectacles only. When long distances are involved in the transportation of spectacles the air courier service will be used.

f. Spectacles will not be procured from civilian sources at U.S. Army expense without prior approval of this headquarters.

11. Handling of Leaded Gasoline

a. Handlers of leaded gasoline are not at an extraordinary risk in the normal handling of gasoline. Where leaded gas has escaped into the holds of ships or other closed spaces, every effort should be made to ventilate such spaces before permitting personnel to work in them, otherwise acute fume poisoning will result.

b. The practice of using leaded gasoline for washing the hands or cleaning clothes must be discouraged by unit commanders.

c. Personnel assigned to the duty of cleaning gasoline stoves should be instructed to wash their hands with soap and water after each cleaning of the stove. The carbonized material contains lead and if it is not removed from the hands, the lead may be transferred to the mouth during the process of eating or smoking and lead poisoning may result.

II - DENTAL

12. Replacement of Missing Teeth For Prisoners of War - Replacement of missing teeth for prisoners of war will not be accomplished if such teeth were missing, or the condition necessitating extraction existed, prior to capture. An exception to this policy may be made in the cases of wounded prisoners having jaw injuries wherein replacement of teeth lost as the result of such injury is considered essential.

III - EQUIPMENT AND SUPPLY

13. Amendment of T/BA #8 - T/BA #8 is tentatively amended for this theater as follows:

a. Section VI, Quartermaster Equipment - Tent wall small, complete with fly, pins and poles - one (1) per two (2) dental officers of regiment and separate battalions, when required for duty in the field.

b. Section IV, paragraph 1, Individual Medical Equipment - Item No. 9711 - Kit Medical Officers - one (1) per Dental Officers of regiment or

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

Hq MTOUSA Circular #25 (cont'd)

separate battalion, when authorized by the Commanding Officer for combat duties.

c. Section IV, Part I, Unit Equipment - Item No. 99550 - Stove, 1 burner gasoline - one (1) per chest, MD #60.

d. Requisitions for those items should be submitted through proper channels to the appropriate depots.

14. Property Exchange

a. A vitally important requisite for the successful evacuation of the sick and wounded is an adequate supply at forward echelons of splints, blankets, pajamas, and litters. Unless a uniform procedure is strictly followed throughout the entire evacuation process, a failure in the property exchange system is inevitable in bringing patients to the rear. In every case the agency accepting a patient must replace immediately the property accompanying that patient. Direct property exchange is mandatory.

b. The following will be adopted by all unit commanders who will take appropriate action immediately.

(1) Between divisional medical installations and corps or army medical installations, property transferred with patients will be immediately replaced in kind.

(2) Hospitals receiving patients from ambulances belonging to other installations will make appropriate property exchange at the time patients are received.

(3) All hospital trains will carry sufficient property to effect an equitable exchange at the time patients are received on board.

(4) Ambulances meeting hospital trains will hand over pajamas, splints, blankets, and litters in amounts equal to the number received and at the time received.

(5) Except when an indirect system of property exchange is in effect, all transfers of patients by air will be accompanied by immediate property exchange, and medical property required in property exchange by forward air evacuation echelons will have Class 1 priority for air passage forward.

15. Clothing for Hospital Patients - The acquisition of clothing for patients in hospitals who are ready for duty but who had either an insufficient amount or no clothing on admission is the responsibility of the commanding officer of the medical installation concerned. Clothing for this purpose may be procured in a minimum amount from the nearest Quartermaster supply agency.

16. Salvage of Plasma Bottles - Empty blood plasma bottles are very valuable and are needed for future uses. All such bottles will be washed and turned in through supply channels or directly to base section medical supply depots. This will be routine procedure.

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

Hq MTOUSA Circular #25 (cont'd)

17. Marking of Hospitals - The following policy will govern the marking of hospital ward tents and hospital sites in this theater:

a. Each hospital ward tent actually used for hospitalization of patients will be provided with three large wall flies, or as a substitute, storage flies, for protection against extreme heat, pending availability of fly hospital ward. The center fly will be marked with a large red cross on a circular white background painted on the top center of both sides with water-proof paint. If flies are not used, both sides of the roof of the ward tents will be similarly centrally marked

b. Each hospital site will be marked with a red cross ground marker (approximately 100 feet by 100 feet) or by some equally effective method. Issue of the red cross ground marker has been authorized on the basis indicated below when there is a definite need, but not when some other equally effective method of marking is possible:

1 per Fixed Hospital

1 per Evacuation Hospital - 400 Bed

1 per Evacuation Hospital - 750 Bed

3 per Field Hospital.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

GEORGE D. PENCE,
Major General, GSC,
Chief of Staff.

OFFICIAL:

C. W. CHRISTENBERRY,
Colonel, AGD,
Adjutant General.

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-5 FEB 1945

16/2 6/CA

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 462/025 - O

1 February 1945

SUBJECT: Supplement Number 1 to Index to Theater Circulars dated 6 January 1945.

TO : All Concerned.

The following index includes MTOUSA Circulars Numbers 1 to 16, inclusive:

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

Ltr, HTOUSA, AG 461/026 - O,
dtd 1 February 1945 (cont'd)

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All	17/44	-	11	III	64/44	III	1
III	23/44	III	1	II	65/44	III	1
I	24/44	III	7	-	66/44	-	9
II	24/44	III	1	I	69/44	III	1
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V	52/44	III	1	II	84/44	III	1
VI	52/44	III	1	I	85/44	III	1
I	55/44	III	1	I	86/44	-	6
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Ltr, HTOUSA, AG 461/026 - O
dtd 1 February 1945 (cont'd)

Sec	Cir	RESCINDED BY Sec	Cir	Sec	Cir	RESCINDED BY Sec	Cir
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I	105/44	III	1	All	137/44	II	13
I	106/44	III	1	II	142/44	III	4
I	107/44	-	9	I	144/44	III	1
III	109/44	III	1	II	145/44	III	1
II	110/44	-	6	II	146/44	-	6
V	110/44	-	6	III	147/44	III	7
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III	112/44	-	16				
I	114/44	-	6				
II	114/44	-	9				
III	114/44	III	1				
V	114/44	III	1				

By command of Lieutenant General McNARNEY:

D. C. KIRLEY,
Captain, AGD,
Asst Adjutant General.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

COPY TO:
JUSPEE
SECURITY DIV

27 GEN 1945

16/2.8/CA(W-D).

CIRCULAR)
NUMBER 13)

22 January 1945

Enlistment of United States Nationals I
Service Records II

I -- ENLISTMENT OF UNITED STATES NATIONALS

Section 1, COMZONE Circular Number 69 and Section III, COMZONE Circular Number 114, both 1944, are rescinded and the instructions below substituted therefor:

1. The Commanding Officer, Peninsular Base Section, is charged with the enlistment of United States Nationals in this Theater. Recruiting offices will be established at Peninsular Base Section (Main) and Peninsular Base Section (South). Enlistments by other commands is not authorized.

2. United States Nationals may be enlisted in this theater, subject to the following restrictions:

a. They must meet the requirements of AR 600-750, dated 30 September 1942, as amended.

b. They must be favorably recommended by the American Consul, serving the area, who will verify citizenship status.

c. They must be cleared by the Assistant Chief of Staff, G-2, of the command authorized to make enlistments.

3. Applications for enlistment of United States Nationals, who were residents of any foreign country, while that country was at war with the United States, during the current war, and all exceptional cases will be forwarded to this headquarters for final approval or disapproval.

II - SERVICE RECORDS

1. Upon receipt by organizations of TM 12-230, War Department, 18 October 1944, all entries thereafter made in service records will be in conformity therewith. Circular Number 137, this headquarters, 19 November 1944, is rescinded effective upon receipt of TM 12-230, and in all cases not later than 31 January 1945. Necessary action will be taken by organization commanders to procure a copy by that date.

2. Service record entries which have been made in accordance with Circular Number 137, this headquarters, 1944, need not be changed to bring them into agreement with TM 12-230.

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Declassified E.O. 12356 Section 3.3/NND No. 725016

Hq MTOUSA Circular # 13 (cont'd)

3. Special Instructions

a. Remark showing award of a Bronze Battle Star, Bronze Arrowhead, and eligibility to wear a Service Ribbon will be entered both on page 6 of service record under heading "Medals, Decorations, and Citations" and under "Remarks-Administrative".

b. Deposits will be recorded in the manner prescribed in paragraph 55, TM 12-230. However, previous entries, unless erroneous, will not be changed when not in exact conformity with TM 12-230.

4. Inspection of Records - Custodians of service records will check carefully all records initially coming into their custody and, in cases of omissions or erroneous entries, will take action necessary to correct the record.

5. Use of Check Form - To facilitate checking of service records the mimeographed form attached to this circular has been adopted and will be used for each service record. A check mark, in pencil, will be placed opposite each item that requires corrective action. When corrective action has been completed, these check marks will be removed and the same form continued in use, and kept with the service record. When the service record is forwarded to a new custodian, the check form will be folded as indicated thereon and placed inside the cover, with the fold over the top of all pages of the service record.

6. Temporary Service Records

a. A temporary service record will be prepared under the conditions stated in paragraph 77b, TM 12-230 except as noted in paragraph b, below. Immediately upon notification that an individual, whose service record is not immediately available, is to depart this theater, a temporary service record will be prepared on WD AGO Form No. 24. This temporary service record will be complete to the maximum extent possible. The MTOUSA temporary service record form will be used in all other cases. (See paragraph c, below). Temporary service records will be used only until the original record has been received, then it will be filed.

b. In the case of hospitalized personnel who are "attached-unassigned" to a detachment of patients and whose service record has not been received, a temporary service record will be prepared when an individual has been hospitalized for a consecutive period of ten (10) days; when a change in status occurs which requires entry in service record; when payment, either full or partial, is to be made; and when final disposition fror a hospital is made. When it is necessary to forward an individual to another hospital without the original or temporary service record, the receiving hospital will be advised of the reason therefor.

c. When it has been definitely determined that the original service record has been permanently lost or destroyed, action will be taken as prescribed in paragraph 77, TM 12-230 and a temporary service record on WD AGO Form No. 24 will be prepared and continued in use until the new one is received.

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

Hq ETOUSA Circular # 13 (cont'd)

d. When used, all temporary service records will be completed as nearly as possible. Enlisted men will be interviewed and data secured from them will be entered on the record. Custodians will, before forwarding the record, inspect it to insure its completeness.

c. A printed temporary service record form has been prepared in this theater and is available for issue. Requisitions will be submitted to base section commanders. Organizations will maintain a 30 day supply based on normal requirements.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. T. CHRISTENBERRY,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:
"Z"
125 - AG Personnel

1 Inclosure - Check List (on reverse hereof).

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1845.

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

FOLD HERE — CUT HERE — FOLD HERE

(Name) (A.S.N.)

