

Declassified E.O. 12356 Section 3.3/NND

No.

785017

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(VOL. I)

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

785017

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VOL. I)

CIRCULARS, MTOLSA, 1945 SERIES
JAN. - NOV. 1945

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Declassified E.O. 12356 Section 3.3/NND No. 785017

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 522

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CIRCULAR)
NUMBER 127)

Sec 78
Vol II

NOV 24 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 IV

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 _____
(Pr Name) (Rank) (ISS) 796
a certificate in duplicate showing a credit balance of _____
(Words)
\$ _____, for pay, allowances and other monies received by him
(Amount in Figures)
during the period of his internment."

d. "Voucher", as used herein means WD AGO Form 10-15, 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.

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

785017

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Hq MTONSA Circular Number 127 (cont'd).

b. The administrative officer will give a receipt (in the form outlined in paragraph 4c 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, P-1B, APO W-2, US Army, where they will be authenticated and entered on the individual pay data 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 Form 19-15, showing in line of data prepared at the top of the form the words "Final Payment as of _____, Repatriated Internals," (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 officer 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 P" or "Japanese P", 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, P-1B, APO W-2, US Army as to the identity of the administrative officer to whom records have been given.

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

785017

RESTRICTED

WCSA Circular Number 127 (cont'd).

I - INTER-THEATER TRAVEL1. 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, 28 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) USMRA
- (5) FWS
- (6) USIS
- (7) RCA
- (8) FBI
- (9) International Telephone & Telegraph
- (10) Any civilian travelling at own expense.

2. Generala. 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. 795

(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, USPA.
- (c) Hungary - obtain clearance from ACC Hungary (US Delegation)

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

785017

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HQ ITOMSA 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, ITOMSA, 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 PT 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 PT 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 PT 42 A.

d. The above certificate will be carried by the individual at all times.

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Hq MTOUSA 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, TD Circular Number 326, 1945".

2. Section III, Circular Number 103, this headquarters, 1945, is rescinded and the following substituted therefor:

"Section II, Circular Number 74, this headquarters, 1945, is amended to add the following:

15. Withdrawal and Issuance of Identification Cards

a. TD AGO Forms 65-8 and 65-10 are no longer required by civilian personnel in this theater. Cards withdrawn will be destroyed.

b. TD 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 TD AGO Form 65-11 will be issued TD 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--ARO.

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 TD AGO Form 65. Medical Department enlisted personnel are no longer required to have TD 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."

794

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WFOUSA Circular Number 127 (cont'd)

IV - REVISION 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 502, 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 38, Section XI, War Department Circular Number 294, 27 September 1945.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

GEORGE L. ERIE
Brigadier General, GSC
Chief of Staff

George L. Erie
G. L. ERIE
Colonel, AGD
Adjutant General

1 Inclosure:
Appendix "A"

DISTRIBUTION:
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5 - G-1
4 - G-5

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REQUISITION
 INTEROFFICIAL TRANSMISSION OF OPERATIONS
 UNITED STATES ARMY
 GPO 512

AS 020/0024-0

23 November 1915

SUBJECT: Chief of Staff of the Army

NOV 23 1915

TO: All Concerned

War Department Cable, reference number WOL 22524, is quoted for the information of all concerned:

"The President with deep regret has accepted General of the Army JOHN D. MARSHALL's application for relief from duty and has nominated General of the Army DWIGHT D. HENSHAW for appointment as Chief of Staff of the Army.

"His appointment by the President of General of the Army DWIGHT D. HENSHAW as acting Chief of Staff of the Army effective as of 20 November 1915 is announced."

RE: DWIGHT D. OF LIEUTENANT GENERAL HENSHAW:

G. H. CHRISTENSEN
 Colonel, 1532
 Adjutant General

DISPATCHED:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 917

NOV 19 1945

CIRCULAR)

NUMBER 123)

12 November 1945

Currency Control I
 Awards and Decorations II
 Offenses, Confinement and Courts-Martial III

I -- CURRENCY CONTROL

1. Paragraph 7, Circular Number 72, this headquarters, 1945, is amended by the addition of the following:

8d. Cash purchase of War Bonds.

2. Circular Number 77; Section I, Circular Number 92; 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 Available 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 an 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 interpreted 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

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Hq STOUSSA 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 an 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, at time 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.

Declassified E.O. 12356 Section 3.3/NND No. 785017RESTRICTED
MTOUSA Circular N(or 126 (cont'd).

47

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 theater. Included in this category are individuals transferred to replacement depots for transshipment to the United States, in which case the report will be forwarded direct to the depot concerned. In 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)(a), 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 732."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

GEORGE L. EBERLE
Brigadier General, GSC
Chief of Staff

George L. Eberle
G. L. EBERLE
Colonel, AGP
Adjutant General

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

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APPENDIX "A" to HQ MTOUGA 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 _____ and _____
dollars cents

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

b. Person transmitting the funds:

(1) _____
First Name Middle Name Last Name AKA
or Initial

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

c. Person certifying to the above:

(1) _____
Signature

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

(3) _____
Organization of certifying officer

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

"Limitations on Amount Acceptable for Exchange or Transmission - Funds accepted from authorized personnel for transmission or exchange will be limited in amount to that which is consistent with the pay and allowances of the individual concerned. Any funds acquired by United States personnel from foreign civilian sources resulting from business ventures, possession of legitimacy of source, or received in the form of gifts, devices, 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 b (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 1a above will clearly indicate by stamp or otherwise in the space provided below the destination of the postal unit:

POSTAGE OF ARMY POST OFFICE

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785017

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 912

MILITARY DIRECTIVE)

NUMBER 74)

25 October 1945

NOV 8 1945

MILITARY ASSISTANCE FOR US CIVILIANS IN MEDITERRANEAN

1. It is the policy of Headquarters, MTOUSA, within scope of its authority, to allow entry of United States citizens into the theater for the purpose of transacting private business. They will be expected to provide for their needs from existing civilian facilities, but in emergencies where civilian services are inadequate and undue hardships would result, they may be afforded temporary assistance by the US Army on specific written request of a US State Department Agency, provided the State Department certifies to the existence of an emergency resulting in undue hardship and specifies the period of time (maximum 60 days) during which assistance by the US Army is considered necessary. These persons will be required to obtain such a request from a State Department Agency covering each specific emergency service desired from the Army. Requests will state location and duration of each requirement. Each request, as well as proper passport and visa, will be inspected by the Army official in charge prior to furnishing requested assistance. In cases where services are rendered an individual because of an immediate circumstance involving distress, the nearest State Department Agency will be notified as soon as practicable to enable appropriate action to be taken by them. Housing, subsistence, transportation and emergency medical attention, insofar as such accommodations are available from existing military facilities, may be included among assistance furnished. Army Exchange Store privileges, where available, will be extended to US citizens, in possession of proper passport and visa, without the necessity for the State Department certificate required for other Army services.

2. Such individuals will be afforded officer privileges. All accommodations furnished will be on a reimbursement basis at the following rates:

789

a. Housing.

- (1) Accommodations in hotels operated by the US Army will be billed at three dollars (\$3.00) per day, plus double any existing service charges made to military personnel.
- (2) For additional real estate will be requisitioned to provide accommodations for US civilians, nor will real estate be retained under requisition when US Army use drops below 60 per cent of rated capacity, unless no other smaller accommodation is available.

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785017

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Mg MFOUSA Supply Directive Number 74 (Cont'd)

b. Subsistence.

- (1) Meals served in Army messes will be at the rate of two dollars (\$2.00) per day (50 cents for breakfast, 75 cents for lunch or dinner, 75 cents for supper).
- (2) Travel rations will be issued at the rate of one dollar and thirty cents (\$1.30) per ration for type "C" and one dollar and five cents (\$1.05) per ration for type "K".
- (3) Type "B" rations will be issued as appropriate at the rate of one dollar (\$1.00) per ration.

c. Travel.

- (1) Air passage, on priorities as established by the Air Priorities Board, will be charged in accordance with rates as outlined in the Air Transport Command international rate book.
- (2) Motor car travel charges will be as follows:
 - (a) Special car with driver will be at the rate of ten cents (\$0.10) per mile with a minimum charge of fifteen dollars (\$15.00) per day.
 - (b) Passage in overland military buses or other vehicles on military mission will be at the rate of three cents (\$0.03) per mile.
- (3) Travel by rail will be on military priority and at the rate charged civilians in country where travel is performed. Tickets will be purchased from the civilian railway service of country where travel is performed.
- (4) Travel by sea on ships operated or controlled by the military will be billed in accordance with standard rates for such passage as set by the War Shipping Administration.

d. Emergency Medical and surgical care will be at the following rates

- (1) Hospitalization will be at the rate of four dollars (\$4.00) per day to include room, board, and professional services.
- (2) All items of medical supply utilized in surgical and dental work, laboratory and X-ray procedures, the filling of prescriptions, and any other appliances will be billed at cost as determined by the commanding officer of the medical installation concerned.

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785017

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MEMORANDUM Supply (Active Number 74 (Cont'd))

d. Army Exchange Store Items, except items of outer uniform and insignia, may be sold for the individual's personal use on a similar basis as established for US civilians employed by the Government on duty in MFOUSA. Prices will be as established for military personnel. Ration cards will be issued by the base section commander concerned and purchases of items limited accordingly.

3. The US Army assumes no responsibility for claims arising through accident to the individual or loss of personal property while in the theater.

4. Army postal and communication facilities are excluded from those services authorized by this supply directive.

5. Collection of charges will be handled as follows:

a. Housing and subsistence.

(1) Charges will be collected in cash by Billeting and Messing officer and handled in accordance with presently existing procedures.

b. Travel.

(1) Collection for air travel will be made at the traffic counter where ticket is issued.

(2) In the case of motor travel collection will be made by the responsible officer of the motor pool or unit furnishing transportation. Such collection will be handled in accordance with procedures set forth in AR 35-750 and current MFOUSA directives regarding handling of collections.

(3) Rail travel will be collected for at the counter of ticket issue.

(4) Travel by sea will be collected for in accordance with presently established WSA procedure.

c. Charges for medical and surgical care will be collected by the responsible medical officer at the time the service is rendered. Such collections will be deposited at the end of each month with the nearest finance or disbursing officer as provided in paragraph 17 c (3) of AR 40-990. 788

6. The provisions of this supply directive do not apply to US civilians permanently employed by US Government agencies in MFOUSA or US civilians in the employ of the US Government.

BY COMMAND OF LIEUTENANT GENERAL RINGWAY:

Edmund R. Sigwalt

EDMUND R. SIGWALT
Colonel, AGD
Asst Adjutant General

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HEADQUARTERS
BUDGETARY AND FINANCIAL OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)

USAR 100)

7 September 1945

Appointment of Warrent Officers SEP 11 1945
Recovery and Evacuation of Salvage III

I -- APPOINTMENT OF WARRENT OFFICERS

Circular Number 124 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. For a detailed salvage by tire reconditioning company or the Base Section Ordnance Officer will be disposed of to Allied Commission in accordance with paragraph 1 of LTR, this headquarters, dated 4 April 1945, file #G 400.3, 412 ORD-G, subject: "War Rubber and Rubber Dust". Any quantity not accepted by Allied Commission will be turned over to Quartermaster salvage installations for disposition."

BY ORDER OF GENERAL MCNERNEY:

OFFICIAL:

H. G. WHITE
Major General, GSC
Acting Chief of Staff

Colonel, AGD
Adjutant General
DISTRIBUTION:
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Declassified E.O. 12356 Section 3.3/NND No. 785017RESTRICTED ⁶²EXEC. Comm. ⁴³

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 461/026 - 0

1 July 1945

SUBJECT: Index to Theater Circulars

JUL 8 1945

TO : All Concerned.

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

PART I

Current Directives

<u>Index of Titles</u>	<u>Circular Number</u>
ACCIDENTS	
Accidents	74/44, 126/44
Reports of Investigation (WD AGO Form No 51)	133/44, 36, 85
(Death (Non Battle) and Injury)	46
Safety and Accident Prevention Program	41, 55, 91
AMMUNITION	
Handling of Class V Supplies	81
ARMY EXCHANGE SERVICE	
Army Exchange Service	3/44
Army Exchange Stores Hours	65
Moral Purchases	40
Procurement of Supplies and Equipment Through the Army Exchange Service	61
AVOL	
AVOL	9, 26, 32, 53, 76, 77
BAGGAGE	
Baggage	121/44
BURIALS	
Burials and Graves Registration	786
CASUALTIES	
Casualty Reports	38
Letters of Condolence and Letters of Inquiry	10/44, 31/44
Records of Casualty Personnel	88
Settlement of Final Pay Accounts	61
CENSORSHIP	
Censorship Regulations	50
Restrictions on Personnel returning to the US	70, 76, 91
Security Violations of Escape and Evasion Experiences	31, 53
Unit Censorship Instructions and Regulations	65
	12

Declassified E.O. 12356 Section 3.3/NND No. 785017

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Ltr, Hq MPOUSA dtd 1 July 1945
AG 461/020 - 0 (cont'd)

<u>Index of Titles</u>	<u>Circular Number</u>
CHEMICAL WARFARE	
Chemical Warfare	25/44, 53
CIVILIANS	
Adoption and Transporting of Children	40
Awarding Theater Ribbon to Civilians	86
Floral Purchases	40
Injuries to Civilians	74/44, 126/44
Medical Attention for Civilians	132/44, 36, 85
US Civilian Employees	25, 82
Witness Fees and Mileage	44
CLAIMS	70/44
Claims	74/44, 126/44
	132/44, 36, 85
CLOTHING	
Clothing for Hospital Patients	25
Shoes and Overshoes	37/44
CONSERVATION	
Conservation of Quartermaster Supplies	33
Conservation of Theater Resources of Watches	49
CORRESPONDENCE	
Correspondence	25, 52
COURTS-MARTIAL	
Offenses, Confinement and Courts-Martial	9, 26, 32, 53
	76, 77
	70/44
Witness Fees and Mileage	
CURRENCY	
Currency Control	7, 71, 82, 85, 87
Currency Control in Balkan Countries (Except Greece)	72, 85
Disposition of Currency and Other Valuables Seized from Enemy Forces in Italy	86
Stamps and Currency	40
DEATH	
Letters of Condolence and Letters of Inquiry	88
Protection of Evidence in Case of Death	38/44
DECKATIONS	
Awards and Decorations	73, 79
Awarding Theater Ribbon to Civilians	86
Good Conduct Medals	32
Wearing of Unauthorized Ribbons	112/44
DENTAL	
Assignment of Dental Officers in Training and Staging Areas - Dental Surveys	77
Dental Service for Redeployed Units	69
DESERTERS	
AWOL and Desertion	9, 26, 32, 53, 76
	77
DISCIPLINE	
Disciplinary Powers under 104th AW	61/44

Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

42

LTJ. HQ. USA dtd 13 1945
AG 461/226 - C (cont'd)

<u>Index of Titles</u>	<u>Circular Number</u>
DISEASE	
Diarrhea	54
Health of Troops	54
Immunization of United States Military Personnel	F
Immunization of Non-United States Military Personnel	F
Malaria - Prevention and Control	54
Rabies (Hydrophobia)	F
Trench Foot	54
Typhus Fever	54
Venereal Diseases - Prevention and Control	54
Water Supply Purification	54
DISPOSAL	
Disposal of Salvage and Surplus Property	92
EFFECTS	
Disposition of Effects	28, 55
EFM	
Expeditionary Force Messages (EFM)	76
ENEMY	
Disposition of Currency and Other Valuables Seized from Enemy Forces in Italy	86
War Trophies and Other Items Acquired as Personal Property	60, 63
ENLISTED MEN	
Additional Pay for Combat or Expert Infantry Badge	15
Authorized Absences	39
Barber Shops and Beauty Parlors	42
Discharge and Release from Active Duty of Enlisted Personnel	23
Discharge of Enlisted Personnel 40 Years of Age or Over	78, 86, 91
Furlough Retention Allowance	22/44
Longevity Credit - Inactive Regular Army Reserve	23
Payment	15/44
Physical Profiling	68, 75
Physical Reclassification	67/44, 27, 36
EQUIPMENT	
Chemical Warfare Equipment	25/44, 53
Conservation of Theater Resources of Watches	49
Cover Mattress	22/44
Disposition of Excess Equipment	149/44
Field Ranges and Stoves	14/44, 114/44
Operation of Burner, Oil, For Stove, Tent, M-41	150/44
Ordnance Equipment	42
Recovery and Evacuation of Salvage	18/44
Recreational Radio Receivers	10
Tires and Tracks	7
Vehicles and Accessories	67, 85
FINANCE	
Amusement of AR 35-4520	86
Funds and Currency Control	7, 71, 82, 85, 87
Longevity Pay	57
Payment of Vouchers for Donation of Blood for Transfusion	25
Quadruplicate Copies of WD AGO Form 14-15	26, 44

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

Ltr, to HQ USAF dtd 1 July 1945
as AGO/32 - 0 (cont'd)

