Declassified E.O. 12356 Section 3.3/NND No. TB016

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(VOL. III)

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698

ORDERS, CIRCULARS, MTOUSA
AUG. 1945 - MAR. 1946
(1 OF 2)



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/dcln

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 35)

12 March 1946

18 MAR 1946

RECORDS ADMINISTRATION PROGRAM

References I
General Principles II
Organization and Responsibility III
Preparation of Records for Shipment IV

Circular Number 64, this headquarters, dated 29 April 1945, as amended, and all other directives of this headquarters in conflict with the provisions of this circular are rescinded.

I -- REFERENCES

AR 15-15
AR 35-6700
AR 345-125
AR 380-5
WD Circular 96, 1945
WD Circular 104, 1945
WD Circular 123, 1945
WD Circular 150, 1945 amends WD Circular 147, 1944.
WD Circular 233, 1945
WD Circular 287, 1945
WD Circular 4, 1946
TM 12-258 ("Records Administration - Filing Procedures") August 1945
TM 12-259 ("Records Administration - Disposition of Records") July 1945
WD Pamphlet 12-1 ("Centralization, Maintenance, and Servicing of Non-current Clinical Records") September 1945
WD Decimal File System (Revised Edition) 1943
Letter Hq. MTOUSA, AG 313/710-0, subject: "Disposition of American Records", 4 September 1945.

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II -- GENERAL PRINCIPLES

1. Purpose of Circular - To implement current War Department directives pertaining to records administration that are applicable to the American records program now in effect in the Mediterranean Theater of Operations. This Circular does not rescind nor affect the Allied Force Records Administrative Program outlined in AF Circular Number 6, 18 July 1945.

ALLIED FORCE HEADQUARTERS
SECTION
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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 6 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 7, 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 sub-paragraph (1), (2), and (3), above, will function to:

(1) Organize files to facilitate the use, disposal, transmission or retirement of records.

(2) Dispose of non-record material.

(3) Dispose of (destroy) records authorized for destruction (see Appendix "A").

(4) Retire to storage (USTCUSA Records Depot) noncurrent records of permanent or longtime value, (including 201 files; except those whose disposition is otherwise directed by WD Circular 96, 1945).

(5) Retire to storage all records of permanent or longtime 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., USTCUSA Records Depot, The Adjutant General, Washington, D.C., or upon transfer of individuals, to the organization concerned.

c. No other temporary records repository or depot will be established in the theater, other than the USTCUSA Records Depot.

3. Basic Disposal Legislation and Regulations

a. The fundamental procedures for the administration of this program are set forth in the references listed 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 and the Army 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. However, the records of organizations in this theater that are at this time authorized for disposal on a scheduled basis are listed in Appendix "A". 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, USTCUSA, although emergency disposal of records may be accomplished under the provisions of paragraph 15, AR 15-15.

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c. Requests for authority to dispose of records, the disposition of which is not authorized herein, may be submitted for the review and recommendation of the Theater Records Administrator, through appropriate Records Officers.

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 NTOUSA 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 laws and regulations 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 every unit, installation, or headquarters 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. The initial responsibility for evaluating records rests with the office that creates and has custody of the current files. Records personnel, being cognizant of the basic principles of the War Department records administration program, are the logical individuals to assume the responsibility for continuous evaluation of current records. Therefore it is their responsibility to apply the standards and criteria as set forth herein and to continually eliminate non-record and transitory material from their files. 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. Proper arrangement and adequate identification of files are also paramount factors in fulfilling the mission of the records administration program.

d. Custodians of records in all organizations will maintain an accurate record of all files retired to storage (NTOUSA Records Depot) as prescribed in Section IV below.

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5. Disposition of Files of Installations Changing Status

a. With certain exceptions, the files of installations changing status are arbitrarily defined as "noncurrent", even though they may be active for a period of time following change of status. This applies both to installations being discontinued as well as to installations being transferred from one command to another, or within a command. The exceptions noted are as follows:

(1) Files necessary to the operation and maintenance of the installation's physical plant and equipment will remain at the installation.

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(2) Fiscal accounting files are considered current until all accounts are closed and unexpended balances involved are reported for withdrawal.

(3) Files essential to the administration of a continued activity which has been transferred from the installation being relinquished or discontinued to another headquarters or installation, will be transferred to the latter, as directed by the headquarters having command jurisdiction, but will be specifically limited to files needed to administer a transferred operating activity (excluding the activity of record-keeping itself).

b. When any unit, headquarters, or subdivision of a headquarters is reorganized, consolidated, or redesignated and personnel and equipment are transferred to a new command, files will be closed out as of the date of discontinuance of the former command and properly identified as the files of the discontinued unit or office.

(1) Files which are thus closed out will be retained by the successor unit or office until inactive. If, during this period, active papers or individual files are withdrawn and incorporated in current files of the successor unit or office, appropriate cross reference will be left in the file from which the papers were withdrawn.

(2) With the exception of individual active papers, as provided above, files of such redesignated or reorganized units or offices will not be merged or interfiled with the records of any other unit or higher echelon, but will be maintained so as to preserve the administrative origin of the records. Specific exception to this rule will be authorized only by The Adjutant General.

(3) When inactive, the closed out files will be transferred to the Records Depot.

III- ORGANIZATION AND RESPONSIBILITIES

6. MTOUSA Records Depot

a. The MTOUSA Records Depot was established at this headquarters, effective 15 May 1945.

b. The Depot is 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, officer, or headquarters organizations of all commands in MTOUSA.



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d. The Theater Records Administrator will conduct such correspondence, maintain such liaison, and establish such procedures as will enable him to administer the program.

e. In conformity with established internal operational procedures, the MTOUSA Records Depot, under the supervision of the Theater Records Administrator, will:

(1) Receive 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) Unpack and verify the contents of all boxes of records received, and acknowledge receipt of certificates of transfer of registered documents (see paragraph 12 below) and notify the War Department of arrival of War Department registered documents at the Depot.

(3) Process records received in accordance with War Department directives; make periodic shipments of noncurrent records to the War Department.

(4) Receive and reply to correspondence pertaining to records transferred to the custody of the Depot and furnish information and documents to authorized personnel.

(5) Perform such other administrative functions as are delegated and prescribed by the Adjutant General, this headquarters.

(6) Render reports as required by War Department Memorandum 345-45 (13 July 1945).

(7) Furnish shipping instruction to Records Officers.

7. Records Officers

a. The commander of each command listed below will 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 currently assigned this duty will be reported to the Theater Records Administrator upon receipt of this circular. 6135

(1) Headquarters Command, MTOUSA.

(2) Peninsular Base Section.

(3) Rome Area, MTOUSA.

(4) Deputy Director, Military Railway Service, Italy.

(5) Naples Air Force General Depot.

(6) 88th Infantry Division.

(7) ACC Bulgaria (U.S. Delegation)

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(8) HAAE Yugoslavia.

(9) AMFOGE (U.S. Delegation)

b. In addition, the commander of each unit or organization that is not attached or assigned to a major command as specified in sub-paragraph a above, and all general, special and other staff sections of this headquarters, will appoint a Records Officer. The names of all Records Officers currently assigned this duty will be reported to the Theater Records Administrator upon receipt of this circular.

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) Appoint assistant Records Officers in subordinate commands where deemed necessary.

(2) Insure compliance within their jurisdiction with all aspects of the records administration program as set forth in the reference regulations and in this circular.

(3) Prepare shipments of noncurrent records to the MTOUSA Records Depot (see Section IV, below).

(4) Insure compliance with shipping instructions issued by the Theater Records Administrator (see paragraph 8, below).

e. Records Officers of the general, special and other staff sections of these headquarters will conform to the program outlined in sub-paragraphs a to d, above, in respect to all of the records created by or in the custody of their respective sections. In addition, such Records Officers will, when necessary or called upon to do so, subrit 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.

f. 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

8. General Procedures

a. Records will be prepared for shipment in strict accordance with paragraphs 9 and 10, below, except in the case of the clinical records of hospitals (see paragraph 11, below).

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 117)

1 OCT 1945

28 September 1945

EFM and SCM Messages I
Accidents and Claims II
Rescission of Publications III

I---EFM AND SCM MESSAGES

1. Effective 1 October 1945 the communications functions previously handled by RCA Communications, Inc., in Italy will be transferred to Italcable Company. Such messages may then be filed with Italcable Company offices at NAPLES, ROME and CASERTA, or through the present APO system of remittance.

2. EFM and SCM troop messages will continue to be accepted as provided in Sections I and IX, MTOUSA Circular Number 78, 1945, as amended by Section IV, MTOUSA Circular Number 93, 1945.

3. Italcable has several branch offices, and EFM and SCM messages may be filed and paid for directly over the counter at the same rates as for the APO system of remittance in the areas indicated below:

a. In Naples and vicinity - ITALCABLE in PALAZZO POSTE E TELEGRAFI (Main Post Office) located at PIAZZA ARMANDO DIAZ.

b. In Rome and vicinity - ITALCABLE in PALAZZO POSTE E TELEGRAFI (Main Post Office) located at PIAZZA SAN SILVESTRO.

II---ACCIDENTS AND CLAIMS

Section II, Circular Number 74, this headquarters, 1944, is amended by the addition of the following:

4. Claims of civilian employees in Greece

a. In the event that a civilian employed locally by the US Forces in Greece sustains death, injury or illness arising out of and in the course of such employment, the commanding officer of the employing unit will: 6134

(1) Cease paying his salary or wages as from the date he stops work.

(2) Give him or his dependents, a certificate of injury in the form set out in sub-paragraph c below.

(3) Advise him, or his dependents, to apply to the local office of the Social Insurance Institute (Kinonikes Asfalisseis), for such medical attention or compensation as he or his dependents are entitled to receive.

b. No compensation or medical attention (other than first aid treatment) should be given, as the above Institute is organized to deal with them. It has offices in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.

c. The certificate of injury referred to in sub-paragraph a, above, will be in the following form. It will be made in triplicate and signed by the commanding officer of the employing unit. The first copy, on which neither his grade 4339

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nor his unit will be shown, will be given to the injured person or his dependents, to be handed to the Institute. The second copy, on which the grade, unit and its location will be added, will be sent to the headquarters of the Base Section in which the employing unit is located. The third copy will be retained for unit files.

"Certificate of Injury"

I certify that_____

of (address) born on (date)

the son of (father's name) and of (mother's name)

was killed/incapacitated at hours on (date)

at (exact location of the accident)

in an accident arising out of and in the course of his employment with the United States Forces

as (exact nature of employment)

5. Offices of the Social Insurance Institute are located at the following centers: Athens, Piraeus, Elefsis, Chalandri, Amarussion, Kifissia, Salonika, Patras, Volos, Kalamata, Messina, Joannina, Cavalla, Chania, Heraklion, St. Nicolaou, Rethymnon, Aegion, Verria, Edessa, Naoussa. The address of the office and of the doctors employed by it can be ascertained from the local authorities.

"T- DISTRIBUTION OF PUBLICATIONS

1. Circular Number 92, this headquarters, 1945, subject: "Disposal of Surplus Property, Scrap and Waste" is rescinded.

2. MTOUSA Supply Directive Number 1, subject: "Recapture of Excess Equipment and Supplies", and MTOUSA Supply Directive Number 65, subject: "Disposal of Army Service Forces Surplus Property", both 1945, are rescinded.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Chief of Staff

C. W. CHRISTENBURY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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b. Whenever records are available for shipment, they will be reported to the appropriate Records Officer. Ordinarily, the actual shipment should be direct from unit to ITOUSA Records Depot, in accordance with instructions issued by Records Officers.

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 material will be protected in transit as prescribed for such material in paragraph 68, AR 380-5. Top Secret or Registered documents or cryptographic material will not be shipped to the Depot except as prescribed in paragraph 12, below.

e. Historical material will be handled in accordance with AR 345-105.

f. No material other than records will be shipped to the ITOUSA Records Depot. Plaques, trophies, etc., should be shipped, through the appropriate Transportation Officer, to Kansas City Quartermaster Depot, Army Effect Bureau, 601 Hardesty Avenue, Kansas City, Missouri.

9. Packing Procedures

a. The file folders containing the records will be placed upright in the box, in filing order, with folders starting at the left end of the box when the box is viewed from the hinged side. File tabs will be visible for easy access and identification. Exception will be made only when peculiar size and shape of the material is such as to make the specified arrangement impractical.

b. Boxes will be filled only with one row of folders arranged as directed above so that the Records Depot will be readily able to inspect, check, rack, search, and service the records.

c. List of Contents

(1) A list covering the contents of each box will be placed in an envelope affixed to the inside cover of the box. Duplicate lists will be fastened together in a consolidated list for all boxes in the shipment and will be forwarded immediately by mail by the Records Depot. This list will be recorded under a covering letter indicating anticipated date of shipment. It is important that the box numbers as indicated on the mailed list correspond with the numbering of the boxes in the shipment.

(2) Such listings should adequately identify the folder contents of the boxes but should not attempt a paper-by-paper inventory of each folder. The following are illustrative of an adequate identification:

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Box 4 of 10 boxes
AG Section
Adriatic Base Command
AG DECIMAL FILES 1945
000.3 Religion to
313.8 Records, Irregularities
in use.

Box 5 of 10 boxes
AG Section
Adriatic Base Command
Orders-1945

d. Packing and Transmitting small Quantities of Files

(1) In packing and transmitting small quantities of files insufficient to warrant the use of records boxes, the folders will be wrapped securely, using heavy envelopes or wrapping paper, and well sealed or firmly tied. The mailing address of the Records Depot will be clearly indicated, preferably by use of waterproof ink or typewritten mailing sticker.

(2) The most economical means of shipment which provides reasonably prompt delivery will be utilized. When the package weighs under 70 pounds advantage will be taken of postal regulations permitting shipment of records to or from APO's by parcel post under Government frank.

10. Grouping and Arrangement of Files for Shipment to MTOUSA Records Depot. Files scheduled for shipment to MTOUSA Records Depot should be grouped, arranged, and packed in standard records boxes as follows:

a. Headquarters of Major Commands (Divisions, Area Commands, Base Sections, and other comparable headquarters) (See paragraph 7a above). Files of headquarters of major commands should be arranged, generally, in the following order:

(1) First, the files of the Office of the Commanding General, followed by the files of the Office of the Chief of Staff, where maintained separately. In some cases the files will have been incorporated with the files of the Adjutant General's Section prior to shipment to the Records Depot.

(2) General Staff Sections. The files of the General Staff Sections should immediately follow those of the Office of the Chief of Staff, arranged in numerical order as follows:

G-1, or A-1 (in the case of Air Corps headquarters)
G-2, or A-2 (ditto)
G-3, or A-3 (ditto)
G-4, or A-4 (ditto)
G-5, or A-5 (ditto)

(3) Special Staff Sections. The files of Special Staff Sections should follow those of the General Staff Sections, arranged alphabetically substantially as follows:

Adjutant General's Section
Artillery Section
Chaplain's Section
Chemical Warfare Section



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Engineer Section
Headquarters Commandant's Section
Inspector General's Section
Judge Advocate Section
Ordnance Section
Provost Marshal's Section
Quartermaster Section
Signal Section
Surgeon's Section
Transportation Section
etc.

b. Subordinate Headquarters (Battalions, Regiments, Groups, (Air Corps), Depots, and other comparable headquarters). Files of subordinate headquarters should be arranged in the following order. Records of component units (such as Payrolls, Sick Reports, Morning Reports, Duty Rosters, Extract of Service Records, etc.) should follow the files of the headquarters, and will be arranged in the order prescribed in sub-paragraph c below under the heading of said component unit:

Decimal files and/or subject files (arrange in numerical and/or alphabetical order) (by year)
Funds (alphabetically by name)
Certificate of disposition of property records
Order file (Record set issued by the headquarters)
General Orders (arrange chronologically by year)
Special Orders (same as for General Orders)
General Courts-Martial Orders (same as for General Orders)
Special Courts-Martial Orders (same as for General Orders)
Other NUMBERED publications (same as for General Orders)
Other UNNUMBERED publications (by year and date)
Historical records (including unit history)
Morning Reports (where maintained at the headquarters level) arrange by date
Sick Reports (same as for Morning Reports)
Duty Rosters (same as for Morning Reports) DESTROY AFTER ONE (1) YEAR
Guard Reports (same as for Morning Reports) DESTROY AFTER ONE (1) YEAR
Officer's Register
Casualty Reporting Files
Miscellaneous files and documents not listed above

c. Unit Files (Companies, Batteries, Squadrons (Air Corps), Troops (Cavalry), Detachments, and other comparable units). Unit files will be arranged in the following order. In the preparation of lists of contents, indicate inclusive dates covered by these files:

Decimal File and/or correspondence file (Correspondence Book and documents)
Morning Reports (Arrange by date)
Sick Reports (Arrange by date)
Duty Rosters (Arrange by date) DESTROY AFTER ONE (1) YEAR
Guard Reports (Arrange by date) DESTROY AFTER ONE (1) YEAR

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Extract of Service Records (Alphabetize)
Payrolls & Pay Vouchers (WD) (Arrange by year & month)
Allotment Transmittal Letters (Arrange by year & month)
War Bond Issuance Schedules (Arrange by year & month)
PTA Receipts (Arranged by year & month)
Soldier's Deposits (WD Form 10) (Arrange by year & month)
Unit Fund Records (Council Book & Vouchers)
Orders File (record set issued by unit)
Unit History & other historical Records
Combat Records (Journals, Message Files, & other combat records)
Records of Registered, Insured, & COD Mail (files kept by Unit Mail Clerk)
Certificate of Disposition of Property Records
Casualty Reporting Files
Miscellaneous:
Military Personnel Records.
Board Proceedings
Charge Sheets - Summary Courts-Martial
Officer's Register
Reports of Burial
Reports of Death
Reports of Investigation
Reports of Survey
Statement of Charge
Civilian Personnel Records
Medical Records
Other Miscellaneous record material not listed above.

11. Special Procedures for Hospitals

a. Clinical records and indexes thereto will be processed as prescribed in WD Pamphlet 12-7 "Centralization, Maintenance, and Servicing of Noncurrent Clinical Records" September 1945.

b. Administrative records of hospitals will be retired to ITOUSA Records Depot as prescribed in this circular for administrative records of other units and organizations.

c. Excess X-Ray film considered to be inseparable parts of clinical records will be processed as indicated in sub-paragraph a, above. Other film will be disposed of as provided in WD Circular 147, 1944 (as amended by Section VIII, WD Circular 150, 1945).

12. 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 4, 1946. Obviously much material which, by past operational or other necessity, was 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. Receipt forms (paragraphs 25 & 26 AR 380-5) will not be required when shipping top secret or secret material to the Depot. The "List of Contents" (paragraph 9c above), will suffice. However, the certificate of transfer on registered documents, required by paragraphs 38 and 39 AR 380-5, will be made in duplicate and inclosed in the shipping container and will be attached to the list of contents.

c. For the purpose of this program only and in no other instances, destruction of nonrecord (see Appendix "A") 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 38, AR 380-5) will be secured prior to destruction of registered documents.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

Edward F. Shugart
EDWARD F. SHUGART
Colonel, AGD
Adjutant General

1 Incl.
Appendix "A"

DISTRIBUTION:
Z
Plus
100 copies to Capt Saunders, Records Depot

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APPENDIX "A" to Circular No. 35, Hq ETOUSA

RETIREMENT, SPECIAL HANDLING, AND DISPOSAL STANDARDS

I -- GENERAL

1. Scope

a. This Appendix contains instructions relating to the disposition of specified types of files which are common to more than one of the following command jurisdictions: Army Air Forces, Army Ground Forces, Army Service Forces, and overseas theaters and commands.

b. This Appendix does not include instructions relating to disposition of files which are unique only to one of the command jurisdictions specified above. Such instructions will be issued by the command concerned, subsequent to approval by this headquarters (see paragraph 3b, this Circular).

c. All files of long-time or permanent value have not been identified herein. The absence of such identification, however, does not signify that there are no additional records that have sufficient value to warrant preservation. Records officers, therefore, are authorized to destroy only those files described under the appropriate disposal standard listed in this Appendix.

2. Applicability:

a. INSTRUCTIONS pertaining to retirement and special handling of files as given in subsequent sections of this appendix apply to all commands in this theater.

b. DISPOSAL STANDARDS contained in subsequent sections of this appendix are applicable to files of all units and installations and intermediate headquarters below a major command. They are not applicable to headquarters files of major commands. (The term "headquarters files" is meant to include only those files growing out of headquarters functions rather than unit and installation functions performed at or for headquarters).

c. Disposal standards for nonrecord material, as described in paragraph 3, below, are applicable to all headquarters files of major commands as well as to all unit and installation files.

d. Disposal standards are established for many types of records which may or may not be filed with the general decimal files of an installation. Those standards are applicable regardless of the filing location of the material.

3. Nonrecord Materials

a. Accepted categories of nonrecord materials are as follows:

(1) Surplus copies of War Department and Army publications, examples of which include: Army Regulations, Technical Manuals, Field Manuals, Training Manuals, Technical Bulletins, Supply Bulletins, Tables of Organization, Tables of Allowances; published or processed orders, circulars, mimeographed memoranda, directives, and other processed documents; excess stock reports, reports of excess equipment, and similar reports; and post, camp, stations, or organization daily bulletins, daily information sheets, and similar documents. However, the following will not be defined as surplus:

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(a) One record set of each series for the issuing headquarters.

(b) Record sets forwarded to The Adjutant General as directed by paragraph 17, AR 310-50.

(c) A copy of a publication upon which action is taken by a receiving headquarters and which therefore becomes an integral part of the files in the particular case involved and is filed and retired or destroyed with other papers in the case.

(2) Publications of other Government agencies, commercial firms, or private institutions, and including catalogs, trade journals, and similar publications unless forming a part of a case upon which action has been taken.

(3) Extra copies of papers preserved only for convenience of reference.

(4) Papers of transitory value such as routine requests for information and publications, tracer letters, letters of transmittal, and letters directing the correction of records and reports which, after receipt of preparation or when action has been completed, can be discarded immediately or at the end of a brief suspense period (30 to 90 days) as being without record value and not needed for the conduct of future operations. Where transitory papers of this character have been filed with record material prior to the establishment of a definite suspense period for their retention, they will be removed from file as encountered and destroyed. Such papers thereafter will be maintained separately and destroyed periodically.

(5) Library and museum material acquired solely for purposes of reference or exhibition.

(6) Papers or cards used to facilitate or control work in process, such as--

(a) Job control cards, work sheets, or work processing sheets; routing slips.

(b) Personal work papers, cards, and rough drafts.

(c) Statistical tabulating aids such as machine-punched cards.

(7) Copies of technical materials such as motion pictures, sound recordings, still photographs, maps, etc., if one or more copies identical both in content and in form of recording or reproduction are retained for purposes of record.

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II--COMMUNICATIONS OPERATIONS

4. Disposal Standards

a. Records relating directly to the operation of message centers, which transmit and receive telephonic, telegraphic, radio, and other messages, involving papers of the type: original sent messages and copies of received messages, when record copies are maintained in other files; relayed messages; service messages; message skeletons, commercial messages, operator's number sheets; message registers, operator's logs; performance reports, interference and trouble reports; maintenance work orders; records of channel load; speed of service reports; frequency logs; urgent and operational priority logs; equipment service logs; daily load reports; record of multiple address and book messages handled; telephone toll tickets.

Destroy after 6 months.

b. Telephone, telegraph, and teletype accounts, including public vouchers, vendor's invoices, correspondence, supporting and relating papers.

Destroy after 3 years.

c. Telephone Work Order Files, including work orders, service orders, requests for service and changes, and comparable papers.

Destroy after 6 months.

III - FINANCIAL

5. Disposal Standards

a. NONAPPROPRIATED FUNDS FILES. Central Post Fund files and the records of funds comparable thereto, specifically Headquarters Funds, Unit Funds, Post Trust Funds; Post Communication Service Accounts, Special Welfare Funds, Officers' Mess Funds, Officers' Clubs, Aviation Cadet Messes, Aviation Cadet Clubs, Noncommissioned Officers' Clubs, Post Mess Funds as defined in AR 210-60 and not individually listed herein, Sundry Funds as defined in AR 210-50 and not individually listed herein, Religious Funds, Post Restaurants as defined in AR 210-100, Post Civilian Welfare Funds, Hospital Subsistence Accounts, Camp Prisoner of War Funds, and Camp Morale Funds, except records of the Army Emergency Relief Funds.

(1) Accounting Records, such as general ledgers, accounts receivable ledgers, accounts payable ledgers, cash disbursement ledgers, pay roll journals, company council books, cash receipts and disbursement records, loan ledgers, control ledgers, property records, check registers, invoice registers, and warehouse journals except such records on the basis of which a civil claim, criminal action, or military disciplinary action has been initiated in connection with an entry or omission of an entry. 6429

Destroy 3 years after date of last audit involving such records.

(2) Supplementary Fund Records, such as financial statements; minutes of council, canceled checks, bank statements, and deposit slips; petty cash vouchers; insurance policies; vendor's vouchers; purchase orders; contracts; receiving reports; tally slips and delivery slips; audit certificates; inventories; personnel records; reports of Boards of Officers indicating action taken, and recommendations made by the commanding officer; carbon copies of check memorandum cash records; and pertinent correspondence relating to such records--except such records on the basis of which a civil

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claim, criminal action, or military disciplinary action has been initiated in connection with an entry or omission of an entry.
Destroy 3 years after date of last audit involving such records.

(3) Account Records and Supplementary Fund Records, as defined in (1) and (2) above, when such records constitute the basis for initiating a civil claim, criminal action, or military disciplinary action in connection with an entry or omission of an entry.
Destroy after the disposition of the claim, criminal action, or military disciplinary action, providing the applicable time period specified under (1) and (2) above, has lapsed.

b. Report of Survey Files, consisting of reviewed reports of survey, records of action taken, except such of the foregoing that pertains to land-lease, reciprocal aid, and civilian supply; pertinent correspondence, follow-up systems, control and reference devices, reports, copies of Boards of Officers' proceedings involved in property settlements, and other papers pertinent thereto.
Destroy 3 years after clearance has been issued.

c. Audit Certificate Files, consisting of retained copies of audit certificates, records of action taken in clearing discrepancies, pertinent correspondence, follow-up systems, control and reference devices, reports, copies of Boards of Officers' proceedings involved in audit matters and other papers which relate to audits conducted by the office or reported to the office (for example, military property, depositaries, civilian pay rolls, etc.,) except those files relating to the audit of contract property accounts.
Destroy 3 years after clearance has been issued.

IV -- MAIL AND FILES ACTIVITIES

6. Permanent Files

Correspondence files (decimal, subject, numerical, or similar types) at headquarters offices, or of major units thereof, frequently contain papers of research value and should be retained permanently. Papers of this type can be defined, in general terms, as recommendations on policies, instructions as to progress and performance, and planning and procedural matters, and include papers of the type; record copies of directives, regulations, or other processed issuances; surveys and reports of operations and procedures; correspondence, studies, reports, and charts and graphs on organizational structure, functions and operations, and procedures; and correspondence and memoranda relating to or constituting background papers to such studies and reports. Other types of correspondence of permanent value consist of those dealing with significant relationships between the Army and other Government agencies or private firms and individuals. Disposal authority as specifically indicated in this Appendix, however, will be construed as applicable to the types of files specified, whether or not filed under the decimal system.

7. Disposal Standards

a. Mail Control Records, such as routing and suspense slips, delivery receipts, logs of incoming and outgoing mail, records of messenger trips, except records of delivery of registered and insured mail, and receipts for classified documents.
Destroy after 6 months.

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b. Mailing Lists and Addresses.
Destroy on supersession, when obsolete, or upon inactivation.

c. Classified Document Receipts, which reflect the issue and acknowledgment of receipt of classified documents, such as WD AGO Form 996 and similar forms.
Destroy after 2 years.

d. Postage Stamp and Meter Records, including issue slips, vouchers, and inventories.
Destroy after the audit and clearance of related property account

e. Registered document receipts, which reflect the issuance of semi-annual or transfer report of registered documents (or devices) such as WD Form 34 and similar forms.
Destroy when the accountability is no longer required. (See also pars. 20 and 21).

V-- MAINTENANCE

8. Disposal Standards

a. Repair Shop Job Order File, consisting of work requests and job orders, job orders file envelopes, transfer memoranda, rejection memoranda, property issue slips, property turn-in slips, labor time tickets, and related papers, including job order registers (WD AGO Forms 811, 811-1, 827, 829, 447, and 828; WD QMC Forms 502 and 506; and similar forms), exclusive of: (a) such records of maintenance performed in connection with contracts; (b) post engineer job order files; (c) maintenance records of installations of Army Air Forces and Chief of Transportation, other than for vehicular and signal equipment.
Destroy after 1 year.

b. Maintenance Reports, made in connection with the maintenance and repair of equipment and of maintenance shop operations, and papers related thereto, excluding such reports in connection with maintenance operations of post engineers, and of installations of the Office of the Chief of Transportation and the Army Air Forces.
Destroy after 1 year.

c. Shop Locator Inventory, or Identification Cards, Sheets or Tags,
Destroy on supersession, or when obsolete, whichever is applicable. (See also pars 14 and 15).

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VI-- MEDICAL, DENTAL, AND VETERINARY

9. Permanent Files

a. Medical records of permanent value retired, when noncurrent, to appropriate service command records depots, oversea records depots, or Organization Records Branch, AGO, as applicable, constitute field medical records as defined in AR 40-1025; monthly report of venereal disease; monthly sanitary report; monthly and yearly reports of out-patient and in-patient consultations; eye, ear, nose, and throat examinations; register cards (WD AGO Form 8-24, or similar forms); reports of death (WD AGO Form 52 and similar forms); blood donor records; files of experimental and research work and individual records of subjects participating therein;

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biopsy and autopsy reports on pathological examination of tissue; autopsy protocols; historical records of stock culture collection; and subject and correspondence files.

b. CLINICAL FILES. All official forms or charts, or papers used in lieu thereof, on which are kept the medical and surgical histories of patients admitted to military hospitals, including allied documents filed therewith, as disposition board, retirement board, line of duty board, CDD board proceedings, together with related indexes and registers, constitute the basic clinical files of permanent value.

10. Files Specially Handled--Exposed Medical X-ray Films

a. The disposition of exposed medical X-ray films by active Army Medical installations, including hospitals, dispensaries, and induction stations will follow procedures prescribed in current directives.

b. When a hospital is closed exposed X-ray films remaining in its possession (that is, other than those categories prescribed for special handling (see a. above)) and considered to be of unusual scientific or historical interest will be indexed and transferred to the Records Depot. All other films will be discarded for salvage.

11. Disposal Standards

a. GENERAL. The disposal standards established below are applicable to hospitals, dispensaries, medical laboratories, and comparable activities at other installations, but exclusive of records which form a part of the clinical record of an individual, and in the case of documents and reports required to be submitted to Headquarters, Army Air Forces or Army Service Forces, disposal authority is limited to the retained copies thereof.

b. ADMINISTRATIVE. (1) Accident report, weekly (letter form).
Destroy after 1 year.

(2) Admission and disposition sheets, control sheets, clearing reports.
Destroy after 1 year.

(3) Monthly report of clinics.
Destroy after 1 year.

(4) Communicable disease report.
Destroy after 10 years.

(5) Dispensary reports (daily, weekly, monthly), except when including roster of patients.
Destroy after 1 year.

(6) Individual injury report on military personnel (WD AGO Form 507 or similar forms).
Destroy after 1 year.

(7) Monthly injury summary report (WD AGO Form 508, or similar forms).
Destroy after 1 year.

(8) Immunization Registers (duplicate) (WD AGO Form 8-117, or similar forms).
Destroy after 2 years.

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(9) Inspection Reports; sanitary inspection of messes, quarters, units, barber and beauty shops, etc.; report of physical inspection of military personnel (including report of monthly examination of Medical Department enlisted men); and food handlers, barbers, and beauticians.
Destroy after 1 year.

(10) Locator Cards--patients and hospital personnel.
Destroy 1 year after transfer or discharge of an individual.

(11) Malaria and mosquito-control reports.
Destroy after 5 years.

(12) Medical Disposition Board proceedings.
Destroy after 5 years.

(13) Officers of the day, charge of quarters reports.
Destroy after 3 months.

(14) Request for post mortems.
Destroy after 1 year.

(15) Records of Custodian of patients' funds and valuables: (a) Books of account, such as check books, receipt books, ledgers, and similar.
Destroy 3 years after date of last entry.

b. Vouchers, memoranda, receipts, canceled checks, statements, reports, and similar records.
Destroy after 3 years.

(16) Records of Custodian of patients property (excluding funds and valuables) such as property slips, tags, and receipts.
Destroy 1 year after transfer of patients.

(17) Report of patients remaining in hospital over 90 days.
Destroy after 3 months.

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(18) Monthly report of out-patients.
Destroy after 3 months.

(19) Patient statistical cards (name, grade, ASN, assignment classification, etc.).
Destroy after 1 year.

(20) Patient status and progress reports.
Destroy after 3 months.

(21) Monthly report of pregnancy cases.
Destroy after 3 months.

(22) Register books.
Destroy 1 year after completion of book.

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(23) Report of Medical Department Personnel (WD AGO Form 8-19 or similar forms).
Destroy after 1 year.

(24) Report of Sick and Wounded (WD AGO Form 8-23 or similar forms).
Destroy after 5 years.

(25) Statistical Health Report (WD AGO Form 8-122 or similar forms).
Destroy after 1 year.

(26) Roster of appointed and commissioned personnel assigned to the Medical Department (WD AGO Form 8-164 or similar forms).
Destroy after 1 year.

(27) Telegraphic report of special diseases.
Destroy after 6 months.

(28) Transfer recommendations and authorizations.
Destroy 3 months after transfer of patient.

(29) Venereal disease questionnaries; periodic reports of new cases (daily, weekly, monthly); weekly venereal disease report.
Destroy after 3 months.

(30) Venereal disease individual and consolidated contact reports; monthly report of venereal disease cases and monthly venereal disease statistical report.
Destroy after 1 year.

(31) Ward morning reports; daily and weekly census and strength reports; patient rosters.
Destroy after 3 months.

c. MEDICAL AND SURGICAL. (1) Physical Examination reports; such as physical examination prior to discharge of enlisted personnel (WD AGO Form 3?); report of physical examination (WD AGO Form 63); enlistment record, WAC (WD AGO Form 721); physical examination, candidate for admission to United States Military Academy (WD AGO Form 0164).
Destroy after 2 years.

(2) Physical classification sheets or cards.
Destroy after 1 year.

(3) Work sheets to physical examination reports.
Destroy after 6 months.

(4) Intervening illness statement of officers.
Destroy after 6 months.

(5) Neuropsychiatric analysis sheet; periodic report on neuropsychiatric treatment.
Destroy after 1 year.

(6) Nurses' notes, night report book, temperature and treatment book[illegible] narcotic book.
Destroy after 3 months, or 3 months after close of book.

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(7) Operation orders and schedules.
Destroy after 1 month.

(8) Operation Reports (daily, weekly, and monthly).
Destroy after 1 year.

(9) Emergency Medical Tag (Duplicate) (WD AGO Form 8-26 or similar forms).
Destroy after 3 months.

d. DENTAL. (1) Report of dental services (WD AGO Form 8-96 or similar forms).
Destroy after 1 year.

(2) Dental appointment slip (WD AGO Form 8-103 or similar forms).
Destroy after 3 months.

(3) Prosthetic case record (temporary) (WD AGO Form 8-143 or similar forms).
Destroy after 3 months.

(4) Annual dental survey.
Destroy after 1 year.

(5) Dental classification cards of individuals.
Destroy after transfer of individual.

(6) Annual report of dental services (letter form).
Destroy after 1 year.

(7) Dental work sheets, tabulation sheets.
Destroy after 3 months.

e. LABORATORY. (1) Requests for post mortem. 6126
Destroy after 1 year.

(2) Monthly report of laboratory activities.
Destroy after 1 year.

(3) Plasma questionnaries, orders, and production reports.
Destroy after 1 year.

(4) Water and food analysis reports.
Destroy after 1 year.

(5) Clinical laboratory test reports.
Destroy after 3 months.

f. PHARMACY. (1) Medical prescriptions.
Destroy after 3 years.

(2) Narcotic and drug registers.
Destroy after 3 months.

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8. VETERINARY. (1) Report of Medical Department Personnel (WD AGO Form 8-19 or similar forms.
Destroy after 1 year.

(2) Veterinary health certificate (WD AGO Form 8-128 or similar forms).
Destroy after 1 year.

(3) Veterinary report of sick and wounded animals. (WD AGO Form 8-129 or similar forms.
Destroy after 1 year.

(4) Records and report, physical examination of animals for purchase (WD AGO Form 8-133 or similar forms).
Destroy after 2 years.

(5) Report of veterinary meat and hygiene inspection (WD AGO Form 8-134 or similar forms.
Destroy after 2 years.

(6) Register card for sick and wounded animals (WD AGO Form 8-135 or similar forms).
Destroy 1 year after animal is separated from service, at the station, by death or transfer.

(7) Roster of appointed and commissioned personnel assigned to the Medical Department (WD AGO Form 8-164 or similar forms).
Destroy after 1 year.

(8) Daily animal sick report.
Destroy after 1 year.

(9) Death certificate of animals (letter form).
Destroy after 6 months.

(10) Report of forage inspected (letter form).
Destroy after 1 year, provided the information contained in these reports is consolidated in the annual report of the installations.

(11) Report of analysis of food and dairy products.
Destroy after 1 year.

(12) Quarterly veterinary sanitary report (letter form).
Destroy after 6 months.

VII MILITARY PERSONNEL

12. Permanent Records

The permanent records pertaining to military personnel consist of medical and other special types of records as described under appropriate headings elsewhere in this Appendix; the various reports and papers, such as first copies of

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morning reports, roster copies of pay rolls, reports of investigation of injuries, etc., which are currently transmitted to and preserved by The Adjutant General; and the records which accompany the individual throughout his service and are forwarded to The Adjutant General at the time of discharge, separation, or release from active duty. Within the last category of individual personnel records are the following:

a. SERVICE RECORD AND ALLIED PAPERS. The service record and allied papers which are required by existing directives to accompany the enlisted man while on active duty are transmitted to The Adjutant General upon discharge, release from active duty, and other applicable circumstances, with the exception of certain specified allied papers listed in War Department Circular 96, 1945.

b. OFFICERS' QUALIFICATION CARDS. Officers' Qualification Cards (WD AGO Forms 66-1, 66-2, 66-3) are permanent records which accompany the officer while on active duty and are sent to The Adjutant General:

(1) In cases of promotion to brigadier general, discharge, relief from active duty, dismissal, retirement, dropped from the records, death, or other separation from service.

(2) In cases where officers are in casualty status, as prescribed by current directives.

c. SOLDIERS' QUALIFICATION CARDS (WD AGO Form 20). The Soldiers' Qualification Card accompanies the individual throughout service and is disposed of as follows:

(1) In the cases of discharged, deceased, or retired personnel, the card will be destroyed when the service record is transmitted to The Adjutant General.

(2) For each man missing, missing in action, captured, interned, or AWOL, the card will be forwarded to The Adjutant General with the service record. 6125

(3) For each man transferred to or remaining assigned to the Enlisted Reserve Corps or Regular Army Reserve the card will be forwarded to the commanding general of the service command in which is located the place of residence designated by the enlisted man upon his release from active duty.

d. 201 FILES. Existing directives require the maintenance of two basic 201 files for each officer and enlisted man while on active duty; one is maintained by The Adjutant General; the other, known as the "Field Military 201 File," is maintained by the unit to which the individual is assigned and accompanies the officer or enlisted man on any change in assignment which requires forwarding of the service record, qualification card, and allied papers to the new station. Procedures for the maintenance and disposition of 201 files are given in War Department Circular 96, 1945.

13. Disposal Standards

a. Copies of reports and returns submitted to higher headquarters as follow:

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APPENDIX "A" (Cont'd)

(1) WD AGO Form 1, Morning Report (UPS Copy), except copies of morning reports retained by the lowest reporting organization.
When retained in unit personnel section, destroy after 2 years.
When forwarded to higher headquarters in accordance with specific directive for audit and control purposes (editing), destroy after 3 months.

(2) Consolidated Morning Report (including WD AGO Form 33S).
Destroy after 6 months.

(3) WD AGO Form 74, Return of general prisoners.
Destroy after 1 year.

(4) WD AGO Form 305a, Monthly roster (miscellaneous report form).
Destroy after 1 year.

(5) Consolidated reports of men AWOL and returned from AWOL.
Destroy after 1 year or on inactivation of organization or installation, whichever is earlier.

(6) Reports of casuals received.
Destroy after 1 year.

(7) Reports of separations.
Destroy after 1 year.

(8) Rosters of personnel arriving at units or installations.
Destroy after 6 months.

(9) Strength Reports with related working papers, and monthly strength summary cards.
Destroy after 1 year.

(10) WD AGO Form 23, Report of men enlisted for, reenlisted in, or transferred to certain branches, or forms used for the same purpose.
Destroy after 2 years.

b. Records relating to induction, enlistment, assignment, transfer, promotion, discharge, death, as follows:

(1) WD AGO Form 22, Enlisted record--Army of the United States, duplicates only.
Destroy after 2 years.

(2) WD AGO Form 21, Enlistment record--Women's Army Corps (duplicates only).
Destroy after 2 years.

(3) DSS Form 2, Registration certificate, and DSS Form 57, Notice of classification.
Destroy daily after administration of oath.

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(4) Applications for discharge or release from active duty and related papers which have been finally disapproved, and which are not required to be forwarded in the Field Military 201 file, except applications based upon claim of erroneous induction and enemy allienage which are to be retained in the Field Military 201 File.
Destroy after 1 year.

(5) Applications for Officer Candidate School, and related indexes.
Destroy after 1 year, or on discontinuance of installation or on inactivation of the unit, whichever is earlier.

(6) Applications by military personnel for transfer.
Destroy when obsolete, as when soldier is transferred.

(7) Recommendations for promotion of enlisted personnel.
Destroy on promotion of individual.

(8) Recommendations for reduction in grade of enlisted personnel where reduction is disapproved.
Destroy after 3 months.

(9) Replacement Transfer Orders.
Destroy after 6 months.

(10) Certificates of discharged personnel regarding loss of discharge buttons.
Destroy after 1 year.

(11) Receipts for discharge buttons.
Destroy after 3 months.

(12) Condolence letters to next of kin, copies of which have been required by directive to be forwarded to The Adjutant General.
Destroy after 1 year.

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c. Records relating to courts-martial and punishment as indicated:

(1) Summary court-martial, excluding records of trials of civilians.
Destroy after 1 year.

(2) Special court-martial, excluding records of trials of civilians, and records forwarded to the officer exercising immediate general court-martial jurisdiction over the command as provided in paragraph 87c, MCM, 1928.
Destroy after 1 year.

(3) Delinquency reports of minor infractions of military discipline.
Destroy after 3 months.

d. Records relating to leave and furlough as indicated:

(1) WD AGO Form 7, Enlisted men's temporary pass, or similar forms.
Destroy when individual turns in pass.

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(2) WD AGO Form 31, Furlough.
Destroy original upon individual's return; destroy duplicate after it has served its purpose under AR 615-275.

e. Records relating to the qualification of individuals as indicated:

(1) WD AGO Forms 83 through 86 and 88 through 90, Score cards or similar forms serving the same purpose.
Destroy after classification order has been published.

(2) WD AGO Form 110, Report of individual qualification in arms or similar forms.
Destroy after 1 year.

(3) Extracts from qualification cards (WD AGO Form 20, 66-1, 66-2, and 66-3).
Destroy on transfer or separation of individual.

f. WD AGO Form 6, Duty roster (including guard duty), or similar forms for either commissioned or enlisted personnel.
Destroy after 1 year.

g. WD AGO Form 10, Guard reports, or similar forms.
Destroy after 1 year.

h. Records relating to financial transactions as indicated:

(1) WD AGO Form 36, Statement of charges against enlisted men (retained organizational copy).
Destroy after 2 years.

(2) Vouchers for pay and allowances, mileage, and per diem and reimbursement of expenses incident to official travel, such as WD Form 336a, Standard Forms 1012a and 1071a--only those copies retained by preparing office for individuals responsible for certifying and submitting their own vouchers.
Destroy after 3 months.

i. Reports of Boards and Investigations as indicated:

(1) WD AGO Form 37, Report of proceedings of board of officers convened under AR 615-368 or 615-369.
When discharge is not effected and no information relative to physical or mental condition is included therein, destroy after 1 year; or when discharge is effected, destroy retained duplicates only after 1 year.

(2) WD AGO Form 51, Report of investigation; and Line of Duty Board Proceedings, the original of which has been required by regulations to be forwarded to The Adjutant General.
Destroy retained copies only, after 2 years.

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(3) Proceedings of board of officers convened to determine character of individual and form of discharge certificate to be issued (the original of which has been required by regulations to be forwarded to The Adjutant General).
Destroy retained organization copy after 1 year.

j. WD AGO Form 302, Morning report locator card; WD AGO Form 303, Report of change; WD AGO Form 304a, Locator Card; WD AGO Form 314, Individual Report of change (machine prepared); WD AGO Form 401, Locator card--Army Postal Service; locator cards prepared locally not bearing WD AGO Form number.
Destroy 1 year after transfer of individual.

k. Standard Form 26, Driver's Report -Accident- Motor Transportation, except where filed as a part of a report of survey, or where constituting an exhibit to a report of investigation required by AR 25-20 (duplicate copy).
Destroy after 2 years.

l. Daily officer of the day and charge of quarters reports.
Destroy after 1 year.

m. Officers' registers (containing time of arrival, departure, signature, etc.).
Destroy after 5 years.

VIII MOTOR POOL OPERATIONS

14. Permanent Files

Permanent files which relate to the registration of motor vehicles are maintained by the Engineering Manufacturing Division, Office of the Chief of Ordnance.

15. Disposal Standards

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a. Preventive maintenance inspection work sheets for vehicles (WD AGO Forms 461, 462, 463, 464, and similar forms).
Destroy after completion of next semi-annual or similar maintenance service.

b. Spot check inspection reports (WD OO Form 7353, WD AGO Forms 9-68 and 9-69, or similar forms).
Destroy after 1 month.

c. Automotive disability reports (WD AGO Form 13-1 and WD IGD Forms 5-A, 5-C, 5-T, and 6, and similar forms).
Destroy after 6 months.

d. Motor Vehicle Servicing and Dispatching Records, which include drivers' trip tickets, daily dispatching records, and comparable papers, except such records that pertain to vehicles involved in accident, on which action has not been completed by the claims officer.
Destroy after 1 month.

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e. Preventive maintenance roster (WD AGO 460, or similar forms).
Destroy after 6 months.

f. Drivers' License Examinations, and papers related thereto.
Destroy after recording entry on soldiers qualification card, or on a permanent record.

g. Motor Vehicle Registration Files or Documents, which consist of motor vehicle registration cards and data for the registration of motor vehicles.
Destroy on transfer of accountability or responsibility for the vehicle.

h. Motor Vehicle Locator, Inventory, or Identification Cards, Sheets or tags.
Destroy on supersession, or when obsolete.

i. Vehicle Inventory and Density Reports, such as vehicle density reports, inventory reports of motor vehicles and comparable statistical reports, and data relating thereto.
Destroy after completion of next report, or after 1 year, whichever is applicable.

j. Issue Records of Gasoline and Lubricants for motor Vehicles, such as gasoline and lubricant issue slips, monthly abstracts of fuel issued, and comparable records.
Destroy after 1 year.
(See also paragraph 8).

IX PHOTOGRAPHIC FACILITIES

16. General

The physical characteristics of photographic files require that special facilities be provided for the storage, processing, and administration of records which must be retained permanently. Types of photography to be retained include:

a. NEWS PHOTOGRAPHY. Views of combat operations, new equipment, base activities, human interest material, etc.

b. TRAINING AND INSTRUCTIONAL PHOTOGRAPHY. Photography showing training methods and techniques, school activities, equipment operation, field expedients, and other material for orientation information or educational purposes.

c. HISTORICAL PHOTOGRAPHY. Photography covering events of historical importance, war theater activity, campaigns, ceremonies, presentation of citations, tactical training operations, maneuvers, etc.

d. UNUSUAL AND SCENIC PHOTOGRAPHY. Photography of interest because of unusual photographic treatment, studies of terrain, color photography, night views, etc.

e. Captured enemy photography and photography purchased from foreign sources.

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f. Intelligence photography.

g. Mapping and charting photography including aerial reconnaissance and radarscope photography.

17. Centralization of Photographic Files.

The types of photography to be centralized and the procedures for the current forwarding of photographic records to the custody of the Commanding General, Army Air Forces and the Chief Signal Officer, Army Service Forces are specified in current directives.

a. Air Force aerial and ground still photography is centralized by Photographic Division, AC/AS Intelligence, Hqs AAF.

b. Air Force air and ground motion picture photography is centralized by Combat Film Service, AC/AS Intelligence, Hqs AAF.

c. All other still photography (except as specified in current War Department directives) is centralized by the Army Pictorial Service, Office, Chief Signal Officer.

d. All other motion picture photography (except specified in current War Department directives) is centralized by the Signal Corps Photographic Center, Office, Chief Signal Officer.