Check of this record for correctness and completeness reveals that action must be taken to correct or complete those parts of this Service Record checked below:

Component of Army
Induct Record
Smallpox with result
Typhoid
Tetanus
Typhus
Blood Type
Marital Status
Des. of Beneficiary
Current Enlistment
Prior Service
Articles of War
Military Record
Organs. to which assigned
Foreign Service
Medals, Decorations, etc.
Time Lost : Courts-Martial
Almts/Deducts "E" "P" "F"
Insurance :Deposits
Record of Monthly Payment
Brief description of wound w/date and place incurred
Campaign participation dates
EAV or UNEAV considered for Good Conduct Medal upon transfer
Overseas bars
Initials on last page
Err. entries not initialed-page
INSERTS ADDED - No remark-page
ATTENTION INVITED TO TR 12-230, 1944. It is desired that this check sheet remain with this Service Record as a guide to future custodians of this record.

CHECK MARKS WILL BE IN PENCIL ONLY

FOLD HERE — CUT HERE — FOLD HERE

(Name) (A.S.N.)

Check of this record for correctness and completeness reveals that action must be taken to correct or complete these parts of this Service Record checked below:

Component of Army
Induct Record
Smallpox with result
Typhoid
Tetanus
Typhus
Blood Type
Marital Status
Des. of Beneficiary
Current Enlistment
Prior Service
Articles of War
Military Record
Organs. to which assigned
Foreign Service
Medals, Decorations, etc.
Time Lost : Courts-Martial
Almts/Deducts "E" "P" "F"
Insurance :Deposits
Record of Monthly Payment
Brief description of wound w/date and place incurred
Campaign participation dates
EAV or UNEAV considered for Good Conduct Medal upon transfer
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CHECK MARKS WILL BE IN PENCIL ONLY

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C.A. Sect.

Copy to: Security Div

16/2.8/CA (1.1)

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 12)

21 January 1945

27 GEN 1945

UNIT CENSORSHIP INSTRUCTIONS AND REGULATIONS

1. General - This circular is based on War Department Field Manual 30-23, Military Intelligence, Military Censorship, dated 15 September 1944. Unit Censorship will be conducted in accordance with this circular and with the provisions and regulations of Circular Number 6, U.S. Military Censorship Regulations, this headquarters, 1945.

2. Responsibility for Unit Censorship

a. The commanding officer of each unit (company, battery, squadron, or similar organization) will be responsible at all times for unit censorship of the communications of all enlisted personnel assigned or attached to his unit.

b. Unit censorship of the communications of persons in or attached to the military service who are in hospitals, replacement depots, training centers, staging areas, ports of embarkation, and similar installations will be the responsibility of the commanding officer of such an installation, unless the responsibility therefor has been previously fixed as provided in a above.

c. On any vessel carrying personnel under United States military jurisdiction, unit censorship of the communications of all such personnel will be the responsibility of the transport commander, assigned to that vessel, except in cases where the responsibility therefor has been previously fixed as provided in a above.

3. Establishment of Unit Censorship - Unit censorship will be established in each company, battery, squadron, or similar unit immediately upon a unit arriving in this theater. Unit censorship will be effected on communications of U.S. military personnel subject to unit censorship, written while in transit to this theater, prior to such communications being placed in Army postal channels. Unit censorship will continue in effect unless revoked by this headquarters.

4. Designation of Unit Censors

a. The commanding officer of each unit (company, battery, squadron, or similar organization) and any commissioned, warrant, or flight officer of his command are authorized to perform unit censorship. The unit commander will determine whether he desires one or all of such officers to censor communications, and will appoint one such officer to be sole custodian of the United States Army examiner stamp issued to that unit.

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

Hq FTOUSA Circular #12 (cont'd)

b. If arrangements have been made for unit censorship of the communications of civilians attached to the military service, such a censorship will be performed preferably by commissioned officers designated by appropriate military authority, but may be performed by a civilian attached to the military service who holds the assimilated rank of a commissioned officer.

5. Duties of Unit Censors

a. Unit censors will be responsible for a thorough knowledge of such theater censorship regulations as are pertinent to the conduct of unit censorship. They will also be responsible for intelligent enforcement of those regulations and for proper and expeditious treatment of any communications which pass through their hands.

b. Unit censors will provide necessary instructions in military censorship for persons whose communications they examine.

c. ALL UNIT CENSORS WILL RESPECT THE CONFIDENTIAL NATURE OF THE INFORMATION WHICH COMES INTO THEIR POSSESSION IN THE PERFORMANCE OF THEIR DUTIES. They will neither discuss nor disclose such information in public or in private, except when making a report at the request of higher authority, giving evidence at a trial, or otherwise acting in the course of official business on matters dealing with military censorship.

d. UNDER NO CIRCUMSTANCES WILL A UNIT CENSOR MAKE A MARK ON, OR INSERT ANY WRITING IN, A LETTER, ENVELOPE, OR PARCEL, EXCEPT AS SPECIFICALLY REQUIRED IN THE PERFORMANCE OF HIS OFFICIAL DUTIES.

e. Mail will not be delayed for unit censorship more than forty-eight (48) hours. This is the maximum time allowed, and unit censorship cannot be considered satisfactory merely because it is completed within such limit.

6. United States Army Examiner Stamp

a. Issue - One United States Army examiner stamp will be issued to a unit censor in each company, battery, squadron, or similar unit stationed outside the continental United States which has not received such a stamp. Such issue will be made by the Chief Base Censor of the area, by authority of Assistant Chief of Staff, G-2, ETOUSA.

b. Classification - United States Army examiner stamp will be regarded as CONFIDENTIAL material. Each stamp custodian is responsible for the safeguarding and proper use of the stamp issued to him, in accordance with the provisions of AR 380-5. The loss or unauthorized use of a stamp will be reported immediately to the Chief Base Censor of the area.

c. Transfer

(1) When a stamp is transferred or surrendered by the person to whom it was issued, written acknowledgement signed by both parties to the transfer or formal advice of the surrender will be forwarded to the Chief Base Censor of the area.

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

Hq MTOUSA Circular #12 (cont'd)

(2) When units possessing stamps are to be transferred from one oversea area to another, or from an oversea area to the United States, a receipt form listing the stamp numbers and the names of officers and organizations possessing them will be forwarded through channels to the Assistant Chief of Staff, G-2, MTOUSA. After verifying the list to his satisfaction the Assistant Chief of Staff, G-2, MTOUSA, will acknowledge receipt of the list.

(3) Units newly arrived in this theater will register all stamp numbers and the names of the officers and organizations to which they were issued with the Assistant Chief of Staff, G-2, MTOUSA. Units returning to the United States will surrender their stamps to appropriate intelligence authorities at the port of entry into the United States and will secure proper receipts therefor.

d. Use

(1) General - Under no circumstances will the impression of the United States Army examiner stamp appear on communications which are not subject to, or on which final action is not taken by, unit censorship (paragraphs 7 and 8b (5)); nor will it appear on unexamined, unaddressed, or unsealed material other than V-mail, and postcards. and then only after such V-mail and/or postcards are no longer available to addressors. A United States Army examiner stamp will be used only by the unit censor to whom it was issued.

(2) Mail - A unit censor, other than the custodian of the stamp, will place his normal signature legibly in the lower left hand corner of the address side of each piece of mail, including V-mail, which he passes, and will forward all such mail to the stamp custodian who will affix the stamp impression above the signature. Each original V-mail form will, in addition, bear the signature and stamp imprint in the space provided on the inside of the form. Mail examined and passed by the custodian of the stamp himself will also bear the stamp impression and signature of the custodian.

e. Organizations not regularly issued censorship stamps are authorized to request them from the Chief Base Censor having jurisdiction over the area in which they are stationed. Such requests will include the following information: Organization; Strength; Name of nearest organization holding a censorship stamp; and Distance thereto; Distance to nearest Army Post Office; if detached, probable duration of detachment; and any other pertinent information.

f. Upon relinquishing duties as a censorship officer, an officer holding a censorship stamp will transfer it to his successor. A written receipt showing the transfer will be forwarded to the Chief Base Censor of the area.

g. Every precaution will be taken to prevent a censorship stamp falling into improper hands or being lost. If it should be lost, an immediate report will be made to the Chief Base Censor. Any information obtained concerning the use of an unauthorized censorship stamp will be reported immediately to the Chief Base Censor.

7. Scope of Unit Censorship

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a. Outgoing communications

(1) Officers' communications and the following types of communications from enlisted men will be subject to base censorship only and will not be unit censored:

(a) Blue envelope mail.

(b) Diaries and similar personal records.

(c) Mail addressed to United States or Allied prisoners of war held by the enemy.

(d) Mail to neutral, enemy, or enemy-occupied countries or territory.

(e) Registered and insured mail.

(f) Communications transmitted by electrical means, except where unit censorship of EFM is directed.

(g) Envelopes or packages containing color and/or motion picture film addressed to the Base Censor in accordance with provisions contained in paragraph 18a (1)(c), Circular number 6, U.S. Military Censorship Regulations, this headquarters, 1945.

(2) All other tangible personal communications from enlisted men will be unit censored prior to transmission.

(3) The communications of civilians attached to the military service will not be unit censored unless suitable arrangements for the unit censorship of such communications have been made by the theater or Chief Base Censor.

b. Incoming communications - Incoming communications will not be unit censored, except as directed by the Theater Commander.

3. Instructions for Unit Censors

a. Examination of mail

(1) Mail should be unsealed when submitted for unit censorship, but if necessary, the examining officer may cut open a sealed envelope and reseal it after examination using any available gummed tape. Envelopes should be cut open on one of the short sides with any sharp cutting instrument. Care must be taken not to mutilate postage stamps or return addresses. V-mail which is received sealed will be opened only by cutting along the top. Any other means of opening sealed V-mail will result in mutilation of the form.

(2) Only one piece of mail will be examined at a time in order to prevent the mixing of inclosures. A physical examination of each cover and its contents should be made to detect the possible presence of any secret writing.

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Hq PTOUSA Circular #12 (cont'd)

Tissue linings and blank sheets of paper will be removed. Mail and all inclosures will be further examined for violations of the pertinent provisions of theater censorship regulations.

(3) All personal mail, including parcels, while in the custody of censors, will be properly and adequately safeguarded.

(4) Parcels - All parcels, including luggage, will be examined carefully to prevent the transmission of concealed messages. After examination, parcels will be securely packaged prior to dispatch, and will be handled by censorship personnel only, until placed in the custody of postal authorities.

(5) Official Mail - Official correspondence is not subject to censorship, but the address and return address will be checked to insure that no classified information is revealed. Censorship officers, however, must be alert to detect possible evasion of censorship by use of franked envelopes for personal correspondence.

(6) Official Ballots - Envelopes containing either State or Federal official ballots or official applications therefor, identifiable as such, are considered official mail and WILL NOT BE OPENED FOR CENSORSHIP OR STAMPED WITH A CENSORSHIP STAMP.

(7) Interdelineation by Censors - Under no circumstances whatsoever may a postal censor make any marks on, or insert any writing in, a letter, envelope, or parcel, except as specifically authorized herein (deletions, missing inclosure forms, censoring officer's signature on envelope.)

(8) Outgoing Mail

(a) Officers' mail, blue envelopes, and official ballots will be transmitted to the Army post office without being opened by unit censors.