<u>Index of Titles</u>	<u>Circular Number</u>
FOOD	
Diarrhea and Dysentery caused by local foods	94
Subsistence	116/44
FUNDS	
Funds	7, 71, 82, 85, 87
Nonappropriated Funds	52, 90
Personal Transfer Account	11, 75
Procurement of Supplies and Equipment Through the Army Exchange Service	61
GRAVES	
Graves Registrations and Burials	80
HEATING	
Operation of Burner, Oil, For Stove, Tent, E-41	150/44
Solid Fuel Allowances	153/44
HOSPITALS	
Alcoholics, Hospitalization of	25
Clothing for Hospital Patients	25
Disposition of Hospitalized Personnel and Submission of Their Records	84
Medical Care of Allied and Co-belligerent Personnel	25
Medical and Dental Instructions	25, 58
Subsistence	116/44
US Navy, Marine Corps, and Coast Guard Personnel, Hospitalization of	25
IDENTIFICATION	
Identification Cards	74
Insignia and Identification for Military Personnel of Allied or Co-belligerent Nations Serving with US Armed Forces	7
Marking of Hospitals	25
MAIL	
Civilian Use, US Army Postal Service	44
Postal Regulations	30, 59, 66, 80, 89
Stamps & Currency - mailing of	40
MARRIAGE	
Marrriage of Military Personnel	47, 69, 82
MISCELLANEOUS	
Manufacture of Soap	3
Subsistence	116/44
NAVY	
US Navy, Marine Corps, and Coast Guard Personnel, Hospitalization of	25
OFFICERS	
Appointment	74, 91
Candidate Schools	23, 38
Chemical Warfare Service Officers	25/44
Deduction for Field Rations	37
Donation	24
Duty, Officers Ordered to the United States on Specific Temporary Duty	122/44

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

785017

RESTRICTED

Ltr. to AFMIA dtd 1 Jul 1945
AFMIA 26 - 0 (cont'd)

41

Index of TitlesCircular Number

Longevity Credit - Inactive Regular Army Reserve Officers and Warrant Officers Qualification Card, ID 400 Form 56-1	23
Partial Payments to Officers Pending Separation From Service Pay Vouchers	49
Promotion	63
Reassignment	4, 58
Reclassification	17
Reclassification of Physically Unfit	24
Release and Discharges of Personnel to Remain in this Theater	24
Relief of Officers, Warrant Officers and Flight Officers from Active Duty	139/44
Resignation	89
Sales of Subsistence to US Army Officers Clubs	15, 58
Warrant Officers, Appointment of, etc.	24
UNCLAS	116/44
Grounded Equipment	134/44, 140/44
OWN LOUIS	42
Out of Bounds Area	4
PASST	37
Authorized Absences	15
PMI	23
Additional Pay for Combat or Expert Infantry Badge	57
Longevity Credit - Inactive Regular Army Reserve	17
Longevity Pay	63
Eligibility for Monetary Allowance in Lieu of Quarters	15/44, 2
Partial Payments to Officers Pending Separation from Service	72, 85
Payment of Enlisted Men	11, 75
Payment of US Military & Civilian personnel in Balkan Countries (Except Greece)	50
Personal Transfer Accounts	4, 59
Settlement of Final Pay Accounts	11, 75
PER DIEM	
Per Diem	
PERSONAL TRANSFER ACCOUNT	
Personal Transfer Account	
PERSONNEL	
Absences, Authorized	
Alcoholics, Hospitalization of	
Assignments	
Censorship Regulations	
Censorship Restrictions on Personnel Returning to the US	
Change of Name and Birth Date	
Children, Adoption and Harboring of	
Dental Services for Redeployed Units	
Discharge of Enlisted Personnel 40 Years of Age or over	
Disciplinary Powers and Non-Punitive Measures under 10th AF	
Disposition of Hospitalized Personnel and Submission of their Records	
Disposition of Personnel Records	

784

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

785017

REGISTERED

Mr. J. M. Smith 1 July 1945
J. M. 026 - C (cont'd)

Index of Titles

Circular Number

Passport and Identification for Military Personnel of Allied or Subaltern Nations Serving with US Armed Forces	7
Loyalty Investigators	70/44
Prisoners	47, 49, 52
Medical and Dental	25, 52
Displaced Service Records	15
Naturalization and Assignment of Non-Citizens in AUS	116/44
Off Duty Association of Officers and enlisted Personnel	12
Orders for Troop Movements	37
Pay of Military Personnel	15/44, 2
Personnel Returning to US on Temporary Duty	44
Physical Profiling	66, 75
Records of Casualty Personnel	1
Release and Discharges of Personnel to Rear in this Theater	49
Reorganization and Redesignation of Units	57
Replacement Personnel	85/44, 31, 34
Reports of Investigation (WD AGO Form No 51) (Death (non-battle) and Injury)	44
Requests for Personnel in Excess of T/O or T/O & B	34
Return to The United States - Women Military Personnel	37
Rotation and Temporary Duty Return of Personnel to the US	20, 52, 53
Strength Accountability	43
Transfers	31, 34
Transmission of Messages by the Red Cross	31/44
Transmittal of Personnel Papers	36
US Civilian Employees	44
Warrant Officers, Appointment of, etc.	134/44, 135/44
Weapons of Personnel Returned to Replacement Units	110/44
POSTAL	
Civilian Use, US Army Postal Service	44
Postal Regulations	33, 50, 66, 80, 87
POST EXCHANGE	
Credulous Issues	76
Operation of Post and Unit Exchanges	3/44
PRISONERS	
Handling of Enemy Prisoners of War	68/44
Prisoner of War	2
Replacement of Missing Teeth for Prisoners of War	25
Security Violations of Escape and Evasion Experiences	65
PROPERTY	
Disposal of Salvage and Surplus Property	92
Property Accountability	45, 57
Surplus Property - American Red Cross	18
PUBLICATIONS	
Distribution, Storage, and Issue of AGO Publications and	
WD Blank Forms	83
Transfer of RS Blank Forms	74
RELATIONS	
Operation for Field Relations	77
Field Relations - Head at and Estimate Procedure	116/44

Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

40

Ltr. No. WACSL dtd 1. ly 1945
AG 451/025 - C (cont'd)Index of TitlesCircular Number

Purlough Ration Allowance	22/44
Payment and Accounting for Rations	116/44
Ration Schedule for Post Exchange Supplies	3/44
RECLASSIFICATION	
Physical Reclassification of Enlisted Men	67/44, 27, 36
Physical Reclassification of Officers	139/44
Reclassification of Officers	24
RECORDS	
Casualty Records	10/44, 31/44
Change of Name and Birth Date	35
Disposition of Hospitalized Personnel and Submission of Their Records	84
Disposition of Personnel Records	21, 34
Driver's Trip Tickets and P.M. Service Record (WD Form No 48)	66
Field Military 201 Files	74
Loyalty Investigations	30/44
Missing Service Records	49
Records Administration Program	64, 85
Records of Casualty Personnel	61
Service Records	13
Strength Accountability	43
Transmittal of Personnel Papers	36
RECREATION	
Recreational Radio Receivers	10
RECRUITING	
Enlistment of United States Nationals	13
RED CROSS	
Personnel - Hospitalization of	25
Transmission of Messages by the Red Cross	31/44
REPLACEMENTS	
Replacement Personnel	85/44, 31
REPORTS	
Casualty Reports	10/44, 31/44
Records of Casualty Personnel	61
Reports of Investigation (WD AGO Form No 51) (Death (Non Battle) and Injury)	40
War Crimes Reports	11/44
SCM	
Sender's Composition Messages (SCM)	78, 80, 85
SAFETY	
Anti-Silferego Precautions on Short Sea Voyages	106/44
Safety and Accident Prevention Program	43, 55, 91
SALVAGE	
Disposal of Salvage and Surplus Property	92
Handling of Class V Supplies	81
Recovery and Evacuation	18/44
SPECTACLES	
Repair and Procurement of Spectacles	25
SPECIAL SERVICE	
Special Service Organization and Activities	3, 53

783

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785017RESTRICTEDLtr, HQ MPOUSA dtd 1 July 1945
AG 1/1/026 - 0 (cont'd)Index of TitlesCircular NumberSTAMPS

Stamps and Currency

40

SUPPLIES

Conservation of Quartermaster Supplies

33

Gratuitous Issues

76

Importation and Sale of Commodities

76

Issue of Subsistence from US Army Stocks

110/11

Manufacture of Soap

38

T/O & E

Reorganization and Redesignation of Units

57

Requests for Personnel in Excess of T/O & E or T/PA

34

TROPHIES

War Trophies and Other Items Acquired as Personal Property

60, 63

UNIFORMS

Insignia and Identification for Military Personnel of

Allied or Cobelligerent Nationals Serving with US Armed Forces

7

Uniforms and Insignia

7, 10

Wearing of Former Unit Shoulder Patch

63

VEHICLES

Driver's Trip Tickets and P.M. Service Record (WD Form No. 48)

66

Road Blocks

36

Throwing of Articles from Moving Vehicles

40

Tires, Tubes and Batteries, Conservation of

7

Vehicles and Accessories

67, 85

VOTING

Voting by Personnel of Armed Forces in Elections in 1945

27, 51, 63, 82, 86

WAC

Barber Shops and Beauty Parlors

49

Discharge and Release from Active Duty of Enlisted Personnel

23

Disposition of Hospitalized Personnel and Submission of
Their Records

84

Off Duty Association of Officers and Enlisted Personnel

52

Return to the United States - Women Military Personnel

37

Wearing of the Uniform

7, 10

WAR CRIMES

War Crimes

11/44, 79

WEAPONS

Weapons

56

Weapons of Personnel Returned to Replacement Units

110/44

PART IIAmendments of 1945 Series

AMENDED BY				AMENDED BY			
Sec	Cir	Sec	Cir	Sec	Cir	Sec	Cir
-	3	I	33	III	9	II	77
III	7	I	10	I	15	II	52
I	9	I	26	-	20	I	52
		II	76			IV	63
II	9	III	22	-	21	I	34
		II	53			II	51

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

Ltr, Hq MTCUSA dtd 1 July 1945
AG 461/026 - 0 (cont'd)

AMENDED BY				AMENDED BY			
<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>
I	25	IV	56	-	62	-	90
		I	82	-	64	VI	85
III	26	II	44	II	67	II	85
II	28	I	55	II	68	II	75
III	28	I	55	-	70	I	76
IX	30	I	80	-	71	IV	91
-	31	III	34	-		III	82
III	32	II	53	-		IV	85
IV	33	V	53	-		-	87
-	41	III	55	-	72	V	83
-		I	91	-	73	III	79
-	47	II	69	-	74	II	91
-		II	82	IV	77	III	80
-	59	III	66	II	78	II	80
-	60	V	63	II	79	I	86
				I	86	III	91

PART III

Resignations of 1945 Series

RESCINDED BY				RESCINDED BY			
<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>
III	2	-	20	IV	32	II	88
IV		I	18	II	33	-	46
V		I	23	III		II	65
III	4	III	69	II	34	-	50
-	5	II	88	I	35	-	84
-	6	-	26	IV	37	I	61
III	14	-	92	II	38	-	70
III	16	-	64	I	40	II	52
I	17	-	83	VI	40	I	77
I	18	IV	49	-	45	I	88
-	22	I	74	-	46	-	70
II	26	II	74	I	49	-	82
I	26	I	55	II	51	I	74
-	29	-	62	II	55	I	89
VII	30	II	89	I	58	II	74
-		I	80	III	65	II	88
VI		-	59	II	66	II	79
II	32	-	83	III	78	III	85

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Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

Ltr, HQ HTOUSA dtd 1 July 1945
AG 461/026 - 0

PART IV

1944 Circulars Still in Effect

<u>Section</u>	<u>Circular</u>	<u>Section</u>	<u>Circular</u>	<u>Section</u>	<u>Circular</u>
I	3	I	31	IV	114
II		IV		-	116
III		IV	37	-	121
I	10	III	38	I	122
II		-	61	I	126
III		-	67	IV	132
IV		II	68	III	133
-	11	II	70	-	134
V	14	III		-	139
I	15	-	74	I	140
-	16	IV	85	III	146
I	22	III	106	I	147
III		I	110	I	149
-	25	I	112	III	150

BY COMMAND OF GENERAL MONARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of SColonel, and
Adjutant GeneralDISTRIBUTION:
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EXC/PO

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

19 JUN 1945

CIRCULAR)

NUMBER 66)

15 June 1945

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

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

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

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

II-- AWARDING THEATER RIBBON TO CIVILIANS

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

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

III- VOTING

1. References:

WD Circular Number 487, 1944
Section III, MTOUSA Circular Number 27, 1945
Section VI, WD Circular Number 102, 1945.

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

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

-1-
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781

(Copy Attached)

PA 246

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Hq MTOUSA Circular # 86 (Cont'd)

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

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

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

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

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

V -- FINANCE - AMENDMENT OF AR 35-4520

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

VI-- POSTAL SUPPLIES AND EQUIPMENT

Section 1, Circular Number 87, this headquarters, 1944, is rescinded.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. FENCE
Major General, GSC
Chief of Staff

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGH
Adjutant General

DISTRIBUTION:

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EXEC. Commissioner

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MAR 6 1945

AG 461/026 - 0

1 March 1945

SUBJECT: Supplement Number 2 to Index to Theater Circulars dated 6 January 1945.

TO : All Concerned.

The following index includes MTOUSA Circulars Numbers 17 to 33, inclusive:

PART I

Current Directives

<u>Index of Titles</u>	<u>Circular Number</u>
AWOL	26, 32
CASUALTIES	
Letters of Condolence and Letters of Inquiry	32
CENSORSHIP	
Security Violations of Escape and Evasion Experiences	33
Restrictions on Personnel returning to the US	33
CIVILIAN	
Medical Attention for Civilians	25
CLOTHING	
Clothing for Hospital Patients	25
CONSERVATION	
Conservation of Quartermaster Supplies	33
CORRESPONDENCE	
Correspondence	26
Transmission of Correspondence for Civilians	33
COURTS-MARTIAL	
Offenses, Confinement and Courts-Martial	26, 32
DEATH	
Letters of Condolence and Letters of Inquiry	32
DECORATIONS	
Good Conduct Medals	32
DESERTERS	
AWOL and Desertion	26, 32
EFFECTS	
Disposition of Effects	28
ENLISTED MEN	
Discharge and Release from Active Duty of Enlisted Personnel	23
Longevity Credit - Inactive Regular Army Reserve	23
Physical Reclassification	27
EQUIPMENT	
Requests for Equipment in Excess of T/O & S or T/BA	27

RESTRICTED

RESTRICTED

Ltr, HQUSSA, AG 461/026 - 0,
 dtd 1 March 1945 (cont'd)

<u>Index of Titles</u>	<u>Circular Number</u>
FINANCE	
Payment of Vouchers for Donation of Blood for Transfusion	25
Quadruplicate Copies of TD AGO Form 14-15	26
FUNDS	
Nonappropriated Funds	29
Unit Funds - Disposition for Disbanded Units	29
HOSPITALS	
Alcoholics, Hospitalization of	25
Clothing for Hospital Patients	25
Medical Care of Allied and Co-belligerent Personnel	25
Medical and Dental Instructions	25
US Navy, Marine Corps, and Coast Guard Personnel, Hospitalization of	25
IDENTIFICATION	
Identification Cards	26
Marking of Hospitals	25
MAIL	
Postal Regulations	30
Transmission of Correspondence for Civilians	33
NAVY	
US Navy, Marine Corps, and Coast Guard Personnel, Hospitalization of	25
OFFICERS	
Appointment	22
Candidate Schools	22
Depotion	24
Longevity Credit - Inactive Regular Army Reserve	23
Officers Qualification Card TD AGO Form 66-1	18
Promotion	19
Reassignment	24
Reclassification	24
Resignation	24
PAY	
Longevity Credit - Inactive Regular Army Reserve	23
Eligibility for Monetary Allowance in Lieu of Quarters	17
PERSONNEL	
Alcoholics, Hospitalization of	25
Assignments	31
Censorship Restrictions on Personnel Returning to the US	33
Disposition of Personnel Records	21
Replacement Personnel	31
Requests for Personnel in Excess of T/O & E	27
Rotation or Return of Personnel	20
Transfers	31
POSTAL	
Postal Regulations	30
PRISONERS	
Replacement of Missing Teeth for Prisoners of War	25
Security Violations of Escape and Evasion Experiences	33

RECEIVED

Ltr, TROUSK, AG 461/026 - C,
 dtd 1 March 1945. (cont'd)

Circular Number

Index of Titles

PROPERTY	18
Surplus Property - American Red Cross	
PUBLICATIONS	
Distribution, Storage and Issue of AGO Publications	17,
and VD Blank Forms	
RECLASSIFICATION	27
Physical Reclassification of Enlisted Men	24
Reclassification of Officers	
RECORDS	21
Disposition of Personnel Records	
RED CROSS	25
Personnel--Hospitalization of	
REPLACEMENTS	31
Replacement Personnel	
SPECTACLES	25
Repair and Procurement of Spectacles	
SUPPLIES	33
Conservation of Quartermaster Supplies	
T/O & E	
Requests for Personnel and Equipment in Excess of	27
T/O & E or T/M.	
VOTING	27
Voting by Personnel of Armed Forces in Elections in 1945	
WAC	23
Discharge and Release from Active Duty of Enlisted Personnel	

