

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

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10000/109/17
(VOL. V)

Declassified E.O. 12356 Section 3.3/NND

No.

785017

10000/109/17
(VOL. V)

CIRCULARS, MTOUSA, 1946
SEPT. 1946 - JAN. 1947
(1 OF 2)

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Ex Commissioner

384

62

JAN 29 1947

Last Circular
in 1946 Series
was Number 209.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 1)

1 January 1947

MTOWSA CIRCULARS

Revision of 1945 and 1946 series	I
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I. REVISION OF 1945 and 1946 SERIES

The 1945 and 1946 series of MTOWSA circulars are being revised. All instances of more than one circular on a subject will be consolidated and issued as one circular. Revision of 1945 and 1946 circulars will be made when possible and republished in the 1947 series.

II. DISTRIBUTION

1. MTOWSA 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. As requirements change each office or unit shown on the distribution list will examine its distribution needs and report desired changes to this headquarters, attention: Operations Division, AG Section, as often as is necessary, to maintain the flow of distribution at the minimum number of copies required. Major Commanders will promptly report distribution changes desired as brought about by activation, inactivation or other changes affecting the distribution list.

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III. STATUS OF 1945 CIRCULARS

	<u>Section</u>	<u>Circular</u>		<u>Circular</u>	
	II	2	rescinded by	139	1946
	III	2	rescinded by	21	1945
	IV	2	rescinded by	18	1945
	7	2	rescinded by	23	1945
	ALL	3	rescinded by	47	1946
	II	4	superseded by	145	1946
	III	4	rescinded by	69	1945
	ALL	5	rescinded by	88	1945
	ALL	6	rescinded by	46	1945
	ALL	7	superseded by	204	1946
	ALL	9	rescinded by	37	1946
	ALL	10	superseded by	204	1946
	ALL	12	rescinded by	107	1945
	I	13	rescinded by	27	1946
	ALL	14	rescinded by	92	1945
	I	15	rescinded by	122	1945
	ALL	16	rescinded by	84	1945
	I	17	rescinded by	83	1945
	I	18	rescinded by	49	1945
	ALL	19	rescinded by	115	1945
	ALL	20	rescinded by	22	1946
	ALL	21	superseded by	103	1946
	I	22	rescinded by	74	1945
Per 12	II	22	amended by	38	1945
	I	23	rescinded by	110	1945
	ALL	24	rescinded by	39	1946
Per 1 (4)	I	25	superseded by	82	1945
Per 5	I	25	superseded by	98	1945
	I	26	rescinded by	37	1946
	II	26	rescinded by	74	1945
	III	26	rescinded by	124	1945
	I	27	superseded by	127	1946
	I, II, III	28	amended by	55	1945
	VIII	28	added by	55	1945
	ALL	29	rescinded by	62	1945
	ALL	30	superseded by	141	1946
	ALL	31	rescinded by	30	1946
	II	32	rescinded by	83	1945
	III	32	rescinded by	37	1946
	IV	32	rescinded by	88	1945
	II	33	rescinded by	46	1945
	III	33	rescinded by	62	1945
Per 1	IV	33	rescinded by	93	1945

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III. STATUS OF 1945 CIRCULARS (Cont'd)

Section	Circular		Circular	
I	34	superseded by	103	1946
II	34	rescinded by	50	1945
III	34	rescinded by	30	1946
I	35	rescinded by	84	1945
II	35	rescinded by	100	1945
III	35	superseded by	175	1946
IV	36	superseded by	177	1946
V	37	rescinded by	61	1945
VI	38	rescinded by	73	1945
ALL	39	rescinded by	25	1946
I	40	superseded by	52	1945
IV	40	rescinded by	141	1945
VI	40	rescinded by	71	1945
ALL	41	rescinded by	133	1945
II	43	rescinded by	154	1945
IV	44	rescinded by	22	1946
ALL	45	rescinded by	102	1946
ALL	46	rescinded by	72	1945
ALL	47	rescinded by	1	1946
Para. 1, 15, 16, 17---	48	amended by	121	1945
I	49	rescinded by	84	1945
IV	49	rescinded by	123	1945
ALL	50	superseded by	76	1946
I	51	rescinded by	102	1945
II	51	rescinded by	74	1945
I	52	rescinded by	22	1946
I	53	rescinded by	47	1946
II	53	rescinded by	37	1946
II	54	amended by	119	1946
IV	54	amended by	119	1946
V	54	amended by	118	1945
II	55	rescinded by	89	1945
I	57	superseded by	132	1946
III	57	rescinded by	116	1945
I	58	rescinded by	74	1945
II	58	rescinded by	122	1945
Para. 1, 2--	59	amended by	109	1945
ALL	60	rescinded by	94	1945
ALL	62	rescinded by	167	1946
ALL	63	superseded by	204	1946
ALL	64	rescinded by	35	1946
I	65	rescinded by	113	1945
III	65	rescinded by	88	1945

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III. STATUS OF 1945 CIRCULARS (Cont'd)

	Section	Circular	Circular	
	III	56 rescinded by	75	1945
	III	66 rescinded by	107	1945
	III	67 rescinded by	12	1946
Par. 2b	II	68 amended by	75	1945
	II	69 rescinded by	1	1946
	III	69 rescinded by	48	1946
	III	70 rescinded by	107	1945
Par. 4a (1)	---	71 rescinded by	36	1945
Par. 4a (2)	---	71 rescinded by	85	1945
Par. 7a	---	71 amended by	126	1945
Par. 8	---	71 amended by	37	1945
Par. 8	---	72 amended by	85	1945
	III	73 superseded by	82	1946
I	I	74 amended by	91	1945
II	II	74 superseded by	48	1946
I	I	75 rescinded by	107	1945
II	II	76 rescinded by	37	1946
III	III	77 rescinded by	37	1946
Par. 13	IV	77 amended by	80	1945
	II	78 rescinded by	98	1945
	III	78 rescinded by	85	1945
	II	79 rescinded by	103	1945
	III	79 superseded by	32	1946
I	I	80 superseded by	141	1946
II	II	80 rescinded by	90	1945
I	I	82 rescinded by	107	1945
II	II	82 rescinded by	112	1945
III	III	82 amended by	34	1946
Par. 3b	---	83 rescinded by	107	1945
	III	84 superseded by	94	1946
I	I	85 rescinded by	173	1945
II	II	85 rescinded by	12	1946
Par. 1	III	85 amended by	102	1945
VI	VI	85 superseded by	35	1946
I	I	86 rescinded by	103	1945
III	III	86 rescinded by	109	1945
III	III	87 rescinded by	126	1945
I	I	88 superseded by	54	1946
II	II	88 superseded by	103	1946

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III. STATUS OF 1. CIRCULARS (Cont'd)

Section	Circular	Circular	Circular
I	89	superceded by	10
II	89	superceded by	141
ALL	90	rescinded by	167
III	91	rescinded by	153
IV	91	rescinded by	107
ALL	92	rescinded by	117
I	93	rescinded by	126
III	93	superceded by	175
IV	93	rescinded by	127
V	93	rescinded by	103
ALL	94	superceded by	75
III	95	rescinded by	128
ALL	96	rescinded by	182
ALL	97	superceded by	60
I	98	amended by	103
I	99	rescinded by	112
II	99	rescinded by	26
III	100	rescinded by	1
IV	100	rescinded by	110
I	101	superceded by	141
III	101	rescinded by	107
I	103	rescinded by	110
III	103	superceded by	58
ALL	104	superceded by	06
I	105	superceded by	141
I	106	superceded by	94
II	106	superceded by	74
II	107	rescinded by	1
II	108	superceded by	06
III	109	superceded by	58
ALL	110	superceded by	74
Para 1a, 2a, 4d, 6b, 6c, 6e,	111	rescinded by	121
Par 1b, ---	111	rescinded by	7
I	112	rescinded by	119
III	112	rescinded by	30
IV	112	rescinded by	127
I	113	rescinded by	131
II	113	superceded by	75

III. STATUS OF 1945 CIRCULARS (Cont'd)

<u>Section</u>	<u>Circular</u>	<u>by</u>	<u>Circular</u>	<u>by</u>
ALL	115	rescinded	180	1945
II	116	superseded	82	1946
II	117	superseded	175	1946
I	118	superseded	74	1946
V	118	rescinded	12	1946
I	119	rescinded	1	1946
II	119	superseded	94	1946
ALL	120	rescinded	20	1946
ALL	122	superseded	61	1946
II	123	rescinded	126	1945
I	124	superseded	53	1946
II	124	superseded	60	1946
III	124	rescinded	4	1946
ALL	125	superseded	74	1946
Par. 2, I	126	rescinded	10	1946
II	126	superseded	82	1946
III	126	rescinded	37	1946
II	127	rescinded	38	1946
III	127	superseded	58	1946
ALL	128	superseded	175	1946
I	129	rescinded	30	1946
II	129	superseded	82	1946
III	129	superseded	141	1946
ALL	130	superseded	74	1946
ALL	132	superseded	74	1946
ALL	133	superseded	136	1946
ALL	134	superseded	141	1946

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IV. STATUS OF 1946 CIRCULARS

Status of 1946 Circulars is:

	Section	Circular		Circular	
Par. 3a	---	1	superseded	by	81 1946
Par. 4a	---	1	amended	by	189 1946
Par. 7	---	1	superseded	by	118 1946
Par. 5	---	2	amended	by	18 1946
Par. 3	---	2	amended	by	11 1946
Par. 4	---	3	superseded	by	8 1946
	I	3	rescinded	by	20 1946
	II	3	superseded	by	75 1946
	IV	3	superseded	by	50 1946
	ALL	8	amended	by	9 1946
	ALL	10	rescinded	by	146 1946
	II	11	rescinded	by	186 1946
	III	11	rescinded	by	186 1946
	IV	11	rescinded	by	186 1946
	V	11	rescinded	by	186 1946
Par. 6	II	12	superseded	by	92 1946
Par. 17, 19	IV	12	rescinded	by	126 1946
	ALL	20	rescinded	by	186 1946
	ALL	21	rescinded	by	33 1946
	ALL	22	rescinded	by	46 1946
	ALL	25	superseded	by	82 1946
	ALL	26	superseded	by	142 1946
	ALL	28	rescinded	by	46 1946
	ALL	29	superseded	by	204 1946
	ALL	31	rescinded	by	91 1946
Par. 9	---	32	amended	by	43 1946
	ALL	33	superseded	by	60 1946
	ALL	35	simplified	by	85 1946
	I	37	superseded	by	95 1946
Par. 13a(1), 13a, 13b	II	37	superseded	by	61 1946
Par. 16h(1)	III	37	superseded	by	61 1946
	ALL	38	rescinded	by	153 1946
	ALL	40	superseded	by	142 1946
	ALL	42	superseded	by	63 1946
	ALL	44	superseded	by	142 1946
	ALL	48	superseded	by	88 1946
		49	not published		
	ALL	50	superseded	by	141 1946
	ALL	53	superseded	by	144 1946
	ALL	55	superseded	by	93 1946
	ALL	59	superseded	by	153 1946
	II	60	superseded	by	121 1946
Par. 17	VI	60	superseded	by	123 1946
Par. 20	VI	60	superseded	by	188 1946
Par. 29, 30	IX	60	superseded	by	200 1946

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	Section	Circular		Circular	
Par. 37	XII	60	superseded	by	128 1946
Par. 37.2	XII	60	amended	by	295 1946
Par. 37	XIV	60	superseded	by	163 1946
Appendix	F	60	amended	by	195 1946
	ALL	62	rescinded	by	192 1946
	ALL	64	superseded	by	163 1946
	ALL	65	superseded	by	162 1946
	ALL	67	amended	by	77 1946
	ALL	69	superseded	by	204 1946
Par. 30	I	70	amended	by	84 1946
Par. 40	II	70	amended	by	84 1946
Par. 1		72	amended	by	107 1946
Par. 13	IV	73	rescinded	by	97 1946
Par. 42	XI	73	rescinded	by	104 1946
	ALL	75	amended	by	79 1946
Par. 7	—	81	superseded	by	110 1946
Par. 4	—	82	rescinded	by	116 1946
	ALL	83	superseded	by	137 1946
	ALL	85	rescinded	by	154 1946
	ALL	90	superseded	by	204 1946
	ALL	95	supplemented	by	169 1946
	ALL	99	superseded	by	159 1946
	ALL	100	superseded	by	183 1946
Par. 7		104	amended	by	201 1946
	ALL	105	rescinded	by	165 1946
	ALL	108	rescinded	by	194 1946
Par. 6	I	109	superseded	by	120 1946
Par. 8	II	109	superseded	by	120 1946
	ALL	111	rescinded	by	152 1946
	ALL	112	superseded	by	142 1946
	ALL	113	rescinded	by	165 1946
	ALL	115	superseded	by	142 1946
Par. 20, 21		118	amplified	by	139 1946
	ALL	123	rescinded	by	186 1946
Inclosure		126	revised	by	138 1946
Par. 37	XII	128	rescinded	by	1000 Supply Direc- tive Number 22, 1946.
	ALL	130	reprinted	by	153 1946
	ALL	131	superseded	by	174 1946
	ALL	132	rescinded	by	137 1946
	ALL	134	rescinded	by	165 1946
Par. 1	I	136	superseded	by	162 1946
Par. 5, 6, 7, 8, 11	II	136	superseded	by	137 1946
Par. 2a, (c) (b)	—	139	rescinded	by	150 1946
Par. 40	II	141	superseded	by	182 1946
Par. 5c (2) and (3) II	—	141	superseded	by	182 1946
Par. 5c (c) (a) & II	—	141	amended	by	182 1946

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IV. STATUS OF 1946 CIRCULARS (Cont'd)

	<u>Section</u>	<u>Circular</u>		<u>Circular</u>
	ALL	142 superseded	by	161 1946
	ALL	148 superseded	by	204 1946
	ALL	150 revoked	by	154 1946
Par. 4c (1),	---	153 amended	by	156 1946
Par. 4c, 4c.5,	---	153 amended	by	177 1946
	ALL	159 superseded	by	204 1946
Par. 7b, 8,	---	161 amended	by	18 1946
Inclosure No. 1,	---	161 amended	by	167 1946
	II	163 supplemented	by	180 1946
Par. 12	---	166 amended	by	201 1946
Par. 3a, (2)	I	167 amended	by	207 1946
	ALL	168 superseded	by	204 1946
	ALL	170 rescinded	by	192 1946
	ALL	171 rescinded	by	183 1946
	ALL	172 superseded	by	204 1946
Par. 12,	IV	183 amended	by	207 1946
Par. 6, Sec. III,	---	183 amended	by	207 1946
Inclosure No. 1				
Par. 2, 3,	---	193 amended	by	202 1946
		208 not published		

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

L. C. JAMES

Major General, United States Army
Chief of Staff*Ralph C. Tilley*RALPH C. TILLEY
Colonel, USG
Adjutant GeneralDISTRIBUTION

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 204)

20 December 1946

UNIFORM REGULATIONS

Superseded Publications.....	I
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I SUPERSEDED PUBLICATIONS

1. The publications indicated below are superseded by this circular:

MTQUSA Circular Number 7, 1945
 MTQUSA Circular Number 10, 1945
 MTQUSA Circular Number 63, 1945
 MTQUSA Circular Number 25, 1946
 MTQUSA Circular Number 69, 1946
 MTQUSA Circular Number 90, 1946
 MTQUSA Circular Number 131, 1946
 MTQUSA Circular Number 145, 1946
 MTQUSA Circular Number 159, 1946
 MTQUSA Circular Number 168, 1946
 MTQUSA Circular Number 172, 1946

II GENERAL

2. The Service Uniform will be worn by members of this command as prescribed in pertinent Army Regulations. The uniform will be properly fitted and should be worn and maintained so as to reflect credit upon the service and the individual wearing it.

3. Commanders of all grades will take such action as may be necessary to insure that all members of their commands comply fully with uniform regulations. All references to Army Regulations in this publication cite only the basic regulation, hereinafter the reference will be construed to include all current changes. Major Commanders may authorize the substitution

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of certain uniform items within their commands as a replacement for unobtainable items.

4. a. Proper wearing of the uniform is mandatory at all times. Unit commanders are responsible for the proper instructions of their commands in uniform regulations. Particular emphasis will be given to the wearing of the uniform while on leave, traveling, or at leave and rest centers.

5. All officers and non commissioned officers are required to take immediate corrective measures when violations of uniform regulations are noted.

6. When personnel leave this theater, the scarf will not be worn in lieu of the neck tie.

7. Army Air Force Personnel.

Where these regulations are in conflict with Army Air Force Uniform Regulations, the latter will apply.

III WEARING OF SERVICE UNIFORM

6. The wearing of the service uniform in this theater is covered by the following Army Regulations, including changes as listed:

a. Officers, Warrant Officers, Flight Officers and Enlisted Men as prescribed in AR 600 35, 68; 600 40, 010, and War Department Circular Number 124, 1246.

7. Women personnel of the Army, as prescribed in AR 600 37, 06, including:

- (1) Women Army Corps, (officers and enlisted)
- (2) Army Nurse Corps
- (3) Physical Therapist
- (4) Dietitians
- (5) Women Medical Officers.

8. Army Hostess and Librarian Service, and USO Personnel, as prescribed in AR 600 36, 01.

9. Red Cross Personnel, as authorized by paragraph 19, AR 350 73-01.

10. Civilians, as prescribed in paragraph 20, AR 600 40, 010.
(See Section X this circular)

11. Former military personnel.

- (1) Former enlisted or officer personnel discharged in this theater for the purpose of accepting employment with any civilian agency, are authorized to wear the Service Uniforms,

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as prescribed in paragraph 27, AR 600-40, while on terminal leave. After expiration of terminal leave the provisions of paragraph 20, AR 600-40 will apply.

- (2) Nothing contained herein will be construed to prohibit the wearing of the service uniform by honorably discharged personnel on occasions of ceremony as prescribed in paragraph 25, AR 600-40.

7. Prohibited Articles.

Articles of uniform will not be worn unless of standard pattern as prescribed in AR 600-35, or as issued by US Army Supply agencies. The wearing of items listed below by members of the Army of the United States in the theater is prohibited:

- a. Service hat (Campaign hat).
- b. Cloth belt, officers style, on service coat by enlisted men.
- c. Belt buckles, other than of standard pattern.
- d. Sox, of color other than brown, tan, or olive drab.
- e. Service cap by enlisted men. (See Fig 5, Appendix A)
- f. Miniature insignia except by general officers.
- g. Any articles of uniform of a foreign nation except in an emergency.
- h. Combinations of various articles of the uniform other than as prescribed in appropriate Army Regulations.
- i. Jacket, field, cotton, M-1941, or any field jacket other than M-1943, or any jacket with knit wristlets or fur collar, or trimmings. (Except in organizations in which the jacket, combat, is prescribed for issue.)
- j. Jerseys, sweaters, or vests by male or female personnel, as outer garments.
- k. Seersucker sports clothing by female personnel except during sports or physical labor.
- l. "Cairo type" boots.
- m. Civilian clothing, except:
 - (1) Appropriate sports clothes when dressed for exercises (walking and driving not included).

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- (2) All women members of the Army are authorized to wear civilian clothing, both on and off military installations, when off duty.