(b) The following types of mail will be forwarded in a covering envelope by the unit censor to the Chief Base Censor as official mail:

(1) Foreign language correspondence which cannot be translated by the unit censor.

(2) Mail inclosing communications to Allied prisoners of war.

(3) Mail inclosing communications to persons in neutral, enemy or enemy-occupied countries.

b. Action to be taken on outgoing mail after examination

(1) Pass - If the mail does not contain any violation of censorship, the unit censor will replace the contents and will seal the mail. The signing and stamping of such mail will be governed by the provisions of paragraph 6d.

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Hq ETOUSA Circular #12 (cont'd)

(2) Excise - When a few words or short phrases which constitute violations of censorship are discovered, the examiner will remove them with any sharp cutting instrument; the mail will then be passed. All excisions will be destroyed by burning. Excision which is extensive enough to make correspondence unintelligible is never warranted and return to sender for rewriting is necessary unless the mail is condemned. However, excision must be complete enough to prevent reconstruction of the excised violation. Excision will not be made in original V-mail form unless the form is subsequently inclosed for transmission in a separate and sealed outer envelope.

(3) Delete - This action will be taken instead of "excising" only on V-mail forms. Deletions will be made by obliterating censorable portions with a dark ink. Such deletions will be thorough enough to prevent restoration, or reproduction on microfilm, of the original meaning of the deleted portions.

(4) Return to sender

(a) The following types of mail which violate military censorship regulations will be returned to sender:

(1) Mail containing violations too numerous to be excised or deleted.

(2) Solicited communications between persons in or attached to the military service and unknown civilians wherever located. This prohibition includes acknowledgement cards for gifts from unknown donors which contain more than the signature of the recipient of the gift in addition to matter originally printed on the card.

(3) Chain letters or round-robin letters.

(4) Philatelic mail forwarded to Army post offices for cancellation. The transmission of small amounts of foreign currency or postage stamps is permitted, unless such transmission constitutes a violation of other military censorship regulations.

(5) Confirmation copies of cables and radiograms.

(6) Personal recordings or transcriptions when sent from an area outside the continental limits of the United States.

(7) Communications between persons in or attached to the military service and all captured or detained enemy nationals, including civilian internees as well as military personnel who are prisoners of war.

(8) Mail mentioning an inclosure which is found to be missing upon examination.

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Hq MTOUSA Circular #12 (cont'd)

(b) For educational purposes, the procedure of returning mail to sender will be emphasized in unit censorship. When a unit censor has examined mail of the type listed in (a), above, he will contact the sender personally and will explain to him why the mail is not suitable for transmission. The unit censor will request the sender to correct such violations by rewriting, by supplying the missing inclosure, by voluntarily destroying the mail or the inclosure which is in violation, or by similar action. When personal contact with the sender is not practicable, the unit censor will cross out the address, but not the addressee's name, and will write clearly on the cover, "Returned to sender by U.S. Army examiner No._____." A statement indicating why the mail is objectionable will be inclosed and the mail will be sealed and returned. Military Censorship Form Nos. 1 and 2, adapted for use by unit censors, may be used if available. Unit censors will not sign nor stamp mail which is to be returned to sender.

(5) Special action - Unit censors will forward to the appropriate Chief Base Censor, under official cover, the following types of mail on which they believe special action should be taken. Such mail will not be signed nor stamped. Each piece of mail so forwarded will be accompanied by a separate dated memorandum giving the unit censor's name and explaining briefly why the mail is being sent forward.

(a) Mail suspected of containing secret writing. Unit censors will forward such mail without attempting to develop the message in any way.

(b) Mail which should be condemned. Mail which contains serious, intentional, or repeated violations of military censorship regulations will be condemned.

(c) Mail containing codes, ciphers, or any other concealed message.

(d) Mail which mentions a serious instance of evasion or attempted evasion of censorship.

(e) Mail which should be photographed or photostated. If, for use in evidence or for any other purpose, an examiner should decide that an exact record should be kept of mail which he is examining, he will have the mail photographed or photostated, and will certify as follows on the back of each reproduction:

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Hq NTOUSA Circular #12 (cont'd)

"I hereby certify that this photograph (photostat) is a true reproduction of a document examined by me_____

(Date of examination)

Name_____ Rank_____
(Examining Officer)

(f) Mail which contains information which would assist the armed forces of the United States or its Allies in the successful prosecution of a war.

(g) Authorized foreign language mail which cannot be easily translated.

(h) Any other mail, including those types listed in (4) (a), above, which a unit censor believes should be brought to the attention of base censorship.

(6) Note Missing Inclosures

(a) When reference is made in a letter to an inclosure which cannot be found, the omission will be called to the attention of the sender in person if feasible. If the sender cannot be readily reached for reference, the examining officer will prepare duplicate copies of Form (NC2), "Notification of Missing Inclosure." Both the original and the duplicate will be initialed by the examiner. The original will be placed in the letter and the communications returned to the sender. If local conditions render such action impractical, the letter will be passed. The duplicate copy of Form (NC2) will be retained by the examining officer for his own protection, after noting on the reverse side thereof the following information:

(1) Date of examination.

(2) Name and address of addressee.

(3) Name of sender.

(b) Following are samples of NC-2 and NC-3:

NC Form 2

NOTIFICATION OF MISSING INCLOSURE

The inclosure mentioned in this correspondence was found to be missing when the letter was opened by the censor

NC2 EXIT

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Hq MTOUSA Circular # 12 (cont'd)

MC Form 3

RETURN OF LETTER TO SENDER

This letter is returned to sender because _____

_____

_____

MC 3 EXMR

(c) Comment Sheets - Comment sheets will not be prepared by a unit censor but he may recommend such action in forwarding mail as provided in b (5), above.

(d) Action against violators - When a writer continues to violate censorship regulations after repeated attempts to educate him, a unit censor will report the circumstances to the unit commander for appropriate action.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:
"Z"
250 - CBC #1
250 - CBC #6
250 - CBC #8
50 - G-2 (CC)
25 - AG Postal

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16/2.8/CA W.D. GPR

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 11)

20 January 1945

JAN 1945

PERSONAL TRANSFER ACCOUNT

Purpose I
General Procedure II
Duties III
Refunds and Redesignation of Payees IV
General Information V

Circular Number 17 and Section II, Circular Number 59, both this headquarters, 1944, are rescinded and the following substituted therefor:

I -- PURPOSE

1. The purpose of the Personal Transfer Account System is expressed in the following extract of a letter from the Secretary of War:

> "There is an urgent need to further reduce the amount of surplus funds held by our personnel overseas. The volume of their expenditures is having a serious effect on the economy of the countries in which they are located, and this results in resentment on the part of the inhabitants when local stocks are depleted and excessive price rises occur. Further, the two-price system of some local merchants results in excessive charges for goods sold to our men. It is also essential that men be encouraged to save money in order that they may have savings to rehabilitate themselves when discharged."

2. Commanders will advertise as freely as possible the advantages afforded by the PTA plan which provides a safe, accurate and rapid means of transferring funds at no cost to the remitter.

II - GENERAL PROCEDURE

3. All U.S. military and civilian personnel (with exception of merchant seamen) may transmit money to any individual or institution within the continental limits of the United States, the Territory of Hawaii, or Puerto Rico. The minimum amount which may be transmitted is ten dollars, and the amounts must be in multiples of five dollars. The remitter is required to personally deposit the funds with his personnel officer, or a disbursing officer or Class B Agent officer if no personnel officer is available, and to personally furnish the information outlined in paragraph 5a and b below. The transfer of funds by U.S. military and civilian personnel in behalf of a local civilian or any other unauthorized third party, desiring to send money to the United

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Hq MHCUSA Circular #11 (cont'd)

States, Territory of Hawaii, or Puerto Rico is in violation of local currency regulations and is strictly prohibited. A Receipt issued to the remitter by the party accepting the funds, will carry the information necessary to complete the transfer. The remitter may also arrange for payroll or voucher deductions to be made, thereby eliminating the necessity for the exchange of cash. The transfers will be completed by the Finance Department by the most expeditious means, through the facilities of finance offices within the United States.

4. The Personal Transfer Account System is distinct and separate from all other existing means of transmitting funds and accumulating savings, such as Postal Money Orders, Class "B" and Class "E" allotments, cabling of funds, soldier's deposits, etc. The PTA System involves a transfer of accountability between Army Finance Officers and not an actual transfer of negotiable instruments. Therefore, it is absolutely safe, since the information can be readily duplicated in case of loss in transit.

III - DUTIES OF THE PERSONNEL OFFICER

5. Upon accepting funds from a remitter, the personnel officer will obtain the following information, which will be transcribed to a WD AGO Form 14-44 (formerly WD FD Form 38) modified for PTA, accomplished in triplicate:

a. The name, rank, serial number (in case of military personnel), organization, and APO number of the remitter.

b. The name and address of the person to whom the check is to be mailed.

c. In addition, the personnel officer will show on the WD AGO Form 14-44, the amount of money collected, in words and figures, and the date on which the funds were accepted.

6. The personnel officer will then sign all three copies of the WD AGO Form 14-44 on the line indicated, and dispose of them as follows:. . . . .

a. The triplicate copy is given to the remitter as his receipt.

b. The original and duplicate copies are delivered to the nearest disbursing officer or Class B Agent officer together with the funds, without delay. The disbursing officer will acknowledge his receipt of the funds by signing his name on the indicated line and will return the duplicate copy to the personnel officer as his receipt for delivery of the funds.

c. A supply of WD AGO Form 14-44 may be obtained from the nearest disbursing officer upon request, or forms may be mimeographed or printed locally to meet the needs of each station.

7. An optional procedure, alternative to that described in paragraphs 5 and 6 above, is authorized in those instances in which a large volume of PTA transactions is involved, and where its use would result in a more expeditious handling of the transfers.

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Hq IRTOUSA Circular #11 (cont'd)

a. The alternative plan provides that personnel officers will make WD AGO Form 14-44s available to all personnel. Remitters will complete these forms in duplicate and present them with the money to the personnel officer who will, after checking the data thereon, sign the duplicate copy and return it to the remitter as his receipt, and retain the original copy as basis for the preparation, in the personnel office, of Schedule of Collections, Standard Form No. 1044. Remitters will be instructed to print the data on the WD AGO Form 14-44 in order to assure legibility.

b. Personnel officers will transcribe the information shown on WD AGO Form 14-44 to the SF 1044. The SF 1044 will be prepared in sextuplicate and the personnel officer will sign the fifth copy. It is the responsibility of the personnel officers to satisfy themselves that these forms are properly prepared in accordance with FTA regulations. Detailed instructions as to the proper preparation of these forms may be obtained from disbursing officers.

c. The personnel officer will deliver the six copies of the SF 1044 to the nearest disbursing officer, together with the funds without delay. The disbursing officer will acknowledge receipt of the funds by signing the reverse side of the sixth copy which will be returned to the personnel officer to be filed and kept in his chronological files of transfer handled.

d. Supplies of SF 1044s may be obtained from the nearest disbursing officer upon request.