PART IX

Amendments by 1945 Series

		ATTENDED BY			
<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>
III	44/44	II	27/45	-	5/45
-	45/44	-	28/45	I	9/45
-	67/44	I	27/45	II	9/45
				I	17/45

AMENDED BY

Sec	Cir
IV	32/45
I	26/45
III	32/45
II	32/45

779

Reactions by 1945 Series

		RESCUED BY			
<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>	<u>Sec</u>	<u>Cir</u>
I	8/44	-	30/45	V	37/44
II	8/44	-	30/45	I	43/44
V	8/44	-	30/45	II	43/44
I	13/44	-	25/45	I	48/44
II	13/44	-	25/45	All	49/44
III	13/44	-	25/45	-	50/44

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Seq	Qir
-	25/45
-	25/45
-	25/45
-	25/45
-	22/43
II	26/45

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RESTRICTED

Ltr, HTOUSA, AG 461/026 - 0
 dtd 1 March 1945 (cont'd)

		RESCINDED BY				RESCINDED BY	
Sec	Cir	Sec	Cir	Sec	Cir	Sec	Cir
III	55/44	-	30/45	II	118/44	-	31/45
III	58/44	I	17/45	II	122/44	-	25/45
III	65/44	III	33/45	-	129/44	-	20/45
I	70/44	-	30/45	III	130/44	-	30/45
IV	76/44	-	29/45	I	131/44	-	25/45
III	78/44	-	25/45	III	135/44	-	22/45
IV	82/44	-	21/45	II	136/44	-	30/45
II	83/44	IV	35/45	III	136/44	II	26/45
II	88/44	-	25/45	IV	136/44	-	31/45
II	90/44	-	22/45	-	141/44	-	19/45
II	91/44	-	30/45	I	142/44	-	19/45
IV	95/44	-	30/45	II	144/44	-	24/45
I	98/44	-	31/45	I	145/44	I	23/45
II	101/44	-	25/45	II	148/44	-	19/45
II	105/44	-	30/45	I	150/44	-	19/45
I	109/44	-	31/45	II	150/44	-	20/45
IV	110/44	-	30/45	III	2/45	-	20/45
III	113/44	-	24/45	IV	2/45	I	18/45
I	117/44	-	24/45	V	2/45	I	23/45
V	117/44	I	23/45				

BY COMMAND OF LIEUTENANT GENERAL MCARNEY:

D. C. Kirley

D. C. KIRLEY
 Captain, AGD
 Asst Adjutant General

DISTRIBUTION:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 30)

16 February 1945
128 23 1945

POSTAL REGULATIONS

Army Courier Service	I
Army Post Office Inspections	II
Casualty Mail	III
EPH and GCM	IV
Mail Addresses	V
Mail Service Available	VI
Mail for AMOL Personnel and Deserters	VII
Official Mail	VIII
Hospitalized Personnel	IX
Individuals Returning to United States	X
Individuals Transferred to Other Theaters	XI
Protection of Mail and Postal Equipment	XII
Unit Commanders	XIII
Unit Funds - Money Orders	XIV
Unit Mail Clerks	XV

Circular Number 8; Section III, Circular Number 55; Section I, Circular Number 70; Section II, Circular Number 91; Section IV, Circular Number 95; Section II, Circular Number 105; Section IV, Circular Number 110; Section III, Circular Number 130 and Section II, Circular Number 136, all this headquarters, 1944, are rescinded and the following substituted therefor:

I -- ARMY COURIER SERVICE

1. Complete instructions relative to preparation of mail for dispatch through the US Army Courier Service and information relative to the service available are contained in AMHQ Circular Number 2, 1945.

II - ARMY POST OFFICE INSPECTIONS

2. Reference is made to paragraph 48, FM 12-105, 7 May 1943, as amended, which requires that the responsible commander designate an officer to make a quarterly surprise inspection of Army Post Offices and money order units thereof. The required inspections in this theater will be made by officers assigned to this headquarters or under direction from this headquarters. However, the commanding officer of the headquarters to which an APO is assigned, or attached may direct that an inspection be made at any time. The regular APO inspections required by FM 12-105 are not to be confused with the 20th AF inspection required by the Glass "B" agents of the Postal Finance Officer, AFHQ, which must be made by two officers designated by the headquarters to which the APO is assigned or attached. Necessary forms and instructions are available at each APO.

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Hq MTOUSA Circular #30 (cont'd)

III - CASUALTY MAIL

3. When mail is received at organizations, or unopened mail is found in the effects of an individual who is accounted for as "Killed in Action", "Accidentally Killed", "Died in Hospital", "Dead", "Missing", "Missing in Action", "Captured by the Enemy", or "Prisoner of War", a line will be drawn through the address and the mail delivered to the company commander or to an officer who has been designated to certify to the status of the addressee.

a. When the addressee is accounted for as "Killed in Action", "Accidentally Killed", "Died in Hospital", or "Dead", the company commander or officer designated to certify to the status of the addressee will enter the following notation on each envelope or wrapper, certifying to the entry thereon by his signature, rank, and branch in the following form:

Decensed
John Doe
Captain, Infantry

b. When the addressee is accounted for as "Missing", "Missing in Action", "Captured by the Enemy" or "Prisoner of War", the certifying officer will enter the following notation on each envelope or wrapper, certifying to the entry thereon by his signature, rank, and branch in the following form:

Missing
John Doe
Captain, Infantry

c. After the required certifications are placed on the mail matter, it will be returned to the APO for disposition.

d. When mail is received for a former member of an organization who was dropped as a casualty while the unit was serving in a previous theater of operations, the company commander or officer designated to certify to the status of the addressee will enter the appropriate notation on each envelope or wrapper as required by a or b, above. Such mail will then be forwarded, by the officer making the notation, under penalty label direct to the Casualty Branch, Office of The Adjutant General, Washington, 25, D.C., for verification and disposition.

e. When mail is received for a former member of an organization who was accounted for as deceased while stationed within the continental limits of the United States, the company commander or other officer designated to certify to the status of the addressee will enter the appropriate notation on each envelope or wrapper as required by a or b, above. The mail will then be forwarded by the officer making the notation under penalty label direct to the commanding officer of the post, camp, or station in the United States responsible for forwarding notification of the death to The Adjutant General.

IV - EFM AND SCM

4. Current instructions relative to EFM and SCM are contained in Circular Number 115, this headquarters, 1944.

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Hq. HUSSEA Circular (cont'd)

V -- MAIL ADDRESSES

5. The correct mail address for personnel in this theater consists of the following essential elements:

- a. Grade or rank.
- b. First name, middle initial, and last name.
- c. Army serial number.
- d. Unit and organization (or section and headquarters).
- e. APO number.
- f. C/O Postmaster, New York, N.Y.

6. APO Numbers

a. The APO number of the major headquarters (division, army, air force command, base section, etc.) to which each unit in the theater is assigned will be used as the permanent APO number of the members of the unit. Replacement depots, hospitals and other organizations to which APO's are permanently assigned are exceptions, and permanent personnel thereof will use the APO numbers permanently assigned such organizations. Members of postal organizations will use the APO number of the APO operated by their organization. Medical Hospital Ship Platoons and Military Police Escort Guard Sections are also exceptions to the foregoing as they are required to use the unit designation followed by "EAPO New York" as a mail address and will not adopt an APO number while in this theater.

(1) Corps are an exception to the foregoing, and only the personnel of the corps headquarters and headquarters company will use the APO number of the corps APO. Corps troops will use such APO number as may be assigned by the army commander.

b. Any unit which is attached to another headquarters will continue to use the APO number of the headquarters to which assigned. Units which are assigned to a new headquarters will adopt the APO number of the new headquarters and will direct all personnel to notify their correspondents. 777

c. Members of advance detachments arriving in the theater will continue to use their assigned temporary APO number until the movement of the unit is completed, and during such time personnel will not reveal either their general or their specific geographical locations in any personal communication. After the arrival of the main body, a permanent APO number will be adopted. The foregoing also applies to advance detachments now in the theater if a part of the unit is enroute or is to arrive at a future date.

d. The APO of address is not necessarily the APO through which service is received. Organization mail clerks will draw mail from whichever APO is most convenient.

Declassified E.O. 12356 Section 3.3/NND No. 785017

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Hq MTOUSA Circular #30 (cont'd)

a. Where it is necessary that personnel notify their correspondents of a new APO number, it is most important that the complete mail address be given, including grade or rank, full name, serial number, organization including unit, and the new APO number. Mail addressed to an APO number, except temporary APO numbers, without the organization and unit being given cannot be delivered without serious delay.

b. The APO's serving the major headquarters referred to in a, above, will maintain current locator cards for all personnel of all units assigned to their headquarters and will process all indefinitely addressed mail bearing the headquarters APO number.

7. Hospital Patients - Patients in hospitals will not change their mail address so long as they remain assigned to their organizations. Immediately upon being transferred to the detachment of patients at any hospital, the patient will adopt "2228 Hospital Section, APO 698" as a mail address. He will notify his correspondents of the new address and will continue to use that address until he is assigned to another organization. Patients will not use the designation or APO number of the hospital in which they are confined as a mail address.

8. Personnel in Replacement Organizations

a. Personnel in replacement organizations, other than the permanent personnel of the depot, battalion or company, will use mail addresses as follows:

(1) Personnel arriving from the United States will continue to use only their designated temporary APO mail address until such time as they are permanently assigned to a unit other than a replacement unit. If they are not assigned to a permanent unit within 30 days after arrival in the theater they will discontinue the use of the temporary APO mail address number and adopt the mail address indicated in the following sub-paragraph.

(2) Personnel assigned to replacement units from theater sources (except see (3) following) will use the name of the replacement unit, and its permanently assigned APO number followed by a letter which has been authorized for use at the particular unit. Example: 428th Replacement Company, APO 372-R.

(3) Personnel transferred to replacement units for return to their former units may use the address of their former units while at the replacement unit.

b. The use of the APO numbers assigned to replacement units without including a following letter as indicated in a (2), above, is reserved exclusively for personnel who are permanent members of the replacement units.

9. Notification of New Mail Address

a. Each casual officer, enlisted man and civilian (*) arriving in this theater, and each officer, enlisted man and civilian (*) changing stations within the theater, except personnel moving with their units, will, upon arrival at his new station, immediately furnish his new mail address to the following:

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

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Re HODUSA Circular #30 (cont'd)

- (1) Correspondents and publishers.
- (2) APO to which mail was formerly addressed.
- (3) 2628 Central Postal Directory, APO 698.
- (4) Present address APO (if different from (2)).
- (*) Civilian authorized to receive mail through the US Army Postal Service.

b. Forms for above required notifications are available at all APO's.

c. Commanding Officers will take necessary action to bring the above requirement to the attention of all concerned. In the case of disbanded and inactivated units, incoming mail must necessarily be sent to the 2628 Central Postal Directory for service and it is essential that the personnel of such units send a proper notice to that organization as soon as the new unit address is known. Unit Commanders will so instruct the personnel prior to the disbandment or inactivation of the unit.

d. Commanding Officers will require personnel receiving publications which have been readdressed to their present stations or units outside the continental United States to notify publishers direct of their correct address, using US AGO Form 971 or 234.

e. See paragraph 18, 19 and 24, this circular, relative to notification by individuals returning to the United States or departing to another theater.

VI - MAIL SERVICE AVAILABLE

10. Complete information relative to the postal service available to members of the US Armed Forces and attached civilian nationals of the United States may be obtained at any US Army Post Office in this theater. This includes destinations to which mail may be sent bearing military return addresses, rates, conditions of mailing, restrictions (other than censorship which are contained in HODUSA Circular Number 6, 1945) etc. All personnel desiring information relative to the mail service authorized in this theater are directed to inquire at the nearest US Army Post Office.

VII - MAIL FOR AWOL PERSONNEL AND DESERTERS

11. When a soldier is AWOL or is a deserter, his mail will be retained by the unit mail clerks for 15 days after the date he is officially carried as AWOL or as a deserter. At the end of the 15 day period, the mail on hand and that subsequently received will be indorsed "Moved - Left No Address" followed by the name of the unit at which the indorsement is made, initials of the person making the indorsement and date.

a. Mail so indorsed is to be returned to the APO for disposition. Unit commanders will take the necessary action to insure that the indorsement is used only in proper cases as the Army Postal Service will return mail so indorsed

Declassified E.O. 12356 Section 3.3/NND No. 785017

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No. 12351 Circular #30 (cont'd)

to the sender on the strength of the indorsement. The indorsement must not be used as mail for personnel absent from the organization for hospitalization or other reason whose address may be temporarily unknown. It is to be used only in cases where the addressee are carried on the unit records as ATOL or as Reservists.

VI - OFFICIAL MAIL

12. Theater instructions relative to dispatch of official mail through the US Army Postal Service are contained in AFHQ Circular Number 2, 1945. Official mail and other mail received by the US Army Postal Service addressed to units inactivated or disbanded in this theater will be forwarded to the next higher headquarters of the unit. That headquarters will open such mail and take local action when appropriate. Mail which cannot be acted upon locally will be forwarded through channels, with a statement that the unit has been disbanded, overseas, until a headquarters is reached where action can be taken. Official mail addressed to units which have been redesignated will be accepted by the unit when addressed to either the old or new designation and appropriate action taken.

IX - HOSPITALIZED PERSONNEL

13. Efficient delivery of mail to patients while confined in hospitals requires that prompt notice of their location be given to the patient's unit, to the former hospital, if any, and to the Central Postal Directory. Two cards, Forms MAP 9 and MAP 10, are to be used for this purpose. Forms MAP 9 and 10 may be secured from the Postal Supply Depot, APO 790, or as directed by the headquarters to which the hospital is assigned.

a. The hospital mail clerk or APO personnel assigned to handle hospital mails will be charged with the responsibility of completing the cards and mailing them. Patients will not be expected to make out cards for themselves.

b. Postal personnel of station, general or convalescent hospitals in this theater will prepare three cards on arrival of each patient; one will be placed in the files of the hospital mail room, one (MAP 10) forwarded to the unit to which the patient was assigned, and one (MAP 9) forwarded to the 2625th Central Postal Directory, APO 698. In event the patient is received from a station, general or convalescent hospital, a fourth card (MAP 10) will be prepared and forwarded to the hospital from which the patient was received.

c. In preparing the MAP Forms 9 and 10 required by b, above, care will be taken that the cards are legibly written or typed and that the spelling of the name and numbers of the serial number are correct. The name of the hospital preparing the cards will be shown on the "Forward Mail to" line of the MAP Forms 9 and 10 (not "2625th Hospital Station" which is the mail address used by personnel transferred to the detachment of patients of the hospital. See paragraph 7, this circular).

d. When patients are discharged from station, general or convalescent hospitals (not then transferred to other hospitals), MAP Forms 9 and 10 will be prepared at the hospital and forwarded as required by b, above. The "Forward Mail to" line on the cards will show the unit to which the personnel were discharged (transferred). Words such as "Returned to Duty", "Discharged", etc., will not be used as such entries are useless for the purpose of forwarding mail.

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Hq MCMSEA Circular #30 (cont'd)

c. When a hospital evacuates patients to the United States, NAP Form 9 and 10 will be prepared at the hospital showing "Returned to US - NYEAPC" on the "Forward Mail to" line for each such patient. The cards will be addressed and forwarded as required by b above. "Rue to US" or other words of similar meaning will not be used as experience has shown that unit mail orderlies tend to indorse mail exactly as directed on the NAP Forms 9 and 10. (See paragraph 15)

14. Mail received at a hospital after departure of patients whose forwarding addresses are not known, will be held for ten (10) days from the date of departure pending receipt of Form NAP 10 from the new hospital. After the ten-day period, if a forwarding address is still unknown, the mail will be indorsed "Evacuated to Hospital Unknown" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made.

15. Mail received at hospitals for patients who have been evacuated to the United States for further hospitalization will be rubber stamped or indorsed "Returned to US - NYEAPC" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. Care must be taken that this indorsement is used only in proper cases as the mail so indorsed will be returned to the United States on the strength of the indorsement without further verification.

16. When the hospital of confinement is not known, unit mail clerks will hold mail for personnel known or believed to be hospitalized for fifteen (15) days from the first day of absence pending receipt of Form NAP 10. On receipt of Form NAP 10, showing the new address, each individual piece will be readdressed for forwarding and returned to the APO. If a forwarding address is still unknown after fifteen days from the first day of absence of the addressee, the mail will be indorsed "Present address unknown, sick, wounded, etc." and returned to the APO. Such indorsements will include organization, date and initials showing by whom made.

17. When mail is received at a unit for personnel who have been hospitalized and a Form NAP 10 is on file showing "Returned to US - NYEAPC" on the "Forward Mail to" line of the card form, the mail will be indorsed "Returned to US - NYEAPC" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. See paragraph 15, above, relative to necessity for care in use of this indorsement.