IV INSIGNIA

1. Insignia will be worn in accordance with the appropriate regulations as indicated: (See Appendix A)

a. Officers, Warrant Officers, Flight Officers, Distended Men: AR 600-35, G-440, WD Circular Number 294, 1945, and WD Circulars 303 and 305, 1945

b. Women personnel of the Army (including: See paragraph 6, b, this publication), Section III, AR 600-37.

c. Personnel are authorized to wear on the right shoulder sleeve insignia of a unit to which they were assigned while serving overseas, with such assignment limited to the dates, 7 December 1941 to 3 September 1945, both dates inclusive. (Section 1, WD Circular, 305, 1945)

d. Army Postage and Librarian Service and USA Personnel, Section III, AR 600-35 and paragraph 20, Section II, AR 600-40.

e. Civilians: AR 600-35 and paragraph 20, AR 600-40

f. Red Cross: Paragraph 19, AR 650-75.

V SCARF

2. The wearing of a scarf of prescribed color is authorized for optional wear in lieu of a necktie in accordance with the provisions of this circular.

10. Colors for scarfs to be worn by major commands are:

- | | |
|--|--------|
| a. Headquarters MTOUSA and Headquarters Command, MTOUSA, Military Police-excepted. | WHITE |
| b. Military Police, Headquarters Command, MTOUSA | YELLOW |
| c. Rome Area, MTOUSA | GREEN |
| d. Peninsular Base Section | RED |
| e. 68th Infantry Division | BUE |
| f. All Air Force Units | YELLOW |
| g. American Graves Registration Service, Mediterranean Theater Zone | GREEN |

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11. When the scarf is worn the shirt collar will be unbuttoned, the shirt button immediately below the collar will remain buttoned, the scarf will be worn around the neck, tied in front, Ascot style, the ends tucked neatly within the shirt. The upper edge or fold of the scarf will be exposed one inch above the collar at the back and sides. The entire neck opening will be covered by the scarf.

12. The scarf will NOT be worn when the Coat, Service, is worn, (this includes winter or summer uniforms). When the Coat, Service, is worn the wearing of the shirt and necktie is mandatory.

13. During the period when the winter uniform is worn the wearing of a scarf, of the prescribed color, is authorized for optional wear in lieu of a necktie:

a. By Enlisted Personnel: At anytime when the necktie is not specifically prescribed.

b. By Officers:

When the Shirt, Wool, is the outer garment.

When the Field Jacket, Wool (Eisenhower) is worn. (Fig 1, Appendix A)

When the Overcoat is worn over the shirt or Field Jacket, Wool.

When the Field Jacket, M-1943, cotton, is worn, (See paragraphs 37, Section III, AR 600-40, and paragraphs 15, and 22, a. (2), this circular) (Fig 2, Appendix A)

14. When the Field Jacket, wool, is worn as the outer garment, and the scarf is worn, the collar of the shirt will be folded smoothly over the outside of the collar of the jacket, the scarf being worn under the shirt collar in the prescribed manner.

15. With the Field Jacket, cotton, M-1943, and the overcoat, the shirt collar will be worn inside the collar of the jacket or overcoat.

16. For the period when the summer uniform is prescribed, the wearing of a scarf of prescribed color is authorized for optional wear by officers and enlisted personnel only when the shirt is worn as the outer garment.

17. The wearing of the scarf will be optional with the individual. Personnel will not be required to procure a scarf for wear. Scarfs procured by individuals under this authority must be of suitable color and material. Scarfs purchased from Army Exchange Stores are for sole use of the purchaser and will not be resold or disposed of as a gift except to military personnel as authorized.

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18. Major Commanders will prescribe such additional appropriate orders as may be required for the wearing of scarfs within their commands.

VI. EFFECTIVE DATE OF WEARING SUMMER AND WINTER UNIFORM

19. a. Unless otherwise prescribed by a major commander the effective dates for wearing of summer or winter uniform in this theater are:

- (1) Summer uniform: 15 May, with optional wear (except for formation with troops) 1 May to 31 May.
- (2) Winter uniform: 1 October with optional wear (except for formation with troops) 15 September to 31 October.

b. In the event circumstances necessitate variation of effective date for uniform change, the necessary announcements will be made by this headquarters.

VII. MALE UNIFORM

20. a. Male Officers, Warrant Officers and Enlisted men.

- Cap, garrison cotton, khaki.
- Shirt, service, cotton, khaki.
- * Necktie, cotton mohair, khaki.
- Trousers, service, cotton, khaki.
- Shoes, wool or cotton, tan or brown.
- ** Shoes, service; or boots, service dress (When boots, service combat are worn the trousers will be tucked in the boot tops).
- Raincoat (optional during inclement weather, unless prescribed).
- Insignia of rank and arm or branch of service (Officers and Warrant officers)
- Insignia, collar, EM, US and Arm or Service as wear by EM on shirt and cap, garrison; or authorized Air Max unit insignia for cap, garrison. (Appendix A)
- Insignia, shoulder sleeve, left shoulder as authorized (Shoulder insignia of former unit served with overseas, optional on right shoulder, same relative position) (See paragraph 5, c, this circular).
- * Scarf may be worn as provided in Section V, this circular.
- ** For off-duty wear, low quarter shoes, tan, brown or russet, of military type, may be worn by enlisted men.

(1) Substitutions for the above are authorized as indicated, except when in formation with troops, for wear by officers and warrant officers:

- (a) Cap, garrison, and cap service, of fabric prescribed in AF 600-25 for wear with matching shirt and trousers.

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Hq MAMLA Circular No. 204 (Cont'd)

(b) Shirt, of fabric prescribed in AR 600-35, for wear with matching trousers.

(c) Coat, service or jacket, field, summer, of fabric prescribed in AR 600-35, for wear with matching trousers. (optional for off-duty wear).

(d) Shoes, tan, brown or russet (high or low quarter).

(2) The wearing of the coat, service, wool OD, jacket, field, wool OD and trousers, wool OD (Coat, jacket and trousers dark green or trousers, pink, for officers), is optional during off-duty hours in the summer months.

1. All women of the army, enlisted and officers, will wear the summer uniform as prescribed in AR 600-37, and when mandatory as outlined below.

(1) The wearing of the Winter Uniform "A" is optional during off-duty hours in the summer months.

c. Necktie, or scarfs as authorized by Section V this circular, will be worn:

(1) By all personnel on duty in major commands or similar headquarters.

(2) By all individuals when in town, on or off duty.

(3) By all individuals after 1800, except as specified in d below.

d. Necktie will not be required.

(1) For troops at training.

(2) For troops performing normal work, fatigue or guard.

(3) For personnel when at camp in immediate area of their billets.

(4) For truck drivers when on hauling jobs (this does not include drivers of staff cars or passenger vehicles).

e. When the necktie is not worn the top button of the shirt will be unbuttoned and the collar pressed down smoothly.

Eq. INSTR. Circular No. 294 (Cont'd)

2. The Summer Uniform as prescribed above will be the habitual wear for all personnel except:

- (1) For "Field Duty" the uniform will be as prescribed in paragraph 9, AR 600-40.
- (2) Trousers, jackets and caps, MPT (fatigue clothing) may be worn when actually engaged in training or work that would cause damage to the uniform. Fatigue clothing will not be worn to or from quarters to place of work, except by fatigue details.
- (3) Appropriate sports clothing may be worn when actually engaged in sports or exercising (walking and driving not included).
- (4) All women members of the Army are authorized to wear civilian clothing, both on and off military installations, when off duty.

VIII. SUMMER UNIFORM "A"

1. Male officers and Warrant Officers:

Cap, garrison, wool, OB.
Shirt, service, cotton OD.
*Necktie, cotton weaver, khaki.
Jacket, field, wool, OD (Eisenhower Jacket).
Trousers, service wool, OD.
Socks, wool or cotton, tan or brown.
Shoes, tan, brown or russet (high or low quarter); boots, service combat. (When boots, service combat are worn the trousers will be tucked in the boot tops.)
Raincoat, optional during inclement weather.
Overalls, optional during inclement weather.
Overcoat, officers, field or short (optional).
Insignia of rank and arm or branch of service.
Insignia, shoulder, sleeve.
*Scarf may be worn as authorized by Section IV of this circular.

- (1) Substitutions for the above are authorized, at option of the individual:

- (a) Cap, service.
- (b) Shirt, service, wool.
- (c) Coat, service.
- (d) Jacket, field, dark green (Eisenhower).
- (e) Trousers, wool, dark or light olive.

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Eq MCOUSA Cir No. 204 (Cont'd)

b. Enlisted men.

Cap, garrison, OD, with Insignia, Collar, EM, US, or distinctive Insignia. Shirt, flannel, OD (with insignia, EM, collar US and Arm or Service when shirt is worn as outer garment). (Fig 10, Appendix A)

Jacket, wool (Stephens) with insignia, US and arm or branch or service. (Fig 9, Appendix A)

Trousers, wool OD.

Belt, web waist, EM (with belt buckle).

*Shoes, service; or boots, service, combat (when boots are worn trousers will be tucked in the boot tops).

Socks, wool or cotton, tan or brown.

Immacul (optional during inclement weather, unless prescribed).

Overcoat, wool or coat, mackinaw as issued (optional unless prescribed).

Gloves (optional, unless prescribed).

Shoulder insignia, sleeve, left shoulder as authorized (shoulder insignia of former unit served with overcoat, optional on right shoulder, same relative position). See paragraph 5, c, this circular.

Decorative service medals, and badges as prescribed and authorized.

*Sash may be worn as provided in Section V, this circular.

*Shoes, low quarter, tan, brown, or russet. Military type may be worn off duty, or if prescribed, on duty.

c. All women of the army, enlisted and officers, will wear the uniform A as prescribed in AR 600-37 and when mandatory as outlined in the paragraph below, except that civilian clothing is authorized for wear both off and on military installations when off duty.

d. The Winter Uniform "A" for all military personnel will be worn:

After duty hours;

When outside, the immediate vicinity of barracks or quarters;

At formal occasions;

At evening meals, except when mess is at place of duty;

When on leave or pass.

e. For "Field Duty" the uniform will be as prescribed in Paragraph 9, AR 600-40.

WINTER UNIFORM "B"20. a. Male Officers and Enlisted Personnel

- (1) Uniform "B" is the same as Uniform "A" except that neither the jacket, field, wool nor the coat, service is worn. The shirt, service, wool is mandatory with Uniform "B".

Hq MFOUSA Circular No. 204 (Cont'd)

- (a) Enlisted personnel will wear collar insignia as prescribed in WD Circular 355, 1946. (Fig 10, Appendix A)
- (2) The Jacket, field, cotton M-1943 (see Fig 8, Appendix A) may be worn out of doors in conformance with the provisions of paragraph 37, Section III, AR 600-50, except that officers on office duty at Headquarters MFOUSA and at Headquarters of Major Commands will not wear the field jacket, cotton.
- (3) Uniform "B" may be worn at the option of the individual except where Uniform "A" is mandatory.

b. Women of the Army.

- (1) Uniform "B" is the same as Uniform "A" except that neither the jacket, wool, OD, women officers, or the jacket, service, enlisted, or the jacket, WAC, winter, is worn. The winter, wool OD is mandatory with uniform "B".
- (2) The jacket, field, M-1943, women's, may be worn out of doors during duty hours, except that officers on duty at Headquarters MFOUSA and at Headquarters of Major Commands, may not wear the jacket, field, M-1943.
- (3) Uniform "B" may be worn at the option of the individual except when Uniform "A" is prescribed.

c. The scarf may be worn by male and female officers and enlisted personnel as authorized in Section V, this circular.

23. While on office duty at Headquarters MFOUSA and at Headquarters of Major Commands, the Uniform "A" or "B" will habitually be worn by all military personnel.

IX. GUARD, MP, AND US ARMY SUPERVISORY PERSONNEL

B. a. Guard Uniform, Summer

Guard personnel will wear summer uniform as modified by Par. 20 d (3) this circular, except, with combat boots, trousers tucked in boots and belt, web, cartridge or pistol. If raincoat is worn, belt will be worn on the outside. Arms or holster, stool as and if prescribed.

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HQ MTOUSA Circular No. 204 (Cont'd)

b. Guard Uniform, Winter:

Guard personnel will wear winter Uniform "A" except, with combat boots, trousers tucked in boots and belt web, cartridge or pistol. If raincoat or overcoat is worn, belt will be worn on outside. Arms or helmet, steel as and if prescribed.

c. Military Police:

Military Police will wear uniforms while on duty to conform with current instructions from the Theater Provost Marshal.

d. U.S. Army Supervisory Personnel for Italian and German Laborers:

Army personnel supervising Italian or German labor will wear Uniform "B" unless work is such as to necessitate fatigues. If fatigues are worn the web belt will be worn and cleaned as a head dress. Such fatigues will be clean and neatly pressed.

X WEARING OF THE SERVICE UNIFORM BY AMERICAN CIVILIANS

25. The wearing of the service uniform by War Department Civil Service Employees, War Department Civilian Technical Observers, and members of United Services Organization Camp Shows (U.S.O.), within the Mediterranean Theater of Operations is authorized.

26. The prescribed uniform, when worn, will be:

a. (1) War Department United States Civil Service Employees and War Department Civilian Technical Observers:

*Winter

*Summer

*Cap,arrison, wool (See fig 5, Appendix A)
Coat, army coat, winter
Shirt, wool OD (or shirt cotton, khaki, when coat is worn)
Trousers, wool OD (for male employees)

*Cap,arrison, cotton, khaki
Shirt, cotton, khaki
Trousers, cotton, khaki (for male employees)
Shirt, cotton, khaki, (for female employees)
Shoes, service, low

Shirt, wool, OD women's (for female employees)
Shoes, service, low
Overcoat, field, officer's (Optional)
Gloves, wool, OD (Optional)

**Noctile

**Noctile

*The wearing of the Cap, service both summer and winter is prohibited.
**The skirt may be worn in lieu of a noctile in conformance with Section V this circular. (See figs 5, 6 and 7, Appendix A.)

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

Hq. MICHAEL Circular No. 204 (Cont'd)

(2) The type uniform, whether officer or enlisted, will be as authorized by commanders of Major Commands, in general, analogous to that of military personnel performing comparative duties.

(3) Members of United Organization Camp Shova (U.S.O.), as prescribed in AR 600-36, 25 February 1944, as changed by Changes Number 1, 13 November 1945.

b. When worn the uniform will be complete, to include head dress.

c. Mixed uniform and civilian dress is prohibited.

27. Insignia:

a. The uniform will be worn without insignia except that the shoulder sleeve insignia as prescribed in AR 600-35 will be attached permanently to the outer half of the left sleeve of the outer garment, the top of the insignia to be one-half inch below the top of the shoulder seam. (See Fig. A, Appendix A.)

(1) Lapel or collar insignia will not be worn by WD civilian employees. (Paragraph 20, AR 600-40)

b. When the uniform is worn by members of the United Services Organization Camp Shova (U.S.O.), insignia will be worn as indicated:

(1) Shoulder Sleeve: As prescribed in paragraph 14a, AR 600-36.

(2) Cape Insignia: As prescribed in paragraph 14a, AR 600-36.

(3) Lapel Insignia: As prescribed in paragraph 14b, AR 600-36.

(4) Insignia will not be worn on the shirt collar.

c. The wearing of insignia of grade, arm or service, military awards, Service Ribbons, and decorations, overseas chevrons, and/or Divisional or other unit insignia, is prohibited, except when complete military uniform is worn in occasions of ceremony, as authorized in paragraph 6, f (2), this circular.

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WH, MTOUSA Circular No. 204 (Cont'd)

XI SALE OF UNIFORMS TO AMERICAN CIVILIANS

28. The provisions of MTOUSA Circular Number 63, dated 7 May 1940, apply in the sale of uniforms to American Civilians

BY COMMAND OF LIEUTENANT GENERAL LEB:

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

OFFICIAL:

Walter C. Tilley
WALTER C. TILLEY
Colonel, ASD
Adjutant General

1 Incl:
Appendix A

DISTRIBUTION:
"Z"

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APPENDIX A - MPMUSA CIR NO 204, 1946.

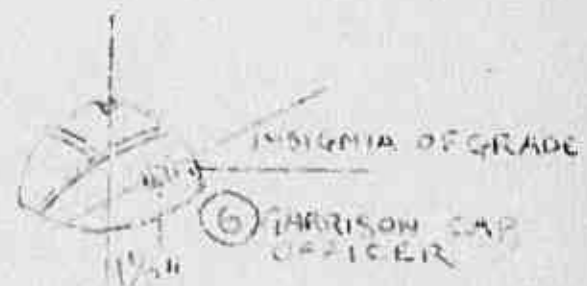
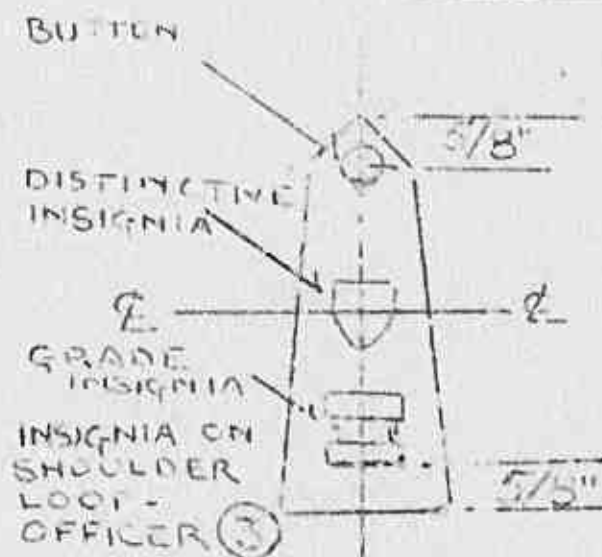
JACKETS, FIELD



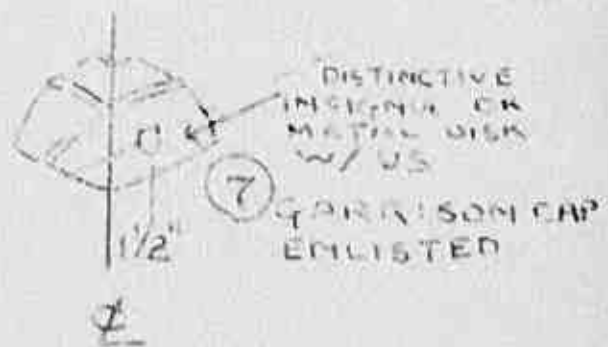
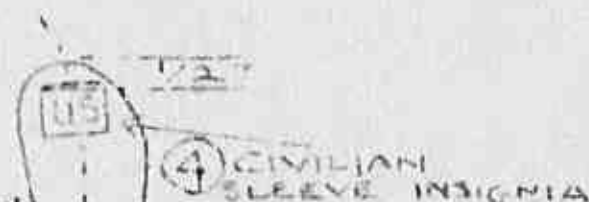
① JACKET FIELD, WOOL (EISENHOWER)