16. Retirement to Depots.

Photographic files not required to be centralized as directed by current War Department directives, or for which special handling is not prescribed in this appendix will be retired to the appropriate records depot or War Department records depository. Photographic prints or negatives which are filed with and constitute an integral part of non-photographic files will be handled as prescribed for such documents.

19. Disposal Standards. 6122

a. Nonrecord material as defined by the Commanding General, Army Air Forces and the Chief Signal Officer in current directives.
Destroy, salvage, or other disposal as directed.

b. Original negatives and duplicate negatives from which prints have been made to accompany unsatisfactory equipment reports, damage reports, accident reports and similar reports.
Destroy when no longer needed for reference.

c. Identification pictures.
Destroy when no longer needed for reference.

d. Spoiled or damaged film which is unusable.
Destroy when unusable.

e. Laboratory and Photographic Work Order Files.
Destroy after 6 months.

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f. Photographic Report Files, consisting of film survey reports, photographic production reports, film library reports, or comparable reports made to higher headquarters.
Destroy after 1 year.

g. Film Booking Ledgers.
Destroy 3 years after date of last entry.

h. Film Library Control Records, consisting of booking sheets, print record cards, photographic equipment cards and comparable control cards or sheets.
Destroy on supersession, or when obsolete.

X -- POSTAL AND COURIER SERVICE

20. Special Handling of Files

a. When inactivation or disbandment of postal units is effected overseas, United States Post Office Department forms, and records of the receipt of registered and insured mail (WD AGO Form 922 or similar) when used by bonded Army Mail Clerks to obtain receipts from unit and regimental mail clerks, will be forwarded to the accountable United States postmaster. Postal administrative records, other than United States Post Office Department Forms, will be transferred to the theater records depot and will not be forwarded to the Embarkation Army Post Office that served the APO.

21. Disposal Standards

a. Records of the receipt of registered and insured mail (WD AGO Form 922, or similar forms) except: (1) such records on which a claim or inquiry is outstanding; (2) when used by bonded Army mail clerks to obtain receipts from unit and regimental mail clerks; and (3) United States Post Office Department forms.
Destroy after 4 years.

b. Records of the receipt of registered and insured mail (WD AGO Form 922, or similar forms) on which a claim or an inquiry is outstanding, except: (1) when used by bonded Army mail clerks to obtain receipts from unit and regimental mail clerks; (2) and United States Post Office Department forms.
Destroy on disposition of claim or inquiry, providing a time period of 4 years has elapsed.

c. Yearly records of lost or rifling of mail (WD AGO Form 980, or similar forms).
Destroy after 4 years.

d. Unit Mail Clerk Authorizations.
Destroy after 4 years.

e. Army Postal Service Standard Pouch Records of mail received and dispatched.
Destroy after 2 years.

f. Postal Locator Cards (such as WD AGO Forms 302, 304, and 401), except cards needed for other than postal purposes.
Destroy 6 months after transfer, departure, or separation of an individual, whichever is applicable.

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C. Register and/or log of incoming and outgoing insured, registered, special delivery, and C. O. D. mail and parcel post, excluding United States Post Office Department registers or logs.
Destroy after 4 years.

h. Postal Service Control Records, consisting of indexes to temporary and permanent Army Post Offices, cable addresses, routing words, and geographical location.
Destroy when obsolete or superseded.

i. Postal Shipping Reports, including records of mail received, dispatched, and on hand, daily shipping reports, and similar records.
Destroy after 2 years.

XI-- PUBLICATIONS, REPRODUCTION, AND BINDING

22. Permanent Files

The record set for each series of War Department and Army directives and publications, posters, and Graphic Training Aids (exclusive of motion picture slides and film strips) at all echelons, will be maintained by the issuing headquarters. Copies of such directives and publications when constituting an essential part of a case file will have the same disposition as for that file. Surplus copies of War Department directives and publications will be returned to supply channels when the quantities thereof and the character of the material (as, for example, Graphic Training Aids, Technical Manuals, Field Manuals, and catalogs), warrant such action, in the judgment of the responsible officer.

23. Disposal Standards

a. Surplus copies of War Department and Army publications (that 6121 exclusive of the record set referred to above).

(1) Army Regulations, Technical Manuals, Field Manuals, Training Manuals, Training Standards, Technical Bulletins, Technical Orders, Supply Bulletins, Tables of Organization, Tables of Allowances, Published or processed orders, circulars, mimeographed memoranda, directives, troop movement orders, and other processed documents.
Destroy on supersession, when obsolete, or upon inactivation.

(2) Excess Stock Reports, Reports of Excess Equipment, and similar processed or published reports.
Destroy on supersession, or when obsolete.

(3) Posts, camps, stations, or organization daily bulleting, daily information sheets, and similar documents.
Destroy on supersession, when obsolete, or upon inactivation.

b. Publications of other Government agencies, commercial firms, or private institutions, and including catalogs, trade journals, and similar publications.
Destroy on supersession, when obsolete, or upon inactivation.

c. Reproduction materials, such as stencils, master dittos, multilith plates, photostat negatives, and process negative files (offset printing).
Destroy or salvage, whichever is applicable, when obsolete, or when deterioration makes reproduction unsatisfactory.

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d. Reproduction job control files, including requisitions for reproduction, work orders, and delivery receipts.
Destroy after 6 months.

e. Inventory and Report Files consisting of inventories of field plants (JCP Form 5 and similar), contract printing reports (JCP Form 2, and similar forms) together with correspondence pertaining thereto.
Destroy after 2 years.

f. Requisitions for printing and binding.
Destroy after 3 years.

g. Operation Report Files consisting of individual and consolidated operations reports (WD AGO Form 228 and 0228, and similar forms) together with related correspondence.
Destroy after 1 year.

h. Control and Processing Files consisting of papers utilized for purposes of controlling work in progress, such as stenographic assignments, records, stencil control cards, information and instruction sheets, lay-outs, daily production records, progress reports, job tickets on labor and materials, and similar control records, together with correspondence and allied papers, exclusive of files described above.
Destroy after 3 months.

i. Requests or requisitions for publications, nonaccountable blank forms, office equipment, or similar routine requests, and other records related thereto.
Destroy after 3 months.

XII - PURCHASING AND CONTRACTING

24. Permanent Files

GENERAL. Purchasing and contracting records, which constitute one of the largest categories of files accumulated in the War Department and Army, must be retained to protect the interests of the War Department against claims or other legal action. With certain qualifications, a 10-year retention period will satisfy this requirement, since the Statute of Limitations (54 Stat. 1061; 31 U.S.C. 7a 237) establishes a 10-year period during which claims can be brought against the Federal Government. This applies particularly to files relating to small and housekeeping procurement. Purchasing and contracting records, particularly those relating to the major program of military supply, land-lease, civilian supply, and disposal of surplus property, must also be retained to satisfy any future interest of the Congress and the General Accounting Office in the purchasing and contracting activity of the War Department. Finally, those files will be retained which reflect the organizational and procedural aspects of the procurement program or which would be useful in appraising the effectiveness and procurement planning.

25. Disposal Standards

Records of Small Procurement, consisting of files accumulated in the process of local procurement and procurement for maintenance, upkeep, repair, and housekeeping, the date of final payment of which is after 30 June 1934, including contracts, purchase orders, delivery orders, or other procurement

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documents, together with related and supporting papers essential to each phase of the procurement, such as directives; bids; proposals; summaries of proposals; awards; acceptance; price analyses; production; labor; expediting; inspection; bonds; insurance; fiscal files (par. 23, AR 603); interim financing; priorities and allocations of equipment and material; price adjustments by contracting officer; contract termination; disposal of termination inventory; and contract property records as defined in AR 35-6700, except files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation. The records of small procurement, as defined above, will not include:

a. Files which are a part of a procurement, the value of which is $25,000 or more.

b. Files which pertain to land-lease and civilian supply.

Destroy those files relating to procurements from corporations and other artificial legal persons 10 years after date of final payment; destroy those files relating to procurements (made before peace is established) from individuals or partnerships after the lapse of at least 10 years after date of payment but in no case before 5 years after peace is established (par. 1f, AR 35-730); destroy those files relating to procurements made after peace is established from individuals or partnerships 10 years after date of payment.

XIII-QUARTERMASTER FACILITIES

26. Permanent Files

Permanent cemeterial records consist of burial registers (as required by law), reports and summaries of interment and comparable documents, and statistical report to State or local vital statistics officials.

27. Disposal Standards

a. LAUNDRY AND DRY CLEANING OPERATIONS

(1) Unit and Organizational Laundry Records, such as Monthly Reports and Statements, Weekly Collection and Delivery Sheets, the Hospital and Organization Lists, and comparable papers retained by unit or reservation as a record of the delivery and receipt of laundry.
Destroy after 1 year. 6 1 2 0

(2) Station Laundry and Dry Cleaning Records, including Reports of Laundry and Dry Cleaning Operations, Abstracts of Enlisted and Built Work, Abstracts of Work accomplished for Individual Patrons other documents relating to the receipt, processing, return, and accounting for laundry and dry cleaning, and any supporting documents thereto.
Destroy after 2 years, providing pertinent records have been audited and cleared.

b. MESS MANAGEMENT.

(1) Garrison Ration Accounts and Records (other than when used as an entry or a voucher to a Unit Fund) such as daily stock cards, monthly reports, and adjustment papers.
Destroy after 1 year.

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(2) Field Ration Accounts and Records, such as daily Ration Requests, Consolidated Ration Requests, Monthly Ration Records, Mess Attendance Records, and similar papers retained by a unit or organization relating to the issue of field rations.
Destroy after 1 year.

XIV- REPAIRS AND UTILITIES

28. Disposal Standards Applicable to Post Engineer Files

a. Records relating to the repair and upkeep of buildings, structures, sewers, roads, walks and grounds, railroads, runways, airfield aprons, target ranges and shooting galleries, accessory installed equipment, special-purpose vehicles, and similar installations, grounds, and equipment, including the construction of housing facilities for troops on field exercises, other minor construction, alteration or diminution of the physical plant, and the installation or replacement of accessory installed equipment:

(1) Progress and Work Reports, including correspondence and other papers related thereto.
Destroy daily reports after 1 year, or on inactivation of installation; destroy all other reports after 2 years.

(2) Work Orders and Authorizations Files, such as Work Orders, Job Requests, Work Order Registers, Job Registers, and related papers filed with a work order file, except those directly associated with contract work.
Destroy after 3 years.

(3) Availability Reports on Real Property Facilities, such as reports on the housing of enlisted men, reports of refrigeration facilities, reports on purchased and well-water supply, real property utilization reports, real property inventory reports, similar reports, and correspondence and other papers relating thereto.
Destroy after 2 years; or destroy on discontinuance of the station or installation, except the last rendered Real Property Utilization Report and Real Property Inventory Report.

b. Records relating to the inspection of equipment, buildings, and grounds, and the systematic checking on the efficiency of utility services:

(1) General Inspection Reports, including correspondence and other papers relating thereto.
Destroy daily reports after 2 months, or on inactivation of the installation; destroy all other reports after 2 years.

(2) Equipment and Equipment Parts Inspection Records, consisting of testing reports, and related papers, on valves, gauges, fittings, insulation, wiring and connections, grease traps and oil interceptors, all safety devices and electrical equipment, firehose, hydrants, thermometers, compressors, meters, tanks, boilers, etc., but excluding records when relating to storage batteries which are subject to manufacturer's guarantee provisions of service life, the reports relating to which are disposable on termination of guarantee provisions.
Destroy after 2 years.

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(3) Service Economy Reports, including correspondence and other papers relating thereto.
Voter reading reports, and similar records, destroy after 3 years; Report of Excessive Consumption or Abuse of Facilities, Destroy after 2 years.

c. Laboratory Testing Files, relating to laboratory testing of tools and parts of equipment, water, brine, sewage, and related testing and sampling, including correspondence and work papers, except laboratory test reports contained in utility operating logs.
Destroy after 2 years, or on discontinuance of installation.

d. Records relating to the operation of central heating plants, water supply, sewage treatment, repair shops, etc., and of the fire-fighting service, and consisting of records of the type of utility reports on particular plant or shop operations, and fire-fighting records of the type of minutes of safety meetings and records of attendance, individual fire runs and fire reports, fire record journal forms, reports on existing fire hazards, card files showing service on each fire extinguisher, correspondence, and other related papers, except for operating logs.
Destroy after 2 years, or on discontinuance of station or installation.

e. Records relating to the instruction and training of fire-fighting details, consisting of personnel records, drill and equipment reports, and related correspondence and other related papers.
Destroy after 2 years, or on discontinuance of the installation.

f. Property Records, relating to the storage and issue of fuel, tools, fire-fighting equipment, and other construction and maintenance equipment, except such records pertaining to land-lease, reciprocal aid, and civilian supply.

(1) Accountable Property Records, consisting of stock record cards, shipping documents, tallies, other property vouchers, and voucher registers equipment cards, and requisitions on storekeeper.
Destroy 2 years after property audit and clearance, except stock record cards for items of supply and equipment transferred to the Chief of Engineers, and contract property as defined in AR 35-6700.

(2) Memorandum Receipt File, consisting of memorandum receipts for supplies or equipment issued by the post engineer.
Destroy on return of property, or consolidation, or otherwise satisfactory accounting of responsibility.

g. COST ACCOUNTING RECORDS:

(1) Daily and Interim Cost Accounting Records, such as the daily labor reports, requisitions on storekeeper, cost distribution vouchers, voucher registers, summary of labor and material, etc.
Destroy 2 years after engineer audit and clearance.

(2) Cost Accounting Ledgers, such as cost ledger sheets for feature and subfeature accounts and for reconciliation accounts.
Destroy 2 years after last engineer audit involving such record.

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(3) Reports such as station cost reports, individual project reports, etc.
Destroy 2 years after engineer audit and clearance of pertinent accounts.

XV -- SECURITY AND INTELLIGENCE

29. Permanent Files

GENERAL. Records pertaining to security and intelligence activities which are of permanent or long-time value include civilian and military intelligence files, and files pertaining to alert, emergency, defense, disaster, and relief plans or studies.

30. Special Handling of Files

The personnel files, including questionnaries, 201 correspondence files, basic personnel records (DD PMGO Form 3, or similar form), prisoner of war classification card (DD AGO Form 20, or similar form), individual pay data card, individual deposit book, and similar records of captured enemy personnel and internal enemy aliens, will be forwarded on repatriation of the prisoner of war or civilian internee to The Provost Marshal General's Office (ATTENTION: Prisoner of War Information Bureau) for processing prior to retirement to the War Department Records Branch, AGO.

31. Disposal Standards

a. Indices and card files on: individuals responsible for safety; criminal records of personnel; undesirable personnel; information pertaining to confidential investigations of employees; release of classified drawings and specification.
Destroy on supersession, or when obsolete.

b. Files and indexes on passes issued, visitors permits and registers including authority for visit, permission to take photographs, issuance of automobile permits.
Destroy on supersession, or when obsolete.

c. Guard reports, assignments, and marksmanship records.
Destroy after 1 year.

d. Injury and accident reports, with related correspondence and records, pertaining to plant and motor vehicle accidents (such as DD AGO Forms 501, 502, 503, 504, 506, 508, 509, and similar forms).
Destroy after 1 year.

e. Security and safety literature, instructions, directives, and records pertaining to safety training courses and first aid classes.
Destroy on supersession, or when obsolete.

f. Safety inspection reports, fire and fire drill reports and related correspondence; records on fire department activities, fire hazards, and authority to use open flame or heat-producing equipment (exclusive of post engineer files).
Destroy after 1 year.

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f. Occupational Hazards Records, such as reports and charts on TNT poisoning and dermatitis cases, and papers relating to the periodic examination of individuals to determine ability to perform certain kinds of work.
Destroy after 1 year.

XVI - SUPPLY AND PROPERTY RECORDS

32. Permanent Files

Records of long-time or permanent value which relate to supply operations in this theater fall into these categories:

(1) Military property accounts covering property furnished to foreign governments under authority of the Lend-Lease Act as defined in AR 35-6700.

(2) Monthly (or longer-time period) stock summary reports reflecting the over-all supply movements to and from supply establishments.

33. Disposal Standards

a. GENERAL. Inventory and adjustment Files or Documents, filed at the station or installation headquarters (and not filed as a voucher to an accountable officer's file) such as, inventory adjustment reports, reports of survey, and similar documents, and attachments thereto, which relate to an inventory of supplies and adjustments to property accounts, except for files and documents pertaining to lend lease, reciprocal aid, and civilian supply. 6118
Destroy after 3 years.

b. UNIT AND ORGANIZATIONAL SUPPLY. Property Records, consisting of company property books; jacket files containing records such as requisitions, property issue and turn-in slips, statement of charges, reports of survey, adjustment vouchers, shipping tickets and documents, tally slips; other documents forming a part of a nonaccountable property account, including reports and correspondence relating thereto.
Destroy after approval by the post, camp, station, or similar installation commander after annual inspection, provided no administrative action is required by the inspector's report; or destroy on inactivation or disbandment after examination of the company property books as directed by AR 35-6700.

c. OFFICE OR "HOUSEKEEPING" SUPPLIES AND PROPERTY.

(1) Property accounting Records, which relate to the receipt, storage, issue of property for use within the station or installation (that is, station complement and housekeeping property) consisting of stock record cards, copies of purchase orders, property turn in and issue slips, memorandum receipts, shipping documents, tallies, and other documents filed with vouchers to a stock record account.
Destroy 2 years after audit and clearance.

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(2) Memorandum receipt Jacket File, consisting of property issue and turn-in slips, memorandum receipts, and related papers filed with memorandum receipts maintained as a record of station or installation property held on memorandum receipt, but not to include such documents filed with vouchers to the stock record account.
Destroy on turn-in of equipment, on consolidation, or other proper settlement of accountability.

(3) Records relating to the receipt and issue of military property when not recorded on an accountable stock record account of the installation (this applies to installations which do not maintain an accountable stock record account) or on a Memorandum Receipt account of the installation consisting of stock cards, issue and turn-in slips, shipping documents, copies of purchase orders, tallies.
Destroy after 2 years or on turn-in of equipment, other proper settlement of responsibility, or on consolidation, whichever is applicable.

d. STATION SUPPLY. The term "station" as used herein refers to posts, camps, station, Army Air Forces bases and fields, and similar installations directly supplying troops in this theater.

(1) Stock Record and Stock Control Account, vouchers, and supporting documents and attachments thereto, consisting of stock record cards or any equivalent forms used in lieu thereof, and documents such as shipping documents, requisitions, purchase requests, copies of purchase orders, property issue and turn-in slips, inventory adjustment reports, reports of survey and other papers filed with vouchers to the Stock Records Account, and including registers of vouchers to the stock account or comparable registers, except records relating to contract property, lend-lease, reciprocal aid, and civilian supply.
Destroy 2 years after audit and clearance.

(2) Memorandum Receipt Jacket File, consisting of property issue and turn-in slips, memorandum receipts, but not to include documents filed with vouchers to the Stock Record Account.
Destroy on turn-in of equipment, on consolidation, or other proper settlement of accountability.

(3) Due-In or Notice of Shipment Files or Documents, consisting of requisitions, shipping orders documents, and tickets, copies of purchase orders and other documents retained by a Station Supply Branch as a record of due-in shipments, as a notification of shipment, or for purpose of warehouse space utilization planning, but which are not filed with vouchers to the Stock Record Account.
Destroy 3 months after receipt of incoming shipment.

(4) Station Supply Reports and correspondence relating thereto, consisting of station stock status reports, reports on status of equipment, or comparable reports and correspondence on the status of supply, excess stock, and redistribution of stock.
Destroy after 2 years.

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(5) Salvage Property File consisting of property turn-in slips, reports of survey, War Department Shipping Documents, tally-ins, tally-outs, and other papers filed in the salvage property file including stock record cards, registers, card indices and similar control devices, but exclusive of salvage contract files and contract property files as defined in AR 35-6700.
Destroy 2 years after audit and clearance of accountable officers property account to which file relates, and provided audit examination required by TM 14-1010 has been completed.

(6) Packing, Crating, and Shipping Specifications, Correspondence, and papers relating thereto.
Destroy on supersession, or when obsolete.

e. DEPOT SUPPLY. The term "depot" as used herein refers to all supply establishments of ASF technical services and the Army Air Forces, maintained for the storage and issue of supplies, as distribution, key, port stock, filler, and reserve depots, and comparable establishments in theater of operations and commands outside the continental limits of the United States.

(1) Due-In or Notice of Shipment Document Files, consisting of documents indicating due-in shipments, such as: copies of contracts, change orders, purchase orders, or supplemental agreements; copies of shipping orders, delivery orders, or distribution orders; copies of vendor's shipping documents or War Department Shipping Documents, constituting notices of shipments; wire reports of shipments; copies of purchase orders covering depot procurements; or any comparable document retained by a depot as a notice of shipment, and including Due-In Document Registers, or any register used for a comparable purpose.
Destroy 3 months after receipt of shipment. 6117

(2) Car Arrival Reports, or comparable document utilized for the purpose of initiating diversions of shipments or immediate reshipment.
Destroy 3 months after accomplishment of diversion or reshipment.

(3) Stock Records and Stock Control Account, vouchers, and supporting documents and attachments thereto, consisting of Stock Record Cards or any equivalent forms used in lieu thereof, and consisting of files as follows (specifically excluded from this category are records relating to contract property and land-lease, reciprocal aid, and civilian supply transactions):

(a) Debit Voucher File, consisting of shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a Debit Voucher File.

(b) Inventory and Stock Record Adjustment Voucher File, consisting of inventory adjustment reports, reports of survey and other stock record adjustment vouchers, or other documents constituting adjustment vouchers to the Stock Record Account.

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(c) Requisition Files (or Credit Voucher File) consisting of requisitions or shipping orders, substitution advices, extract requisitions, cancellation advices, purchase requests, War Department Shipping Documents, and other documents filed in a Requisition File supporting action taken on a requisition or shipping order.

(d) Unserviceable Property File, consisting of War Department Shipping Documents, or comparable documents which are filed in an Unserviceable Property File as a record of Property held pending repair, reclamation.

(e) Stock Record Voucher Files, which constitute a combination of any of the above.

(f) Stock accounting and Stock Control Registers, such as debit voucher registers, stock record adjustment voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.

Destroy 2 years after audit and clearance.

(4) Salvage Property File consisting of property turn-in slips, reports of survey, War Department Shipping Documents, tally-in, tally-out, and other papers filed in the salvage property file including stock records cards, registers, card indices and similar control devices, but exclusive of salvage contract files and contract property files as defined in AR 35-6700. Destroy 2 years after audit and clearance of the accountable officer's property account to which the file relates, and provided audit examination required by TM 14-1010 has been completed.

(5) Shortage Report File, consisting of reports transmitted by the depot to a technical service stock control point by air mail, teletype, or other means, for determination of a secondary source of supply.
Destroy after 3 months.

(6) Advice of Availability File, consisting of reports by a technical service stock control point to a depot by air mail, teletype, or other means, indicating a secondary source of supply for items appearing on a shortage report.
Destroy after 3 months.

(7) Requisition Files, consisting of requisitions, correspondence, and other papers relating thereto, but exclusive of such documents--

(a) When accountability is involved.

(b) When in direct support of a purchase transaction.

(c) When filed in a due-in or notice of shipment document File.

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(d) When retained for warehousing purposes in connection with the receipt or shipment of supplies.

(e) When relating to lend-lease, reciprocal aid, and civil supply.

Destroy after 3 months.

(8) Stock Catalog Files, consisting of master stock catalog card files and other papers which relate to the assignment and use of stock numbers and nomenclature.
Destroy on supersession, when obsolete, or upon inactivation.

(9) Tables of Organization, Equipment, Basic Allowances, or comparable tables or lists which govern the issue of equipment and supplies to units and organizations.
Destroy on supersession, when obsolete, or upon inactivation.

(10) Supply Reports, which reflect the movement of supplies and the stock status of supply establishments, such as stock status reports, excess stock reports, stock analysis reports, and related correspondence, but exclusive of daily availability listings and monthly stock summaries (or longer time-period stock summaries).
Destroy after 2 years.

(11) Daily Availability Listings.
Destroy after 3 months.

(12) Inventory and Reconciliation Stock Balance Sheets, or comparable work papers used for purposes of inventory, reconciliation, or adjustment of stock balances.
Destroy in 6 months, or on completion of next inventory, reconciliation, or adjustment, whichever is applicable.

(13) Locator Records Files or Documents, consisting of locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers constituting a part of location system for supplies and equipment, or utilized as a check or inventory of stock location.
Destroy on supersession, when obsolete, or upon inactivation.

(14) Storage Registers, such as voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.
Destroy after 1 year.

(15) Memorandum Receipt Jacket File, for installation property held on memorandum receipt consisting of property issue slips, property turn-in slips, memorandum receipts, and related papers filed with memorandum receipts, but not to include such documents filed as vouchers to a stock record account.
Destroy on turn in of equipment, on consolidation, or other proper settlement of accountability.

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(16) Warehouse Receiving Files or Documents, consisting of car arrival reports, War Department Shipping Documents, tallies, or comparable documents retained for the purpose of car spotting, for the assignment of labor and equipment, for unloading of supplies, and other purposes in connection with the receipt of supplies at depot warehouses.
Destroy 3 months after receipt of shipment.

(17) Warehouse Shipping Files or Documents, consisting of War Department Shipping Documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the Warehouse after shipment and utilized for the purpose of picking packing, and loading stock for shipment.
Destroy 3 months after shipment.

(18) Labor Pool and Equipment Operating Files, consisting of records relating to the assignment and utilization of labor and equipment for warehousing activities, such as work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded, and comparable operational papers.
Destroy after 6 months.

(19) Storage Reports, consisting of depot space and operating reports, monthly materials handling reports, or comparable reports relating to over-all storage operations and made to higher headquarters.
Destroy after 2 years.

(20) Reference Files of Standard Nomenclature Lists, Interchangeable Stock Numbers, standard stock catalogs, supply catalogs, and similar supply reference aids.
Destroy on supersession, when obsolete, or upon inactivation.

(21) Packing Specifications Files, consisting of packing manuals, lists, bulletins, and other issuances which relate to packing, packaging, and crating instructions and specifications.
Destroy on supersession, when obsolete, or upon inactivation.

XVII-TRANSPORTATION

3/. Permanent Files

Car records books, constituting a record of every car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills, are maintained in office of transportation officers in accordance with AR 55-175 and constitute longtime or permanent records. The following disposal standards are approved:

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35. Disposal Standards

OPERATING RECORDS.

a. Property Received and Property Shipped Bill of Lading Files consisting of freight bills, bills of lading, War Department Shipping Documents, express receipts, tally sheets, way bills, dray tickets, holding orders, diversion orders, switching orders, demurrage reports, and other papers relating thereto, excluding bills of lading and supporting documents on which a claim is outstanding and such files and documents pertaining to lend-lease, reciprocal aid, and civilian supply shipment, and to shipments of property of lend-lease governments by United States Army installations.
Destroy after 5 years.

b. Car Control Records and Reports, which reflect notice of cars on route, received, placed, loaded, unloaded, and dispatched, such as car situation reports, tank car reports, car movement reports, and similar car control reports, and correspondence relating thereto, but exclusive of car record books, as described in paragraph 34.
Destroy after 6 months.

c. Storage-in-transit Files or Documents, consisting of Transit reshipping Certificates, Records of Transit Freight Bill and Tonnage Credits, and other documents relating thereto.
Destroy after 5 years.

d. Tariff, rate and routing publications.
Destroy on supersession, when obsolete, or upon inactivation.

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RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 33)

8 March 1946

SUBSISTENCE

Circular Number 21, this headquarters 1946, is rescinded.

Effective 1 March 1946, paragraphs 4c and 4b, Section IV, Circular Number 97, this headquarters, 1945, are amended.

"4. a. Subject to the provisions of sub-paragraph "b" below, all foreign military or naval personnel who are subsisted in United States Army operated messes, will be furnished United States Army rations and will pay the mess officer in cash at the rate of twenty-five (25) cents per meal plus a proper proportion of the daily additional charge authorized in paragraph 1, above. The mess officer will pay the 25 cents per meal, so collected, to the United States Quartermaster Sales Officer.

'b. In the case of hospitalized foreign military and naval personnel, cash payment for issue to such personnel should, where possible, be effected as in "a" above. Where cash payment is not possible, shipping tickets will be prepared on the first day of each month for the month preceding. Separate shipping tickets will be prepared for each government, 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 forwarded in quadruplicate to the appropriate base section or major command to be included in a bi-monthly statement of amounts to be billed to the respective foreign governments for reimbursement. This statement shall be forwarded in quadruplicate by base section or major command to the appropriate Special Staff Section, Peninsular Base Section, which in turn will forward a consolidated bi-monthly statement in quadruplicate to the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army. Bi-monthly report periods will end on 31 December 1945; 28 February 1946; etc."

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BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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1938

Declassified E.O. 12356 Section 3.3/NND No. 73016

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 32)

7 March 1946

ISSUANCE OF MILITARY PAYMENT ORDERS AUTHORIZED FOR USE BY DEPENDENTS OF MEMBERS, OR FORMER MEMBERS, OF U.S. ARMED FORCES

1. Issuance of Military Payment Orders for Use by Dependents Authorized. Military Payment Orders are authorized for issuance by Disbursing Officers in the United States or any theater to members or former members of the U.S. Armed Forces, to cover incidental traveling expenses of their dependents to the United States. Military Payment Orders will be issued in accordance with the procedure prescribed by Section IV, War Department Circular Number 159, 1945.

2. Only One Military Payment Order may be Issued - Disbursing Officers will issue to a member or former member of the U.S. Armed Forces, upon presentation of adequate identification, one Military Payment Order, NOT in excess of $200.00, in exchange for acceptable currency and on presentation of a special written request received by the individual from his dependent. The Military Payment Order will be issued in the FULL NAME of the dependent. The special request for funds will be receipted by the Disbursing Officer to prevent issuance of more than one (1) Military Payment Order for the same request.

- 6113

3. Cashing of Military Payment Orders - Military Payment Orders will be cashed or exchanged for dependents under the following conditions:

a. Disbursing Officers will cash not more than one (1) Military Payment Order for a dependent of a member or former member of the U.S. Armed Forces. The dependent will identify herself and confirm her authority to travel by presenting the letter of travel instructions issued her by the American Red Cross which will be receipted by the Disbursing Officer indicating that he has cashed one (1) Military Payment Order, indicating the amount, for incidental traveling costs to the United States.

b. Disbursing Officers throughout the theater, upon request of dependent, may exchange part of the amount expressed on the Military Payment Order for local currency and issue a Military Payment Order to the dependent for the balance, making appropriate notation on letter of travel instructions as to the amount exchanged for local currency and the amount of the Military Payment Order issued. However, at no time will a Military Payment Order be issued in exchange for local foreign currency in the possession of the dependent.

c. Disbursing Officers at Ports of Embarkation may exchange for dependents, with appropriate notation being made on letter of travel instructions, Military Payment Orders for U.S. dollars provided necessary precaution is taken to prevent currency being circulated prior to dependents embarking for the United States.

Declassified E.O. 12356 Section 3.3/NND No. 725016

4. Issuance of Spearhead Deposits Authorized in European Theater - Spearhead deposits are authorized for issuance in the European Theater for purposes mentioned in paragraph 1 above, and will be repaid by Disbursing Officers in this theater, when submitted by dependents, in accordance with the provisions of paragraph 7-b, War Department Circular Number 18, 1946. Disbursing Officers may cash spearhead deposits partly into local currency and partly into a Military Payment Order in accordance with paragraph 3-b above.

5. Entry in Currency Exchange Control Book - In cases where Military Payment Orders are purchased in this theater by members of the U.S. Armed Forces or by former members of the U.S. Armed Forces who are now War Department civilian employees, such individuals will be required to submit Currency Exchange Control Book under the provisions of paragraph 3, Circular Number 10, this Headquarters, dated 17 January 1946, to Disbursing Officer for recording of amount converted into dollar instrument. No Military Payment Order will be issued in an amount greater than the last balance shown in Currency Exchange Control Book.

6. Personnel not having Currency Exchange Control Book - In those cases where a Military Payment Order is purchased in this theater by a former member of the U.S. Armed Forces who is NOT a War Department civilian employee, and to whom a Currency Exchange Control Book has not been furnished, the individual will be required to submit certificate comparable to that prescribed in paragraph 20, Circular Number 10, this Headquarters, dated 17 January 1946. No Military Payment Order will be issued in an amount greater than the amount covered by the certificate.

7. Cable FX 60610 Superseded - Cable FX 60610, dated 12 February 1946, issued by this Headquarters, is superseded by this circular.

8. Letter of Information - A copy of attached Letter of Information will be provided by commanders to all military and War Department civilian personnel under their jurisdiction who have dependents in this theater.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAMES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND R. STEWART
Colonel, AGD
Adjutant General

Incl
Letter of Information

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1 - MATS Capodichino
1 - USMA (Belgrade)
1 - American Mission (Tirana)

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

Incl. to Circular
No. 32, 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 292/026 7 March 1946

SUBJECT: Use of Military Payment Orders for Dependents of Present or Former Military Personnel.

TO : Military Personnel with Dependents in Mediterranean Theater.

1. In accordance with authorization recently received from the War Department, persons in this theater who are dependents of a member or former member of the United States Armed Forces, and who are in need of funds for incidental traveling expenses, should submit a special written request to the person on whom they are dependent and ask that funds be provided to them in the form of a Military Payment Order. The person upon whom they are dependent may be in this theater or in any other theater, or may be in the United States.

2. Army Finance Officers in this theater or other theaters, or in the United States, are authorized to issue to a member or former member of the United States Armed Forces, upon presentation of adequate identification, one Military Payment Order in exchange for acceptable currency and on presentation of the special written request mentioned in paragraph 1. The Military Payment Order must not exceed two hundred ($ 200.00) dollars. When a Military Payment Order is purchased from a Finance Officer in this theater the amount of the Military Payment Order must also not exceed the balance of the purchaser's Currency Exchange Control Book.

6112

3. Army Finance Officers are authorized to cash or exchange Military Payment Orders for dependents under the following conditions:

a. Disbursing Officers will cash not more than one (1) Military Payment Order for a dependent of a member or former member of the U.S. Armed Forces. The dependent will identify herself, and confirm her authority to travel, by presenting the letter of travel instructions issued her by the American Red Cross, which will be receipted by the Disbursing Officer indicating that he has cashed one (1) Military Payment Order for incidental traveling costs to the United States.

b. A dependent may exchange part of the amount expressed on the Military Payment Order for local currency at any Army Disbursing Office in this theater and have a Military Payment Order issued to the dependent for the balance. However, at no time will a Military Payment Order be issued in exchange for local foreign currency in the possession of the dependent.

c. A dependent may be furnished U.S. dollars in exchange for a Military Payment Order by Army Disbursing Officers at Ports of Embarkation provided necessary precaution is taken to prevent currency being circulated prior to embarking for the United States.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. TB5016

4. Reference preceding paragraph, dependents are cautioned that they should normally not cash Military Payment Orders until they reach Ports of Embarkation inasmuch as that portion of the Military Payment Order which they cash into local currency prior to arriving at Ports of Embarkation can not be converted into U.S. dollars at the port.

BY COMMAND OF LIEUTENANT GENERAL LEE:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

RESTRICTED

1942

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

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 6 March 1946
NUMBER 31)

DIPHTHERIA IMMUNIZATION

1. General

a. A diphtheria immunization program will be carried out in this theater. The following groups will be immunized:

(1) All future replacements under the age of 35 who have not been immunized within a period of ten years prior to entering the theater.

(2) All contacts of cases of diphtheria regardless of age or time overseas. Whether a person is a contact or not will be determined by the medical officer initially admitting the case involved.

(3) All personnel of the 88th Division, including authorized civilian personnel.

(4) All medical department personnel.

2. Procedure

6111

a. Diphtheria Toxoid Plain (Catalogue Item #160/100) will be given subcutaneously according to the following schedule:

Injection Number	Amount	Interval
1	0.1 cc	
2	0.5 cc	After 48 hours.
3	1.0 cc	Three weeks later.
4	1.0 cc	Three weeks later.

b. No one with known allergies will commence this program. Any individual showing severe local or constitutional reactions to any innoculation of the series will not be allowed to continue.

c. Personnel refractory to the plain Toxoid solution will be immunized with Diphtheria Toxoid Alum Precipitated (Item #160/000), a single injection of 1.0 cc sufficing after any preliminary sensitivity testing deemed necessary.

d. All immunizations will be entered on War Department AGO Form 8-117 (old MD Form 81).

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

Hq NTCUSA Circular Number 31 (Cont'd)

3. Supply

a. Sufficient Toxoid has been requisitioned from the United States to carry out this program. However, it is not anticipated that it will arrive before 15 March. As soon as it is on hand, all major commands will be immediately notified of its availability, and the program will be instituted at once.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR
NUMBER 30

6 March 1946

Rescissions I
Assignment II
Transfer III
Organization of Overhead and Provisional Units IV
Request for Personnel in Excess of T/O or T/O & E V

I -- RESCISSIONS

1. Circular Number 31; Section III, Circular Number 34; Section I, Circular Number 99; Section III, Circular Number 112; and Section I, Circular Number 129, all this headquarters, 1945, are rescinded and the following substituted therefor:

II -- ASSIGNMENTS

2. a. War Department policy requires the assignment of all personnel to a unit, organization or headquarters, as the case may be, within the grades authorized by the applicable Table of Organization or Table of Allotment, except those carried in detachments of patients, replacements, general prisoners, or other similar authorized status.

b. Personnel may be assigned to a War Department constituted unit, or to a unit organized under theater authorization which is based on a War Department allotment.

c. Personnel are not authorized to be assigned in excess of Table of Organization or Table of Allotment strength except by War Department authority, or to provisional units. (See AR 220-5). 6110

d. Unless otherwise specifically directed by this headquarters, personnel rendered excess in numbers by reorganization to a lesser T/O or T/A strength, or by disbandment or inactivation of a unit, will be transferred to other units within the major command concerned. Personnel rendered excess in grade by reorganization, disbandment or inactivation will not be reduced in grade solely by reason of such reorganization, disbandment or inactivation but may be absorbed by normal attrition in their subsequent assignment in accordance with AR 615-5.

e. Attachment of personnel or organization to other organizations is not affected by this policy, but will continue to be governed by existing troop movement and organization assignment policies for administrative and/or tactical purpose.

III- TRANSFERS

3. a. Transfers of officers, warrant officers, flight officers, and enlisted personnel between major commands may be made by the commanders thereof without reference to this headquarters, provided concurrence of all major

1945.

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

Hq NTOUSA Circular No. 30 (Cont'd)

commanders concerned has been secured, and provided a vacancy exists in the command to which personnel are to be transferred, except that requests for transfers of medical officers, nurses, hospital dietitians, physical therapists, and Chaplains between major commands will be forwarded to Headquarters Peninsular Base Section for final action.

b. Copies of all orders assigning or transferring chaplains will be forwarded to the Theater Chaplain and copies of all orders assigning or transferring officer Medical personnel will be forwarded to the Theater Surgeon.

4. Applications will be forwarded through subordinate administrative commanders prior to forwarding to major commanders for action.

5. In case of disapproval at any headquarters the application will be returned to the originating headquarters through the same channels by which forwarded.

6. Transfer orders will be issued by the commander having assignment jurisdiction.

7. For purposes of this circular, the major commands are:

a. 88th Infantry Division.

b. Peninsular Base Section.

c. Rome Area Command, NTOUSA.

d. Headquarters Command, NTOUSA.

e. Naples Air Force General Depot.

8. Commanders of above major commands are authorized to redelegate authority granted herein to such subordinate commanders as desired by them.

9. For transfer of officers physically unfit for general military service, see Circular Number 139, this headquarters, 1944 or supersession thereof when issued.

10. For transfer of enlisted men physically unfit for general military service, see Circular Number 67, this headquarters, 1944, or supersession thereof when issued.

IV -- ORGANIZATION OF OVERHEAD AND PROVISIONAL UNITS

11. Units organized by this headquarters, except certain higher headquarters, will contain in the designation a number within the blocks of numbers from 2600 to 2699, and from 6400 to 6799, with the word "overhead" or "provisional" or other classifying word as a suffix.

12. Authority for organization or activation will normally state:

a. Whether the unit is activated by War Department directive or organized under authority of this headquarters.

b. Whether promotions are or are not authorized within the unit.

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

Hq ETOUSA Circular No. 30 (Cont'd)

c. Whether the strength is or is not chargeable to an overhead allotment, and if so, which one.

13. Personnel may be assigned to any unit except a provisional unit. Provisional units are not authorized any assigned strength. Provisional units will be composed of personnel on detached service from other units. (AR 220-5).

14. Provisional units will not be organized without written approval of this headquarters.

V -- REQUESTS FOR PERSONNEL IN EXCESS OF T/O OR T/O & E

15. Requests for personnel in excess of existing T/O or T/O & E will be forwarded through command channels to this headquarters.

16. Succeeding headquarters will evaluate such requisitions in the light of operational or other necessity, state definite approval or disapproval, and indicate:

a. 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 or other 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.

b. Whether the proposed changes apply to a particular unit due to a special operation or mission, or are equally applicable to all similar units.

BY COMMAND OF LIEUTENANT GENERAL LEE:

610

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 29)

5 March 1946
7 MAR 1946

WEARING OF INSIGNIA SHOULDER SLEEVE

1. It is desired that changes Number 7 to paragraph 56 f (1) (2) and (3), AR 600-40, 31 March 1944, quoted below, be brought to the attention of all military personnel within this theater and that they be given the opportunity to wear on their right shoulder the insignia of the unit with which they served overseas if they so desire.

"f. Insignia, former units.

(1) Personnel on duty overseas or returned from overseas for reassignment in the United States are authorized to wear the shoulder sleeve insignia of a unit to which they were assigned overseas 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 c above. Such individuals are authorized (but not required) to wear on the right shoulder sleeve, in the same relative position, the shoulder sleeve insignia of an organization to which they were assigned while serving overseas. If such an individual is assigned to a unit not authorized a shoulder sleeve insignia, none will be worn on the left shoulder sleeve except as indicated in (2) below.

(2) Personnel earmarked for separation whether overseas or in the United States, when assigned to another unit as a means to accomplish their separation, are authorized to wear on the left shoulder sleeve, the shoulder sleeve insignia of an organization to which they were assigned while serving overseas.

(3) The provisions of (1) and (2) above apply only to the wearing of shoulder sleeve insignia by individuals assigned to United States Army units during the present war. Under no circumstances will more than one insignia be worn on either shoulder sleeve nor will the same insignia be worn on both shoulder sleeves at the same time."

BY COMMAND OF LIEUTENANT GENERAL LEE:

ALLIED CONTROL COMMISSION
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L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 27)

5 March 1946

ENLISTMENT OF UNITED STATES NATIONALS

Section I, Circular Number 13, this headquarters, dated 22 January 1945, as pertains to: "Enlistment of United States Nationals," is rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 28)

5 March 1946
8 MAR 1946

TEMPORARY DUTY TO UNITED STATES FOR REST AND RECUPERATION

Effective 31 March 1946, letter this headquarters dated 26 January 1946, file AG 210.453/05 A-O subject "Temporary Duty to United States for Rest and Recuperation", and Circular Number 22, this headquarters, 1946, same subject, are rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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ALCOM Civil Affairs Section

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

/jh

AG 342/335 MEDOP

27 February 1946

SUBJECT: Promises to Regular Army Enlistees of Assignments in the United States Prohibited.

TO: All Concerned

The following has been received from the War Department and is published for the information and guidance of all concerned:

"1. Complaints are being received by the War Department of promises made to enlisted men that they may be enlisted for service in the Continental United States. Extracts from Service Records and Soldier's Qualification Cards (WD AGO Form 20) Enlisted Records (WD AGO Forms 21), and Special Orders forwarded to the War Department substantiate these claims that recruiting personnel are enlisting individuals in the Regular Army for a definite assignment with service limited to the United States. Such promises are contrary to War Department policy as outlined in War Department Circular 310, 1945, as amended, and in War Department letter AGSF-P 220.3 (6 Dec 45), subject: "Assignments", dated 19 December 1945.

2. Attention is directed to paragraph 13 b, War Department Circular 310, 1945, as amended by Section III, War Department Circular 339, 1945. That subparagraph provides for the assignment of individuals who enlist for a three year period. It provides that upon enlistment for three years, if they elect the arm or service in which serving, they may, if desired by their commanding officers, be assigned to their present organizations. The assignments to present organizations which are authorized are initial assignments only and no promises will be made or implied that such assignments are for any particular period of time.

6103

3. Individuals who enlist or reenlist for less that a three year period will be enlisted for "Regular Army, Unassigned" and the Enlistment Record, Regular Army (WD AGO Form 21) and all other records will be so prepared, regardless of initial assignments.

4. Attention is invited to paragraph 13c, War Department Circular 310, 1945, as amended by Section III, War Department Circular 339, 1945, which provides that enlisted men serving within the Continental United States who are discharged for the purpose of immediate enlistment for less than three years in the Regular Army will be assigned by major force in which serving at time of discharge and enlistment, or in the case of men who enlist for three years they will be assigned by the major force having jurisdiction of the arm or service in which they have enlisted. There is no assurance that any enlistee will not later be assigned overseas.

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

5. Enlistees who enlist from civilian life will be informed that they will be given an opportunity at the reception center to express orally their choice of arm or service, but no promise will be given as to their assignment unless they are three year enlistees. In the case of three year enlistees only will the Enlistment Record show arm or service for which enlisted, and/or overseas theater in which they desire to serve.

6. Recruiting Officers will not make promises or implied promises for specific assignments or other unauthorized commitments except those authorized for three year enlistees. A special informal form specifically worded to clearly indicate that it merely shows the enlistee's DESIRE only, may be prepared and forwarded to the reception center with the enlistment and other records, for the information of those making assignments.

7. Immediate action will be taken to assure that all recruiting personnel, including those at all posts, camps, and stations (including Class III and Class IV installations) within the geographical limits of each service command, are thoroughly familiar with the contents of this letter."

BY COMMAND OF LIEUTENANT GENERAL LEE:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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Civil Affairs Section

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 292/022 -O

27 February 1946

12 MAR 1946

SUBJECT: Transportation of Dependents to Overseas Theater.

TO : All concerned.

1. It is necessary that certain data be furnished by those individuals who wish to have their dependents join them in this theater. The inclosed application has been drawn up for this purpose. Supply of application forms is being furnished to Major Commands.

2. The application will be prepared by the applicant and submitted without delay in sufficient number to reach this headquarters in duplicate.

3. Applications will be forwarded thru command channels and each commander concerned will take positive action in each case. The Commanding Officer of the Major Command will include in his forwarding indorsement a statement that adequate housing and facilities are, or are not, available for the accommodation of the dependents mentioned in the application.

4. Regarding paragraph 5 of the inclosed form, first priority for passage to this theater will be given dependents of personnel who indicate their willingness to remain at their overseas station for a period of two years from date of application. The dependents of those who express a willingness to remain for one year will be given second priority. Within each of these two priority groups relative priority will be based upon longest cumulative overseas service since 7 December 1941. Favorable consideration will not be given applications submitted by personnel who volunteer for less than one year.

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5. The fact that military personnel indicate their willingness to remain overseas for 1 or 2 years will not preclude the reassignment or return to the United States of such personnel for the convenience of the government.

6. Dependents will include only members of the immediate family, including wife, children or completely dependent mother or father.

BY COMMAND OF LIEUTENANT GENERAL LEE:

Edmund R. Sturgeon
EDMUND R. STURGEON
Colonel, AGD
Adjutant General

1 Incl:
Application Form.

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ALLIED COMM... HEADQUARTERS 889

1953

Declassified E.O. 12356 Section 3.3/NND No. 735016

SUBJECT: Application for Billet Accomodation and Transportation for Dependents.

TO : Commanding General
Mediterranean Theater of Operations
APO 512 US Army
(Thru Channels)

1. Under the provisions of War Department Circular 391, 1945, I hereby make applications for the transportation to _____ (Specific Military Station) _____ of my dependants named in Par 2a., below.

2. a. Dependents for whom transportation is requested:

Full Name	Sex	Age Yrs.- cs.	Address	Present school grade	Relationship
(1)					
(2)					
(3)					
(4)					
(5)					

b. Applicant requesting transportation:

6103

(Last Name) (First Name) (Middle Initial) (ASN)

(Grade) (Major Command and Organization to which assigned) (APO)

Years:_____ Months:_____ Days:_____
Total cumulative overseas service (7 December 1941 to 1 Apr 1946).

c. Approximate date travel desired:_____

3. I understand that if my dependents are transported to this Theater, they will not be returned to the United States before my own return, except in case of emergency.