8. Where pay voucher and pay roll deductions rather than cash remittances are involved, officers and others certifying to their own pay accounts and personnel officers charged with preparing pay rolls for enlisted men and civilian employees, will enter the amounts to be transmitted on pay vouchers and pay rolls in the following manner:

a. On officers pay vouchers, the blank space below item 14 will be utilized to enter the legend "FTA 219912, DPFO:ACPIO, WD" and the name and address of the payee. The amount will be entered in the space directly opposite.

b. On enlisted pay rolls the same information will be entered by the personnel officer as "Remarks" under each enlisted man's name with the amount entered in the "Government Laundry" column, changed to read "FTA".

c. On civilian pay rolls the name and address of the payee will be entered as remarks under the employee's name, and the amount to be transmitted will be entered as a separate item in the "Other" column. Opposite the amount will be placed the letters "FTA".

d. An officer desiring to have money transmitted by deduction from his pay voucher will be required to inform in writing before the 15th of the month, the officer who prepares his voucher. The authorized deduction will be made from his pay at the end of the month. It is desired to carry out this program with a minimum of error, and an officer who does not submit his request by the 15th of the month will not have the deduction made. There will be no deviation from this rule.

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Hq HTD/CA Circular #11 (cont'd)

e. Certifying officers responsible for preparing enlisted men's pay rolls will acqure the fact that enlisted men concerned are given ample opportunity to indicate whether they desire pay roll deductions for PTA. Such authorizations are not continuous, and enlisted men must state each month whether or not they desire to transmit funds.

9. Special care must be exercised by the personnel officer to insure that the remitter has actually verified the accuracy and completeness of the information as to the payee and address thereof before the data is submitted to the disbursing officer. The great majority of cases where delivery of the check cannot be made as originally instructed, can be avoided at the source IF PERSONNEL OFFICERS WILL, WHEN ACCEPTING CASH FOR TRANSMISSION OR ARRANGING FOR VOUCHER DEDUCTIONS, INTERROGATE THE REMITTERS CLOSELY ON THE FOLLOWING POINTS:

a. Remitters desiring to make remittances to a bank to be credited to their account must be questioned to ascertain that they actually have an account opened at the bank that is to receive the remittance. Proper designation of the person whose account is to be credited should be shown by use of the phrase "Credit to account of_____". If possible the remitter's bank account number should be obtained.

b. The payee's address given by the remitter must be a current one, and care must be exercised that it is correctly noted on the WD AGO Form 14-44. Some payments are delayed because the Post Office returns checks due to incorrect addresses.

10. Information received from remitters must appear on the WD AGO Form 14-44 or the SF 1044, as the case may be, exactly as given, i.e., names must be correctly spelled, street numbers correctly transcribed, "street" must not be used where "avenue" is intended, and vice-versa. EXTREME CARE MUST BE EXERCISED IN OBTAINING INFORMATION TO ASSURE CORRECT TRANSMISSION.

IV - REFUNDS AND REDESIGNATION OF PAYEES

11. The following terms and conditions under which the government undertakes to effect transfers are set forth so that the individual will understand more thoroughly what steps are taken to protect his interest and to insure that in no case will the individual have any cause to worry as to the security of the funds transmitted under the provisions of this program.

a. When checks are returned to the issuing office in the United States, due to the fact that the payee is deceased, or refuses the check or for some reason or other is unidentifiable, the remitter will be notified, through necessary channels, in order to determine what alternative disposition he may desire. The remitter may designate a new payee, or he may request that the funds be returned to him. In either case he will execute a statement in duplicate setting forth the desired disposition, and will sign both copies, which will be forwarded by his personnel officer, through the disbursing officer who accepted the funds, to the Office of the Fiscal Director, this headquarters, for transmittal to the United States.

b. The paying office in the United States will then either mail the check to the newly designated payee or, in case refund is requested, cancel

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the check and forward, through the established channels, the information which will enable the disbursing officer to refund the money to the remitter.

c. Where a remitter cannot be contacted relative to the disposition of an undeliverable check, due to the fact that he is deceased, or missing in action, or taken prisoner by the enemy, the paying office in the United States will cancel the check and forward, through the established channels, the information which will support the issuance of a check by the disbursing officer, payable to the Effects Quartermaster, Kansas City Quartermaster Depot, Trustee, to be included with the remitter's personal effects for disposition to next of kin.

d. It is apparent then, that in the very few cases in which the delivery of funds may be delayed, the Government will accept full responsibility for adjustment to the individual or his beneficiary.

V -- GENERAL INFORMATION

A brief summary of the procedure followed in completing the transfers is presented for the information of all concerned.

12. Upon receipt from the personnel officer of the funds and the original and duplicate copies of the WD AGO Form 14-44, or the six copies of the SF 1014, as the case may be (See paragraphs 6b and 7c above), the local disbursing officer takes the money into his accounts and dispatches all information as to remitter and payee to the Office of the Fiscal Director, this headquarters, by the most expeditious means possible. The office of the Fiscal Director then consolidates this information with that received from all other disbursing officers in the theater and transmits such information daily by means of specially handled air pockets to the Finance Office, U.S. Army, New York, where the checks are issued and mailed to the parties designated.

13. All communications regarding Personal Transfer Accounts should follow the above channels whenever possible, i.e., they should be routed through the disbursing officer who accepted the funds, thence to the office of the Fiscal Director. This will enable the disbursing officers to furnish the voucher references which are necessary for the office of the Fiscal Director to expedite the handling of all inquiries. Technical procedures for disbursing officers are contained in Finance Circular Letters, issued by the Fiscal Director, this headquarters.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. V. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:
"Z"
225 - Finance (extra)

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

22 DEC 1945

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DCK/ar

C. A. Section

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 8)

13 January 1945

Immunization of United States Military Personnel I
Immunization of Non-United States Military Personnel II
Rabies (Hydrophobia) III

I --- IMMUNIZATION OF UNITED STATES MILITARY PERSONNEL

Section IV, Circular Number 96, this headquarters, 1944, is rescinded and the following substituted therefor:

1. Each unit commander will ascertain monthly that the military personnel under his command are immunized, and medical records thereof maintained as follows:

a. All personnel.

Disease & Agent	Initial Dose	Stimulating Dose
Smallpox (vaccine)	Vaccination on entry into service	Vaccination once yearly
Typhoid - paratyphoid fevers (triple vaccine)	3 subcutaneous injections of 0.5 cc, 1 cc and 1 cc, respectively, at weekly intervals	0.5 cc annually
Typhus fever (vaccine)	2 subcutaneous injections of 1 cc each at weekly intervals	1 cc every 6 months
Tetanus (plain toxoid)	3 subcutaneous injections of 1cc each at 3 week intervals	1 cc at end of first year. Then 1cc at time of injury, operation or manipulation where tetanus may become a complication

b. Personnel entering the specified areas or under special circumstances determined by the Chief Surgeon:

Disease & Agent	Indication	Initial Dose	Stimulating Dose
Yellow Fever (vaccine)	At least 10 days prior to but not more than 1 year prior to entering that portion of Africa lying	0.5 cc	0.5cc on entering specified

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Hq ETOUSA Circular #8 (cont'd)

Disease & Agent	Indication	Initial Dose	Stimulating Dose
	between latitude 13° south and the northern border of French N. Africa, French Equatorial Africa, and the Anglo Egyptian Sudan, including the islands immediately adjacent thereto; and South America between Latitudes 13° North and 30° South including the islands immediately adjacent and the Republic of Panama including the Canal Zone. However, transit through the Panama Canal with brief sojurns within the terminal port cities or military posts within the Canal Zone will not be considered as travel through an endemic area.		area and previous vaccination over 4 years old.
Plague (vaccine)	Upon serious threat of exposure to epidemic	2 subcutaneous injections of 0.5cc and 1cc respectively at weekly intervals	1cc when deemed necessary
Diphtheria (toxoid) (plain)	Rarely indicated for adults but may be given if definite hazard plus positive Shick Test present. If more than a few individuals are to be immunized it should be done only after consultation with Surgeon ETOUSA	3 injections of 0.5cc, 1cc and 1cc, respectively at 3 week intervals	
Cholera (vaccine)	Travel or station in Asia (including Middle East), East Indies and Southwest Pacific area.	2 subcutaneous injections of 0.5 cc and 1cc respectively at weekly intervals	1cc every 4 to 6 months as long as danger of infection exists
Influenza	To be given only at the direction of the Theater Surgeon	1cc subcutaneously	1cc subcutaneously 90 days later at the direction of Theater Surgeon.

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Hq ETOUSA Circular #8

2. The prescribed time interval between doses will be adhered to as closely as possible. However, if a series is interrupted, the remaining doses will be administered as soon as possible (in accordance with the time schedule set forth in paragraphs 1a and 1b, above) and a complete new series will not be started.

3. a. Attention is directed to the provisions of paragraph 12c AR 40-210, 15 September 1942, as amended, to the effect that the only records of tetanus immunization required on the identification tag are those of the initial immunization and the routine stimulating dose administered one year later. Subsequent stimulating doses are not required to be so recorded.

b. All tetanus immunizations (including all stimulating doses) will be recorded on WD AGO Form No. 81, and, in the case of an enlisted man, in his Service Record. In addition, whenever injections of either tetanus toxoid or tetanus anti-toxin are given in a combat zone, immediate notation of the date of administration will be made on either WD AGO Form No. 52b or 52a.

4. In the case of personnel returning to the United States, evidence of smallpox vaccination is required for entry.

II -- IMMUNIZATION OF NON-UNITED STATES MILITARY PERSONNEL

1. United States Civilians - on field duty status will be required to adhere to the same regulations (except for tetanus) as required for United States Military in Section I above.

2. Prisoners of War - will be immunized in accordance with the same regulations (except for Tetanus) as required for United States Military personnel in Section I above. All immunizations received prior to capture will be disregarded.

3. Foreign Civilian and Military Personnel - traveling under the jurisdiction of the Army or Navy are required to be immunized to smallpox (within 1 year) and also to yellow fever as indicated in Section I above.

III - RABIES (HYDROPHOBIA)

Section V, Circular Number 96, this headquarters, 1944, is rescinded and the following substituted therefor:

1. Because of the prevalence of rabies, dogs, cats and other pets will not be allowed to stray about organization areas. The provisions of paragraph 351 AR 40-210, dated 15 September 1942, covering the quarantine of animals which have bitten military personnel and any animal suspected of being rabid will be followed.

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2. In the absence of a veterinary officer, medical officers will confine and observe animals for a period of two weeks or until symptoms of rabies develop. If suspicious symptoms develop, the animal should be permitted to live until definite symptoms of rabies occur. It should then be killed, and

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Hq NTOUSA Circular #8 (cont'd)

decapitated and the head sent to the nearest Army Laboratory, Medical General Laboratory, or General Hospital Laboratory where the brain will be examined. If the head cannot be delivered immediately, it should be iced and delivered in the most expeditious manner possible.

3. Except in the case of bites around the face and neck, individuals who have been bitten, will be kept under observation in their organizations. In those cases that have been bitten around the head or neck it is not safe to delay treatment while observing the animal, and such cases will be treated at once. In all other cases, treatment will be determined by the course of the responsible animal. If the suspected animal does not develop symptoms or signs of rabies, immunization need not be carried out.