② JACKET,
FIELD,
COTTON
M-1943

WEARING OF INSIGNIA



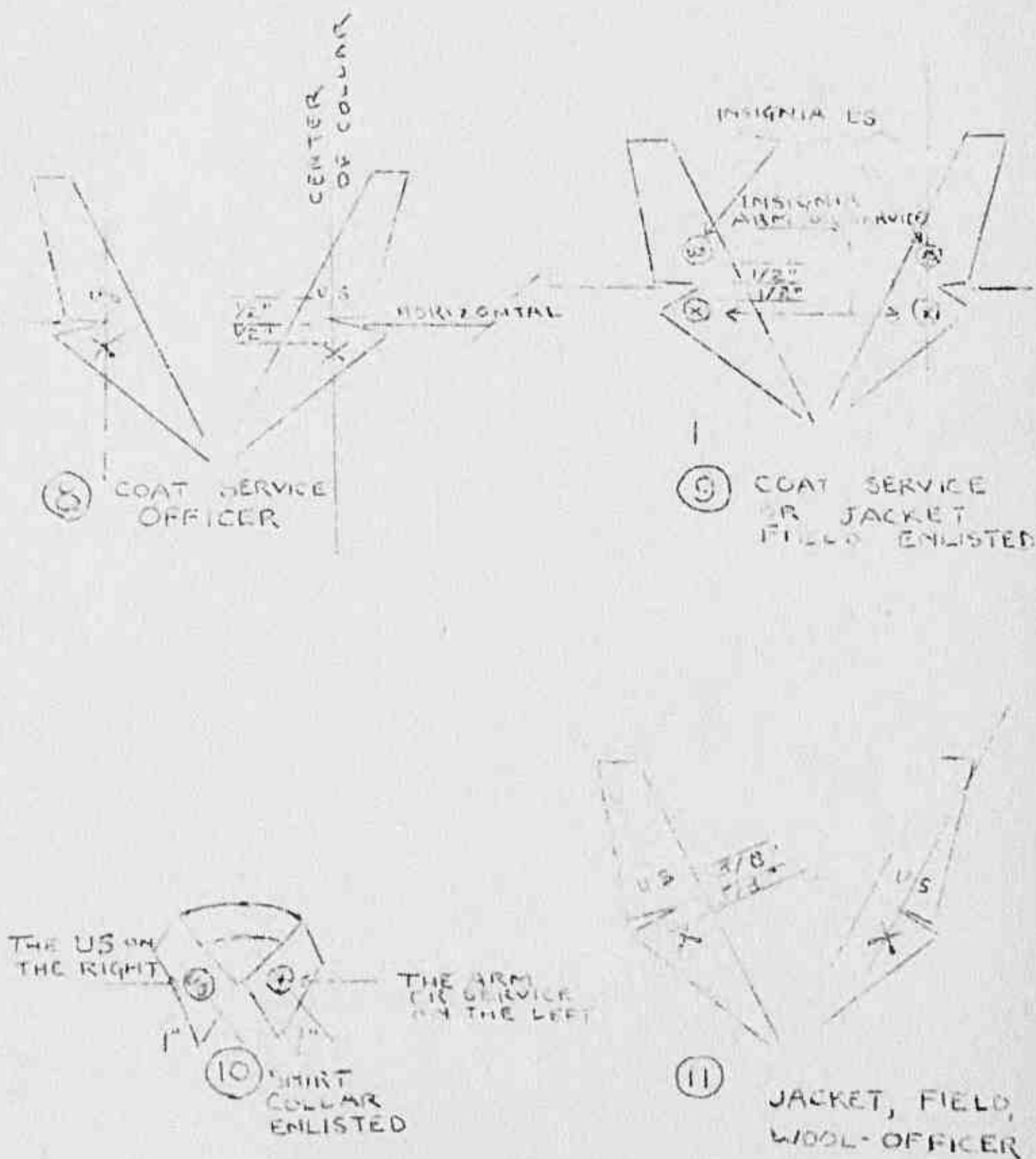
NOTE:
NO OTHER
INSIGNIA IS
AUTHORIZED
FOR WEAR
BY
CIVILIANS
EXCEPT
ARC, USO
& ARMY
LIBRARIAN
SERVICE.



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APPENDIX A

WEARING OF INSIGNIA



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 HEADQUARTERS
 MEDITERRANEAN THEATER OF OPERATIONS
 UNITED STATES ARMY
 APO 912

CIRCULAR

NUMBER 207

30 December 1945

Nonappropriated Funds.....
 MTOUSA Motion Picture Service.....

I. NONAPPROPRIATED FUNDS

1. MTOUSA Circular Number 167, 1946, is amended by the addition of paragraph 3a (2) as indicated:

"3a (2) MTOUSA Motion Picture Service Funds authorized under the provisions of MTOUSA Circular Number 163, 1946"

II. MTOUSA MOTION PICTURE SERVICE

2. MTOUSA Circular Number 163, 1946, is amended by the addition of paragraph 18.

"18. AUDITS

Motion Picture Service Funds will be audited not less frequently than once each six months by, or under supervision of, the major commander. All audits will be made as of the close of business for a fiscal period. A copy of each audit will be submitted by the major commander direct to the Special Service Officer, MTOUSA, stating the action taken to correct discrepancies or carry out recommendations."

3. Paragraph 6, Inclosure 1 (MANUAL FOR ARMY THEATER OPERATIONS) to MTOUSA circular number 163, 1946, is amended to read:

"6. The Special Service Officer of the major command concerned is responsible for the sale of admissions, collection of money and accounting therefor and the forwarding of these funds to the Special Service Officer, Mediterranean Theater of Operations, United States Army, APO 912 and is the custodian of MTOUSA Motion Picture Service funds of his command."

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. G. JAYNES

Major General, United States Army
Chief of Staff

OFFICIAL:

Ralph C. Tilley
 RALPH C. TILLEY
 Colonel, AGD
 Adjutant General

DISTRIBUTION:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 204)

29 December 1946

UNIFORM REGULATIONS

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I SUPERSUED PUBLICATIONS

1. The publications indicated below are superseded by this circular.

- MTUSA Circular Number 7, 1945
- MTUSA Circular Number 10, 1945
- MTUSA Circular Number 63, 1945
- MTUSA Circular Number 89, 1946
- MTUSA Circular Number 69, 1946
- MTUSA Circular Number 90, 1946
- MTUSA Circular Number 131, 1946
- MTUSA Circular Number 148, 1946
- MTUSA Circular Number 150, 1946
- MTUSA Circular Number 160, 1946
- MTUSA Circular Number 172, 1946

II GENERAL

2. The Service Uniform will be worn by members of this command as prescribed in pertinent Army Regulations. The uniform will be properly fitted and should be worn and maintained so as to reflect credit upon the service and the individual wearing it.

3. Commanders of all grades will take such action as may be necessary to insure that all members of their commands comply fully with uniform regulations. All references to Army Regulations in this publication cite only the basic regulation, hereinafter the reference will be construed to include all current changes. Major Commanders may authorize the substitution

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Capt K.

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Hq MCDUSA Circular No. 204 (Cont'd)

of certain uniform items within their commands as a replacement for unobtainable items.

4. Proper wearing of the uniform is mandatory at all times. Unit commanders are responsible for the proper instructions of their commands in uniform regulations. Particular emphasis will be given to the wearing of the uniform while on leave, traveling, or at leave and rest centers.

5. All officers and non-commissioned officers are required to take immediate corrective measures when violations of uniform regulations are noted.

6. When personnel leave this theater, the scarf will not be worn in front of the neck tie.

3. Army Air Force Personnel.

Where these regulations are in conflict with Army Air Force Uniform Regulations, the latter will apply.

III. WEARING OF SERVICE UNIFORM

6. The wearing of the service uniform in this theater is governed by the indicated Army Regulations, including changes as listed:

a. Officers, Warrant Officers, Flight Officers and Enlisted Men as prescribed in AR 600 35, CG; 600 40, CLD, and War Department Circular Number 204, 1945.

b. Women personnel of the Army, as prescribed in AR 600 37, CG, include:

- (1) Women's Army Corps, (officers and enlisted)
- (2) Army Nurse Corps
- (3) Physical Therapist
- (4) Dietitians
- (5) Women Medical Officers.

c. Army Hostess and Librarian Service, and USO Personnel, as prescribed in AR 600 36, CL.

d. Red Cross Personnel, as authorized by paragraph 19, AR 850 75, CG.

e. Civilians, as prescribed in paragraph 20, AR 600 40, CLD.
(See Section X this circular)

f. Former military personnel.

- (1) Former enlisted or officer personnel discharged in this theater for the purpose of accepting employment with any civilian agency, are authorized to wear the Service Uniform.

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Hq MTO/SA Circular No. 204 (Cont'd)

as prescribed in paragraph 27, AR 600-40, while on terminal leave. After expiration of terminal leave the provisions of paragraph 20, AR 600-40 will apply.

- (2) Nothing contained herein will be construed to prohibit the wearing of the service uniform by honorably discharged personnel on occasions of ceremony as prescribed in paragraph 25, AR 600-40.

7. Prohibited Articles.

Articles of uniform will not be worn unless of standard pattern as prescribed in AR 600-40, or as issued by US Army Supply Function. The wearing of items listed below by members of the Army of the United States in the theater is prohibited:

- a. Service hat (Campaign hat).
- b. Cloth belt, officers style, on service coat by enlisted men.
- c. Belt buckles, other than of standard pattern.
- d. Sox, of color other than brown, tan, or olive drab.
- e. Service cap by enlisted men. (See Fig. 3, Appendix A)
- f. Miniature insignia except by general officers.
- g. Any articles of uniform of a foreign nation except in an emergency.
- h. Combinations of various articles of the uniform other than as prescribed in appropriate Army Regulations.
- i. Jacket, field, cotton, M-1941, or any field jacket other than M-1941, or any jacket with knit wristlets or fur collar, or trimmings. (Except in organizations in which the jacket, combat, is prescribed for issue.)
- j. Jerseys, sweaters, or vests by male or female personnel, as outer garments.
- k. Sneaker sports clothing by female personnel except during sports or physical labor.
- l. "Cairo type" boots.
- m. Civilian clothing, except:
 - (1) Appropriate sports clothes when dressed for exercises (walking and driving not included).

Hq MTOUSA Circular No. 294 (Cont'd)

- (2) All women members of the Army are authorized to wear civilian clothing, both on and off military installations, when off duty.

IV INSIGNIA

1. Insignia will be worn in accordance with the appropriate regulations as indicated: (See Appendix A)

- a. Officers, Warrant Officers, Flight Officers, Enlisted Men: AR 600-35, 600-40, WD Circular Number 294, 1945, and WD Circular 345 and 355, 1945
- b. Women personnel of the Army (including: See paragraph a, b, this publication), Section III, AR 600-37.
- c. Personnel are authorized to wear on the right shoulder sleeve insignia of a unit to which they were assigned while serving overseas, with such assignment limited to the dates, 7 December 1941 to 2 September 1945, both dates inclusive. (Section 1, WD Circular, 345, 1945)
- d. Army Posters and Librarian Service and USA Personnel, Section III, AR 600-35 and paragraph 20, Section II, AR 600-40.
- e. Civilians: AR 600-35 and paragraph 24, AR 600-40
- f. Red Cross: Paragraph 19, AR 650-75.

V SCARFS

9. The wearing of a scarf of prescribed color is authorized for optional wear in lieu of a necktie in accordance with the provisions of this circular.

10. Colors for scarfs to be worn by major commands are:

- a. Headquarters MTOUSA and Headquarters Command, MTOUSA, Military Police-excepted.----- WHITE
- b. Military Police, Headquarters Command, MTOUSA----- YELLOW
- c. Rome Area, MTOUSA----- GREEN
- d. Pontifical Base Section----- RED
- e. 88th Infantry Division----- BLUE
- f. All Air Force Units----- YELLOW
- g. American Graves Registration Service, Mediterranean Theater----- GREEN

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Hq. MCMC Circular No. 204 (Cont'd)

11. When the scarf is worn the shirt collar will be unbuttoned, the shirt button immediately below the collar will remain buttoned, the scarf will be worn around the neck, tied in front, Ascot style, the ends tucked neatly within the shirt. The upper edge or fold of the scarf will be exposed one inch above the collar at the back and sides. The entire neck opening will be covered by the scarf.

12. The scarf will NOT be worn when the Coat, Service, is worn, (this includes winter or summer uniform). When the Coat, Service, is worn the wearing of the shirt and necktie is mandatory.

13. During the period when the winter uniform is worn the wearing of a scarf, of the prescribed color, is authorized for optional wear in lieu of a necktie:

a. By Enlisted Personnel: At anytime when the necktie is not specifically prescribed.

b. By Officers:

When the Shirt, Wool, is the outer garment.

When the Field Jacket, Wool (Elecshaver) is worn. (Fig 1, Appendix A)

When the Overcoat is worn over the shirt or Field Jacket, Wool.

When the Field Jacket, M-1943, cotton, is worn. (See paragraph 37, Section III, AR 600-40, and paragraphs 15, and 22, a, (2), this circular) (Fig 2, Appendix A)

14. When the Field Jacket, wool, is worn as the outer garment, and the scarf is worn, the collar of the shirt will be folded casually over the outside of the collar of the jacket, the scarf being worn under the shirt collar in the prescribed manner.

15. With the Field Jacket, cotton, M-1943, and the overcoat, the shirt collar will be worn inside the collar of the jacket or overcoat.

16. For the period when the summer uniform is prescribed, the wearing of a scarf of prescribed color is authorized for optional wear by officers and enlisted personnel only when the shirt is worn as the outer garment.

17. The wearing of the scarf will be optional with the individual. Personnel will not be required to procure a scarf for wear. Scarfs procured by individuals under this authority must be of suitable color and material. Scarfs purchased from Army Exchange Stores are for sole use of the purchaser and will not be resold or disposed of as a gift except to military personnel as authorized.

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Hq. MTCM A Circular 204 (Cont'd)

18. Major Commanders will prescribe such additional appropriate orders as may be required for the wearing of scarves within their commands.

VI. EFFECTIVE DATE OF WEARING SUMMER AND WINTER UNIFORM

19. a. Unless otherwise prescribed by a major commander the effective dates for wearing of summer or winter uniform in this theater are:

- (1) Summer uniform: 15 May, with optional wear (except for formation with troops) 1 May to 31 May.
- (2) Winter uniform: 1 October with optional wear (except for formation with troops) 15 September to 15 October.

b. In the event circumstances necessitate variation of effective date for uniform change, the necessary announcements will be made by this headquarters.

VII. MALE UNIFORM

20. a. Male Officers, Warrant Officers and Enlisted Men.

- Cap, garrison cotton, khaki.
- Shirt, service, cotton khaki.
- * Necktie, cotton mohair, khaki.
- Trousers, service, cotton, khaki.
- Shoes, wool or cotton, tan or brown.
- ** Shoes, service; or boots, service gaiters (when boots, service gaiters are worn the trousers will be tucked in the boot tops).
- Reincoet (optional during inclement weather, unless prescribed).
- Insignia of rank and arm or branch of service (Officers and Warrant Officers)
- Insignia, collar, EM, US and Arm or Serv. to be worn by EM on shirt and cap, garrison; or authorized distinctive unit insignia for cap, garrison. (Appendix A)
- Insignia, shoulder sleeve, left shoulder or authorized (Shoulder insignia of former unit served with overseas, optional on right shoulder, same relative position) (See paragraph B, c. this circular).
- * Scarf may be worn as provided in Section V, this circular.
- ** For off-duty wear, low quarter shoes, tan, brown or russet, of military type, may be worn by enlisted men.

- (1) Substitutions for the above are authorized as indicated, except when in formation with troops, or wear by officers and warrant officers:

- (a) Cap, garrison, and cap service, of fabrics prescribed in AF 600-35 for wear with matching shirt and trousers.

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Hq MEXMIL Circular No. 204 (Cont'd)

- (b) Shirt, of fabrics prescribed in AR 600-35, for wear with matching trousers.
- (c) Coat, service or jacket, field, summer, of fabrics prescribed in AR 600-35, for wear with matching trousers. (optional for off-duty wear).
- (d) Shoes, tan, brown or russet (high or low quarter).
- (2) The wearing of the coat, service, wool OD, jacket, field, wool OD and trousers, wool, OD (Coat, jacket and trousers dark green or trousers, pink, for officers), is optional during off-duty hours in the summer months.
- b. All women of the army, enlisted and officers, will wear the summer uniform as prescribed in AR 600-35, and when satisfactory as outlined below.
 - (1) The wearing of the Winter Uniform "B" is optional during off-duty hours in the summer months.
- c. Neckties, or scarfs as authorized by Section V this circular, will be worn:
 - (1) By all personnel on duty in major commands or similar Headquarters.
 - (2) By all individuals when in town, on or off duty.
 - (3) By all individuals after 1800, except as specified in d below.
- d. Neckties will not be required.
 - (1) For troops at training.
 - (2) For troops performing manual work, fatigue or guard.
 - (3) For personnel when at ease in immediate area of their billets.
 - (4) For truck drivers when on hauling jobs (this does not include drivers of staff cars or passenger vehicles).
- e. When the necktie is not worn the top button of the shirt will be unbuttoned and the collar pressed down smoothly.

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

Eq. MTCUSA Circular No. 204 (Cont'd)

2. The Summer Uniform as prescribed above will be the habitual wear for all personnel except:

- (1) For "Field Duty" the uniform will be as prescribed in paragraph 3, AR 600-40.
- (2) Trousers, jackets and caps, IFT (fatigue clothing) may be worn when actually engaged in training or work that would cause damage to the uniform. Fatigue clothing will not be worn to or from quarters to place of work, except by fatigue details.
- (3) Appropriate sports clothing may be worn when actually engaged in sports or exercising. (Walking and driving not included)
- (4) All women members of the Army are authorized to wear civilian clothing, both on and off military installations, when off duty.

VIII. SUMMER UNIFORM "A"

2. a. Male officers and Warrant Officers

Cap, garrison, Wool, OD.
 Shirt, service, cotton OD.
 *Hackett, cotton mohair, khaki.
 Jacket, field, wool, OD (Eisenhower Jacket).
 Trousers, service wool, OD.
 Socks, wool or cotton, tan or brown.
 Shoes, tan, brown or russet (high or low quarter); boots, service combat. (When boots, service combat are worn the trousers will be tucked in the boot tops).
 Raincoat, optional during inclement weather.
 Overcoat, optional during inclement weather.
 Overcoat, officers, field or short (optional).
 Insignia of rank and arm or branch of service.
 Insignia, shoulder, sleeve.
 *Scarf may be worn as authorized by Section V of this circular.

- (1) Substitutions for the above are authorized, at option of the individual:

- (a) Cap, service.
- (b) Shirt, service, wool.
- (c) Coat, service.
- (d) Jacket, field, dark green (Eisenhower).
- (e) Trousers, wool, dark or light shade.

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17. Hq. MRCUSA Cir. r No. 204 (Cont'd)

b. Enlisted men.

Cap, garrison, OD, with insignia, collar, EM, US, or distinctive insignia. Shirt, flannel, OD (with insignia, EM, soldier US and Arm or Service when shirt is worn as outer garment).

(Fig 10, Appendix A)

Jacket, wool (Kilachewer) with insignia, US and arm or branch or service. (Fig 9, Appendix A)

Trousers, wool OD.

Belt, web waist, EM (with belt buckle).

*Shoes, service; or boots, service, combat (when boots are worn trousers will be tucked in the boot tops).

Socks, wool or cotton, tan or brown.

Undershirt (optional during inclement weather, unless prescribed).

Overcoat, wool or coat, mechanism as issued (optional unless prescribed).

Gloves (optional, unless prescribed).