4. a. Under the provisions of Cir. 391, WD, 1945, I am entitled to

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

the transportation of my dependents at Government expense, or

b. I understand that my dependents are not entitled to transportation at Government expense. I am prepared to pay the cost of transportation to the port of embarkation.
(Strike out one of the above statements).

5. I am on a permanent duty assignment within the MTC, and I am willing to remain in the Theater for_____years,_____ months from the date of this application or from 1 April 1946, which ever is later, provided my dependents are allowed to join me.

6. I waive all rights and privileges accorded me under War Department instructions and regulations for return to the United States at any time prior to the conclusion of the period shown in my voluntary statement (paragraph 5 of this application) provided my dependents are allowed to join me in this theater.

_____
(Signature of Applicant)

1st Ind.

HQ._____

TO:

1, All statements herein have been verified from applicants Service Record or WD AGO Form 66-1, with the following exceptions:

_____

_____

2. Applicant is not under orders for transfer to another station. In the event such orders are issued, you will be furnished immediate notification.

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 26)

1 March 1946

AUTHORIZED ABSENCES

- 4 MAR 1946

Circular Number 39 and Section II, Circular Number 99, both this headquarters, 1945, are rescinded and the instructions below are substituted therefor

1. General: The provisions of AR 605-115, 9 November 1945 and AR 615-276, 2 September 1944, as amended and supplemented by this circular will govern the granting of leaves of absence, furloughs, delays, and passes to all military personnel in this theater. This circular does not apply to return of personnel to the United States for rest and recuperation. This subject is covered in letter this headquarters, dated 26 January 1946, file AG 210.453/054 A-O, subject: "Temporary Duty to United States for Rest and Recuperation".

2. Delegation of Authority: 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 paragraphs 3c and 7):

a. 88th Division.

b. Peninsular Base Section.

c. Rome Area Command, MTOUSA.

d. Headquarters Command, MTOUSA.

e. Naples Air Force General Depot.

ALLIED COMMISSION
AUSTRIA
912
HEADQUARTERS

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 and in the case of reenlistment furloughs.

c. Absences authorized under this authority are restricted to the geographical limits of MTOUSA, except reenlistment furloughs.

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. Exception: Reenlistment furlough.

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

Hq ETOUSA Circular No. 26 (Cont'd)

c. Personnel will not be returned to the United States for the sole purpose of leave of absence or furlough, except in the case of reenlistment furloughs. 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, 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:

(1) Orders, furlough certificate, or pass.

(2) Officers Pay Data Card or Soldiers Pay Book.

(3) War Department AGO Identification Card for all officers.

(4) Identification Tags.

(5) Currency Exchange Control Book.

h. Any special instructions given personnel departing on an authorized absence which limit the place to be visited, must be entered on orders, furlough certificate, or pass (WD AGO Form Number 31).

i. Commanders authorized to grant leaves of absence, furloughs and passes will insure that quotas to rest areas are not exceeded.

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. No other form of pass will be recognized.

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 direction that he immediately return to his unit and deliver the pass to his unit commander.

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

Hq ITCUSA Circular No. 26 (Cont'd)

(3) The half marked "Liberty Pass" will be retained by the collecting 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.

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.

6. Reenlistment Furloughs: The policy set forth below will govern reenlistment furloughs in this theater:

a. (1) Any man enlisting for three years will be granted the full authorized re-enlistment furlough at such time as he desires. He will be authorized to spend such furlough in this theater, in the Zone of Interior or in such place as members of his immediate family reside.

(2) Any man with six months or more of consecutive overseas service, enlisting for eighteen months or two years service, will be granted the full authorized re-enlistment furlough at such time as he desires. Such furlough will be spent only in this theater, unless he elects to take his furlough at the completion of his term of enlistment. In the latter case he will be returned to the Zone of Interior in sufficient time to permit completion of his re-enlistment furlough prior to the expiration of his term of enlistment.

(3) Any man with less than six months consecutive overseas service, enlisting for eighteen months or two years of service, will be granted the full authorized re-enlistment furlough but such furlough will be deferred until the expiration of the contracted period of service. The enlistee will be returned to the Zone of Interior in sufficient time to permit completion of his re-enlistment furlough prior to the expiration of his term of enlistment.

- 6101 -

(4) Any man who enlists for one year will not be granted a re-enlistment furlough and his enlistment period will be for one year only.

(5) Soldiers eligible under paragraphs 3a and b above who desire to spend all or part of their re-enlistment furlough in countries open to compassionate furloughs will be reported to this headquarters giving name, address, and relationship of relative to be visited and proposed length of stay. After securing clearances orders will be issued by this headquarters.

b. In all cases appropriate notations will be made on the man's service record.

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c. Regular Army enlistees who have taken 30 days re-enlistment furloughs within this theater and who are entitled to additional time under the above policy will be granted such additional furloughs upon their request. Additional furloughs will be taken in the theater and the total amount of furloughs so granted will not exceed the amount authorized by War Department Circular 310, 1945, as amended.

7. 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.

b. Delays enroute for enlisted personnel will be charged as furlough irrespective of period for which granted.

8. Travel in Connection with Authorized Absence: Travel in connection with authorized absences is governed by Allied Force Headquarters Administrative Memorandum Number 33, 1945.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDWARD A. SUMMERT
Colonel, AGD
Adjutant General

1 Incl:
Standard Pass Form

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

Inclosure #1 to Hq ITCUSA Circular No. 26

(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.

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Reasons for Cancellation:_____

_____

_____

Date_____ Hour_____

Name: (Print)_____

Rank_____ Org_____

(NOTE: Major commands will reproduce and distribute pass forms as needed.)

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/dol

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 25) 26 February 1946

ARMY COMMENDATION RIBBON

1. Reference: War Department Circular Number 377, dated 18 December 1945, authorizing a ribbon to be known as the ARMY COMMENDATION RIBBON.

2. Authority to Award: Authority to award the Army Commendation Ribbon in this theater is restricted to the Theater Commander.

3. Method of Award: Recommendations for the award will be forwarded in the same form as that prescribed in MTOUSA Circular Number 73, 12 May 1945, with proposed commendation in lieu of citation.

4. No credit will be added to the adjusted service rating score for the Army Commendation Ribbon.

5. Retroactive Awards:

a. An individual who has received a letter of commendation from or in the name of a Major General or officer of higher grade written subsequent to 7 December 1941 and prior to 1 January 1946, may obtain authority to wear the Commendation Ribbon by applying through channels to the Theater Commander.

b. A true copy of the letter of commendation will be sent to the Theater Commander with request for authority to wear the Army Commendation Ribbon.

c. Request will include:

(1) Date or period covered if not stated by letter. 603

(2) List of other awards authorized the applicant including dates covered thereby.

(3) A statement that this commendation does not duplicate any other award.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

/s/ Edmund R. Stugart

EDMUND R. STUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 24)

26 February 1946

1 MAR 1946

REPLACEMENT PERSONNEL

Section IV, Circular Number 85, this headquarters, dated 22 June 1944 is rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND R. STUART
Colonel, AGD
Adjutant General

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ALLIED COMMISSION
SECTION
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HEADQUARTERS



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ALLIED FORCE HEADQUARTERS 862

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 23)

26 February 1946

ESTABLISHMENT OF PROPERTY ACCOUNTABILITY

General I
Definitions II
Property Accounting III
Auditing Property Accounts IV
References V

I -- GENERAL

1. Pursuant to directives of the War Department and Headquarters of this Theater, complete records in connection with responsibility for property of units, separate organizations, battalions, and regiments (Par 13, AR 35-6520) will be established as of 1 March 1946.

2. Formal accountability for all accountable property officers in all commands will be effected as of 1 April 1946 (Par 14, AR 35-6520 and C-1).

3. Responsibility and accountability for property of all kinds and procedures for auditing of accounts will be in accordance with regulations prescribed for continental United States. The provisions of any MTOUSA directives prescribing different procedures will be superseded by this circular.

4. It is not intended that this directive will change management or method of supply within the Theater except as may be necessary to effect full compliance with current War Department directives.

5. No deviation from prescribed procedures will be made without prior approval of the Fiscal Director, MTOUSA.

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II -- DEFINITIONS

6. All personnel connected with Property Accountability will thoroughly familiarize themselves with the definitions given in Par. 1 of AR 35-6520 (dated 15 February 1945).

III - PROPERTY ACCOUNTING

7. Particular attention is directed to Par. 10 of AR 35-6520 and also to Par. 13 and 14 of the same regulation, pertaining to Property Accounting, Stock Record Accounts, and Establishment of Stock Record Accounts respectively.

8. a. Whenever War Department directives concerning Property Accountability and Auditing require action of, or place responsibility upon Commanding General of a Service Command or upon officers of his staff, such function will be performed by Headquarters, Mediterranean Theater of Operations, United States Army. Attention is directed to the provisions of pertinent regulations relative

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Hq ITOUSA Circular Number 23 (Cont'd)

to the numbering of the Stock Record Accounts (particularly Par. 15 of AR 35-6520 and C-1 thereto). The authority appointing accountable officers will furnish this Headquarters (Attention: Fiscal Director) copies of the pertinent orders in connection with such appointments. Stock Record Account serial numbers will be assigned by the Fiscal Director, Mediterranean Theater of Operations, United States Army. If an accountable officer does not receive notice of the assignment of a serial number, direct correspondence with the Fiscal Director is authorized.

b. Property declared excess to theater requirements will be carried on regular stock accounts until declared surplus by competent authority. Stock Record Accounts carrying separate account numbers will be set up for surplus property in Depots maintaining Theater Stocks. Any supplies declared surplus by competent authority will be transferred from the regular stock account to the surplus stock account.

9. The auditing authority may determine whether or not property is in such bulk or so situated that establishment of initial balances by physical count is impracticable. In such cases the accountable officer and the disinterested officer appointed to take the inventory may be authorized in writing by the Fiscal Director, Mediterranean Theater of Operations, United States Army, to determine the initial balances direct from bin or stock records. Whenever balances are set up on such basis, proper certification to that effect will be made and signed by both officers. As soon as practicable physical inventories will be taken and any necessary adjustments made on Stock Record Cards.

10. Depots of each of the Technical Services will maintain accountability under procedures prescribed for same. Each of the major commands within the theater will be considered as Posts, Camps or Stations, and will follow accountability procedures prescribed for same.

11. Sales Commissaries and/or Sales Officers will maintain accountability as prescribed by AR 35-6660 and TM 10-215.

12. Fixed laundries and dry cleaning establishments will operate as prescribed by TM 10-355 and AR 30-2135.

13. Library accounts will be established and maintained in accordance with provisions of AR 35-6800.

14. Accounting for government property lost, damaged or destroyed will be in accordance with provisions of AR 35-6640 and TM 14-904.

15. Unserviceable property accounts will be maintained as prescribed by Par. 16, AR 35-6520.

16. Salvage Officers will establish procedures as prescribed by TM 38-505.

17. Purchasing and Contracting Officers will establish procedures as prescribed by TM 38-403 and other directives.

18. As required, model stock accounts may be established in accordance with procedures prescribed by TM 38-403 and TM 38-220 subject to approval of the Chief of the Technical Branch concerned.

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IV -- AUDITING PROPERTY ACCOUNTS

19. All existing records pertaining to property will be retained until such time as audits of the accounts have been made by the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army, and certificates of audit issued. It is expected that all accountable officers will receive a formal audit between 1 April 1946 and 30 June 1946.

20. a. Auditing responsibility will NOT be decentralized. Audits will be conducted by Office of the Fiscal Director, PTOUSA, in accordance with provisions of AR 35-6740 (dated 5 May 1945) and TM 14-1010.

b. It will be the responsibility of the auditing authority to determine that the accountable officers are properly bonded in accordance with provisions of AR 35-220.

c. Periodic inventories will be made as prescribed by the Chief of the Technical Service concerned, but all classes of supplies will be inventoried at least once during the period January to June inclusive and again during the period July to December inclusive.

21. Nomenclature of all property will be in accordance with standard stock catalogues or other special authorized catalogues. If an item is not included in such catalogues, then ONLY may the manufacturer's nomenclature be used.

22. Attention is directed to Par. 5 and 6 of AR 35-6740 relative to maintenance of auditor's files and the furnishing of copies of vouchers in connection therewith. All such copies of auditor's documents will be forwarded to Headquarters, Mediterranean Theater of Operations, United States Army, marked "Attention of Fiscal Director, Property Auditing Branch", and will be delivered unopened.

23. Office of Fiscal Director, PTOUSA, will prepare and distribute certificates of audit and will maintain an adequate follow up system to insure that appropriate action is taken to adjust all irregularities and discrepancies in the accounts of accountable property officers.

V -- REFERENCES

24. The following list indicates the principal regulations and directives which are currently pertinent and which will become applicable under the policy for property accountability announced herein:

a. Army Regulations

AR 35-220,	Bonds of Accountable Officer
AR 35-5520,	Property Accountability and Responsibility
AR 35-6540,	Requisitioning Property
AR 35-6560,	Receipt, Shipment, and Issue of Property
AR 35-6570,	Property Accounting Procedure for Army Air Forces Aircraft and Property Installed on Aircraft
AR 35-6580,	Expendable Property
AR 35-6640,	Accounting for Lost, Damaged and Destroyed Property
AR 35-6660,	Sales of Property
AR 35-6680,	Boards of Survey of Property Accountability and Responsibility
AR 35-6740,	Account Property Accounts
AR 35-6800,	Accountability for Library Books

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Hq 120/SA Circular Number 23 (Cont'd)

b. War Department Technical Manuals

TM 10-215,	Sales Commissary Operation
TM 14-904,	Accounting for Lost, Damaged and Destroyed Property
TM 14-1010,	Property and Sales Account Auditing Procedures
TM 38-403,	Station Supply Procedure
TM 38-410,	Base Supply Procedure (when published)
TM 38-420,	Disposition of Excess and Surplus Property in Overseas Commands.
TM 38-505,	Salvage in Zone of Interior

c. War Department Circulars

WD Cir 265, 1944
WD Cir 440, 1944

25. Only approved War Department forms and records will be used and maintained.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAMES
Major General, United States Army
Chief of Staff

OFFICIAL:

Edward H. Sturgis

EDWARD H. STURGIS
Colonel, AGD
Adjutant General

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50 copies extra to Fiscal Section

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 22)

25 February 1946

1 MAR 1946

TEMPORARY DUTY TO UNITED STATES FOR REST AND RECUPERATION

1. Circular Number 20; Section IV, Circular Number 44; Section I, Circular Number 52; and Section IV, Circular Number 63; all this headquarters, 1945, are rescinded.

2. Letter this headquarters, dated 26 January 1946, file AG 210.453/054 A-O, subject: "Temporary Duty to United States for Rest and Recuperation" quoted below is the current directive on this subject:

"1. The War Department has authorized this theater a monthly quota of personnel to return to the United States for rest and recuperation, rehabilitation, and recovery. This quota is sub-allotted as follows:

COMMAND	QUOTA
Peninsular Base Section	30
88th Infantry Division	20
Naples Air Forces General Depot	10
Rome Area, PTOUSA	10
Headquarters Command	5

A limited reserve has been retained by this headquarters in the event circumstances should require the above quotas to be supplemented. Request for increase in quota may be submitted by the Commanding General or the Commanding Officer of any major command.

2. Travel to the United States and return to this Theater will normally be by surface transportation and the Commanding General or the Commanding Officer of the major command will issue appropriate orders. It is conceivable that air travel may be justified under certain circumstances. In view of the limited passenger space for air travel available in this Theater, each such case will be forwarded to this headquarters for approval prior to issuance of orders.

3. Personnel eligible for temporary duty in the United States under this directive is limited to:

a. Officers of the Regular Army and Category I, II, or III Volunteers (as defined in War Department Circular Number 366, 7 December 1945).

b. Enlisted men of the Regular Army and Class I or II volunteers.

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Hq USCOSA Circular #22 (Cont'd)

4. Eligibility is further limited to personnel who have a minimum of 15 months continuous overseas service immediately prior to selection and whose stay, for six (6) months or more, after return to this Theater, is expected."

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 23 February 1946
NUMBER 21)

SUBSISTENCE

Effective 1 March 1946, paragraphs 4a and 4b Section IV, Circular Number 97, this headquarters, 1945; are amended as follows:

"4. c. All foreign military or naval personnel except hospitalized personnel, who are subsisted in United States Army operated messes, will be furnished United States Army rations and will pay the mess officer in cash at the rate of twenty-five (25) cents per meal plus a proper proportion of the daily additional charge authorized in paragraph 1, above. The mess officer will pay the 25 cents per meal, so collected, to the United States Quartermaster Sales Officer.

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 forwarded in quadruplicate to the appropriate base section or major command to be included in a bi-monthly statement of amounts to be billed to the respective foreign governments for reimbursement. This statement should be forwarded in quadruplicate by base section or major command to the appropriate Special Staff Section, Peninsular Base Section, which in turn will forward a consolidated bi-monthly statement in quadruplicate to the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army. Bi-monthly report periods will end on 31 December 1945; 28 February 1946, etc."

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDWARD F. WITSELL
Colonel, AGD
Adjutant General

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ALLIED COMMISSION HEADQUARTERS

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALLIED COMMISSION
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HEADQUARTERS

CIRCULAR)
NUMBER 20)

23 February 1946

PROMOTIONS

References . . . . . .
Promotion of Officers I
Promotion of Field Grade Officers II
Promotion of Warrant Officers III
Promotion of Enlisted Personnel IV
. V

Circular Number 120, 1945, and Section I, Circular Number 5, 1946, this headquarters, are rescinded and the following substituted therefor:

I -- REFERENCES

1. AR 605-12, as amended, and War Department Circular Number 233, dated 19 September 1945, as amended.

II -- PROMOTION OF OFFICERS

2. Recommendations for promotion of officers who meet requirements above references, and are assigned to Category I units, will be submitted to this headquarters for consideration. (All units now in this theater are Category I until changed by orders this headquarters).

3. a. WD Circular Number 283, 19 September 1945, as amended, prohibits the promotion of military personnel of the following four categories:

(1) Those who become surplus for any reason, including a lack of position vacancies in reduced troop strength forecasts.

(2) Those who are assigned to other than Category I (occupational) units.

(3) Those designated as non-essential.

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(4) Those who are under consideration for immediate discharge or relief from active duty.

b. Under the provisions of paragraph 4d (4), AR 605-12, 9 December 1944, as amended, paragraphs 5 and 8 War Department Circular Number 283, 1945, as amended are waived in the case of 2nd Lieutenants.

c. Officers who are eligible for separation under announced War Department Criteria (length of service and/or ASRS) are not eligible for promotion unless they have volunteered in writing under statements Categories I,II,III or IV, paragraph 4 Section IV, War Department Circular Number 366, 1945 and their continued service is assured.

4. Recommendations for promotion of Medical Department officers will include a statement as to approval or disapproval, with reasons therefor, by the Surgeon of each echelon of command.

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5. a. Military personnel assigned to other than Category I (occupational) units may be recommended for promotion as exceptions to the provisions of paragraph 3, above, when the individual concerned otherwise meets all of the requirements of the applicable regulations, this Circular, and provided these conditions are met:

(1) The individual is performing duties appropriate to the higher grade.

(2) An authorized vacancy exists in the unit in which serving.

(3) The individual concerned has been definitely selected for reassignment to a specific position in a category I (occupational) unit, either on a specified date or when the organization in which currently serving is inactivated or becomes non-operational.

(4) There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished.

(5) The promotion has the concurrence of the Commander of the Major Command to which transfer is contemplated.

b. Each recommendation for promotion submitted under a above will clearly state that it is submitted as an exception under the provisions of this paragraph, and in addition to the information normally required will state the specific Category I (occupational) unit and position to which transfer is contemplated, and the approximate date on which assignment will be effected. Each such recommendation will be forwarded to the commander of the major command to which transfer is to be made, who will indicate by indorsement his concurrence in the recommended promotion and whether or not an appropriate vacancy will exist at the time reassignment takes place. If the proposed transfer will take place within the same major command, statement as to the existence of a vacancy in the new assignment will be included in the basic recommendation or forwarding indorsement by the major command, whichever is appropriate.

6. Recommendations for promotion will be submitted in duplicate on the form attached as Inclosure No. 1, through command channels to this headquarters.

III - PROMOTION OF FIELD GRADE OFFICERS

7. a. Each recommendation for promotion of officers to the grades of Colonel, Lieutenant Colonel and Major, and each subsequent indorsement thereto, submitted to this headquarters, will include the following statements:

(1) Relative Rank:
Officer's rank in relation to all other officers of like grade within the organization to which officer is assigned is_____.
(CAUTION: Express "2 out of 20" or "2/20").

(2) There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended. (NOTE: If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4g, AR 605-12, as amended).

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b. The Commanding General or Commanding Officer of major commands will, in addition to statements in (1) & (2) above, include the following certificate:

(1) I certify that I have personally interviewed _____ Grade _____ Name _____ ASN and recommend this officer for promotion to the grade of _____.

c. Each officer recommended for promotion to the grade of Colonel will be personally interviewed by the Theater Commander.

IV -- PROMOTION OF WARRANT OFFICERS

9. Promotion of WOJG to CWO will be made under the provisions of AR 610-15, as amended, subject to the policy above for the promotion of officers. Each recommendation for promotion of WOJG to CWO will be submitted in duplicate on the form attached as Inclosure No. 1, with appropriate modifications, except that paragraph 2c thereof will indicate separately the number of WOJG and CWO assigned. Each forwarding indorsement will indicate approval or disapproval and total number of CWO authorized within the command concerned, and the number of WOJG and CWO assigned, shown separately.

V -- PROMOTION OF ENLISTED PERSONNEL

10. Commanders exercising promotion authority over enlisted personnel as set forth in AR 615-5, as amended, may make promotions in accordance therewith except that enlisted personnel may not be promoted after the date they become eligible for separation under announced length of service and/or ASR. This does not apply to promotions of Privates to Private First Class under paragraph 1c, AR 615-5, 23 Aug 1945, as amended.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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L. C. JAMES
Major General, United States Army
Chief of Staff

OFFICIAL:

/s/ Edward A. Raymond
EDWARD A. RAYMOND
Colonel, AGD
Adjutant General

1 Incl:
"Promotion of Officers" Form.

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Ch 20 SA Incl. #1 to Circular #20.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 201 _____ 1946

SUBJECT: Promotion of Officer.

TO : Commanding General, (Thru Channels).

1. It is recommended that (*)_____ _____ _____ _____
(Rank) (1st Name) (Middle Name) (Last Name)
_____ _____ _____ _____ _____
(Suffix) (ASN) (Branch) (Age) (Component) (This)
be promoted to the rank of _____ under the provisions of AR 605-12, dated 17 August 1942, as amended.

(*This information must be correct. Verification will be made with officer's 66-1 to ensure absolute accuracy.)

2. Basis for promotion:

a. Date of entrance into active commissioned service:_____

b. Rank held upon entrance into active duty as commissioned officer:
_____.

c. Total length of active commissioned service (Inactive commissioned service in O.C or R.C of U.S. to be included):_____

d. Date of present rank:_____

e. Authority and date of promotion to present rank:_____

f. Time in grade:

(1) Time in present grade in continental United States:
From_____to_____:_____
(Years, months, days)

(2) Time in present grade outside continental United States or in Alaska: From_____to_____:_____
(Years, months, days)

(3) Total equivalent time in grade:_____
(Years, months, days)

g. Relative rank:

Officer ranks in relation to all other officers of like grade within the organization to which the officer is assigned is _____.
NOTE: Express "2 out of 20", or "2/20". Required only with recommendation to major, lieutenant colonel, and colonel.

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Hq [illegible] Incl. #1 to Circular #20 (Cont'd)

h. Position vacancy occupied or to be occupied by officer recommended and date position is to be created if not already in exist nce:_____
_____.

i. For a period of_____months this officer has clearly demonstrated his fitness for the responsibilities and duties of the position and grade for which recommended. Past assignments, with inclusive dates and manner of performance to date of recommendation are as follows. (For promotion to and in Field Grade indicate duties for past two years, or since E.A.D., if less than two years).

DUTY ASSIGNMENT	INCLUSIVE DATES	GRADE AUTHORIZED FOR VACANCY OCCUPIED	MANNER OF PERFORMANCE

j. Table of Organization or Allotment under which recommending unit is authorized to recommend promotions:_____(T/O number and date, or "Special" If "Special T/O" or letter authority of War Department or this headquarters, inclose true copy or cite reference to copy previously furnished).

k. Officers authorized per paragraph j, above, assigned and attached as of_____.
(Date)

	Authorized	Assigned	Attached
Colonel			
Lieutenant Colonel			
Major			
Captain			
1st Lieutenant			
2d Lieutenant			
Total Officers -	_____	_____	_____

3. Approval of this recommendation, together with approval of all other outstanding and forwarded recommendations for promotion to like grade within this command, will not exceed the number of position vacancies existing on_____
_____.
(Date)

4. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended. (If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4f, AR 605-12, as amended.)

5. The officer recommended herein:

a. Has the following active Federal Military service since 16 September 1940:
Enlisted:_____. Commissioned _____.
(Years, months, days) (Years, months, days)

b. Total_____.
(Years, months, days)

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Hq ETOUSA Incl. #1 to Circular #20 (Cont'd)

b. Is not under consideration for immediate relief from active duty.

c. Is not assigned to a unit scheduled for inactivation.

d. If promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.

6. For officers assigned to other than Category I (occupational) units:

a. This officer is performing duties appropriate to the higher grade and an authorized vacancy exists in organization in which currently serving.

b. Officer has been definitely selected for reassignment to a specific position in a Category I occupational unit on_____(Date)_____, or when this organization is inactivated or becomes non-operational.

c. There is reasonable assurance that a vacancy will exist in the higher grade at the proposed new assignment at the time the transfer is accomplished, and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

7. The officer recommended herein meets all the requirements of AR 605-12, as amended, and WD Circular Number 283, 1945, as amended.

8. When recommendations for promotion to field grade is originated by the major command the certificate of interview will be included in the basic letter. (NOTE: I certify that I have personally interviewed_____
Grade
_____ and recommend this officer
Name ASN
for promotion to the grade of_____.

(Signature)_____

_____

NOTE: Forwarding indorsements will be prepared in accordance with Par. 8, AR 605-12, as amended; Pars. 2, 3, and 5, WD Cir 283 1945, as amended, Par. 8a (1) and (2), and Par. 8b, (1) this circular.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 19)

12 February 1946

FOREIGN CURRENCY CONTROL

1. Authorized personnel are instructed to send only United States dollar instruments through the mail for any purpose requiring a transfer of funds, such as payment of a debt.

2. Foreign currencies mailed to other authorized personnel create serious exchange problems, particularly when the recipients have been redeployed or returned to the United States before receiving the foreign currency.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAMES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 18)

8 FEB 1946

7 February 1946

APPOINTMENT OF OFFICERS IN THE REGULAR ARMY

Paragraph 5, Circular Number 2, this headquarters, dated 4 January 1946, is amended to add:

Immediate commanders of applicants will forward originals of applications direct to The Adjutant General, Washington 25, D.C. as prescribed in paragraph 7 (A) enclosed AGAR Cable No. WCL 32780, and duplicate copies of applications forwarded to arrive at the 7th Replacement Depot not later than 10 February 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDWARD R. BRIGHT
Colonel, AGD
Adjutant General

L. C. JAMES
Major General, United States Army
Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

- 8 FEB 1946

CIRCULAR)
: 6 February 1946
NUMBER 16)

FIELD RANGES AND STOVES

Section V, Circular Number 14, this headquarters, dated 4 February 1944, and Section IV, Circular Number 114, this headquarters, dated 13 September 1944, are rescinded.

1. Attention is invited to Section VIII, War Department Circular Number 355, dated 28 November 1945.

2. Under the provisions of this directive, the maintenance responsibility for the Range, Field, F-1937, including the cabinet and the fire unit, is transferred from the Ordnance Department to the Quartermaster Corps.

3. All publications in conflict with the above are rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

L. C. JAYNES
Major General, United States Army
Chief of Staff

Edmund R. Shugert
EDMUND R. SHUGERT
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 17)

- 8 [illegible] 1946
6 February 1946

DISCONTINUANCE OF OPEN FIRES

1. Effective immediately the use of open fires either for warmth or for burning of waste or refuse is prohibited. The term, open fires, includes fires such as those burning fuel in open metal containers or on the ground.

2. Waste or refuse will be burned in protected incinerators or in metal containers having a protective wire screen cover in order to eliminate fire hazards to surrounding buildings and properties. Fires for heating construction materials or for cooking will be confined similarly.

3. Unit commanders will insure that military personnel at work or on guard duty are adequately clothed. Where severe winter conditions prevail unit commanders will maintain the shortest practicable tours of guard duty for sentries exposed to the weather.

4. The discontinuance of open fires will eliminate a dangerous hazard to buildings and property, will enable wastefully burned fuel to be diverted to more needy uses, and will aid units to spot the continuing necessity for maintaining alert and effective military guards at U.S. Army installations.

BY COMMAND OF LIEUTENANT GENERAL LEE:

6085

L. C. JAMES
Major General, United States Army
Chief of Staff

OFFICIAL:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 15)

4 February 1946

- 7 FEB 1946

APPOINTMENTS OF OFFICERS IN THE REGULAR ARMY

1. The number of applications for appointment of officers in the Regular Army received at the 7th Replacement Depot to date is far less than the known number of applicants in the theater desiring to submit applications.

2. Attention is invited to War Department Circular Number 392, 29 December 1945 and to MTOUSA Circular Number 2, 4 January 1946.

3. Attention is directed to paragraph 7a War Department Circular Number 392 which prescribes that in order to receive consideration the original of the application and Form OER must reach the Adjutant General, Washington, D.C., Attention AGSC-R not later than 1 March 1946, and to paragraph 5 MTOUSA Circular Number 2, CS which prescribes the terminal date of 10 February 1946 for the reception at the 7th Replacement Depot of the duplicate copy of the application.

BY COMMAND OF LIEUTENANT GENERAL LEE:

6083

L. C. JAMES
Major General, United States Army
Chief of Staff

OFFICIAL:

Edmund R. Sheegart
EDMUND R. SHEEGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 14)

30 January 1946

IDENTIFICATION CARDS

So much of paragraph 1, Section III, Circular Number 127, this headquarters, dated 24 November 1945, as reads "Section I, WD Circular Number 326, 1945", is amended to read "Section I, WD Circular Number 336, 1945."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

L. C. JAYNES
Major General, United States Army
Chief of Staff

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

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ALLIED CONTROL COMMISSION
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 12)

28 January 1946

3 GEN 1946

VEHICLES AND ACCESSORIES

General Instructions I
Maintenance, Operation and Equipment II
Tires, Tubes, and Tracks III
Use of Motor Vehicles IV

Circular 57, this headquarters 1945 and all amendments thereto are rescinded and the provisions below substituted therefor:

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, as amended by AFHQ circular Number 5, 1945, for proper marking of maximum permissible speed.

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.

b. When a vehicle is placed in an authorized motor park the entrances of which are controlled by guards, it will be considered secure.

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c. All commands will provide guarded parking areas for United States Army vehicles where practicable.

d. The above are the minimum safeguards required. In areas where these are inadequate, the major command concerned in hereby delegated the authority to require such additional safeguards as are deemed reasonable and necessary. These additional safeguards will apply to all U.S. vehicles regardless of whether or not the holding units are under the jurisdiction of the major command concerned with the exception that officers, not under the jurisdiction of the major command concerned, will not be prohibited from driving government vehicles. The order promulgating the instructions will be given wide distribution, and pertinent notices will be posted in the affected area or areas for the information of transient personnel. Loss or damage to a vehicle or parts or accessories thereof which occurs through failure to provide the required

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Hq ITOUSA Circular # 12 (Cont'd)

safeguards or failure to take advantage of available guarded car parks will be considered proper grounds for refusing to relieve the responsible individual from pecuniary liability for such loss.

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 conditions.

4. Abandoned Vehicles

a. Any abandoned vehicle or any vehicles for which ownership is not established, or is in doubt, will be turned over to the nearest Military Police headquarters. All such vehicles held by Military Police, 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 commander to determine whether or not any vehicles have been abandoned. When vehicles have been abandoned, or if their 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

a. The condition of general purpose vehicle engines arriving in Ordnance shops indicate extensive unauthorized tampering with, and even complete removal of, governors.

b. 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.

c. Ordnance units will report any violations to the appropriate unit commander.

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 govern applications of these lists:

(1) Vehicles operating in the combat zone will be deemed those operated by divisional troops and attachments.

(2) All vehicles other than those defined in 6b (1) above, will be considered as operating in the communications zone.

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

(3) Organization List Items are 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.

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, authorized 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. Overloading of vehicles engaged in hauls either partly or in whole over rough or unimproved roads or in off-roads hauls is not authorized.

8. 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.

9. 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 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 and will be done only in Ordnance third or higher echelon shops by qualified mechanics. 60

10. Driving Precaution - 1/4 Ton Truck: Information has been received from the War Department that 1943 1/4 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.

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Hq ETOUSA Circular # 12 (Cont'd)

11. Conservation of Spare Parts

The present rate of consumption of autoretive parts is far greater than the 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..

12. 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 inexcusable 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 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

13. Conservation of Tires and Tubes: Theater stocks of tires and tubes for occupational requirements have been established. In order to keep within these amounts, strict conservation of tires and tubes by all using units is necessary. It is not planned to requisition additional stocks from the ZI.

14. Preventive Maintenance on Tires and Tubes

a. Unit Commanders will take necessary steps to insure that tire pressures shown in TB 31-200-7, dated 23 May 1945, are used on vehicles concerned.

b. Periodic inspections will be made to check tires for even wear, correct pressure and wheel alignment.

c. As no recapping facilities are available, tires will remain on vehicles and utilized until maximum service is obtained with safety.

15. Tire and Tube Distribution

a. Issues of replacement tires and tubes will be made from Ordnance installations on a direct exchange basis, old tires and tubes being turned in at time of issue.

b. Where unserviceable tires and tubes are not available for exchange, approval of Ordnance Section Supply Division, Peninsular Base Section, will be necessary before issue is made.

c. All unserviceable tires and tubes in excess of organizational requirements will be turned in to nearest Ordnance Collection Point as they become available.

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Declassified E.O. 12356 Section 3.3/NND No. 735016

Hq MTOUSA Circular # 13 (Cont'd)

IV-- USE OF MOTOR VEHICLES

16. Motor vehicles will be used only for official business, including the special uses set forth in paragraph 17c and 17d, below.

17. Motor vehicles owned or operated by the U.S. Army or by agencies under its control will not be used to transport civilian personnel except the following classes:

a. United States citizens employed by U.S. Government agencies or by the American Red Cross, and members of the immediate families of such citizens.

b. Members of the immediate families of U.S. military personnel.

c. When transportation is available without detriment to official business entertainers and party guests may be transported in connection with properly authorized group activities of a recreational, welfare and morale building nature. In the interest of economy, personnel in this category will, whenever possible, be transported by groups in large vehicles, rather than singly or in small numbers in several small vehicles.

d. In vehicles being used for official business, but only when their presence is necessary for the accomplishment of the official business for which the trip is being made. Transportation of employees to and from work will be considered to fall in this category, but only when such transportation is actually necessary in order to obtain needed labor.

18. Officers and enlisted personnel of allied or co-belligerent nations may be transported. They may be required to exhibit adequate identification and official documents showing them on leave or travel status.

19. Specific Provisions

a. Transportation of civilians under the provisions of paragraph 17c above may be authorized by commanding officers of separated companies, or by specifically designated field grade officers where a company is part of a larger unit. In the headquarters or major commands, authority to authenticate trip tickets for this purpose may be delegated to a limited number of specifically designated field grade officers.

b. Members of immediate families transported under the provisions of paragraphs 17a and 17b, above, and civilians transported under the provisions of paragraph 17c above, will be required to read and sign the release form contained in Enclosure # hereto, which will be prepared in both English and Italian by using units. These signed release forms will be retained in unit files for a period of one (1) year, after which they may be destroyed.

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By ITOUSA Circular #7 12 (Cont'd)

c. Trip tickets will be made out to a definite destination, and the names of civilian passengers will be entered either on the trip ticket or on a separate sheet of paper attached thereto.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

L. C. JAYNES
Major General, United States Army
Chief of Staff

EDMUND R. STUART
Colonel, AGD
Adjutant General

DISTRIBUTION:

Incls. #1 List of Equipment in Communication Zone
#2 List of Equipment for Combat Zone Vehicle
#3 List of Organization Equipment
#4 Release Form



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COMMUNICATIONS ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE ISSUED ON ALL

GENERAL PURPOSE VEHICLES

	FED. STOCK NO.	HTCUSA NO.	CED. NO.	1/4 ton
Axe, handled, chopping, single bit, std, ft.	41-A-1277			x
Bag, tool	24-B			x
Book, Tech. Manual				x
Extinguisher, fire hand, 1 qt.	5G-E-203 (1/4)	GDC-C5HD (3/4) GF-2176169 (2 1/2)		x
Form, I.D.; A.G.O. No. 478				x
Grease, fire		GG-G2G360 GN-71GGRT		x
Handle, wheel wrench socket		GG-G24639 (3/4) GF-2146130 (2 1/2)		
Hammer (See Tool)		AST-1107 GG-G24630 (3/4) FF-GPH-17030		
Jack, screw type (hydraulic 2 1/2)	41-J-73-5 (2 1/2)	VG-1-1270 (1/4) ASF 4329 (3/4) GG-G24608		x x
Pliers, com, slip-jt, wire cutting, 6 1/2"	41-P-1650			x
Rope, tarring, 1" diam, 20' long				x

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COMMUNICATIONS ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE RETAINED ON ALL

GENERAL PURPOSE VEHICLES

FED. STOCK NO.	TECHS. NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
41-A-1277			x	x	x
24-B			x	x	x
			x	x	x
58-T-202 (1/4)	GDC-85FD (3/4) GT-2176139 (2 1/2)		x	x	x
			x	x	x
	CC-921360 SK-71CCBT		x	x	x
	CC-921639 (3/4) GT-2176130 (2 1/2)			x	x
	ASK-7107 CC-924630 (3/4) FT-GPW-17050		x	x	x
41-J-73-5 (2 1/2)	VO-1-1240 (1/4) AS 4330 (3/4) CC-924608		x	x	x
41-F-1650			x	x	x
			x	x	x



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	FED. STOCK NO.	ORD. NO.	1/4 ton
Screwdriver, common, type III heavy duty, integral handle Class 3, 6-in	41-S-1076		x
Shovel, gun, purpose, D handle, strap back, round point	41-S-3170		x
Tube, flexible nozzle		B263936	x
Wrench, adj., crescent type handle end, 6" capacity 15/16"	(12" capacity 15/16" 41-W-488 for 2 1/2 41-W-486		x
Wrench, socket, wheel nut		FI-GPW-17035 WC-A-348 (1/4) DI-45867 (3/4) GG-924579 GF-2144335 (2 1/2)	x
Wrench, tool, pioneer equip. set, w/2 straps	41-H-1925		
Wrenches, handled, pick, 5#	41-W-720		
Pin, shear, two 3/4 ton four 2 1/2 ton		GG-P15850 (3/4) GF-3660838 (2 1/2)	
Puller, track top, assembly		FI-GPW-1152700 WC-A-3216	x



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	FED. STOCK NO.	MILITARY NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
Type III Channel	41-C-1076			x	x	x
	41-S-3170			x	x	x
			B263936	x	x	x
Type (12" capacity 15/16"	41-T-488 for 2 1/2					
	41-T-466			x	x	x
		FS-GPT-17035 MC-A-348 (1/4) BT-45867 (3/4) OC-924579 GT-2144835 (2 1/2)		x	x	x
	41-B-1925				x	x
	41-T-720				x	x
		CC-915850 (3/4) GT-3660838 (2 1/2)				
		FS-GPT-1152700 MC-A-3216		x		



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COMBAT ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE NOTIFIED OF GENERAL PURPOSE VEHICLES

	FED. STOCK NO.	NEARS. NO.	C.D. NO.	1/4 ton
Ax, hand & chopping, single bit, std, 3# 1/4"	A1-A-1277 2/-B			x
Bar, tool				
Cock, snatch (vehicles 1/4-inch)		GT-366144		x
Hook, T.T.				
Chain, tire, pair		FT-GPW-17136 (1/4) WC-A-1133 GT-214760 (2 1/2) AC-DS422 (3/4) FT-GPW-17036 (1/4) WC-A-239 CC-593306 (3/4) CC-561973 GT-214905 (2 1/2) W/GT-214902 FT-GPC-110321/4 WC-3211		x
Crank, starting				
Cover, windshield assy.				x
Extinguisher, fire	50-E-202 (1/4)	GDC-85HD (3/4) GT-217169 (2 1/2) CC-920360 SV-7168T		x
Gage, tire				x
Handle, (for jack)		ASI-1167 (3/4)	B245134 (2 1/2)	
Jack, screw type, Hydraulic on 2 1/2 ton	A1-J-73-5 (2 1/2)	CC-924630 FT-GPW-17030 (1/4) WC-A-1240 ASI-4330 (3/4) CC-924608		x
Pliers, cmb slip-joint, wire cutting, 6 1/2"	A1-P-1650			x
Purlin, deck top, assembly		FT-GPW-1152700 WC-A-3216		x
Rope, fibre, 1-in diam, 20' long				x



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COMBAT ZONE VEHICLES

LS AND ACCESSORIES TO BE RETAINED OF GENERAL PURPOSE VEHICLES

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MED. STOCK NO.	NEWAS. NO.	C.D NO.	1/4 ton	3/4 ton	2 1/2 ton
A1-A-1277			x	x	x
24-B					
	GI-3661144				x
			x	x	x
	FT-GF'-1'136 (1/4)				
	TC-1-1133				
	GI-2147640 (2 1/2)				
	AC-23422 (3/4)		x	x	x
	FT-GPT-17036 (1/4)				
	TC-A-209				
	CC-995306 (3/4)				
	CC-563973				
	GI-2146905 (2 1/2)				
	W/GI-2146902		x	x	x
	FT-GPC-1103214				
	WC-3211		x		
58-B-202 (1/4)	GDC-851D (3/4)				
	GI-2176169 (2 1/2)		x	x	x
	CC-922360				
	SV-71682T		x	x	x
	ASI-1167 (3/4)	B245134 (2 1/2)			
	CC-924630		x	x	x
A1-J-73-5 (2 1/2)	FT-GPT-17080 (1/4)				
	TC-A-1240				
	ASI-4330 (3/4)				
	CC-924608		x	x	x
			x	x	x
A1-P-1650					
	FT-GPT-1152700				
	TC-A-3216		x		
			x	x	x

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1993

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	FTD. STOCK NO.	FEGRS. NO.	ORD. NO.	1/4 ton
Screwdriver, common, Type II heavy duty, integral handle, Class B, 6-in.	41-S-1076			x
Shovel, gen. purpose, D-handled, str. back, rd. point	41-S-3170			x
Tube, flexible nozzle			D-263936	x
Wrench, adj. crescent type single end, 8", capacity 15/16"	41-W-488 (12" by 15/16" on 2 1/2) 41-W-486			x
Wrench, socket, wheel nut		FF-GPW-17017A GC-637635 (1/4) BW-45867 GC-924579 (3/4) GF-21441835 (2 1/2)		x
Wire, soft iron	22-W-650			x
Tape, friction	17-T0805			x
Pin, bolt	33-B-94 (3/4) 33-B-96 33-B-76 (1/4) 33-B-174 (2 1/2)			x
Pin, shear, for 3/4 ton four 2 1/2 ton		GC-915850 (3/4) GF-3660838 (2 1/2)		
Bracket, tool, pioneer, equip. set, w/2 straps	41-B-1925			
Hatchet, handled, pick 5#	41-H-720			
Handle, wrench (used w/whl nut wrench)		GC-924639 (3/4) GF-2146130 (2 1/2)		

1994

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FED. STOCK NO.	ITEMS. NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
	41-S-1076		x	x	x
Blod,	41-S-3170		x	x	
	41-T-488 (12" by 15/16" on 2 1/2)	B-263936	x	x	x
	41-T-496		x	x	
	FT-GPT-17017A				
	TC-637635 (1/4)				
	BT-45867				
	CC-924579 (3/4)				
	GT-21/1635 (2 1/2)		x	x	x
22-T-650			x	x	x
17-T0805			x	x	x
33-B-94 (3/4)					
33-B-96					
33-B-76 (1/4)					
33-B-174 (2 1/2)			x	x	x
	CC-915850 (3/4)				
	GT-3660838 (2 1/2)			x	
				x	x
41-B-1925				x	x
41-T-720					
	CC-924639 (3/4)				
	GT-21/6130 (2 1/2)			x	

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Incl. #3 to Hq ITCUSA Circular #12

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	FI-GPT-101 36 (8 per 10 vehicles) WO-A-1133
Crank starting	Base Section Only	FI-GPT-17036 WO-A-? 89
Gun, lubr, pres. push type		AD-5505
Guide, lubrication		War Dept., #501
Handle, crank adjt. wrench		FI-GPW-170114 WO-306715
Puller, wheel hub		FI-GPT-17090 WO-A-1339
Wrench, rear wheel bearing nut		FI-GP-17033 WO-...692
Wrench, spark plug		FI-GP...17017A WO-637635
Wrench, drain plug		FI-GPW 17062 WO-A 2100
Wrench, fluted, socket hd, screw (For use on transmission)		FI-GP...17091 WO-A-1492
Wrench, hydraulic brake bleeder screw 17/64"		FI-GP...17030 WO-A-5130

3/4 Ton, 4 x 4

Adapter, grease gun, flush type		AD-6517
Chain, tire, pair	Base Section Only	AC-ES/22 (8 per 10 veh.)
Crank starting	Base Section Only	CC-598306 CC 561973
Gun, lubr, pres. push type, hydr. nozzle 9 in.		AD 5505 CC-11573
Screwdriver, cross recess head No. 2, 4 in. blade		CC-598624
Screwdriver, cross recess head No. 3, 6 in blade		CC-599325

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Inclosure #3 to Hq MTOUSA Circular #12 (Cont'd)

3/4 Ton. 4 x 4

Wrench, spark plug 13/16" hex.		GC-916184
Wrench, wheel brg. adj. nut		WF-JX3134A GC-916083

2 1/2 Ton. 6 x 6

Chain, tire, ext, heavy dual, pr.	Base Section Only	GI-214760
Chain, tire, ext. heavy single, pr.		GI-202160
Crank, starting w/bumper bracket assy		GI-216905
Gun, lubr. pres., push type, hydro. nozzle, 16 oz		GI-128150
Screwdriver, comm., normal duty, 3-in blade 9/64 in. thick (for split types axle chassis)		GI-3663014
Screwdriver, comm., normal duty, 4-in blade, 9/64 in. thick (for split type axle chassis)		GI-3663015
Screwdriver, comm., normal duty, 6-in blade 9/64 in. thick (for split type axle chassis)		GI-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		GI-216479
Wrench, wheel brg., adj. nut (for banjo type axle chassis)		GI-3670067
Wrench, wheel brg. adj. nut 2 3/4 in. (for split type axle chassis)		GI-214843
Wrench, wheel brg. adj. nut, large (for split type axle chassis)		GI-214844

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R E S T R I C T E D

Inclosure #4 to Hq MTOUSA Circular #12

CERTIFICATE

In consideration of transportation about to be furnished the undersigned in a motor vehicle owned or operated by the U.S. Army or by an agency under its control, it is agreed that there shall be no liability upon the U.S. Government by reason of such transportation, and the undersigned hereby release(s) and waive(s) all claims against the U.S. Government, of every character and description, arising or which may arise by reason of or incident to such transportation.

Dated this_____day of_____, 194__.

"_____

"_____

"_____

1. Military personnel, U.S. citizens employed by U.S. Government agencies or by the American Red Cross, and civilians being transported on official business (including employees being transported to and from work) will not be required to sign this form, but this exception does not apply to members of families of U.S. military personnel, or of U.S. citizens employed by U.S. Government agencies or by the American Red Cross, for whom transportation may be authorized.

2. This form when signed will be retained in unit files for one (1) year.

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R E S T R I C T E D

1998

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RESTRICTED /dcln

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 11)

23 January 1946

Appointment of Officers in the Regular Army I
Promotions II

I -- APPOINTMENT OF OFFICERS IN THE REGULAR ARMY

Circular Number 2, 1946, this headquarters, is amended by adding paragraph 8, as follows:

"8. It is the responsibility of all officers who have applied for appointment in the Regular Army and receive orders to return to the United States subsequent to submission of application and prior to appearance before interview board to advise the Adjutant General, Washington 25 D.C. attention AGSO-R as to their new duty station or in event of separation their home address immediately upon arrival in U.S. in order that action can be taken to insure their appearance before officer interview board in the United States."

II - PROMOTIONS

Paragraphs 9 and 10 of Sections III and IV of Circular Number 120, this headquarters, 1945 are hereby rescinded and the following instructions below substituted therefor:

"III-PROMOTION OF FIELD GRADE OFFICERS

9. Each recommendation for promotion of officers to the grades of Colonel, Lieutenant Colonel and Major, submitted to this headquarters, will include the following statements by the Commanding General or Commanding Officer of each major command.

a. Relative rank.