4. Those patients who are to be treated, will be referred to the nearest United States Army hospital where the necessary treatment will be given on an outpatient status unless complications warrant other hospital treatment.

5. The material to be used for this treatment is Sample type anti-rabies vaccine, N.S. 1, which is available through medical supply channels. The unit is a vial which contains sufficient vaccine for one injection. Fourteen injections given on successive days are required for prophylactic immunization as preventive treatment for rabies.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR
NUMBER 7

17 GEN. 1945

12 January 1945

Funds I
Conservation of Tires, Tubes and Batteries II
Uniforms and Insignia III

I --- FUNDS

Section I, Circular Number 132, this headquarters, 1944, is rescinded and the following substituted therefor:

"Forwarding of Collection Vouchers - Effective 1 January 1945, officers turning over collections to an Accountable Disbursing or Agent Officer, in complying with paragraph 2f (1), AR 35-780, change 4, 22 November 1944, will forward immediately after turnover of funds the copies of collection vouchers, complete as to date funds are turned over and name of Accountable Disbursing Officer in whose accounts the funds are to be taken up, to:

Audit Branch,
Office of the Fiscal Director,
Headquarters, NTOUSA,
APO 512, U.S. Army.".

II -- CONSERVATION OF TIRES, TUBES AND BATTERIES

1. The critical shortage of tires, tubes and batteries in this theater dictates that a strict conservation program be followed to insure maximum life and service of these items now in depot stocks and in the hands of troops.

a. Preventive Tire Maintenance - Technical Manual 31-200, dated 1 April 1943 contains complete information relative to the care and preservation of tires and tubes.

b. Preventive Battery Maintenance - Information on the care and preservation of storage batteries will be found in Technical Manual 10-580, and Technical Bulletin Ord 67, dated 13 March 1944.

c. General Instruction - Training aids such as pamphlets, films and other similar material are available for use by vehicle operating units for the training of drivers and maintenance personnel.

(1) For list of publications for training see Field Manual 21-6.

(2) Training films available: Care and Maintenance of Pneumatic Tires, film numbers 9-970 through 977. Automotive trouble shooting 10-592 through 10-594. Motor vehicle driver 11-553 through 11-558.

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Hq NTOUSA Circular #7 (cont'd)

2. Unit Commanders will take the necessary steps to insure that the above information and directive is brought to the attention of all concerned so that an all out conservation program on tires, tubes and batteries can be carried on in this theater.

III - UNIFORMS AND INSIGNIA

Section I, Circular Number 24; Section IV, Circular Number 42; Section I, Circular Number 75; Section IV, Circular Number 90; Section III, Circular Number 131; and Section III, Circular Number 147, all this headquarters, 1944, are rescinded and the following substituted therefor:

1. Officer and Enlisted Men - The wearing of the uniform in this theater for officers, warrant officers, flight officers and enlisted men will be as prescribed in AR 600-35 and 600-40.

2. Officer and Enlisted Women - Articles of the service uniform to be worn in this theater by officers and enlisted women of the Women's Army Corps will be as prescribed in AR 600-39, dated 4 August 1944

3. Nurses, Physical Therapy Aides - For nurses, physical therapy aides, and hospital dieticians the uniform will be as prescribed in AR 600-37. In addition to the articles of uniform listed in AR 600-37, the wearing of the cap, garrison, olive drab, or beige is authorized.

4. Civilians - Where required, civilian employees within the categories defined by paragraph 20, AR 600-40, as amended, will wear the service uniform as authorized thereby and as prescribed by AR 600-35 and AR 600-39, as amended. This does not prohibit the wearing of a civil uniform by those employees with status as set forth in paragraph 20a, AR 600-45, as amended; however, articles of the service uniform and of the civil uniform will not be worn at the same time.

5. Prohibited Articles - The wearing of the following articles by members of the Army of the United States in this theater is prohibited:

a. Service hat (campaign hat).

b. Cloth belt, officer's style, on service coats by enlisted men.

c. Service cap by enlisted men.

d. Miniature insignia except by general officers.

e. Civilian clothing, except when dressed for exercise, which does not include walking or riding.

f. Any articles of uniform of a foreign nation except in an emergency.

g. Combinations of various articles of the uniform other than as prescribed in appropriate Army Regulations.

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

Hq MTOUSA Circular #7 (cont'd)

6. The type uniform worn will be prescribed by the Commanding Generals of Armies and Air Forces for all troops under their commands.

7. The wearing of shoulder sleeve insignia in accordance with AR 600-40 by personnel of units assigned to this theater is authorized unless prohibited by this headquarters or Task Force commanders in operational procedures. Military personnel, while patients in hospitals or while awaiting reassignment in personnel centers, may wear the shoulder sleeve insignia of the unit to which last assigned.

8. Wearing of Cap Insignia - When the garrison (overseas) cap is worn by enlisted personnel, the metal disk insignia bearing the letters 'US' will be worn on the left side, centered on the curtain, with the center of the disk 1½ inches from the front.

9. Insignia and Identification for Military Personnel of Allied or Cobelligerent Nations Serving with US Armed Forces

a. The War Department has adopted a policy that all military personnel of allied or cobelligerent nations serving with United States military forces, but not enlisted or commissioned in the Army of the United States, shall carry such documents and wear such insignia or markings as will prevent their being mistaken for members of the armed forces of the United States in the event of their capture by the enemy.

b. (1) In order to comply with the above policy, responsible administrative commanders of the Mediterranean Theater of Operations will insure that those persons of the category described in paragraph a above be provided by their government and carry such documents and wear insignia and distinguishing markings as to readily identify their military nationality and status.

(2) For this purpose documents of identity containing as nearly as practicable the information outlined in WDAGO Forms 65-1 and 65-1½ will be completed for officers or enlisted men respectively, and carried with them at all times. UNDER NO CIRCUMSTANCES WILL UNITED STATES FORMS, INCLUDING WAR DEPARTMENT, BE USED FOR THIS PURPOSE. The forms as carried by the personnel should be certified by a recognized military or State Department official of the nation concerned.

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Hq NTCUSA Circular #7 (cont'd)

(3) In the matter of insignia and identifying markings, under no circumstances will the personnel be permitted to wear distinguishing buttons, markings, or insignia, as currently authorized in United States Army Regulations. If no national military markings are in vogue or authorized by the military forces of the nation of the individual concerned, he or she will wear in a conspicuous place on all garments worn as outer clothing, in letters not less than ½ inch high, the name of the nation of the individual's claimed citizenship.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. J. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

17 CEN. LRS

CIRCULAR)
NUMBER 6)

11 January 1945

U. S. MILITARY CENSORSHIP REGULATIONS

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SECURITY

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The following Circulars, all this headquarters, 1944, are rescinded and the provisions below substituted therefor:

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I — GENERAL PROVISIONS

1. Personnel

a. U.S. Military Censorship in this theater will be conducted in accordance with this circular which is based on WD FM 30-26, dated 15 September 1944. All prior theater regulations and instructions contrary to the provisions herein are rescinded.

b. No subordinate commander will issue orders at variance with or more restrictive than instructions contained here, except: Upon any unit or organization receiving warning, alert, or movement orders for movement to another theater, the commanding officer will place in effect within his unit or organization such additional censorship regulations as may be deemed appropriate and necessary to prevent compromise of information in any way connected with the proposed or actual plans for movement (such as routes, dates, destination, geographical location, present or future assignments or attachments known or intended, type of duty or mission to be performed, and equipment, armament, and styles of all classifications issued or which may be issued for use by the unit or organization, reorganization or conversion of units or organizations to those of another type or teams of the arms or services and special or new types of training or conditioning.) Commanding officers of all separate units or organizations smaller than regiments, or similar units will secure written concurrence for any additional or more restrictive censorship regulations imposed by them from a headquarters of at least regimental level, and within the branch of the unit or organization arm or service. A copy of the additional or more restrictive censorship regulations will be expedited to the Assistant Chief of Staff, G-2, ETOUSA.

2. Responsibility

a. Military censorship is a function of command. It is the direct responsibility of the Theater Commander, exercised through the Assistant Chief of Staff, G-2, ETOUSA. All United States commanders in this theater are responsible that the provisions of these regulations, and those pertaining to unit censors and censorship, are observed and enforced within their commands.

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b. Each organization and detachment commander will explain fully the provisions of this circular to all officers, civilians under military jurisdiction and enlisted men of his unit within forty-eight (48) hours after receipt thereof. Regimental and similar commanders will be responsible that this explanation is made to all units and personnel newly arrived in this theater. Thereafter periodic instruction will be given therein to all concerned as may be required to maintain efficient censorship and security of information.

3. Jurisdiction - Military censorship will be effected over all private communications to and from all personnel in this theater under United States military jurisdiction, to include all civilians (War Correspondents, Red Cross Representatives, etc.), accompanying or serving with this command in this theater.

4. Authorized Channels for Private Communications

a. Army Postal Service facilities are strictly limited to persons in or attached to the military service of the U.S., except when specifically authorized by this headquarters.

b. Personal or unofficial mail from persons in or attached to United States Armed Forces in this theater will be transmitted only through the United States Army Postal System. It is forbidden to use the civil postal service or telegraph facilities as a means of sending personal communications, except in the case of Senders Composition Messages (SCM), as authorized in paragraph 20, this circular, and Expeditionary Force Messages (EFM) as authorized in Circular Number 115, this headquarters, 1944. Messages of an urgent nature may also be sent in accordance with provisions of Section I, Circular Number 31, this headquarters, 1944, through the American Red Cross. For transmittal of money see Circular Number 17, this headquarters, 1944.

c. It is forbidden to transmit or carry private communications for posting or delivery outside this theater unless such communications have been examined and passed by a Chief Base Censor.

d. United States military personnel will carry classified official material from this theater only when one of the following conditions is met:

(1) The bearer is in possession of AG Orders designating him as an official courier. In such case the package containing the classified material must be addressed to a responsible officer other than the bearer; or

(2) The bearer is on a special mission which makes it necessary for him to carry classified material. In such case classified material in connection with the mission may be carried provided the travel orders so state.

(3) Private and unofficial communications will be carried only when passed and stamped by a base censor.

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5. Mail to and from Enemy POW - Mail of any description to or from enemy prisoners of war in this theater will be censored only by the Prisoner of War Censorship Unit, APO 512, United States Army, or other duly authorized prisoner of war agency. Any organization or individual obtaining possession of any such mail which has not passed through authorized prisoner of war censorship, will forward it to the above unit for censorship. United States troops may NOT correspond with prisoners of war held by the Allies.