Shoulder insignia, sleeve, left shoulder as authorized (shoulder insignia of former unit served with overcoat, optional on right shoulder, same relative position). See paragraph 5, a, this circular.

Decorations service medals, and badges as prescribed and authorized.

*Scarf may be worn as provided in Section V, this circular.

**Shoes, low quarter, tan, brown, or russet, all any type may be worn off duty, or if prescribed, on duty.

c. All women of the army, enlisted and officers, will wear the uniform A as prescribed in AR 600-57 and when mandatory as outlined in the paragraph below, except that civilian clothing is authorized for wear both off and on military installations when off duty.

d. The Winter Uniform "A" for all military personnel will be worn:

After duty hours:

When outside, the immediate vicinity of barracks or quarters;

At formal occasions;

At evening meals, except when mess is at place of duty;

When on leave or pass.

e. For "Field Duty" the uniform will be as prescribed in Paragraph 3, AR 600-57.

WINTER UNIFORM "B"22. a. Male Officers and Enlisted Personnel

(1) Uniform "B" is the same as Uniform "A" except that neither the jacket, field, wool nor the coat, service is worn. The shirt, service, wool is mandatory with Uniform "B".

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785017

Hq. AFMORSA Circular No. 204 (Cont'd)

- (a) Enlisted personnel will wear collar insignia as prescribed in WD Circular 355, 1945. (Fig 10, Appendix A)
 - (2) The Jacket, field, cotton M-1943 (see Fig 2, Appendix A) may be worn out of doors in conformance with the provisions of paragraph 37, Section III, AFM 600-40, except that officers on office duty at Headquarters AFMORSA and at Headquarters of Major Commands will not wear the field jacket, cotton.
 - (3) Uniform "B" may be worn at the option of the individual except where Uniform "A" is mandatory.
- b. Women of the Army.
- (1) Uniform "B" is the same as Uniform "A" except that neither the jacket, wool, CD, women officers, or the jacket, service, enlisted, or the jacket, WAC, winter, is worn. The waist, wool CD is mandatory with uniform "B".
 - (2) The Jacket, field, M-1943, women's, may be worn out of doors during duty hours, except that officers on duty at Headquarters AFMORSA and at Headquarters of Major Commands, may not wear the jacket, field, M-1943.
 - (3) Uniform "B" may be worn at the option of the individual except when Uniform "A" is prescribed.

c. The scarf may be worn by male and female officers and enlisted personnel as authorized in Section V, this circular.

23. While on office duty at Headquarters AFMORSA and at Headquarters of Major Commands, the Uniform "A" or "B" will habitually be worn by all military personnel.

IX. GUARD, MP, AND US ARMY SUPERVISORY PERSONNEL24. a. Guard Uniforms, Summer:

Guard personnel will wear summer uniform as modified by Para. 204 (2) this circular, except, with combat boots, trousers tucked in boots and belt, web, cartridge or pistol. If raincoat is worn, belt will be worn on the outside. Arms or helmet, stool as and if prescribed.

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Re: MTOG, Circular No. 204 (Cont'd)

b. Guard Uniform, Winter:

Guard personnel will wear winter Uniform "1" except, with combat boots, trousers tucked in boots and belt web, cartridge or pistol. If raincoat or overcoat is worn, belt will be worn on outside. Arms or helmet, stool as and if prescribed.

c. Military Police.

Military Police will wear uniforms while on duty to conform with current instructions from the Theater Provost Marshal.

d. U.S. Army Supervisory Personnel for Italian and German Laborers.

Army personnel supervising Italian or German labor will wear Uniform "2" unless work is such as to necessitate fatigues. If fatigues are worn the web belt will be worn and close a head dress. Such fatigues will be clean and neatly pressed.

3. WEARING OF THE SERVICE UNIFORM BY AMERICAN CIVILIANS:

35. The wearing of the service uniform by War Department Civil Service Employees, War Department Civilian Technical Observers, and members of United Services Organization Camp Clubs (U.S.O.C.), within the Mediterranean Theater of Operations is authorized.

36. The prescribed uniform, when worn, will be:

a. (1) War Department United States Civil Service Employees and War Department Civilian Technical Observers:

*Winter

- *Cap, garrison, wool (See fig 1, Appendix A)
- *Coat, service, winter
- *Shirt, wool CD (or shirt cotton, khaki, when coat is worn)
- *Trousers, wool CD (for male employees)
- *Shirt, wool, O-Boysen's (for female employees)
- *Shoes, service, low
- *Watch, field, officer's (Optional)
- *Gloves, wool, CD (Optional)
- **Stocking

*Summer

- *Cap, garrison, cotton, khaki
- *Shirt, cotton, khaki
- *Trousers, cotton, khaki (for male employees)
- *Shirt, cotton, khaki, (for female employees)
- *Shoes, service, low
- **Stocking

- *The wearing of the Cap, service both summer and winter is prohibited.
- *The skirt may be worn in lieu of a head dress in conformance with Section 1 of this circular. (See figs 3, 6 and 7, Appendix A.)

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Hq. AFMORSA Circular No. 204 (Cont'd)

(2) The type uniform, whether officer or enlisted, will be as authorized by commanders of Major Commands, in general, analogous to that of military personnel performing comparative duties.

(3) Members of United Organization Camp Shows (U.S.O.), as prescribed in AR 600-36, 25 February 1944, as changed by Changes Number 1, 13 November 1945.

b. When worn the uniform will be complete, to include head dress.

c. Mixed uniform and civilian dress is prohibited.

27. Insignia:

a. The uniform will be worn without insignia except that the shoulder sleeve insignia as prescribed in AR 600-35 will be attached permanently to the outer half of the left sleeve of the outer garment, the top of the insignia to be one-half inch below the top of the shoulder seam. (See Fig 4, Appendix A.)

(1) Lapel or collar insignia will not be worn by WD civilian employees. (Paragraph 20, AR 600-40)

b. When the uniform is worn by members of the United Services Organization Camp Shows (U.S.O.), insignia will be worn as indicated:

(1) Shoulder Sleeve: As prescribed in paragraph 14a, AR 600-36.

(2) Cap Insignia: As prescribed in paragraph 14a, AR 600-36.

(3) Lapel Insignia: As prescribed in paragraph 14b, AR 600-36.

(4) Insignia will not be worn on the shirt collar.

c. The wearing of insignia of grade, arm or service, military awards, Service Ribbons, and decorations, overseas chevrons, and/or Divisional or other unit insignia, is prohibited, except when complete military uniform is worn on occasions of ceremony, as authorized in paragraph 6, f (2), this circular.

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WJ: WJOSA Circular No. 204 (Cont'd)

II. SALE OF UNIFORMS TO AMERICAN CIVILIANS

28. The provisions of WJOSA Circular Number 63, dated 7 May 1946, apply in the sale of uniforms to American Civilians.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, ASD
Adjutant General

1 Incl:
Appendix A

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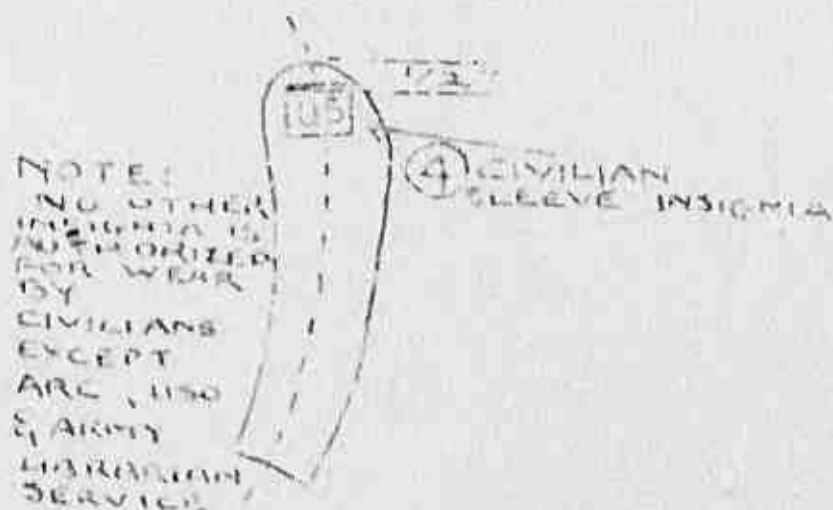
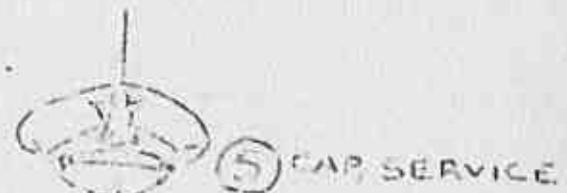
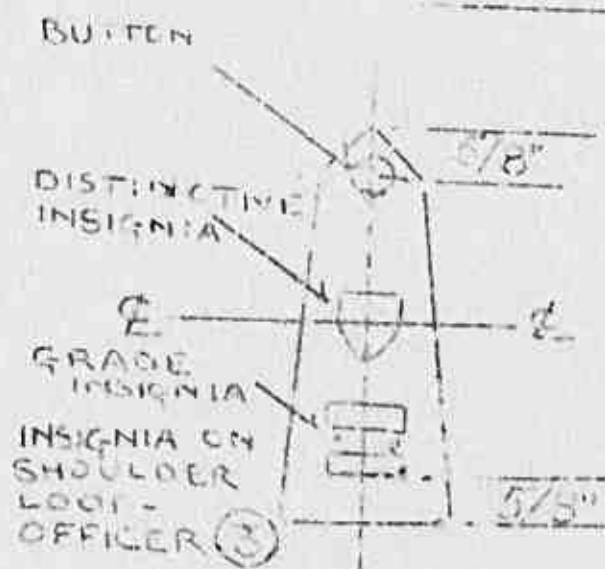
APPENDIX A - M-USA CIR NO 204, 1946.

JACKETS, FIELD

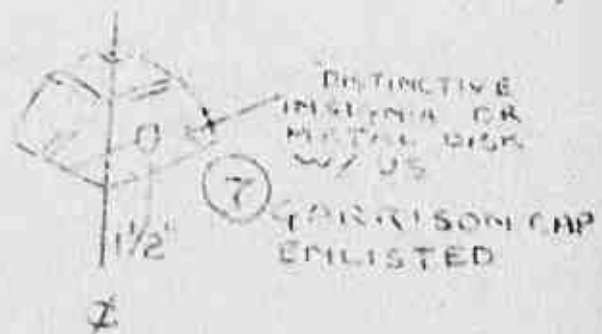
① JACKET FIELD, WOOL. (EISENHOWER)



② JACKET, FIELD, COTTON M-1943

WEARING OF INSIGNIA

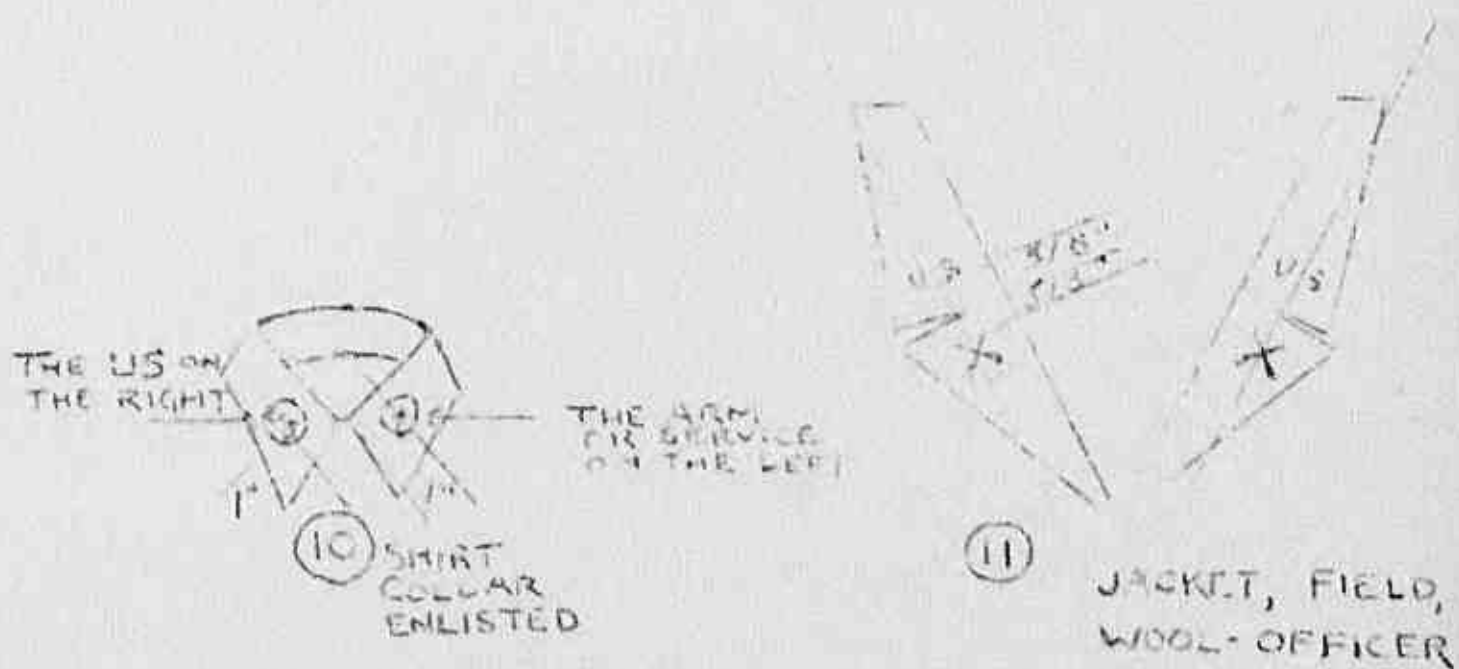
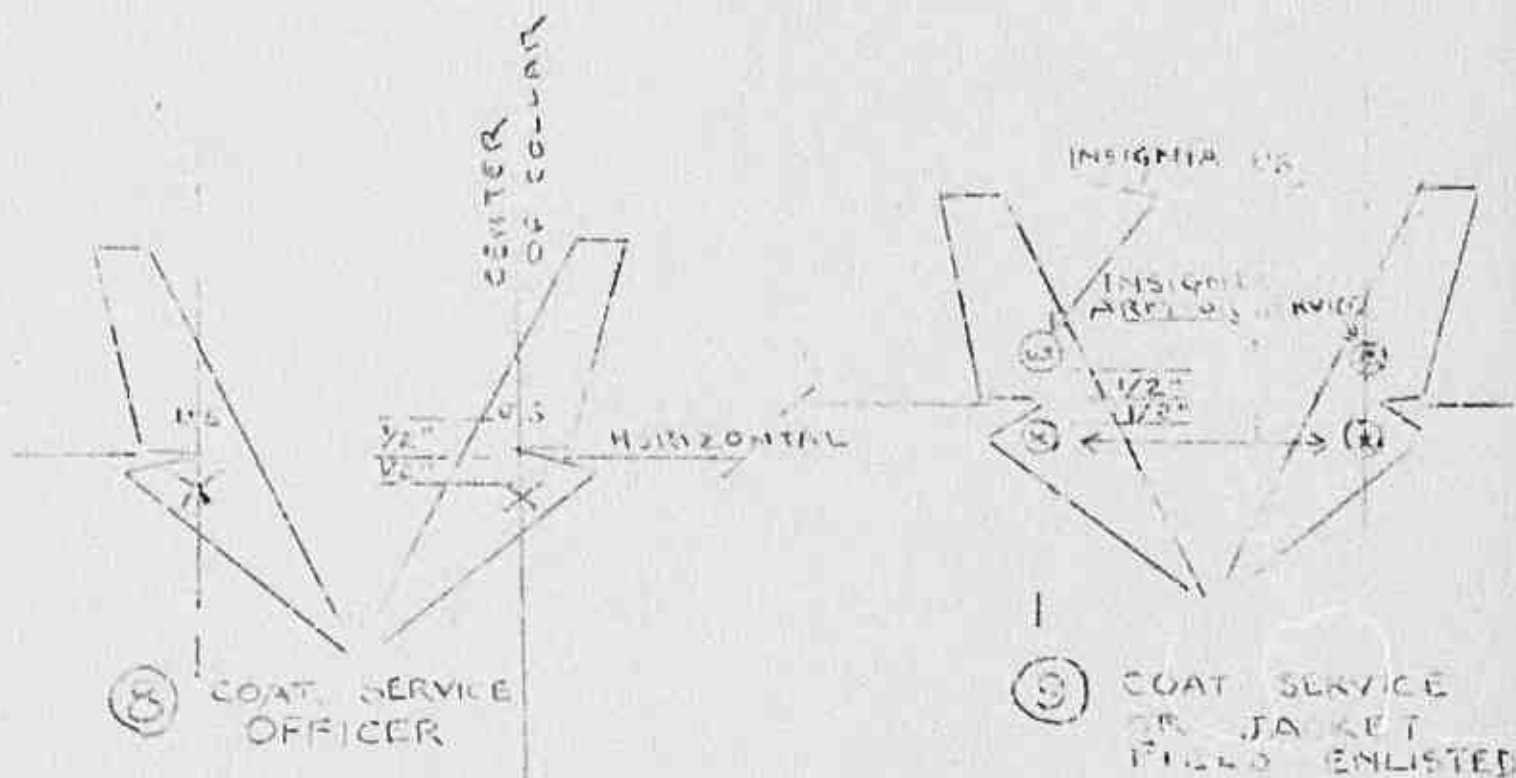
NOTE:
NO OTHER
INSIGNIA IS
AUTHORIZED
FOR WEAR
BY
CIVILIANS
EXCEPT
ARC, USO
& ARMY
HOSPITAL
SERVICE



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WEARING OF INSIGNIA



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 HEADQUARTERS
 MEDITERRANEAN THEATER OF OPERATIONS
 UNITED STATES ARMY
 APO 512

CIRCULAR)
 :
 NUMBER 205)

20 December 1946

SUBSISTENCE

MTOWEA Circular Number 60, 1946, is amended by the addition of paragraph 37.5, as indicated below:

37.5-Schools operated for American Children

Major Commanders may authorize schools operated for American children to purchase from the Sales Commissary, from funds made available by parents, items required to serve a hot drink to American children at school with their noon lunch. Items and quantities will not exceed:

<u>ITEM</u>	<u>AMOUNT PER</u> <u>100 CHILDREN PER MONTH</u>
Milk, evaporated	625 cans
Sugar	58 pounds
Cocoa	58 pounds"

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
 RALPH C. TILLEY
 Colonel, AGD
 Adjutant General

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060 22466 *Comm.*

GENERAL 11
JANUARY 12

SALE OF CLOTHING AND EQUIPMENT

1. TURN-IN OF T/E 21, CLOTHING AND INDIVIDUAL EQUIPMENT.

II. PROCEDURE OF TURN-IN

111. FUTURE SALES OF T/E 21, CLOTHING AND INDIVIDUAL EQUIPMENT.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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62

DEC 20 1946

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 201)

17 December 1946

Procedure, pertaining to the purchase of petroleum products for vehicles
owned privately by United States Armed Forces Personnel and United States
Army supported personnel within MTOUSA. I
Motor Vehicle Registration. II

I. PROCEEDINGS PERTAINING TO THE PURCHASE OF PETROLEUM PRODUCTS FOR VEHICLES
OWNED PRIVATELY BY UNITED STATES ARMED FORCES PERSONNEL AND UNITED
STATES ARMY SUPPORTED PERSONNEL WITHIN MTOUSA.