Officer's rank in relation to all other officers of like grade with the organization to which the officer is assigned is_____. (NOTE: Express "2 out of 20" or "2/20").

b. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended. (NOTE: If surplus exists, attach lists of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4g, AR 605-12, as amended).

c. I certify that I have personally interviewed _____ (Grade) _____ (Name) _____ (ASN) _____ and recommend this officer for promotion to the grade of _____.

10. Each officer recommended for promotion to the grade of Colonel will be personally interviewed by the Theater Commander.

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1999;

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Hq ETOUSA Circular #11 (cont'd)

IV - PROMOTION OF WARRANT OFFICERS

11. Promotion of WOJG to CWO will be made under the provions of AR 610-15, as amended, subject to the policy above for the promotion of officers. Each recommendation for promotion of WOJG to CWO will be submitted on the form attached as Inclosure 1, with appropriate modifications, except that paragraph 2k thereof, will indicate separately the number of WOJG and CWO assigned. Each forwarding indorsement will indicate approval or disapproval and total number of WO authorized within the command concerned, and the number of WOJG and CWO assigned.

V -- PROMOTION OF ENLISTED PERSONNEL

12. Commanders exercising promotion authority over enlisted personnel as set forth in AR 615-5, as amended, may make promotions in accordance therewith subject to the restrictions imposed by WD Circular Number 283, 19 September 1945, and policies set forth above for officer personnel, except that in lieu of statements in paragraph 4a and b, above, enlisted personnel must sign statements required for Class I or Class II volunteers. Provisions of paragraphs 5 and 8, WD Circular Number 283, 1945, are waived for the promotions of Privates to Private First Class under paragraph 1c, AR 615-5, 23 May 1945, as amended."

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

EDMUND B. SHUGERT
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

2000

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

G.P.O. 8 AS

16/2.8/CA

/dcla

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

24 GEN 1946

CIRCULAR)
:
NUMBER 10)

17 January 1946

CURRENCY EXCHANGE CONTROL

1. Rescission. Paragraph 2, Section I, Circular No. 126, this Headquarters 1945, is rescinded.

2. Purpose: It is the policy of the Theater Commander to restrict the use of army facilities* for the exchange or transmission of funds by military personnel, War Department civilian personnel, and other authorized personnel as defined by Par 3, WD Cir 364, 8 Sep 1944, to those funds received by an individual as his personal cash pay and allowances, or in exchange through official channels for another currency received as his personal cash pay and allowances, or by cashing dollar instruments through official channels. (Par. 2c, Section I, Circular 364, WD, 8 September 1944, and par 2a, Section I, Finance Bulletin 97, 19 November 1945)

3. Issue of Currency Exchange Control Books.

a. In order to establish an effective control of exchanges and transmission of funds to accomplish the above objective, Currency Exchange Control Books will be issued to all military and War Department civilian personnel in this theater, with the exception of personnel permanently stationed in the Balkan countries or Greece. It will be the responsibility of commanders of all echelons to issue on or prior to 10 February 1946, to all military and War Department civilian personnel within their command, with the exception of personnel permanently stationed in the Balkan countries or Greece a Currency Exchange Control Book. A supply of such books will be distributed by this Headquarters to all U S Army disbursing officers in Italy. Immediately upon receipt of this circular each such disbursing officer should submit a requisition to the Office of Fiscal Director, Headquarters Mediterranean Theater of Operations, APO 512, for his initial requirements of Currency Exchange Control Books, plus an estimated three months reserve. Subsequent requisitions should be submitted at least one month prior to the estimated date of exhaustion of the supply on hand. Currency Exchange Control Books will be numbered serially and will be receipted for by number. Commanders of units will requisition Currency Exchange Control Books from the Finance Office responsible for paying their unit, and will be responsible for providing that Finance Officer with a list (in duplicate) of the personnel, by name, rank, and serial number, to whom Currency Exchange Control Books have been issued showing the number of the book issued to each individual and the amount of the initial declaration made by the individual and approved by proper authority. A triplicate copy of such list will be retained by the Commanding Officer. Finance Officers will forward the duplicate copy of each list to the Office of Fiscal Director, Mediterranean Theater of Operations, APO 512.

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(* As used herein, this term will be interpreted as including comparable naval facilities.)

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b. In addition to the list required in subparagraph a, above, commanders will also provide the Finance Officer with a tabulation (in duplicate) of foreign currency, broken down by type of currency, in the possession, as of the close of business, 10 February 1946, of Post Exchanges, Post Offices, Sales Officers, Personnel Officers, and Custodians of Quasi-Official Funds, respectively, under their jurisdiction, with a separate column being used to show the currency in the possession of each classification of agency listed above, and with the names of the specific agencies or funds included in each classification, being individually listed on a supporting sheet. A triplicate copy of such tabulation will be retained by the Commanding Officer. Finance Officers will forward the duplicate copy of each tabulation to the Office of Fiscal Director, Mediterranean Theater of Operations, APO 512.

c. Each Finance Officer in the Mediterranean Theater will also forward to the Office of Fiscal Director, Mediterranean Theater of Operations, APO 512, one copy of a tabulation of foreign currency, broken down by type of currency, in the possession of the Finance Officer and his agents as of the close of business 10 February 1946. A duplicate copy of such list will be retained by the Finance Officer.

d. Unissued Currency Exchange Control Books will be kept under lock by Finance Officers and Commanding Officers.

e. A sample Currency Exchange Control Book, containing sample entries, is attached as Appendix A, to this circular.

4. Initial Declaration.

a. Effective 10 February 1946, all military and War Department civilian personnel in this theater, with the exception of permanently stationed personnel in the Balkan countries and Greece, will declare their holdings in currencies (including bank deposits) in this theater, by executing the affidavit or certificate on the front of the Currency Exchange Control Book.

b. Commissioned officers, and all other personnel authorized to certify their own pay and allowance accounts, will execute the certificate; other persons will accomplish the affidavit.

c. The initial declaration, when approved as provided below, will be entered as authorized holdings in the Currency Exchange Control Book of the individual concerned, by the officer authorized to approve the declaration.

5. Approval of Initial Declaration.

a. General officers and colonels may approve their own initial declarations.

b. Authority is delegated to commanders of all echelons down to company and similar unit level, to examine and approve initial declarations of military and civilian personnel under their command or jurisdiction in amounts not in excess of the net cash pay and allowances drawn plus funds converted from dollar instrumentalities by the individual during the three-month period immediately preceding the time of declaration, less amounts transmitted outside this theater or converted into dollar instrumentalities during such three-month period. In the case of officers assigned to staff sections in a headquarters organization, their declarations may be approved by the Chief of Section in lieu of a unit commander. Declarations of commanders of units or Chiefs of Staff Sections will require the approval of the next higher administrative commander.

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c. Initial declarations of individuals in excess of amount indicated in sub-paragraph b above, will require the approval of the next higher administrative commander. In the event such next higher administrative commander approves such declaration, his action will be final. In the event such declaration is disapproved, the person concerned may appeal to the officer exercising general courts-martial jurisdiction over him. Such officer will appoint a board of not less than three officers to review such action. The determination of such board, as approved or modified by the appointing authority, will be final.

6. Factors for Consideration in Approval of Initial Declaration

In determining whether an initial declaration should be approved or disapproved, all concerned will be guided by the policy outlined in Paragraph 2, above. Money received from other sources, including profits from Black Market operations, proceeds from the sale of property of any kind, and gambling profits are not considered as being within the terms of such policy.

7. Custody of Currency Exchange Control Books.

After the initial declaration has been approved and entered in the Currency Exchange Control Book, the book will be disposed of as follows:

a. Commissioned officers, and all other personnel authorized to certify their own pay and allowances accounts, will retain their books in their personal possession.

b. In the case of all other personnel, the book will be retained by the personnel officer or certifying officer, except that it may be surrendered to the person in whose name it is issued when needed for a legitimate purpose (such as authorized travel to another country); it will be promptly taken up by the proper custodian when it has served such purpose.

8. Subsequent Entries in Book.

a. Amounts paid in lire currency to the owner of a Currency Exchange Control Book will be entered in column 3, and amounts paid to him in currencies of other foreign countries will be entered in Colum 6, by the Disbursing Officer, agent officer, cashier, or other person who makes the payment, and the amount of the balance in Colum 5 or 8 will be increased accordingly. The person making the payment will authenticate such entries in Colum 9 by his initials or stamp. All entries will be expressed in dollars.

b. After initial date of issuance of Currency Exchange Control Book to personnel in this theater, individuals authorized to retain books in their personal possession, must submit their books whenever they are paid for required entry of payment by the paying officer. If an individual is unable to submit his book, he will be required, prior to being paid, to establish by certificate a satisfactory reason why such book is not available, and the paying officer will provide the individual with a certificate as to the amount of the payment, to be retained by the individual as evidence that such payment was received.

c. Amounts of lire currency used for the purpose of transferring funds out of the theater, exchanged for money of other foreign countries, or converted into dollar instrument liti es will be entered in the Currency Exchange Control Book in Colum 4, and amounts of currency of other foreign countries used for the purpose of transferring funds out of the theater, exchanged for lire currency, or converted into dollar instrumentalities will be entered in Colum 7 by the officer, cashier, or other person who receives the money for exchange, transmittal,

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or conversion into dollar instrumentalities; the balance in Column 5 or 8 will be reduced accordingly.

d. No exchange or transfer or deposit will be made of an amount greater than the last balance shown in column 5 or column 8, whichever is applicable.

e. No entries will be made in any of the columns in the inside of the book by the owner of the book or by any other person except authorized personnel, namely the officer, cashier, or other person who pays, exchanges, or transmits the money, or issues a dollar instrument.

9. New Arrival in Theater.

a. All Finance Officers exchanging currency from outside this theater into currency in use in this theater, for military and War Department civilian personnel arriving in the theater, will furnish such person, with the exception of personnel arriving at permanent stations in the Balkan countries or Greece, with a statement in substantially the following form:

"I hereby certify that I have converted _____ dollars worth of _____ (name of country) money into _____(name of country) currency for _____(name, rank, and serial number), who has recently arrived in the Mediterranean Theater."

Such certificates will be dated and signed by the Finance Officer, giving his disbursing symbol number.

b. The individual, upon arrival at his first station in this theater, with the exception of personnel arriving at permanent stations in the Balkan countries or Greece, will be issued by his unit commander, a Currency Exchange Control Book; and such individual, in making his initial declaration of currency in his possession, will submit as supporting evidence the certificate prescribed in sub-paragraph a above. The amount shown on this certificate will constitute the maximum initial declaration which will be approved by the commander concerned. Where deemed advisable, the appropriate provisions of Paragraph 5 above will be employed. The commanding officer concerned will provide, at the end of each month, to the appropriate Finance Officer a list (in duplicate) of the personnel, by name, rank, and serial number, to whom books have been issued during the month, showing the number of the book issued to each individual. A triplicate copy of such list will be retained by the commanding officer. The Finance Officer will forward the duplicate copy of each list to the Office of the Fiscal Director, Mediterranean Theater of Operations, APO 512.

10. Departure from Theater.

a. When an individual, upon departure from the theater on permanent change of station, with the exception of personnel leaving permanent stations in the Balkan countries or Greece, makes his final exchange of currency, his Currency Exchange Control Book will be stamped "Final Payment" and returned to the personnel officer for attachment to and forwarding with the enlisted person's service record in the case of enlisted personnel, or to the individual, in the case of officers and War Department civilian personnel, for future reference. Each officer will attach or cause to be attached, his returned book to his officers' qualification card (WD AGO Form 66-1).

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11. Space Exhausted in Book.

When space has been exhausted in any individual's Currency Exchange Control Book, he will be issued a new book with an initial balance equal to the final balance on his old book, but not more than the currency he then has in his possession (including bank deposits in this theater), which will be verified and approved by the commander concerned; the old book will at the same time be taken up by such commander, marked "Void", and filed with the enlisted person's service record in the case of enlisted personnel, with the officers' qualification card (WD AGO Form 66-1) in the case of officers, or with the individual earning record (WD Form 43) in the case of War Department civilian personnel.

12. Loss of Book.

a. When a Currency Exchange Control Book has been lost or destroyed, the owner will execute an affidavit or certificate* as follows:

"I (certify) (solemnly swear) (affirm) that my Currency Exchange Control Book has been (lost) (destroyed) and that_____(amount and type of currency) which I have in my possession does not exceed the balance on my old book in the type of currency involved, less amounts exchanged or transmitted from this theater or converted into dollar instrumentalities since the book was lost or destroyed; and that this currency was obtained only from my personal cash pay and allowances, or in exchange through official channels for another currency received as my personal cash pay and allowances, or from money lawfully imported into the theater."

Upon execution of such affidavit or certificate, a new book will be issued to such person; the initial declaration will be the amount and type of currency stated in such affidavit or certificate, which will first be subject to approval by the administrative commander concerned.

b. Military personnel and War Department civilian personnel who claim to have lost their books and who request transmittal service, exchange or conversion service, and/or the purchase of dollar instrumentalities, at finance or postal facilities, will not be granted such service (PTA, Spearhead Deposit, Postal Money Order, Soldier's Deposit, War Bonds, Military Payment Orders, etc) but may exchange into other currencies a nominal amount sufficient to overcome a demonstrated emergency pending issuance of a new card. 607

c. The provisions of this paragraph are not applicable to personnel permanently stationed in the Balkan countries or Greece.

13. Issuance of New Books.

a. When a new Currency Exchange Control Book is issued in accordance with the provisions of either Paragraph 11 or 12 above, the following certificate will be entered or stamped on the card and signed by the appropriate issuing officer (commanding officer, personnel officer, or certifying officer).

(* See Paragraph 4b)

2005

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"This Currency Exchange Control Book has been issued to replace Book No.___, because *(space has been exhausted) (book has been lost or destroyed)

_____
(Signature, grade and orgn of issuing officer**)

(* Strike out words not applicable)
(**Commanding officer, personnel officer, or certifying officer)

b. The commanding officer concerned will submit, at the end of each month, to the appropriate finance officer a list (in duplicate) of the personnel, by name, rank, and serial number, to whom new books have been issued during the month under the provisions of Paragraph 11 or 12 above, showing the number of the book issued to each individual, and the reason for its issuance. A triplicate copy of such list will be retained by the commanding officer. The finance officer will forward the duplicate copy of each list to the Office of the Fiscal Director, Mediterranean Theater of Operations, APO 512.

14. Importation of Money.

a. With the exception of personnel in the Balkan countries or Greece, when any person cashes a Treasury Check, Travelers Check, Military Payment Order, Money Order or similar instrument, thus making an importation of money into this theater, the Finance Officer, cashier, or other person cashing such instrument will furnish the individual with a certificate, dated, signed and stamped with his block stamp or APO stamp, substantially as follows:

"I certify that I have on this date cashed a (Treasury Check) (Travelers Check) (Military Payment Order) (Money Order) for _____(name, rank, and organization) in the amount of $_____or equivalent."

b. Such certificate together with the Currency Exchange Control Book in the case of officer and War Department civilian personnel, will then be presented to the Commanding Officer concerned for entry in the book of the amount stated in such certificate. The certificate will thereafter be retained with that Currency Exchange Control Book until the latter is used up and replaced as provided in Paragraph 11 above.

c. Any entry of imported funds in the Currency Exchange Control Book not supported by the physical presence of the certificate referred to in subparagraph a. above will be investigated to determine the possibility of a false or unauthorized entry.

15. Currency Exchanges in General.

In addition to those provisions above which deal with the exchange of one foreign currency for another foreign currency, such currency exchanges will not be made without presentation by the applicant therefor of proper travel orders and/or compliance with such other regulations as may be promulgated by the Theater Fiscal Director or by the War Department.

2006

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16. Verification of Numbers on Books.

a. Finance Officers will, on three or more representative days per month, to be selected at random by each Finance Officer concerned, check the numbers of the Currency Exchange Control Book of each individual who makes a request for a transmittal of funds, exchange or conversion, or purchase of a dollar instrument, against the corresponding number appearing on the list of number of books issued to personnel, provided to the Finance Office by the appropriate commanding officer. If the individual has been issued a book since the first of the month, and the Finance Officer therefore has not yet received the monthly list containing the number of the book, the Finance Officer, wherever possible, should verify the number by telephoning the issuing officer.

b. When a Finance Officer receives a request for a transmittal of funds, exchange or conversion, or purchase of a dollar instrument, from an individual not assigned to a unit normally paid by the Finance Officer, the procedure in sub-paragraph a will not be applicable. In such cases, as well as in all other cases, it will be the responsibility of Finance Officers to satisfy themselves as to the legitimacy of the currency transaction and the identification of the individual requesting the transaction.

c. On pay day, the commanding officer of a unit will verify the numbers of Currency Exchange Control Books submitted by individuals for entry of amounts received as pay, against his retained list of numbers of books issued to such personnel.

17. Procedure in Balkan Countries and Greece.

a. Although personnel permanently stationed in the Balkan countries or Greece will not be issued Currency Exchange Control Books while permanently stationed in these areas, if such personnel are subsequently assigned to a permanent station in Italy, where such books are in use, the Disbursing Officer in the Balkan countries or Greece who makes a final exchange into lire currency for the individual prior to his travel to Italy, will furnish the individual with a statement in substantially the following form:

"I hereby certify that I have converted_____dollars worth of_____(name of country) money into Italian lire currency for_____(name, rank, and serial number), who has been assigned to a permanent station in Italy."

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Such certificates will be dated and signed by the Finance Officer, giving his disbursing symbol number.

b. The individual upon arrival from the Balkans or Greece at his new permanent station in Italy, will be issued by his unit commander a Currency Exchange Control Book; and such individual, in making his initial declaration of currency in his possession, will submit as supporting evidence the certificate prescribed in sub-paragraph a, above. The amount shown on this certificate will constitute the maximum initial declaration which will be approved by the commander concerned. Where deemed advisable, the appropriate provisions of Paragraph 5 above will be employed.

2007

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

18. Definition of Dollar Instrumentalities.

The term dollar instrumentalities as used in this circular, will be interpreted to include military payment orders, spearhead deposits, soldier's deposits, War Bonds, U.S. Treasury checks, and those types of money orders and travelers checks authorized to be cashed by a U. S. Army Disbursing Officer under the provision of Section II, War Department Circular 364, 8 September 1944.

19. Violation.

Any false or unauthorized entry in a Currency Exchange Control Book, any improper exchange, transmittal of currency, or conversion into a dollar instrument, or any other violation or evasion of the terms of this circular, will be dealt with by appropriate disciplinary action.

20. Other Types of Authorized Personnel.

a. The instructions in the preceding paragraphs apply to military personnel and War Department civilian personnel. Other types of authorized personnel, as defined by Paragraph 3, WD Circular 364, 8 September 1944, in submitting foreign currency to U. S. Army Finance Officers for transmittal, exchange or conversion, and/or the purchase of dollar instrumentalities, after 10 February 1946, will not only comply with existing directives on exchange control (War Department Circular 364, 8 September 1944; Finance Bulletin 97, 19 November 1945; pertinent Mediterranean Theater of Operations Circulars; pertinent Finance Circular Letters, Office of Fiscal Director, Mediterranean Theater of Operations; and amendments thereto) but will also submit to the Finance Officer concerned the following certificate, signed by both the individual submitting the request and the individual's immediate supervisor:

"I certify that the following foreign currency_____
(amount and type) which is hereby submitted for transmittal, exchange or conversion, or the purchase of a dollar instrument, has been obtained only through my personal cash pay and allowances, or in exchange through official channels for another currency received as my personal cash pay and allowances, or by cashing dollar instruments through official channels."

b. Finance Officers will retain the foregoing certificate, and will take such precautionary steps as necessary to verify that amounts transmitted, exchanged or converted, or used for purchasing dollar instruments by the foregoing personnel during the month are not excessive.

c. If an individual submitting a request for transmittal, exchange or conversion, or purchase of a dollar instrument does not have an immediate supervisor in this theater, he should make a statement to that effect in his certificate, and the requirement that his supervisor sign his certificate will then be waived.

2008

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

21. Responsibility of Commanders:

It will be the responsibility of commanders of all echelons to bring the provisions of this circular to the attention of all personnel within their command.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAEBLEN
Brigadier General, GSC
Acting Chief of Staff

Encl: Appendix "A"

DISTRIBUTION:
Z
Fiscal Section, 100 extra

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2009

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

INSTRUCTIONS

ALL AMOUNTS WILL BE EXPRESSED IN DOLLARS

Col 1 - Enter date of transaction.

Col 2 - Enter brief description of transaction: FTA; SD (Soldier's Deposit); EX (Exchange Conversion); MPO (Military Payment Order); MO (Money Order); WB (War Bond); IMP (Importation); SPD (Spearhead Deposit), etc.

Col 3 - Enter dollar equivalent of net pay and allowances or importations received in Italian lire currency and/or dollar equivalent of other foreign currency converted into Italian lire currency.

Col 4 - Enter dollar equivalent of funds in Italian lire currency, transmitted outside the theater, exchanged for other foreign currencies, or converted into dollar instrumentalities.

Col 5 - Enter sum of preceding balance plus column 3 and minus column 4.

Col 6 - Enter dollar equivalent of net pay and allowances or importations received in other foreign currencies and/or dollar equivalent of other foreign currencies converted from Italian lire currency.

Col 7 - Enter dollar equivalent of funds in other foreign currencies, transmitted outside the theater, exchanged for Italian lire currency, or converted into dollar instrumentalities.

Col 8 - Enter sum of preceding balance plus column 6 and minus column 7.

Col 9 - Initials or stamp of finance officer, agent officer, cashier, or other authorized person making entry.

* * *

NOTE: The last entry in column 5 or 8 represents the maximum amount which may be transmitted or exchanged from the currency concerned.

* * *

Detailed instructions concerning this currency exchange control book are contained in Circular No. 10, Hq, MTO, dated 17 January, 1946. Note particularly Par. 14B thereof.

CURRENCY EXCHANGE CO

6067

NAME ROE RICHARD
(Last) (First)
(All amounts in

Net cash pay drawn by
converted from dol
Less amounts transmit
converted into dol

Cash and bank deposit
only as per follow

I * (certify) (s
above are true and co
amount of cash and ba
net cash pay and allo
into the theater by m

Subscribed and sworn
this 10 day of Febru

The foregoing initi

11 February 194

*Strike out words n

Append

2010

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

OLLARS

TA; CD (Soldier's Deposit);
Payment Order); MO (Money
SPD (Spearhead Deposit), etc.
owances or importations
dollar equivalent of other
ire currency.
an lire currency, trans-
other foreign currencies,
.
3 and minus column 4.
owances or importations
r dollar equivalent of
alian lire currency.
foreign currencies, trans-
Italian lire currency, or

6 and minus column 7.
t officer, cashier, or

the maximum amount which
urrency concerned.

ney exchange control
TO, dated 17 January,

CURRENCY EXCHANGE CONTROL BOOK, MEDITERRANEAN THEATER. No. 1478

6087 HALE ROO RICHARD R. 37419013 Sgt AF
(Last) (First) (MI) (ASN) (Grade) (Orgn)
(All amounts will be expressed in dollars)

Net cash pay drawn by me in the past three months or converted from dollar instrumentalities: £ 190.00
Less amounts transmitted outside this theater or converted into dollar instrumentalities: 60.00
BALANCE £ 130.00

Cash and bank deposits in my possession in this theater derived only as per following certificate: £ 100.00

I * (~~certify~~) (solemnly swear) (~~affirm~~) that the amounts stated above are true and correct as of 10 February 1946, and that the amount of cash and bank deposits stated above were derived only from net cash pay and allowances drawn by me plus funds lawfully brought into the theater by me.

/s/ Richard R. Roo
(Signature)

Subscribed and sworn to before me this 10 day of February 1946.

/s/ C. L. Morgan
/T/ C. L. Morgan
Capt., Inf. Summary Court.

Signature, Grade and Capacity of Officer Administering Oath.

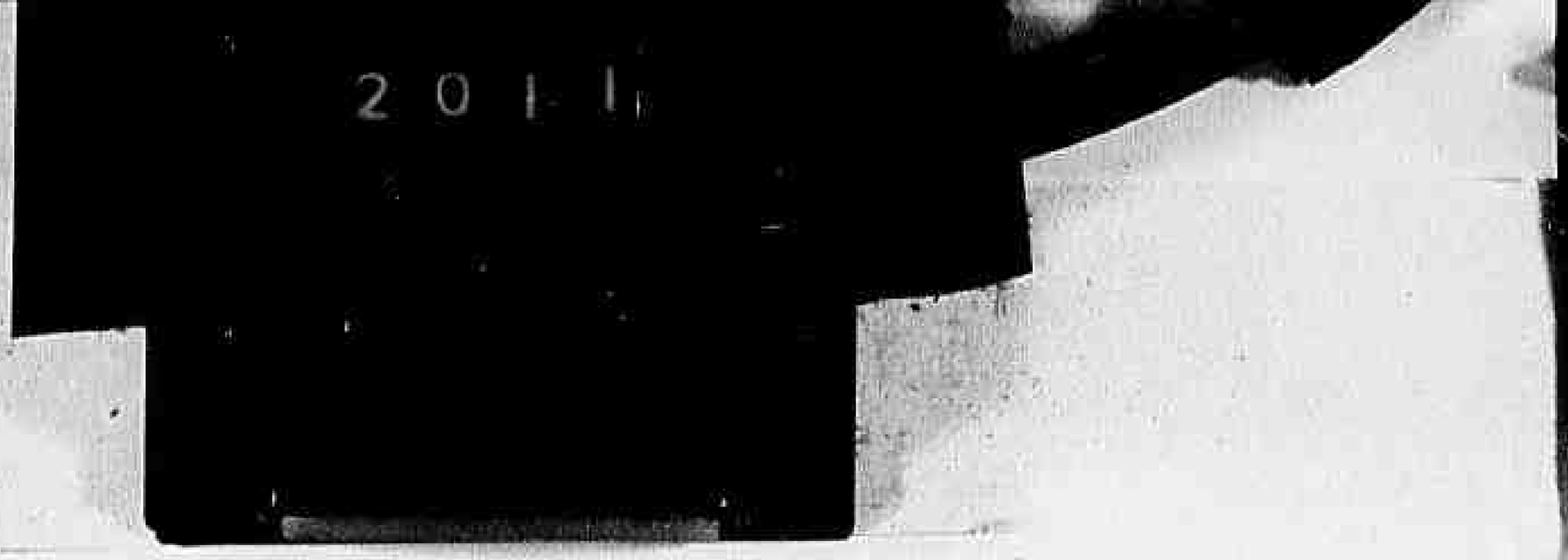
The foregoing initial *~~declaration~~ balance of 100 dollars is approved.

/s/ R. E. Berndahl
/T/ R. E. Berndahl
Lt. Col., Infantry
Comdg. Hqs & Serv. Co., AF
(Signature, Grade & Orgn. of approving officer)

11 February 1946

*Strike out words not applicable.

Appendix "A"



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

NOTICE

ANY FALSE OR UNAUTHORIZED ENTRY IN THIS BOOK, AND IMPROPER EXCHANGE OR TRANSMITTA
VIOLATION OR EVASION OF THE TERMS HEREOF, WILL BE DEALT WITH BY APPROPRIAT

IMPORTANT

READ INSTRUCTIONS ON BACK COVER BEFORE MAKING ANY ENTRIES IN T

			ALL AMOUNTS WILL BE EXPRESSED IN DOLLARS				
			FOR TRANSACTIONS IN LIRE CURRENCY			FOR TRANSACTIONS IN OTHER	
No.	1 Date	2 Description	3 Amount Received	4 Amt. Transmitted, Exchanged or converted into Dollar Instruments	5 Balance Available	6 Amount Received	7 Amt. Transmitted Exchanged or converted into Dollar Instruments
	10 FEB 46	Approved initial *Declaration *Release			100.00		
1.	28 FEB 46	Pay	70.00		170.00		
2.	5 MAR 46	PTA		30.00	140.00		
3.	10 MAR 46	EX		70.00**	70.00		
4.	20 MAR 46	EX	25.00***		95.00		
5.	31 MAR 46	PAY	80.00		175.00		
6.	10 APR 46	IPO		75.00	100.00		
7.	18 APR 46	IP	50.00		150.00		
8.	20 APR 46	EX		35.00****	115.00	35.00****	
9.	27 APR 46	EX	5.00		120.00		5.00

*Strike out word not applicable
**Conversion into Yellow Seal Dollars for 10 days T/D trip to Greece
***Conversion from Yellow Seal Dollars upon return from 10 day T/D trip to Greece
****Conversion into Swiss Francs for 7 day leave trip to Switzerland

2012

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

NOTICE

TRY IN THIS BOOK, AND IMPROPER EXCHANGE OR TRANSMITTAL OF CURRENCY, OR ANY OTHER
OF THE TERMS HEREOF, WILL BE DEALT WITH BY APPROPRIATE DISCIPLINARY ACTION

IMPORTANT

ICTIONS ON BACK COVER BEFORE MAKING ANY ENTRIES IN THIS BOOK

ALL AMOUNTS WILL BE EXPRESSED IN DOLLARS					
IN LIRE CURRENCY		FOR TRANSACTIONS IN OTHER FOREIGN CURRENCIES			
4 Transmitted, nged or con- d into Dollar ruments	5 Balance Available	6 Amount Received	7 Amt. Transmitted, Exchanged or converted into Dollar Instruments	8 Balance Available	9 AUTHENTICATION
	100.00				Pers Cfr. RJB
	170.00				Class A Agent PSR
00	140.00				130th Disb Soc. SHB
0**	70.00				130th Disb Soc. SHB
	95.00				130th Disb Soc. SHB
	175.00				Class A Agent PSR
)	100.00				130th Disb Soc. SHB
	150.00				Pers Cfr. RJB
****	115.00	35.00****		35.00	Class B Agent EF
	120.00		5.00	30.00	Class B Agent EF

rs for 10 days T/D trip to Greece
rs upon return from 10 day T/D trip to Greece
7 day leave trip to Switzerland

2015.

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 9)

16 GEN 1946

12 January 1946

VOLUNTARY RETENTION ON ACTIVE DUTY FOR OFFICERS

So much of Circular Number 8, this headquarters, 1946, as reads, Paragraph 4, Circular Number 6 , is amended to read, Paragraph 4, Circular Number 3.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAEBLEN
Brigadier General, GSC
Acting Chief of Staff

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PLANNED CONTROL DIVISION
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 8)

11 January 1946

VOLUNTARY RETENTION ON ACTIVE DUTY FOR OFFICERS 14 GEN 1946

Paragraph 4, Circular Number 6, this headquarters, 1946, is rescinded and the following substituted therefor:

"4. Report required by paragraph 6, reference circular, will be prepared by AGHRU, this headquarters. Individual cards for all officer personnel (as of 31 January 1946) will be forwarded by AGHRU to all units on 6 February 1946 accompanied by letter of instructions."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 5)

5 January 1946

Amendment to MTOUSA Circular Number 120, 1945 I
War Trophies II
Payment of Mustering Out Pay III
Army Post Office Inspections IV

I -- AMENDMENT TO MTOUSA CIRCULAR NUMBER 120, 1945

Paragraph 8, Circular Number 120, this headquarters, 1945, is rescinded and the following substituted therefor:

"8. Recommendations for promotion will be submitted on the form attached as Inclosure #1, through command channels to this headquarters."

II - WAR TROPHIES

Reference: Paragraph 2a, MTOUSA Circular Number 94, 1945, as amended.

1. The following is a clarification concerning the definition of War Trophies:

War Trophies will be confined to enemy equipment, such as firearms, military clothing, swords, knives, helmets, binoculars, and similar small items of individual equipment.

2. Equipment such as automobiles, airplanes, motorcycles, surgical and dental instruments, are not war trophies and will not be certified as such.

3. Articles which were the personal property of an individual or organization, such as silverware, china, linen, furniture and clothing, jewelry, etc., will not be certified as trophies. Items of this nature may be purchased but must be accompanied by bills of sale from legitimate dealers in order to avoid confiscation.

4. Trophies desired by U.S. organizations will not be authorized without the specific approval of the War Department.

5. It is desired that necessary inspections be made of U.S. troops and civilians to insure compliance with the above provisions.

III- PAYMENT OF MUSTERING OUT PAY

The following provisions of cable WCL 31813 dated 27 December 1945, from the War Department are reproduced for the guidance of all concerned.

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

Hq MTOUSA Circular Number 5 (cont'd).

Men eligible for mustering out pay who are discharged for purpose of enlistment in Regular Army under provisions of WD Circular 310 will if they so elect be paid the mustering out pay upon discharge.

When eligible soldier elects payment but for any reason mustering out pay is NOT paid upon discharge for purpose of enlisting in Regular Army, pending changes in TM 12-230, the following notation will be entered under remarks Financial in Service Record being closed and new Service Record being opened that "Soldier elected to receive mustering out pay upon discharge (state date) but payment was NOT made overseas, soldier advised mustering out payment would be made at Reception Station or Processing Center after arrival in the UNITED STATES.

In such cases similar notation should also be made on discharge certificate.

IV - ARMY POST OFFICE INSPECTIONS

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

"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 Headquarters P.B.S. or under direction from that 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.

BY COMMAND OF LIEUTENANT GENERAL LEE:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

OFFICIAL:

/s/ Edmund R. Stugart

EDMUND R. STUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 6 January 1945
NUMBER 6)

NON-APPROPRIATED FUNDS

Circular Number 62, this headquarters 1945, as amended by Circular Number 90 and 103, 1945, is further amended by the addition of the following:

24. All references to the Theater Central Welfare Fund are hereby construed to include MTOUSA Central Welfare Fund.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. LAMBERT
Brigadier General, GSC
Acting Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 7)

7 January 1946

DISPOSAL OF SURPLUS INSTALLATIONS
AND RELEASE OF REAL PROPERTY

Paragraph 7b, Circular Number 111, this headquarters, 1945, is rescinded and the following substituted therefor:

7. Report of excess fixed installations and disposal actions

"b. In order to complete the records of Fixed Installations, Engineer Form Number 1266, Part E, (Report of Disposal) must be submitted to this headquarters in 4 copies upon completion of disposal action on all installations for which Engineer Form 1266, Part A, B & C are required whether installations are surplussed by the Theater Commander under delegated authority or by the War Department. On surplus installations reported for disposition to the OFLC, whether by delegated authority or by WD authority, a preliminary report on Part E will be submitted with a statement under "Remarks" indicating that the installation has been reported to the OFLC and the date of such action. When disposal action is completed a final report (submitted on Part E) will be submitted and will indicate in "Remarks" to whom custody of the installation was released and the date of such final disposal action."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 4)

4 January 1946

TRANSFER OF THE MTOUSA RECORDS DEPOT

Section III, MTOUSA Circular Number 124, 1945, is rescinded.

Effective 0001A hours, 7 January 1946, the MTOUSA Records Depot and its functions are transferred from Headquarters Peninsular Base Section to Headquarters, Mediterranean Theater of Operations, United States Army. Correspondence and shipments of records will continue to be addressed to the MTOUSA Records Depot, APO 512.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 3)

4 January 1946

VOLUNTARY RETENTION ON ACTIVE DUTY FOR OFFICERS

1. Reference - Section IV, War Department Circular 366, 1945.

2. Effective immediately all outstanding statements accomplished by officers volunteering to continue on extended active duty are revoked.

3. All officers (other than Regular Army) will immediately sign the statement of one of the five categories prescribed in paragraphs 4a to e of reference circular. All concerned will be encouraged to give careful consideration to the provisions of paragraphs 3, 4 and 7 of the circular prior to deciding which category statement to sign.

4. Report required by paragraph 6, reference circular, will be prepared as prescribed and forwarded to reach this headquarters, Attention AGPRU not later than 23 January 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

/s/ Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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(VOL. III)

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

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ORDERS, CIRCULARS, MTOUSA
AUG. 1945 - MAR. 1946
(2 OF 2)

2024

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 2)

4 January 1946

APPOINTMENT OF OFFICERS IN THE REGULAR ARMY

1. Reference is made to WD Cable WCL 32780, dated 29 December 1945, a copy of which is attached as an inclosure.

2. The Officers Interview Board will be appointed by this headquarters.

3. The Commanding Officer, 300th General Hospital, will appoint a Board of Officers to conduct the specified medical examination.

4. The 7th Replacement Depot is designated as MTOUSA Personnel Center with the following responsibilities:

a. Providing quarters and rations to applicants during processing.

b. Administering and scoring Survey Test.

c. Providing facilities for medical board to conduct required physical examinations.

d. Supervising completion of the Biographical Information Blank by applicant.

e. Providing facilities for Officers Interview Board, including necessary office space, equipment, and stenographer.

f. Transmission of all papers pertaining to the applicant when completed, including comments and recommendations of the Interview Board, securely fastened without use of staples which puncture the paper, to this headquarters not later than 10 March 1946. In the case of any applicant failing to achieve the minimum score on General Survey Test or failing to pass the required physical examination, full details will be included.

5. Immediate commanders of applicants will forward duplicate copies of applications to arrive at the 7th Replacement Depot not later than 10 February 1946. Mailing address:

Commanding Officer
7th Replacement Depot
APO 372, U. S. Army

6. Applications of applicants not on active duty will be submitted to this headquarters in duplicate to arrive not later than 10 February 1946.

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Hq MTCUSA Circular Number 2 (cont'd).

7. Personnel will be ordered to proceed to the personnel center for necessary processing on dates designated by this headquarters.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

2 Inclosures:
WD Cable WCL 32780
WD Cable WCL 33435

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Incl. #1 to MTOUS Circular Number 2.

FILED: 292126Z
PRIORITY

PARAPHRASE UNNECESSARY
UNCLASSIFIED

AFSC N 538/30

FROM : AGWAR FROM WITSELL ACTING TAG

TO : USUAL ADDRESSEES

REF NO THIS MESSAGE: WCL 32780

29 December 45

AGSC-R.

The President has approved legislation authorizing integration of qualified reserve and AUS Officers into the Regular Army.

It is directed that the following information be disseminated to all Commands under your jurisdiction and that maximum publicity be given in newspaper and news press releases. The War Department circular is being distributed.

Pending distribution, the following is furnished: Subject "Appointment of Officers to the Regular Army".

1. General.

(A) Public Law No. 281 28 December 1945 authorizes the procurement of additional male Regular Army Officers to increase the commissioned strength of the Army to 25000. All appointments under this law will be made prior to 6 months subsequent to enactment.

(B) Appointments will be made in the grades of 2nd Lieutenant, 1st Lieutenant, Captain or Major. NO Officer will be appointed in a grade higher than that which he held in war time.

(C) The grade and rank of an appointee will be determined in accordance with the amount of constructive service or actual commissioned service, which ever is the greater, with which he is credited as indicated in paragraph 3, below.

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(D) An Officer appointed under the provisions of this circular, who at the time of appointment is holding a temporary commission whether on active or inactive status, in a higher grade will retain such temporary commission until reduced in the general reduction program of temporary grades for other Regular Officers. Appointment in the Regular Army will NOT militate against promotion to a higher temporary grade.

2. Eligibility for appointment. Any male citizen who served on active duty as a Commissioned Officer in the Army of the UNITED STATES or any component thereof at any time between 7 December 1941 and the date of enactment, and was NOT separated therefrom under other than honorable conditions is eligible for appointment under the provisions of Public Law No. 281. Applicants in this category who are now Enlisted Men will be discharged for the convenience of the Government to accept Commissions in the Regular Army if selected.

2021

Declassified E.O. 12356 Section 3.3/NND No. 735016

3. Determination of service credit.

(A) Constructive service credit will be given for the number of years, months and days by which the applicants age on the date of appointment exceeds 25 years.

(B) Actual commissioned service to be credited to each applicant will be the number of years, months, and days the applicant, after attaining the age of 21 years, was on active federal service as a Commissioned Officer in the Army of the UNITED STATES or any of its components, between 7 December 1941 and the date of appointment, provided that in computing the total period of active federal service of any such person who was honorably discharged or placed in inactive status subsequent to 12 May 1945 shall be credited with service from the date of such discharge or relief from active duty to the date of appointment.

4. Determination of grade to which appointed.

(A) The grade in which an individual will be commissioned will be determined by the amount of constructive service or actual commissioned service, whichever is greater, computed as indicated in paragraph 3(A) and (B), above. Based upon this, appointments will be made in grades in the several arms and services as follows:

(1) Promotion list arms and services (except Adjutant General's Department and Judge Advocate General's Department), 2nd Lieut less than 3 years service, 1st Lieut 3 or more but less than 10 years, Captain 10 or more but less than 17 years, Major 17 or more but less than 23 years.

(2) The Adjutant General's Department and Judge Advocate General's Department: (See paragraph 6(A) (3) and (4) below Captain 10 or more but less than 17 years, Major 17 or more but less than 23 years.

(3) Medical Corps, Dental Corps, Veterinary Corps, and Corps of Chaplains: 1st Lieut less than 3 years service, Captain 3 or more but less than 12 years, Major 12 or more but less than 20 years.

(4) Pharmacy Corps; 2nd Lieut less than 3 years service, 1st Lieut 3 or more but less than 6 years, Captain 6 or more but less than 12 years, Major 12 or more but less than 20 years. Medical Administrative and Sanitary Corps Officers of the Army of the UNITED STATES may be appointed in the Pharmacy Corps under the provisions stated herein for that Corps. As this is an interim measure, special educational requirements for the Pharmacy Corps are waived.

(B) NO person will be appointed as a Commissioned Officer of the Regular Army under the provisions of Section 4 of the Act of 28 December 1945.

2028

Declassified E.O. 12356 Section 3.3/NND No. 735016

4(B) cont'd

(1) In a promotion list arm or service if he would upon appointment receive credit for 23 or more years of service under section 5 of the Act, or has attained his 40th birthday.

(2) In the Medical Corps, Dental Corps, Veterinary Corps, Pharmacy Corps or Corps of Chaplains, if upon appointment he would receive credit for 20 or more years of service, or has attained his 45th birthday.

5. Determination of rank.

(A) An individual appointed under the provisions of Public Law No. 000 (281)(?) will rank immediately below Officers in the same grade already in the Regular Army with an equivalent or next greater length of service.

(B) Among the newly appointed Officers in the same grade, where ever 2 or more are credited with the same amount of service (see paragraph 3, above) order of rank will be determined by seniority of age. In cases of identical age, it will be determined by the greater amount of active commissioned federal service. Where both age and length of active commissioned federal service are identical, it will be determined by composite score.

6. Method of application.

(A) Applications will be submitted so as to reach the Adjutant General's office, WASHINGTON 25, DC, NOT later than 1 March 1946. Applications must be made on WD AGO form 62, 1 November 1945. Applications received by the Adjutant General, WASHINGTON 25, DC, after 1 March 1946, will NOT be considered. A formal application will be required regardless of whether or NOT a statement of interest or other form of application has been submitted previously. Each application will be prepared in duplicate. Both the original and duplicate will be signed and distributed as follows: 605

(1) An applicant on active duty will submit the application in duplicate through his immediate Commander.

(2) An applicant NOT on active duty or who is now on terminal leave will submit the application in duplicate direct to the Adjutant General, War Department, WASHINGTON 25, DC, Attention: AGSC-R or, if residing outside the continental limits of the UNITED STATES, to the Commander of the Theater in which residing.

(3) An Officer who desires to apply for appointment in the Judge Advocate General's Department and has less than 10 years constructive or actual commissioned service, but is between the ages of 30 and 35 years, will submit his application and be processed in the manner prescribed by this circular. Such

2029.

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

(3) (cont'd).

applicant will be considered for appointment in the grade of Captain under the provisions of Section 2/E of the National Defense Act. Inasmuch as appointees under the mentioned section of the National Defense Act must be Reserve Judge Advocates, applications will be accompanied in appropriate cases by application for appointment [illegible] Judge Advocate General's Department Reserve.

(4) Officers between the ages of 28 and 34 years who desire to apply for commission in the Adjutant General's Department, may do so regardless of the limitations as to age and grade stated in paragraph 4(A) (2) of this circular. Officers applying for the Adjutant General's Department in this age group if selected for appointment, will be commissioned in another branch and detailed in the Adjutant General's Department until eligible for transfer.

(5) Officers desiring service in Corps of Military Police will designate under item 13 of the application form, "Inf (CMP)".

(6) Officers desiring service in Transportation Corps will designate under item number 13 of the application form, "QM (TC)".

(D) If application is made for commission in arm or service other than that in which the applicant was originally commissioned, or in which the major portion of his active duty was served, all special qualifications for appointment in the arm or service for which application is made will be stated under "Remarks" item No. 25 on the application form. For example, an applicant who desires appointment in the Air Corps as a Signal Officer will enter under item 13 of the application form as the first choice of arm or service "Air Corps (Signal Officer)", and will set forth his qualifications under item 25 of the application. The applicant will also state any technical qualifications which he may possess which are in accordance with any of the special technical qualifications given in paragraph 14, below. An applicant desiring a commission in the Air Corps will indicate under "Remarks" the technical specialty and/or aeronautical rating for which he is best qualified. The applicant will list his qualifications for appointment as given in paragraph 14 covering qualifications for aeronautical rating and/or technical specialties in the Air Corps. In addition, an applicant who will accept a commission in an arm or service NOT listed as his first or second choice will indicate such acceptance by entering under "Remarks" item 25 of the application blank, the following:

"I will accept a commission in any arm or service".

7. Indorsement to application.

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

7. (cont'd).

(A) If the applicant is on active duty, his immediate Commander will indorse the application forms and forward the original so as to reach the Adjutant General, WASHINGTON 25, DC, Attention AGSC-R, NOT later than 1 March 1946. The immediate Commander (Indorsing Officer) will prepare 1 copy only of the Officer Evaluation Report (WD AGO FRT 461) and submit it along with the original of the application to the Adjutant General, WASHINGTON 25, DC. If an Officer Evaluation Report on the applicant has been submitted previously to the Adjutant General, WASHINGTON 25, DC by the same immediate Commander (Indorsing Officer) which covers a period of at least 3 months prior to cessation of hostilities, the forwarding indorsement will so state and a new Officer Evaluation Report will NOT be required.

(B) The duplicate copy of the application will be forwarded by the immediate Commander (Indorsing Officer) at the same time to the Commander of the Personnel Center (see list, paragraph 15), nearest the station of the applicant, or in the case of overseas, to the Commander of the nearest installation which has been designated by the Theater Commander to process applicants.

8. Officers NOT on active duty.

(A) For those residing within the continental UNITED STATES (exclusive of ALASKA).

(1) The Adjutant General will forward the duplicate application NOT later than 1 March 1946 to the Commander of the Personnel Center nearest the applicant's home.

(2) Immediately upon receipt of the application by the Adjutant General, steps will be taken to procure an Officer Evaluation Report from the most suitable of the former Commanders listed on the application.

(B) For those residing outside the UNITED STATES, including ALASKA: 6053

(1) Upon receipt of applications, from applicants NOT on active duty but residing in his Theater, the Theater Commander or the Commanding General, Alaskan Department, will transmit the duplicate copy to the Commander of the nearest installation designated by him to process applicants.

(2) Upon receipt of the application in duplicate by the Theater Commander, or Commanding General, Alaskan Department, if one of the former Commanders listed thereon is under his jurisdiction or resides within the limits of his Command, he will take the necessary steps

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REF NO THIS MESSAGE: WCL 32780 (continued) 29 December 1945

(2) (cont'd).

to secure an Officer Evaluation Report from such Officer and transmit the Officer Evaluation Report and the original of the application so as to reach the Adjutant General, Attention AGSC-R, NOT later than 1 March 1946. In event none of the former Commanders listed by the applicant are under the jurisdiction of the Theater Commander, or the Commanding General, Alaskan Department, or do NOT reside within the limits of his Command, the Theater Commander, or the Commanding General, Alaskan Department, will transmit immediately the original copy of the application to the Adjutant General, Attention AGSC-R.

9. Processing of applicants.

(A) Applicants stationed or residing in the continental UNITED STATES will be processed at Personnel Centers, and those outside the continental UNITED STATES, including ALASKA, at such places as may be designated by the Theater Commander or Commanding General, Alaskan Department. Hereinafter, references to Service Commander will include Theater Commanders and Commanding General, Alaskan Department. References to Commanders of Personnel Centers will include Commanders of installations designated to process applicants.

(B) The processing of an applicant which is a responsibility of the Personnel Center Commander, includes the following:

(1) Receipt of duplicate application. Errors in preparation will be adjusted by the applicant when he appears for examination.

(2) Administering and scoring the general survey test.

(3) Physical examination.

(4) Completion by the applicant of the biographical information blank.

(5) Interview by Officers Interview Board (see paragraph G below).

(6) Transmission of the above completed papers by air or the most expeditious method to the Adjutant General, WASHINGTON 25, DC, Attention AGSC-R. All papers, with the exceptions as set forth in paragraph 9(E) (1) (2) (3), pertaining to an applicant to be submitted together, when completed, securely fastened without the use of staples which puncture the paper.