II --- INSTRUCTIONS TO PERSONNEL

6. General

a. With few exceptions, all private correspondence will be in plain English. Permission to write letters in a foreign language must be obtained from the unit commander. Such permission will be granted by him at his discretion. The unit commander will immediately notify the chief base censor that permission has been granted, giving the soldier's name and language authorized. Personnel authorized to write in a foreign language will indicate in pencil the language of the communication on the face of the envelope. Chief base censors are authorized to withdraw individuals foreign language privileges when deemed appropriate for censorship violations.

b. The use of codes, ciphers and shorthand, or any other forms of secret writing in private correspondence is forbidden. Crosses, X's, and other marking of a similar character in the text or at the end of a letter or on the envelope will not be permitted.

c. All articles and photographs, including those of a non-service nature which it is desired to dispatch for publication in the press will be forwarded, properly enveloped in an outer cover and addressed to Press and Radio Censorship Branch (PRC), AFHQ. Such submissions must be forwarded in duplicate and will be accompanied by the approval of the sender's commanding officer.

7. Guidance

a. Conditional Statements - Under no circumstances will either open or hidden reference be made in private or unofficial correspondence, or in private records, to any matter which might be of value or comfort to the enemy, be detrimental to the war effort, or disparage the forces or prejudice the foreign relations of the United States or her Allies. The following list indicates some subjects, the mention of which should be made only after careful consideration of the above:

(1) Information concerning military or naval forces of the United States or an Ally.

(2) Military, naval or aircraft armament or equipment. (No new designs should be mentioned until publicity has been given in the press)

(3) Description of billets, bivouacs, camps, or location of groups of soldiers.

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Hq USFOR Circular #6 (cont'd)

(4) Specific information as to the numbers of casualties, AWOL's, or desertions (numbers are of value to the enemy). Mention by name of casualties and AWOL or desertion cases in private correspondence before the elapse of thirty (30) days subsequent to such status is prohibited. References to specific grave locations will not be made in private correspondence at any time.

(5) The military status of any person in transit, or the fact of his movement. (Possible future military operations might be revealed by identifying an individual known for a specialized activity)

(6) Reference to the presence in this theater of any officer of the rank of full colonel or higher if such information links him with a unit or an assignment. Officers whose names have been released in the press may be mentioned. Care will be taken not to disclose their present location.

(7) Unauthenticated or false reports or misleading statements.

(8) Troops of units in actual combat may state in their private mail, addressed to the continental United States or United Kingdom, descriptions of purely personal combat experience providing no reference is made to military units or to geographical location except as prescribed in paragraph 7b (1), hereof. Censors will be held responsible for an intelligent interpretation of the above.

(9) Troops are permitted to mention in their personal correspondence their personal participation or experiences in the following operations in letters addressed to United Kingdom, Eire, British Empire and continental United States of America. No military formation or unit (even the writer's own) will be identified except by the correct return address and no mention of participation in the following operations is permitted in blue envelope mail or telegram:

(a) North African campaign, Sicilian campaign, and the following operations of the Italian campaign:

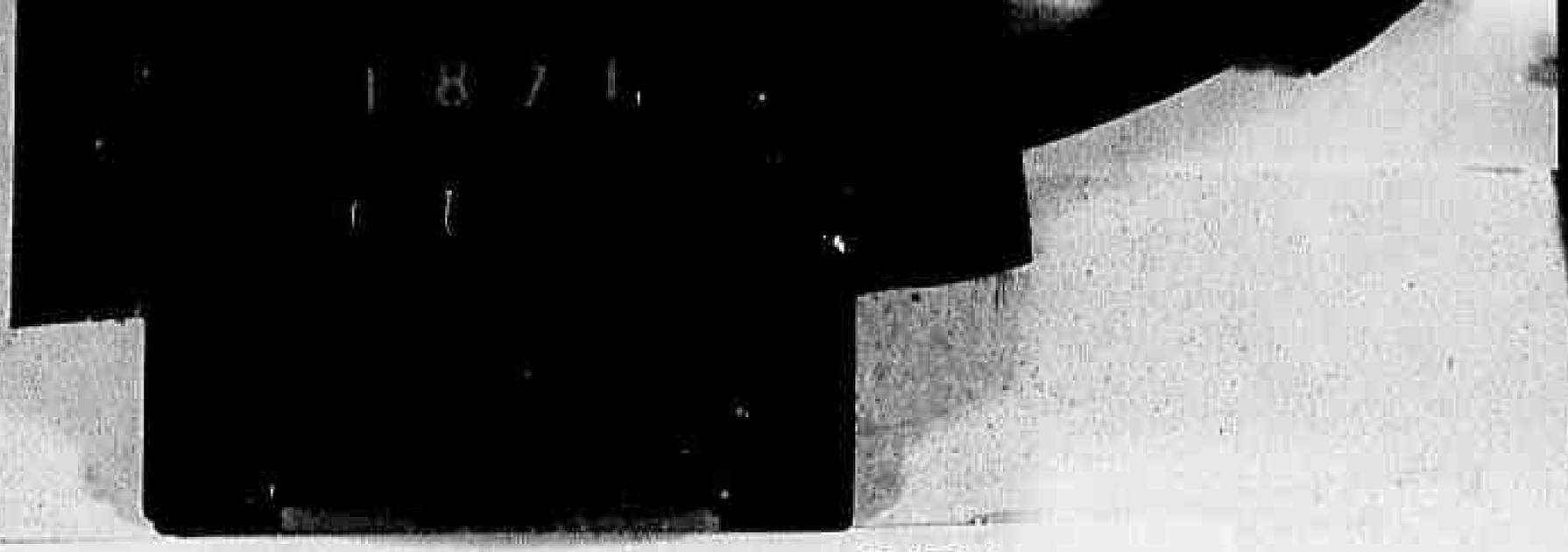
(1) Salerno landing

(2) Crossing of Volturno

(3) Crossing of Sangro

(4) Cassino battles

(5) Crossing of Garigliano



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Hq MTOUSA Circular #6 (cont'd)

(6) Anzio bridgehead and breakout therefrom

(7) Breakthrough of Hitler Line

(8) Battle for Florence

(9) Breakthrough of the Gothic Line.

(10) Troops are also permitted to say they have visited Rome or witnessed eruption of Vesuvius. Personal visits to other places may also be mentioned but in no case will dates or references to the relative distances of writer's or any other military unit may be mentioned and writers may not link their personal accounts in any way with their unit or headquarters.

b. Prohibited Statements - Under no circumstances will reference be made to the following:

(1) The exact geographical location of any unit, or the geographical location of the Army Post Office number which is assigned to any particular base or force.

(a) Location of units or individuals may be disclosed only to the extent of saying "Somewhere in Italy", "Somewhere in North Africa", "Sicily", "Corsica", "Sardinia", or "Southern France" as follows:

(1) To personnel anywhere who are under United States military jurisdiction.

(2) To persons not under United States military jurisdiction who are located in the continental limits of the United States, United Kingdom, or this theater only.

(3) Except as in paragraphs (1) and (2), above, no location whatsoever will be disclosed in personal communications.

(b) When forwarding War Department forms on official business, the locations of units should be identified by APO number only. In cases where it is necessary to show geographical location, the form or correspondence must be classified in accordance with AR 380-5.

(2) The location, identity, movement or prospective movement of any United States or Allied naval or merchant vessel, or any United States or Allied naval, military, or commercial aircraft, or troop or supply movements.

(3) Distinguishing signs used for identity of organizations or their transportation or baggage.

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(4) Plans and forecasts, or orders for future operations, whether known or merely surmised.

(5) The use, condition or probable extension of roads, air routes, railways, bridges, utilities or other transportation facilities.

(6) The effect of enemy operations to material suffered by the United States or any Ally previous to the official publication of such information.

(7) Statements criticizing or disparaging the effort of the Allies of the United States or causing a disunity between members of the Allied nations.

(8) Reports of atrocities, unless released by appropriate authority.

c. Escape and Evasion Experiences - All evaders, escapees and internees, and all military personnel having knowledge of their experience will be warned that divulging to unauthorized persons

(1) Any information whatever concerning operational briefings on, or equipment for, evasion and escape, or

(2) In the case of an evasion or escape experience any information whatever beyond the fact of status change from M.I.A. or POW,

not only is a serious breach of security, but also entails disciplinary action under Army Regulations 380-5. Presentation of preparations or reports on evasion or escape experiences to censorship representatives for approval is prima facie evidence of breach of security and NOT a defense against disciplinary action.

d. Prohibited Correspondence

(1) Chain Letters - The mailing of chain letters is a violation of postal laws and regulations and is forbidden.

(2) Round Robin or Newsletters - "Round Robin" or "Newsletters" will not be permitted because of their probable value to the enemy.

(3) Communications to Unknown Persons

(a) Communications to and from unknown persons, including "pen pal" letters, will be referred to the chief base censor by unit censors, who will condemn the communication.

(b) Replies to advertisements or trade circulars or to letters of congratulation from unknown persons, will be referred to the chief base censor.

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(c) Advertisement or letters for publication inviting correspondence with unknown persons are forbidden and will be condemned by censorship officers.

(4) Communications to the press except as provided in paragraph 6c.

(5) Allied troops on the mainland of Italy may NOT correspond with local inhabitants or Italian troops on the mainland of Italy.

(6) United States troops will not correspond with prisoners of war held by the Allies.

(7) The writing of letters by members of the Armed Forces or civilians under military jurisdiction for or in behalf of local civilians or enemy prisoners of war, is prohibited. This also includes the addressing of envelopes or V-mail stationery by military personnel for use of local civilians or enemy prisoners of war.

5. Inclosures - (Parcels are subject to the same censorship regulations as any other form of communication.)

a. To send or to attempt to send to any person or agency, otherwise than in the course of official business, any of the following is forbidden:

(1) Official documents, classified documents, or any materials which violate the provisions of AR 380-5. (Citations and personnel 201 file material may be mailed if contents are not at variance otherwise with regulations herein)

(2) Documents captured from the enemy or found in places occupied by the enemy, or containing information about the enemy.

(3) Official documents belonging to civil authorities in Allied or enemy territory.

(4) Any items of United States or Allied government issue including clothing, equipment and supplies.

(5) Reproductions of currency.

(6) Pistols and revolvers.

(7) Captured enemy trophies, except when accompanied by the proper certificates, and as authorized by Section V, Circular Number 64, this headquarters, 1944.

(8) Mail from or on behalf of local inhabitants in Allied occupied territory will not be included in the personal mail of military personnel or personnel under military jurisdiction.

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Hq MTOUSA Circular #6 (cont'd)

b. In addition, none of the following will be inclosed in private communications unless specifically permitted below: (Parenthetical explanations are included to clarify restrictions.)

(1) Service newspapers serving Army or higher headquarters unless listed by Army or higher headquarters as approved for mailing. Clippings may be sent if they do not indicate the location of a unit.

(2) Local civilian newspapers, publications or news bulletins published by or serving units or formations smaller than Army (These are not press censored) The service newspapers listed below are approved for mailing in accordance with the foregoing provisions:

Union Jack	Maple Leaf
Eighth Army News	APW (Polish)
Crusader	NZEF Times
Parade	Yank
Stars and Stripes (Italy Edition)	Basic News (Compiled by PWB)
Stars and Stripes (Mediterranean Weekly Edition)	12th Air Force Weekly Mission
	15th Air Force Weekly Newspaper

(3) Postage stamps, except in small numbers. (All stamps must be examined for coded messages)

(4) Phonograph records. (These cannot be censored in the theater)

(5) Blank sheets of paper, including envelope linings. (All must be thoroughly examined for possible coded messages)

(6) Foreign currency or coins except in small numbers and denominations. (Export control of currency)

(7) Drawings, sketches, music manuscript and paints, except when submitted directly to the chief base censor for censorship. The submissions will not be accompanied by correspondence and will be wrapped ready for mailing.