X -- INDIVIDUALS RETURNING TO UNITED STATES

18. All orders issued in this theater moving personnel from their assigned units (not replacement organizations through which they are processed enroute) to the United States as individuals by reason of transfer, rotation, furlough, or for hospitalization will include the following instructions (does not apply to orders for personnel returned on missions of short duration only):

"Immediate notice will be given to emergency addressee, all correspondents, and publishers to discontinue mailing letters, parcels and publications until further advised as to new address. WD AGO Form 971-1 (V-Mail notice to correspondents and publishers) may be used for this purpose. However, in event it is known at the time this order is

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Hq INHSEA Circular # 30 (cont'd)

received that departure from the unit is to be considerably delayed due to waiting for arrival of replacement or other causes, the notices should not be sent until the departure date is known. The notice should be sent 15 days before departure date when possible."

19. All orders issued in this theater moving personnel from their assigned units (not replacement organizations through which they are processed enroute) to the United States as individuals by reason of transfer, rotation or furlough will include the following instructions in addition to the instructions required by paragraph 18, above, (does not apply to orders for personnel returned on missions of short duration only):

"Prior to departure from the assigned unit, the unit mail clerk and the 3526th Central Postal Directory, APO 698, will be furnished a forwarding address in the United States other than the zone of interior port of embarkation or reception station. Forwarding addresses for personnel who are availing themselves of leave of absence or furlough immediately upon arrival in the United States or who are returning for separation are limited to home or other non-military addresses. Card Form NAF 11 (available at any APO) will be used in furnishing the forwarding address to the 3526th Central Postal Directory."

20. Each piece of mail that is received by unit mail clerks addressed to a former member of the unit who has returned to the United States by reason of transfer, rotation or furlough (see paragraph 22 following) will be readdressed with the complete forwarding address in the United States, followed by the endorsement "Returning to the United States", and returned to the APO.

21. In event a definite address (organization and APO, post, camp or station, or civilian address) is not available, each piece of mail will be rubber-stamped or indorsed "Returning to US - Left No Forwarding Address", and returned to the APO. Such endorsements will include organization, date and initials showing by whom made.

22. Forwarding addresses will not be placed on mail for personnel evacuated to the United States for further hospitalization or returned to the United States under arrest. The endorsement indicated in paragraphs 15 and 17, above, will be used on such mail.

23. Mail received by unit mail clerks for personnel who have returned to the United States on furlough during the first 45 days after their departure will be treated as indicated in paragraph 20, above. Mail received for such personnel after the 45 day period will be held at the unit for the return of the addressee unless notice is received that they have been transferred and will not be returning to the unit. After receipt of such notice, if any, all mail received for the personnel concerned will be readdressed or indorsed as indicated in paragraph 20, above, and returned to the APO.

24. Unit mail clerks will hold all mail for personnel who have departed to the United States or to other theaters on missions of short duration unless specific forwarding instructions are furnished by such personnel or by unit commanders or higher headquarters. Forwarding addresses in the United States in such cases will be limited to non-military addresses. Commanding officers

Declassified E.O. 12356 Section 3.3/NND No. 785017

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HQ HQUA Circular #30 (cont'd)

will give particular attention to insure that mail is forwarded to personnel temporarily away from the unit on missions or on temporary duty in applicable cases.

XI - INDIVIDUALS TRANSFERRED TO OTHER THEATERS

24. All orders issued in this theater transferring personnel from their assigned units (not replacement organizations through which they are processed enroute) to another theater as individuals will include the following instructions:

a. Immediate notice will be given to emergency addressee, all correspondents, and publishers to discontinue mailing letters, parcels and publications until further advised as to the new address. WD AGO Form 971-1 (V-Mail notice to correspondents and publishers) may be used for this purpose.

b. Immediately upon arrival at destination in the new theater and assignment to organization and APO number, emergency addressee, correspondents, publishers, The Adjutant General, Washington, 25, D.C., the unit mail clerk of the old organization, and the 2628th Central Postal Directory APO 698, will be advised of the new address by use of WD AGO Form 971".

25. The unit mail clerk of the old organization will hold mail for personnel transferred as individuals to another theater after the departure of the personnel for the first 15 days pending receipt of the forwarding address from the addressee. After that time, if the forwarding address is not known, the mail will be indorsed "Departed for another Theater" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. Mail received for such personnel when the forwarding address is known will be readdressed and returned to the APO.

XII - PROTECTION OF MAIL AND POSTAL EQUIPMENT

26. Commanding Officer, unit mail clerks and other personnel connected with mail handling in the theater are responsible that all mail under their custody or control is given the best possible protection. Mail will not be left unguarded at any time unless it is in a securely locked container, room or building and then only when the locked container, room or building is in a guarded area. Mail will be protected from rain and other adverse weather conditions.

27. An armed guard will be sent out with each truck carrying mail in all instances where armed guards are available unless only a small quantity of mail is carried which can be continually under the personal supervision of the driver. If vehicles carrying mail are loaded so that there is any possibility that mail will fall out or that mail can be removed while the truck is in motion, the guard will ride in the rear of the vehicle. When a vehicle carrying mail is not in motion, the guard will dismount and remain near the rear of the vehicle.

28. No unauthorized persons will be permitted to ride in a truck carrying mail if they will have access to the mail unobserved by the guard or driver.

29. Mail pouches and seals and mail locks will not be diverted to any use

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Hq MTCUSA Circular #30 (cont'd)

other than business of the Army Postal Service. Unit mail clerks will return all empty pouches and sacks to the serving APO promptly.

XIII-UNIT COMMANDERS

30. Unit commanders will closely supervise the handling of mail at their organization and will require unit mail clerks and members of their organizations to comply with all published instructions relative to mail. The postal officer of each APO has detailed instructions on all postal matters available for his guidance and unit postal officers and unit mail clerks should be instructed to consult the APO postal officer for information when necessary.

XIV - UNIT FUNDS - MONEY ORDERS

31. Unit commanders will take necessary action to insure that money orders held as a part of the unit funds are not permitted to become over age (more than one year from the last day of the month of issue) as over age money orders cannot be cashed.

XV - UNIT MAIL CLERKS

32. Current instructions for regimental and unit mail clerks are contained in TM 12-275, dated 29 June 1944. All unit mail clerks in the theater will comply with the instructions contained therein as modified in this circular and future postal instructions published in these circulars. Particular attention is directed to the instructions relative to handling of registered and insured mail in TM 12-275. No pertinent unit records of registered, insured or C.O.D. mail may be destroyed unless specific authority is obtained from The Adjutant General. Such records on hand at units at the time of discontinuance, inactivation or disbandment of units and organizations will be included with the unit or organization records, appropriately marked, and stored with and as a part thereof.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

Arthur J. Conner
C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

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HEADQUARTERS ARMY GENERAL STAFF

MT OUSA

Response CIR.30

Date 16 FEB. 1945

DIST.

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Civil Affairs Section	✓	Ch. of	✓
DP & Rep		Ch. of Division Sup.	
Local Govt		G-1 (P)	✓
Patrols Branch		G-2 (A)	✓
Public Safety		G-3 (A)	✓
Security Division	✓	387th Regt	✓
Public Health		H.Q. 3rd Div	✓
Legal		Intelligence	✓
Education		Army	✓
Monuments & Fine Arts		Land Forces (MIA)	✓
Economic Section	✓	Air	✓
Recreation Division		Communications	✓
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Commerce		E.M.D. & P.O.D.	✓
Finance & CHIEF ACCT	2	Public Relations Branch	✓
Property Control Div		Information Division	✓
Food		Archives	
Industry		APC 394	✓
Mining Division		ALL REGIONS	✓
Labor		AMG. 518 ARMIES	✓
Public Works & Utilities			
Shipping			
Transportation			

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

Remarks _____

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DGT/or

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 25)

11 February 1945

FEB 1 1945

MEDICAL AND DENTAL

General Instructions	I
Dental	II
Equipment and Supply	III

The following circulars, this headquarters, 1944, are rescinded and the provisions below substituted therefor:

<u>Section</u>	<u>Circular</u>	<u>Section</u>	<u>Circular</u>
III	13	II	88
V	37	II	101
I & II	43	II	122
I	48	I	131
III	78		

I -- GENERAL INSTRUCTIONS

1. Treatment of Civilian Employees - The following policy is announced with reference to medical attention for civilians in this theater:

a. Members of the American Red Cross, War Correspondents, civilian employees brought here from the United States and Great Britain, and United States citizens hired in this theater to serve the United States Army, Navy and Merchant Marine (including United States Merchant Seamen), State Department, USRA, or other similar governmental agency participating in the war effort, will receive the same medical attention as members of the Armed Forces.

b. Similar civilians brought here from Great Britain to serve with the British governmental agencies corresponding to those outlined above, and United States citizens voluntarily attached to Allied Armed Forces in a civilian status, may be hospitalized in United States Military hospitals when no other adequate facilities are available, and will receive the same medical attention as members of the Armed Forces. 772

c. Civilian employees other than United States citizens hired in this theater and employed by the Army will receive emergency treatment only, except as noted in (1) below:

- (1) Civilian personnel employed by or under the jurisdiction of the GCS or for duty with a G-2 section for intelligence purposes will for security reasons be authorized necessary hospitalization and necessary out-patient medical attention. Work of an elective nature is not authorized.

Declassified E.O. 12356 Section 3.3/NND No. 785017

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Hq MPOUSA Circular #25

- (2) The chief of section concerned will furnish personnel mentioned in (1) above, a duly authenticated card showing that he or she is entitled to medical attention under the provisions of paragraph 1c of this circular.

d. Medical attention will not be given to dependents of officers, warrant officers, and enlisted personnel, except in cases of emergency.

e. The hospitalization of any civilian employee in United States Army medical installations is contingent upon the availability of medical facilities. Medical facilities of this theater are primarily for the Armed Forces. Under no circumstances will they be burdened with civilian cases to the extent of crowding out military personnel.

f. Medicine charges will not be made in any case.

g. Subsistence charges - Civilian patients who are not entitled to subsistence at the expense of public funds will pay a subsistence charge of \$1.10 per day.

2. Hospitalization of U.S. Navy, Marine Corps, and Coast Guard Personnel - U.S. Navy, Marine Corps and Coast Guard patients will be hospitalized as indicated below:

a. Base section surgeons will designate hospitals in their base sections for the care of U.S. Navy, Marine Corps and Coast Guard personnel, in accordance with existing needs as determined by coordination with the senior U.S. Navy Medical Officer in respective areas.

b. An initial report of designated hospitals for the care of personnel listed above will be made to the Surgeon, Allied Force Headquarters, through technical channels. Subsequent reports will be rendered in a similar manner as changes become necessary.

c. Navy patients admitted to hospitals other than those designated will be transferred to the nearest designated hospital as soon as practicable.

d. Navy patients in the United States Army hospitals will be evacuated to the United States in accordance with current policies of this Theater.

e. Responsibilities of Commanding Officers, U.S. Army Hospitals:

- (1) The responsibility for medical care and treatment of U.S. Navy, Marine Corps and Coast Guard personnel will rest solely with the commanding officer of the hospital receiving such personnel.
- (2) Commanding officers of U.S. Army hospitals will notify the central naval dispensary or the nearest naval authorities on the admission to, transfer or evacuation from U.S. Army Hospitals of U.S. Navy, Marine Corps and Coast Guard personnel.

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

785017

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28

MTOUSA Circular #25 (cont'd)

f. Subsistence charges - Subsistence charges will be paid by officers and officer status personnel of the U.S. Navy, Marine Corps, Coast Guard and Public Health Service as provided by paragraphs 1 and 3, Section IV, MTOUSA Circular Number 116, 1944 (corrected copy).

3. Medical Care of Allied and Cobelligerent Personnel - The policy governing medical care (including out-patient, dental or medical treatment and hospitalization) of allied and cobelligerent personnel by the medical facilities of the United States Army (SOS, Ground Forces and Air Forces) is as follows:

a. Allied and cobelligerent personnel who cannot reasonably obtain hospitalization and treatment from their own medical facilities will be treated and hospitalized in Army medical facilities without cost, other than subsistence, to the individual or his government, except where payments are arranged by the government concerned or where readjustments are negotiated at a later date.

b. Subsistence will be recaptured as outlined in paragraph 3d, Section II, MTOUSA Circular Number 116, 1944 (corrected copy).

c. Nominal rolls will be submitted as outlined in Section XV, Circular Letter Number 16, Office of the Surgeon, this headquarters, 22 March 1944, in order to maintain records in case readjustments are negotiated at a later date.

4. Red Cross Personnel

a. Upon discharge of American Red Cross personnel from United States Army hospitals, a disposition slip indicating the final diagnosis, disposition and date of disposition will be forwarded to the American Red Cross Delegate, MTOUSA, APO 512. The complete Field Medical Record, however, will be forwarded through medical channels to the Surgeon General, with the Sick and Wounded Report for that month.

b. Personnel of the American Red Cross, permanently assigned to duty in this theater, are authorized to receive annual physical examinations in United States Army hospitals. The examination given will be the Final Type Physical Examination as recorded on WD AGO Form 63. The completed report, Form WD AGO 63, will be forwarded without delay to the American Red Cross Delegate, MTOUSA, APO 512.

5. Hospitalization of Alcoholics

a. Records of United States Army hospitals in this theater show that uncomplicated cases of acute or chronic alcoholism are being admitted for treatment. 775

b. It is contrary to the policy of this headquarters to hospitalize such cases for treatment and rehabilitation in this theater. United States Army personnel who are found to be under the influence of alcohol and appear to need medical care will be examined by a medical officer who will determine whether or not the individual concerned is in need of hospitalization for conditions other than uncomplicated alcoholism. If necessity for hospitalization does not exist, the individual will be committed to the custody of the Military Police or organization commander for appropriate disposition.

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785017

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Hq: MTOUSA Circular #25 (cont'd)

c. Recalcitrant individuals who cannot be rehabilitated through outpatient treatment with organizational training and disciplinary measures will be disposed of by proceedings under Section VIII, AR 615-360 which will be instituted by organization commanders concerned in accordance with current theater directives.

6. Data on Emergency Medical Tags - The attention of all medical officers is directed to the fact that all data regarding the diagnosis and treatment of disease or injury must be entered upon the EMT in all aid stations and Dispensaries.

7. Psychiatric Opinion on Disciplinary Cases - Much delay is encountered in obtaining psychiatric opinion on cases referred to hospitals, due to the fact that such cases are not accompanied by the proper information.

a. Effective immediately, each case based on disciplinary action, referred to a hospital for psychiatric opinion, will be accompanied by a letter from the commanding officer of the individual concerned.

b. The letter will show:

- (1) Nature of charges.
- (2) Brief statement of circumstances leading to charges.
- (3) Brief statement of previous efficiency and behavior of the soldier.
- (4) Brief statement of any pertinent medical data such as peculiar actions, or recent change in behavior.
- (5) If possible, a report by the soldier's medical officer or other reliable observer should be included.

8. Payment of Vouchers for Donation of Blood for Transfusion

a. In order that persons furnishing blood for transfusions may be paid promptly, payment will be made locally in the amount of \$10.00 for each transfusion. Vouchers (ID Forms 25 and 25a) covering cost of transfusions will hereafter be submitted to local finance officers for payment. Charge for such local payments is to be made to appropriation MMDA 1942 - 45 61-21 P413-07 212/30605, which is an open allotment.

b. After the voucher is signed by the medical officer giving the transfusion, the signature of approval by the commanding officer of the hospital or medical installation where donation is made should be considered as approval of the chief surgeon of the force as called for in paragraph 4, AR 40-1915, and will be sufficient authority for payment. At the close of each month, a copy of each voucher upon which local payment is authorized will be submitted by the commanding officer of the hospital or medical installation to the Surgeon, this headquarters, through the surgeon of the army or base section concerned.

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27

M. H. H. Circular 405 (cont'd)

9. Sulfonamide Drug Packets

a. The use of sulfadiazine tablets for the prevention of wound infection within this theater will be governed by the following:

(1) Watertight packages containing eight (8) tablets of sulfadiazine are available in medical supply depots. These packages are listed in the medical supply catalog "Item 5/130400 Sulfadiazine 3 Tablets USF, 7.7 gr. in water-proof package". These should be requisitioned through regular medical supply channels by the unit medical officer.

(2) Collecting and clearing company surgeons, and evacuation hospitals should provide themselves with adequate supplies of sulfadiazine or sulfathiazole tablets for the continuation of sulfadiazine as outlined in Circular Letter #1, Office of the Surgeon, this headquarters, dated 13 March 1943.

b. All unit commanders of combat troops will immediately ascertain whether each man in his unit possesses the first aid package of crystalline sulfonamide which is to be sprinkled into wounds. Replacements should be made immediately if their packages of crystalline sulfonamide are missing.

c. All unit commanders and all medical officers will instruct their unit personnel at frequent intervals upon the absolute necessity of immediately taking the sulfonamide or sulfathiazole tablets by mouth if wounded, and upon the importance of sprinkling crystalline sulfonamide into the wounds before applying the first aid dressing. The American Army has had relatively little serious wound infection so far, but the record can be improved.

d. Medical aid men, medical officers and nurses in evacuation hospitals are directed to note the type of sulfonamide drug and the amount and time of the administration of each dose on the RIF or First Medical Card. This is absolutely necessary to insure adequate sulfonamide prophylaxis in the line of evacuation.