Paragraph 1, MTOUSA Circular Number 104, 1946, is amended by the addition
of sub-paragraph "a" as indicated:

- "a. (1) Major Commands are responsible for the cancellation of
"Registration Cards and Stickers" of personnel of their
commands who are separated from the service (personnel listed in
paragraph 3, MTOUSA Circular 104, S.A.) in Italy.
- (2) The Major Command issuing orders separating such military
or civilian personnel from the service (personnel listed in
paragraph 3, MTOUSA Circular 104, S.A.) in Italy, will
furnish the Provost Marshal of that command a copy of such
orders issued.
- (3) The Provost Marshal will, upon receipt of orders, contact
the person concerned on actual date of separation, secure
"Registration Card" which will be stamped "Cancelled" and
placed in file in the office of the issuing Provost Marshal.
The Sticker will be destroyed by the Provost Marshal.
- (4) The instructions contained herein pertain only to those
persons separated from the service in Italy."

II. MOTOR VEHICLE REGISTRATION

Paragraph 12, MTOUSA Circular Number 103, 1946, is amended by the addition
of sub-paragraph "a" as indicated:

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

Hq MTOUSA, Circular No. 201 (Cont'd)

"c. The owner (personnel listed in paragraph 3, MTOUSA Circular Number 100, c.s.) is separated from the service in Italy."

BY ORDER OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph L. Tilley
RALPH L. TILLEY
Colonel, AGO
Adjutant General

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30 Dec 1946

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UNITED STATES ARMY
APO 512

CIRCULAR

NUMBER 203

17 December 1946

BONDING OF ALIEN CIVILIAN EMPLOYEES

1. It is impracticable to publish a list of American Surety Companies that will execute bonds or specify conditions under which such bonds will be executed for alien civilian employees of the War Department.

2. Should it become necessary to appoint an alien civilian employee to a bonded position, the application for the bond will clearly indicate the appointee's citizenship and selection of surety will be omitted. The application will be accompanied by the first annual premium, at the rate of two dollars and fifty cents (\$2.50) per each one thousand dollars (\$1,000) penalty.

3. Receiptance will be made by United States Treasury check, issued in exchange for cash, and made payable to, or indorsed in favor of, the Chief of Finance, United States Army.

4. Appointment of alien citizens to bonded positions will be avoided if possible. Where such appointments are unavoidable, they will be restricted to positions where money is handled in a minor capacity only and under the direct supervision of an accountable officer.

5. Appointment of an alien as Special Agent, Accountable Property Agent, or like position where he would be accountable for property or funds in his own name is prohibited.

6. Whenever the bonding of an alien is necessary, the provisions of this circular will be strictly complied with.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGP
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 202)

17 December 1946

TRANSMISSION OF EARNINGS OF SURRENDERED
ENEMY PERSONNEL TO THEIR DEPENDENTS

So much of paragraphs 2 and 3, MTOUSA Circular Number 193, 1946, as pertains to WD AGO Form 19-25, (old FM Form 23) is amended to read, "WD AGO Form 19-25 (old FM Form 23) modified so as to provide for the signature of the SEP, or WD AGO Form 19-15."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGO
Adjutant General

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For Form 357

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
AGO 312

CIRCULAR)
NUMBER 157)

11 December 1946

VEHICLE CONTROL AND SAFETY
AND ACCIDENT PREVENTION

1. Paragraphs 5, 6, 7, and 8 MTOUSA Circular Number 136, 1946, are superseded by this circular.

2. In addition to the procedures prescribed by MTOUSA Circular Number 173, 1946, the reports indicated below will be submitted in all cases of accidental injuries to United States military and civilian employees, Italian military and civilian employees and Surrendered Enemy Personnel, and motor vehicle accidents involving personnel mentioned personnel. This directive does not affect reports currently required for submission to the Claims Section, Civilian Personnel Division. Reports required by this circular, and disposition thereof, are:

a. WD AGO Form 432, "Report of Injury". Report will be submitted for each fatal or disabling injury case. Prepared in triplicate:

- (1) Original and one copy will be forwarded to the major command within 48 hours after the accident.
- (2) Triplicate copy will be retained in the unit file.

b. WD AGO Form 433, "Monthly Injury Summary Report". Report will be prepared, in duplicate, by each reporting agency:

- (1) Original copy will be forwarded to the major command so as to be received not later than the 9th of the month succeeding the month covered by the report.
- (2) Duplicate copy will be retained in the unit file.

c. WD AGO Form 441, "Monthly Motor Vehicle Summary Report". Prepared in triplicate by reporting unit.

- (1) Original and one copy will be forwarded to reach the Command of the major command not later than the 9th of the month succeeding the month to which the data pertains.
- (2) Triplicate copy will be retained in the unit file.

d. The commanders of the major commands will prepare, in duplicate, a summary report containing all information contained in WD AGO Forms 432, 433, and 441 during the month.

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

Hq MCMC Circular No. 157 (Cont'd)

- (1) The original copy, together with the duplicate copy of each WD AGO Form 433 received during the month, will be forwarded to the Commanding General, Peninsular Base Section, attention: Safety Director, to reach that office not later than the 10th of the month following to which the report pertains.
- (2) The duplicate copy of the consolidated report together with the supporting original individual reports will be retained in the major command files.

2. WD AGO Form 441, "Monthly Motor Vehicle Summary Report", prepared in triplicate by reporting unit from data obtained from Standard Form Number 26, "Driver's Report Accident".

- (1) The original and one copy of the WD AGO Form 441 will be forwarded to the major command to reach that office not later than the 5th of the month succeeding that to which the report pertains.
- (2) The triplicate copy will be retained in the unit file.

3. WD AGO Form 441, "Monthly Vehicle Summary Report" will be prepared in triplicate by the commanders of the major commands. This report will be a consolidation of all reports on WD AGO Form 441 received for the month.

- (1) The original copy will be forwarded to the Commanding General, Peninsular Base Section, attention: Safety Director, to reach that office not later than the 10th of the month succeeding that to which the data pertains.
- (2) The duplicate copy will be forwarded to the United States Claims Service as prescribed in paragraph 4 below.
- (3) The triplicate copy will be retained in the major command files.

4. Commanders of major commands will furnish, to the United States Claims Service, AGO 794, United States Army, one copy each of WD AGO Form 433 "Injury Report", and WD AGO Form 441, "Consolidated Monthly Vehicle Summary Report", at the time of mailing reports to the Commanding General, Peninsular Base Section.

5. The Commanding General, Peninsular Base Section, will furnish this Headquarters, Attention: G-1, one copy each of statistical data and consolidated reports prepared and/or submitted under sub paragraphs 2, 3, and 4, above.

BY ORDER OF ASSISTANT GENERAL LEE:

OFFICIAL:

Stalder
 Major General

Colonel, AGO
 Assistant General

DISTRIBUTION:

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

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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 912

CIRCULAR)
NUMBER 105)

12 December 1946

EFFICIENCY REPORTS

General I
Preparation of WD AGO Form 67 (Efficiency Report) II

I. GENERAL

1. Superseded Publications:

MTOMSA Letter, Subject: "Officers' Efficiency Reports", AG 201.61/105
PERS 3, 4 December 1945.

2. The procedures prescribed herein are designed to provide uniform preparation of efficiency reports throughout this theater. They are based upon and supplement AR 600-135, dated 15 November 1944 and all changes thereto. Particular attention is called to changes No. 1, 31 Oct 1946, to AR 600-135.

3. Purpose.

a. The purpose of efficiency reports is to afford the War Department information that will permit accurate evaluation of the qualifications of each individual officer in comparison with others of similar grade and service.

b. Meticulous attention must be given to the preparation of efficiency reports to insure fairness to both the officer being reported upon, and to the service.

c. Reporting officers must have the same understanding and interpretation of the terms used in the report. This is particularly true in completing paragraphs B (Brief general estimate of officer) and G (Ratings). Before entries in these two paragraphs can be properly completed the reporting officer must have carefully studied paragraphs 11c and d of AR 600-135, this is most important.

4. On When Rendered:

Efficiency reports will be rendered on all commissioned officers (including general officers), warrant and flight officers as prescribed in AR 600-135. See paragraph 6 below.

Handwritten signature and initials

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

Hq MFOUSA Circular No. 199 (Cont'd)

3. Form to be Used:a. General Officers:

Reports will be made in letter form embodying the information required by paragraph 2, a, AR 600-185.

b. Other Than General Officers:

Efficiency reports on officers, other than general officers will be rendered in triplicate, on WD AGO Form 67, and in accordance with paragraph 2, b, (1), AR 600-185.

4. When Rendered: (Paragraph 3, AR 600-185)a. Routine efficiency reports will be rendered:

- (1) When, after a period of duty greater than one month, the rated officer ceases to serve under the immediate command of the reporting officer, or
- (2) On 30 June and 31 December, (hereafter known as "semi annual reporting days") when no efficiency report has been rendered during the preceding two months.

b. Period covered:

- (1) Routine reports will cover all service since the date of last previous efficiency report of any type.
- (2) Academic efficiency report periods are prescribed in paragraph 2, b, (2), AR 600-185.

c. General officers' efficiency reports will be rendered for periods as prescribed by paragraph 3, c, AR 600-185.

d. Special efficiency reports may be rendered at any time as provided in paragraph 3, d, AR 600-185. The period covered by such report is prescribed in paragraph 3, b, (3), AR 600-185. (Also see par 7c below)

e. Initial Regular Army Efficiency Reports:

- (1) Within the probationary period of three years after initial appointment in the Regular Army, the usual routine efficiency reports will be rendered, but will be marked, "Initial Regular Army Appointment". (See par 3, c AR 600-185).
- (2) In addition to the routine efficiency report, an efficiency report will be rendered each year in a manner of performance rating is entered on the officer's qualification card (see Section IV, paragraph 6, WD Circular No. 281, 1946).

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

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Hq MTOUEN Circular No. 199 (Cont'd)

f. Delayed reports.

- (1) Efficiency reports will be prepared and forwarded promptly. Where combat conditions or serious emergencies render such reports temporarily impracticable, such reports will be prepared at the earliest opportunity thereafter. (Paragraph 3, 3, AR 600-185).
- (2) Each Command will install such a system of controls and checks as will insure submission of efficiency reports at the proper time.

g. Special Cases:

Paragraph 3, h. AR 600-185 denotes special cases including:

- (1) Routine efficiency reports on students.
- (2) Officers assigned to detachment of patients.
- (3) Officers attached, unassigned, to replacement depots.
- (4) Officers assigned to officer replacement pools.
- (5) Officers on detached service.
- (6) Officers on temporary duty or detached service for less than 60 days.
- (7) High entry less than 1.00 is on officers qualified in air (see para 3, 3, AR 600-185).

7. Entries on Officers Qualification Record

a. Whenever an efficiency report is rendered on an officer or warrant officer, an appropriate entry will be made on the officer's qualification record. (Paragraph 3, 1, AR 600-185). Where changes are made by an officer's rating the numerical rating the entry on the officer's qualification record will be changed to indicate the changed rating.

b. Number of performance ratings, (but not efficiency reports) will be entered on officer's qualification record for duty periods of not less than 30 months when new principal duty assignment is made under direct command of the same rating officer. (Paragraph 3, 1, (1), AR 600-185). These ratings will be entered as separate items under paragraph G of next efficiency report rendered.

c. Whenever an entry is made on officer's qualification card showing a number of performance ratings of less than 1.00, a special efficiency report is required. (Paragraph 3, 3, (2), AR 600-185).

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

Hq MSGM Circular No. 199 (Cont'd)

3. By Whom Rendered:

Efficiency reports will be rendered by the individual's immediate superior, except no chaplain will render a report on another chaplain. (Paragraph 4, AR 600-109).

7. Unfavorable entries:

- a. (1) Whenever an efficiency report contains entries (except under paragraphs D and F, WD AGO Form 67) which may be considered in any sense unfavorable, the reasons for the entry will be clearly stated, and the reporting officer will refer the entire report by indorsement to the officer reported upon for remark. Unfavorable entries of opinion under paragraphs D and F, Form 67, need not be referred to the officer being rated.
- (2) In all cases the rating of "unsatisfactory" will be considered as unfavorable.
- (3) Reference will not be made to charges preferred against an officer that have not been finally disposed of at the time the report is rendered or to trial by general court martial that resulted in the acquittal of an officer on all charges and specifications, unless remark relative thereto is made by the officer reported upon.
- b. (1) When a report is referred to the officer reported upon, he will return it by indorsement with the least practicable delay to the reporting officer with whatever remarks he may desire to make relative to the unfavorable entries only.
- (2) The report will then be forwarded by the reporting officer to the next military superior by indorsement with any remarks he may desire to make with reference to the statements of the officer reported upon.

c. The provisions of a (1) and (2) above are equally applicable to the remark of military superior. If the forwarding indorsement of the next higher military superior contains any matter unfavorable to the officer reported upon, or if a military superior reduces to "unsatisfactory" any rating of "satisfactory" or above, the entire report, including indorsements, will be referred to the officer reported upon. (Paragraphs 3 and 13, 5, (1), (a), AR 600-109).

d. All reports containing unfavorable entries (except under para. D and F, WD AGO Form 67) will be forwarded through channels to the Commanding General, MSGM, Attention Adjutant General, AGO 312.

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Hq MTOUSA Circular No. 199 (Cont'd)

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10. Channels for efficiency reports:

a. Efficiency reports of officers below the grade of colonel will be forwarded direct to The Adjutant General by the officer accomplishing the final endorsement or by the reporting officer if there is no intermediate superior between himself and The Adjutant General. In regiments, separate battalions or similar organizations reports will be forwarded through the headquarters of the command concerned.

b. Efficiency reports on officers of the grade of colonel or higher will be forwarded through intermediate command channels to this headquarters.

11. Army Air Force Personnel:

Officers holding aeronautical ratings will have the additional data included in their efficiency report as required by paragraph 7, AR 600-105.

II. PREPARATION OF WD AGO FORM NUMBER 67 (Efficiency Report)12. Preparation.

a. WD AGO Form No. 67 will be prepared in triplicate.

b. All erasures or "strike overs" must be initialed by the reporting officer.

c. Paragraphs of the WD AGO Form 67 are designated by capital letters, "A" to "C". Careful review of the efficiency report, with consideration given paragraph 11, AR 600-105, and the supplemental information applicable to this theater given below, will assist in the preparation of these sections and will eliminate errors. In the interests of efficient administration and impartial and accurate reports it is essential that this matter be given careful study and attention. The appearance of obvious errors in a report will indicate that the reporting officer has not carefully studied the regulations or given proper attention to preparation of the report.

A. Paragraph A, WD AGO Form 67:

- (1) Theater or Command: "MTOUSA"
- (2) Organization and Unit: Designation of unit with which officer reported upon is serving. (Unit of the Reporting Officer).
- (3) Date of Report: The date of preparation.

B. Paragraph B, WD AGO Form 67:

- (1) Name: The name of the officer reported upon as it appears in official records. (66-1, 66-2, 66-3 or Official Army Register.)
- (2) Serial Number: Will be entered as prescribed in paragraph 2, AR 345-1, e.g., 0 385 721.

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Hq. MPDUSA, Circular No. 199, (Cont'd)

- (3) Grade: Present grade in which officer is serving.
- (4) Arm or service: That in which the officer is currently detailed or commissioned. (Inf-OMC CMES-AGB).
 - (a) For Warrant Officers, other than Bandmasters or Army Mine Planter Service, and officers not assigned or detailed to any branch, the entry will be "None".
- (5) Component: Enter the one applicable: RA, ORC, AUS or NG.
- (6) Date of Birth: Indicate day, month, year.
- (7) Service: (Limited or General): Indicate by marking "X" in the appropriate section.
- (8) Official Status of officer: The actual status of the officer reported upon to the reporting officer. ("Supply officer of a battalion", "Lieutenant in my company", "Plans and Training")
- (9) Period covered by report:
 - (a) From: Date one day after the date of last report.
 - (b) To: Last date which this report covers.
- (10) Examples covering subparagraphs (1) to (9) above:

Don, John J. Jr.	01 234 567	Capt	Inf	AUS
(1)	(2)	(3)	(4)	(5)

SERVICE		From	To
Limited	General		
	x	19 July 07	1 Jul 46 31 Dec 46
		(5)	(5)

Adjutant in my regiment

c. Paragraph C, WD AGO Para 61:

- (1) Station: Stations at which reported officer served during the period covered by the report, e. g., Hq FBI, APO 732
- (2) Duty assignments: All principal duty assignments must be listed.

See para 7 b above.

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Hq. MEMPHIS Circular 100 (Cont'd)

- (a) Non-duty periods (e.g., leave) will be shown separately. If more than one period of leave was taken, the total number of days leave will be indicated. See paragraph 11 b (7) AR 600-185.
- (3) Days: The actual number of days duty was performed. (The total number of days listed for each of the "Duty Assignments" must equal the number of days covered by the report). (Note: 1 Jul to 31 Dec 46 equals 154 days, this has been one of the most common and obvious errors in the past. Care will be taken to accurately record data in this paragraph).
- (4) Classification of duty: (Paragraph 11 b (8) AR 600-185 will assist the reporting officer in recording proper classification of duty):
- (a) "Staff" or "Command", will depend upon the type of duty performed by the reported officer. No entries will be made under "Combat."
- (b) Training: Would apply if the reported officer was receiving training in the capacity of a student.
- (c) Administrative and executive: Will be indicated when the assigned duty is purely of an administrative and/or executive nature. Care must be taken to insure proper distinction between staff and administrative categories.
- (d) When entries are made from officer's qualification card (WD AGO Form 66-1, 66-2, or 66-3), such entry will be as prescribed in paragraph 11, b, (6), AR 600-185. (Change No. 1, 31 Oct 1946.) It will be noted that this change to AR 600-185 now provides that principal duty assignments of one month or more under the direct command of the same rating officer are to be separately recorded on officer's Qualification Record and separately reported under paragraph C of the next efficiency report rendered on the officer concerned. See paragraph 7, b, above).

g. Paragraph D, WD AGO Form 67:

Brief general estimate of the officer: A short, complete word picture of the officer. Points of weakness, as well as strength, should be included. The word picture must be consistent with the other entries on the report. (See paragraph 11, c, AR 600-185). Also see paragraph 3, a, above.

h. Paragraph E, WD AGO Form 68:

All entries on the report are based on personal observation, official reports or records. The specific basis of each report is indicated in paragraph E. Mark "X" in the appropriate section.

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Hq MTOUSA Circular No. 199 (Cont'd)

i. Paragraph F, WD AGO Form 57:

Attitude of the reporting officer to having the reported officer serve under his command. Mark "X" in the appropriate section.

j. Paragraph G, WD AGO Form 57:

- (1) Particular attention must be given to paragraph 11, A, AR 600-185 in preparing this paragraph.
- (2) Each rating has a definite valuation. The rating of "unsatisfactory" should not be used because of lack of information of the reporting officer. If information is not available and cannot be obtained, the "unknown" column should be used. Paragraph 2, AR 600-185 provides detailed information as to the War Department policy in this matter. The entry "unknown" has no evaluation. When the reporting officer cannot give definite rating based on personal knowledge or official records, the "Unknown" column should be used. This is essential to insure fairness to both the service and the individual.
- (3) It should be noted that two numerical ratings are assigned within the rating of "Very Satisfactory", "Excellent", and "Superior" to permit greater accuracy in rating on borderline cases.
- (4) The rating desired will be indicated by marking "X" in the appropriate space.