(C) As soon as practicable, after the receipt of a duplicate application at a Personnel Center from an Officer on active duty, the Personnel Center Commander will request the appropriate Commander

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(C) (cont'd)

in whose jurisdiction the applicant is stationed to issue necessary orders for the applicant to proceed to the Personnel Center specifying the date on which he should arrive. In the event the applicant is NOT on active duty, the Commander of the Personnel Center will request the applicant in writing to proceed to the Personnel Center at NO expense to the Government, specifying the date on which he should report.

(D) Upon reporting to the Personnel Center, an applicant will be given the general survey test (WD AGO PRT 552). An applicant who fails to meet the requirements of this test will be disqualified and so notified immediately. However, any candidate possessing a degree from a recognized college or university who fails to complete the general survey test satisfactorily may present his own certificate to the effect that he possesses a degree from a college or university to the proper authorities at the Screening Center and receive authorization to complete the balance of the integration instruments. This certificate will be forwarded to the Adjutant General and the eligibility of this Officer for appointment in the Regular Army will be reviewed by a board of General Officers appointed by the War Department. Any candidate with an outstanding record in World War II as evidenced by Medal of Honor, Distinguished Service Cross or Distinguished Service Medal who fails to complete satisfactorily the general survey test is hereby authorized to proceed with the remainder of the integration tests.

(E) Each applicant who satisfies the requirements of the general survey test will be given a final type (Officer appointment type) physical examination as provided in AR 40-105 and Circular 59, WD, 1945. In addition, in the case of candidates being examined for flying status, the standards set forth in AR 40-110 will be applicable. The report of physical examination, with the exception of those made on applicants who are to serve on a flying status, will be recorded on WD AGO form 63. The report of physical examinations made on applicants who are to serve on flying status will be recorded on WD AGO form 64. These reports of physical examinations will be routed as follows:

(1) The physical examination reports, WD AGO form 63, original and 1 copy, on applicants other than personnel to be on flying status, who meet the standards prescribed in AR 40-105, will be forwarded to the Commanding General of the Theater, Service Command, or Military District of WASHINGTON for an opinion by the surgeon as to acceptability. If approved the original and 1 copy will be forwarded to the Adjutant General, WASHINGTON 25, DC, Attention AGSC-R, by air mail without delay.

PARAPHRASE UNNECESSARY
UNCLASSIFIED

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9(E) (cont'd)

(2) Physical examination report, WD AGO form 64, original and 2 copies on all applicants for flying status will be forwarded by the examining board directly to the Surgeon General, WASHINGTON 25, DC, by air mail without delay.

(3) In each instance where the individual does NOT meet physical standards as prescribed in the above cited regulations, the examining board will state whether or NOT a waiver is recommended; full information regarding the defect and the reason for recommendation of waiver will be included in each report. Where such recommendation is made, these reports of physical examination will be forwarded by the examining board directly to the Surgeon General, WASHINGTON 25, DC, and the applicant will receive authorization to complete the balance of the selection examination. The Commanding General of each Service Command, Theater, and the Military District of WASHINGTON will establish the required number of qualified medical examining teams. The specialists referred to in chart 1 of TM 8-255 will be represented on each team. The teams established for performing the physical examinations will be augmented by a sufficient number of flight surgeons or aviation medical examiners for the examination of personnel who are to serve on a flying status. Abnormal findings, such as hypertension, tachycardia, albuminuria, and glycosuria, will be rechecked in accordance with the provisions of appropriate army regulations, or in the absence of specific instructions they should be rechecked sufficiently to exclude error and determine the applicant's true physical condition. The reports of physical examination will be transmitted as indicated above by air or the most expeditious method.

(F) Each applicant who passes the general survey test and is physically qualified will complete the biographical information blank, (WD AGO FRT 459) and will appear before the Officers Interview Board (see paragraph (G), below).

(G) (1) Interview Boards which operate in the UNITED STATES, excluding ALASKA, will be appointed by the War Department. Those which operate outside the UNITED STATES, including ALASKA, will be appointed by Theater Commanders, and Commanding General Alaskan Department.

(2) Each board will consist of 5 Regular Army Officers and 1 alternate senior in permanent grade to the respective Regular Army permanent grade of the applicant. Each board will be headed by a General Officer and will consist of at least 1 representative from each of the 3 major Commands.

(3) Theater Commanders and Commanding General, Alaskan Department will appoint the necessary boards in their respective Theaters assuring that each major Command is represented by at least 1 member.

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9. (cont'd).

(H) Upon completion of the steps prescribed in subparagraph (F), above, the applicant will be released and all pertinent papers will be forwarded to the Adjutant General, WASHINGTON 25, DC, Attention AGSO-R, in the most expeditious manner.

(I) Applications of those who fail to pass either the general survey test or the physical examination will be forwarded to the Adjutant General, Attention AGSO-R, with a statement as to reason for failure.

(J) All papers will be forwarded to the Adjutant General, WASHINGTON 25, DC, by registered air mail NOT later than 20 April 1946.

10. Action by the Adjutant General.

(A) If the Officer Evaluation Report submitted does NOT represent a period of at least 3 months prior to cessation of hostilities, the Adjutant General will take such steps as are necessary to procure an Officer Evaluation Report from the most suitable officer listed under item 24 of the application.

(B) The Officer Evaluation Report, biographical information blank and the Officers Interview Board report will be scored and the composite score of the applicant determined.

(C) The Adjutant General will transmit the following to major Command in whose jurisdiction the applicants first choice of arm or service falls NOT later than 20 May 1946:

(1) The application.

(2) The composite score.

(3) 201 file.

(4) Efficiency report file.

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201 and Efficiency files and all pertinent papers will be returned to the Adjutant General, Attention AGSO-R, within 2 weeks subsequent to receipt, subject to the provisions of paragraph 10(F), below.

(D) In case an applicants first and second choices are for commission in components NOT a part of the same major Command, all papers pertaining to his case will be returned to the Adjutant General, Attention AGSO-R, within 2 weeks subsequent to receipt. Upon receipt, the Adjutant General will transmit all papers to the Commanding General of the major Command of second choice. The major Command of second choice will return all papers and files as listed in paragraph 10 (C), above.

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11. Action by major Commands.

(A) Upon receipt of the papers referred to in paragraph 10(C), above, the names of applicants will be listed by grade for which eligible in order of composite scores within the arms or services of the applicants choices expressed on his application.

(B) The records of each applicant will be examined to determine whether there is anything which, in the opinion of the major Command concerned, would make his appointment undesirable. In the event such is the case, all papers will be returned to the Adjutant General, Attention AGSO-R, together with a detailed statement as to the reasons for rejection. Even though rejected by a major Command of first choice, action as indicated in paragraph 10(E) above, will be taken prior to referral to the War Department Review Board.

(C) When all applications have been received and reviewed, as indicated above, an eligible list will be established showing names, serial numbers, and the composite scores, arranged by grades for which eligible, in order of composite scores, for each arm or service. Recommendations for appointment will be made as follows:

(1) In those arms or services in which technical specialists are required as set forth in paragraph 14, below, such specialists will be selected by starting from the top of the list and going down until the required number with suitable qualifications have been obtained.

(2) From those remaining on the list starting with the top of the list and going down until authorized vacancies are filled.

(D) When selections for appointment have been made the eligible lists together with recommendations for appointment will be transmitted to the Adjutant General, Attention AGSO-R, NOT later than 10 June 1946.

12. Final action by the Adjutant General.

(A) Upon receipt of eligible lists and recommendations from the major Commands, recommendations will be checked to determine whether the applicants name appears on more than 1 list. If such is the case, his name will be removed from any list other than that of his first choice. The Adjutant General will notify the major Command concerned when any names are removed, and will substitute a new name, starting with the next name on the eligible list which has NOT been previously recommended for appointment. If after an examination of all lists, it is discovered that there are applicants who have NOT been recommended for commission, but whose composite scores are higher than any who have been recommended by a major Command, excluding specialists, as indicated in paragraph 11(C) (1) above, their names will be submitted to the respective appropriate Major Command for consideration. The Adjutant General will be notified promptly of any resulting changes or substitutions.

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12. (cont'd).

(B) When all recommendations are complete and the War Department Review Board has completed its action, successful applicants will be notified and commissions issued by the Adjutant General. List of those remaining in order of their eligibility will be retained in the files of the Adjutant General for consideration in the event of future further selections.

13. War Department Review Board.

(A) All cases in which the applicant is rejected under the provisions of paragraph 11(B), above, will be referred to a Board of General Officers appointed by the Secretary of War.

(B) When received back from the major Command of second choice, such cases will be referred by the Adjutant General to the review board together with all supporting papers, including reasons for rejection (see paragraph 11(B), above.) This board will review each case, giving consideration to the reasons for rejection and will determine whether the rejection should be sustained. Action by this board will be final.

(C) Upon completion of action by the review board, all papers will be returned to the Adjutant General, Attention AGSO-R, with indication as to the action of the board.

(D) In those cases in which the board reverses the rejection, the Adjutant General will so advise the major Command concerned and place the applicant's name in the proper position on the list according to composite score.

ACTION: G-1

INFORMATION: G-2(PRO) AG C/S WDC G-4

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Incl. #2 to MTOUSA Circular Number 2.

PARAPHRASE UNNECESSARY
UNCLASSIFIED

FILED : 030040Z
PRIORITY

AFSC N 175/3

FROM : AGWAR FROM WITSELL ATAG

TO : USUAL ADDRESSEES

REF NO THIS MESSAGE: WCL 33485

3 January 1946

First line paragraph 6(A) (4) WD Cir 302 is amended to read "Officers under 35 years of age with 3 years or more but less than 10 years service who desire to apply for" and delete word are in line 5 same subparagraph.

ACTION : AG

INFORMATION: G-1 G-3(MTO) C/S MTO G-4

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RESTRICTED

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 1)

2 January 1946

MARRIAGES

Circular Number 47; Section II, Circular Number 69; Section III, Circular Number 100; Section II, Circular Number 107; and Section I, Circular Number 119, all this headquarters, 1945, are hereby rescinded and the following substituted therefor:

1. REFERENCES

a. WD Circular Number 245, 1945.

b. WD Letter, AG 291.1 (11 Sept 43) OB-S-SPGAL-M, dated 24 November 1943, subject: "Overseas Marriages of Military Personnel".

c. MTOUSA Letter, AG 291.1/104 A-O, dated 6 December 1945, subject: "Marriage Applications and Dependents of Military Personnel".

2. AUTHORITY

Section IV, WD Circular Number 307, 1944.

3. DELEGATION OF AUTHORITY

a. Final authority to approve or disapprove marriage applications of U.S. military personnel and U.S. civilians subject to military law who are members of their commands and to issue Theater Permits to marry, containing either the declarations called for in paragraph (3) of Article II of Italian Decree Number 430 of 23 December 1944, or the certificate called for in Article II of French Ordinance of 16 April 1943, is hereby delegated to the following commanders:

(1) Commanding General, 88th Infantry Division
(2) Commanding General, Rome Area, MTOUSA
(3) Commanding General, Peninsular Base Section
(4) Commanding Officer, Headquarters Command, Allied Force
(5) Commanding Officer, Naples Air Force General Depot

b. Other commands will submit applications, through channels, to this headquarters for final action.

c. Applications of Army female personnel to marry Army male personnel will be forwarded through channels to the authority named above having jurisdiction over the male concerned. That headquarters shall have final authority to approve or disapprove such marriage applications. Notification of final action taken will be furnished, through channels, to the commander of the female concerned.

RESTRICTED

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4. GENERAL PROVISIONS

a. Members of the United States Army and U.S. civilians subject to military law marrying in this Theater contrary to the provisions outlined herein may be tried by courts-martial for violation of the 96th Article of War.

b. An application to marry will not be approved if it appears that such will bring discredit to the military service.

c. Applications will be accompanied by:

(1) Serological tests for syphillis for each party, performed by a United States Army or Navy Medical Officer. Tests are not valid after ninety (90) days from date taken.

(2) X-Ray examinations of the chest for Tuberculosis for each party, performed by a United States Army or Navy Medical Officer. If the results of such test for either party are positive, the marriage application will be disapproved. Requests for waiver of this provision will not be granted.

(3) Certified translations into English of any papers submitted in a foreign language.

(4) Letter of consent to proposed marriage signed by both parents, or by one if one parent is deceased, or by legal guardian, of any applicant who is a minor under the laws of the state, territory, or country of which he or she is a citizen.

(5) Copies of divorce decrees or annulment papers in accordance with instructions on the reverse side of application forms.

d. Applications will not be approved unless the 1st Indorsement states that applicant has signed the certificate required by paragraph 1a of reference letter in paragraph 1c above.

5. APPLICATIONS

a. General - Applications of both parties, except where one party is a member of the U.S. Navy, will be initiated and submitted simultaneously through channels on the attached forms to the appropriate commander for final action. The application of a member of the U.S. Army to marry a member of the U.S. Navy will be forwarded through channels to the appropriate commander listed in paragraph 3, above. The commanding officer making the first indorsement will state his approval or disapproval and the reasons therefor. Information considered of value to higher authority in making final determination will be included. Each forwarding indorsement to an application will indicate approval or disapproval.

b. U.S. Civilians - Applications of U.S. civilians subject to military law will conform to the requirements of this circular. Applications of American Red Cross personnel will be initially submitted to the Theater Field Director for approval or disapproval and subsequent forwarding to the appropriate military commander listed in paragraph 3, above, for final action.

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Hq MTOUSA Circular Number 1 (cont'd).

c. Foreign Nationals - Request for foreign nationals to marry will be attached to the application of the American party.

6. FORMS

Applications and Theater Permit forms, examples attached, will be reproduced by the commanders concerned.

7. INVESTIGATION

a. An application to marry will not be approved until the applicant's unit commander has caused a character check on the alien civilian to have been made.

b. When adverse information is revealed, the application will be returned setting forth the facts discovered, and authorizing resubmittal if the applicant attaches to the application an affidavit stating that he is aware of the facts and after consideration of same is still desirous of marriage.

8. WAITING PERIOD

Theater permits will specify that marriage may take place ninety (90) days subsequent to the date of the earliest application. However, the waiting period may be waived, either wholly or in part, when circumstances justify.

9. LAWS AND CUSTOMS

a. Generally the validity of a marriage is determined by reference to the laws of the country wherein the marriage ceremony is performed. Laws relative to marriage within this Theater will be made available to commands specified in paragraph 3, above, by this headquarters.

b. In Corsica, a civil marriage must be performed prior to a religious ceremony. The prerequisites to the civil marriage so far as the military authorities are concerned, are set forth in the French Decree of April 16, 1943. The Theater Permit form (MTOUSA Marriage Form No. 3), attached hereto, accomplishes the certificate required of U.S. Personnel when prepared in accordance with the instructions set out on the reverse side thereof.

c. In Italy, Sicily and Sardinia, the prerequisites of a marriage are determined under the Legislative Decree of 23 December 1944. The Theater Permit form (MTOUSA Marriage Forms No. 4 and No. 4 (Italian), attached hereto, accomplish the declaration required of U.S. personnel when prepared in accordance with the instructions set out on the reverse side thereof, except as otherwise indicated in paragraph 10a (3) below.

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10. COMPLIANCE WITH LAWS AND CUSTOMS

a. Chaplains:

(1) Chaplains of the U.S. Army and Navy have no authority to perform marriages unless authorized by or in accordance with the laws of the country in

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Hq MTOUSA Circular Number 1 (cont'd):

which the marriage is performed. Before performing a marriage ceremony, Chaplains will satisfy themselves that they have complied with the laws of the country pertaining to religious marriage ceremonies.

(2) After provisions of paragraph 9(b), above, have been met, Chaplains of all denominations are authorized to perform religious ceremonies in Corsica.

(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 U.S. 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. However, Chaplains will not perform marriage ceremonies between United States personnel and members of the armed forces of other foreign nations (other than Italian subjects) stationed in Italy under the Italian decree of 28 December 1944. United States personnel desiring to marry members of the armed forces of other foreign nations (other than Italian subjects) stationed in Italy will be advised to comply with the Italian laws relating to marriage other than those contained in the decree of 28 December 1944.

(4) Chaplains performing marriage ceremonies and issuing marriage certificates, will insure that the following information is contained on the certificates:

(a) The full name, age, profession, place of birth, nationality, and the domicile or residence of the parties in the State to which they belong.

(b) The full name, and the domicile or residence of their parents

(c) The place and date of the celebration of marriage.

(d) The full name of the Chaplain before whom the marriage was celebrated.

b. Commanding Officers - In Italy, Sicily, and Sardinia, immediate commanding officers will inspect marriage certificates issued to their personnel by Chaplains to insure that the information required by paragraph 10a (4), above, is shown thereon, and, if not, will add or cause to be added, any such omitted information. If the facts subritted justify such conclusions, he will indorse on the face or back of the marriage certificate, if space permits, otherwise on a separate sheet attached thereto, the following:

"Based on information submitted, it is the opinion of the undersigned that the marriage certificate dated _____, evidencing the marriage between _____ and _____, is authentic.

_____
(Name, Rank, and Branch of Service)
United States Forces
Commanding Officer of

_____"

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Hq [illegible] GA Circular Number 1 (cont'd).

Such immediate commanding officer will, if it has not already been accomplished, cause to be made true translations into the Italian language of the following documents, and shall countersign same:

(1) Theater Permit issued by an authority in paragraph 3, above, containing the declaration required by Italian decree.

(2) Marriage certificate issued by a Chaplain of the United States Forces, containing the information required by paragraph 10a (4) above, and his indorsement thereto. He will then address a letter of transmittal in the Italian language to the Italian official of vital statistics of the commune where the marriage took place, attach the originals and translations of the above documents thereto, requesting the transcriptions of the marriage certificate by that official in the records of the commune.

c. Applicants

(1) Compliance with the laws of the country wherein the marriage ceremony is performed is the responsibility of the applicants.

(2) Applicants will arrange for the civil ceremony required in Germany, with the local officials.

(3) In Italy, Sicily, and Sardinia, applicants who have obtained Theater Permits to marry and who have had their marriage ceremony performed by a Chaplain of the United States Forces authorized by the decree cited in paragraph 9c, above, shall, within three (3) days thereafter, deliver their Theater Permits and the marriage certificate issued to them, to their immediate commanding officers for action prescribed in paragraph 10b, above. When that action is accomplished, applicants will immediately deliver such letter of transmittal and all inclosures to the mentioned Italian official for transcription.

(4) If the marriage takes place before an Italian official of vital statistics, as set out in Article IV of the decree cited in paragraph 9c, above, instead of before a Chaplain of the United States Forces, applicants need only present the Theater Permit and the true translation thereof to that official.

(5) Applicants should secure a certified copy of the transcription of the marriage made by the Italian official of vital statistics as proof in case any question should arise concerning the validity of the marriage after his or her return to the United States. The original and a true translation of each document are the property of the applicants, and should be kept by them as evidence of their marriage.

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11. DEPENDENCY PROVISIONS

a. The wife or husband, as the case may be, will not become a citizen of the United States by virtue of marriage, but may be exempted from immigration quotas, thereby obtaining speedier naturalization.

b. The spouse will be entitled to allotments and certain benefits presently authorized by the laws of the United States for military personnel or their dependents.

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c. Special living accommodations and special benefits will not be granted as a result of marriage in this theater unless specifically authorized by directives issued by this headquarters.

d. Military personnel are subject to transfer and change of station in accordance with the exigencies of the service, and family considerations will not be taken into consideration when these changes must be effected because of military necessity.

e. Health conditions can preclude entry into the United States of a dependent (wife or child).

f. Contingent upon the military situation and availability of shipping space, the Theater Commander may authorize the transportation of alien dependents of military personnel to the United States in accordance with law and current War Department directives.

12. RECORDS

Commanders taking final action on marriage applications will maintain accurate records of all cases so that statistical data as to names, addresses, previous marital status, age, sex, citizenship, race, and any unusual facts pertaining to both parties may be made available upon request by this headquarters.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

/s/ Edmund R. Shugart

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

7 Incls:
#1 - MTOUSA Marriage Form No. 1 (U.S. Personnel)
#2 - MTOUSA Marriage Form No. 2 (English)
#3 - MTOUSA Marriage Form No. 2 (Italian)
#4 - MTOUSA Marriage Form No. 2 (French)
#5 - MTOUSA Marriage Form No. 3
#6 - MTOUSA Marriage Form No. 4
#7 - MTOUSA Marriage Form No. 4 (Italian)

DISTRIBUTION:
Z

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Inclosure # 1 to Hq MTOUSA Circular # 1

CERTIFICATE OR REQUEST OF U. S. MILITARY AND U. S. CIVILIAN PERSONNEL TO MARRY IN THE MEDITERRANEAN THEATER OF OPERATIONS

Date: _____ 19____.
Day Month Year

I, the undersigned, request permission to marry _____
(Full Christian and surname of fiance or fiancee)

1. _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME) (ASN) (RANK)

2. _____
(ORGANIZATION TO WHICH ASSIGNED) (APO NUMBER)

3. _____
(NATIONALITY) (RACE) (PLACE OF BIRTH) (DATE OF BIRTH)

4. Domicile and residence in the United States: _____
(STREET OR AVENUE AND NUMBER)

_____
(CITY OR TOWN: IF RURAL, SO STATE) (STATE)

5. Were you previously married? ____. Date of final divorce decree or annulment _____. If a (widow) (widower), date of death of former (wife) (husband) _____.

6. If naturalized, date and place of completion of naturalization: _____
_____.
(CITY) (STATE) (DATE)

7. _____
(FATHER'S NAME) (LIVING OR DEAD) (DOMICILE OR RESIDENCE)

8. _____
(MAIDEN NAME OF MOTHER) (LIVING OR DEAD) (DOMICILE OR RESIDENCE)

60.

9. I certify that I can and will comply with all laws relating to marriage in effect in _____ in which the marriage is to be performed.
(COUNTRY)

10. (To be used only if marriage is to be performed in Italy, Sicily or Sardinia) I certify that none of the provisions of Articles 85, 86, Nos 1, 2, and 4 of 87, 88 or 89 of the Italian Civil Code constitutes an impediment to the proposed marriage.

Signature: _____
Name Typed: _____
Grade and ASN: _____

Incls:
1 - Serology Test
2 -

Sworn and subscribed to before me (AC 114) this ____ of _____ 19____.
Day Month Year

_____

MTOUSA Marriage Form No. 1

(REVERSE SIDE FOR INSTRUCTIONS)

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INSTRUCTIONS

1. Submitted through channels by the:

a. Male - to his major commander.
b. Female - to the major commander having jurisdiction over the male concerned, if the male is a member of the Army or Navy or a U. S. citizen, otherwise to the major commander of the female.

c. ARC male and female - To Theater Field Director for approval or disapproval and forwarding to military commander having jurisdiction over the party concerned, who will forward to commander having jurisdiction over the male party of the marriage for final action if the male is a member of the Army or Navy or a U. S. citizen, otherwise to the major commander of the female.

2. If under 21 years of age, a letter signed by both parents or by one, if one parent is deceased, or by legal guardian, consenting to the proposed marriage, will be attached.

3. Serology test of the male will be attached to the male's application and serology test of the female, to the female's application. Tests are not valid after ninety (90) days from date taken.

4. Sufficient information as to termination of a previous marriage of the applicant will be given to establish without doubt that individual is eligible according to law to marry. If available, a copy of final divorce decree or annulment papers should be attached.

5. Certificate of Request of Foreign National to marry will be attached as an inclosure to the application of the U. S. citizen.

6. Applications will be accompanied by certified translations into English of any papers submitted in a foreign language.

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Enclosure # 3 to Hq MTOUSA Circular #1

DOMANDA DI STRANIERE PER SPOSARE

Personale Militare e civile degli STATI UNITI nel TEATRO DI OPERAZIONI MEDITERRANEO

(Da completarsi dallo straniero)

Data: _____ (Mese) _____ (Giorno) 19____ (Anno)

Io, sottoscritto, chiedo autorizzazione per sposare _____ (Grado, cognome e nome

_____ numero di matricola del fidanzato o fidanzata)

1. _____ (COGNOME) (NOME)

2. _____ (NAZIONALITA') (RAZZA) (Luogo di Nascita) (Data di nascita)

3. Domicilio o residenza: _____ (Numero, strada o viale)

_____ (CITTA' o PAESE) (NAZIONE)

4. Avete mai sposato? _____. Data del finale decreto del divorzio o annullamento: _____. Se un (vedovo) (vedova), localita' e data della morte della previa (moglie) (marito) _____

5. _____ (NOME DEL PADRE) (VIVO O DEFUNTO)

6. _____ (NOME DI NASCITA DELLA MADRE) (VIVA O DEFUNTA)

7. _____ (Professione attuale del padre o luogo e data della morte se deceduto) (ATTUALE O ULTIMO INDIRIZZO)

8. _____ (Professione attuale della madre o luogo e data della morte se deceduta) (ATTUALE O ULTIMO INDIRIZZO) 6051

9. Io posso o mi sottopongo all'osservanza di tutte le leggi riguardanti il matrimonio in effetto in _____ (NAZIONE) nella quale il matrimonio sara' celebrato.

10. Dichiaro che nessun delle prescrizioni degli Articoli 85, 86, numeri 1, 2, o 4 del 87, 88 o 89 del Codice Civile Italiano costituisce un impedimento al proposto matrimonio.

Firma _____

NOME

NOME STAMPATO: _____

MTOUSA MARRIAGE Form No. 2 (Italian)

LA PARTE OFFESA PER ISTRUZIONI

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

ISTRUZIONI

1. Completarla core allegato all'applicazione del cittadino degli Stati Uniti.

2. Se meno di 21 anni di eta', una lettera firmata da ambedue i genitori o da uno solo se uno dei genitori e' defunto, o del tutore, consentendo al proposto matrimonio, sara' unita.

3. Analisi del sangue sara' unita. Analisi non sara' valido dopo novanta (90) giorni dalla data.

4. Una copia del decreto del divorzio finale o carte di annullamento sara' allegato, se necessario.

5. Le applicazioni saranno accompagnate da traduzione in Inglese autenticato di qualsiasi carta scritta in lingua straniera.

2048.

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

Inclosure # 4 to Hq MTOUSA Circular #1.

DEMANDE FAITE PAR UN RESSORTISSANT ETRANGER D'EPOUSER UN MILITAIRE OU UN CIVIL AMERICAIN DES E.U.A. DANS LES THEATRE D'OPERATIONS DE LA MEDITERRANEE
(A remplir par le ressortissant etranger)

- - - - -

Date_____19_____

Je, soussigne demande la permission d'epouser _____
(nom)

_____
(prenom) (grade) (numero matricule)

1. Nom de famille:_____prenom usuel_____autres prenoms_____

2. Nationalite_____Race_____lieu et date de naissance_____

3. Domicile et residence_____
ville etat

4. Avez vous deja ete mariee?_____date de la prononciation du divorce ou de l'annulation de mariage :_____; Si vous etes veuf ou veuve, lieu et date de naissance du conjoint decede_____

5. Nom du pere_____vevant ou mort

6. Nom de jeune fille de la mere_____vivant ou mort

7. Profession du pere, lieu et date du deces s'il y a lieu addresse actuelle

8. " de la mere, " " " " " " "

9. Je puis me conformer a toutes les lois sur le mariage en vigueur en_____
(pays)
ou le mariage sera celebre, et m'engage a le faire.

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Signature_____

Nom dactylographie_____

VOIR DE L'AUTRE COTE POUR INSTRUCTIONS

MTOUSA Marriage Form No. 2, (French)

20491

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

Inclosure # 4 to Hq LTOUSA Circular #1 (Cont'd)

INSTRUCTIONS

1. A joindre a toute demande d'un citoyen americain.

2. Dans le cas d'un mineur, une lettre signee par les deux parents, ou par un seul, si l'autre est decede, ou par un tuteur legal, donnant le consentiment au mariage, sera jointe.

3. Les examens serologiques seront joints a la presente, et ne seront plus valides au dela de 90 jours.

4. Une copie de l'acte de divorce, ou de l'acte d'annullation sera jointe.

5. Les demandes seront accompagnees de traductions anglaises certifiees conformes, de tout papier presente en langue otrangere.

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

Inclosure # 5 to MTOUSA Circular #1

(HEADING)

THEATER PERMIT

(Under authority delegated by the Commander of United States Forces in North Africa pursuant to French Ordinance of 16 April 1943)

(Date)

_____
(RANK OR TITLE) (NAME) (ASN IF APPLICABLE)

_____ on duty in the Mediterranean Theater of Operations
as _____
(A MEMBER OF THE U.S. ARMY, AMERICAN RED CROSS, ETC)
a person subject to military law, is hereby granted permission to marry

_____
(GRADE OR TITLE) (NAME) (ASN IF APPLICABLE)
on or after _____. Based upon the statement submitted, it has been
(DATE)
determined that the intended (bride) (groom) is a citizen of the United States of America; was born of

_____
(FULL NAME OF FATHER)

_____
(MAIDEN NAME OF MOTHER)

at _____, on _____;
(CITY OR TOWN) (STATE) (DATE)
is a resident of and domiciled in the state of _____
and in accordance with the laws of that state is, in the opinion of the _____
(CG or CO) (HEADQUARTERS)
eligible to marry.

For the Commanding (General):
(Officer)

- S E A L -

Authentication

MTOUSA MARRIAGE FORM NO. 3 (REVERSE SIDE FOR INSTRUCTIONS)

2051

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

INSTRUCTIONS

1. If marriage is to be performed in French North or West Africa, or in Corsica, this form will be used. Translation into French is not necessary.

2. Issue certificate to each party who is a member of the U.S. Army, Navy, or American citizen.

3. Waiver of banns, registry of marriage, performance of a civil marriage ceremony, and any other civil requirements will be complied with prior to performance of marriage ceremony by an Army or Navy Chaplain.

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

Inclosure #7 to Hq MTOUSA Circular #4

PERMESSO PER IL TEATRO DI OPERAZIONI

(Sotto l' autovita 'del Generale Commandante del Teatro di Operazioni Mediterraneo (previo Africa Settentvionale) in segnito al decrito Italiano numero 430, del 28 Dicembre 1944)

(Data)_____

_____
(GRADO O TITOLO) (NOME) (Numero di matricola se applicabile)

_____per servizio nel Teatro di Operazioni Mediterranco

come_____
(Un MEMBRO DELL'ESERCITO AMERICANO, DELLA CROCE ROSSA AMERICANA, ETC.)

(Una persona soggetta alla legge militare) e' concesso il permesso di sposare

_____
(GRADO O TITOLO) (NOME) (Numero di matricola se applicabile)

al o dopo_____. Basata sopra la dichiarazione fatta, e' stato
(DATA)
determinato che l'inteso (sposa)(sposo) e' uncittadino degli Stati Uniti dell' America;

figlio di _____
(NOME E COGNOME DEL PADRE)

_____
(NOME E COGNOME DELLA MADRE)

a_____, al _____
(CITTA' O PAESE) (REGIONE) (Data)

e' residente o domicilisto nella Regiono di _____
e nell'opinione del

_____
(GENERALE COMANDANTE o altro COMANDANTE inforiore) (COMANDO)

no la legge di quella regiono e no la disposizione della legge Italiana contenuta negli Articoli 85, 86, numeri 1, 2, e 4 del 87, 88 e 89, del Codice Civile dell'Italia, costituisce un impedimento al matrimonio. 60-1.

Per il Comandante:

TIMBRO Autenticazione

LA PARTE OPPOSTA PER ISTRUZIONI

MTOUSA Marriage Form No. 4 (Italian).

2053

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

Inclosure #7 to HQ MTOUSA Circular #1 (cont'd)

ISTRUZIONI

1. Rilasciare certificati agli interessati che sono membri dell' Esercito Americano, Marina, o cittadini Americani.

2. Le pubblicazioni in chiesa o pubbliche, registro di matrimonio, modalita' di cerimonie matrimoniali civili o qualunque altre esigenze saranno completate prima delle cerimonie matrimoniali da un Cappellano dell'Esercito o Marina.

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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)
: - 3 DEC. 1945
NUMBER 134)

30 December 1945

Postal Regulations I
Postal Instructions for U.S. Civilians II

I -- POSTAL REGULATIONS

Paragraph 9a, Section V, Circular Number 30, this headquarters, 1945, is amended by the addition of the following:

"V -- MAIL ADDRESSES

(5) TAG on WDAGO Form 204 (For newly arrived casual officers only).

(6) Port Postal Officer, NYPOE, New York, N.Y. (For newly arrived casual personnel only).

II - POSTAL INSTRUCTIONS FOR U.S. CIVILIANS

1. Each U.S. Civilian in this theater who is entitled to use the Army Postal Service should complete and mail a NAP Form 11 showing his correct address as of 1 January 1946. This should be done irrespective of whether or not a Form 11 has previously been submitted. NAP Forms 11 are available at U.S. Army Post Offices in this theater.

2. U.S. Civilians authorized to use the Army Postal Service in this theater include ARC, UNRRA, USO, USIS, State Department Employees, WSA, RCA, CFLC, Authorized press representatives and CID.

3. These forms will be used to give directory service to mail requiring such service in the new directory section which is to be operated by the Second Base Post Office upon disbandment of the 2623th Postal Directory Company (Cvhd).

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

60-16

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)
NUMBER 133)

28 December 1945

MTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

Circular Number 41, this headquarters, 1945, is 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.

b. The Commanding General, PBS, is charged with the assembly and analysis of accident statistics for Headquarters MTOUSA.

3. Commanding Generals or Commanding Officers 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 with the command.

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(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 or commanding officer 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.

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

Hq MTOUSA Circular #133 (cont'd).

c. Supervise the assembly of information with regard to accidents, submitting reports at such time and in such form as directed by the Commanding General, PBS.

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

5. Report

a. 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 the United States.

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.

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 (Form B) will prepare, in duplicate, Monthly Accident Summary Report (Form B) containing data from all Forms B received, and will forward one copy in time to reach the Commanding General, PBS, not later than the 12th of the month following the close of the month to which the data pertains.

e. The Commanding General, PBS, will furnish this Headquarters (Attn: G-1) one copy each of statistical data and consolidate reports prepared and/or submitted under paragraphs 2b and 5d, above.

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

Hq MTOUSA Circular #133 (cont'd).

6. 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.

(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 it inadvisable for the injured person to return to duty the day following the one on which the injury occured, or on some later day. The term "doctor", as used above, is defined as

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

Hq MACUSA Circular #133 (cont'd).

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.

7. 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 6a(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 EIDGWAY:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

ELMUND R. SHUGART
Colonel, AGD
Adjutant General

2 Incls:
Forms "A" & "B"

DISTRIBUTION:
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25 - G-1(A) extra

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

Inclosure to Hq MTOUSA Circular # 133

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.____
THE 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____

NOTE: Use other side if necessary to expand details.

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Inclosure #1

2060.

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

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Inclosure to Hq MTO(. C cular # 133

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 headquarters, as directed prior to the fifth of succeeding month.

1. MONTH _____

2. YEAR

LOCATION

3. Unit Designation _____
4. APO _____
5. _____
6. _____

EXPOSURE

7. Total Man-days (military) U.S. _____ Ital. _____
8. Total Man-hours worked (Civilian) U.S. _____ Ital. _____

INJURY RECORD

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				

RATE

14. Military Accident Rate (M.A.R.) U.S. _____ ITAL _____
15. Civilian Frequency Rate (C.F.R.) U.S. _____ ITAL _____

MOTOR VEHICLE RECORD

16. Total Number of Motor Vehicles _____
17. Total Miles Driven _____
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

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Inclosure #2

2061.

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.

$$\text{M.A.R.} = \frac{\text{No. of Disabling Injuries} \times 100{,}000}{\text{Number of Man-days}}$$

Civilian Frequency Rate (C.F.R.) is the number of disabling injuries per 1,000,000 man-hours worked.

$$\text{C.F.R.} = \frac{\text{No. of Disabling Injuries} \times 1{,}000{,}000}{\text{Number of Man-hours worked}}$$

Motor Vehicle Frequency Rate (M.V.F.R.) is the number of accidents per 100,000 miles driven.

$$\text{M.V.F.R.} = \frac{\text{No. of Accidents} \times 100{,}000}{\text{Number of miles driven}}$$

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

16/2-8/cg

CA SECTION

CIRCULAR)
NUMBER 132)

28 DIC 1945

26 December 1945

DISCHARGE AND RELEASE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

Circular Number 110, this headquarters, 1945, is amended as follows:

1. Paragraph 3a, is rescinded and the following substituted therefor:

"3a. Overseas Discharge

Enlisted personnel who do not desire return to United States or theater of residence may submit requests for discharge or release from active duty in this theater through channels to this Headquarters, where final action will be taken, including issuance of letters of introduction. Actual discharge will be effected by the Commanders of the following units:

88th Infantry Division
REBASE
Rome Area HTOUSA
7th Replacement Depot

(All personnel of other commands will be transferred to 7th Replacement Depot for discharge)."

2. So much of paragraph 3d as reads, "American Consulate Naples", is amended to read, "American Consulate (nearest), Italy."

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

"3e. In the case of enlisted personnel transferred to the 7th Replacement Depot for separation, all administrative functions such as obtaining approval for separation from this Headquarters will be accomplished by the individual's parent unit. Individuals arriving at the Depot will have in their possession copies of orders, service records and allied papers, and complete correspondence relative to discharge."

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4. Paragraph 3f is added as follows:

"3f. The field military 201 file will be disposed of as prescribed in WD Circular Number 96, 1945, as amended."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

EDLUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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File 16/2.8/CA ✓

CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 131)

20 December 1945

ARMY EXCHANGE STORE SCHEDULES

Section I, Circular Number 113, this headquarters, 1945, is rescinded and the following substituted therefor:

"I -- ARMY EXCHANGE STORE SCHEDULES

All Army Exchange Service installations, whether operated directly by Army Exchange Service or by organizations, will remain open on a schedule established by the commander of the installation, which shall provide a minimum of 35 hours operation per week with a minimum of 3 hours daily, 7 days per week, including 3 hours forenoon on Sunday. Above schedules will be set up to provide for Exchange being open for business a maximum amount of time during off duty hours, i.e., Wednesday and Saturday afternoons, Sundays, holidays, during lunch hours, etc."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 130)

16 December 1945

DISCHARGE AND RELEASE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

Paragraph 3c (1) and (7), Circular Number 110, this headquarters, 1945, are rescinded and the following substituted therefor:

"3c. Overseas Discharges

(1) Name, Grade, Army Serial Number, Organization, date and place of birth, Nationality, proposed place of residence, statement as to applicants reasons for requesting discharge or relcase in this Theater.

(7) First forwarding indorsement will include a statement from the immediate commanding officer as to the desirability of applicants discharge or release in this Theater and a statement of opinion as to applicants ability to maintain himself in this Theater."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

15 DIC 1945

CIRCULAR)
NUMBER 129)

11 December 1945

Assignments and Transfers I
Awards and Decorations II
Postal Instructions for Newly Arrived Replacements. III

I -- ASSIGNMENTS AND TRANSFERS

Paragraphs 5a through 5L, Section III, MTOUSA Circular Number 112, 1945, is rescinded and the following substituted therefor:

"a. FBS
b. Rome Area MTOUSA
c. 88th Infantry Division
d. Military Railway Service, Italy
e. Headquarters Command, AF
f. Naples Air Force General Depot
g. 7th Replacement Depot"

II - AWARDS AND DECORATIONS

Paragraph 1a(7)(a), MTOUSA Circular Number 73, 1945 is rescinded and the following substituted therefor:

"(a) For awards to United States military personnel: Awarded by the War Department and Theater Commander only." 6039

III- POSTAL INSTRUCTIONS FOR NEWLY ARRIVED REPLACEMENTS

Each unit commander will require all newly assigned replacements arriving from the United States to fill out an NAP form 11, Postal Change of Address card. These completed cards will be mailed to the 262th Central Postal Directory, APO 512 to be used as a basis for the forwarding of all mail being held at that point. Supplies of these forms may be had at the nearest APO. Newly assigned personnel will also be instructed to immediately advise their emergency addressee, and all correspondence and publishers of their new address.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

A. L. NAUMLEF
Brigadier General, GSC
Actg Asst Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

ALLIED COMMISSION HEADQUARTERS 6523

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

16/2.8/uf ✓ 5 DEC 1945

R E S T R I C T E D

/lcg

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 128)

- 5 DEC 1945

30 November 1945

ACCIDENTS AND CLAIMS

Investigation and Report of Accidents I
United States Claims Service II

I -- INVESTIGATION AND REPORT OF ACCIDENTS

1. Paragraph 7b(2), Section I, Circular Number 74, NATOUSA, 1944, is rescinded.

2. So much of paragraph 7c, Section I, Circular Number 74, NATOUSA, 1944 as reads, "to the Commanding General NATOUSA", is amended to read, "to the Commanding General, Peninsular Base Section, APO 782, U. S. Army."

3. Section II, Circular Number 36, this headquarters, 1945, 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 subparagraphs b and c above 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 Personnel Claims Commission, c/o Staff Judge Advocate, PBS, APO 782. Personnel Claims Commission is authorized to communicate direct with commands or individuals therein."

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II-- UNITED STATES CLAIMS SERVICE

4. So much of paragraph 1c(1), Section III, Circular Number 74, NATOUSA, 1944, as reads, "control of the Theater Judge Advocate" is amended to read, "control of Staff Judge Advocate, Peninsular Base Section."

5. So much of paragraph 3g, Section III, Circular Number 74, NATOUSA, 1944, as reads, "the Theater Commander", is amended to read, "the Commanding General, Peninsular Base Section."

6. So much of paragraph 3i, Section III, Circular Number 74, NATOUSA, 1944, as reads, "or the Theater Commander", is amended to read, "or the Commanding General, Peninsular Base Section."

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R E S T R I C T E D

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Hq MTOUSA Circular Number 128 (cont'd).

7. Section III, Circular Number 95, this headquarters, 1945, 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 782.

b. If the incident occurred in Sardinia, to US Claims Service, Regional Office V, APO 794.

c. If the incident occurred in Corsica, to US Claims Service, Regional Office VIII, APO 794.

d. If the incident occurred in the provinces of Naples, Littoria, Benevento, Frosinone, Avellino or Salerno, to US Claims Service, Regional Office I, APO 550.

e. If the incident occurred in the provinces of Campobasso, Foggia, or Potenza, to US Claims Service, Regional Office II, APO 790B.

f. If the incident occurred in the provinces of Bari, Matera, Taranto, Brindisi, Lecce, Cosenze, Catanzaro or Reggio Calabria, to US Claims, Regional Office III, APO 790B.

g. If the incident occurred in the provinces of Roma, Aquila, Chieti, Pescara, Viterbo, Rieti, Terni, Teramo, Ascoli Piceno, Macerata, Ancona, Perugia, or Grosseto, to US Claims Service, Regional Office VI, APO 794.

h. If the incident occurred in the provinces of Livorno, Pisa, Pistoria Lucca, Siena, Firenze, Arezzo, Pesaro, Massa, La Spezia or the island of Elba, to US Claims Service, Regional Office VII, APO 650.

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 650.

j. If the incident occurred in the provinces of Genova, Piacenze, Imperia, Savona, Cuneo, Asti, Allessandria, Torino, Aosta, Vercelli, Pavia, Novara, Varese, Milano, Como, Sandrio, Bergamo, Cremone, Brescia, Trento, or Bolzano, to US Claims Service, Regional Office X, APO 542A.

(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 782."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

GEORGE L. EBERLE
Brigadier 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 127) 16/2.9/C

29 NOV 1945

24 November 1945

Settlement of Certificate of Credit Balance Held by Released Prisoners of War. . I
Inter-Theater Travel II
Identification Cards III
Rescission of Circulars V

I -- SETTLEMENT OF CERTIFICATE OF CREDIT BALANCE HELD BY RELEASED PRISONERS OF WAR

1. Reference - War Department Memorandum Number 190-45, 25 September 1945.

2. Definitions

a. "Certificates of Credit Balance" are certificates issued prior to 1 October 1945 by the United States to enemy prisoners of war for pay, allowances and other monies received by or credited to the trust fund account of such prisoners during internment.

b. "Administrative Officer", as used herein, includes any commissioned United States Army officer except disbursing officers and warrant officers.

c. "Receipt", as used herein, means a written statement given by an administrative officer to a released prisoner of war in exchange for previously issued original and duplicate copies of certificates of credit balance. Released prisoner will be required to sign his name, followed by his internment serial number, on the reverse side of the receipt. The receipt will be in the following form:

"Received from _____ (PW Name) _____ (Rank) _____ (ISN)
a certificate in duplicate showing a credit balance of _____ (Words)
$_____ (Amount in Figures), for pay, allowances and other monies received by him during the period of his internment."

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d. "Voucher", as used herein means WD AGO Form 19-15, prepared in duplicate with a certificate made by the administrative officer. (Appendix "A").

3. Purpose - Establishment of a procedure for redeeming certificates of credit balance held by released enemy prisoners of war.

4. Procedure

a. "Certificates of Credit Balance" in duplicate will be presented by released prisoners of war to any nearby administrative officer. Such certificates must be originals and must bear no notation of partial or full payment.

ALLIED COMMISSION HEADQUARTERS 6139

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Declassified E.O. 12356 Section 3.3/NND No. 725016

Hq MTOUSA Circular Number 127 (cont'd).

b. The administrative officer will give a receipt (in the form outlined in paragraph 2c above) to the released prisoner of war in exchange for the surrendered certificates of credit balance and will record the name and address of the individual in whose name the certificate had been issued.

c. The administrative officer will forward originals of the surrendered certificates of credit balance directly to Auxiliary Troop Command, FPO, APO 782, US Army, where they will be authenticated and entered on the individual pay date record of the respective individuals as a withdrawal, and the administrative officer will be so notified.

d. After authentication the certificates of credit balance will be returned to the administrative officer with a notation that the certificate is or is not authentic.

e. The administrative officer will notify the individual to whom the certificate had been issued whether or not it will be honored (depending on the established authenticity) and if the certificate is authentic, will advise the released prisoner to present his "receipt" to a designated disbursing officer. Administrative officers will designate the disbursing officer nearest to the address given by the released prisoner.

f. The Administrative officer will prepare and certify a voucher for the amount due using WD AGO Forms 19-15, showing in lieu of date prepared at the top of the form the words "Final Payment as of _____19____, Repatriated Internees," (Certificates of Credit Balance). These will be forwarded together with the original and duplicate authenticated certificates of credit balance to the disbursing officer designated in paragraph 4c above.

g. Disbursing officers will, when in possession of a voucher certified by an administrative officer, effect settlement upon surrender of the receipt held by the released prisoner as follows:

(1) If the released prisoner is of Italian origin the settlement will be in Lire.

(2) If the released prisoner is other than of Italian origin, the disbursing office will issue a United States military disbursing officer's payment order in the name of the holder of the receipt for the amount of payment due and will stamp on the face of such order one of the following: "German PW" or "Japanese PW", according to the classification of the prisoner, and effect delivery of the order to the holder of the receipt against its surrender. Individuals will be instructed to present the military payment order to an Army or Navy disbursing officer after arrival in their country of origin.

h. Records kept by administrative officers of receipts issued will be turned over to successors in the event of a transfer of the individual or to the nearest administrative officer in the event of a transfer of a unit. In the latter case, notice will be sent to Auxiliary Troop Command, FPO, APO 782, US Army as to the identity of the administrative officer to whom records have been given.

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USFET USA Circular Number 127 (cont'd).

I - INTER-THEATER TRAVEL

1. Military Orders

a. Military orders are required for the travel of the following personnel:

(1) Military and Naval personnel
(2) American Red Cross
(3) War Department civilian Technical Observers
(4) USO
(5) Civilian Consultants to the War Department
(6) War Correspondents (if accredited).
(7) Any individual whose travel is properly chargeable to War and Navy Department appropriations.

b. Military orders are not required for travel of the following personnel, and such travel will be handled under the provisions of paragraph 1c, War Department Circular Number 451, 23 November 1944.

(1) American State Department personnel.
(2) American State Department sponsored personnel, whose travel is chargeable to the individual, or to an agency under the control of the American State Department. (includes War Correspondents, not accredited).
(3) War Shipping Administration
(4) UNRRA
(5) FWB
(6) USIS
(7) RCA
(8) FBI
(9) International Telephone & Telegraph
(10) Any civilian travelling at own expense.

2. General

a. Definitions

(1) Clearance - Clearance is defined as the military authority granted by a military headquarters outside this theater authorizing an individual, by name, to travel into a specific country.

(2) Restricted Area - Any country into which travel is controlled by the military authorities and from whom prior military authority (clearance) must be obtained before an individual may be authorized to travel. At the present time, the following countries are classified as "Restricted Areas", and any travel thereto or through, will be cleared in advance, from the military headquarters listed:

(a) Germany - obtain clearance from USFET (Main)
(b) Austria - obtain clearance from Hq, USFA.
(c) Hungary - obtain clearance from ACC Hungary (US Delegation)

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

Hq AFTOUSA Circular Number 127 (cont'd).