10. Repair and Procurement of Spectacles

a. Broken spectacles may be repaired, or replaced if not repairable, by submitting them together with prescription to the commanding officer of the medical installation serving the unit. He will forward the broken spectacles together with pieces of lens, if any, through medical supply channels to the Medical Depot supplying the unit. 770

b. No spectacles will be repaired at government expense where maximum correction is one diopter or less, unless a medical officer certifies that due to the age of the individual or type of military duty performed, glasses are absolutely necessary.

c. In cases where spectacles have been lost or new spectacles are necessary, the prescription (taken from Service Record or MD Form 81, Examination Register, or furnished by hospital commander after refraction) will be forwarded to the supply depot as above. Prescription for spectacles will include

RESTRICTED

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

785017

RESTRICTED

By: AFMESA Circular #29 (cont'd)

Following information: name, rank, ASN, and organization, APO of the individual, the complete prescription for the lenses, frame measurement and pupillary distance.

d. Only one pair of spectacles per individual is considered necessary except for key personnel whose duties are wholly dependent upon the use of spectacles. Issue of second pair will be made only upon written statement by the unit commanding officer to the effect that individual in question is a person whose duties are wholly dependent upon the use of spectacles.

e. Repairs will be limited to standard (GI) spectacles only. When long distances are involved in the transportation of spectacles the air courier service will be used.

f. Spectacles will not be procured from civilian sources at U.S. Army expense without prior approval of this headquarters.

11. Handling of Leaded Gasoline

a. Handlers of leaded gasoline are not at an extraordinary risk in the normal handling of gasoline. Where leaded gas has escaped into the holds of ships or other closed spaces, every effort should be made to ventilate such spaces before permitting personnel to work in them, otherwise acute fume poisoning will result.

b. The practice of using leaded gasoline for washing the hands or cleaning clothes must be discouraged by unit commanders.

c. Personnel assigned to the duty of cleaning gasoline stoves should be instructed to wash their hands with soap and water after each cleaning of the stove. The unburned material contains lead and if it is not removed from the hands, the lead may be transferred to the mouth during the process of eating or drinking and lead poisoning may result.

12. DENTAL

12. Replacement of Missing Teeth For Prisoners of War - Replacement of missing teeth for prisoners of war will not be accomplished if such teeth were missing, or the condition necessitating extraction existed, prior to capture. An exception to this policy may be made in the cases of wounded prisoners having jaw injuries wherein replacement of teeth lost as the result of such injury is considered essential.

13. EQUIPMENT AND SUPPLY

13. Assignment of T/BA #3 - T/BA #3 is tentatively awarded for this theater as follows:

a. Section VI, Quartermaster Equipment - Tent wall small, complete with fly, pins and poles - one (1) per two (2) dental officers of regiment and separate battalions, when required for duty in the field.

b. Section IV, paragraph 1, Individual & Local Equipment - Item No. 7193 - Kit Dental Officers - one (1) per Dental Officers of regiment or

Declassified E.O. 12356 Section 3.3/NND No. 785017

RESTRICTED

26

No MTOUSA Circular #25 (cont'd)

separate battalion, when authorized by the Commanding Officer for combat duties.

c. Section IV, Part I, Unit Equipment - Item No. 99550 - Stove, 1 burner gasoline - one (1) per chest, MD #50.

d. Requisitions for these items should be submitted through proper channels to the appropriate depots.

14. Property Exchange

a. A vitally important requisite for the successful evacuation of the sick and wounded is an adequate supply at forward echelons of splints, blankets, pajamas, and litters. Unless a uniform procedure is strictly followed throughout the entire evacuation process, a failure in the property exchange system is inevitable in bringing patients to the rear. In every case the agency accepting a patient must replace immediately the property accompanying that patient. Direct property exchange is mandatory.

b. The following will be adopted by all unit commanders who will take appropriate action immediately.

- (1) Between divisional medical installations and corps or army medical installations, property transferred with patients will be immediately replaced in kind.
- (2) Hospitals receiving patients from ambulances belonging to other installations will make appropriate property exchange at the time patients are received.
- (3) All hospital trains will carry sufficient property to effect an equitable exchange at the time patients are received on board.
- (4) Ambulances meeting hospital trains will hand over pajamas, splints, blankets, and litters in amounts equal to the number received and at the time received.
- (5) Except when an indirect system of property exchange is in effect, all transfers of patients by air will be accompanied by immediate property exchange, and medical property required in property exchange by forward air evacuation echelons will have Class 1 priority for air passage forward.

15. Clothing for Hospital Patients - The acquisition of clothing for patients in hospitals who are ready for duty but who had either an insufficient amount or no clothing on admission is the responsibility of the commanding officer of the medical installation concerned. Clothing for this purpose may be procured in a minimum amount from the nearest Quartermaster supply agency. 269

16. Salvage of Plasma Bottles - Empty blood plasma bottles are very valuable and are needed for future use. All such bottles will be washed and turned in through supply channels or directly to base section medical supply depots. This will be routine procedure.

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

785017

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Hq MIVUSA Circular #25 (cont'd)

17. Marking of Hospitals - The following policy will govern the marking of hospital ward tents and hospital sites in this theater:

a. Each hospital ward tent actually used for hospitalization of patients will be provided with three large wall flies, or as a substitute, storage flies, for protection against extreme heat, pending availability of fly hospital ward. The center fly will be marked with a large red cross on a circular white background painted on the top center of both sides with water-proof paint. If flies are not used, both sides of the roof of the ward tents will be similarly centrally marked.

b. Each hospital site will be marked with a red cross ground marker (approximately 100 feet by 100 feet) or by some equally effective method. Issues of the red cross ground marker has been authorized on the basis indicated below when there is a definite need, but not when some other equally effective method of marking is possible:

- 1 per Fixed Hospital
- 1 per Evacuation Hospital - 400 Bed
- 1 per Evacuation Hospital - 750 Bed
- 3 per Field Hospital.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

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

OFFICIAL:

Christenberry
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 612

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AM 151/025. 0

1 February 1945

FEB 5 1945

SUBJECT: Supplement Number 1 to Index to Theater Circulars dated 6 January 1945

TO : All Concerned.

The following Index includes MTOUSA Circulars Numbers 1 to 16, inclusive:

PART I

Current Directives

<u>Index of Titles</u>	<u>Circular Number</u>
ACCU	9
CASUALTIES	
Letters of Condolence and Letters of Inquiry	5
CENSORSHIP	
Cable and Radiogram Censorship Regulations	6
Censorship Regulations	3
Newspapers Approved for Mailing	5
Unit Censorship Instructions and Regulations	12
COMMENTS-PARTIAL	
Offenses, Confinement and Courts-Partial	9
CURRENCY	
Currency Control	7
DEATH	
Letters of Condolence and Letters of Inquiry	5
DESERTERS	
AWOL and Desertion	9
DISEASE	
Immunization of United States Military Personnel	3
Immunization of Non-United States Military Personnel	3
Rabies (Hydrophobia)	8
DISPOSAL	
Disposal of Salvage and Surplus Property	14
EDS	
Censorship Regulations	6
ENLISTED MEN	
Additional Pay for Combat or Expert Infantry Badge	15
Release from Active Duty and Transfer to ERC	2
EQUIPMENT	
Recreational Radio Receivers	10
Tires and Trucks	7
FINANCE	
Funds and Currency Control	7

768

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Mr. HONDA, AG 461/026 - C,
Rm 1 February 1945 (cont'd)

<u>Index of Titles</u>	<u>Circular Number</u>
FIELDS	
Personal Transfer Account	11
HOSPITALS	
Hospitalized Personnel, Disposition of	16
IDENTIFICATION	
Insignia and Identification for Military Personnel of Allied or Subversive Nations Serving with US Armed Forces	7, 10
OFFICERS	
Pay Vouchers	4
Officers' Qualification Card WD AGO Form 66-1	2
Relief of Officers, Warrant Officers and Flight Officers from Active Duty	15
OUT OF BOUNDS	
Out of Bounds Area	4
PAY	
Additional Pay for Combat or Expert Infantry Badge	15
Payment of Enlisted Men	2
Personal Transfer Accounts	11
FOR DIEN	
For Dien	4
PERSONAL TRANSFER ACCOUNT	11
PERSONNEL	
Hospitalized Personnel, Disposition of	16
Insignia and Identification for Military Personnel of Allied or Subversive Nations Serving with US Armed Forces	7, 10
Pay of Military Personnel	2
Retention or Return of Personnel	2
PRISONERS	
Prisoners of War	2
PROPERTY	
Disposal of Salvage and Surplus Property	14
RECORDS	
Service Records	13
Submission of Personnel Records	16
RECREATION	
Recreational Radio Receivers	10
REUNION	
Reunion of United States Nationals	13
SAVINGS	
Disposal of Salvage and Surplus Property	14
SPECIAL SERVICE	
Special Service Organization and Activities	3
UNIFORMS	
Insignia and Identification for Military Personnel of Allied or Subversive Nations Serving with US Armed Forces	7, 10
Uniforms and Insignia	7, 11

RESTRICTED

Mr. ITOMSA, AG AG 326 - 0,
 dtd 1 February 1945 (cont'd)

Index of TitlesCircular Number

VEHICLES

Tires, Tubes and Batteries, Conservation of
 WAG

7

Hospitalized Personnel, Disposition of, and
 Submission of Personnel Records
 Wearing of the Uniform

16
 7, 10

PART II

Amendments by 1945 Series

AMENDED BY		AMENDED BY	
Sec	Cir	Sec	Cir
-	129/44	III	2
		III	7/45
		I	10

Rescissions by 1945 Series

RESCINDED BY		RESCINDED BY	
Sec	Cir	Sec	Cir
ALL	17/44	III	64/44
III	23/44	III	65/44
I	24/44	-	66/44
II	24/44	I	69/44
IV	28/44	II	69/44
II	31/44	III	69/44
ALL	32/44	IV	69/44
II	33/44	VI	69/44
III	33/44	I	75/44
ALL	36/44	III	75/44
I	37/44	II	76/44
II	37/44	I	77/44
II	42/44	II	78/44
IV	42/44	IV	78/44
V	43/44	II	80/44
VI	43/44	I	81/44
II	45/44	II	81/44
II	48/44	I	82/44
V	48/44	II	82/44
ALL	51/44	III	82/44
I	52/44	I	83/44
IV	52/44	III	83/44
V	52/44	II	84/44
VI	52/44	I	85/44
I	55/44	I	86/44
II	58/44	III	86/44
II	59/44	IV	86/44
IV	62/44	II	87/44
IV	63/44	I	88/44

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Mr. TROUSA, AG 161/026 - 0
dtd 1 February 1945 (cont'd)

		RESCINDED BY				RESCINDED BY	
Sec	Cir	Sec	Cir	Sec	Cir	Sec	Cir
III	88/44	-	16	III	117/44	-	6
IV	90/44	III	7	I	120/44	III	1
I	92/44	-	16	II	120/44	III	1
I	93/44	III	1	III	120/44	-	9
III	93/44	-	6	I	124/44	I	2
IV	93/44	III	1	III	124/44	III	1
I	95/44	III	1	II	125/44	-	9
II	95/44	III	1	III	125/44	II	15
IV	96/44	J	8	I	127/44	-	16
V	96/44	III	8	II	130/44	-	6
I	97/44	-	16	III	131/44	III	7
II	97/44	-	6	I	132/44	I	7
II	103/44	-	6	III	132/44	-	6
ALL	104/44	III	1	I	135/44	III	1
I	105/44	III	1	ALL	137/44	II	13
I	106/44	III	1	II	142/44	III	4
I	107/44	-	9	I	144/44	III	1
III	109/44	III	1	II	145/44	III	1
II	110/44	-	6	II	146/44	-	6
V	110/44	-	6	III	147/44	III	7
II	112/44	III	1	I	148/44	I	2
III	112/44	-	16				
I	114/44	-	6				
II	114/44	-	9				
III	114/44	III	1				
V	114/44	III	1				

By command of Lieutenant General McNARNEY:

D. C. KIRLEY
D. C. KIRLEY,
Captain, AGD,
Asst Adjutant General.

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Response AG 461026-0

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Monuments Section	✓	Legal Division	✓
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Labor		Legal Division	✓
Public Works & Utilities		Legal Division	✓
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APO 394

ALL REGIONS
AMG-54 & ARMIES

Signature _____
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 Investigation & Report _____
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766

Footnote

24
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512 HEADQUARTERS

CIRCULAR

NUMBER 13

21 January 1945

UNIT CENSORSHIP INSTRUCTIONS AND REGULATIONS JAN 27 1945

1. General - This circular is based on War Department Field Manual 60-23, Military Intelligence, Military Censorship, dated 15 September 1944. Unit Censorship will be conducted in accordance with this circular and with the provisions and regulations of Circular Number 6, U.S. Military Censorship Regulations, this Headquarters, 1945.

2. Responsibility for Unit Censorship

a. The commanding officer of each unit (company, battery, squadron, or similar organization) will be responsible at all times for unit censorship of the communications of all enlisted personnel assigned or attached to his unit.

b. Unit censorship of the communications of persons in or attached to the military service who are in hospitals, replacement depots, training centers, and in areas, ports of embarkation, and similar installations will be the responsibility of the commanding officer of such an installation, unless the responsibility therefor has been previously fixed as provided in a above.

c. On any vessel carrying personnel under United States military jurisdiction, unit censorship of the communications of all such personnel will be the responsibility of the transport commander, assigned to that vessel, except in cases where the responsibility therefor has been previously fixed as provided in a above.

3. Establishment of Unit Censorship - Unit censorship will be established in each company, battery, squadron, or similar unit immediately upon a unit's arrival in this theater. Unit censorship will be effected on communications of U.S. military personnel subject to unit censorship, written while in transit to this theater, prior to such communications being placed in Army postal channels. Unit censorship will continue in effect unless revoked by this Headquarters.

4. Designation of Unit Censors

a. The commanding officer of each unit (company, battery, squadron, or similar organization) and any commissioned, warrant, or flight officer of his command are authorized to perform unit censorship. The unit commander will determine whether he desires one or all of such officers to censor communications, and will appoint one such officer to be sole custodian of the United States Army censorship stamp issued to that unit.

Declassified E.O. 12356 Section 3.3/NND No. 785017

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HQ HQUSSA Circular #12 (cont'd)

b. If arrangements have been made for unit censorship of the communications of civilians attached to the military service, such a censorship will be performed preferably by commissioned officers designated by appropriate military authority, but may be performed by a civilian attached to the military service who holds the assimilated rank of a commissioned officer.

5. Duties of Unit Censors

a. Unit censors will be responsible for a thorough knowledge of such theater censorship regulations as are pertinent to the conduct of unit censorship. They will also be responsible for intelligent enforcement of those regulations and for proper and expeditious treatment of any communications which pass through their hands.

b. Unit censors will provide necessary instructions in military censorship for persons whose communications they examine.

c. ALL UNIT CENSORS WILL RESPECT THE CONFIDENTIAL NATURE OF THE INFORMATION WHICH COMES INTO THEIR POSSESSION IN THE PERFORMANCE OF THEIR DUTIES. They will neither discuss nor disclose such information in public or in private, except when making a report at the request of higher authority, giving evidence at a trial, or otherwise acting in the course of official business on matters dealing with military censorship.

d. UNDER NO CIRCUMSTANCES WILL A UNIT CENSOR MAKE A MARK ON, OR INSERT ANY WRITING IN, A LETTER, ENVELOPE, OR PARCEL, EXCEPT AS SPECIFICALLY REQUIRED IN THE PERFORMANCE OF HIS OFFICIAL DUTIES.

e. Mail will not be delayed for unit censorship more than forty-eight (48) hours. This is the maximum time allowed, and unit censorship cannot be considered satisfactory merely because it is completed within such limit.

6. United States Army Examiner Stamp

a. Issue - One United States Army examiner stamp will be issued to a unit censor in each company, battery, squadron, or similar unit stationed outside the continental United States which has not received such a stamp. Such issue will be made by the Chief Base Censor of the area, by authority of Assistant Chief of Staff, G-2, HQUSSA.

b. Classification - United States Army examiner stamp will be regarded as CONFIDENTIAL material. Each stamp custodian is responsible for the safeguarding and proper use of the stamp issued to him, in accordance with the provisions of AG 300-4. The loss or unauthorized use of a stamp will be reported immediately to the Chief Base Censor of the area.

c. Transfer

(1) When a stamp is transferred or surrendered by the person to whom it was issued, written acknowledgment signed by both parties to the transfer or formal advice of the surrender will be forwarded to the Chief Base Censor of the area.

RESTRICTED

MCUSA Circular 412 (cont'd)

(2) When units possessing stamps are to be transferred from one overseas area to another, or from an overseas area to the United States, a receipt form listing the stamp numbers and the names of officers and organizations possessing them will be forwarded through channels to the Assistant Chief of Staff, G-2, MTOUSA. After verifying the list to his satisfaction the Assistant Chief of Staff, G-2, MTOUSA, will acknowledge receipt of the list.