(a) Rating guide:

	<u>Minus ratings</u>	<u>Plus ratings</u>
Unsatisfactory	-4	
Satisfactory		1
Very Satisfactory		2 - 3
Excellent		4 - 5
Superior		6 - 7
Unknown	Not rated	

- (b) The total of the ratings (plus and minus) will be entered in the space provided.

k. Paragraph H, WD AGO Form 57:

If the officer reported upon has been mentioned favorable or unfavorable, the appropriate section will have "yes" or "no". Three certified true copies of each communication will be attached to the report. If no report,

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Hq. MEXIA Circular No. 99 (Cont'd)

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favorable or unfavorable, has been made, "No" will be entered. Both sections of paragraph H must be answered "Yes" or "No" as the case may be.

1. Paragraph I, WD AGO Form 67:

During the period of the report was the officer subject to any disciplinary action? If not, indicate "No". If affirmative indicate "Yes" and include a separate statement, in triplicate, of nature and circumstances.

2. Paragraph J, WD AGO Form 67:

Indicate by entering "Yes" or "No", that, in the event of unfavorable entries, (other than in D and/or F) the deficiencies were or were not brought to the officer's attention. If no deficiencies exist enter "No entries". In this paragraph the reporting officer is required to state whether he has called any deficiencies to the subordinate's attention. In case the reporting officer has failed to bring an individual's deficiencies to his attention prior to the rendition of the report, he will make the necessary explanation under "Remarks". Junior officers should have their deficiencies pointed out to them when they occur. At the report should indicate the degree to which the deficiencies were corrected. When these deficiencies are such as to be embodied in the efficiency report, it is advisable to make them a matter of record in an official communication prior to their entry on the report.

3. Paragraph K, WD AGO Form 67:

Net value: The net numerical rating is determined by totaling the individual numerical ratings (paragraph 12, J, (3), above given in paragraph 10 of form. (See paragraph 10, AR 600-185 and paragraph 7.a. above.)

4. Paragraph L, WD AGO Form 67:

- (1) Outstanding Specialities of Value in Military Service: Specialities not generally thought of in connection with the military profession, but which frequently add materially to the officer's value to the service.
- (2) Aeronautical ratings held by the officer will be entered regardless of whether the officer is performing flying duty.
- (3) All remarks entered in this paragraph must be based on personal knowledge or official records, not hearsay.

5. Paragraph M, WD AGO Form 67:

Numerical Rating: Determined by dividing the Net Value (Paragraph K of form) by the total number of entries for which a numerical rating was given in paragraph G of form, not including "Unknown". See paragraph 10, AR 600-185).

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Hq AFMUSA Circular No. 199 (Cont'd)

g. Paragraph N, WD AGO Form 67:

Adjectival rating. This rating will be determined by applying the "Numerical rating" (Paragraph M of form) to the rating code which is included in paragraph N, WD AGO Form 67, and quoted below for your information:

"(1) Below 0 (-4)	Unsatisfactory (Unsat)
(2) 0.0 to 1.00	Satisfactory (Sat)
(3) 2.0 to 3.49	Very Satisfactory (V.S.)
(4) 3.5 to 5.49	Excellent (Exc)
(5) 5.5 to 7.0	Superior (Sup)"

h. Paragraph O, WD AGO Form 67:

Certification of reporting officer: This paragraph includes:

- (1) Inclosures (give number, if any; or enter "None").
- (2) Signature of reporting officer. All three copies of the efficiency report must be signed. Failure to sign all copies has been a most common fault in the past.
- (3) Typed name, grade and organization of reporting officer.
- (4) "Commanding what?" Unit designation, or when the reporting officer is not in a command position the "Commanding what?", will be lined out and the official capacity of the reporting officer entered. (i.e., AG of S G-2, Adjutant General, or other appropriate title.)

BY COMMAND OF LEUTENANT GENERAL LEE:

D. C. JONES
Major General, United States Army
Chief of Staff

OFFICIAL:

Raymond P. Kelley
RAYMOND P. KELLEY
Colonel, USA
Adjutant General

DISTRIBUTION:

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

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1200 PM 18 Dec 1946
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 200)

13 December 1946

FOOD SERVICE PROGRAM

DISCUSSION:

1. Effective this date paragraphs 29 and 30 Circular 60, this headquarters, 1946, are superseded by this Circular.

II. REFERENCE:

2. Section II, WD Circular 322, "Food Service program", dated 1 November 1946.

III. PURPOSE:

3. To implement the provisions of Section II, WD Circular 322 1946, to effect conservation of food and the improvement of Army food activities throughout the theater.

IV. IMPLEMENTATION:

4. Personnel:

a. A Theater Food Supervisor has been appointed.

b. The Commanding General, Peninsular Base Section will provide the necessary enlisted assistance for the Theater Food Supervisor as directed in paragraph 3b, Section II, WD Circular 322, 1946.

c. The Commanding General, Peninsular Base Section is authorized to detail the Theater Food Supervisor the additional duty of Peninsular Base Section Food Supervisor.

d. All units, down to and including separate battalions, will assign Food Supervisors and enlisted assistants, as directed in Section II, WD Circular 322, 1946.

e. The selection of personnel for the above duties will be in strict compliance with the provisions of Section II, WD Circular 322, 1946.

f. Personnel assigned to the above duties will be allotted to all echelons within the present troop basis strength. There will be no increase in approved troop basis.

[Handwritten signature]
K

Hq MTOURDA Circular No. 200 (Con't)

5. Duties of the Theater Food Service Supervisor:

a. As directed in Paragraph 2b, Section II, WD Circular 322, 1946.

b. Take steps to insure that commanders of all echelons operating messes give the conservation of Army food activities and the standard of mess operation their personal and continuous attention.

c. Compile monthly reports indicating:

- (1) Progress of food conservation program.
- (2) Savings or losses effected by messes operating under their supervision.
- (3) Forwarding the above reports through channels to the Theater quartermaster for consolidation and transmission to G-4, MTOURDA.

6. Commanders who are unable to comply with the provisions of this circular will report such facts to this Headquarters, giving the reasons therefor.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ray C. Tilley
RAY C. TILLEY
Colonel, AGC
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

4cc. Comm.
DEC 18 1946
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CIRCULAR)
NUMBER 190)

12 December 1946

CLEARANCE CERTIFICATES

1. Each major commander will require the establishment in his command of such procedures as are necessary to insure that appropriate clearance of records and property and financial responsibility is obtained by each individual transferred from the command.

2. Each individual transferred from a command will obtain appropriate clearance prior to departure therefrom.

3. Clearances of individuals will be recorded on attached clearance form which may be modified by commanders concerned to include the deletion of non pertinent entries. One copy thereof will be incorporated in the officer's 201 file and three copies will be carried by the officer to his next station.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilly
RALPH C. TILLY
Colonel, AGD
Adjutant General

1 Incl:
Clearance Form

DISTRIBUTION:

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

OFFICER'S CLEARANCE CERTIFICATE

(3 copies to Officer, 1 copy to Officer's 201 File)

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(Photocopy) (Date of Departure)

Name (Last, First, Middle Initial) (Serial No.) (Organization or Section)

Authority for Departure (Order No., Par., Date, Etc.) (New Duty Station)

CHECK LIST (Check or initial facilities used and cleared)

PROVOST MARSHAL (CAF)	OFFICERS CLUB OR BOW	OFFICERS REGISTER
TAGS-PASSBOOK	OFFICERS MESS	CLASSIFIED DOCUMENTS
QUARTERS BATH	FINANCE OFFICER (PAY	EFFICIENCY REPORTS
REWARD OFFICER	DATA CARD)	SPECIAL ORDERS
DEPUTY OFFICER	ORDER CERTIFICATES	WD AGO FORM 66-1
SPECIAL SERVICE	QUARTERS ASSIGNMENT	COMPASS KEY CASE
WALSH	RECEIVED	POST EXCHANGE CARD
TRUNK	SIGNAL OFFICE (PHONE	FIELD MILITARY
LISTING OFFICER	& TELETYPE	201 FILE
	CUSTODY TRANSFERRED	POSTAL OFFICES
	OR NOT APPROPRIATED	
	OTHER VIZ	

REMARKS:

CERTIFICATION

I CERTIFY THAT I HAVE TURNED IN ALL CLASSIFIED DOCUMENTS FOR WHICH I AM RESPONSIBLE, EXCEPT THOSE WHICH ARE MY PERSONAL PROPERTY; THAT I HAVE LIQUIDATED ALL PERSONAL INTERESTS IN THIS AREA OR HAVE MADE ARRANGEMENTS SATISFACTORY TO MY CREDITORS; THAT I HAVE MADE SETTLEMENT OF ALL PUBLIC FUNDS, PROPERTY ACCOUNTS, AND DEBTS DUE ALL AGENCIES AND INSTRUMENTALITIES OF THE UNITED STATES, INCLUDING THE ABOVE. THERE ARE NO CHARGES AGAINST ME AT THE AGENCIES LISTED WHERE NO CHECKS OR INITIALS APPEAR.

SIGNATURE

NAME AND ORGANIZATION

CERTIFICATE OF NONINTEREST

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THIS IS TO CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE-NAMED OFFICER IS NOT INCUMBED AT THIS DATE TO THE UNITED STATES OR ANY OF ITS AGENCIES OR INSTRUMENTALITIES FOR ANY DEBTS INCURRED WHILE ON DUTY AT THIS STATION, WITH THE FOLLOWING EXCEPTIONS:

FOR THE COMMANDING OFFICER:

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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 512

DEC 18 1946
 See Comm.
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CIRCULAR)
 :
 NUMBER 192)

27 November 1946

ADMINISTRATION OF SURRENDERED ENEMY PERSONNEL

I. GENERAL

Purpose Paragraph 1
 Jurisdiction " 2

II. ADMINISTRATION

SEI Facilities Paragraph 3
 Processing " 4
 Personal Effects, Funds, & Claims " 5
 Organization " 6
 Supplies and Subsistence " 7
 Medical Attention & Sanitation " 8
 Welfare " 9
 Military Courtesies " 10
 Discipline & Control " 11
 Loss or Damage to Property " 12
 Postal Privileges & Procedures " 13
 Death & Burial " 14
 Repatriation " 15

III. EMPLOYMENT AND COMPENSATION

General Policy Paragraph 16
 Responsibility for Employment " 17
 Pay Credit for Working SEI " 18
 Injuries " 19

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Declassified E.O. 12356 Section 3.3/NND No. 785017I - GENERAL:

1. a. Purpose: These regulations are published for the information and guidance of those concerned with the military custody of Surrendered Enemy Personnel, hereafter referred to as "SEF". The term "Prisoner of War" will not be utilized to designate the status of any member of the German surrendered or captured forces.

b. These references are, to the extent applicable, incorporated herein:

AFHQ Letter (AG 387/147 SCF-O) dated 1 May 1945, Dis. & Adm. of SEF in Italy.

AFHQ Letter (AG 383.6/163 GAF-O) dated 13 June 1945.

AFHQ Letter (AG 386.3/163 LOG-O) dated 7 July 1945, Adm. of SEF in Italy.
Subject "Instructions for Documentation of Enemy Surrendered Personnel".

AFHQ Letter (AG 383.6/195 CEG-O) dated 12 July 1945, Currency holdings & Pay of SEF, as amended by letter AFHQ 383.6 CEG-O, 14 Oct 1945.

AFHQ Letter (383.6/195 CEG-O) dated 12 July 1945, Currency holdings & Pay of SEF as amended by AFHQ letter AG 383.6 CEG-O, dated 14 Oct. 1945.

AFHQ Letter (AG 383.6 EACS-O) dated 7 October 1945.

AFHQ Letter (AG 383.6 GAF-O), 15 June 1946, German Personnel in Italy.

AFHQ Administrative Memo #9, February 1944 as amended.

AFHQ Administrative Memo #39, 1945.

AFHQ Circular No. 2, 1946, Military Courtesy and Discipline.

WFO Letter (AG 151/002 JA-O) 3 July 46, Claims of POW, SEF's, DP's.

PTUSA Circular 50, 1946.

AGWAR Cable WX-98420, 23 Aug. 1946 - Confinement of SEF in ETO.

AGWAR Cable W-93362, 3 July 1946 - Pay of Working SEF.

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MTUSA Circular No. 192 Cont'd

c. These directives are rescinded:

- MTD Letter AG 383.6/450 C-O, dated 10 Aug. 43, Employment of POW/SEP in Italy.
- MTD Letter AG 383.6/736 PMO-O, 22 May 1945, Subject International Red Cross - German POW's.
- MTD Letter AG 383.6/314 A-O, 25 June 1945, Subject: Repatriation of German Prisoners of War & Surrendered Personnel.
- MTD Letter 383.6/734 PMO-O, 23 July 1945 "Administration of SEP".
- MTD Letter AG 383.6/748 D-O, 25 May 1945, Subject: "Employment of German Prisoners of War".
- MTD Letter 383.6/734 A-O, 29 Nov. 45, amends 383.6/734 PMO-O, 23 July 1945 "Administration of SEP".
- MTD Letter AG 400.93/156 PMO-O, 1 September 1945, Disposition of Currency and other valuables seized from Enemy Forces in Italy.
- MTUSA Letter AG 062.2/098 SSS-O, dated 20 July 1946, "Administrative Instructions for POW Enclosures in MATUSA or MTUSA".
- MTUSA Letter AG 383.6/102 A-O, 18 July 1945.
- MTUSA Letter AG 383.6/002 A-O, 27 July 1945.
- MTUSA Letter AG 383.6/002 A-O, 29 August 1945.
- MTUSA Letter AG 383.6/22 A-O, 2 August 1945.
- MTUSA Circular No. 62, 1945 - Discipline.
- MTUSA Circular No. 132, 1945 - Dog Tags.
- MTUSA Circular 90, 1945.
- MTUSA Circular No. 170, 1946.
- MTUSA Administrative Memo No. 41, 1945.
- AFHQ Circular No. 2, 1945.
- Supply Directive No. 66 MTUSA 1945.

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R E S T R I C T E D

Hq MTOUSA Circular No. 192 Cont'd

Supply Directive No. 18 MTOUSA 1946.

Supply Directive No. 20 MTOUSA 1946.

2. Jurisdiction:

a. The Assistant Chief of Staff, G-1, Headquarters, MTOUSA, is charged with the determination of broad, basic plans and policies concerning SEP.

b. The Commanding General, FBS, is charged with all matters pertaining to SEP within this Theater including their custody, control, utilization, location, care, treatment, repatriation and security except as specified in paragraph 2c. Included among these responsibilities are:

(1) Supervision and execution of MTOUSA policies.

(2) Formulation of rules and regulations from announced policies relative to the control of prisoners.

(3) Establishment of a Surrendered Enemy Personnel Information Bureau charged with the responsibility of maintaining complete information relative to SEP and to obtain from SEP and retain safely all valuables and currency belonging to such persons and issue appropriate receipts therefor. This Bureau replaces Prisoner of War Information Bureau.

c. Major Unit Commanders, other than the Commanding General, FBS, to whose command SEP personnel and units are attached, are charged with the custody, security, control and utilization of such SEP personnel while so attached. Camp Commanders under the jurisdiction of the Major Commands will command the Surrendered Enemy Personnel camps, and will be responsible for camp maintenance, operation, administration, management, and the control and treatment of the prisoners in their care.

d. Commanding Officer, Auxiliary Troop Command shall, subject to the supervision of Commanding General, FBS, carry out the above-mentioned duties and functions.

II. ADMINISTRATION:

3. Facilities for Surrendered Enemy Personnel:

a. Camps or enclosures will be established in such areas and at such places as may be agreed upon by the Commanding General, FBS, and other Major Commanders desiring to utilize Surrendered Enemy Personnel.

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R E S T R I C T E D

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R E S T R I C T E D

Hq MTOUSA Circular No. 192 cont'd

2. SEP will be accommodated under field conditions. A scale of accommodation is prescribed herein for the guidance of all concerned in providing for the security and accommodation of SEP.

(1) Unless the Commanding Officer, AXIC, approves exceptions specifically, security will be accomplished by:

- (a) Security Fence. The unit area will be surrounded by an 8' high fence constructed of barbed wire or other suitable material.
- (b) Warning Fence. A 3' high warning fence will be erected 10' inside the security fence. This warning fence will consist of single strand No. 10 wire on 9' drive type pickets spaced 20' on centers.
- (c) Guard Towers. A minimum number of guard towers will be erected to give full vision over the 10' lane between the security fence and the warning fence.
- (d) Electric Lighting. Electric lights will be mounted on poles approximately 20' high positioned along the outside of the security fence at 100' intervals; 200 watts of illumination will be provided on each pole.

(2) Area. (a) No particular size or shape is prescribed for compounds but each one should be sited off to suit the terrain and to insure a minimum expenditure of construction materials.

(b) Final determination of the space to be provided will be left to the discretion of the Commanding Officer concerned. It is recommended that a total of 150 sq. ft. per man be provided for recreation, administration and bivouac, based on the area enclosed by the warning fence.

(c) SEP may be accommodated in areas vacated by other troops if the necessary security features are provided. If existing buildings or facilities constructed from expendable supplies in such vacated areas exceed the Scale of Accommodations prescribed herein and if it is not feasible to remove the excess items and return them to depot stocks, said facilities may be left in place.

R E S T R I C T E D

Hq MPOUSA Circular No. 192 Cont'd

- (3) Minimum Sanitary and Health Facilities. (a) Latrines. Pit type fly proof latrines will be provided on the basis of one (1) seat per twenty (20) men.
- (b) Bathing and showers. Enclosed hot water showers will be provided on a basis of one (1) shower head per thirty (30) men. Taps will be provided on a basis of one (1) tap per forty (40) men.
- (c) Dispensary. One (1) pyramidal tent, framed, floored and screened will be provided for each unit of battalion size (1000 men).
- (4) Kitchen area. (a) Space for food storage and preparation will be provided in site constructed, or existing buildings utilized on the following scale:
- | | | | | | |
|---------|-----------|-----------|-----------|-----------|-----------|
| No. Men | 200 | 400 | 600 | 800 | 1000 |
| | 20' x 20' | 20' x 28' | 20' x 35' | 20' x 44' | 20' x 50' |
- (b) Cooking will be done either on the range, field M1937 or pit type stoves using wood or oil burners. A roof and if possible side walls will protect the ranges.
- (c) Mess hall facilities will be provided for enlisted men when practicable. Floored and screened inclosures with sitdown tables will be provided for officers on a basis of seven (7) square feet per officer.
- (5) Recreation. Two (2) framed and floored pyramidal tents, or equivalent space in existing structures, will be provided for each unit of company (200 enlisted men) size and a similar additional tent for each battalion (1000 men). Theater accommodations for the presentation of plays and the showing of motion pictures will be provided when possible.
- (6) Quarters. (a) No construction is authorized for quarters.
- (b) All SEP will be quartered in pyramidal tents. Floors and other winterizing facilities may be installed when found necessary, and when salvage material is obtainable. Capacity: 8 enlisted men or 4 officers per tent.