(d) Rumania - obtain clearance from ACC Rumania (US Delegation)
(e) Bulgaria - obtain clearance from ACC Bulgaria (US Delegation)
(f) Jugoslavia - obtain clearance from USMA Belgrade.

b. Travel of personnel listed in paragraph 1a, (1) to (7), inclusive, outside Italy, will be with the concurrence of this headquarters, and the Adjutant General will obtain all necessary clearances.

c. Travel to any country not listed above, will be contingent upon the issuance of passport and visa, or under military orders authorized by this headquarters.

d. The American State Department is authorized to request clearances for travel into restricted areas, through diplomatic channels, without reference to this headquarters.

3. Procedure to be Followed in Obtaining Travel and Clearances

a. For personnel listed in paragraph 1a, (1) to (7), inclusive, request for travel outside Italy will be forwarded to the Commanding General, AFTOUSA, for obtaining of clearance and approval of travel.

b. Personnel listed in paragraph 1b, (1) to (10), inclusive, will be referred to the appropriate agency designated by the American State Department for obtaining necessary clearances, screening, and issuance of Form FT 42 A.

c. Statement that clearance has been obtained will be furnished to all personnel travelling into restricted areas, in the following manner:

(1) When orders are issued, by including the statement therein:

"Authority granted to enter (name of country) per (Headquarters granting the authority) radio number_____, dated_____."

(2) When travel is performed without travel orders, the agency issuing Form FT 42 A will deliver to the individual a certificate, (in duplicate) in the following form:

"I certify that (name of individual), is authorized to enter (name of country) per (headquarters granting the authority) radio (or letter) number_____, dated_____."

signed (see note below)
Designation of Certifying Officer

NOTE: This certificate will be signed by, or in the name of, the head of the agency issuing Form FT 42 A.

d. The above certificate will be carried by the individual at all times.

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

Hq NTOUSA Circular Number 127 (cont'd).

III - IDENTIFICATION CARDS

1. Paragraph 1a through 1e, Section II, Circular Number 74, this headquarters, 1945, is rescinded and the following substituted therefor:

"Section I, WD Circular Number 326, 1945".

2. Section III, Circular Number 109, this headquarters, 1945, is rescinded and the following substituted therefor:

"Section II, Circular Number 74, this headquarters, 1945, is amended to add the following:

'5. Withdrawal and Issuance of Identification Cards

a. WD AGO Forms 65-8 and 65-10 are no longer required by civilian personnel in this theater. Cards withdrawn will be destroyed.

b. WD AGO Form 65-11 is discontinued, but all civilian personnel in possession of this form may retain the form and surrender it to the Commanding Officer of the port of entry upon return to the United States. In the future all American Red Cross personnel and authorized civilians who do not possess D AGO Form 65-11 will be issued WD AGO Form 65. Such identification cards will show on line marked "Designation" position title and organization with whom identified, i.e., Clerk-Typist--War Department, or, Field Director--ARC.

c. Key enlisted personnel, such as technicians, etc., whose duties require that they travel between posts, camps and stations regardless of assignment, except that cryptographic enlisted personnel are specifically excluded, will be issued WD AGO Form 65. Medical Department enlisted personnel are no longer required to have WD AGO identification cards.

d. Issuance of new identification cards to officers when promoted will be discontinued. Future issues will be restricted to replacement of lost cards and initial issues.

e. All new identification cards to be laminated will henceforth be submitted to the Signal Photo Laboratory, Peninsular Base Section."

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

AFQUSA Circular Number 127 (cont'd)

IV- RESCISSION OF CIRCULARS

1. Section IV, Circular Number 112, this headquarters, 1945, is rescinded.

2. Section III, Circular Number 63, this headquarters, 1945, is rescinded. Current instructions are contained in paragraph 56f, Change 7, AR 600-45, 31 March 1944.

3. Section IV, Circular Number 93, this headquarters, 1945, is rescinded. Current instructions are contained in paragraph 3b, Section XI, War Department Circular Number 294, 27 September 1945.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

GEORGE L. EBERLE
Brigadier General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

1 Inclosure:
Appendix "A"

DISTRIBUTION:
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100 - G-2 (CI-3)
5 - G-1
5 - G-5

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

Form approved by
Comm. Gen., U.S.
February 1944

D.O. VOUCHER No.

Bd. VOUCHER No.

PAID BY

WAR DEPARTMENT
OFFICE OF THE PROVOST MARSHAL GENERAL

VOUCHER FOR WITHDRAWAL OF FUNDS OF
CIVILIAN ENEMY ALIENS AND PRISONERS OF WAR

APPROPRIATION

STATION	LOCATION

THE UNITED STATES, Dr.,
TO: SUNDRY INDIVIDUALS AS LISTED BELOW (Nationality)
DATE PREPARED

(for use of paying office)

I Certify that the individuals listed below have sufficient balance to their credit as deposits to cover the withdrawals stated opposite their respective names, which amounts have been entered on the individual pay data record of the respective individual as a withdrawal.

Payment approved for

$_____

(Signature of certifying officer)

(Signature of disbursing officer)

NAME OF INTERNEE (Last, first, middle initial)	INTERNMENT Serial No	AMOUNT	CHECK No. OR ATTACHED CASH RECEIPT No.

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

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C & A Sec

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16/28/A

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 126)

19 NOV 1945

14 November 1945

Currency Control I
Awards and Decorations II
Offenses, Confinement and Courts-Martial III

I -- CURRENCY CONTROL

1. Paragraph 7, Circular Number 71, this headquarters, 1945, is amended by the addition of the following:

"d. Cash purchase of War Bonds"

2. Circular Number 87; Section I, Circular Number 93; and Section II, Circular Number 123, all this headquarters, 1945, are rescinded, and the following substituted therefor:

"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. Until further notice the transmission, by all personnel in this theater subject to US Military Law who enjoy the privileges of either the Army Finance or Postal facilities or who purchase War Bonds for cash from Army agencies, of funds to any point outside the theater, which have not been derived from US official sources, is prohibited. US official sources, as used herein, are defined as including only monies derived directly or indirectly, from pay and allowances or monies imported from the zone of interior. Money derived indirectly from pay and allowances is money which was originally disbursed as pay and allowances but which at the time of transfer is NOT in the possession of the original payee.

b. The provisions of paragraph 9a above will be implemented as follows:

(1) All field grade officers and above, and all civilians who hold assimilated rank of field grade and above, will, prior to every transmission of funds to the US via Army Finance Officers or War Bond Officers, execute and submit to the agency concerned the following certificate: 'I certify that these funds sought to be transmitted via (Personal Transfer Account) (War Bond) (et cetera) were derived only from US official sources.' Such certificate will be legibly signed and the grade, serial number or comparable civilian designation furnished, together with complete address and APO number

ALLIED CONTROL COMMISSION 5869 HEADQUARTERS

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Hq USTOUSA Circular Number 126 (cont'd).

(2) All military personnel (excluding officers of field grade and above) and all civilians who have NO assimilated rank and those who have assimilated rank up to and including company grade desiring to deposit money in soldiers' deposits or to transmit funds by Personal Transfer Account or by purchase of War Bonds, will submit applications in suitable form to the appropriate commander, down to and including company and similar unit commanders, who are charged with assuring themselves that the funds sought to be transmitted by the applicant concerned were derived only from US official sources. Such commander is thereafter charged with causing approved applications to be transmitted to the agency responsible for final processing thereof, together with appropriate evidence of such approval.

(3) Finance and War Bond officers are prohibited from accepting any applications for transmission (which include instruments payable to the applicant) unless compliance with the pertinent foregoing provisions has been had.

c. On receipt of this circular, when funds in excess of $25.00 are transmitted 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 purchaser will prepare an affidavit which will be attested to before an officer of the enlisted person's immediate unit. 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. Personnel using the Army Postal Money Order service to transmit funds in excess of $25.00 will complete the certificate attached as Appendix 'A' hereto. This certificate will be reproduced locally.

f. The sale of War Bonds through the Army Exchange Service Overseas Gift Order Catalogue to an individual at any one time is limited to one (1) bond of the Fifty Dollar ($50) denomination or the equivalent in smaller denominations. Exceptions to this rule to be authorized in instances where larger sums are presented for purchase of War Bonds provided it can be shown that the funds were derived from US Military sources and that the individuals came into possession of the funds legitimately. In case of such exceptions, the certificate for postal money orders set forth in Appendix 'A' is adaptable."

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II - AWARDS AND DECORATIONS

Paragraph 9c, Circular Number 73, this headquarters, 1945, is rescinded and the following substituted therefor:

"9c. 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 to which the recipient was transferred, if organization is still within this theate Included in this category are individuals transferred to replacement depots for transshipment to the United States, in which case the report will be forwarded dire to the depot concerned. In those cases where it is known or reasonably presumed that the recipient has actually departed this theater the report will be forwarded to MTOUSA Records Depot, APO 512."

III - OFFENSES, CONFINEMENT AND COURTS-MARTIAL

Paragraph 2b(2)(e), Section I, Circular Number 9, this headquarters, 1945, is rescinded and the following substituted therefor:

"(a) Absentee Records, Provost Marshal's Office, Peninsular Base Section, APO 762."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE L. EBERLE
Brigadier General, GSC
Chief of Staff

6032

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

American Personnel Only

To	Init	Date
VP CA Sec		
Public Safety		30/11
Public Health		2/12
Legal		2/12
Local Govt		
Patriots		
Disper		6/12.
Education		7/12
MFA & A		7 Dec
Ca Sec		

PLEASE PASS QUICKLY

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APPENDIX "A" to Hq USTOUSA Circular #12

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 remission 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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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 125)

- 7 NOV 1945
5 November 1945

DISCHARGE AND RELEASE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

1. Paragraph 1i, Circular Number 110, this headquarters, 1945, is rescinded and the following substituted therefor:

"i. Section V, WD Circular 269, 1945, as amended by Section I, WD Circular 320, 1945."

2. Paragraph 2c, Circular Number 110, this headquarters, 1945, is rescinded and the following substituted therefor:

"c. (1) Enlisted personnel over 38 and those over 35 who have completed a minimum of two (2) years of active military service in the Armed Forces of the United States subsequent to 16 September 1940, and who apply in writing to their commanding officers for discharge under the provisions of Section V, WD Circular 269, 1945, as amended by Section I, WD Circular 320, 1945, will be immediately transferred to the 7th Replacement Depot for trans-shipment to the United States, except as indicated in (2), below. Completed personnel records must accompany each individual.

"(2) Prior to transfer of individuals to the 7th Replacement Depot, major commanders concerned will contact the depot to insure available accomodations."

3. Appendix "A", AGWAR cable 2728, dated 1 September 1945, inclosed with Circular Number 110, this headquarters, 1945, is superseded.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

C. H. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE L. ERDLE
Brigadier General, USA
Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 124)

29 October 1945

Funds I
Subsistence II
Transfer of the MTOUSA Records Depot III

I----FUNDS

Section I, Circular Number 7; Section III, Circular Number 26, and Section II, Circular Number 44, all this headquarters, 1945, are rescinded and the following substituted therefor:

"Forwarding of "Advance Copies" of WD AGO Forms 14-15 and Collection Vouchers - Effective 1 November 1945, officers turning over collections and soldiers' deposits to an Accountable Disbursing or Agent Officer, in complying with paragraph 2f(1), AR 35-780, Change 5, 5 January 1945 and paragraphs 1b(1)(b) and 1b(2)(b), AR 345-75, Change 2, 13 December 1944, will forward immediately after turnover of funds the copies of collection vouchers and WD AGO Form 14-15, 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 Fiscal Director,
Headquarters TSFET (Rear),
APO 513, US Army."

II---SUBSISTENCE

Paragraph 5, Section IV, Circular Number 97, this headquarters, 1945, is rescinded and the following substituted therefor:

"5. Issues made to Italian Civilians as an emergency will be reported to Headquarters, Peninsular Base Section monthly as of the last day of each month so that supply may be recaptured or proper charge be made against the Italian Government. Reports will be rendered in the form indicated below.

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."

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

Hq MTOUSA Circular # 124 (cont'd)

III--TRANSFER OF THE MTOUSA RECORDS DEPOT

Effective 0001A hours, 31 October 1945, the MTOUSA Records Depot and its functions are transferred from Headquarters, Mediterranean Theater of Operations, United States Army to Headquarters Peninsular Base Section. Correspondence and shipments of records will continue to be addressed to the MTOUSA Records Depot, APO 512.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

L. L. LEMNITZER
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

ALCOM

16/0.8/CO

CIRCULAR)
:
NUMBER 120)

14 October 1945

16 OCT 1945

PROMOTIONS

References I
Promotion of Officers II
Promotion of Warrant Officers III
Promotion of Enlisted Personnel IV

Circular Number 115, this headquarters, 1945, is rescinded and the following instructions below substituted therefor:

I -- REFERENCES

1. AR 605-12, as amended, and WD Circular Number 283, dated 19 September 1945.

II - PROMOTION OF OFFICERS

2. Recommendations for promotion of officers who meet all requirements of AR 605-12, as amended, and who are assigned to Category I units or headquarters, may be submitted to this headquarters for consideration. Authority to effect promotion of officers will not be delegated to subordinate commands.

3. a. WD Circular Number 283, 19 September 1945, prohibits the promotion of military personnel of the following categories, except that for 2d Lieutenants under provisions of paragraph 4d(4), AR 605-12, 9 December 1944, as amended, paragraph 5 and 6 of WD Circular Number 283, 1945, are waived:

(1) Those who become surplus for any reason, including a lack of position vacancies in reduced bulk allotments.

(2) Those who are assigned to category IV units.

(3) Those designated as nonessential.

(4) Those who are under consideration for immediate discharge or relief from active duty.

b. Any unit, activity, or headquarters, scheduled for inactivation or discontinuance prior to 1 January 1946, or which will cease functional operations before that date, is classed as Category IV. Except as provided in paragraph 6, below, no military personnel in such units will be recommended for promotion.

4. Officers who have scores equal to or above the announced critical score for relief from active duty will not be eligible for promotion unless they have signed one of the following statements.

a. "Regardless of any eligibility which I may have now or in the future for relief from active duty under Readjustment Regulations, I elect, unless sooner relieved, to continue on extended active duty until 30 June 1947 or for the duration of the emergency and six (6) months, if this occurs earlier."

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

USA Circular Number 120 (Cont'd)

b. "I hereby volunteer, regardless of any eligibility which I may have now for relief from active duty under Readjustment Regulations, to remain on duty in this theater for a period of six (6) months from the date I become eligible for separation under the currently announced critical score, namely (Date) *, unless I am declared surplus to the needs of this theater prior to that date."
*(For field grade officers (male) ASRS 100 or above; company grade officers (male) ASRS 85 or above; warrant officers, Chief and Junior Grade, and Flight officers (male) ASRS above 80; Nurses, ASRS 65 or above; WAC officers and warrant officers, ASRS 44 and above, and Physical Therapists and Medical Department Dietitians, ASRS 41 and above, insert date, 2 September 1945. For all others with critical scores as announced in USA cable FX 45253, insert date, 1 October 1945.

5. Recommendations for promotion of Medical Department officers will include a statement as to approval or disapproval, with reasons therefor, by the Surgeon of each echelon of command.

6. a. Military personnel assigned to a Category IV unit or headquarters may be recommended for promotion as exceptions to the provisions of paragraph 3 above, when the individual concerned otherwise meets all of the requirements of the applicable AR and of this Circular, and provided the following conditions are met:

(1) The individual is performing duties appropriate to the higher grade.

(2) An authorized vacancy exists in the unit or headquarters in which serving.

(3) The individual concerned has been definitely selected for reassignment to a specific position in a Category I unit or activity, either on a specified date or when the organization in which currently serving is inactivated or becomes non-operational.

(4) There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished, and

(5) The promotion has the concurrence of the Commander of the major command to which transfer is contemplated.

b. Each recommendation for promotion in a Category IV unit will clearly state that it is submitted as an exception under the provisions of this paragraph, and in addition to the information normally required will state the specific Category I position to which transfer is contemplated, and the approximate date on which reassignment will be effected. Each such recommendation will be forwarded to the commander of the major command to which transfer is to be made, who will indicate by endorsement his concurrence in the recommended promotion and whether or not an appropriate vacancy will exist at the time reassignment takes place. If the proposed transfer will take place within the same major command, statement as to the existence of a vacancy in the new assignment will be included in the basic recommendation.

7. Attention of all concerned is especially directed to paragraphs 3 and 4, and to the statement required by paragraph 8 of AD Circular Number 263, 1945, which must be included in each recommendation for promotion, and in the forwarding indorsement of each indorsing headquarters.

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

Hq ATOUSA Circular Number 120 (cont'd).

8. Recommendations for promotion will be submitted individually through command channels, on the form attached as Inclosure 1, to reach this headquarters not later than the 1st, 11th and 21st of each month. Promotion orders will be published by this headquarters on the 7th, 17th and 27th of each month.

III- PROMOTION OF WARRANT OFFICERS

9. Promotion of WOJG to CWO will be made under the provisions of AR 610-15, as amended, subject to the policy above for the promotion of officers. Each recommendation for promotion of WOJG to CWO will be submitted on the form attached as Inclosure 1, with appropriate modifications, except that paragraph 2k thereof, will indicate separately the number of WOJG and CWO assigned. Each forwarding endorsement will indicate approval or disapproval and total number of WO authorized within the command concerned, and the number of WOJG and CWO assigned.

IV -- PROMOTION OF ENLISTED PERSONNEL

10. Commanders exercising promotion authority over enlisted personnel as set forth in AR 615-5, as amended, may make promotions in accordance therewith subject to the restrictions imposed by WD Circular Number 283, 19 September 1945, and policies set forth above for officer personnel, except that in lieu of statements in paragraph 4a and b, above, enlisted personnel must sign statements required for Class I or Class II volunteers. Provisions of paragraphs 5 and 8, WD Circular Number 283, 1945, are waived for the promotions of Privates to Private First Class under paragraph 1c, AR 615-5, 23 May 1945, as amended.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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1 Inclosure:
"Promotion of Officers' Form.

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

Inclosure #1 to Hq AFOUSA Circular 12[illegible].

HEADQUARTERS

UNITED STATES ARMY
APO ___

AG 201 _____
(Date)

SUBJECT: Promotion of Officer.

TO : Commanding General. (Thru Channels).

1. It is recommended that (*) _____
(Rank) (1st Name) (Middle Name) (Last Name) (ASN)
be promoted to the rank of _____ under the
(French) (Age) (Component) (ASN)
provisions of AR 605-12, dated 17 August 1944, as amended.

(*This information must be correct. Verification will be made with officer's 66-1 to assure absolute accuracy.)

2. Basis for promotion:

a. Date of entrance into active commissioned service: _____

b. Rank held upon entrance into active duty as commissioned officer: _____

c. Total length of active commissioned service (Inactive commissioned service in OTC or EG not to be included): _____

d. Date of present rank: _____

e. Authority and date of promotion to present grade: _____

f. Time in grade:

(1) Time in present grade in continental United States: From _____ to _____: _____
(Years, months, days)

(2) Time in present grade outside continental United States or in Alaska: From _____ to _____: _____
(Years, months, days)

(3) Total equivalent time in grade: _____
(Years, months, days)

g. Relative rank:

Officer's rank in relation to all other officers of like grade within the organization to which the officer is assigned is _____.

NOTE: Express "2 out of 20", or "2/20". Required only with recommendation to major, lieutenant colonel, and colonel.

h. Position vacancy occupied or to be occupied by officer recommended and date position is to be created if not already in existence: _____

i. For a period of __ months this officer has clearly demonstrated his fitness for the responsibilities and duties of the position and grade for which recommended. Duty assignments, with inclusive dates and manner of performance to date of recommendation are as follows. (For promotion to and in Field Grade indicate duties for past two years, or since E.A.D., if less than two years).

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

Inclosure #1 (cont'd).

DUTY AND ASSIGNMENT	INCLUSIVE DATES	GRADE AUTHORIZED FOR VACANCY OCCUPIED	MANNER OF PERFORMANCE

j. Table of Organization or Allotment under which recommending unit is authorized to recommend promotions: _____(T/O number and date, or "Special". If "Special T/O" or letter authority of War Department or this headquarters, inclose true copy or cite reference to copy previously furnished).

k. Officers authorized per paragraph j, above, assigned and attached as of ___(Date)_____.

	Authorized	Assigned	Attached
Colonel			
Lieutenant Colonel			
Major			
Captain			
1st Lieutenant			
2d Lieutenant			
Total Officers			

3. Approval of this recommendation, together with approval of all other outstanding undetermined recommendations for promotion to like grade within this command, will not exceed the number of position vacancies existing on ___(date)___.

4. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended (NOTE: This statement required in recommendation and first indorsement for promotion to Colonel, Lieutenant Colonel or Major). If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4g, AR 605-12, as amended.

5. The officer recommended herein:

a. is not under consideration for immediate relief from active duty;

b. is not assigned to a unit scheduled for inactivation; and

c. if promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade;

*has volunteered in writing to remain on extended active duty until 30 June 1947 or for the duration of the emergency and six (6) months, if this occurs earlier, or

*has volunteered in writing to remain on duty in this Theater until _____or
(Date)

*has not volunteered to remain on active duty, but has ASRS less than that currently required for relief from active duty.
(*whichever is applicable)

6. For officers assigned to Category IV units:

a. This officer is performing duties appropriate to the higher grade and an authorized vacancy exists in organization in which currently serving.

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

Inclosure #1 (cont'd).

b. Officer has been definitely selected for reassignment to a specific position in a Category I unit or activity on _____(date), or, when this organization is inactivated or becomes non-operational.

c. There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished, and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

7. The officer recommended herein meets all the requirements of AR 605-12, [illegible] as amended, and WD Circular Number 283, 1945.

(Signature) _____

_____

NOTE: Forwarding indorsements will be prepared in accordance with paragraph 8, AR 605-12, as amended, and paragraphs 3, 4 and 8, WD Circular Number 283, 1945.

TO	Init	Date
VP CA Sec		
Public Safety		
Public Health		
Legal		
Local Govt		
Patriots		
Disper		
Education		
MFA & A		
IPW		
Ca-Sec		

PLEASE PASS QUICKLY

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

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21 SEP 1945

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CIRCULAR)
NUMBER 115)

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

24 September 1945

Rescission I
Promotion of Officers II
Promotion of Warrant Officers III
Promotion of Enlisted Personnel IV

I---RESCISSION

1. Circular Number 19, this headquarters, 1945; first indorsement, this headquarters, file AG 210.2/30-P, dated 19 May 1945, subject: "Promotions"; third indorsement, this headquarters, file AG 210.2/776 A-O, dated 14 June 1945, subject: "Promotion of Returned Prisoners of War and Military Persons of Like Status"; first indorsement, this headquarters, file AG 210.2/730 A-O, dated 2 August 1945, subject: "Recommendations for Promotion"; and all other instructions in conflict with the contents of this circular are rescinded.

II---PROMOTION OF OFFICERS

2. Recommendations for promotion of officers who meet all requirements of AR 605-10, as amended, may be submitted to this headquarters except as indicated in paragraphs 3 and 4 below. Authority to effect promotion of officers will not be delegated to subordinate commands.

3. Officers who have not volunteered under paragraph 4 below or who are under consideration for relief from active duty, or are members of units scheduled for inactivation will not be recommended for promotion.

4. Officers with scores equal to or above the announced critical scores for relief from active duty, will not be eligible for promotion unless they have signed one of the following statements:

a. "Regardless of any eligibility which I may have now or in the future for relief from active duty under Readjustment Regulations, I elect irrevocably to continue on extended active duty for the duration of the emergency and six months, unless sooner relieved."

b. "I hereby volunteer, regardless of any eligibility which I may have now for relief from active duty under Readjustment Regulations, to remain on duty in this theater until (Date) , unless I am declared surplus to the needs of this theater prior to that date." (Date chosen will not be more than 6 months from 6 September 1945, or from date officer becomes eligible for release under the point system, whichever is later).

5. All recommendations for promotion of Medical Department officers will include a statement as to approval or disapproval, with reasons therefor, by the Surgeon of each echelons of command.

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

Ltr HQUSA Circular #115 (cont'd)

6. A unit or installation will not be considered as having been selected for inactivation (see paragraph 3 above) until the War Department authorizes that such unit or installation will be discontinued or inactivated within sixty days of date of recommendation for promotion.

7. Recommendations for promotion will be submitted individually through command channels, on the form attached as Inclosure 1, to reach this headquarters not later than the 1st, 11th and 21st of each month. Promotion orders will be published by this headquarters on the 7th, 17th and 27th of each month.

III--PROMOTION OF WARRANT OFFICERS

8. Promotion of Warrant Officers Junior Grade to Chief Warrant Officers will be made under the provisions of AR 610-15, subject to the general policy established for the promotion of officers. Each recommendation for promotion of WOJG to CWO will contain the information prescribed in AR 610-15 and a statement that the individual is not under consideration for relief from active duty or a member of a unit scheduled for inactivation. If the individual has an AGCT equal to or greater than that required for relief from active duty he will not be considered eligible for promotion unless he has signed the applicable statement in paragraph 4 above.

IV---PROMOTION OF ENLISTED PERSONNEL

9. Commanders exercising promotion authority over enlisted personnel as set forth in AR 615-5, as amended, may make promotions in accordance therewith subject to the same general policy set forth above for officer personnel, except that in lieu of statements in paragraph 4a and b, above, enlisted personnel must sign statements required for Class I or Class II volunteers.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

N. C. WHITE
Major General, GSC
Acting Chief of Staff

C. H. CHRISTENBERRY
Colonel, AGD
Adjutant General

1 Inclosure:
"Promotion of Officers" Form

DISTRIBUTION:
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Inclosure #1 to Hq MTOUSA Circular #115

HEADQUARTERS

UNITED STATES ARMY
APO ___

AG 201

_____
(Date)

SUBJECT: Promotion of Officer.

TO : Commanding General. (Thru Channels).

1. It is recommended that (*)_____
(Rank) (1st Name) (Middle Name) (Last Name)(ASN)
_____be promoted to the rank of_____under
(Branch) (Age) (Component) (AGRS)
the provisions of AR 605-12, dated 17 August 1944, as amended.
(*This information must be correct. Verfication will be made with officer's 66-1 to assure absolute accuracy.)

2. Basis for promotion:

a. Date of entrance into active commissioned service:_____

b. Rank held upon entrance into active duty as commissioned officer: _____.

c. Total length of active commissioned service (Inactive commissioned service in ORC or NG not to be included):_____

d. Date of present rank:_____

e. Authority and date of promotion to present grade:_____

f. Time in grade:

(1) Time in present grade in continental United States: From_____to_____: _____
(Years, months, days)

(2) Time in present grade outside continental United States or in Alaska: From_____to_____: _____
(Years, months, days)

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Declassified E.O. 12356 Section 3.3/NND No. 78016

e. Basis for promotion:

a. Date of entrance into active commissioned service:_____

b. Rank held upon entrance into active duty as commissioned officer: _____.

c. Total length of active commissioned service (Inactive commissioned service in CRC or NG not to be included):_____

d. Date of present rank:_____

e. Authority and date of promotion to present grade:_____

f. Time in grade:

(1) Time in present grade in continental United States: From_____to_____: _____ (Years, months, days)

(2) Time in present grade outside continental United States or in Alaska: From_____to_____: _____ (Years, months, days)

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(3) Total equivalent time in grade:_____ (Years, months, days)

g. Relative rank:

Officer's rank in relation to all other officers of like grade within the organization to which the officer is assigned is_____.

NOTE: Express "2 out of 20", or "2/20". Required only with recommendation to major, lieutenant colonel, and colonel.

h. Position vacancy occupied or to be occupied by officer recommended and date position is to be created if not already in existence:

To	Init	Date
VP CA Sec		
Public Safety		
Public Health		
Legal		
Local Govt		
[redacted]		
Dispar		
Education		
MFA & A	Rued	
Ca Sec		

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Declassified E.O. 12356 Section 3.3/NND No. 78016

Inclosure #1 to Hq MTOUSA Circular #115 (cont'd).

i. For a period of___months this officer has clearly demonstrated his fitness for the responsibilities and duties of the position and grade for which recommended. Duty assignments, with inclusive dates and manner of performance to date of recommendation are as follows. (For promotion to and in Field Grade indicate duties for past two years, or since E.A.D., if less than two years).

DUTY AND ASSIGNMENT	INCLUSIVE DATES	GRADE AUTHORIZED FOR VACANCY OCCUPIED	MANNER OF PERFORMANCE

j. Table of Organization or Allotment under which recommending unit is authorized to recommend promotions:_____(T/O number and date, or "Special". If "Special T/O" or letter authority of War Department or this headquarters, inclose true copy or cite reference to copy previously furnished).

k. Officers authorized per paragraph j, above, assigned and attached as of _____.
(Date)

	Authorized	Assigned	Attached
Colonel			
Lieutenant Colonel			
Major			
Captain			
1st Lieutenant			
2d Lieutenant	_____	_____	_____
Total officers			

3. Approval of this recommendation, together with approval of all other outstanding undetermined recommendations for promotion to like grade within this Command, will not exceed the number of position vacancies existing on_____.
(Date)

4. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended (NOTE: This statement required in recommendation and first indorsement for promotion to Colonel, Lieutenant Colonel or Major). If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4 g, AR 605-12, as amended.

5. The officer recommended herein:
   a. is not under consideration for relief from active duty;
   b. is not assigned to a unit scheduled for inactivation; and
   c. if promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade;

Declassified E.O. 12356 Section 3.3/NND No. 730016

(Date)

	Authorized	Assigned	Attached
Colonel			
Lieutenant Colonel			
Major			
Captain			
1st Lieutenant			
2d Lieutenant	_____	_____	_____
Total officers			

3. Approval of this recommendation, together with approval of all other outstanding undetermined recommendations for promotion to like grade within this Command, will not exceed the number of position vacancies existing on_____.
(Date)

4. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended (NOTE: This statement required in recommendation and first indorsement for promotion to Colonel, Lieutenant Colonel or Major). If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4 g, AR 605-12, as amended.

5. The officer recommended herein:
   a. is not under consideration for relief from active duty;
   b. is not assigned to a unit scheduled for inactivation; and
   c. if promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade;
   d. *has volunteered in writing to remain on active duty for emergency plus six (6) months, or
      *has volunteered in writing to remain on duty in this Theater until _____or
      (Date)
      *has not volunteered to remain on active duty, but has ASRS less than that currently required for relief from active duty.

6. The officer recommended herein meets all the requirements of AR 605-12, as amended.

(Signature)_____
_____

NOTE: Forwarding indorsements will be prepared in accordance with Para 8, AR 605-12, as amended.
* Whichever is applicable

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Declassified E.O. 12356 Section 3.3/NND No. 787016
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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 119)

12 October 1945

Marriages I
Disposition of Hospitalized Personnel and Submission of Their Records II
EFM and SCM Messages III

I----MARRIAGES

Section I, Circular Number 112, this headquarters, 1945, is rescinded.

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

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

"7. a. An application to marry will not be approved until a character check of the individual concerned has been made by the applicant's unit commander.

b. When adverse information is revealed, the application will be returned setting forth the facts discovered, and authorizing resubmittal if the applicant attaches to the application an affidavit stating he is aware of the facts and after consideration of same is still desirous of marriage."

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

II---DISPOSITION OF HOSPITALIZED PERSONNEL AND SUBMISSION OF THEIR RECORDS

Paragraph 2a of paragraph 1, Section I, Circular Number 106, this headquarters, 1945, is rescinded and the following subsituted therefor:

"2a. Class A personnel

(1) Personnel with adjusted rating scores below the current critical score, volunteers, and personnel eligible for discharge because of age but who have not applied for discharge will be transferred to and/or returned to their former unit, except that members of Ground and Service Force units which have been inactivated, disbanded or have departed this theater will be assigned to units specified by the major commander having jurisdiction over the hospital concerned.

(2) Patients with adjusted service rating scores equal to or above the current critical score, other than volunteers, and personnel eligible for discharge because of age who have applied for such discharge will be transferred from the Detachment of Patients concerned to the 7th Replacement Depot, attached unassigned."

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

Hq NTOUSA Circular #119 (cont'd)

III--EFM AND BCM MESSAGES

Paragraph 3, Circular Number 117, this headquarters, 1945, is amended by the addition of the following:

c. In Caserta and vicinity - ITALCABLE office in Visitors' Bureau in Royal Palace.

d. For Milan and vicinity - ITALCABLE in PALAZZO POSTE E TELEGRAFI (Main Post Office) located at No. 3 VIA SANTA MARIA SEGRETA.

e. For Turin and vicinity - ITALCABLE in PALAZZO POSTE E TELEGRAFI (Main Post Office) located at No. 10 VIA ALFIERI.

f. For Genoa and vicinity - ITALCABLE in PALAZZO POSTE E TELEGRAFI (Main Post Office) located at No. 2/80 VIA DANTE."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Chief of Staff

C. V. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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TO	Init	Date
VP CA Sec	WB	8 Nov 45
Public Safety		
Public Health		
Legal		
Local Govt		
Patriots		
Disper		
Education		
MFA & A		
Ca Sec		

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C.A. Sec.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

-9 OCT. 1945

-9 OCT. 1945

4683

CIRCULAR)
NO. 113)

5 October 1945

Discharge from Active Duty of Enlisted Personnel I
Food and Shelter for Military Personnel II
Monthly Statistical Venereal Report III
Submission of Monthly Sanitary Report and Report of Essential Technical Medical Data IV
Vehicles and Accessories V

I -- DISCHARGE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

Paragraph 2, Circular Number 110, this headquarters, 1945, is amended as follows:

All statements reading "to the nearest Replacement Depot for transshipment to the United States" are changed to read "to the 7th Replacement Depot for transshipment to the United States".

II - FOOD AND SHELTER FOR MILITARY PERSONNEL

1. Existing theater regulations do not provide per diem for military personnel traveling on orders within the theater, as quarters and messing facilities are available at various American units and installations. It is theater policy, however, that all United States military personnel traveling on competent orders will be given food and shelter as necessity demands.

2. Unit and installation commanders will be held responsible for the enforcement of this policy and will provide food and shelter to such transient military personnel upon request.

III - MONTHLY STATISTICAL VENEREAL REPORT

Paragraph 18, Section V, Circular Number 54, this headquarters, 1945, is rescinded and the following substituted therefor:

"a. Submitted in compliance with AR 40-210, Paragraph 24c, dated 25 April 194 Units will submit reports promptly at the close of the reporting period. In keeping with transfer of certain Medical Section functions to Headquarters, Peninsular Base Section, the consolidated Reports prepared by the Surgeon of air forces, air force commands, base sections and other separate commands for report period ending October 1945 and all subsequent reports will be forwarded so as to reach Headquarters, Peninsular Base Section, APO 782, within two (2) weeks after the close of the reporting period."

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IV - SUBMISSION OF MONTHLY SANITARY REPORT AND REPORT OF ESSENTIAL TECHNICAL MEDICAL DATA

Pursuant to transfer of certain medical functions to Headquarters, Peninsular Base Section, APO 782, the following reports submitted through command channels will be forwarded by all commands to the Commanding General, Peninsular Base Section commencing with Reports for month ending 31 October 1945:

a. Monthly Sanitary Report, submitted in compliance with AR 40-275, dated 13 September 1945.

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

Circular Number 118 (Cont'd)

b. Report of Essential Technical Medical Data: submitted in compliance with NATOUSA letter, file AG 729/141 SURG-O, dated 22 August 1943, subject: "Essential Technical Medical Data".

V -- VEHICLES AND ACCESSORIES

Circular Number 67, this headquarters, 1945, is amended by the addition of the following:

"V - USE OF MOTOR VEHICLES

1. Motor vehicles will be used only for official business, including the special uses set forth in paragraphs 2c and 2d, below.

2. Motor vehicles owned or operated by the US Army or by agencies under its control will not be used to transport civilian personnel except the following classes:

a. United States citizens employed by US Government agencies or by the American Red Cross, and members of the immediate families of such citizens.

b. Members of the immediate families of US military personnel.

c. When transportation is available without detriment to official business entertainers and party guests may be transported in connection with properly authorized group activities of a recreational, welfare and morale building nature. In the interest of economy, personnel in this category will, wherever possible, be transported by groups in large vehicles, rather than singly or in small numbers in several small vehicles.

d In vehicles being used for official business, but only when their presence is necessary for the accomplishment of the official business for which the trip is being made. Transportation of employees to and from work will be considered to fall in this category, but only when such transportation is actually necessary in order to obtain needed labor.

3. Officers and enlisted personnel of allied or co-belligerent nations may be transported. They may be required to exhibit adequate identification and official documents showing them on leave or travel status.

4. Specific Provisions - a. Transportation of civilians under the provisions of paragraph 2c above may be authorized by commanding officers of separate companies, or by specifically designated field grade officers where a company is part of a larger unit. In headquarters of major commands, authority to authenticate trip tickets for this purpose may be delegated to a limited number of specifically designated field grade officers.

b. Members of immediate families transported under the provisions of paragraphs 2a and 2b, above, and civilians transported under the provisions of paragraph 2c above, will be required to read and sign the release form contained in Appendix "A" hereto, which will be prepared in both English and Italian by using units. These signed release forms will be retained in unit files for a period of one (1) year, after which they may be destroyed.

c. Trip tickets will be made out to a definite destination, and the names of civilian passengers will be entered either on the trip ticket or on a separate sheet of paper attached thereto."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

L. L. LEMNITZER
Major General, GSC
Chief of Staff

3 Inclosures
APPENDICES "A"
(English & Italian)

DISTRIBUTION
"C"

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

APPENDIX "A" to Hq MTOUSA Circular Number 118

CERTIFICATE

In consideration of transportation about to be furnished the undersigned in a motor vehicle owned or operated by the US Army or by an agency under its control, it is agreed that there shall be no liability upon the US Government by reason of such transportation, and the undersigned hereby release(s) and waive(s) all claims against the US Government, of every character and description, arising or which may arise by reason of or incident to such transportation.

Dated this_____day of_____, 194__.

"_____

"_____

"_____

1. Military personnel, US citizens employed by US Government agencies or by the AFC, and civilians being transported on official business (including employees being transported to and from work) will not be required to sign this form, but this exemption does not apply to members of families of US military personnel, or of US citizens employed by US Government agencies or by the AFC, for whom transportation may be authorized.

2. This form when signed will be retained in unit files for one (1) year.

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Declassified E.O. 12356 Section 3.3/NND No. 725016

APPENDIX "A" to Hq MTOUSA Circular Number 118

CERTIFICATO

In merito al trasporto che sara' fornito al sottoscritto in un autocarro, appartenente o gestito dal 'esercito degli S.U., o da un'agenzia sotto il suo controllo, resta d'accordo che non ci sara' nessuna responsabilita' da parte del governo degli S.U. riguardo eventuali proteste, di qualunque carattere esse siano, che verranno redatte o che possono essere redatte per causa di questi mezzi di trasporto da parte del sottoscritto, al governo degli S.U., non avranno efficacia.

Datato il_____giorno di_____194__.

"_____

"_____

"_____

1. Il personale militare, i cittadini degli S.U. impiegati dalle agenzie del governo degli S.U. e della Croce Rossa Americana ed i civili che vengono trasportati per Affari Ufficiali (includendo gli impiegati trasportati al lavoro e dal lavoro) non sono obbligati a firmare questo certificato; questa esenzione non si riferisce ai membri di famiglie del personale militare degli S.U., e dei cittadini degli S.U. impiegati dalle agenzie del governo degli S.U. o della Croce Rossa Americana per i quali questo trasporto puo essere autorizzato.

2. Questo certificato dopo essere stato firmato restera' negli archivi per un (1) anno.

To	Init	Date
(P CA Sec		
Provost Marshal		
Fwd Comd		18/10
Assist		18/10
ASF(Sec)		
MFA & A		14 Nov
CA Sec		

PLEASE PASS QUICKLY

Note: seen 14 Nov, duly received, M Dr



Declassified E.O. 12356 Section 3.3/NND No. 735016

16/2.9/CA.C

21 SEP. 1945

RAS/wp

CA Sec.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 380.01/929 D-C

19 September 1945

21 SEP. 1945

SUBJECT: Relaxation of Security of Information.

TO: All Concerned.

Pending revisions of War Department Circular Number 236, dated 3 August 1945, Release of Military Information, and Army Regulations 380-5, Safeguarding Military Information; and in accord with the Joint Chiefs of Staff action, relaxations of the security of information on the following are authorized:

a. Information for publication may be released concerning:

(1) Movements of troops anywhere including the arrivals and departures of named individuals and units, Army aircraft and vessels.

(2) Location, composition, strength, organization, armament and equipment of units within the theater. Except upon specific approval of the Theater Commander no information will be disclosed concerning classified or highly specialized units of equipment.

(3) War material production, processes and rates of manufacture, except information relating to classified products, methods and processes.

(4) Assembly, storage and location of war materials except classified items.

(5) Facilities for communication and transportation in Theaters and Zones of the Interior.

6021

b. Exceptions to the above are as follows:

(1) Information pertaining to occupation operations relating to Japan and occupational unit or units taking part in such operations will remain as classified information and will not be released until unit or units are in the territory that they are to occupy, unless an announcement is made earlier by the Supreme Allied Commander for the Allied Powers.

Circulation at last

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

(2) Military information regarding past operations, tactics, intelligence, methods and equipment which is classified will remain classified and will not be released until it is declassified by proper authority under Joint Chiefs of Staff Directives and War and Navy Department Regulations.

(3) Information relating to classified Signal equipment, cryptography or cryptanalysis will not be disclosed.

BY COMMAND OF GENERAL MCNARNEY:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"Z"

T	Init	Date
[illegible] CA Sec		
Public Safety		21 SEP 1945
Public Health		1 Oct
Legal		2 Oct.
Local Govt		
Patriots		3/10
		3/10
		4/10
		4/10
[illegible] & A		5/10

Lid 29/9/45

IPW.

PASS QUICKLY

21 SEP 1945

ALLIED COMMISSION
HEADQUARTERS
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Declassified E.O. 12356 Section 3.3/NND No. 785016

CHS

TO	Init	Date
VP CA Sec		
Public Safety		22/9
Public Health		22/9
Legal		24/9
Local Govt		23/9.
Patriots		26/9
Disper		26/9
Education		27/9
MFA & A		
IPW Ca Sec		4/10.

PLEASE PASS QUICKLY

20 SEP 1945

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

RESTRICTED /db

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

16.2.8/CA V CA Sec

AG 342/538 MPP-O 12 September 1945

SUBJECT: Enlistments and Re-enlistments in the Regular Army

TO: All Concerned

19 SET 1945

1. Reference is made to War Department Circular Number 249, 1945, and letter, this headquarters, file and subject as above, dated 30 August 1945.

2. The Chief of Staff of the Army has directed the immediate initiation of an intensive and continuing world-wide recruiting campaign to obtain the maximum number of three (3) year enlistments for the Regular Army.

3. a. A Military Personnel Procurement Division, Adjutant General's Section, MTOUSA, is being established and a Theater Director thereof will be announced. Direct communication from recruiting officers to that office is authorized. (FREEDOM 662)

b. Each major commander and each separate organizational commander directly under this headquarters is responsible for conducting the recruiting service within their respective commands.

4. a. Each recruiting officer will render a weekly report for the period 0001B hours each Thursday through 2400B hours of the following Wednesday, to his major commander. This weekly report will consist of the number enlisted or re-enlisted during the week broken down by race, grade, arm or service and number desiring re-enlistment furlough in the United States, by preferred month of departure. Major commands will consolidate and submit these weekly reports to this headquarters as follows:

(1) By cable, to arrive not later than 1200B hours each Friday. Negative reports will be included, if applicable.

(2) By mail or courier, to arrive not later than Tuesday of each week, a breakdown by units of the figures comprising the cable report. 6020

b. Initial report will be submitted in the manner prescribed above, divided into two parts, namely:

(1) All those enlisted or re-enlisted prior to 6 September 1945 - Part I.

(2) All those enlisted or re-enlisted for the week Thursday, 6 September 1945 through Wednesday, 12 September 1945 - Part II.

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

Ltr Hq MTOUSA, file AG 342/538 MPP-O,
dtd 12 Sept 45 (Cont'd)

5. Applicants for enlistment or re-enlistment may be offered their choice of overseas theater, and arm or service. Immediate temporary promotion to present grade above grade 7 is at present limited to enlistment or re-enlistment in the same arm or service as that in which now serving. Negroes may be enlisted or re-enlisted for their present or other organization presently manned by negroes. Filipinos with previous service in the Regular Army may be re-enlisted for the Regular Army; enlistment of other Filipinos will be for the Philippine Scouts for duty in the Philippines and may not exceed the total of 12,000. Puerto Ricans may be re-enlisted for their present or other organization presently manned by Puerto Ricans; otherwise, all enlistments are confined to citizens of the United States except on special authority of the War Department. Enlistment of physically qualified male citizens of the United States without previous service, between the ages of 18 and 34 years inclusive, is authorized.

6. a. The War Department intends that re-enlistment furloughs up to ninety (90) days, in addition to furloughs of thirty (30) days (annual furlough), to which Regular Army enlisted personnel are currently eligible, will be authorized upon enlistment or re-enlistment in the Regular Army; and that those personnel desiring re-enlistment furlough in the United States, exclusive of travel time, with return to this or another overseas theater, will be granted such furloughs insofar as shipping accommodations will permit.

b. Individuals not desiring re-enlistment furlough in the United States will be offered a maximum of thirty (30) days furlough within this theater. Priority will be given to this personnel for established current tours.

c. Individuals being enlisted or re-enlisted in the Regular Army will indicate at the time of enlistment or re-enlistment whether or not furlough in the United States is desired with preference as to month of departure.

7. The War Department considers the success of this program to be of the utmost importance. Therefore it is directed that commanders concerned give this project continued attention, utilizing every local facility available to insure its success. It is expected that officers charged with publicity and recruiting will show energy, initiative and resourcefullness.

BY COMMAND OF GENERAL MCNARNEY:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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

C4 Sec

AG 342/538 MFTO

17 September 1945

19 SET 1945

SUBJECT: Enlistment Allowances.

TO: All Concerned.

The following cable from the War Department is repeated for information and necessary action:

"Paragraph 12D Circular No 249 WD 16 August 1945 is rescinded. The following information in advance of publication in WD Circular is substituted therefor:

12D enlistment allowance.

1. Every honorable discharged Enlisted Man who enlists or reenlists in the Regular Army within a period of 3 months from the date of his discharge shall be paid an enlistment allowance pursuant to the provisions of AR 35-2420, if entitled thereto under such regulations as supplemented by the provisions of this paragraph. Men discharged for the purpose of immediately enlisting or reenlisting in the Regular Army under the provisions of this circular are included in the above provisions.

2. The amount of such enlistment allowance will be computed on the higher grade held at the time of discharge whether such grade is permanent or temporary, and whether or NOT the Enlisted Man had Regular Army status at the time of discharge.

3. In cases of individuals enlisted or reenlisted in the Regular Army pursuant to this Circular, who at the time of such enlistment or reenlistment were entitled to, but did NOT receive, the full enlistment allowance prescribed herein, immediate action will be taken to effect payment of the enlistment allowance as prescribed herein, or any portion thereof, NOT previously paid.

4. When the enlistment allowance has been completely paid, appropriate notation will be made in the new Service Record in the space provided therefor, in accordance with TM 12-250. 6019

5. Enlistment allowance payments are properly chargeable to the allotment 601-6C P429-01 A 212/6 0425-99-999."

BY COMMAND OF GENERAL MCNARNEY:

E. W. Stricklberry

E. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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

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8 SET. 1945

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 311.5/142 M&D-O

4 September 1945

SUBJECT: Downgrading of Classified Documents

TO: All Concerned

1. Under the provisions of paragraph 15, AR 380-5, 15 March 1944, the documents listed in Inclosure Number 1 are downgraded as indicated therein.

2. Necessary action will be taken by those concerned to regrade any and all listed documents that may be in their custody.

3. The documents listed in the inclosure do not constitute the final list of documents to be downgraded by this headquarters. Other lists will be published at regular intervals. Requests for the downgrading of specific documents of this headquarters should be addressed to this headquarters, attention of Security Control Officer.