(8) Private Diaries and Memoranda. Such material will be dispatched to the chief base censor for storage. Before being dispatched to base censor diaries will be enclosed in sealed covers marked as follows:

"Private diary of (give full return address and name), upon release to be mailed to (give exact name and full address)."

After censorship, or after censorship is no longer in effect, diaries will be forwarded to addressee.

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Hq HTOUSA Circular #6 (cont'd)

(9) Studio type portraits unless studio designations, trademark, and address have been excised.

c. The mailing or sending through the mails, for any purpose whatsoever, of explosives or inflammable articles, devices, substances or materials of any kind such as live ammunition, lighter fluid, matches or other articles of a similar nature is specifically and strictly prohibited. Such articles will not be sent through the mails even for official purposes. To do so constitutes a violation of both United States and British postal regulations. All concerned will take positive action to detect and prevent violations of this nature. Commanders are responsible that all members of their commands are properly instructed in this connection, and also that prompt and adequate disciplinary action is taken against offenders. Unit censors will delete from all correspondence requests that prohibited articles be sent through the mails.

9. Addresses

a. Incoming - The correct address of all personnel governed by this circular to be used by their correspondents is as follows:

(1) Sender's name and address in upper left corner.

(2) Grade, first name in full, middle initial, and last name of person addressed, followed by his Army serial number.

(3) Letter or number of the company or other similar organization to which the addressee is assigned or attached.

(4) Designation of the regiment or separate battalion, if any, to which the company is assigned or attached.

(5) The APO number, care of the postmaster of the city assigned by the Army postal service as a mail address.

b. Outgoing - Return address on personal mail from all personnel governed by this circular will appear in the upper left corner of the envelope and will conform to the form and conditions prescribed for addressing mail outlined above.

(1) One-half inch margin will be left blank along the left edge of envelope to facilitate resealing after base censorship.

c. Exceptions

(1) The initials "HTOUSA", "AFHQ", "PBS", "LBS", etc., may be used as part of the address of personnel governed by this circular who are assigned or attached to such headquarters. Appropriate staff section will be used in lieu of paragraph a(3) above, and the appropriate initials in lieu of paragraph a(4), above.

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(2) Communications originating at an APO in this theater to an APO in the theater or to an APO in another theater which can be dispatched direct without passing through the United States will be addressed as outlined in a and b above, except that the term "U.S. Army" will be substituted for "c/o Postmaster, New York City, N.Y."

(3) A military return address will not be used anywhere on or in any communication intended for a neutral, enemy or enemy-occupied country. Such mail must be sent through a friend or relative residing in the continental United States. The friend or relative may forward such mail using a domestic civilian return address. Communications to Allied prisoners of war in enemy hands fall into this category. No mention will be made in such communications identifying the sender or anyone else as being a member of the military service. All mail from members of the armed forces addressed direct to prisoners of war held by the enemy, which is discovered in Army postal channels, will be forwarded to the Prisoner of War Department, New York Censorship Station, Post Office Box 20, GPO, New York, N.Y.

(4) Military return addresses may be used on mails addressed for delivery at civilian addresses in Allied or Allied occupied parts of this theater where such communications have been authorized, and on mail addressed for delivery in Allied countries. The foregoing refers only to the type of return address that may be used when and if such communications are authorized. Each U.S. Army Post Office has information as to the countries to which mail matter may be sent, including rates, conditions and type of mail that may be sent to each and will have information relative to new services as they are placed in effect in the future. All concerned are directed to make inquiry at a U.S. APO.

(5) No return address will be used on any acknowledgement card for a gift.

c. Private addresses will not be used.

e. Official, hotel or other headed, printed or embossed stationery will not be used for private correspondence in such a manner as to disclose the exact geographical location of the writer, his unit or an APO number. 5793

f. All personnel governed by this circular will advise their correspondents to address mail to them in accordance with the applicable provisions outlined above.

10. Picture Postcards

a. Picture postcards are subject to the same censorship regulations as ordinary mail. General views of Italy and North Africa are permitted provided they do not disclose the writers present or past location, or the route by which movements of the writers unit have taken place.

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b. Picture postcards including those showing an identifiable locality or scene may be mailed, subject to foregoing, and any additional restrictions which may be imposed by the senior commander officially authorized to exercise censorship control for operational purpose.

c. Any reference in communications to postcards previously sent, or to be sent, which when considered with the postcard or seperately violates military censorship regulations is prohibited.

11. Acknowledgement Cards for Gifts - Civilian organizations, firms, and individuals making gifts of cigarettes, playing cards, etc., frequently inclose acknowledgement forms or cards to be filled in and returned by the recipient. In all cases where the donor is not personally known to the recipient such acknowledgement cards may be sent provided only:

a. Postage has been prepaid by donor.

b. Cards bear only the signature of recipient, and do not disclose return address, grade, military organization, APO or location.

12. Blue Envelopes

a. WD AGO Form 911, used by soldiers for a letter relating to private or family matters, to be censored by a base censor and not by a unit censor.

b. Enlisted military personnel in this theater are authorized to use blue envelopes for the transmission of letters relating to private or family matters only.

c. The purpose of the blue envelope is to offer more privacy to the sender and to protect him from possible embarrassment. Communications so sent are subject to censorship by the base censor only.

d. Each blue envelope will contain no inner cover, only one letter, and will be addressed directly to the addressee.

e. Enlisted men will not be induced or compelled to send their letters in blue envelopes. The rate of issue and use will not exceed two per man in any one month. Blue envelopes will be requisitioned from the chief base censor.

f. Blue envelopes will not be imitated without written approval from the chief base censor for production of a specified number.

g. Letters sent in blue envelopes and not justifying the use of blue envelopes will be returned to the senders.

13. Mail of Officers and Civilians under Military Jurisdiction

a. The provisions of this circular apply to the mail of officers and civilians under military jurisdiction (War Correspondents, Red Cross Representatives, etc.) as well as to all other types of mail.

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b. Mail of officers and civilians under military jurisdiction will not be unit censored nor stamped with the unit censorship stamp, but will be subject to censorship by a base censor. Officers and civilians under military jurisdiction will sign their names without rank on the lower left hand corner of the envelope. When using V-mail, the writer will sign his name on the inside of the form in the space provided for the "Censor's Stamp" in addition to signing it on the lower left corner of the "envelope". The signature certifies that he has read, understood and complied with military censorship regulations.

14. Method of Posting

a. Enlisted Personnel

(1) All mail of enlisted men will be deposited in mail boxes in company, battery, or similar unit orderly rooms, unsealed and ready for mailing. Blue envelope mail will be deposited sealed.

(2) Registered and insured mail is not subject to unit censorship and will be deposited direct with the Army postal service. Color and motion picture film addressed to the Base Censor in accordance with provisions contained in paragraph 18a(1)(c), hereof, will be similarly treated.

b. Officers and Civilians - All mail of officers and civilians under United States military jurisdiction will be deposited in Army post office channels sealed and ready for mailing.

15. Handling of Violations

a. Mail and other communications which do not strictly conform to the instructions contained in this circular will not be forwarded and need not be returned to the writer, but are liable to such disposition as the Theater Censor or chief base censor may direct.

b. Persons revealing information prohibited by this circular, other than in the course of official business, are subject to disciplinary action.

16. Film Censorship

a. In this theater, the use of privately owned cameras has been authorized for all personnel, except those in combat zones. 579

b. Photographers will familiarize themselves with film censorship regulations. No picture will be taken that contains information of aid or comfort to the enemy.

17. Photographic Information to be Suppressed

a. In addition to the information prohibited by paragraphs 6, 7, and 8, above, the following classes of information are not to be released for export from this theater, except in the course of official business or with the written approval of this headquarters.

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Hq MTOUSA Circular #6 (cont'd)

(1) All aerial photographs and film of friendly territory. Official aerial photographs intended as souvenirs may be carried or mailed out of the theater, provided the following steps are accomplished:

(a) They are declassified by appropriate authority as specified in paragraph 15, AR 380-5, dated 15 March 1944.

(b) All identification data on margins are removed.

(c) They are submitted to either Base or Unit Censor who will stamp each photograph with authorized U. S. Military Censorship Stamp, provided it contains no objectionable data.

(2) High-angle views showing military installations, possible military objectives, or landscape where prominent features would disclose location.

(3) All views of plant operations engaged in Allied war manufacture, assembly or repair of material used for furtherance of the Allied cause. Close-up views of machinery or technical equipment.

(4) Pictures which could be distorted by the enemy and used as propaganda against the war effort.

(5) Pictures which might focus attention on training, personnel, or equipment from which the character of future operations might be determined. Also pictures which show state of training or morale of troops.

(6) Pictures revealing general location of such equipment as planes, tanks, large guns, combat cars, etc.

(7) Pictures of all classified equipment.

(8) Pictures indicating a quantity or the presence of, a particular type of equipment in any general locality.

(9) Pictures indicating route, type of aircraft, nature of cargoes and installations of the Air Transport Command.

(10) Pictures of temporary graves or cemeteries.

b. Any reference in communications to photographs previously sent or to be sent which, when considered with the photographs or separately, violates military censorship regulations, is prohibited.

c. Photographs or films furthering the objectives of enemy propaganda will not be imported into this theater.

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Ref: ETOUSA Circular #6 (cont'd)

d. Particular attention will be given to backgrounds. Frequently the principal subject in the foreground of a picture is not objectionable while the background will reveal information to be suppressed.

16. Instructions for Handling Photographic Material

a. Photographic material exposed by amateur photographers will be disposed of in accordance with the following instructions:

(1) Black and white film (still pictures) will be handled through the Army Exchange Service or APPROVED civilian laboratories.

(a) Army Exchange Service will receive exposed film from military personnel and have it processed at civilian laboratories approved by U. S. Base Section Headquarters. After processing, film will be censored by Chief Base Censor and returned to military personnel or mailed to an addressee designated by the soldier.

(b) Where such service as outlined in (a) above, is not available or its use entails undue delay, as in case of units distant from such services, military personnel may have exposed film processed by commercial photo finishers that have been properly investigated and authorized by U. S. Base Section or British District or Sub-District Headquarters. In areas where there is no approved commercial photo finisher, request for investigation of commercial photo finishers in the vicinity will be made of the intelligence officer of the unit in the area.

(c) Color film and motion picture film in which cost of processing is included in the original cost of the film will be prepared for mailing in an outer wrapper addressed to the Base Censor. Such envelopes or packages are not subject to Unit Censorship. It will not be turned in to the Army Exchange Service. Color film and motion picture film in which cost of processing is not included in the original cost of film will be handled in the same manner except that a U. S. postal money order, payable to film manufacturer, sufficient to cover cost of processing and mailing to addressee will be included with the film. It is the responsibility of the owner to determine processing and postage costs involved. Film received by chief base censor which is not accompanied by proper processing fees will be returned to sender. All film forwarded to Chief Base Censor for dispatch will have attached thereto, name and address of sender, as well as name and address of person in the U. S. to whom the processed film will be sent. Processed film of the above classes will not be returned to addressee in this theater by the

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processing agency. Film coming within the above category received and dispatched by Base Censors will be classified CONFIDENTIAL in accordance with the provisions of AR 380-5.