(3) Units newly arrived in this theater will register all stamp numbers and the names of the officers and organizations to which they were issued with the Assistant Chief of Staff, G-2, MTOUSA. Units returning to the United States will surrender their stamps to appropriate intelligence authorities at the point of entry into the United States and will secure proper receipts therefor.

d. Use

(1) General - Under no circumstances will the impression of the United States Army censor stamp appear on communications which are not subject to, or on which final action is not taken by, unit censorship (paragraphs 7 and 8b (5)); nor will it appear on unexamined, unaddressed, or unsealed material other than V-mail, and postcards, and then only after such V-mail and/or postcards are no longer available to addressees. A United States Army censor stamp will be used only by the unit censor to whom it was issued.

(2) Mail - A unit censor, other than the custodian of the stamp, will place his normal signature legibly in the lower left hand corner of the address side of each piece of mail, including V-mail, which he passes, and will forward all such mail to the stamp custodian who will affix the stamp impression above the signature. Each original V-mail form will, in addition, bear the signature and stamp impression in the space provided on the inside of the form. Mail examined and passed by the custodian of the stamp himself will also bear the stamp impression and signature of the custodian.

e. Organizations not regularly issued censorship stamps are authorized to request them from the Chief Base Censor having jurisdiction over the area in which they are stationed. Such requests will include the following information: Organization; Strength; Name of nearest organization holding a censorship stamp, and distance thereto; Distance to nearest Army Post Office; if detached, probable duration of detachment; and any other pertinent information.

f. Upon relinquishing duties as a censorship officer, an officer holding a censorship stamp will transfer it to his successor. A written receipt showing the transfer will be forwarded to the Chief Base Censor of the area.

g. Every precaution will be taken to prevent a censorship stamp falling into improper hands or being lost. If it should be lost, an immediate report will be made to the Chief Base Censor. Any information obtained concerning the use of an unauthorized censorship stamp will be reported immediately to the Chief Base Censor.

7. Scope of Unit Censorship

RESTRICTED

AFMORSA Circular #12 (cont'd)

4. Outgoing Communications

(1) Officers' communications and the following types of communications from enlisted men will be subject to base censorship only and will not be unit censored:

- (a) Mail envelope mail.
- (b) Diaries and similar personal records.
- (c) Mail addressed to United States or Allied prisoners of war held by the enemy.
- (d) Mail to neutral, enemy, or enemy-occupied countries or territory.
- (e) Registered and insured mail.
- (f) Communications transmitted by electrical means, except where unit censorship of EVI is directed.
- (g) Envelopes or packages containing color and/or motion picture film addressed to the Base Censor in accordance with provisions contained in paragraph 18a (1)(c), Circular number 6, U.S. Military Censorship Regulations, this headquarters, 1945.

(2) All other tangible personal communications from enlisted men will be unit censored prior to transmission.

(3) The communications of civilians attached to the military service will not be unit censored unless suitable arrangements for the unit censorship of such communications have been made by the theater or Chief Base Censor.

5. Incoming Communications - Incoming communications will not be unit censored, except as directed by the Theater Commander.

6. Instructions For Unit Censors

a. Examination of mail

(1) Mail should be unsealed when submitted for unit censorship, but if necessary, the examining officer may cut open a sealed envelope and reseal it after examination using any available gummed tape. Envelopes should be cut open on one of the short sides with any sharp cutting instrument. Care must be taken not to mutilate postage stamps or return addresses. V-mail which is received sealed will be opened only by cutting along the top. Any other means of opening sealed V-mail will result in mutilation of the form.

(2) Only one piece of mail will be examined at a time in order to prevent the mixing of inclosures. A physical examination of each cover and its contents should be made to detect the possible presence of any secret writing.

RESTRICTED

RESTRICTED

Hq. USAF Circular #12 (cont'd)

Tissue linings and blank sheets of paper will be removed. Mail and all inclosures will be further examined for violations of the pertinent provisions of the censorship regulations.

(3) All personal mail, including parcels, while in the custody of censors, will be properly and adequately safeguarded.

(4) Parcels - All parcels, including luggage, will be examined carefully to prevent the transmission of concealed messages. After examination, parcels will be securely packaged prior to dispatch, and will be handled by censorship personnel only, until placed in the custody of postal authorities.

(5) Official Mail - Official correspondence is not subject to censorship, but the address and return address will be checked to insure that no classified information is revealed. Censorship officers, however, must be alert to detect possible evasion of censorship by use of franked envelopes for personal correspondence.

(6) Official Ballots - Envelopes containing either State or Federal official ballots or official applications therefor, identifiable as such, are considered official mail and will not be opened for censorship or stamped with a censorship stamp.

(7) Interdiction by Censors - Under no circumstances whatsoever may a postal censor make any mark on, or insert any writing in, a letter, envelope, or parcel, except as specifically authorized herein (deletions, misspellings, enclosure forms, censoring officer's signature on envelope.)

(8) Outgoing Mail

(a) Officers' mail, blue envelopes, and official ballots will be transmitted to the Army post office without being opened by unit censors.

(b) The following types of mail will be forwarded in a covering envelope by the unit censor to the Chief Base Censor as official mail:

(1) Foreign language correspondence which cannot be translated by the unit censor.

(2) Mail inclosing communications to Allied prisoners of war.

(3) Mail inclosing communications to persons in neutral, enemy or enemy-occupied countries.

9. Action to be taken on outgoing mail after examination

(1) Pass - If the mail does not contain any violation of censorship, the unit censor will replace the contents and will seal the mail. The signing and stamping of such mail will be governed by the provisions of paragraph 14.

RESTRICTED

ARMY Circular #12 (cont'd)

(2) Excise - When a few words or short phrases which constitute violations of censorship are discovered, the examiner will remove them with any sharp cutting instrument; the mail will then be passed. All excisions will be destroyed by burning. Excision which is extensive enough to make correspondence unintelligible is never warranted and return to sender for rewriting is necessary unless the mail is condemned. However, excision must be complete enough to prevent reconstruction of the excised violation. Excision will not be made in original V-mail form unless the form is subsequently enclosed for transmission in a separate and sealed outer envelope.

(3) Delete - This action will be taken instead of "excising" only on V-mail forms. Deletions will be made by obliterating censurable portions with a dark ink. Such deletions will be thorough enough to prevent restoration, or reproduction on microfilm, of the original meaning of the deleted portions.

(4) Return to sender

(a) The following types of mail which violate military censorship regulations will be returned to sender:

- (1) Mail containing violations too numerous to be excised or deleted.
- (2) Solicited communications between persons in or attached to the military service and unknown civilians wherever located. This prohibition includes acknowledgment cards for gifts from unknown donors which contain more than the signature of the recipient of the gift in addition to matter originally printed on the card.
- (3) Chain letters or round-robin letters.
- (4) Philatelic mail forwarded to Army post offices for cancellation. The transmission of small amounts of foreign currency or postage stamps is permitted, unless such transmission constitutes a violation of other military censorship regulations.
- (5) Confirmation copies of cables and radiograms.
- (6) Personal recordings or transcriptions when sent from an area outside the continental limits of the United States.
- (7) Communications between persons in or attached to the military service and all captured or detained enemy nationals, including civilian internees as well as military personnel who are prisoners of war.
- (8) Mail mentioning an inc. (very) which is found to be missing upon examination.

RESTRICTED

HQ USA Circle #12 (cont'd)

- (b) For educational purposes, the procedure of returning mail to sender will be emphasized in unit censorship. When a unit censor has examined mail of the type listed in (a), above, he will contact the sender personally and will explain to him why the mail is not suitable for transmission. The unit censor will request the sender to correct such violations by rewriting, by supplying the missing inclosure, or voluntarily destroying the mail or the inclosure which is in violation, or by similar action. When personal contact with the sender is not practicable, the unit censor will cross out the address, but not the addressee's name, and will write clearly on the cover, "Returned to sender by U.S. Army censor No. _____." A statement indicating why the mail is objectionable will be inclosed and the mail will be sealed and returned. Military Censorship Form Nos. 1 and 2, adopted for use by unit censors, may be used if available. Unit censors will not sign nor stamp mail which is to be returned to sender.

(5) Special action - Unit censors will forward to the appropriate Chief Head Censor, under official cover, the following types of mail on which they believe special action should be taken. Such mail will not be signed nor stamped. Each piece of mail so forwarded will be accompanied by a separate dated memorandum giving the unit censor's name and explaining briefly why the mail is being sent forward.

- (a) Mail suspected of containing secret writing. Unit censors will forward such mail without attempting to develop the message in any way.
- (b) Mail which should be condemned. Mail which contains serious, intentional, or repeated violations of military censorship regulations will be condemned.
- (c) Mail containing codes, ciphers, or any other concealed message.
- (d) Mail which mentions a serious instance of evasion or attempted evasion of censorship.
- (e) Mail which should be photographed or photostated. If, for use in evidence or for any other purpose, an examiner should decide that an exact record should be kept of mail which he is examining, he will have the mail photographed or photostated, and will certify as follows on the back of each reproduction:

RESTRICTED

RESTRICTED

Hq WFOUSA Circular #2 (cont'd)

"I hereby certify that this photograph (photostat) is a true reproduction of a document examined by me _____

(Date of examination)

Name _____ Rank _____
(Examining Officer)

- (f) Mail which contains information which would assist the armed forces of the United States or its Allies in the successful prosecution of a war.
- (g) Authorized foreign language mail which cannot be easily translated.
- (h) Any other mail, including those types listed in (a) (c), above, which a unit censor believes should be brought to the attention of area censorship.

(5) Note Missing Inclosures

- (a) When reference is made in a letter to an inclosure which cannot be found, the omission will be called to the attention of the sender in person if feasible. If the sender cannot be readily reached for reference, the examining officer will prepare duplicate copies of Form (HC-2), "Notification of Missing Inclosure." Both the original and the duplicate will be initialed by the examiner. The original will be placed in the letter and the communications returned to the sender. If local conditions render such action impractical, the letter will be passed. The duplicate copy of Form (HC-2) will be retained by the examining officer for his own protection, after noting on the reverse side thereof the following information:

- (1) Date of examination.
- (2) Name and address of addressee.
- (3) Name of sender.

- (b) Following are samples of HC-2 and HC-3:

HC Form 2

NOTIFICATION OF MISSING INCLOSURE	
The inclosure mentioned in this correspondence was found to be missing when the letter was opened by the censor	
HC-2	HC-3

RESTRICTED

785017

RECEIVED

Hq USAF Circl # 12 (cont'd)

HC Form 3

RETURN OF LETTER TO SENDER	
This letter is returned to sender because _____	

HC 3	EX-11

- (c) Comment Sheets - Comment sheets will not be prepared by a unit censor but he may recommend such action in forwarding mail as provided in b (5), above.
- (d) Action against violators - When a writer continues to violate censorship regulations after repeated attempts to educate him, a unit censor will report the circumstances to the unit commander for appropriate action.

By command of Lieutenant General McNABNEY:

GEORGE D. FENCE,
Brigadier General, GSC,
Chief of Staff.

OFFICIAL:

[Signature]
C. V. CHRISTENSEN,
Colonel, A.D.,
Acting Adjutant General.

DISTRIBUTION:

"2"

250 - CSC #1
250 - CSC #6
250 - CSC #8
50 - 3-1 (SC)
25 - AG Postal

761

RECEIVED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

17 JAN 1945

CIRCULAR

NUMBER 5

11 January 1945

U. S. MILITARY GOVERNMENT REGULATIONS

SUBJECT

PARAGRAPH

PAGE

I - GENERAL PROVISIONS:

General	1	1
Responsibility	2	1
Jurisdiction	3	2
Authorized Channels of Communication	4	2
Prisoner Consideration	4a	2
Not to deal with Enemy Prisoners of War	5	3

II - INSTRUCTIONS TO PARAGRAPHS:

General	6	3
Guidance	7	3
a. Conditional Statements	7a	3
b. Prohibited Statements	7b	5
c. Escape and Evasion Expectations	7c	6
d. Prohibited Correspondence	7d	6
Intelligence	8	7
Microfilm	9	9
a. Incoming	9a	9
b. Outgoing	9b	9
c. Exceptions	9c	9
Picture Postcards	10	10
Acknowledgment Cards for Gifts	11	11
Blank Swatches	12	11
Bill of Officers and Civilians under Military Juris.		
a. Civilians	13	11
Method of Filing	14	12
a. Infected Personnel	14a	12
b. Officers and Civilians	14b	12
Handling of Visitation	15	12
Wife Correspondence	16	12
Photographic Information to be Suppressed	17	12
Instructions for Handling Photographic Material	18	14
Cables and Radiograms	19	15
Inspection, Ordinary Cables (300)	20	15
Expeditionary Force Messages (300)	21	15

760

[Handwritten signatures and initials]

1. U.S. Military Conscription (cont'd)

The following Circulars, all this headquarters, 1944, are rescinded and the new letters below substituted therefor:

Section	Circular	Section	Circular
II	32	II	99
III	51	II	103
III	75	VI & V	110
IV	76	I	111
I	77	III	117
I	81	II	120
I	86	III	132
III	93	II	146

1. U.S. Military Conscription

2. Forward

a. U.S. Military Conscription in this theater will be conducted in accordance with the Circulars which are listed on D-100-23, dated 15 September 1944. All prior theater regulations and instructions contrary to the provisions herein are rescinded.

b. No subordinate commander will issue orders at variance with or more restrictive than instructions contained here, except. Upon any unit or organization receiving warning, alert, or movement orders for movement to any location, the commanding officer will place in effect with his unit or organization such additional conscription regulations as may be issued appropriate and necessary to prevent compromise of information in any way connected with the proposed or actual plans for movement (such as routes, dates, destinations, geographical location, present or future assignments or attachments known or surmised, type of duty or mission to be performed, and equipment, armament, and all other of all classifications known or which may be issued for use by the unit or organization, reorganization or conversion of unit or organization to that of another type or branch of the arm or service and special or other type of training or conditioning.) Commanding officers of all separate units or organizations smaller than regiments, or similar units, will ensure written concurrence for any additional or more restrictive conscription regulations issued by them from a headquarters of at least regimental level, and within the branch of the unit or organization, arm or service. A copy of the additional or more restrictive conscription regulations will be expedited to the Assistant Chief of Staff, G-3, HQUA.

3. Responsibility

1. Military conscription is a function of command. It is the direct responsibility of the Theater Commander, exercised through the Assistant Chief of Staff, G-3, HQUA. All United States commanders in this theater are responsible that the provisions of these regulations, and those pertaining to unit command and conscription, are observed and enforced within their commands.

14
HQ HTOUSA Circular #6 (cont'd)

B. Each organization and detachment commander will explain fully the provisions of this circular to all officers, civilians under military jurisdiction and enlisted men of his unit within forty-eight (48) hours after receipt thereof. Regimental and similar commanders will be responsible that this explanation is made to all units and personnel newly arrived in this theater. Thereafter periodic instruction will be given therein to all concerned as may be required to maintain efficient censorship and security of information.

3. Jurisdiction - Military censorship will be effected over all private communications to and from all personnel in this theater under United States military jurisdiction, to include all civilians (War Correspondents, Red Cross Representatives, etc.), accompanying or serving with this command in this theater.

4. Authorized Channels for Private Communications

a. Army Postal Service facilities are strictly limited to persons in or attached to the military service of the U.S., except when specifically authorized by this Headquarters.

b. Personal or unofficial mail from persons in or attached to United States Armed Forces in this theater will be transmitted only through the United States Army Postal System. It is forbidden to use the civil postal service or telegraph facilities as a means of sending personal communications, except in the case of Senders Composition Messages (SCM), as authorized in paragraph 20, this circular, and Expeditionary Force Messages (EFM) as authorized in Circular Number 115, this Headquarters, 1944. Messages of an urgent nature may also be sent in accordance with provisions of Section I, Circular Number 31, this Headquarters, 1944, through the American Red Cross. For transmittal of money see Circular Number 17, this Headquarters, 1944.

c. It is forbidden to transmit or carry private communications for posting or delivery outside this theater unless such communications have been examined and passed by a Chief Base Censor.

d. United States military personnel will carry classified official material from this theater only when one of the following conditions is met:

- (1) The bearer is in possession of AO Orders designating him as an official courier. In such case the package containing the classified material must be addressed to a responsible officer other than the bearer; or
- (2) The bearer is on a special mission which makes it necessary for him to carry classified material. In such case classified material in connection with the mission may be carried provided the travel orders so state.
- (3) Private and unofficial communications will be carried only when passed and stamped by a base censor.

Declassified E.O. 12356 Section 3.3/NND No. 785017

Hq MTOUSA Circular # (cont'd)

5. Mail to and from Enemy POW - Mail of any description to or from enemy prisoners of war in this theater will be censored only by the Prisoner of War Censorship Unit, APO 512, United States Army, or other duly authorized prisoner of war agency. Any organization or individual obtaining possession of any such mail which has not passed through authorized prisoner of war censorship, will forward it to the above unit for censorship. United States troops may NOT correspond with prisoners of war held by the Allies.