BY COMMAND OF GENERAL MCNARNEY:

Edmund R. Shugart

EDMUND R. SHUGART
Colonel, AGD
Asst Adjutant General

1 Incl
List of classified documents

DISTRIBUTION:
3 - USFFT (REAR)
3 - USAFT (MAIN)
3 - AMMT
3 - TAC

TO	Init	D
MP & CA Sec		
Public Safety		
Public Health		
Legal		
Local Govt		
Patriots		
Displ		
Education		
FA & A		
PW		
S &		

MISSION 7 SEP 1945 RECEIVED

AP 711 3504 /wtl
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7 SEP 1945
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PLEASE PASS QUICKLY
CONFIDENTIAL
CONFIDENTIAL

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

~~CONFIDENTIAL~~ CONFIDENTIAL

TOP SECRET PUBLICATIONS

DATE	REF NO	FILE NO	SUBJECT	NEW CLASSIFICATION
22 Jul 44	B-202	AG 319.22 C-O	BB Devices T-6 and T-7	CONFIDENTIAL
9 Aug 44	B-1016	----------	Report on Devices T-6 and T-7	CONFIDENTIAL
26 Oct 44	B-1515	AG 370.01/446 C-O	Troop Schedule in Consonance with JCS 521/6	SECRET
28 May 45	B-856	AG 370.01/612 C-O	Redeployment Forecast	RESTRICTED

OTHER THAN TOP SECRET PUBLICATIONS

DATE	FILE NO	SUBJECT	NEW CLASSIFICATION
11 Sep 44	AG 370.43/198 D-O	Closing of US Army Installations in Sardinia	RESTRICTED
23 Sep 44	AG 370.43/414 D-O	Closing of US Army Installations in Corsica	RESTRICTED
27 Oct 44	AG 370.43/198 D-O	Closing of US Army Installations in Sardinia	RESTRICTED

TOP SECRET CABLES

DATE	REF NO	SUBJECT	NEW CLASSIFICATION
22 Jul 44	F 74351	BB Devices T-6 and T-7	SECRET
24 Jun 45	FX 98525	Issue of POL to French Troops in Italy	SECRET
19 Mar 44	W-5580/66782	Shipment of Enlisted and Commissioned Personnel for ANVIL Base Section.	SECRET
29 Mar 44	F-24622	Specialist Personnel to man special Communication Links (Air Force).	SECRET
X 7 Apr 44	F-29032	Recommendations of Gen. MacFarlane re Prisoner of War agreement with Italian Government.	SECRET
8 Apr 44	F-29496	Correction to above Cable.	SECRET
13 Apr 44	F-31846	US Training team attached to 2nd French Armored Division	SECRET
14 Apr 44	F-32036	P/W Agreement with Italian Gov't (Status of POW's)	SECRET
14 Apr 44	F-32027	French Replacements	SECRET
16 Apr 44	F-32992	Exchange of Italian P/W held by French for German POW's	SECRET
6 May 44	F-42211	2 Officers placed on TDY with Force 163 (ANVIL)	SECRET
8 May 44	F-42952	Concellation May Replacement Req'n. (ANVIL)	SECRET
11 May 44	F-44497	Request for assignment of Col L. R. Cochran by AGWAR	SECRET

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Inclosure #1

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

CONFIDENTIAL

	DATE	REF NO	SUBJECT	NEW CLASSIFICATION
X	14 May 44	F-45605	Payments in Cash to Italian Prisoners of War in Service Units.	SECRET
	18 May 44	F-47521	French Replacements.	SECRET
X	20 May 44	F-48416	Italian Prisoner of War Service Units (ANVIL).	SECRET
	11 June 44	F-57858	Training of Replacements. Cancellation of Replacement Requisition.	SECRET
X	14 June 44	F-59368	Technical Supervisory Cadre for Italian P/W Service Units.	SECRET
X	15 June 44	F-59616	Personnel for ANVIL Base Section.	SECRET
X	25 June 44	FX-64161	Request for Transfer of Italian Service Unit in present status (P/W) to Italy.	SECRET
	25 June 44	F-64162	Engineer Officers available for transfer.	SECRET
X	27 June 44	F-65203	Activation Coastal Base Section (ANVIL).	SECRET
	30 June 44	FX-66332	Administrative Control of Units under Fifth and Seventh Armies.	SECRET
	30 June 44	F-66508	Request for enlisted grades from Theater Overhead allotment. Authority granted for French Civilians to be brought to Italy.	SECRET
	30 June 44	FX-66393	List of Engineer Officers assigned to ETOUSA.	SECRET
X	3 July 44	FX-67751	Personnel Requisition (ANVIL).	SECRET
	4 July 44	F-68035	Officer desired for assignment to Airborne Staff.	SECRET
	5 July 44	FX-68522	Assignment of Maj Gen Dahlquist and Brig Gen Fredericks.	SECRET
	5 July 44	F-68782	Composition of Airborne Division Staff.	SECRET
	6 July 44	F-69139	Maj W.H. Matthews assigned as member of Airborne Staff.	SECRET
	7 July 44	FX-69614	Brig Gen Schwein requested for assignment as chief Liaison Officer, to French Army Commander for ANVIL.	SECRET
	10 July 44	BX-13474	Discussion G-1 matters, E.P.S. meeting (ANVIL)	SECRET
	15 July 44	B-13875	Military Government Personnel allotment transferred to NATOUSA from ETOUSA.	SECRET
	17 July 44	B-14093	Brig Gen Eberle desired as replacement for Brig Gen Jenkins (ANVIL).	SECRET
	18 July 44	BX-14202	2 Officers desired TDY for 1st Airborne Task Force.	SECRET
	19 July 44	B-14405	Concurrence requested entry 2 Officers to ETOUSA for instruction at British Branch Radiation Laboratory.	SECRET
X	20 July 44	F-73919	Military Police P/W Detachments.	SECRET
	20 July 44	FX-73920	Col Bryan Evans requested for assignment as Artillery Commander 1st Airborne Task Force.	SECRET
	20 July 44	FX-73921	Air Priority established for Brig Gen Eberle.	SECRET
	21 July 44	FX-74039	Transfer of 23 Engineer Officers to ETOUSA.	SECRET
	22 July 44	FX-74247	2 Scientists to assist in ANVIL R.C.M. Planning.	SECRET

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

CONFIDENTIAL

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DATE	REF NO	SUBJECT	NEW CLASSIFICATION
27 July 44	F-76052	Overstrength for 540th Engr. Regt.	SECRET
30 July 44	FX-76930	Overages in personnel and equipment of Shore Control, Ordnance, QM, FA Units.	SECRET
31 July 44	FX-77278	M.P. requirements for ROME, PBS, and 7th Army.	SECRET
31 July 44	F-77407	Request for 2 G-2 Officers for AFHQ Adv. Det., Corsica	SECRET
3 Aug 44	F-78568	French Replacements.	SECRET
4 Aug 44	FX-78684	Unable to release Col Francis H. Oxx (DRAGOON).	SECRET
9 Aug 44	F-80912	French Replacements.	SECRET
14 Aug 44	F-82953	Orders for Brig Gen J. H. Church.	SECRET
22 Aug 44	F-86102	French Replacements.	SECRET
29 Aug 44	F-89178	Freeze on Replacement Depot personnel who speak Rumanian, Hungarian or Bulgarian languages.	SECRET
X 4 Sept 44	FX-92068	Proposals with regard to release of P/Ws from any country that may be liberated by action of the Russian Army.	SECRET
6 Sept 44	FX-93005	Assignment of Japanese-American Infantry enlisted replacements.	SECRET
8 Sept 44	FX-93794	Survey requested for names of Officers and EM speaking Rumanian, Hungarian or Bulgarian.	SECRET
18 Sept 44	FX-26836	Assignment of Japanese-American replacements to 442 Combat Team.	SECRET
27 Sept 44	F-31087	MTOUSA plan for readjustment of military personnel after defeat of Germany.	SECRET
7 Oct 44	F-35545	Replacement situation.	SECRET
8 Oct 44	F-35844	Replacement situation.	SECRET
8 Oct 44	F-35845	Shipments Infantry replacements.	SECRET
8 Oct 44	F-36066	Replacement situation.	SECRET
9 Nov 44	F-50375	Adv. Detachment of 10th Mountain Div. requested.	SECRET
10 Nov 44	F-50632	Gen Koenig directed to report to this Headquarters.	SECRET
12 Nov 44	F-51804	Adv. party 10th Mountain Div. departing US.	SECRET
14 Nov 44	FX-52650	Request G-2 of 10th Mountain Div. be included in advance detachment.	SECRET
31 Dec 44	FX-77107	Interim Reply to WD - Airfields, Budapest Area.	SECRET
3 Jan 45	FX-78239	Budapest Airfield Personnel.	SECRET
8 Jan 45	FX-81253	Schedule for shipment Infantry Replacements to France.	SECRET
8 Jan 45	F-81254	Schedule for shipment of Infantry Replacements.	SECRET
20 Jan 45	F-88363	Reassignment of Civil Affairs Personnel and allotments.	SECRET
10 Feb 45	F-24438	Movement to Naples of Hall party.	SECRET
12 Feb 45	FX-25625	Embarkation of Army and Navy Air personnel repatriates.	SECRET

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CONFIDENTIAL

CONFIDENTIAL

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

DATE	REF NO	SUBJECT	NEW CLASSIFICATION
14 Feb 45	F-26637	Repatriation of Italians. Disposition of Yugoslavs.	SECRET
26 Feb 45	FX-33976	Shipment of Limited Assignment personnel.	SECRET
5 Mar 45	FX-37949	Transfer of Units.	SECRET
8 Mar 45	F-39671	Cancellation Infantry Replacement Req'n.	SECRET
X 8 Mar 45	FX-39962	1,200 American ex-P/W sailed from Odessa.	SECRET
24 Mar 45	F-48996	Mistreatment of US Special Troops taken prisoner by Germans.	SECRET
28 Mar 45	FX-51349	Mistreatment of US Parachutists and uniformed personnel captured by Germans.	SECRET
30 Mar 45	FX-52194	US repatriation of liberated Russian POW's.	SECRET
9 Apr 45	FX-57326	Return of Russian Capt Shenderov to Moscow.	SECRET
24 Apr 45	F-65001	Return of Russian Capt Shenderov to Moscow.	SECRET
3 May 45	FX-69729	Designation of "R" Day.	SECRET
4 May 45	FX-70388	Repatriation of liberated Soviet citizens and liberated American P/W's.	SECRET
26 May 45	F-82413	Clarification requested regarding shipment of casual civilians to US.	SECRET
21 June 45	F-62289	Request for Theater Overhead allotment increase.	SECRET
22 Sep 44	F-28854	Redeployment of US Forces	SECRET
27 Sep 44	FX-31253	Redeployment of US Forces	SECRET
2 Oct 44	F-33210	Redeployment of US Forces	SECRET
9 Oct 44	FX-36554	Comments on JCS 942/2	SECRET

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

~~CONFIDENTIAL~~ 1 SEP 1945 AP 710 /awm 3495

CA SEC

313

ALLIED FORCE HEADQUARTERS
APO 512

AG 311.5/081 M&D-O

4 September 1945

7 SET 1945

SUBJECT: Downgrading of Classified Documents

TO: All Concerned

1. Under the provisions of paragraph 15, AR 380-5, 15 March 1944, the documents listed in Inclosure No. 1 are downgraded as indicated therein.

2. Necessary action will be taken by those concerned to regrade any and all listed documents that may be in their custody.

3. The documents listed in the inclosure do not constitute the final list of documents to be downgraded by this headquarters. Other lists will be published at regular intervals. Requests for the downgrading of specific documents of this headquarters should be addressed to this headquarters, attention of Security Control Officer.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

EDMUND R. SHUGART
Colonel, AGD
Asst Adjutant General

1 Incl
List of Classified Documents

DISTRIBUTION:
"A"
"B"
3 - USTET (Rear)
3 - USFET (Main)
3 - ANET
3 - TAG
3 - War Office
1 - AG I&D

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ALLIED COMMUNICATIONS 7 SEP 1945 RECEIVED

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

CONFIDENTIAL

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TOP SECRET PUBLICATIONS

DATE	REF NO	FILE NO	SUBJECT	NEW CLASSIFICATION
22 Sep 44			Redeployment Meeting	UNCLASSIFIED
26 Sep 44	B-1327	ASD/856	Redeployment of US Forces	SECRET
28 Sep 44	B-1335	ASD/856	Redeployment of US Forces after the Fall of Germany	SECRET

OTHER THAN TOP SECRET PUBLICATIONS

DATE	FILE NO	SUBJECT	NEW CLASSIFICATION
17 Jan 44	AG 400-3(GEN)GDS-AGH	Supply of Common Items for Allied Troops in Corsica	RESTRICTED
10 Feb 44	AG 400-3 GDS-AGM	Pooling of Motor Transport in Corsica	RESTRICTED
27 Feb 44	AG 322-2(NORBS)GDS-AGM	Status of Northern Base Section	RESTRICTED
11 Sep 44	AG 370.43/081 GDS-O	Closing of US Army Installations in Sardinia	RESTRICTED

TOP SECRET CABLES

DATE	REF NO	SUBJECT	NEW CLASSIFICATION
14 Jan 45	FX 84533	Reshipment of LVT M IV	SECRET
14 May 45	FX 75436	Refugee and PW Situation in V Corps	SECRET
16 May 45	FX 76561	Move of 10th Mountain Division	SECRET
22 May 45	FX 80140	German chain of commands, formations	SECRET
1 Jun 45	FX 85724	Liberated Allied PW's	SECRET
3 Jun 45	F 86782	Location of Gen Von Heygendorff	SECRET
7 Jun 45	FX 89386	Status of Czechoslovak Units	SECRET
12 Jun 45	FX 91704	Policy on relief of French Forces in NW Italy	SECRET
14 Jun 45	FX 93029	Phone conversation Generals Nelson and Brann	SECRET
14 Apr 44	F 32351	Establishment of Bomb Line	SECRET
18 Apr 44	F 33798	Liaison with Russian Armies	SECRET
19 Apr 44	F 34427	Troops for Internal Security in Mideast	SECRET
26 Apr 44	F 38030	Report of British Liaison Officer in Peloponnesus	SECRET
26 Apr 44	F 37950	Strategic intentions in Greece	SECRET
22 Apr 44	F 36188	Jugoslav Liaison	SECRET

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Incl No 1 to AFHQ ltr,
AG 311.5/081 M&D-O, dtd
4 September 1945

(324)

CONFIDENTIAL

CONFIDENTIAL

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

0 16/28/400 CA Lic.

1st Indorsement to letter, WD, The Adjutant General's Office, AGPO-P-A 210.1 (21 Aug 45), dated 27 August 1945, subject: "WD Plans for Selection of Officers for Comission in the Regular Army"

AG 210.1/862 P-O 1st Ind RHF/wp

HEADQUARTERS MTOUSA, APO 512, 7 September 1945. 11 SEP 1945

TO: All Concerned.

1. Attention is invited to basic communication which is furnished for information, guidance, and compliance.

2. Reference paragraph 2c, WD Circular Number 243, 1945, the headquarters preparing the second indorsement to the Statement of Interest will forward it direct to The Adjutant General, Washington 25, D.C.

BY COMMAND OF GENERAL MCNARNEY:

Executive Officer
S. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

1 Incl
n/c

DISTRIBUTION:

"Z"

VP CA Sec	MC	2/10
Public Safety		
Public Health		
Legal		20/9
Local Govt		
Patriots Recd 24/9		
Disper		
Education		
SCAEA & A -IPW-		

2 OCT 1945

DPS
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Personnel Part I 17/9
Civilian CF 18/9

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

JAG/med/4435

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

AGPO-P-A 210.1 (21 Aug 45) 27 August 1945

SUBJECT: WD Plans for Selection of Officers for Commission in the Regular Army

TO: Commanding General
Mediterranean Theater of Operations
APO 512, c/o Postmaster
New York, New York

1. It is anticipated that, following the termination of the present emergency, an increase in the size of the Regular Army Officer Corps will be necessary. It is of utmost importance to the future of the Army that any increase in the Regular Army Officer Corps be filled from the most promising temporary officers who have served during the present emergency. The conditions under which they would be absorbed in the Army are dependent upon future Congressional action. In the meantime, it is desired to attract the attention of outstanding temporary officers in the possibility of obtaining a Regular commission. WD Circular 243, dated 10 August 1945, which provides a means for the submission of "Statements of Interest", has been published for this purpose. Copies are attached. The special point to be observed is that pending a decision by Congress, the individual may leave the service without prejudice to his opportunity later on to secure a commission in the Regular Army.

2. It is desired that the attention of every officer be brought to the provisions of this circular and that all practical assistance be given in expediting the submission of "Statements of Interest", and the preparation of Officer's Evaluation Reports required in connection therewith.

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BY ORDER OF THE SECRETARY OF WAR:

s/ J. A. Grotenrath
Adjutant General

1 Incl
WD Cir 243

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

Cir 243

Circular)
No. 243)

WAR DEPARTMENT
Washington 25, D.C., 10 August 1945

Effective until 10 February 1947 unless sooner rescinded or superseded

INTEREST IN COMMISSIONS IN THE REGULAR ARMY

1. Outlook for permanent commissions in the Regular Army.--a. Present indications are that a number of outstanding officers who have proved their capabilities in this emergency will be needed in the Regular Army peacetime establishment. Until appropriate legislation is enacted the War Department cannot announce the conditions which will govern selection of these officers or the number required. However, it is desired that officers who have served in the emergency, whether or not they are still on active duty, be given the opportunity of indicating their interest in obtaining a Regular Army commission. An officer making such a statement of interest may go off active duty or remain in the service without prejudice to his chances of being tendered a commission when legislation is enacted. It is the intention of the War Department that the fact that an officer has not remained in active service will not affect the grade to be offered or the position he will occupy on the promotion list.

b. The plan for selecting and integrating officers into the Regular Army officers corps, as well as the size and composition of that corps, will finally be determined by Congress. The War Department will recommend that those officers integrated into the Regular Army will be of such age and physical condition as will permit them to serve for a reasonably long period before being retired. No officer will be appointed in a grade higher than that which he held in wartime.

c. The content of this circular will be brought to the attention of every officer at the earliest opportunity.

2. Submission of Statement of Interest.--a. Officers interested in being considered for commission in the Regular Army, following enactment of appropriate legislation, will submit a Statement of Interest in letter form, in duplicate, to their immediate commanding officer, as follows:

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_____
(Name) (Serial No, year of birth, component, unit)

_____ _____
(Date) (Present address)

TO: The Adjutant General, Washington 25, D.C.
SUBJECT: Statement of Interest in Consideration for Commission in the Regular Army.

1. I have read the statement concerning the outlook for the commissioning of present wartime officers in the Regular Army as published in WD Circular 243, 1945.

2. I desire to be considered for a commission in the Regular Army. My first choice is _____; second choice _____.
(Arm or service) (Arm or service)

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3. I have attended the following schools or colleges for the indicated number of years and hold the indicated degrees: _____.

4. My professional or business experience is as follows: _____.

5. My military record is as follows: (Indicate source and date of commission; date of entry on active duty; total years of active duty, separately for enlisted and commissioned service; decorations, etc.) _____.

6. I desire to add the following information concerning myself which I believe would make me valuable as a Regular Army officer: _____.

7. Former immediate (preferably recent) commanding officers from whom an Officer Evaluation Report may be obtained: (List three.)

1. _____
2. _____
3. _____

(Name) (Grade) (Last known address) (Dates served under)

(Signed) _____

_____
(Permanent home mailing address)

NOTE:--Officers of arms or services with the Army Air Forces who desire such a status may enter their choice in paragraph 2 thus: Air Corps (Signal Corps) (or other arm or service).

b. Indorsements.

(1) First indorsement.--The immediate commanding officer will indorse each copy of Statement of Interest and will include the following statements:

(a) I do (or do not) recommend this officer for commission in the Regular Army and consider him of (below average, average, above average, or superior) suitability.

(b) In comparing this officer with other officers of similar grade under my command or personally known to me and whom I would be willing to recommend for permanent commission in the Regular Army, I rank him No. _____ out of a total of _____ such officers.

(c) His last five efficiency ratings were: _____.

(d) I have known this officer for _____ months; he has served under me _____ months.

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Indorsing officers with insufficient personal knowledge for recommendations will substitute: "Insufficient information for recommendation" in (a) above and will omit (b).

(2) Second indorsement.--The next higher headquarters of the officer making the first indorsement will indorse the Statement of Interest indicating concurrence or nonconcurrence with the first indorsement. If commission in the Regular Army is recommended, a statement as in (b) of the first indorsement will be included.

c. Forwarding.--Upon completion of the second indorsement, the Statement of Interest and accompanying papers (see par. 4b) will be forwarded direct to The Adjutant General, Washington 25, D.C., or through such other channels as local headquarters may direct.

3. Procedure for officers not on active duty.--Officers and former officers, other than retired, who have served since 7 December 1941 and who have been relieved from active duty under honorable conditions may submit the above Statement of Interest letter form to The Adjutant General, Washington 25, D.C., direct.

4. Officer Evaluation Report.--Officer Evaluation Report forms (WD AGO FRT 461) provide a thorough evaluation of individual officers for use in consideration for commission in the Regular Army. They will be prepared with extreme care and thoroughness and must be based on adequate personal information.

a. Each Statement of Interest will be accompanied by an Officer Evaluation Report form (WD AGO FRT 461) properly filled out by the immediate commanding officer of the interested officer, unless the superior officer has insufficient knowledge of the interested officer to evaluate his qualifications properly. If Officer Evaluation Report forms are not available, the report will be prepared and forwarded when they are received.

b. The next higher headquarters to the rating officer will indorse 60 i
the Officer Evaluation Report, either indicating concurrence or nonconcurrence with the ratings given in sections III, IV, and V of the Officer Evaluation Report and forward the file as described in paragraph 3c above.

c. Officer Evaluation Reports upon which accurate rating by immediate superiors is impossible because of insufficient time of observation will be forwarded as prescribed in a above, with Side 1 completed as far as practicable. Any intermediate headquarters having any officer listed in paragraph 7 of the Statement of Interest under its jurisdiction will arrange for completion of the report by that officer. In such cases, the indorsement mentioned in b above may be omitted if impracticable to prepare.

5. Disposition of applications and Officer Evaluation Reports.--After processing by The Adjutant General, the Statements of Interest and Officer Evaluation Reports will be forwarded for study and appraisal to the major command having jurisdiction over the arm or service for which first choice is indicated, and returned therefrom to The Adjutant General for custody within 30 days.

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6. Additional evaluation.--The Adjutant General will obtain additional Officer Evaluation Reports from listed former immediate superiors upon request from the interested major command. These will be disposed of as prescribed in paragraph 5.

7. Distribution of Officer Evaluation Reports.--Officer Evaluation Report forms (WD AGO FRT 461) and instructions for their use, Officer Evaluation Report Instruction Booklets (WD AGO FRT 462), will be distributed through channels as soon as available.

(AG 210.1 (3 Aug 45))

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL
Chief of Staff

OFFICIAL:

EDWARD F. WITSELL
Major General
Acting The Adjutant General

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27 SEP 1945

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA Section

CIRCULAR)
:
NUMBER 110)

25 September 1945

Reorganization and Redesignation of Units I
Awards and Decorations II
Medical and Dental III

I----REORGANIZATION AND REDESIGNATION OF UNITS

Section III, Circular Number 57, this headquarters, 1945, is rescinded and the following substituted therefor:

1. a. Immediately upon receipt of a new T/O and E and any subsequently published changes thereto, commanders of units concerned will reorganize and redesignate such units in accordance therewith without further directive from this headquarters except:

(1) Where unit is Category IV.

(2) Where the T/O & E or change indicates War Department approval is required, in which case requests for approval to adopt subject T/O & E or change will be submitted to this headquarters, through normal channels, and will include the following information:

(a) Unit designation.

(b) Whether such units are recommended for retention in the Army at the end of Period II.

(c) Availability of personnel and equipment to accomplish the reorganization.

(d) Units of the same type, under control of the command recommending reorganization, which are not to be reorganized.

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, as amended.

3. Personnel rendered surplus by reorganization will be reassigned within the major command concerned.

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.

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Hq ETOUSA Circular #11 (cont'd)

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 330.33/430 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.

II---AWARDS AND DECORATIONS

1. Paragraph 11, Circular Number 73, this headquarters, 1945, and paragraph 2, Section II, letter, this headquarters, file AG 200.6/028 A-O, subject: "Awards & Decorations", dated 9 August 1945, are amended by removing restrictions against acceptance of foreign decorations by personnel engaged in Lend Lease transactions.

2. Foreign awards and presentations thereof will not be accepted unless prior approval by the Theater Commander has been obtained.

3. All requests for extension of the Theater Commander's concurrence in the acceptance of foreign decorations will be forwarded through channels to this headquarters and include following information.

a. Name of country proffering award.

b. Designation of award with degree.

c. Name, grade, serial number, present organization and principal assignment of recipient during the past year.

III--MEDICAL AND DENTAL

Section III, Circular Number 107, this headquarters, 1945, is amended by the addition of the following:

"1. d. (1) Authority is granted to sell the following items when required for artificial feeding of the infant during the first nine months after discharge from the hospital:

(a) One can of condensed milk daily.
(b) Two ounces of sugar daily
(c) One-half ounce of Cod Liver Oil daily.
(d) Vitamin "C", 2.5 grams daily.
(e) One-Half ounce of dry cereal daily.
(f) Chopped or strained vegetables as required.

(2) The medical officer in charge will specify the items and quantities required for each 30 day period and the supplies will be sold for cash by the hospital unit exchange. The unit exchanges of the hospitals concerned are authorized to requisition subsistence items listed in paragraph 1d(1) above directly from the Quartermaster. The Quartermaster will establish a sales account for the unit exchanges concerned for the above items only."

BY COMMAND OF GENERAL EISENHOWER:

OFFICIAL:

M. G. WHITE
Major General, GSC
Acting Chief of Staff

C. T. CHASE
Colonel, AGD
Adjutant General

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27 SEP 1945

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 114)

23 September 1945

REGULATIONS FOR THE TRIAL OF WAR CRIMES

1. As used in these regulations the expression "war crime" means a violation of the laws or customs of war.

2. Military commissions appointed by the Theater Commander or by other commanders under authority delegated to them by the Theater Commander, shall have jurisdiction to try all cases referred to them of persons accused of committing war crimes.

3. A military commission shall consist of not less than three officers, the senior present at any trial being president. For each military commission there shall be appointed a judge advocate and a defense counsel with such assistants as may be required, whose duties shall be similar to those of like officers before general courts-martial.

4. The president of a military commission is empowered to appoint court reporters and interpreters who shall be entitled to such compensation as may be authorized by law and regulation.

5. A formal charge and investigation as provided for court-martial procedure is not required for military commissions. The charge may state the offense by its legal name or may describe it in terms of international law. The specification may in non-legal terms set forth the details of the act constituting the offense. It should also include expressions to enable the commission to determine its jurisdiction both in respect of the offense and the accused. The charges should be subscribed by any person subject to military law but need not be under oath.

6. Members of a military commission may be challenged for cause either by the accused or by the judge advocate, but they shall not be subject to removal upon a peremptory challenge.

7. The oaths prescribed by Article of War 19 for courts-martial shall be applied to military commissions, judge advocates, interpreters and witnesses with such modification as to make them appropriate to military commissions.

8. Military commissions may conduct their proceedings as may be deemed necessary for a full and fair trial, having regard for but not being bound by, the rules of procedure prescribed for general courts-martial.

9. The fact that an accused acted pursuant to order of his Government or of a superior shall not free him from responsibility, but may be considered in mitigation of punishment if the commission determines that justice so requires.

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10. The technical rules of evidence shall not be applied but any evidence shall be admitted which, in the opinion of the president of the commission, has any probative value to a reasonable man. Without limiting the scope of the above rule the following in particular will apply:

a. If any witness is dead or is unable to attend or to give evidence or is, in the opinion of the president of the commission, unable to attend without undue delay, the commission may receive secondary evidence of statements made by or attributed to such witness.

b. Any document purporting to have been signed or issued officially by any member of any allied or enemy force or by any official or agency of any allied, neutral or enemy government, shall be admissible as evidence without proof of the issue or signature thereof.

c. Any report by any person when it appears to the president of the commission that the person in making the report was acting within the scope of his duty may be admitted in evidence.

d. Any deposition or record of any military tribunal may be admitted in evidence.

e. Any diary, letter or other document may be received in evidence as to the facts therein stated.

f. If any original document cannot be produced or, in the opinion of the president of the commission, cannot be produced without undue delay, a copy or translated copy of such document or other secondary evidence of its contents may be received in evidence. A translation of any document will be presumed to be a correct translation until the contrary is shown.

g. Photographs, printed and mimeographed matter, and true copies of papers are admissible without proof.

h. Confessions are admissible without proof of circumstances or that they were voluntarily made. The circumstances surrounding the taking of a confession may be shown by the accused and such showing may be considered in respect of the weight to be accorded it, but not in respect of its admissibility.

11. A military commission shall record its proceedings as nearly as practicable as prescribed for a general court-martial.

12. Convictions and sentences shall be determined by the concurrence of at least two-thirds of the members present at the time the vote is taken.

13. Appropriate sentences imposed by a military commission are:

a. Death (by hanging or shooting)

b. Confinement for life or a lesser term

c. Fine

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Hq MTOUSA Circular Number 114 (cont'd).

14. No sentence imposed by a military commission shall be carried into execution until it shall have been approved by the appointing authority.

15. No sentence of death shall be carried into execution until it shall have been confirmed by the Theater Commander, but where the military commission that imposed the death sentence was appointed by the Theater Commander and he has acted on the sentence as approving authority, no additional confirmation by him is necessary.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

M. G. WHITE
Major General, GSC
Acting Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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27 SEP. 1945

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG SECTION

27 SEP 1945

CIRCULAR)
:
NUMBER 113)

22 September 1945

Army Exchange Store Schedules I
War Trophies and Other Items Acquired as Personal Property. II
Letters of Condolence and Letters of Inquiry. III
Ration Schedule IV

I -- ARMY EXCHANGE STORE SCHEDULES

Section I, Circular Number 65, this headquarters, 1945, is rescinded and the following substituted therefor:

All Army Exchange Service installations, whether operated directly by Army Exchange Service or by organizations, will remain open on a schedule established by the commander of the installation, which shall provide a minimum of 56 hours operation per week with a minimum of 1½ hours daily operation during off-duty hours, including Sunday. 1200 to 1300 daily may be considered "off-duty" hours for this purpose.

II - WAR TROPHIES AND OTHER ITEMS ACQUIRED AS PERSONAL PROPERTY

Paragraph 5, Circular Number 54, this headquarters, 1945, is rescinded, and the following substituted therefor:

"5. In accordance with Section VIII of War Department Circular Number 267, 5 September 1945, retention of firearms as War Trophies is limited to one (1) per individual."

III - LETTERS OF CONDOLENCE AND LETTERS OF INQUIRY

1. Paragraph 10, Circular Number 88, this headquarters, 1945, is rescinded and the following substituted therefor:

"10. Photographs of Graves - The War Department has prohibited the inclusion of photographs of graves with letters of condolence or letter of inquiry (see section II and IV, WD Circular Number 116, 1945). Photographs of cemeteries and graves are not authorized, except for official purposes, and will not be furnished to the next-of-kin under any circumstances."

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2. FTOUSA letter, file AG 062/662 A-F, dated 13 May 1945, subject: "Photographs of Graves", is rescinded.

IV - RATION SCHEDULE

Section III, Circular Number 3, this headquarters, 1944 is rescinded and the following substituted therefor:

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Hq ETOUSA Circular Number 113 (cont'd).

12. The sale of all items of Army Exchange supplies is rationed to individuals in accordance with the following schedule. This schedule is a maximum one and will not be exceeded without specific authority of this headquarters. The quantities indicated herein do not constitute a table of allowances for bulk purchases by Unit Exchanges. Such purchases will be made pursuant to the provisions of War Department Circular number 285, 1944 as amended by letters, this headquarters, file AG 331.3/032 GA-O, 22 August 1945, and subsequent directives. Reductions may be made by Base Section Commanders as availability of supplies dictates, but the Theater Exchange Officer will be notified by telegraph or telephone within 24 hours of the necessity for such reduction so that consideration may be given to making reductions applicable throughout the theater.

Ration Schedule

a. Smoking Tobacco Ration:

Total ration points per week per individual	32 points
Each package of cigarettes costs	3 points
Each cigar costs	1½ points
Each package of pipe tobacco costs	2 points
Each package of cigarette tobacco w/papers costs	2 points

b. Miscellaneous Items:

(1) Every Week

Item	Unit	Quantity
Beer (US) (Separate instructions issued)		
Candy, bar 5¢	each	6
Candy, roll 5¢	each	3
Candy, package	pkg	1
Chewing gum	pkg	2
Cookies, crackers	pkg (7 oz)	2
Fruit juices, Tomato & grapefruit	can	2
Fruit juices, all others	can	1
Matches	pkg	1
Nuts	can	1
Paste, or powder, tooth	tube	1
Soap, toilet	bar	1
Soap, laundry	bar	1

(2) Every Two Weeks:

Blades, razor	pkg (5)	1
Cleanser, pipe	pkg	1
Cream or soap, shaving	each	1
Envelopes	pkg	1
Tablet, writing	each	1

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c. Items for Women:

Item	Unit	Quantity	Period
Astringent	bottle	1	four weeks
Cotton, absorbent	each	1	four weeks
Cream, cleansing	each	1	three weeks
Napkins, sanitary	each	1	two weeks
Net, hair assorted	each	1	two weeks
Pins, bobby	pkg	1	four weeks
Puff, powder	each	1	four weeks

d. All other items listed in paragraphs 2b (1) and (2), War Department Circular 285, 1944 will be rationed on basis of not to exceed 1 each every 8 weeks period.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

H. G. WHITE
Major General, GSC
Acting 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 112)

27 SEP

15 September 1945

Marriages I
Influenza Vaccination II
Assignments and Transfers III
Accidents and Claims IV

I----MARRIAGES

Section II, Circular Number 32, this headquarters, 1945, is rescinded.

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

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

"7. a. An application to marry will not be approved until a check of police records by the Provost Marshal of the command has been made (Security checks by G-2 are not required).

b. Where adverse information is revealed by check of police records, the application will be returned to the applicant setting forth the facts discovered, and authorizing re-submittal if the applicant attaches to the application an affidavit stating that he is aware of the facts and in spite of same is still desirous of marriage.

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

II----INFLUENZA VACCINATION

1. General - WD Circular Number 247, dated 5 September 1945 directs that all Army personnel be vaccinated with influenza vaccine during October and November 1945. The program will begin in NEWUSA on 30 September 1945 and will include US Civilian personnel authorized to receive medical care from the US Army. All US Military personnel departing from this theater after 30 September 1945 will receive this vaccination prior to embarkation, regardless of destination.

2. Procedure - Vaccination consists of one (1) subcutaneous injection of one (1) cc of the vaccine noted below:

Medical Department Item 1605900 - Influenza Virus Vaccine,
Types A and B, 30 doses -
Unit: Bottle

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3. Requisitions

a. Since the influenza vaccine will be in short supply until mid-October, requisitions will be limited until 10 October 1945 to quantities required for US personnel departing from the theater between 30 September and 15 October 1945.

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b. After 10 October 1945 requisitions will be submitted for vaccine necessary to complete the immunization of all US personnel (civilian and military). Vaccine in excess of current requirements will not be requisitioned.

4. Recording - Appropriate entries will be made on WD AGO Form No. 61 for officer personnel and in addition on the service record of enlisted personnel.

5. Preservation and Conservation - Influenza vaccine is in critical supply and it is imperative that every effort be made to effect optimum distribution and to avoid loss and wastage. Influenza vaccine requires storage at normal refrigeration (34° - 42°F).

III--ASSIGNMENTS AND TRANSFERS

Paragraph 5-a through 5-l, Section II, Circular Number 31, and Section I, Circular Number 99, both this headquarters, 1945, are rescinded and the following substituted therefor:

"5. a. AAF/MTO
b. AAFSC/MTO
c. Rome Area, MTOUSA
d. Peninsular Base Section
e. Adriatic Base Command
f. Military Railway Service in Italy
g. 34th Infantry Division
h. 88th Infantry Division
i. 92nd Infantry Division
j. Headquarters Command, AT
k. University Training Command
l. Cecchignola Redeployment Training Area."

IV---ACCIDENTS AND CLAIMS

Circular Number 74, this headquarters, 1944, is amended as follows:

1. Paragraph 7b(1), Section I, is amended by the addition of subparagraph (c) as follows:

(c) In the case of incidents arising in Greek territory, one copy of the report and all exhibits thereto will be forwarded to Claims Commission Number 122, c/o Commanding Officer, Adriatic Base Command, APO 368."

2. Paragraph 2, Section III, is amended by the deletion of the title thereof and the following substituted therefor:

"2. Functioning in French Africa, Corsica and Greek Territory"

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

C. T. CHRISTENBERRY
Colonel, AGD
Adjutant General

K. G. WINN
Major General, GSC
Acting Chief of Staff

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

20 SEP 1945

CIRCULAR)
:
NUMBER 111)

14 September 1945

DISPOSAL OF SURPLUS INSTALLATIONS
AND RELEASE OF REAL PROPERTY

20 SET 1945

Disposal of Surplus Army Installations I
Derequisitioning of Real Estate II

1. The following instructions are hereby rescinded:

a. [illegible] Letter, file AG 686/235 ITC-O, subject: "Release or Abandonment of Airfields", dated 6 January 1944, addressed to Commanding General, AAF/ATO.

b. MTOUSA Letter, file AG 600.91/110 ENGR-O, subject: "Reports on Army Overseas Installations", dated 31 May 1945.

c. MTOUSA Letter, file AG 602.1/820 D-O, subject: "Vacating of Requisitioned Property", dated 7 July 1945.

d. MTOUSA Redeployment Circular Number 12, dated 12 May 1945 and Change Number 1, dated 27 May 1945.

e. Paragraph 6, MTOUSA Circular Number 92, dated 29 June 1945.

2. References:

a. MTOUSA Circular Number 92, dated 29 June 1945.

b. MTOUSA Letter, file AG 600.91/110 ENGR-O, subject: "Report on Overseas Army Installations", dated 1 August 1945.

c. MTOUSA Engineer Letter, subject: "Reports Required by Allied Commission", dated 21 August 1945.

I -- DISPOSAL OF SURPLUS ARMY INSTALLATIONS

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3. Purpose - The purpose of this directive is to establish a procedure in this theater for the disposition of surplus US Army installations (except Special Signal installations) and for the removal of US Army equipment and materials installed therein in accordance with the policies established in War Department Memoranda Number 700-45, subject: "Disposal of Property Overseas", dated 9 May 1945 as amended 30 June 1945 and 20 July 1945 and Number 700-45, subject: "Policy with Respect to United States Installed Equipment in Overseas Army Installations", dated 24 July 1945, and letter from Chief of Engineers War Department, subject: "Report of Excess Fixed Installations and Disposal Actions", dated 19 June 1945. Special Signal installations shall be disposed of in accordance with Item 3, Section IX, AFHQ Signal Instructions, dated 22 November 1944.

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HEADQUARTERS

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3. Definitions

a. Fixed installation

(1) A unit of real property not in a combat zone, leased, purchased or otherwise required by agreement, expressed or implied, together with any improvements constructed thereon, for the United States Army, at which a specific military function is performed.

(2) A unit of real property not in a combat zone at which there have been accomplished repairs, modifications, or replacements to existing facilities such as roads, railroads, bridges, utilities, ports, airfields, depots and similar properties utilized by the US Army, where the repairs, modifications or replacements are of such type construction as to have a potential postwar economic value.

b. Removable installed equipment - (Applies to equipment installed by or for the US Army). Equipment which can be removed without damage to the structure or real property or without rendering the structure or property useless. Examples of removable installed equipment are boilers, power plants, motor generator sets, industrial production equipment, communication equipment, pre-fabricated huts, etc.

c. Non-removable installed equipment - (Applies to equipment installed by or for the U S Army). Equipment which cannot be removed without damage to the structure or real property or without rendering it useless. Examples of non-removable installed equipment are sewage piping, water piping, steam piping, electrical or communications wiring, etc.

d. Definitions listed in paragraph 2, CMTOUSA Circular Number 92, 1945, are applicable to this directive.

4. Base Section Commanders and the Commanding General, AAF/ETO, will take aggressive action to insure that all installations and real property, not absolutely essential to the needs of redeployment or occupational forces, are immediately released in accordance with instructions below. Special attention will be given to the release of civilian hospital, industrial, educational and agricultural facilities.

5. Disposal of installations.

a. Installations to be reported to this Headquarters prior to disposal - Installations of the following categories determined to be excess to the needs of the Base Section Commander or Commanding General, AAF/ETO, will be reported to this headquarters for reference to the War Department for disposition instructions (See paragraphs 7a and 8 below).

(1) All installations regardless of United States investment which have major strategic or economic value.

(2) All airfields in which the estimated United States investment at the time of determination as excess is more than $100,000.

(3) All installations which are terminal stations of or stations tributary to the Army Command and Administrative Network.

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(4) All petroleum and port installations of the following types in which the United States investment at the time of determination as excess is more than $100,000:

(a) Tank farms.

(b) Petroleum pipe lines.

(c) Petroleum pumping installations.

(d) Petroleum distribution systems.

(e) Petroleum refineries.

(f) Petroleum loading terminals.

(g) Can and drum plants.

(h) Piers and wharves.

(i) Berths.

(j) Fixed port unloading facilities.

(k) Tanker unloading facilities.

(l) Marine repair facilities.

b. Upon the declaration of an installation of the above categories as surplus by the War Department, and upon instructions from this headquarters, the installation will be reported on form SE-2 by the command concerned to the Field Commissioner, ATLC, for disposal in accordance with ETOUSA Circular Number 92, 1945.

c. Installations to be disposed of by authority of Base Section Commander or Commanding General AAF/ETO - all other types of installations not included in paragraph a, above, will be considered surplus without further authorization when they are determined by the Base Section Commander or Commanding General, AAF/ETO, to be excess to current needs. However, clearance will be obtained from this headquarters prior to disposition of any airfield, port facility or petroleum installations, or of installations with a housing capacity of over 5,000 men, installations specifically constructed or acquired by direction of this headquarters, or installations which may, in the opinion of the controlling command, be of use to another agency or command.

d. Disposal of surplus installations (except real estate on which no expenditures have been made by the United States other than for maintenance - see paragraph 6e, below) included in the categories outlined in paragraph c, above will be as follows:

(1) As soon as it is known that the installation will become surplus, the Field Commissioner ATLC, will be advised directly by informal memorandum and arrangements made with him for inspection of the property. He will be furnished with any data required to assist him in determining whether the installation has a commercial value and whether the cost of its care, handling and disposition would exceed the estimated proceeds.

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Hq MTOUSA Circular #111 (cont'd)

(2) When the installation is actually declared surplus, the Base Section Commander, or Commanding General, AAF/MTO, will report the installation on Form SPB-3 to the Field Commissioner, AFLC, for disposal in accordance with paragraphs 8 through 11, MTOUSA Circular Number 92, 1945. (See paragraph 7b and 8 below). If the AFLC notifies the reporting officer that disposal by AFLC is not warranted, the Base Section or Air Force Commander will make the following disposition:

(a) All items of removable installed equipment which are serviceable or economically repairable will be removed and returned to the appropriate supply depot.

(b) Items of non-removable installed equipment will not be removed if the cost of removal and labor involved will not justify such removal.

(c) All other items will be disposed of as scrap in accordance with paragraph 7, MTOUSA Circular Number 92, 1945, either in place or dismantled and turned in to a Quartermaster Salvage Depot.

(d) Real Estate will be de-requisitioned and the residual value of improvements made by the US Forces will be reported to Allied Commission in accordance with letter referred to in paragraph 2b, above and Section II below. The report to Allied Commission will not include any part of the installation disposed of by the Field Commissioner, AFLC, or disposed of as scrap.

c. Real estate on which no expenditures have been made other than for maintenance will be dorequisitioned in accordance with Section II below.

7. Report of excess fixed installations and disposal actions

a. Upon determination that a fixed installation or a portion thereof required to be reported to the War Department in accordance with paragraph 6a, above, is or will be excess to the needs of a Base Section or AAF/MTO, a report will be submitted in 4 copies on Part D (Eng. Form 1266, 1 May 1945) "Report of Excess" to this headquarters, attention: Chief Engineer. The report of excess will be forwarded by this headquarters to the War Department in accordance with current War Department instructions.

b. Where an installation has been disposed of under the authority contained in paragraph 6c, above, and the installation is required to be reported on Parts A, B or C of "Real Property Records", (reference paragraph 2b, above) a report will be submitted in 4 copies on Part E (Eng. Form 1266, 1 May 1945) "Report of Disposal" to this headquarters, attention: Chief Engineer, upon completion of disposal action. Part E will not be submitted on those installations which are reported for disposition to the Field Commissioner, AFLC, on Form SPB-3.

8. Policy with respect to US installed equipment in Army installations to be disposed of through AFLC or reported to the War Department

a. The policy of the War Department is to remove from installations all removable equipment which is in short supply; to leave as part of the installation all removable installed equipment which is in excess, surplus, or obsolete supply; and to remove equipment in normal supply only if such removal does not interfere with ultimate disposal. Non-removable installed equipment will

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Hq PTOUSA Circular #111 (cont'd)

not be removed. The above policy and the procedure outlined below will govern with respect to removal of installed equipment from installations to be disposed of through the Field Commissioner, AFLC, or reported to the War Department.

b. A list of items in short, excess, surplus, and obsolete supply will be furnished each command by this headquarters. In addition to this list, the supply status of items listed in War Department SR 30-1 will apply. All items not included in either the short or in excess, surplus, or obsolete supply categories will be considered as being in normal supply.

c. All items of removable installed equipment in short supply will be removed from the installation and returned to depot stocks prior to its disposition or preparation of the report of excess (Part D of the Real Property Record).

d. Removable installed equipment in excess, surplus, or obsolete supply will not be removed unless specifically required by this headquarters.

e. With respect to removable installed equipment in normal supply the Base Section Commander or Commanding General, AAF/MTO, will by informal inquiry to the Field Commissioner, AFLC, determine whether the retention of such equipment is desirable as a means of facilitating the ultimate disposal of the installation. If there is a desire for retention of such equipment, it will not be removed. In the case of installations required to be reported as excess on Part D, Eng. Form 1266, a statement of desire for retention of the equipment will be included in the transmittal letter forwarding the report of excess. If there is no desire for the retention of such equipment, it will be removed only if it is economically desirable, taking into consideration the cost of removal, repair, packing and shipment. Equipment removed from an installation prior to the submission of a Report of Excess (Part D, Eng. Form 1266) will be indicated in letter of transmittal forwarding the report of excess.

9. Custodial responsibility - The Base Section Commander or Commanding General, AAF/MTO, will have continuing custodial responsibility for all property declared excess to his needs until it is transferred or abandoned in accordance with instructions of the Field Commissioner, AFLC, or until the installation is dismantled and real estate is returned to the owner. All such property will be retained in his control as US Army property until disposition is determined. Pending such determination the installation will not be abandoned or entirely evacuated. A minimum of personnel will be retained for maintenance, security and preservation of the rights of the United States Government.

II---DISPOSITION OF REAL ESTATE

10. Subject to the above, the procedure set forth below will be followed by all US Commands when dispositioning real estate in Italy.

11. For the purposes of this directive, the following definitions will apply:

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a. Controlling agency - Any major command which holds territorial jurisdiction for the area concerned. Examples of a controlling agency are PBS, Rome Area Command, or a British District.

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b. Requisitioning agency - A major command responsible for requisitioning and dorequisitioning real estate. Examples are AAF/RTO, US Navy. A controlling agency may be, in some cases, the requisitioning agency.

12. Prior to dorequisitioning, all household and office furnishings added by the US during the US occupancy will be removed and returned to the appropriate US supply depot. Such furnishings belonging to the owner will not be removed.

13. Notice of intent to dorequisition - The requisitioning headquarters will address notice of intent to dorequisition specific real estate to the nearest office of the Genio Militare ten days in advance of evacuation date. At the same time, Genio Militare will be requested to send a representative to make a final inventory of the premises in conjunction with a representative of the requisitioning agency. In those cases where the requisitioning agency is not the controlling agency, the real estate officer of the controlling agency will also be notified of intent to dorequisition. If the Genio Militare representative cannot be present at the time of evacuation, dorequisitioning procedure will not be delayed. It is, however, most desirable that Genio Militare view all real estate and contents at the time of evacuation since that office will make settlement of claims arising from occupancy.

14. Dorequisitioning

a. Inventory

(1) The final inventory will be made by a representative of the requisitioning agency together with the Genio Militare and the owner or the Owner's representative. In the absence of both the Genio Militare and the owner, the owner will be represented on the joint inventory by a disinterested officer appointed by the requisitioning agency, or he may be represented by the local Sindaco, Genio Civile or Prefetture. In the case of a quasi-military organization such as the ARC, where the owner of the property is unknown or cannot be located and the Genio Militare is not available, a disinterested officer will be appointed by the requisitioning agency to represent the owner when making the joint inventory.

(2) There will be noted on the final inventory form the following information:

(a) Contents, fixtures, etc., and condition thereof.

(b) A full description of any damages to buildings or contents caused by the occupying unit and not the result of fair wear and tear.

(c) A full description of any damage caused by the occupying unit to crops or land.

(d) A full description of any improvements made to the property by US Forces. Lists of materials used and an estimate of man and/or equipment hours will also be noted.

(e) Any failure in agreement between persons conducting the inventory as to contents or condition of premises.