(d) Undeveloped film will not be sent out of this theater except as in (c) above.

(e) Any film in violation of these regulations will be confiscated by the base censor and will not be returned to the owner as no facilities are available to the base censor to process or forward film so acquired. This applies also to any unprocessed film intercepted by the base censor in the mail.

(f) All negatives and prints condemned by the base censor will become the property of the United States Government and will be disposed of as directed by the War Department or by the Theater Commander.

19. Cables and Radiograms

a. Cable - In this circular, the word "cable" signifies a personal message transmitted from this theater to a point outside the theater by electrical means, whether by submarine cable or by wireless. Radiograms are specifically included. Telegrams from one point to another, both within this theater, are specifically excluded.

b. Ordinary Cable - Sender's Composition Message or SCM - A cable written in the sender's own words.

c. Expeditionary Force Message or EFM - A cable written in fixed form with numerical designation of set phrases in a published list.

20. Instructions, Ordinary Cables (SCM)

a. General

(1) Designation of personnel permitted to send ordinary cables, or sender's composition messages, and places to which these may be addressed will be as specified in instructions issued separately from this headquarters. (Reference is made to the provision of Circular Number 115, this headquarters, 1944)

(2) Ordinary cables (SCM) in areas where these have been specifically authorized may NOT be handed in at any local civilian telegraph or cable office, except that in North Africa they may be submitted to any commercial telegraph, cable or radio office in French North Africa. The sender will identify himself to the telegraph clerk and will enter on the form his regular army postal address, including serial number, with no additional information as to locality.

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The army postal address is for purposes of record and tracing only, and will not be incorporated in the text or signature sent.

(3) Ordinary cables (SCH), except in North Africa, will be filed with the EFM censors in the same manner as EFM's. They will not be unit censored, but will be subject to base censorship only. Any message contravening these regulations will be stopped. Permission to send messages without unit censorship emphasizes personal responsibility and senders are warned to study these regulations carefully and to adhere to them strictly.

b. Form

(1) Address - Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.

(2) Signature - All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials; last name, middle initial, and first name; or full name. Nothing else may be shown. Rank, serial number, unit or organization, and APO number will NOT be included in the signature nor shown elsewhere in the message text.

c. Subject and Language

(1) Ordinary cable (SCH) service as covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by EFM texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:

(a) Official business.

(b) Press dispatches or other matter intended for publication.

(c) Money transfers.

(d) Orders for flowers, candy, or other merchandise.

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(2) Ordinary cables (SCH) will be in English, unless specific authorization to use some other language is obtained from the Chief Base Censor of the Base Censorship Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

d. Prohibited Statements

(1) The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables and these are subject to restrictions in addition to those placed on postal communications.

(2) Matter forbidden in ordinary letters is also forbidden in ordinary cables.

(3) "Conditional Statements" as listed in this circular are prohibited in ordinary cables.

(4) The following are also prohibited in ordinary cables:

(a) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle John", may reveal location if addressee can be assumed to know location of persons mentioned)

(b) Designation or location of a unit, branch, arm or service, or any installation of the United States Armed Forces and related agencies or those of its Allies. This applies to units outside, as well as within this theater. Addresses of military personnel within the United States should include only the name, serial number and rank of the military establishment, such as port, camp or station and its location in place of the APO address. Rank and all reference to military organization must be omitted. No provisions have been made for the transmission of personal cables between overseas United States military locations either to clear or coded APO addresses.

(c) Notification of safe arrival in any form.

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Hq NATOUSA Circular #6 (cont'd)

(d) Any reference to movement. (For example, such statements as : "Hope to see you soon", or "Am leaving this station", are prohibited.

(e) Movement or prospective movement of any high government official.

21. Expeditionary Force Messages (EFM)

a. General - Basic instructions for dispatch and censorship of EFM's are given in Circular Number 115, this headquarters, 1944, (EFM Service). Instructions are summarized in part and in brief in this circular from the point of view of censorship, only, as it affects senders and unit EFM censors and will not be construed as rescinding any existing regulations.

b. Form and Contents

(1) Addresses to which EFM's are directed will be normal and clear and will conform generally to the requirements in paragraph 20b(1) above.

(2) The normal signature will be used, without grade, unit, arm or service or army serial number and will consist of the last name and two initials; last name, middle initial and first name; or full name.

(3) Any reference to the country or place of origin, APO number, or military organization will be omitted from the message form. Unit designation will be entered by the unit EFM censor on form NAP 1001, but will not be entered on the message form. The sender's code cable address, the six letter code word equivalent to the APO number, will be entered in the space provided on the message form. (If the sender does not know his code cable address, this will be supplied by the unit EFM censor)

(4) The code word, name of sender, and name and address of addressee must be completely printed in block letters. All entries on the message form must be clear and legible.

(5) The message will consist of one, two or three of the numbers corresponding to the texts appearing on the reverse side of the message forms approved for use by United States Forces. Text numbers in use by British Forces or others, but not appearing on the U.S. message form, will not be used.

c. Channels and Unit EFM Censorship

(1) EFM's will be filed with designated unit EFM censors. They will not be filed by senders or by unit censors at local civil post or telegraph offices. (Note difference in sending an EFM and in sending an SCM. See paragraph 20a (3))

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Hq HTOUSA Circular #6 (cont'd)

(2) Unit EFM censors will scrutinize message forms for compliance with the provisions of paragraph 21b, above. Messages found to be improperly prepared will be corrected or returned to sender. Messages found to be in proper form will be listed on Form MAP 1001, and forwarded, with Form MAP 1001, to a designated Central EFM Station, as official mail.

(3) Other duties that are, or may be, required of unit EFM censors by existing regulations or by order of EFM officers include collection of charges, affixing of EFM stamps to forms making of EFM allotments, and similar duties. Such duties are necessary for the operations of the service but are not censorship. They are in addition to, not a part of, censorship policy and regulations.

(4) Unit EFM censors will provide information on SCM services and censorship and may assist personnel in their units to prepare SCM's but will not accept them for filing or dispatch.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Civ. Affs. Gp.

CIRCULAR
NUMBER 4

9 January 1945

Officers Pay Vouchers I
Out of Bounds Area II
Per Diem III

I -- OFFICERS PAY VOUCHERS

In order to enable disbursing officers to maintain accurate and complete files of essential information regarding payments made in this Theater to officers, warrant officers (including flight officers), members of the Army Nurse Corps and other female personnel in grades corresponding to officers, warrant officers and flight officers, it is directed that all officers furnishing the statement required by paragraph 2c, AR 35-1360, dated 11 April 1944, include therein the following:

"I was last paid by _____,
(Insert Name of Disbursing Officer, if known)
for the month of _____, 19___, while on duty at _____."
(Name of Unit and Station)

II - OUT OF BOUNDS AREA

1. All restaurants and eating houses in the mainland of Italy will be out of bounds to all U. S. personnel with the following exceptions:

a. Clubs, restaurants, etc., organized or controlled by U. S. troops themselves.

b. Cafes, etc., where no foodstuffs are sold.

III - PER DIEM

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Section II, Circular Number 142, this headquarters, 1944, is rescinded and the following substituted therefor:

1. Per diem allowances for military personnel on orders issued by all commanders for travel or temporary duty to be performed wholly within the theater is not authorized, so orders issued should state in all cases "no per diem", except that:

HEADQUARTERS, 2675TH REGT. AC (OVHD)
- 1 - Distributed by this Headquarters for
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Hq MTOUSA Circular # 4 (cont'd)

a. Upon receipt of requests, made in advance of the travel or temporary duty to be performed, showing that the above limitation would cause undue hardship, this headquarters may grant authority for a per diem allowance, the amount to be determined by the circumstances incident to the travel or temporary duty involved.

b. Any headquarters having authority to issue travel orders for temporary duty in Albania, Bulgaria (except Sofia), Gibraltar, Greece (except Athens), Hungary, Malta, Rumania (except Bucharest) and Jugoslavia is authorized to include per diem at not to exceed $7.00 per day for not more than thirty (30) days for such duty. Government billeting and messing facilities are now available in Sofia, Bulgaria; Athens, Greece; and Bucharest, Rumania, so no per diem is authorized while on duty in those places.

2. Monetary allowances in lieu of subsistence and quarters will not be paid to enlisted men while on duty in Sofia, Bulgaria; Athens, Greece; and Bucharest, Rumania.

3. For all travel, others than intra-theater travel described in paragraph 1 above, the provisions of Section II, W.D. Circular 356, 1944, will apply.

By command of Lieutenant General McNARNEY:

GEORGE D. PENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

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R E S T R I C T E D

Last Circular
in 1944 Series
was No. 150

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 1 January 1945
NUMBER 1)

THEATER CIRCULARS

Revision of 1944 Series I
Distribution II
Rescissions III

I -- REVISION OF 1944 SERIES

The 1944 series of theater circulars is being revised. All circulars on each subject will be consolidated and issued at short intervals for the next three months. It is planned to rescind as many 1944 circulars as possible by 1 April 1945 and republish pertinent directives in the 1944 series.

II - DISTRIBUTION

1. ETOUSA and AFHQ circulars, administrative memoranda, and general orders are distributed direct to all major commands, including divisions, brigades, and groups. Commanders of such units are responsible that appropriate distribution is made to subordinate units and are authorized to reproduce when necessary. All units down to company level will be required to maintain a complete file of circulars.

2. Base section commanders are responsible that newly arrived units are provided with complete sets of circulars and other numbered publications appropriate to the type of unit concerned. Requests therefor will be submitted direct to the base section serving the unit.

III- RESCISSIONS

The following circulars of this headquarters, 1944 series, which are no longer applicable, are of seasonal interest only, or which should be thoroughly understood by now, are rescinded:

Section	Circular	Section	Circular	Section	Circular
III	23	I	37	II	48
II	24	II	37	V	48
IV	28	II	42	I	52
II	31	V	43	IV	52
II	33	VI	43	V	52
III	33	II	46	VI	52

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Hq LITCUSA Circular #1 (cont'd)

Section	Circular	Section	Circular	Section	Circular
I	55	I	83	III	104
II	58	III	83	I	105
IV	62	II	84	I	106
IV	63	I	85	III	109
III	64	III	86	II	112
II	65	IV	86	III	114
I	69	II	87	V	114
II	69	I	88	I	120
III	69	I	93	II	120
IV	69	IV	93	III	124
VI	69	I	95	I	135
II	78	II	95	I	144
IV	78	I	104	II	145
II	80	II	104		

By command of Lieutenant General McNARNEY:

MILLER G. WHITE,
Major General, GSC,
Acting Chief of Staff.

OFFICIAL:

[illegible]
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:

"Z"