II --- INSTRUCTIONS TO PERSONNEL

6. General

a. With few exceptions, all private correspondence will be in plain English. Permission to write letters in a foreign language must be obtained from the unit commander. Such permission will be granted by him at his discretion. The unit commander will immediately notify the chief base censor that permission has been granted, giving the soldier's name and language authorized. Personnel authorized to write in a foreign language will indicate in pencil the language of the communication on the face of the envelope. Chief base censors are authorized to withdraw individuals foreign language privileges when deemed appropriate for censorship violations.

b. The use of codes, ciphers and shorthand, or any other forms of secret writing in private correspondence is forbidden. Crosses, X's, and other markings of a similar character in the text or at the end of a letter or on the envelope will not be permitted.

c. All articles and photographs, including those of a non-service nature which it is desired to dispatch for publication in the press will be forwarded, properly enveloped in an outer cover and addressed to Press and Radio Censorship Branch (IRC), AFHQ. Such submissions must be forwarded in duplicate and will be accompanied by the approval of the sender's commanding officer.

7. Guidance

a. Conditional Statements - Under no circumstances will either open or hidden reference be made in private or unofficial correspondence, or in private records, to any matter which might be of value or comfort to the enemy, be detrimental to the war effort, or disparage the forces or prejudice the foreign relations of the United States or her Allies. The following list indicates some subjects, the mention of which should be made only after careful consideration of the above:

- (1) Information concerning military or naval forces of the United States or an Ally.
- (2) Military, naval or aircraft armament or equipment. (No new designs should be mentioned until publicity has been given in the press)
- (3) Description of billets, bivouacs, camps, or location of groups of soldiers.

2463
Mg WFOUSA Circular #6 (cont'd)

- (4) Specific information as to the numbers of casualties, AWOL's, or desertions (numbers are of value to the enemy). Mention by name of casualties and AWOL or desertion cases in private correspondence before the elapse of thirty (30) days subsequent to such status is prohibited. References to specific grave locations will not be made in private correspondence at any time.
- (5) The military status of any person in transit, or the fact of his movement. (Possible future military operations might be revealed by identifying an individual known for a specific activity)
- (6) Reference to the presence in this theater of any officer of the rank of full colonel or higher if such information links him with a unit or an assignment. Officers whose names have been released in the press may be mentioned. Care will be taken not to disclose their present location.
- (7) Unauthenticated or false reports or misleading statements.
- (8) Troops of units in actual combat may state in their private mail, addressed to the continental United States or United Kingdom, descriptions of purely personal combat experience providing no reference is made to military units or to geographical location except as prescribed in paragraph 7b (1), hereof. Censors will be held responsible for an intelligent interpretation of the above.
- (9) Troops are permitted to mention in their personal correspondence their personal participation or experiences in the following operations in letters addressed to United Kingdom, Eire, British Empire and continental United States of America. No military formation or unit (even the writer's own) will be identified except by the correct return address and no mention of participation in the following operations is permitted in blue envelope mail or telegram:
- (a) North African campaign, Sicilian campaign, and the following operations of the Italian campaign:
- (1) Salerno landing
 - (2) Crossing of Volturno
 - (3) Crossing of Sangro
 - (4) Cassino battles
 - (5) Crossing of Garigliano

Declassified E.O. 12356 Section 3.3/NND No. 785017

Hq MTOUSA Circular #6 (cont'd)

- (6) Anzio bridgehead and breakout therefrom
- (7) Breakthrough of Hitler Line
- (8) Battle for Florence
- (9) Breakthrough of the Gothic Line.
- (10) Troops are also permitted to say they have visited Rome or witnessed eruption of Vesuvius. Personal visits to other places may also be mentioned but in no case will dates or references to the relative distances of writer's or any other military unit may be mentioned and writers may not link their personal accounts in any way with their unit or headquarters.

b. Prohibited Statements - Under no circumstances will reference be made to the following:

- (1) The exact geographical location of any unit, or the geographical location of the Army Post Office number which is assigned to any particular base or force.
- (2) Location of units or individuals may be disclosed only to the extent of saying "Somewhere in Italy", "Somewhere in North Africa", "Sicily", "Corsica", "Sardinia", or "Southern France" as follows:
 - (1) To personnel anywhere who are under United States military jurisdiction.
 - (2) To persons not under United States military jurisdiction who are located in the continental limits of the United States, United Kingdom, or this theater only.
 - (3) Except as in paragraphs (1) and (2), above, no location whatsoever will be disclosed in personal communications.
- (3) When forwarding War Department forms on official business, the locations of units should be identified by APO number only. In cases where it is necessary to show geographical location, the form or correspondence must be classified in accordance with AR 380-5.
- (2) The location, identity, movement or prospective movement of any United States or Allied naval or merchant vessel, or any United States or Allied naval, military, or commercial aircraft, or troop or supply movements.
- (3) Distinguishing signs used for identity of organizations or their transportation or baggage.

Declassified E.O. 12356 Section 3.3/NND No. 785017

(12)

HQ AFMUSA Circular #6 (cont'd)

- (4) Plans and forecasts, or orders for future operations, whether known or merely surmised.
- (5) The use, condition or probable extension of roads, air routes, railways, bridges, utilities or other transportation facilities.
- (6) The effect of enemy operations to material suffered by the United States or any Ally previous to the official publication of such information.
- (7) Statements criticizing or disparaging the effort of the Allies of the United States or causing a disunity between members of the Allied nations.
- (8) Reports of atrocities, unless released by appropriate authority.

c. Escape and Evasion Experiences - All evaders, escapees and internees, and all military personnel having knowledge of their experience will be warned that divulging to unauthorized persons

- (1) Any information whatever concerning operational briefings on, or equipment for, evasion and escape, or
- (2) In the case of an evasion or escape experience any information whatever beyond the fact of status change from M.I.A. or POW,

not only is a serious breach of security, but also entails disciplinary action under Army Regulations 380-5. Presentation of preparations or reports on evasion or escape experiences to censorship representatives for approval is prima facie evidence of breach of security and NOT a defense against disciplinary action.

d. Prohibited Correspondence

- (1) Chain letters - The mailing of chain letters is a violation of postal laws and regulations and is forbidden.
- (2) Round Robin or Newsletters - "Round Robin" or "Newsletters" will not be permitted because of their probable value to the enemy.
- (3) Communications to Unknown Persons

757

- (a) Communications to and from unknown persons, including "pen pal" letters, will be referred to the chief base censor by unit censors, who will condemn the communication.
- (b) Replies to advertisements or trade circulars or to letters of congratulation from unknown persons, will be referred to the chief base censor.

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

785017

Hq MOWMA Circular #6 (cont'd)

- (c) Advertisement or letters for publication inviting correspondence with unknown persons are forbidden and will be condemned by censorship officers.
- (2) Communications to the press except as provided in paragraph 6c.
- (5) Allied troops on the mainland of Italy may NOT correspond with local inhabitants or Italian troops on the mainland of Italy.
- (6) United States troops will not correspond with prisoners of war held by the Allies.
- (7) The writing of letters by members of the Armed Forces or civilians under military jurisdiction for or in behalf of local civilians or enemy prisoners of war, is prohibited. This also includes the addressing of envelopes or V-mail stationery by military personnel for use of local civilians or enemy prisoners of war.

D. Inclosures - (Parcels are subject to the same censorship regulations as any other form of communication.)

a. To send or to attempt to send to any person or agency, otherwise than in the course of official business, any of the following is forbidden:

- (1) Official documents, classified documents, or any materials which violate the provisions of AR 380-5. (Citations and personnel 301 file material may be mailed if contents are not at variance otherwise with regulations herein)
- (2) Documents captured from the enemy or found in places occupied by the enemy, or containing information about the enemy.
- (3) Official documents belonging to civil authorities in Allied or enemy territory.
- (4) Any items of United States or Allied government issue including clothing, equipment and supplies.
- (5) Reproductions of currency.
- (6) Pistols and revolvers.
- (7) Captured enemy trophies, except when accompanied by the proper certificates, and as authorized by Section V, Circular Number 52, this headquarters, 1942.
- (8) Mail from or on behalf of local inhabitants in Allied occupied territory will not be included in the personal mail of military personnel or personnel under military jurisdiction.

HQ WFOG Circular 46 (cont'd)

5. In addition, none of the following will be inclosed in private communications unless specifically permitted below: (Parenthetical explanations are included to clarify restrictions.)

- (1) Service newspapers serving Army or higher headquarters unless listed by Army or higher headquarters as approved for mailing. Clippings may be sent if they do not indicate the location of a unit.
- (2) Local civilian newspapers, publications or news bulletins published by or serving units or formations smaller than Army. (These are not press censored.) The service newspapers listed below are checked for mailing in accordance with the foregoing provisions:

Union Jack	Maple Leaf
Eighth Army News	AFW (Polish)
Crusader	MEW Times
Parade	Tank
Stars and Stripes	Radio News (Compiled by FNB)
(Italy Edition)	12th Air Force Weekly Mission
Stars and Stripes	15th Air Force Weekly Newspaper
(Mediterranean	
Weekly Edition)	

- (3) Postage stamps, except in small numbers. (All stamps must be examined for coded messages)
- (4) Phonograph records. (These cannot be censored in the theater)
- (5) Blank sheets of paper, including envelope linings. (All must be thoroughly examined for possible coded messages)
- (6) Foreign currency or coins except in small numbers and denominations. (Export control of currency)
- (7) Drawings, sketches, music manuscript and paints, except when submitted directly to the chief base censor for censorship. The submissions will not be accompanied by correspondence and will be wrapped ready for mailing.
- (8) Private diaries and memoranda. Such material will be dispatched to the chief base censor for storage. Before being dispatched to base censor diaries will be enclosed in sealed covers marked as follows:

"Private diary of (give full return address and name), upon release to be mailed to (give exact name and full address)." 56

After censorship, or after censorship is no longer in effect, diaries will be forwarded to addressee.

Declassified E.O. 12356 Section 3.3/NND No. 785017

HQ AFMUSA Circular # (cont'd)

- (9) Studio type portraits unless studio designations, trademark, and address have been excised.

c. The mailing or sending through the mails, for any purpose whatsoever, of explosives or inflammable articles, devices, substances or materials of any kind such as live ammunition, lighter fluid, matches or other articles of a similar nature is specifically and strictly prohibited. Such articles will not be sent through the mails even for official purposes. To do so constitutes a violation of both United States and British postal regulations. All concerned will take positive action to detect and prevent violations of this nature. Commanders are responsible that all members of their commands are properly instructed in this connection, and also that prompt and adequate disciplinary action is taken against offenders. Unit censors will delete from all correspondence requests that prohibited articles be sent through the mails.

Addresses

a. Incoming - The correct address of all personnel governed by this circular to be used by their correspondents is as follows:

- (1) Sender's name and address in upper left corner.
- (2) Grade, first name in full, middle initial, and last name of person addressed, followed by his Army serial number.
- (3) Letter or number of the company or other similar organization to which the addressee is assigned or attached.
- (4) Designation of the regiment or separate battalion, if any, to which the company is assigned or attached.
- (5) The APO number, care of the postmaster of the city assigned by the Army postal service as a mail address.

b. Outgoing - Return address on personal mail from all personnel governed by this circular will appear in the upper left corner of the envelope and will conform to the form and conditions prescribed for addressing mail outlined above.

- (1) One-half inch margin will be left blank along the left edge of envelope to facilitate resealing after being censored.

Excisions

- (1) The initials "AFMUSA", "AFHQ", "AFPS", "AFCS", etc., may be used as part of the address of personnel governed by this circular who are assigned or attached to such headquarters. Appropriate staff section will be used in lieu of paragraph a(3) above, and the appropriate initials in lieu of paragraph a(4), above.

Declassified E.O. 12356 Section 3.3/NND No. 785017

Reg. AFMHA Circular #6 (cont'd)

- (2) Communications originating at a APO in this theater to an APO in the theater or to an APO in another theater which can be dispatched direct without passing through the United States will be addressed as outlined in a and b above, except that the term "U.S. Army" will be substituted for "c/o Postmaster, New York City, N.Y."
- (3) A military return address will not be used anywhere on or in any communication intended for a neutral, enemy or enemy-occupied country. Such mail must be sent through a friend or relative residing in the continental United States. The friend or relative may forward such mail using a domestic civilian return address. Communications to Allied prisoners of war in enemy hands fall into this category. No mention will be made in such communications identifying the sender or anyone else as being a member of the military service. All mail from members of the armed forces addressed direct to prisoners of war held by the enemy, which is discovered in Army postal channels, will be forwarded to the Prisoner of War Department, New York Censorship Station, Post Office Box 20, GPO, New York, N.Y.
- (4) Military return addresses may be used on mails addressed for delivery at civilian addresses in Allied or Allied occupied parts of this theater where such communications have been authorized, and on mail addressed for delivery in Allied countries. The foregoing refers only to the type of return address that may be used when and if such communications are authorized. Each U.S. Army Post Office has information as to the countries to which mail matter may be sent, including rates, conditions and type of mail that may be sent to each and will have information relative to new services as they are placed in effect in the future. All concerned are directed to make inquiry at a U.S. APO.
- (5) No return address will be used on any acknowledgement card for a gift.
4. Private addresses will not be used.
- a. Official, hotel or other headed, printed or embossed stationery will not be used for private correspondence in such a manner as to disclose the exact geographical location of the writer, his unit or an APO number.
5. All personnel governed by this circular will advise their correspondents to address mail to them in accordance with the applicable provisions outlined above.

10. Picture Postcards

- a. Picture postcards are subject to the same censorship regulations as ordinary mail. General views of Italy and North Africa are permitted provided they do not disclose the writers present or past location, or the route by which movements of the writers unit have taken place.

My MOCRA Circular #5 (cont'd)

b. Picture postcards including those showing an identifiable locality or scene may be mailed, subject to foregoing, and any additional restrictions which may be imposed by the senior commander officially authorized to exercise censorship control for operational purpose.

c. Any reference in communications to postcards previously sent, or to be sent, which when considered with the postcard or separately violates military censorship regulations is prohibited.

11. Acknowledgment Cards for Gifts - Civilian organizations, firms, and individuals asking gifts of cigarettes, playing cards, etc., frequently include acknowledgment forms or cards to be filled in and returned by the recipient. In all cases where the donor is not personally known to the recipient such acknowledgment cards may be sent provided only:

a. Postage has been prepaid by donor.

b. Cards bear only the signature of recipient, and do not disclose return address, grade, military organization, APO or location.

12. Blue Envelopes

a. WD AGO Form 911, used by soldiers for a letter relating to private or family matters, to be censored by a base censor and not by a unit censor.

b. Enlisted military personnel in this theater are authorized to use blue envelopes for the transmission of letters relating to private or family matters only.

c. The purpose of the blue envelope is to offer more privacy to the sender and to protect him from possible embarrassment. Communications so sent are subject to censorship by the base censor only.

d. Each blue envelope will contain no inner cover, only one letter, and will be addressed directly to the addressee.

e. Enlisted men will not be induced or compelled to send their letters in blue envelopes. The rate of issue and use will not exceed two per man in any one month. Blue envelopes will be requisitioned from the chief base censor.

f. Blue envelopes will not be initiated without written approval from the chief base censor for production of a specified number.

g. Letters sent in blue envelopes and not justifying the use of blue envelopes will be returned to the senders.

13. Mail of Officers and Civilians under Military Jurisdiction

a. The provisions of this circular apply to the mail of officers and civilians under military jurisdiction (War Correspondents, Red Cross Representatives, etc.) as well as to all other types of mail.

Eq JTCMSS Circular #6 (cont'd)

b. Mail of officers and civilians under military jurisdiction will not be unit censored nor stamped with the unit censorship stamp, but will be subject to censorship by a base censor. Officers and civilians under military jurisdiction will sign their names without rank on the lower left hand corner of the envelope. When using V-mail, the writer will sign his name on the inside of the form in the space provided for the "Censor's Stamp" in addition to signing it on the lower left corner of the "envelope". The signature certifies that he has read, understood and complied with military censorship regulations.

14. Method of Posting

a. Enlisted Personnel

(1) All mail of enlisted men will be deposited in mail boxes in company, battery, or similar unit orderly rooms, unsealed and ready for mailing. Also envelope mail will be deposited sealed.

(2) Registered and insured mail is not subject to unit censorship and will be deposited direct with the Army postal service. Color and motion picture film addressed to the Base Censor in accordance with provisions contained in paragraph 13(1)(c), hereof, will be similarly treated.

b. Officers and Civilians - All mail of officers and civilians under United States military jurisdiction will be deposited in Army post office channels sealed and ready for mailing.

15. Handling of Violations

a. Mail and other communications which do not strictly conform to the instructions contained in this circular will not be forwarded and need not be returned to the writer, but are liable to such disposition as the Theater Censor or chief base censor may direct.

b. Persons revealing information prohibited by this circular, other than in the course of official business, are subject to disciplinary action.

16. Film Censorship

a. In this theater, the use of privately owned cameras has been authorized for all personnel, except those in combat zones.

b. Photographers will familiarize themselves with film censorship regulations. No picture will be taken that contains information of aid or comfort to the enemy.

17. Photographic Information to be Suppressed

a. In addition to the information prohibited by paragraphs 6, 7, and 8, above, the following classes of information are not to be released for export from this theater, except in the course of official business or with the written approval of this headquarters.