(f) Signature of all parties making the inventory.

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Hq' PENTOUSA Circular #111 (cont'd)

(3) A copy of the final inventory will be retained by the requisitioning agency and a copy will be furnished the real estate officer of the controlling agency and the Genio Militare.

b. The United States will not be divested of responsibility for the real estate until it is returned to the owner, or in the absence of the owner, returned to the Genio Militare, Sindaco, Genio Civile or Prefettura and a receipt obtained therefor. Quit-claims will be obtained whenever possible, copies of which will be furnished the Genio Militare and the real estate officer of the controlling agency.

15. The requisitioning agency will be responsible for maintaining adequate guards for the protection of the real estate and property until divested in responsibility as outlined in paragraph 14b, above. The requisitioning agency will also be responsible that the property is left in a clean and sanitary condition.

16. Misuse, such as willful destruction or looting, of requisitioned property will not be permitted. If such misuse is discovered, the real estate officer will present all available information to the Commanding General or Commanding Officer of the requisitioning agency for appropriate action.

17. The Genio Militare will receive and adjust all claims arising from authorized occupancy of real estate.

18. The principal office of the Genio Militare is:

Officio Centrale Controllo Requizioni,
Via XX Settembre - Roma

Branch offices are called Officio Genio Militare Per Requisione AA and are located in the following cities:

Ancona	Naples
Bari	Palermo
Bologna	Perugia
Campobasso	Roma
Catania	Taranto
Florence	Turin
Genoa	Vasto
Leghorn	Verico
Milan	

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Hq NTOUSA Circular #111 (cont'd)

19. Headquarters releasing real estate will report residual value of any improvements made to the property by United States forces in accordance with reference mentioned in paragraph 2c, above. The value thus reported will be reconciled with the value of improvements listed on inventory required in paragraph 4a, above.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

H. G. WHITE
Major General, GSC
Acting Chief of Staff

C. V. CHRISTENBERRY
Colonel, AGD
Adjutant General

4 Inclosures:

Incl. #1 - Letter, Chief of Engineers, War Department, file 601.1 SPELY, dated 19 June.
Incl. #2 - Part D, Eng. Form 1266, 1 July 1945, "Report of Excess."
Incl. #3 - Part E, Eng. Form 1266, 1 July 1945, "Report of Disposal".
Incl. #4 - Flow Chart.

DISTRIBUTION:
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CE 601.1 SPELY

19 June 1945

SUBJECT: Report of Excess Fixed Installations and Disposal Actions

TO: ALL THEATERS, DEPARTMENTS AND SEPARATE BASE COMMANDS

1. Attention is invited to the following references:

a. War Department Memorandum No. W 100-44, dated 9 March 1944, "Report on Army Installations in Theaters, Departments and Separate Base Commands."

b. Letter from the Chief of Engineers, File CE 601.1 SPELY, dated 5 May 1945, Subject: "Report on Overseas Army Installations."

c. War Department Memorandum No. 700-45, dated 9 May 1945, as amended, Subject: "Disposal of Property Overseas," requiring that certain fixed installations if excess to the needs of a theater will be reported on Part D "Report of Excess" to the Chief of Engineers, and reports of disposal action for fixed installations on Form Part E "Report of Disposal" to the Chief of Engineers.

2. Upon determination that a fixed installation or a portion thereof required to be reported to the War Department under War Department Memorandum No. 700-45, as amended, is or will be excess to the needs of a theater, there will be submitted to the Chief of Engineers, Attention: Real Estate, Washington 25, D. C., a report on Part D (Eng. Form 1266, 1 May 1945) "Report of Excess." Upon receipt in the Office, Chief of Engineers appropriate action will be taken by the War Department and necessary instructions will be issued to the theater commander who will take appropriate action in accordance with Memorandum No. 700-45, as amended.

3. Where the theater commander has authority to dispose of fixed installations in accordance with War Department Memorandum No. 700-45, as amended, and the installations are required to be reported on Parts A, B and C of "Real Property Record," a report will be submitted on Part E (Eng. Form 1266, 1 May 1945) "Report of Disposal" to the Chief of Engineers, Attention: Real Estate, Washington 25, D. C., upon completion of disposal action. This report is required in order to complete the records of the Chief of Engineers with respect to fixed installations reported to him. Part E will not be submitted on those installations which are reported for disposition to Army-Navy Field Liquidation Commissioner on Form SPE-3.

Sincerely,

E. REYBOLD
Lieutenant General
Chief of Engineers

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REAL PROPERTY RECORD

PART D REPORT OF EXCESS	THEATER OF OPERATION	DATE OF REPORT

Enter in appropriate blanks below sufficient data to identify the installation or portion thereof previously reported on Forms Parts A, B, C, "Real Property Record" and reasons for reporting as excess (*See WD Memo. 700-45, dated 9 May 1945, as amended*). Form to be submitted in quadruplicate.

TO:
CHIEF OF ENGINEERS
WASHINGTON 25, D. C.
ATTENTION: REAL ESTATE

1. a. NAME OF INSTALLATION (*Official designation*) | b. OTHER NAMES (*Now or previously used*)

2. a. COUNTRY | b. SOVEREIGNTY (*Where country is not sovereign nation*)

3. a. TYPE OF INSTALLATION (*Check one*)

AIRFIELD	HOSPITAL	DEPOT	OTHER (*Specify*)

4. a. PARTS OF "REAL PROPERTY RECORD" SUBMITTED TO CHIEF OF ENGINEERS

MOST RECENT SUBMISSION	PART	DATE SUBMITTED
	A	
	B	
	C	

5. a. STATE WHETHER PART OR ALL OF INSTALLATION IS EXCESS (*Identify portions by reference to number on Parts A and B and changes in such items specified in Part C, if part only is reported excess*). (Check one)

ALL	PART (*Identify*)

6. a. REASONS FOR REPORTING EXCESS: (*Give reference to appropriate paragraph in W.D. Memorandum No. 700-45, 9 May 1945 as amended*)

7. a. REMARKS AND RECOMMENDATIONS AS TO POSSIBLE REDISTRIBUTION TO OTHER U. S. AGENCIES OF STRUCTURES, FIXTURES AND EQUIPMENT (*Or materials derived therefrom*)

TYPED NAME AND GRADE	DATE	AUTHORIZED REPORTING OFFICIAL (*Signature*)

ENG FORM 1 JUL 1945 1266

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Inclosure #4 to Hq MTOUSA Circular #111

FLOW CHART - PROCEDURES FOR DISPOSITION OF INST

CHART I

Installations Requiring War Department Au

WAR DEPARTMENT	CG MTOUSA (G-4, ENGINEERS)	MAJOR COMMAND	FIELD COMMISS
	Upon determination of excess to Theater needs, forwards Report of excess to W.D.	Forwards Report of Excess (Engr Form 1266, Part D).	
If installation is required for further U. S. needs, appropriate instructions are issued - - - If no future requirement exists, installation is declared surplus	Forwards W. D. instructions.	Transfers installation to other U. S. Agency or retains in custody as directed by W.D.	
	Forwards W.D. declaration of surplus	1.Reports to Field Commissioner, ANLC on SPB-3. 2.Guards installation until salvaged or released to consignee.	
			Directs MTOU Major Comma salvage.
		Salvages installation	
		1.Obtains signed receipt and releases property to consignee. 2.Forwards receipt to Field Commissioner, ANLC.	Notifies Sends relea structions Major Comma D. Vendors
	Forwards to Allied Commission	Deacquisitions Real Estate Forwards report of value of residual improvements made to real estate by U.S.	Final Accou

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

FLOW CHART - PROCEDURES FOR DISPOSITION OF INSTALLATIONS

CHART I

Installations Requiring War Department Approval

	MAJOR COMMAND	FIELD COMMISSIONER, ANLC	ITALIAN GOVERNMENT OR CIVILIAN AGENCY	ALLIED COMMISSION
	Forwards Report of Excess (Engr Form 1266, Part D).			
	Transfers installation to other U. S. Agency or retains in custody as directed by W.D.			
	1. Reports to Field Commissioner, ANLC on SPB-3. 2. Guards installation until salvaged or released to consignee.			
		Directs MTOUSA Major Command to salvage.		
	Salvages installation			
	1. Obtains signed receipt and relinquishes property to consignee. 2. Forwards receipt to Field Commissioner, ANLC.	Negotiates Sale. Sends release instructions to Major Command (W. D. Vendors Document.)	Purchases	
	Reacquisitions Real Estate Forwards report of value of residual improvements made to real estate by U.S.	Final Accounting		Records value of residual improvements made to real estate by U.S.

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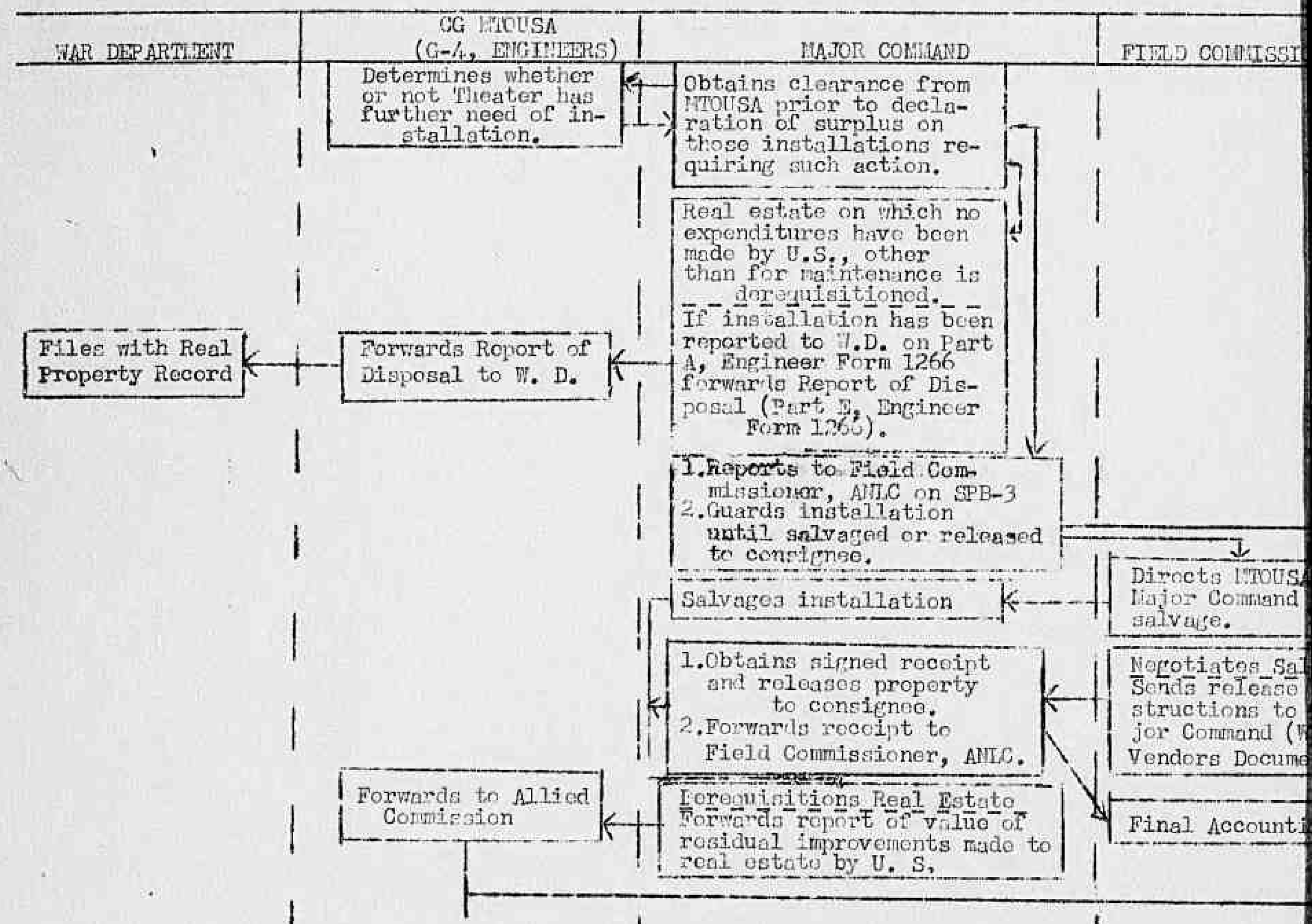
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Inclosure #4 to Hq MTOUSA Circular #111

FLOW CHART - PROCEDURES FOR DISPOSITION OF INSTAL

CHART II

Installations Declared Surplus Upon Authority of Base Sect



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FLOW CHART - PROCEDURES FOR DISPOSITION OF INSTALLATIONS

CHART II

lations Declared Surplus Upon Authority of Base Section or AAF Commander

MAJOR COMMAND	FIELD COMMISSIONER, ANLC	ITALIAN GOVERNMENT OR CIVILIAN AGENCY	ALLIED COMMISSION
Obtains clearance from MTOUSA prior to declaration of surplus on those installations requiring such action.			
Real estate on which no expenditures have been made by U.S., other than for maintenance is derequisitioned. If installation has been reported to W.D. on Part A, Engineer Form 1266 forwards Report of Disposal (Part E, Engineer Form 1266).			
1. Reports to Field Commissioner, ANLC on SPB-3 2. Guards installation until salvaged or released to consignee.			
Salvages installation	Directs MTOUSA Major Command to salvage.		
1. Obtains signed receipt and releases property to consignee. 2. Forwards receipt to Field Commissioner, ANLC.	Negotiates Sale. Sends release instructions to Major Command (W.D. Vendors Document.)	Purchases	
Derequisitions Real Estate Forwards report of value of residual improvements made to real estate by U. S.	Final Accounting		Records value of residual improvements made to real estate by US.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 110)

17 SEP 1945

13 September 1945

DISCHARGE AND RELEASE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

Section I, Circular Number 23; Section IV, Circular Number 100; and Section I, Circular Number 103, all this headquarters, 1945, are rescinded and the following substituted therefor:

1. References

a. AR 615-360 to 615-369 inclusive; AR 35-2490; AR 35-4810; WD RR 1-1.

b. WD Circulars 472, 1944; 10, Section IV, 174; 188, Section II and IV 207; Section I, 233, 1945.

c. WD letter, AG 704.11 (22 Sept 44) OB-P-SPGAM-AP-M, subject: "Procedure for Disposition of Pregnant Military Personnel in Overseas Commands", dated 20 October 1944, and 1st indorsement, this headquarters, AG 704.11/660, 27 December 1944.

d. WD letter, AG 200.8 (17 July 44) OB-SAAF-M, subject: "Discharge Option for certain Former Army Air Forces CAA-WTS Instructor Course Trainees", 26 July 1944.

e. FMOUSA letter, AG 370.5/476 PERS-O, subject: "Procedure for Return of Individuals", 6 October 1944, as amended.

f. WD letter AGPR-M 220.8 (8 Jun 45) PE-A-SPGAP, dated 10 July 1945, subject: "Discharge of Enlisted Men", and 1st indorsement, this headquarters, AG 220.8/014 P-O, dated 24 July 1945.

g. FMOUSA letter, AG 220.301/096 P-O, dated 30 August 1945, subject: "Discharge of Enlisted Men".

h. Section I, FMOUSA Circular 89, 1945, as amended.

i. AGWAR cable 2726, 1 September 1945 (Until War Department Circular is received).

j. WD letter, AGPT-M 210.8 (18 Aug 45) PE-A-A, dated 29 August 1945, subject: "Discharge of Enlisted Men", and 1st indorsement, this headquarters, AG 220.8/014 P-O, dated 6 September 1945.

2. General

a. Authority to approve discharges from the Army, as distinguished from relief from active duty, is delegated to commanders specified in paragraph 6, AR 615-360 and to commanders exercising general court-martial jurisdiction,

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HQ PTOUSA Circular Number 110 (cont'd).

except as specified in paragraph d below. The Deputy Director, Military Railway Service, Italy, is authorized to take final action only on discharges of personnel 38 years of age and those over 35 with two (2) years honorable, active military service under applicable regulations.

b. Commanders finally approving discharge will issue appropriate orders transferring the individual (except WAC personnel) to the nearest Replacement Depot for transshipment to the United States or overseas command (Paragraph 7c, WD Circular 188, 1945) where actual discharge will be accomplished. WAC personnel will be transferred to the 7th Replacement Depot and attached to the 2629th WAC Battalion, pending transshipment.

c. (1) Enlisted personnel over 38 and those over 35 with over 2 years active, honorable military service who apply in writing to their commanding officers for discharge under provisions of attached cable will be immediately transferred to the nearest replacement depot for transshipment to the United States, except as indicated in (2), below. Completed personnel records will accompany.

(2) Prior to transfer of individuals to a replacement depot, major commanders concerned will contact the depot concerned to insure that accommodations exist.

d. Cases to be forwarded to this headquarters. Applications for honorable discharge, other than to accept appointments.

(1) Enlisted Women - those under the provisions of AR 615-362, 615-365, 615-366, 615-367, and paragraph 12d RR 1-1, as changed.

(2) Prominent Personnel - all, applicable under WD Circular 10, 1945.

(3) Perversion - all applicable under paragraph 2b, AR 615-368, reclaimable cases.

(4) Release from active duty - all applicable under AR 615-363.

e. Applications should contain the following information:

(1) Evidence of suitable employment in the form of a letter from the employing agency or person, or, if no employment, a statement that applicant is financially able to support himself.

(2) Age, ASRS (critical score), and such other relevant information will also be stated.

(3) Specific reason for discharge.

3. Overseas Discharges

a. Enlisted personnel who do not desire return to United States or theater of residence may submit requests for discharge or release from active

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HQ MTOUSA Circular Number 110 (cont'd).

duty in this theater through channels to this headquarters, where final action will be taken, including issuance of letters of introduction. Actual discharge will be effected at the 7th Replacement Depot.

b. Requests for discharge may be submitted under the provisions of AR 615-365 or paragraph 26, AR 1-1.

c. Applications submitted by enlisted personnel will contain the following information:

(1) Statement from proper authorities of the government of the country in which residence is proposed that such residence is acceptable to that government (Individuals should make application for such statement thru his immediate commanding officer to the nearest American Consulate).

(2) Evidence of suitable employment in the form of a letter from the employing agency or person, or, if no employment, a statement that applicant is financially able to support himself.

(3) If for a school, statement from such school that applicant is qualified and acceptable to that institution.

(4) A 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". To individuals separated overseas it is considered that the government has discharged its obligation and will not furnish government transportation at a later date. This statement will be kept with the discharge application and will be filed in the individual's field military 201 file. (This does not affect monetary travel allowances to which individuals are entitled upon separation in accordance with AR 35-4810).

(5) If discharged to accept civilian employment with the War Department, compliance with (4) above is not required. In lieu thereof, a statement will be furnished the organization with which individual is to be employed at time of discharge as follows: "Transportation costs covering land transportation only (were) (were not) paid to (name of person and Army Serial Number), for distance from: place separation (specify name of port and geographic location), or port of debarkation (specify name of port and geographic location), or place of onlistment, induction, etc. (specify geographic location), at the rate of (cents) per mile".

(6) Age, ASRS (critical score), and such other relevant information will be specified.

(7) Specific reason for discharge, i.e., to accept employment with UNRRA, etc.

d. Application for discharge or release from active duty approved by this headquarters will be returned to the initiating unit with a letter of introduction to the American Consul General, American Consulate Naples, Italy. The

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letter of introduction, in duplicate, will be given to the individual, who will be advised to present it to the Consul to establish identity, considering a future time when return to the United States may be desired.

c. Prior to transfer of enlisted personnel to the 7th Replacement Depot, for separation, all administrative functions such as obtaining approval for separation from this headquarters will be accomplished by the individual's parent unit. Individuals arriving at the Depot will have in their possession copies of orders, service records and allied papers, and complete correspondence relative to discharge. The field military 201 file will be forwarded to the Depot without delay in accordance with WD Circular Number 96, 1945, as amended.

4. Miscellaneous - Commanders will maintain accurate records of all personnel whose discharge or release from active duty is authorized with the reasons therefor. These records may be kept by card file or other similar device.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

E. G. WHITE
Major General, GSC
Acting Chief of Staff

C. V. CHRISTENBERRY
Colonel, AGD
Adjutant General

1 Inclosure:
Appendix "A" - AGWAR Cable 2720, dtd 1 Sept 1945.

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

APPENDIX "A" to HTOUSA Circular Number 110.

File: GRL/452 UNCLASSIFIED AFSC 10933/01
PRIORITY SG

FROM: ACTAG SIGNED WITSELL

TO: USFET MAIN, USFET REAR, AUET, PGC, USAFBIT, CONGRESSIONAL, DELTA DEPCOM, CARIB DEFENSE COMMAND, CINC AFPAC, ALASKAN DEPT ADV CIP, ALASKAN DEPT, USAFCT (MAIN), CINC ATHDPAC, HQ PCD CZ, HQ ATTILLES DEPT, USAFSA

REF TO THIS MESSAGE: 2726. 01 September 1945

SPEED-A

Following approved WD Cir to supersede Section II WD Cir 250 17 August 45 now in process publication enlisted personnel will be eligible for discharge on account of age provided: They are 38 years of age or over, or they are 35 years of age or over and in addition have completed a minimum of 2 years active military service, and their service is honorable, and they apply in writing to their immediate Commanding Officer for discharge under the provisions of this circular.

Personnel eligible for discharge in accordance with above who apply for discharge will be sent to a separation center, as provided in current instructions for discharge under the provisions of AR 615-365 (Convenience of the Government) and this circular. 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.

Commanders will be permitted to retain for 90 days any individual for whom a replacement is NOT available at the time he or she requests discharge; however, individuals so retained will NOT be transferred overseas prior to discharge unless transfer overseas is for the purpose of separation in accordance with current instructions.

Section II WD Cir 250, 1945, pertaining to the foregoing subject, is rescinded.

HC I: 716

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

24 SEP 1945

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CA SECTION

CIRCULAR)
NUMBER 109)

24 SEP 1945

12 September 1945

Employment and Compensation of Enlisted Personnel. I
Nonappropriated Funds. II
Identification Cards. III

I -- EMPLOYMENT AND COMPENSATION OF ENLISTED PERSONNEL

1. Enlisted personnel will not be paid compensation in addition to base pay and allowances for the performance of any assigned military duty, except in the case of enlisted personnel detailed to serve as stenographic reporters as provided in AR 35-4120.

2. Employment of enlisted personnel on a voluntary basis, during off-duty hours, in connection with Army exchanges, and revenue-producing, welfare, and sundry fund activities is authorized. Compensation will be paid at fair and reasonable rates established by the appropriate staff agency having supervision of the activity, or, in the absence of such established rates, by the Commanding Officer, council, or other appropriate governing body in charge of such activity. Such additional compensation will not exceed $60.00 per month.

3. Employment of enlisted personnel during off-duty hours must be such that it does not impair or diminish the efficiency in performance of assigned military duties.

4. So far as provisions of letter, Headquarters, SOS NATOUSA, file 120.1 SSAES, subject: "Payments by Exchanges to Enlisted Men", dated 11 May 1944, and of paragraph 17b (1), Circular Number 62, this headquarters, 1945, conflict with policy established herein, they are rescinded.

II - NONAPPROPRIATED FUNDS

Paragraphs 13a, 16b (9), 18c (3), and 1, Appendix B, of Circular Number 62, this headquarters, 1945, are amended as follows:

"The requirement for unit, sundry and other nonappropriated funds to retain canceled checks will be disregarded in Italy where it is the practice of the banks not to return such checks to the depositors. It also will be disregarded in countries other than Italy when the bank furnishes a statement that it is its practice to retain paid checks. Officers making audits and inspections of such funds will arrange with the bank to inspect the paid checks when such inspection is deemed necessary."

U.S. COMMISSION SECTION 5443 HQ

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

HQ MTOUSA Circular Number 109 (cont'd).

III - IDENTIFICATION CARDS

Section II, Circular Number 74, this headquarters, 1945, is amended to add the following:

"5. Withdrawal and Issuance of Identification Cards

a. WD AGO Forms 65-8 and 65-10 are no longer required by civilian personnel in this theater. These forms will be withdrawn and WD AGO Form 65-11 will be issued in lieu thereof to all civilian personnel who do not now have this form.

b. WD AGO Form 65-10 will be withdrawn from American Red Cross and Medical Department enlisted personnel. WD AGO Form 65-11 will be issued in lieu thereof to American Red Cross personnel, if they do not possess this form. Medical Department enlisted personnel are no longer required to have any WD AGO Identification Cards.

c. Issuance of new identification cards to officers when promoted will be discontinued.

d. Cards withdrawn will be destroyed. Future issues will be restricted to replacement of lost cards and initial issues.

e. All new identification cards to be laminated will henceforth be submitted to the Signal Photo Laboratory, Peninsular Base Section."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

M. G. WHITE
Major General, GSC
Acting 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 108)

7 September 1945

Appointment of Warrant Officers I
Recovery and Evacuation of Salvage. II

I -- APPOINTMENT OF WARRANT OFFICERS

Circular Number 134 and Section I, Circular Number 140, both this headquarters, 1944, are rescinded.

II - RECOVERY AND EVACUATION OF SALVAGE

Paragraph 8, Circular Number 104, this headquarters, 1945, is rescinded and the following substituted therefor:

"8. Unserviceable Tires - All salvage tires will be turned over to a tire reconditioning company for inspection, classification, and reconditioning. Only when a tire reconditioning company or other repair facility is not available will they be returned to the United States. Should the tire reconditioning company classify tires as Class "C-1", they are to be packed, so marked, and returned to Ordnance stocks. Tires declared salvage by tire reconditioning company or the Base Section Ordnance Officer will be disposed of to Allied Commission in accordance with paragraph 3 of letter, this headquarters, dated 4 April 1945, file AG 400.3/544 ORD-O, subject: "Scrap Rubber and Rubber Dust". Any quantity not accepted by Allied Commission will be turned over to Quartermaster salvage installations for disposition."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

H. G. WHITE
Major General, GSC
Acting Chief of Staff

C. F. GRISTEDT
Colonel, AGD
Adjutant General

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C. A. Lee

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

11 SET. 1945

CIRCULAR)
NUMBER 107)

11 SET 1945
6 September 1945

Censorship Regulations I
Marriages II
Medical and Dental III
Publications and Blank Forms IV
Bonds of Accountable Officers V

I -- CENSORSHIP REGULATIONS

Circular Number 12; Circular Number 70; Section I, Circular Number 76; Section IV, Circular Number 91; and Section III, Circular Number 101, all this headquarters, 1945, are rescinded.

1. All other existing theater regulations and instructions pertaining to the censorship of personal mail and telecommunications of US forces and civilian Nationals assigned or attached thereto, are also rescinded.

2. US Army Examiner stamps now in custody of units will be destroyed immediately by burning, and a certificate of destruction prepared by unit or higher commanders. The original and one copy of the certificate will be forwarded to the Assistant Chief of Staff, G-2, MTOUSA, listing the destroyed stamps by number and attaching another sheet bearing the impression of each stamp.

II - MARRIAGES

Circular Number 47, this headquarters, 1945, is amended to include the following paragraph:

"11. g. Health conditions can preclude entry into the United States of a dependent (wife or child)."

III - MEDICAL AND DENTAL

Paragraph 1, Section I, Circular Number 82, this headquarters, 1945, is rescinded and the following substituted therefor:

"1. Wives of officers, warrant officers and enlisted personnel are authorized prenatal care, confinement and postnatal care in hospitals designated by the Base Section Surgeon concerned. Other medical and dental attention will be provided in emergencies only."

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Hq MTOUSA Circular #107 (cont'd)

IV - PUBLICATIONS AND BLANK FORMS

Paragraph 5b, Circular Number 83, this headquarters, 1945, is rescinded and the following substituted therefor:

"5. b. All War Department and Army Service Forces publications and War Department AGO blank forms in unit files upon inactivation or disbandment of the unit within MTOUSA will be salvaged through the nearest Quartermaster salvage depot."

V -- BONDS OF ACCOUNTABLE OFFICERS

The attention of all concerned is invited to paragraph 3b (2) Change Number 2, AR 35-220, dated 2 August 1945, which provides as follows:

"All officers, regardless of the arm or service in which commissioned, and all warrant officers (including flight officers), who are designated as salvage officers by competent authority (see AR 700-25), will, before entering upon duties involving such responsibility, give good and sufficient bond."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

M. G. WHITE
Major General, GSC
Acting 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 106)

26 August 1945

Disposition of Hospitalized Personnel and Submission of Their Records I
Releases and Discharges of Personnel to Remain in this Theater II

I -- DISPOSITION OF HOSPITALIZED PERSONNEL AND SUBMISSION OF THEIR RECORDS

Circular Number 84, this headquarters, 1945, is amended as follows:

1. Section II - Disposition of Personnel

Paragraphs 1, 2a, 2c, and 3 are rescinded and the following substituted therefor:

"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 been inactivated, disbanded or has departed from this theater, and orders were previously issued effecting the individuals' transfer to a detachment of patients, he will be assigned to a unit as designated in paragraphs 2 and 3 below. The major commands will provide transportation to enable proper disposition of hospitalized personnel when the parent or proper unit and the hospital are not in close proximity or availability of transportation to the hospital deems it essential."

"2a. Class A personnel will be transferred to and/or returned to their former unit, except that members of Ground and Service Force units which have been inactivated, disbanded or have departed this theater will be assigned to units specified by the major commander having jurisdiction over the hospital concerned."

"2c. Class C personnel will be treated the same as Class A personnel. Of those returned directly to former units, if later determined by the major commands concerned, after a fair opportunity for observation, that physical condition precludes efficient duty, individuals will be reassigned within the major command."

"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 assigned to Headquarters & Base Squadron 515th Air Service Group).

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.

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Hq MTOUSA Circular #106 (cont'd)

All available pertinent information will be made available to the board. Individuals of units which have been inactivated, disbanded or have departed from this theater will be routed to Headquarters & Base Squadron 515th Air Service Group for disposition.

c. Air Force personnel other than air crew may be classified by hospitals in Class C and will be treated the same as Class A personnel."

2. Section III - Responsibility of Commanders

Paragraph 1 is rescinded and the following substituted therefor:

"1. Major Commanders are 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."

3. Section IV - Personnel Records

Paragraph 4 is rescinded and the following substituted therefor:

"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. Unit commanders receiving an excessive number of unsatisfactory service records from one hospital will take similar action."

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

Paragraph 2a, Section I, Circular Number 89, this headquarters, 1945, is amended by the deletion of the following:

"Enlisted applicants must be among those definitely selected for return to the United States."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Acting 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 105)

25 August 1945

Postal Regulations I
Field Ration Deductions While On Temporary Duty II

I----POSTAL REGULATIONS

Paragraphs 1 and 2, Circular Number 59, and Section III, Circular Number 66, both this headquarters, 1945, are 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 unit mail clerk of the former unit or replacement organization, and the 2628th Central Postal Directory, APO 698, will be advised of the new address by use of WD AGO Form 971. Commissioned officers only will also notify The Adjutant General, Officer's Branch, Washington 25, D. C. 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 "Deported 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 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".

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Hq MTOUSA Circular #105 (cont'd)

"Immediately upon arrival at destination in the new theater and assignment to organization and APO number, emergency addressee, correspondents, publishers, the unit mail clerk of the former unit or replacement organization, and the 2628th Central Postal Directory, APO 698, will be advised of the new address by use of WD AGO Forms 971. Commissioned officers only will also notify The Adjutant General, Officer's Branch, Washington 25, D. C. 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 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.

II---FIELD RATION DEDUCTIONS WHILE ON TEMPORARY DUTY

1. Attention is invited to Circular Number 37, this headquarters, 1945, prescribing that voucher deductions will be made at the rate of 75 cents for each days stay in this theater.

2. Officers from this theater who are ordered to temporary duty in other theaters are not entitled to reduction of their field ration charge unless either of the following conditions prevailed during their period of temporary duty:

a. Government messing facilities were not available.

b. In the event the officer was subsisted by either a US or allied organization, he was required to pay in cash for the entire charge for the meal in addition to the normal extra messing fee.

3. In the event either of the conditions set forth in the preceding paragraph is not, the officer should execute a suitable certificate to support the reduction of the charge for field rations.

4. No reduction of field ration charges will be made in the case of officers who take the Special Service tour of Switzerland, inasmuch as the US Army provides their rations in kind.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Acting Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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CA SECTION

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 104)

21 August 1945

23 AUG 1945

RECOVERY AND EVACUATION OF SALVAGE

Circular Number 18, this headquarters, 1944, 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 recovery and evacuation of salvage and implement the information contained in Circular Number 92, this headquarters, 1945.

2. Definitions - For the purpose of this circular:

a. Salvage is condemned, discarded, abandoned, or captured property, and includes scrap and waste material, irreparable property, and abandoned private property.

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

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

d. Irreparable property is property which cannot, in the best interests of the War Department, be restored to serviceability.

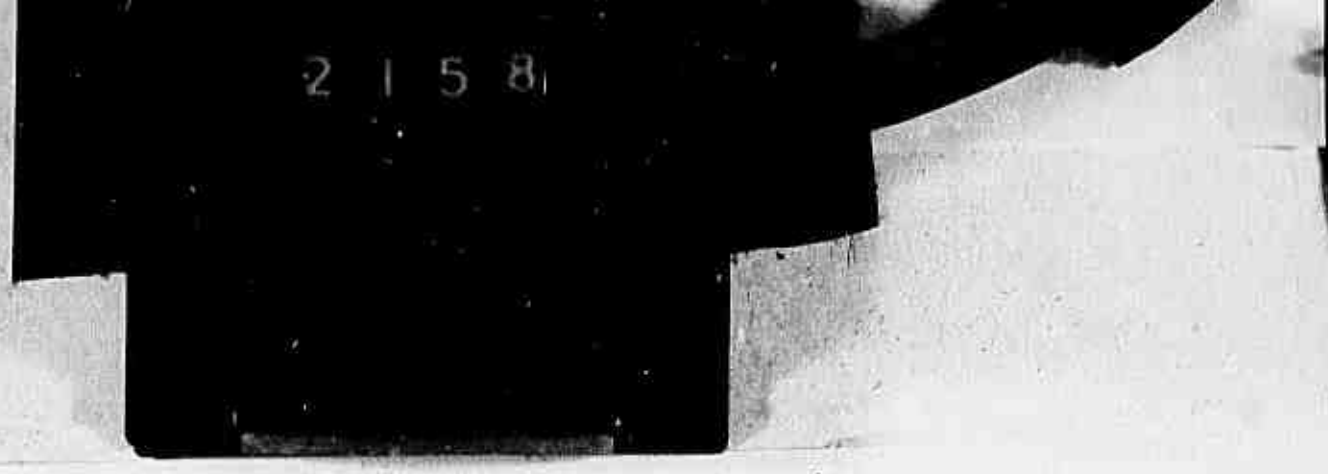
3. Only by the prompt, efficient collection of salvage within this theater; the receipt and classification of salvage at salvage collecting points, salvage dumps, and railheads; and the speedy evacuation thereof to the appropriate supply and repair installations of the various arms and services, can maximum recovery of material be obtained.

4. Responsibility

a. Routine salvage - All abandoned property, however worthless it may appear, has some value. Routine salvage operations are carried on in all areas occupied by troops in this theater. The collection of salvage does not rest entirely on Salvage Collecting Companies, but is the responsibility of all unit commanders.

b. Army area salvage - Commanders of Army, Corps, and smaller units, when operating independently, are responsible for the collection, utilization, and evacuation of salvage to Base Sections and similar commands.

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

Hq MTOUSA Circular #104 (cont'd)

c. The commanders of Base Sections and similar commands are responsible for the reception of salvage from Army areas and for the recovery, collection, classification, reclamation, and final disposition of all United States salvage received in their own areas.

d. The commanders of Base Sections and similar commands are further responsible for the proper disposal of all scrap materials and irreparable property. All articles of irreparable property, including scrap materials, will be turned over to the Quartermaster Corps with proper certificates for salvage, except explosives, abandoned ammunition and weapons containing explosives, and salvageable ammunition components. The excepted property will be disposed of through ammunition supply channels in accordance with existing theater instructions.

5. All salvaged material except as hereinafter indicated, will be returned to Base Section depots. Maximum use will be made of otherwise empty transportation moving to Base Section depots. Salvage Collecting Companies, when available, will evacuate all salvage except explosives, ammunition, scrap combat tanks, and scrap heavy artillery; all other abandoned or otherwise unserviceable military property of any kind, including marine salvage will promptly be recovered from former battlefields.

6. Classification Depots - There will be established in each Base Section or similar command one or more classification depot to receive, segregate, and classify all salvage collected in the several areas of the theater. All salvage will be segregated and classified as follows:

a. Enemy serviceable and reparable property will be processed and disposed of in accordance with current instructions of this headquarters. Irreparable property, scrap, and waste materials from enemy salvage in the possession of the United States will be treated in the same manner as United States salvage.

b. British property

(1) Property pertaining to the British Army will be turned over to the nearest British salvage collecting installation. Reciprocal Aid property of British origin will not be disposed of without obtaining the prior consent of the supplying government.

(2) Liaison will be maintained with British salvage officers to facilitate handling of salvage problems.

c. United States property

(1) Serviceable property will be returned to the arm or service to which it pertains.

(2) Unserviceable property, suitable for repair and further use in the manner for which it was designed, will be returned to the arm or service to which it pertains.

(3) Unserviceable property which cannot be repaired and which has been declared as scrap will be:

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

Hq MTOUSA Circular #104 (cont'd)

(a) Used to the fullest extent in the repair of other articles of a similar nature, and in the manufacture of new articles.

(b) Issued to organizations for operational use (such as wiping rags) and for manufacture of comfort items (such as canvas for buildings, mosquito bars for windows, cans for waste baskets, etc.).

(c) Returned to the United States in accordance with War Department Memorandum Number 700-45, subject, "Disposition of Scrap Overseas", 29 May 1945, and changes thereto; or disposed of locally in accordance with Circular Number 92, this headquarters, 1945.

(4) Material may only be declared scrap by trained personnel, named by proper representative of commanders of Base Sections or similar commands, who should be of the arm or service to which items pertain. This should be done prior to delivery to Quartermaster Salvage Depots. However, items of other branches of service will accumulate at Quartermaster Salvage Depots. To provide for proper disposition of material, authorized representatives of all services will periodically visit Quartermaster Salvage Depots and arrange for movement of repairable items and certify balance as scrap.

(5) Instructions contained in War Department Memorandum Number 700-45, subject, "Disposal of Property Overseas", 9 May 1945; War Department Memorandum 700-45, subject, "Disposition of Scrap Overseas", 29 May 1945; War Department Supply Bulletins of the SB-38-1 series; Circular Number 92, this headquarters, 1945; and supplements thereto, will govern the return to the United States of the following material:

(a) Repairable property which cannot be repaired or reclaimed with local facilities.

(b) Scrap metals.

(c) Fired brass artillery shell cases.

(d) Small arms fired cases.

(e) Serviceable and scrap rubber, including battery cases, not required by theater ordnance maintenance organizations.

(f) Articles of individual clothing and equipment.

7. Empty Gas and Oxygen Cylinders - Empty gas and oxygen cylinders will be returned to the Engineer Supply Officer at the nearest supply point in the theater.

8. Unserviceable Tires - All salvage tires will be turned over to a tire reconditioning company for inspection, classification, and reconditioning. Only when a tire reconditioning company or other repair facility is not available will they be returned to the United States. Should the tire reconditioning company classify tires as Class "C-1", they are to be packed, so marked, and returned to Ordnance stocks. Tires declared salvage by tire reconditioning company or the Base Section Ordnance Officer, will be turned over to Quartermaster Salvage Installations, for return to the United States as scrap material.

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

Hq USFET Circular #104 (cont'd)

9. Safety Measures to Prevent Loss of Life and Property - Some shipments of overseas scrap received in the United States from this theater have contained material of an explosive nature. Unless extreme caution is exercised in this theater in the handling of these shipments, the inclusion of such materials will result in the loss of life, property and production. All materials such as ammunition, booby traps, bombs, mines (in all instances whether or not neutralized), sealed gas cylinders, sealed gasoline drums, sealed fuel tanks, and any other similar sealed, hollow items containing or not containing explosive items are nevertheless explosive in nature when the containers are being melted or prepared with a cutting torch. Therefore classification of scrap will be made in accordance with War Department Memorandum Number 700-45, subject, "Classification of Supplies by Classes of Storage and Stowage", 19 May 1945. No shipments of scrap will be made on the same vessel upon which ammunition is being loaded. Upon completion of loading scrap material on any vessel a certificate will be furnished to the Transportation Officer by the Quartermaster or Ordnance Officer concerned, stating that the provisions of this directive, relative to the elimination of explosives and all materials of an explosive nature from the shipment of scrap material, have been complied with.

10. Consignment of Shipment to the United States

a. Repairable property will not be combined with scrap material, but will be consigned as repairable property in accordance with TM 38-413, Theater Shipping Document.

b. Classes of property will be packed in separate containers and marked in accordance with marking instructions in TM 38-413. Serviceable, repairable, and irreparable property and scrap will be segregated in loading. Scrap will be further segregated by classification, including segregation of ferrous from nonferrous metals when practicable.

c. The provisions of War Department Memorandum 700-45, subject, "Overseas Preparation and Shipment of Property", 8 May 1945, will govern the movement of all property to the United States.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Acting 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 103)

18 August 1945

Discharge of Enlisted Personnel 38 Years of Age or Over I
Reclassification, Resignation, Reassignment and Demotion II
Identification Cards III

I -- DISCHARGE OF ENLISTED PERSONNEL 38 YEARS OF AGE OR OVER

Section II, Circular Number 79; Section I, Circular Number 86; Section III, Circular Number 91; and Section V, Circular Number 93, all this headquarters, 1945, are rescinded and the following substituted therefor:

1. Enlisted men or women 38 years of age or over, whose service is honorable, and who voluntarily apply in writing to their immediate commanding officer for discharge, will be sent to a separation center for discharge under the provisions of AR 615-365 (Convenience of Government) and AGWAR cable Number 1499, cite SPXPE-A, dated 16 August 1945.

a. In accordance with Section I, Circular Number 23, this headquarters, 1945, individuals in this theater will be transferred to the 7th Replacement Depot for transshipment to the United States for discharge.

b. Enlisted women will be attached unassigned to the 2629th WAC Battalion (Ovhd), pending call from the 7th Replacement Depot for transshipment to the United States for 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

3. Commanders will be permitted to retain for ninety (90) days any individual for whom a replacement, if desired, is not availabel at the time request for discharge is made.

4. 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. War Department cable cited in paragraph 1 above, will be given as authority until War Department Circular rescinding Section II, War Department Circular Number 151, 1945, is received.

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

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

Hq MTOUSA Circular #103 (cont'd)

II - RECLASSIFICATION, RESIGNATION, REASSIGNMENT AND DEMOTION

Paragraph 3, Circular Number 24, this headquarters, 1945, is amended as follows:

1. Paragraph 3b is amended by adding the following:

Commanders of major commands will attach officers on whom reclassification action has been initiated, to Headquarters Command, Allied Force, for necessary board action. Orders will specifically state reason for such temporary duty.

2. Paragraph 3c is rescinded.

III - IDENTIFICATION CARDS

Effective 1 September 1945, paragraphs 3b and 4b, Section II, Circular Number 74, this headquarters, 1945, are rescinded and the following substituted therefor:

"3b. Cards processed by major commands will be completed to include pasting of photographs on the cards prior to submission for laminating. Pasting must be accomplished with rubber cement only. Should cement not be available, photographs will be attached to cards with paper clips. Major commands will submit cards for laminating to Signal Photo Laboratory, PBS. (Until advised by separate communication, major commands in Southern Italy may continue sending cards for lamination to Chief Signal Officer, MTOUSA, Attention: Photographic Division)."

"4b. Major Commands will submit consolidated monthly reports of lost cards to the Commanding General, PBS, not later than the 15th day of the month subsequent to the month reported on. The report will include the name, ASN, and organization of the individual, and the type and number of each card lost. Negative reports will not be made."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Acting 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 102)

13 AGO 1945

11 August 1945

Voting by Personnel of Armed Forces in Elections in 1945 I
Conditional or Prohibited Statements II
Army Ground Forces Board III
Bags, Barrack, OD IV

I -- VOTING BY PERSONNEL OF ARMED FORCES IN ELECTIONS IN 1945

Section I, Circular Number 51; Section I, Circular Number 63; and Section III, Circular Number 86, all this headquarters, 1945, are rescinded.

1. References:

WD Circular Number 348, 1944

WD Circular Number 487, 1944

WD Circular Number 220, 1945

Section III, NTOUSA Circular Number 27, 1945

Section IV, NTOUSA Circular Number 82, 1945.

2. Major Commanders will provide for continuing compliance with provisions of WD Circular Number 487, 1944, especially insuring full compliance by Commanders of all echelons with provisions of paragraph 7, thereof.

3. It is essential that well qualified Soldier Voting officers appointed pursuant to Section III, Circular Number 27, this headquarters, 1945, fully and effectively perform the duties prescribed by WD Circular Number 487, 1944. The appointment of additional or substitute Soldier Voting officers will be currently reported to this headquarters.

4. Full publicity will be given to the detailed information on certain elections in 1945 contained in WD Circular Number 220, 1945.

II - CONDITIONAL OR PROHIBITED STATEMENTS

Paragraph 1, Section III, Circular Number 85, this headquarters, 1945, is rescinded and the following substituted therefor:

"1. Personnel, except those alerted for redeployment direct to Pacific Asiatic areas, may order flowers by kind, color and quantity. Personnel alerted for redeployment direct to Pacific Adriatic areas when ordering flowers will not indicate kind, color, or quantity."

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Hq MTOUSA Circular #102 (cont'd)

III - ARMY GROUND FORCES BOARD

The Army Ground Forces Board, MTOUSA, will be dissolved on 15 August 1945. Effective that date, the board will be stricken from all distribution lists. After 15 August 1945, any correspondence pertaining to the Army Ground Forces Board should be addressed to the Commanding General, MTOUSA, (Attention: Assistant Chief of Staff, G-3).

IV - BAGS, BARRACK, OD

1. In accordance with WD Circular Number 200, dated 3 July 1945, and notwithstanding the provisions of paragraph 23, AR 615-40, class B bags, barrack, OD, are authorized for issue in this theater. When bags, barrack, OD, are authorized in movement orders for troops moving overseas, class B bags may be issued.

2. Class B bags, barrack, OD, will conform to the standards set forth in Supply Bulletin 10-104, 12 August 1944, as shown below. Obliteration of the original stencil number can be accomplished as outlined in paragraph 10, AR 850-5.

CLASS	WEAR EXPECTANCY	PATCHES AND DARNS	FADING	SPOTS AND STAINS	HARDWARE	CONDITIONS
B	50%	Permitted	Any fading	Permitted	Complete state of repair	1. Cleaned and/or laundered 2. Complete state of repair. 3. Markings obliterated.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

9 AGO 1945

CIRCULAR)
NUMBER 101)

7 August 1945

Postal Regulations I
New Payroll Forms II
Unit Censorship-Instructions and Regulations III

I -- POSTAL REGULATIONS

Section II, Circular Number 89, this headquarters, 1945, is amended by the addition of the following:

"c. The foregoing does not apply to registered and insured mail. In the case of registered and insured mail, after verification of the status of individuals by the unit commanders, unit mail clerks will return the articles to the sender indorsed "unclaimed", and will not inclose them in an envelope or wrapper for dispatch to sender under penalty label. In each case the unit commander will advise the sender in a separate communication that it has been necessary to return the registered or insured article (which will be described in detail) indorsed "Unclaimed" because of the fact that the addressee is absent without leave and his current address is unknown. The articles will be returned in the registered or insured mails, as the case may be. The unit mail clerk will secure the usual receipts when returning the articles to the APO or other agency for dispatch to sender. Receipts will also be exchanged when it is necessary to leave articles in the possession of unit commanders incident to verification of the status of addressees."

II - NEW PAYROLL FORMS

1. Attention of Personnel Officers and all others concerned is directed to Section V, WD Circular Number 131, 1945, which prescribes the use of a revised WD Form 366, 366a and 366b for enlisted payrolls effective 1 August 1945.

2. Superseded forms 366 and 366a may be used for August 1945 payrolls if new forms are not available but it is desired that the new revised forms be used to the fullest extent possible, beginning in any event with payrolls for September 1945.

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Hq MTOUSA Circular # 101 (cont'd)

III - UNIT CENSORSHIP INSTRUCTIONS AND REGULATIONS

Paragraph 6c (2), Circular Number 12, this headquarters, 1945, is rescinded and the following substituted therefor:

"(2) When units possessing stamps are being redeployed from this Theater directly to the Far East-Pacific areas or 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, prior to departure. Units arriving in another theater will forward a similar report to the Assistant Chief of Staff, G-2, of the theater to which it is assigned. Units arriving in the US will forward such a report directly to the Director of Intelligence and Security of the port of entry."

BY COMMAND OF GENERAL MCNARNEY:

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Major General, GSC
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Colonel, AGD
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