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R E S T R I C T E D

RESTRICTED
Hq MTOUSA Circular No. 192 cont'd

- (7) Administration. One each framed and floored pyramidal tent will be provided for Company Headquarters, Company supply room, and Battalion Headquarters.
- (8) Electric lighting. Electric lighting (in addition to security lights) will be provided on the following basis:

	Max. Watts per sq. ft.
Food preparation & storage	.5
Administration Tents	.5
Dispensaries	.5
Recreation tents	.5
Supply tents	.2
Living tents	.2

- (9) Water supply. Effort will be made to locate installations to take advantage of existing water supply systems. Where no existing system is available and the permanency of the installation warrants, water supply system of wells, pumps, elevated tanks, etc., may be constructed. Such systems will be designed if possible on the basis of the maximum consumption rate of 10 gallons per man per day for camp.

4. Processing and documentation of Surrendered enemy personnel:

a. All surrendered enemy personnel will be registered on Form CR-1 by American personnel and a remark will be made on each individual's record card (WDPMG Form 2 or 2-1 or other record) to indicate such registration. Form CR-1 will be made in triplicate, one signed copy of which will be forwarded to CROWPASS, APO 967, U. S. Army.

b. In addition to registration on Form CR-1 each individual will be documented on WDPMG Form 2 and assigned serial numbers as indicated in paragraph c hereof. These forms will be prepared in triplicate, being forwarded to SSMIB and one being retained by the administrative unit having custody of records of the individual.

c. Surrendered enemy personnel received after 1 November 1946 will be assigned serial numbers:

- (1) The figures "81" (representing MTOUSA) followed by a dash.
- (2) The letters "SP" (representing surrendered personnel) followed by a dash.
- (3) Individual numbers assigned consecutively.

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- (4) A letter to denote arm of service:
 - (a) Germans: "E" for army, "M" for navy, "L" for air force.
 - (b) Italians: "RE" for army, "RM" for navy, "RA" for air force.
 - (c) If the person is in the category of "protected personnel" as that term is used in PW matters, the letter "P" will be added to the letters referred to in (1) and (2).

5. Personal effects and funds: a. Surrendered enemy personnel will be permitted to retain their soldier's book, personal letters or papers, and objects of personal use or value such as rings, watches, jewelry, fountain pens and decorations. Weapons and items considered dangerous to security, such as large knives, will be confiscated.

b. No money or currency will be retained by the individual. Such Reichmarks as have been allowed in possession of the individual previous to this time will be surrendered to S.E.P.I.B. against receipt prior to 1 January 1947. Other currency or money and contraband articles will be retained by S.E.P.I.B. until repatriation and thereupon returned to the individual upon surrender of such receipt prior to his departure.

c. Claims. Claims of former prisoners of war and surrendered enemy personnel for money and property taken from or surrendered by them should be disposed of as follows:

(1) All claims for money and for property made by or on behalf of prisoners of war or surrendered enemy personnel will be forwarded direct to Auxiliary Troops Command, attention Surrendered Enemy Personnel Information Bureau, Headquarters, Peninsular Base Section, APO 702, U.S. Army. Upon receipt of such claims the Information Bureau will process the claims in accordance with established procedures, and, in connection with claims for jewelry, the Information Bureau will inquire of Allied Financial Agency whether that agency is in possession of same.

(2) All claims not falling within the provision of (1) above will be forwarded to the Theater Judge Advocate, Headquarters, MTOUSA, APO 512, U.S. Army, for processing.

6. Organization: Normal segregation will be maintained between officers and enlisted men held at enclosures, and when feasible in work camps. Officers and persons similar to "protected personnel" will be accorded treatment consistent with their rank and status.

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7. Supplies and subsistence: a. Procurement and issue of supplies.

(1) Procurement and issue of all types of supplies for SEP will be through normal supply channels. The obligation of U.S. appropriated funds is not involved. Separate purchase orders and vouchers and separate accounting records will be maintained. Primary responsibility for obtaining supplies for surrendered enemy forces rests upon the major command having operational control over such forces.

(2) Organizational equipment of enemy or US origin is a responsibility of the employing agency. Material in History of Troops Report, covering US type equipment only, will be submitted by each major command.

(3) Insofar as stocks permit, supplies required for surrendered enemy forces will be obtained from captured and surrendered enemy material and equipment, and through the use of SEP labor. Maximum economy will prevail.

(4) There will be instances when bulk purchases will be made or services will be rendered for the combined usage of the US Armed Forces, and SEP. In such instances separate vouchers must be prepared for that portion of the charges that are applicable to the SEP.

(5) All procurement instruments and vouchers for supplies and services for SEP which require settlement by U.S. Army Disbursing Officers will be conspicuously marked at the top, "Surrendered Enemy Personnel Account" and the customary appropriation, allotment and purpose coding prescribed by the US Fiscal Code will be omitted.

(6) All procurement instruments and vouchers for supplies and services for Surrendered Enemy Personnel for which payment is prohibited in compliance with paragraph 9 of AFHQ Administrative Memorandum Number 21, 1943, "Procurement and Payment Policy in Italian Territory for Supplies and Services" will be conspicuously marked at the top "For Surrendered Enemy Personnel - Not Payable by the U.S. Army Disbursing Officers." Vouchers so marked shall be processed and routed through channels as prescribed in letter from this headquarters dated 11 April 1945 File AG-196/574 D-O, subject: "Disposition of Unpaid Bills."

b. Payment. (1) All vouchers which require payment as stated in paragraph (2) above, will be processed by U.S. Army Disbursing Officers in the usual manner and the same degree of diligence will be exercised in scrutinizing and auditing these vouchers

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is done in the case of appropriated fund vouchers. However, these vouchers will not be taken into the accounts of Disbursing Officers. Instead, the original and duplicate of each paid voucher will be transferred as cash, on Form 32-38, on the last day of each month, to the Finance Officer, 34th Finance Disbursing Section, APO 794, U.S. Army. A letter of transmittal, in triplicate, will accompany each transfer, listing the vouchers by Bureau Voucher Number, name of vendor and amount paid. The total amount shown on the transmittal letter shall be in agreement with the amount of the transfer. The triplicate copy of the letter of transmittal will be receipted and returned to the Disbursing Officers by the Finance Officer of the 34th Finance Disbursing Section. The quadruplicate copy of the letter of transmittal will be forwarded promptly by the Disbursing Officer to the Office of the Fiscal Director, MTOUSA, APO 512, U.S. Army, attention Accounts Branch, and the quintuplicate copy will be retained by the Disbursing Officers.

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

c. Subsistence. SER will be subsisted as prescribed in paragraph 8c and 8f, Circular 60 MTOUSA, 1946, and appendix "G" and "H" thereof, which references are amended by substituting for the phrase "Prisoners of War," wherever that phrase appears, the phrase "Surrendered Enemy Personnel."

(4) For the purpose of rations all SER sent to FWE 339 specifically for repatriation or reassignment will be considered as performing hard labor.

d. Quartermaster ration items. (1) Issue of the indicated items is authorized:

ITEM	UNIT	ALLOWANCE PER 1 INDIVIDUAL FOR 15 DAYS
Blades, razor, Gillette Type, BE (Use stock until exhausted then other than Gillette Brand in event US stocks are used)		
Package of 5 blades	Pkg	.450
Brush, tooth, professional type (a substitution)	ea	.120

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Cream, shaving, Brushless 2 1/2 oz tube	ea	.250
Comb, pocket	ea	.012
Mirror, s.m.-metallic	ea	.02
Pipe, smoking, 2 1/2 grade (until exhausted)	ea	.020
Powder Tooth 2 oz	can	.200
Razor, safety, Gillette type	ea	.004
Soap, toilet 3 3/4 oz	cake	.750
Towels, bath or bath	ea	.150
Glasses, men	ea	.050
Files, nail	ea	.020
Belt, sanitary, (for female only)	ea	.125
Napkins sanitary (Box of 12)	ea	.50

(2) Issue of the indicated items is authorized to SER:

ITEM	UNIT	ALLOWANCE PER INDIVIDUAL PER WEEK
*Tobacco smoking	oz	1
or		
Cigarettes, Pkg of 20	pkg	1
or		
Cigar 6 1/4 (large)	ea	1
or		
Cigar 5 1/4 (small)	ea	8
Matches (box)	ea	.05
**Paper Cigarette (box of 100 sheets)	ea	.25

*Two (2) ounces for each SER on work status.

**To be issued only when cigarettes are not issued.

No initial issue will be made of above items.

(3) Insofar as practicable, issue should be weekly. No charge will be made by the issuing agency. Record of issues to individuals is not required. Designated leaders of surrendered enemy troops, when authorized to distribute the above items, will execute the following certificate (written in the appropriate language, which will be placed on, or attached to the tally-out of the United States Army Officer last handling the supplies):

"I certify that the items in quantities as indicated were received by me and to the best of my knowledge and belief, the individual issues were equitably and properly made."

(4) Upon evacuation of surrendered enemy personnel from this Theater, resale type items within the above scale may be

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necessary during the journey, will be issued to GEF at the same time they receive their travel rations.

c. Clothing and Individual equipment. (1) General - Except as circumstances warrant, or climate requires, items of clothing and individual equipment will be issued only after that in the possession of the individual has become unfit for use.

(2) Issue of individual clothing and equipment will be made from captured or surrendered enemy stocks. When exhausted, Class "X" items from United States stocks may be issued. Issues from stocks other than Class "X" will be made only when approved by this headquarters.

(3) Scale of issue: The scale of allowances for clothing and equipment will be the minimum quantity necessary and adequate for the service upon which the individual is engaged. The table listed below is the maximum authorized. This does not mean that every item listed must be issued each individual.

GERMAN MILITARY
INDIVIDUAL CLOTHING AND EQUIPMENT
SPECIAL TABLE OF BASIC ALLOWANCES

ITEM	UNIT	ALLOWANCE	BASIS OF ISSUE	REMARKS
Belt, Web, waist	ea. 1		CLOTHING Per Ind.	
Cap, garrison, cotton			" "	
or cap, garrison wool	ea. 1		" "	
Cap, denim blue or HBT	ea. 1		" "	(Except Officer)
or Hat denim blue HBT	ea. 1		" "	" "
Drawers cotton shorts	pr. 2		" "	
or Drawers, wool	pr. 2		" "	
Gloves wool or gloves			" "	
leather heavy	pr. 1		" "	(When necessary)
Handkerchief, cotton	ea. 2		" "	
Jacket, field	ea. 1		" "	
Jacket denim blue or HBT	ea. 2		" "	(Except Officer)
Trousers denim blue or HBT	pr. 2		" "	" "
or Suit working			" "	" "
1 pc. HBT	ea. 2		" "	
Overcoat, wool, PC, or	ea. 1		" "	(When necessary)
Coat, sackinaw	ea. 1		" "	" "
Raincoat	ea. 1		" "	
Shirt, cotton, khaki, or	ea. 1		" "	(Additional per officer)
Shirt, wool, OD	ea. 1		" "	" "

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ITEM	UNIT	ALLOW - ANCE	BASIS OF ISSUE	REMARKS
Shoes, service	pr. 1	Per Ind.		(a 2nd pr is authorized for issue when deemed necessary by the Peninsular Base Section or Major Commanders to safeguard health of prisoners against inclement weather.) (For pr shoes)
Socks, shoe	pr. 1	" "		
Socks, cotton or wool	pr. 2	" "		
Trousers, cotton, khaki, or	pr. 1	" "		(Additional per Officer)
Trousers, wool, OD	Pr. 1	" "		
Undershirt, summer, sleeveless	ea. 2	" "		
or Undershirt, wool	ea. 2	" "		
Bag, barbed	ea. 1	" "		
Bar. insect. field or mosquito	ea. 1	" "		(when conditions dictate the necessity)
*Blanket, wool, OD, or	ea. 3	" "		(2 in summer)
comforter cotton, filled	ea. 1	" "		(in lieu of 2 blankets)
Bag, sleeping, wool, w/case	ea. 1	" "		(may be issued in lieu of two blankets)
Canteen	ea. 1	" "		
Can, meat	ea. 1	" "		
Cover, mattress	ea. 1	" "		
Cup, canteen, M910	ea. 1	" "		
Spoon, M20	ea. 1	" "		
Fork	ea. 1	" "		
Tent, shelter half, o/w pins	ea. 1	" "		(when not quartered in buildings or other tents)

*2 ea blankets Class "X" or CEM or 1 ea comforter, Class "X" in addition to above allowance may be issued where heating facilities are not available upon approval of Major Commander.

(4) A single identification tag, with supporting necklines of white tape, will be issued to all SEP in United States Custody. Tag will be embossed to show (1) full name, (2) rank, and (3) internment serial number. Tags may be secured by submitting requests giving information required in paragraph 2 above to Commanding General, Peninsular Base Section, attention: AYTE. These identification tags will be worn by SEP at all times, without exception, in a manner similar to that of United States Army identification tags. SEP who fail to comply with these instructions will be subject to appropriate disciplinary action.

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(5) Upon evacuation of SEP from this theater, the items below in quantities listed in paragraph (3) above, will be in the possession of the individual:

Shoes, service	Jacket, field or coat
Trousers, (of any kind)	Bag, barracks
Shorts, (of any kind)	Cup, canteen
Underdrawers	Canteen
Undershirts	Fork
Socks	Spoon
Hat, (of any kind)	
Coat, coat	

Additional items may be authorized by the evacuating agency within the scale listed in paragraph (3) above, if weather conditions or length of journey makes such issue mandatory.

(6) Women's Clothing. Insofar as items of women's clothing are available from captured enemy stocks or from Class "X" United States stocks, issue will be made to surrendered enemy women on a scale corresponding to similar men's items. When women's items of clothing are not available, men's items will be issued in lieu thereof. In addition, the following items are authorized, when available, from enemy stocks, or Class "X" United States stocks: Slip, WAC on 2; Brassiere on 1. Special instructions published separately will provide for requirements of children and pregnant women. In emergencies, Army manufacture or local manufacture from material available in United States Quartermaster salvage stocks may be used.

(7) Conservation. To conserve stocks:

(a) All commanders concerned will stress first and second echelon maintenance of clothing and equipment. Unit commanders will be responsible that every effort will be made within their units to accomplish all repairs possible to clothing and equipment.

(b) Needles, thread and shoe repair materials may be drawn by using agencies for use within SEP organizations. Issue will be restricted to captured material insofar as quantities are available.

(c) Issuance of following clothing repair items is authorized (based on Company of 200 men):

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Initial		
Shears, tailor	ea	2
Needles, hand sewing	ea	25
Thread, cotton	yd	150
Monthly		
Needles, sewing hand	ea	25
Thread, cotton	yd	150

(d) Issuance of shoe repair supplies will vary with conditions, type, (American or German) etc., of shoes being used in organizations. Requisitions will be submitted for supply only after being approved by officer in charge of nearest Quartermaster Salvage Installation.

(e) Disposition of records and effects. All clothing and individual equipment left behind by an escapee will be placed immediately in the custody of the enclosure supply officer, where all except personal items will be reissued. If the escapee has not been apprehended within fifteen (15) days, his personal effects will be forwarded to SEPID.

(f) Barber kits. Essential barber facilities are authorized on the basis of one set per 250 SMP. When captured items to make up this set are not available, a requisition may be submitted to the Base Section for needed items. When no surrendered items are available, issue of Kit, barber, is authorized from United States stocks. In those instances where the SMP enclosure holds less than 250 persons, one set of barber equipment will be made available for each enclosure.

(g) Accounting. Individual record of clothing and equipment will be maintained in a manner similar to that required for enlisted personnel of the United States Army. Disciplinary action will be taken when items are lost, destroyed, or illegally disposed of.

(h) Insignia and markings. (1) Surrendered enemy personnel will be permitted to wear the ribbons of Wehrmacht medals, of campaign medals, or decorations for merit, of long service and insignia of rank, provided all Nazi Emblems (for example, swastikas) are obliterated or removed. The following are not authorized: Hakenkreuzzeichen, Nazi insignia, Nazi emblems, Nazi decorations, and kokade on caps. Upon evacuation from this Theater for discharge, no decorations or insignia of rank are permitted to be worn.

(i) Buttons bearing distinctive markings will be removed.

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from items of the United States uniform prior to issue and replaced with buttons from enemy uniforms or with bone or plastic buttons without distinctive markings. Clothing furnished of United States origin will not be dyed, but any dyed clothing available will be utilized.

(c) As stocks become available, clothing will be issued without markings, such as POW and SEP and articles which may be worn as an outer garment will be replaced by clothing with colored circle, 1 1/2 inches in diameter on the left shoulder. This insignia may be of blue cloth, if such material is available, or stenciled in blue on the garment itself. Priority in the issue of this clothing will be given SEP whose work and conduct has been outstanding.

(12) Organizational equipment. (a) Organizational equipment for housekeeping and work purposes will be obtained from captured enemy equipment plus such equipment of U.S. origin as becomes surplus to needs of U.S. units in Theater. T/E authorized for similar U.S. units will be used as a guide but in no case will be exceeded without prior approval of the Commander of the major command concerned. Equipment will be drawn on a basis of actual necessity and not merely because it appears on the T/E for a unit. Commanding General, Penbase, will be responsible for distributing available equipment equitably among major commands. Request from major commands for equipment considered essential to operations which cannot be provided from above sources will be submitted with full justification:

(1) CIR items - Commanding General, MTOUSA.

(2) All other items - To Commanding General, Penbase, who is hereby authorized to take final action.

(b) All organizational equipment will be issued to a U.S. unit which will account for same in a unit property book. Issue to USU will be on memo receipt from the U.S. unit supply officer to the German officer in command of the GUM. Captured enemy equipment is the property of the U.S. Army, therefore, property accountability and responsibility will apply. In cases of losses, damages, and/or fair wear and tear the certificate of captured officers, will be accepted in the absence of certificate of Allied officers.

(c) (1) Housing facilities may be furnished SEP based on Theater availability. Major Commanders will utilize all GUM stocks available before making issues from U.S. Army stocks. The following are:

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Stove, tent M-41

1 per 8 individuals or fraction thereof occupying tent quarters.

Stove, tent M-41

1 per 3000 cubic ft. or major fraction thereof for permanent or semipermanent quarters other than tentage.

Heater, space,
Army No. 1

1 per 6000 cubic ft. or major fraction thereof for day rooms, recreation rooms or mess halls.

(2) Solid or liquid fuels may be issued on the basis of allowances set forth by MTOUSA Supply Directive No. 72, 1945.

(13) Expendable Supplies. In accordance with WD Letter, file AG 400 (1 Nov. 45) CR-S-D-M, dated 5 November 1945, subject: "Quartermaster Expendable Supplies for Prisoners of War Located Outside Continental United States," allowances of expendable supplies for PW are established:

(a) Appropriate allowances contained in Table IV, AEF Catalogue No. 4, "Allowances of Expendable Supplies."

(b) Appropriate additional allowances:

Item	Unit	Allowance	Basis of Issue
Camp ice	lb	1	Per 5 individuals per mo.
Kitchen, moving	oz	10	Per 250 individuals per yr.
Matches, safety	box	50	Per 250 individuals per mo.
Paper, toilet (100 Sheets)		1	Per 2 individuals per mo.
Soap, hand, grit	cake	1	Per 10 individuals per mo.
Soap, ordinary, issue	lb	1	Per individual per mo.
Soda-ash, powder	lb	2	Per 10 camp, ordinary issue per mo.
or	lb	1	Per 10 camp, ordinary issue per mo. (as a substitute for soda-ash powder)
Sodium-Carbonate (Wash-hydrate crystals)	lb	1	

Other expendable items will be utilized to the extent considered essential to provide for the health of the AEF. Army Service Forces Catalogue No. 4 will be used as a guide only. Minimum essential quantities will be requisitioned and in no instance will the allowances set forth for United States Troops be exceeded. Spare parts and maintenance material for use on authorized equipment will be drawn on the same basis as for United States Troops.