Hq HQUUSA Circular #5 (cont'd)

- (1) All aerial photographs and film of friendly territory. Official aerial photographs intended as souvenirs may be carried or mailed out of the theater, provided the following steps are accomplished:
 - (a) They are declassified by appropriate authority as specified in paragraph 15, AR 380-5, dated 15 March 1944.
 - (b) All identification data on margins are removed.
 - (c) They are submitted to either Base or Unit Censor who will stamp each photograph with authorized U. S. Military Censorship Stamp, provided it contains no objectionable data.
- (2) High-angle views showing military installations, possible military objectives, or landscape where prominent features would disclose location.
- (3) All views of plant operations engaged in Allied war manufacture, assembly or repair of material used for furtherance of the Allied cause. Close-up views of machinery or technical equipment.
- (4) Pictures which could be distorted by the enemy and used as propaganda against the war effort.
- (5) Pictures which might focus attention on training, personnel, or equipment from which the character of future operations might be determined. Also pictures which show state of training or morale of troops.
- (6) Pictures revealing general location of such equipment as planes, tanks, large guns, combat cars, etc.
- (7) Pictures of all classified equipment.
- (8) Pictures indicating a quantity or the presence of, a particular type of equipment in any general locality.
- (9) Pictures indicating route, type of aircraft, nature of cargoes and installations of the Air Transport Command.
- (10) Pictures of temporary graves or cemeteries.

b. Any reference in communications to photographs previously sent or to be sent which, when considered with the photographs or separately, violates military censorship regulations, is prohibited.

c. Photographs or films furthering the objectives of enemy propaganda will not be reported into this theater.

Declassified E.O. 12356 Section 3.3/NND No. 785017

BY: TOWNS, Circuit # (cont'd)

d. Particular attention will be given to backgrounds. Frequently the principal subject in the foreground of a picture is not objectionable while the background will reveal information to be suppressed.

10. Instructions for Handling Photographic Material

a. Photographic material exposed by amateur photographers will be disposed of in accordance with the following instructions:

- (1) Black and white film (still pictures) will be handled through the Army Exchange Service or APPROVED civilian laboratories.
- (2) Army Exchange Service will receive exposed film from military personnel and have it processed at civilian laboratories approved by U. S. Base Section Headquarters. After processing, film will be censored by Chief Base Censor and returned to military personnel or mailed to an addressee designated by the soldier.
- (3) Where such service as outlined in (2) above, is not available or its use entails undue delay, as in case of units distant from such services, military personnel may have exposed film processed by commercial photo finishers that have been properly investigated and authorized by U. S. Base Section or British District or Sub-District Headquarters. In areas where there is no approved commercial photo finisher, request for investigation of commercial photo finishers in the vicinity will be made of the intelligence officer of the unit in the area.
- (4) Color film and motion picture film in which cost of processing is included in the original cost of the film will be prepared for mailing in an outer wrapper addressed to the Base Censor. Such envelopes or packages are not subject to Unit Censorship. It will not be turned in to the Army Exchange Service. Color film and motion picture film in which cost of processing is not included in the original cost of film will be handled in the same manner except that a U. S. postal money order, payable to film manufacturer, sufficient to cover cost of processing and mailing to addressee, will be included with the film. It is the responsibility of the owner to determine processing and postage costs involved. Film received by chief base censor which is not accompanied by proper processing fees will be returned to sender. All film forwarded to Chief Base Censor for dispatch will have attached thereto, name and address of sender, as well as name and address of person in the U. S. to whom the processed film will be sent. Processed film of the above classes will not be returned to addressee in this theater by the

Declassified E.O. 12356 Section 3.3/NND No. 785017

SECURITY Circular No. (cont'd)

processing agency. Film coming within the above category received and dispatched by Base Censors will be classified CONFIDENTIAL in accordance with the provisions of AR 380-5.

- (d) Undeveloped film will not be sent out of this theater except as in (c) above.
- (e) Any film in violation of these regulations will be confiscated by the base censor and will not be returned to the owner as no facilities are available to the base censor to process or forward film as required. This applies also to any unprocessed film intercepted by the base censor in the mail.
- (f) All negatives and prints condemned by the base censor will become the property of the United States Government and will be disposed of as directed by the War Department or by the Theater Commander.

19. Cables and Radiograms

a. Cable - In this circular, the word "cable" signifies a personal message transmitted from this theater to a point outside the theater by electrical means, whether by submarine cable or by wireless. Radiograms are specifically included. Telegrams from one point to another, both within this theater, are specifically excluded.

b. Ordinary Cable - Sender's Composition Message or SCM - A cable written in the sender's own words.

c. Expeditionary Force Message or EFM - A cable written in fixed form with numerical designation of set phrases in a published list.

20. Instructions, Ordinary Cables (SCM)

a. General

- (1) Designation of personnel permitted to send ordinary cables, or sender's composition messages, and places to which these may be addressed will be as specified in instructions issued separately from this headquarters. (Reference is made to the provision of Circular Number 115, this headquarters, 1944)
- (2) Ordinary cables (SCM) in areas where these have been specifically authorized may NOT be handed in at any local civilian telegraph or cable office, except that in North Africa they may be submitted to any commercial telegraph, cable or radio office in French North Africa. The sender will identify himself to the telegraph clerk and will enter on the form his regular army postal address, including serial number, with no additional information as to locality.

STANDARD CABLES (SCS) (Sept 3)

The gray postal address is for purposes of record and tracing only, and will not be incorporated in the text or signature sent.

- (3) Ordinary cables (SCS), except in North Africa, will be filed with the EPI censors in the same manner as EPI's. They will not be unit censored, but will be subject to base censorship only. Any message contravening these regulations will be stopped. Permission to send messages without unit censorship emphasizes personal responsibility and senders are warned to study these regulations carefully and to adhere to them strictly.

b. Form

- (1) Address - Cables will be directed to normal, clear addresses. Code or registered addresses will not be used. Abbreviated addresses or addresses not readily understood may subject the cable to delay. If the message is addressed to other than an individual, it may be held while the reliability of the firm or group addressed is established.
- (2) Signature - All messages must be signed. The signature will be the normal signature of the sender and must include last name and initials; last name, middle initial, and first name; or full name. Rank, serial number, unit or organization, and APO number will NOT be included in the signature nor shown elsewhere in the message text.

c. Subject and Language

- (1) Ordinary cable (SCS) service as covered by these regulations is authorized in order to facilitate the transaction of urgent personal business, family affairs, greetings not sufficiently covered by EPI texts, and other personal matters. The following special types of messages for which other facilities are provided are specifically excluded from this service:
- (a) Official business.
 - (b) Press dispatches or other matter intended for publication.
 - (c) Money transfers.
 - (d) Orders for flowers, candy, or other merchandises.

By MEMPHIS OFFICE (cont'd.)

- (3) Ordinary cables (SC) will be in English, unless specific authorization to use some other language is obtained from the Chief Base Officer of the Base Command Detachment through which the cable is cleared. They will be in plain language. Commercial, private, or other codes will not be used. Use of any phrasing, abbreviations or expressions, the meaning of which is not entirely clear, may subject the message to delay or suppression.

d. Prohibited Information

- (1) The sender must assume that his cable will be intercepted by the enemy. Information transmitted in this manner becomes more quickly available to enemy agents than that sent in any other way. Valuable intelligence can sometimes be obtained by the study of large numbers of messages each of which is innocent in itself. For these reasons, the sender must be particularly alert to preserve security in personal cables. All cables are subject to restrictions in addition to those placed on postal communications.
- (2) Matter forbidden in ordinary letters is also forbidden in ordinary cables.
- (3) "Conditional Statements" as listed in this circular are prohibited in ordinary cables.
- (4) The following are also prohibited in ordinary cables:
- (a) Any reference to location of sender or other military personnel. (For example: the expression "I am in North Africa", although permitted in letters, is prohibited in cables. A statement such as, "Have seen Uncle John", may reveal location if addressee can be assumed to know location of persons mentioned.)
- (b) Designation or location of a unit, branch, arm or service, or any installation of the United States Armed Forces and related agencies or those of its Allies. This applies to units outside, as well as within this theater. Addresses of military personnel within the United States should include only the name, serial number and name of the military establishment, such as post, camp or station and its location in place of the APO address. Rank and all reference to military organization must be omitted. No provisions have been made for the transmission of personal cables between overseas United States military locations either to clear or coded APO addresses.
- (c) Notification of safe arrival in any form.

SECURITY Circular (cont'd)

- (d) Any reference to movement. (For example, such statements as: "Hope to see you soon", or "Am leaving this station", are prohibited.
- (e) Movement or prospective movement of any high government official.

21. Expeditionary Force Messages (EFM)

a. General - Basic instructions for dispatch and censorship of EFM's are given in Circular Number 113, this headquarters, 1944, (EFM Service). Instructions are summarized in part and in brief in this circular from the point of view of censorship, only, as it affects senders and unit EFM censors and will not be construed as rescinding any existing regulations.

b. Form and Contents

- (1) Addressee to which EFM's are directed will be normal and clear and will conform generally to the requirements in paragraph 2C(1) above.
- (2) The normal signature will be used, without grade, unit, arm or service or army serial number and will consist of the last name and two initials; last name, middle initial and first name; or full name.
- (3) Any reference to the country or place of origin, APO number, or military organization will be omitted from the message form. Unit designation will be entered by the unit EFM censor on form EAF 1001, but will not be entered on the message form. The sender's code cable address, the six letter code word equivalent to the APO number, will be entered in the space provided on the message form. (If the sender does not know his code cable address, this will be supplied by the unit EFM censor.)
- (4) The code word, name of sender, and name and address of addressee must be completely printed in block letters. All entries on the message form must be clear and legible.
- (5) The message will consist of one, two or three of the numbers corresponding to the texts appearing on the reverse side of the message form approved for use by United States Forces. Text numbers in use by British Forces or others, but not appearing on the U.S. message form, will not be used.

c. Channels and Unit EFM Censorship

- (1) EFM's will be filed with designated unit EFM censors. They will not be filed by senders or by unit censors at local civil post or telegraph offices. (Note difference in sending an EFM and in sending an SCM. See paragraph 2C(3))

AFMOWSA Circular #6 (cont'd)

- (2) Unit EFM censors will scrutinize message forms for compliance with the provisions of paragraph 21b, above. Messages found to be improperly prepared will be corrected or returned to sender. Messages found to be in proper form will be listed on Form MAP 1001, and forwarded, with Form MAP 1001, to a designated Central EFM Station, as official mail.
- (3) Other duties that are, or may be, required of unit EFM censors by existing regulations or by order of EFM officers include collection of charges, affixing of EFM stamps to forms, making of EFM allotments, and similar duties. Such duties are necessary for the operations of the service but are not censorship. They are in addition to, not a part of, censorship policy and regulations.
- (4) Unit EFM censors will provide information on SCM services and censorship and may assist personnel in their units to prepare SCM's but will not accept them for filing or dispatch.

By command of Lieutenant General McMARNEY:

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

OFFICIAL:

[Signature]
C. W. CHRISTENSEN,
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:

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250 - CBC #6
250 - CBC #8
50 - G-2(US)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)

NUMBER 4)

9 January 1945

JAN 13 1945

Officers Pay Vouchers I
Out of Bounds Area II
Per Diem III

I -- OFFICERS PAY VOUCHERS

In order to enable disbursing officers to maintain accurate and complete files of essential information regarding payments made in this Theater to officers, warrant officers (including flight officers), members of the Army Nurse Corps and other female personnel in grades corresponding to officers, warrant officers and flight officers, it is directed that all officers furnishing the statement required by paragraph 2c, AR 35-1360, dated 11 April 1944, include therein the following:

"I was last paid by _____
(Insert Name of Disbursing Officer, if known)
for the month of _____, 19____, while on duty at _____
(Name of Unit and Station)."

II - OUT OF BOUNDS AREA

1. All restaurants and eating houses in the mainland of Italy will be out of bounds to all U. S. personnel with the following exceptions:

a. Clubs, restaurants, etc., organized or controlled by U. S. troops themselves.

b. Cafes, etc., where no foodstuffs are sold.

III - PER DIEM

Section II, Circular Number 142, this Headquarters, 1944, is rescinded and the following substituted therefor:

1. Per diem allowances for military personnel on orders issued by all commanders for travel or temporary duty to be performed wholly within the theater is not authorized, so orders issued should state in all cases "no per diem", except that: 750

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Hq. MTOUSA Circular # 4 (cont'd)

a. Upon receipt of requests, made in advance of the travel or temporary duty to be performed, showing that the above limitation would cause undue hardship, this headquarters may grant authority for a per diem allowance, the amount to be determined by the circumstances incident to the travel or temporary duty involved.

b. Any headquarters having authority to issue travel orders for temporary duty in Albania, Bulgaria (except Sofia), Gibraltar, Greece (except Athens), Hungary, Malta, Rumania (except Bucharest) and Yugoslavia is authorized to include per diem at not to exceed \$7.00 per day for not more than thirty (30) days for such duty. Government billeting and messing facilities are not available in Sofia, Bulgaria; Athens, Greece; and Bucharest, Rumania, so no per diem is authorized while on duty in these places.

2. Monetary allowances in lieu of subsistence and quarters will not be paid to enlisted men while on duty in Sofia, Bulgaria; Athens, Greece; and Bucharest, Rumania.

3. For all travel, others than intra-theater travel described in paragraph 1 above, the provisions of Section II, W.D. Circular 356, 1944, will apply.

By command of Lieutenant General McNARNEY:

GEORGE D. FENCE,
Brigadier General, CSC,
Chief of Staff.

OFFICIAL:


G. W. CHRISTENBERRY,
Colonel, AGM,
Acting Adjutant General.

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Last Circular
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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JCR

CIRCULAR)
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NUMBER 1)

1 January 1945

THEATER CIRCULARS

- 4 JAN 1945

Revision of 1944 Series I
 Distribution II
 Rescissions III

I -- REVISION OF 1944 SERIES

The 1944 series of theater circulars is being revised. All circulars on each subject will be consolidated and issued at short intervals for the next three months. It is planned to rescind as many 1944 circulars as possible by 1 April 1945 and republish pertinent directives in the 1944 series.

II - DISTRIBUTION

1. LTCUSA and AFHQ circulars, administrative memoranda, and general orders are distributed direct to all major commands, including divisions, brigades, and groups. Commanders of such units are responsible that appropriate distribution is made to subordinate units and are authorized to reproduce when necessary. All units down to company level will be required to maintain a complete file of circulars.

2. Base section commanders are responsible that newly arrived units are provided with complete sets of circulars and other numbered publications appropriate to the type of unit concerned. Requests therefor will be submitted direct to the base section serving the unit.

III - RESCISSIONS

The following circulars of this headquarters, 1944 series, which are no longer applicable, are of seasonal interest only, or which should be thoroughly understood by now, are rescinded:

Section	Circular	Section	Circular	Section	Circular
III	23	I	37	II	48
II	24	II	37	V	48
IV	28	II	42	I	52
II	31	V	43	IV	52
II	33	VI	43	V	52
III	33	II	46	VI	52

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Hq MTOUSA Circular #1 (cont'd)

<u>Section</u>	<u>Circular</u>	<u>Section</u>	<u>Circular</u>	<u>Section</u>	<u>Circular</u>
I	55	I	83	III	104
II	58	III	83	I	105
IV	62	II	84	I	106
IV	63	I	85	III	109
III	64	III	86	II	112
II	65	IV	86	III	114
I	69	II	87	V	114
II	69	I	88	I	120
III	69	I	93	II	120
IV	69	IV	93	III	124
VI	69	I	95	I	135
II	78	II	95	I	144
IV	78	I	104	II	145
II	80	II	104		

By command of Lieutenant General McHARNEY:

MILLER G. WHITE,
Major General, GSC,
Acting Chief of Staff.

OFFICIAL:

[Signature]
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:
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HEADQUARTERS ALLIED COMMISSION
APO 594

MTOUSA

Suspense CIR. 1.Date 1 JAN, 1945

DIST.

FROM	TO	FROM	TO
Staff Officer to W/O	✓	Establishment Section	✓
Chief of Staff	✓	Executive Officer (A)	✓
Message Centre		Executive Officer (B)	
Civil Affairs Section	✓	G-1 (A)	✓
DP & Rep		G-1 (A) Civilian Emp.	
Local Govt		G-1 (B) FOR EXC(B)	✓
Patriots Branch		G-4 (A)	✓
Public Safety		G-5 (B)	✓
Security Division		2675th Regt	✓
Public Health		H. Q. Comdt	✓
Legal		Adjutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (22TA)	✓
Economic Section	✓	Air	✓
Requisition Division		Communications	✓
Agriculture		Civil Censorship Group	✓
Commerce		W.M.D. & P.O.V.	✓
Finance		Public Relations Branch	✓
Property Control Div.		Information Division	✓
Food		Archivist	
Industry		U.N.R.R.A.	
Mining Division		I.G.C.R.	
Labor		LIAISON DIV.	✓
Public Works & Utilities		ALL REGIONS	✓
Shipping		AMG-SY & ARMIES	✓
Transportation			
Political Section	✓		

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

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Remarks _____