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(14) Welfare supplies. (a) All salvage and surplus U.S. welfare supplies will be made available to SEP.

(b) Enemy stocks will be utilized for provisions of recreational equipment and reading materials and enemy welfare services may be permitted to function under supervision.

(15) Blank forms. (a) War Department prisoner or War Blank forms are obtainable from PBS by requisition through normal channels. When unobtainable from PBS, directions for reproduction will be furnished.

(b) Unless other means of procurement is indicated for specific forms, theater originated forms will be reproduced by the using agency.

(16) Publications. Requisitions for publications not available from normal sources of major commands will be submitted to this headquarters.

B. Medical attention and sanitation:

a. General. (1) Medical treatment will be rendered within regularly established SEP enclosures where able-bodied prisoners of war are confined to the greatest possible extent.

(2) So far as practicable, enemy medical personnel, equipment and supplies will be utilized in the treatment of SEP's. Its use in the U.S. Hospitals is subject to the discretion of the Theater Surgeon.

(3) A U.S. hospital will be designated in each area where SEP's are confined as described in 3 below for the hospitalization of SEP whose treatment require facilities beyond that available in the regular SEP enclosure.

b. Hospitalization within the SEP enclosure.

(1) An SEP infirmary will be established in each SEP enclosure or camp, where practicable, by the Commanding Officer thereof with a capacity of 1% of the SEP strength and will be operated by him through the medical personnel assigned to his unit.

(2) It will be maintained in accordance with established medical procedure and all necessary administration, records, and reports will be accomplished as required by the Theater Surgeon.

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(3) Inspection of the enclosure medical facilities for SEP will be made by the Theater Surgeon or his designated representative for proper operation and a report rendered thereon to the Major Commander in whose jurisdiction such facility is located.

(4) Whenever a regularly constituted hospital is established within the enclosure, its operation is the responsibility of the Hospital Commander unless specific arrangements are otherwise made between the Theater Surgeon and the Major Commander concerned.

c. Hospitalization in U.S. hospitals.

(1) In every area where SEP are confined the surgeon of the major command will be requested to designate a U. S. hospital for the care of SEP. The hospital designated should, whenever possible, be in the vicinity of the camp to insure proper liaison between the enclosure and hospital.

(2) The commanding officer of the hospital will be responsible for the security and administration of all SEP who may be confined therein for medical attention or duty and will maintain such records and render such reports as may be required.

(3) The commanding officer will select the words or area to be used for SEP and he will construct such barriers and safeguards as he may reasonably deem necessary to insure their security and prevent escape. SEP will be segregated from other patients.

(4) The CG, PBS will instruct the hospital personnel in the preparation of records and reports, furnish such guards as the hospital commander may deem necessary, and advise on any other matter which may arise pertaining to SEP.

d. Welfare of SEP:

a. Specified zones and areas will be designated by Major Commanders within which German personnel will be permitted freedom of movement during nonworking hours. British and American Commanders of SEP units operating in close proximity to each other will coordinate their instructions in this respect to insure that equal privileges are given all SEP's.

b. Athletic and recreational activities will be encouraged to the maximum consistent with facilities locally available.

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c. A supply of GI weeklies, forty-five minute reel entertainment films, have been secured and a schedule set up for the showing of these films to SEP personnel in Italy. Distribution will be through regular Special Service film distribution libraries of each major command and distribution will be available at film exchanges on 1 August 1946. This distribution will provide ninety minutes of entertainment film per week. These showings may be supplemented by the major commands by the showing of Signal Corps Training Films obtained through normal Signal Corps training film libraries as well as the showing of any captured enemy film which may be available through auxiliary troop command channels.

d. Distribution of books, magazines and newspapers will be made subject only to security objection on the part of G-2. Special Service, MTOUSA, will expedite the collection of good English language periodicals and use every effort to obtain German and Swiss publications.

e. Representatives of YMCA and of the International Red Cross may visit camps or enclosures where SEP in U.S. Custody are held upon prior arrangement with Hqs, MTOUSA, and whenever deemed necessary, will be accompanied by representatives of the State Department and this Headquarters.

f. SEP in U. S. custody should be advised they may continue to correspond with the IRC regarding the conditions of their detention.

g. Religion: SEP will enjoy freedom of religion including attendance at services of their respective faiths held within the SEP camps. In no event, however, will SEP and U. S. personnel worship together. SEP who are clergymen may minister freely to SEP who voluntarily request their ministrations, and may freely visit camps but will discuss only matters that pertain to their religious duties and will receive no article, paper or document from an SEP.

h. Marriage: SEP will not be permitted to marry while they are in the custody of the United States. This does not preclude an SEP from contracting marriage by proxy with a person residing in the Country which the prisoner was serving at the time of capture or surrender.

10. Military Courtesies:

a. Military courtesy may be defined as the expression of consideration and deference accorded to a nation, to the national symbol of a nation, or to an individual because of his rank or

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position in the military service of such nation. The rules governing military courtesy must be clearly stated so as to preclude the possibility of their being misunderstood.

b. Prompt observance and smart execution of military courtesies signify recognition of the consideration and deference to which the nation, or individual is entitled; recognition of the authority of that nation or individual; and willingness to obey the valid and proper orders thereof.

c. Slovenly, grudging, careless or perfunctory execution of military courtesies indicate discourtesy, lack of respect, and unwillingness to obey valid and proper orders.

d. Surrendered Enemy Personnel shall render the prescribed salutes and honors set forth herein:

(1) Indoors:

(a) They will assume the position of attention and uncover when an officer of any of the United Nations military forces enters the room.

(b) They will uncover, stand at attention and salute when reporting to an officer of any of the United Nations military forces, and shall again salute upon dismissal.

(2) Out of doors:

(a) They will assume the position of attention and salute when:

(1) An officer of any of the United Nations military forces approaches.

(2) Reporting to an officer of any of the United Nations military forces, and shall again salute upon dismissal.

(3) Passing, or being passed by, the National color or standard of any of the United Nations.

(4) The National Anthem of any of the United Nations or "To the Color" (or similar music) is played.

(5) Flourishes, ruffles, march or other personal honors are rendered.

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(6) When in formation the position of attention will be assumed by all; only the individual in charge will salute.

(b) When passed by a caisson or hearse bearing the remains of United Nations military personnel in a military funeral procession, and/or when they are in the area in which military funeral services are being conducted, they shall assume the position of attention and uncover.

(3) Officers: Officers shall render the salutes and honors prescribed above, except that salutes to individuals are not required unless the officer being saluted is of equal or higher rank to the officer rendering the salute.

(4) All officers of any of the United Nations military forces are expected to return all salutes rendered by Surrendered Enemy Personnel as required above; American officers will be punctilious in this regard.

d. SEP will continue to render to their own officers the appropriate courtesies and salutes in effect prior to 1933 except as indicated herein:

(1) The Nazi salute and the "Heil Hitler" greeting are forbidden.

(2) No German National anthem "To the Color" or similar will be played or sung at any time.

(3) No Nazi anthems will be played or sung at any time.

(4) Public or private display of the Swastika, Nazi flags, or other paraphernalia of the Nazi party or any of its affiliated organizations is prohibited.

(5) Flourishes, ruffles, and similar personal honors will not be rendered German officers.

(6) Military funerals for SEP may be permitted at the discretion of the commanding officers of Major Commands under such limitations and with such restrictions as may be deemed necessary.

f. In order to maintain proper discipline:

(1) SEP will be marched at attention from compounds to

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places of work and return.

(2) SEP will not be permitted to smoke while riding in vehicles, while marching between compounds and place of work, or while at work. They may be permitted to smoke during rest periods, during meal times, and upon completion of work. Violators will be subject to loss of tobacco ration for one week, or such disciplinary action as may be deemed appropriate.

6. Movement of German vehicles and German operated vehicles outside compounds or enclosures will be restricted to specifically authorized journeys or trips. On such occasions, where practicable, each vehicle will be accompanied by a German officer or non-commissioned officer, who will be responsible for its proper use and for the discipline of all German personnel therein.

11. Discipline and control:

a. Enforcement of discipline: (1) Surrendered Enemy Personnel are within the jurisdiction of courts-martial and are liable to punishment by the Army of the United States and, if trial is advisable, the SEP will be tried before a court-martial and not a civil court except upon the written consent of the Commanding General, MTOUSA.

(2) Disciplinary powers will not be delegated to SEP's. All military personnel having immediate custody of SEP's will be firm and exact in enforcing military discipline and courtesy. The fraternization of Army and civilian personnel with SEP's will not be tolerated and proper attitude and decorum in all contacts with the public will be required, especially where women are concerned.

(3) Collective punishment will not be imposed for the misconduct of an individual, although collective punishment may be resorted to if such is deemed advisable by the Commanding General, PBS. SEP may not be deprived of their rank, and will be confined only in the same manner as confinement is imposed on members of our own forces. SEP sentenced to long term confinement will be confined in the European Theater. Arrangements for place of confinement will be made through Headquarters, MTOUSA.

(4) Food restrictions as an increase in punishment of SEP confined in stockades undergoing disciplinary punishment is authorized. In no event shall a restricted diet be imposed in excess of 14 continuous days, nor will it

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be repeated until an interval of 14 days shall have elapsed, and it will not exceed 84 days in one year. A restricted diet may be ordered only if the state of health of the prisoner to be punished permits it. The minimum food allowance will include 18 ounces of bread each day and as much water as the prisoner may desire. The limitations on food restrictions listed above do not apply to administrative measures discussed in paragraph 4 of section II.

1. Administrative measures. (1) The American camp commander, in discharging his responsibility to utilize and control SEP labor and to administer and maintain his camp in a satisfactory manner, will employ administrative measures wherever practicable. The administrative measures may include:

- (a) Admonition, reprimand, or other oral or written reproof.
- (b) Withholding of privileges, including restrictions on diet.
- (c) Restrictions to certain specified limits.
- (d) Overtime work, not to exceed four hours a day and for not over one week, without pay.
- (e) Withholding PX rations authorized for one month.
- (f) Demoting to the end of the list of eligible repatriates.
- (g) Denying the privilege of withdrawals of work pay for the purpose of sending to homeland for one month.
- (h) Discontinuance of work pay.

(2) The measures specified in the preceding paragraph may not be applied indefinitely but only during periods in which SEP are failing to comply with the necessary provisions for labor or enclosure administration. When compliance is clearly obtained, administrative pressure must cease, for thereafter it becomes disciplinary punishment. These measures are not limited to a single individual. They may be applied simultaneously to all individuals who are failing to comply with administrative

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provisions. They are not to be applied as individual or mass discipline or as punishment, nor are they in any sense to be considered as such.

(3) The restrictions on diet referred to in Par. 11 a (4) constitute a "no work - no eat policy." In applying the policy, compliance will not be considered to have been obtained until the SEP not only agree to discontinue the strike, but also actually engage in work. If the strike has disrupted the normal work progress to such an extent that it is impracticable to resume work as soon as the SEP signify their willingness to work, restrictions on their diet may be continued for 2 hours or until it is practicable to resume work, whichever period is shorter.

c. Disciplinary measures. (1) The foregoing provisions concerning administrative measures are not intended to exclude the imposition in individual instances of disciplinary punishment upon SEP as provided by the 104th Article of War, or of penalties as the result of court-martial proceedings. The 104th Article of War permits imposition of the following disciplinary punishments:

- (a) Admonition.
- (b) Reprimand.
- (c) Withholding of privileges for not exceeding one week.
- (d) Extra fatigue for not exceeding one week.
- (e) Restrictions to certain specified limits for not exceeding one week.
- (f) Hard labor without confinement for not exceeding one week (except officers and non-commissioned officers).
- (g) Overtime work, not to exceed 4 hours a day for not over 1 week, without pay, in order to accomplish work not performed because of a strike.

(2) International law recognizes the right of commander to include a maximum disciplinary punishment of 30 days confinement, 14 of which may be on bread and water, provided that any restriction in diet conforms to the provisions of paragraph 11 a (4), Section II. Officer SEP confined under the above powers may not be required to work and non-commissioned officers may be required to do supervisory work only.

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(3) SEP, other than officers, are subject to trial by summary court-martial. The sentence imposed upon an SEP by summary court-martial will be limited to 30 days in duration. Summary courts-martial are useful in order to bring about a forfeiture of not to exceed two-thirds of a prisoner's total pay and allowances, or to require a non-commissioned officer prisoner to perform hard labor.

(4) Officer and non-commissioned officer SEP who fail to perform properly the duties of supervision of the personnel under them or any other duty with which they may be entrusted, may be punished in accordance with paragraph 11 b above or the 104th Article of War.

(5) Any SEP who disobeys a lawful order, including an order to work, given by an officer, non-commissioned officer or guard, may in an appropriate case, be tried under the 64th or 65th Article of War. Any SEP who incites other SEP to strike may be tried under the 66th Article of War. A thorough investigation will be made in every case of a strike, refusal to work, or a slow down, in order to identify the ringleader and to bring him to trial under the 66th Article of War.

d. Court-Martial procedure. (1) SEP may be tried by general or special court-martial under the procedures prescribed by the Manual for Courts-Martial, U. S. Army 1928 (as corrected). In the case of a death sentence, however, notice of the sentence will be furnished the International Red Cross as a matter of courtesy.

(2) At least one American officer will serve as defense counsel in every general or special court-martial of an SEP.

(3) In all trials by general or special courts-martial, the accused will be informed in due time before the trial of his right to assistance by a qualified counsel of his choice. If the accused SEP request that another SEP serve as assistant defense counsel at such trial, every reasonable effort will be made to enable such SEP to serve in that capacity unless in the discretion of the officer exercising court-martial jurisdiction, he is too far distant from the place of trial and it would be unduly inconvenient for him to serve. The court-martial record of such trials will show clearly that the accused was informed "in due time before the trial" of his right to counsel of his choice, whether he requested one, and if so,

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whether one was present and available throughout the trial.

(4) In all trials by general, special, or summary court-martial, the accused will be informed in due time before the trial of his right to have an interpreter. The record of trial will show that he was so informed. An interpreter will be employed and present at the trial whenever requested by the accused.

(5) The interpreter appointed for and sworn by the court will render the official translation of all court proceedings. He should not be the trial judge advocate, defense counsel, assistant to either a witness, or have any bias or interest in the case. The interpreter will translate language of the accused into English for the benefit of the court. The court-martial record should show that the interpreter was instructed by the court as outlined above, and that he complied with such instructions.

(6) German commanders will be promptly and fully informed of the disciplinary action taken against their personnel. Where possible and appropriate German commanders, or representatives designated by them, will be permitted to be present at investigations, trials or hearings.

c. Escapes. (1) If an SEP attempts to escape or pass a defined limit, the sentinel or any member of the guard who sees him will shout "Halt". If the SEP fails to halt immediately, the sentinel or guard will shout "Halt" a second time and, if necessary, a third time. Thereafter, if there appears to be no other effective means of preventing his escape the sentinel or guard will fire at him. No warning shot will be fired. An SEP will not be fired at unless he is actually over the inside of the fence, if there be one, or boundary of an area clearly defined, and deliberately or obviously trying to go over, under, through or around it. The test will not be the SEP's proximity to the fence, but his behavior as proscribed. The term "Halt" will be explained to the SEP. An SEP attempting escape will, upon recapture, be placed under the additional surveillance deemed necessary to prevent repetition of the attempt. An organized attempt to escape will be put down by force of arms if necessary.

(2) Upon escape of an SEP, action will be taken by the camp or enclosure commander for the recapture of the escaped by circulating to all major commands, local civil

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and military police a complete description of the escapee.

(3) A reward of 2000 lire will be made to any civilian or group of civilians who, by his or their means, recaptures or by his or their information, facilitates recapture of an escaped SEP or returns an escaped SEP to U.S. military authorities. Only one payment will be made for the return of any one SEP. In cases where one individual appears instrumental in returning a group of escaped SEPs, the total reward will be 2000 lire.

(4) Whenever possible, without delaying the payment of the reward, the recaptured SEP will be turned over to the authorities of the power from whom he escaped. The reward may be paid by either British or U. S. authorities for the recapture of an escaped SEP even though he did not escape from their custody or is one of the enemy who has been successfully hiding and had escaped capture to that date.

(5) Payments and the method prescribed are fully set forth in Administrative Memorandum No. 9, 12HQ 1944.

2. In the event of the escape of Surrendered Enemy Personnel, the stockade commander will submit a Descriptive List of escapees, together with an incident report giving the circumstances surrounding the escape, to the appointing authority, who, upon finding of unusual circumstances such as negligence or misconduct on the part of any officer or enlisted man of the United States Army or of any other Army on similar duty, or whether any civilian was guilty of negligence or misconduct or contributed in any manner to the escape, shall appoint an officer to conduct a formal investigation. In the event that there are no unusual circumstances, an approved copy of the report of incident will be forwarded to Headquarters, Auxiliary Troops Command, Peninsular Base Section, APO 742, U. S. Army, for final approval.

3. In each SEP service unit there will be provided weekly a period of at least one hour during which any SEP may present his complaints. Company and specially detailed American officers will hear all complaints which will be answered promptly, based upon published policies. In each instance where there is doubt as to the correct answer to be made or where Theater publications do not cover the subject complaints, the complaint will be noted and forwarded to the Headquarters of the major command for information upon which to base a reply. Compilation of doubtful questions will be forwarded to the Commander of Auxiliary Troops Command on Monday of each week.

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12. Loss or Damage to Property:

a. Each SEP will be held responsible for the loss or damage of any Government property resulting from his negligence or wrongful act. Reports of survey or statements of charges required under these instructions will be processed under the provisions of Circular 23, MTOUSA, 1946. Whenever it is established that an SEP is responsible for loss, damage, or destruction of property, disciplinary action will be taken, and the value or estimated value of the property lost or destroyed or the estimated cost of repairing the damage done will be charged against and deducted from accrued and accruing pay allowances of such SEP and from any other funds belonging to such SEP which were impounded upon surrender, until such claim is fully satisfied. This provision shall not be construed to authorize the retention of an SEP otherwise eligible for repatriation, in order to collect any such charge against him.

13. Postal Privileges and Procedures:

a. All outgoing mail from SEP will be forwarded to Central Records Section, Auxiliary Troops Command, FBS, for eventual dispatch to nearest Army Postal Unit and forwarding to proper address.

(1) Mail will be forwarded to Central Record Section UNSEALED.

(2) Officers' mail will be segregated from that of enlisted personnel.

(3) Each of these categories will be separated as to language in which written and by Country of destination.

(4) Each separation will be tied in bundles labelled by "routing slips."

b. All incoming mail for SEP will be received and processed by Central Records Section, Auxiliary Troops Command, FBS, prior to dispatch through Army Postal Service to SEP.

(1) Central Records Section will separate all letters by German Service Units.

(2) After separation mail will be tied securely and labelled with the appropriate "routing slip."

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(3) Bundles will be then pouched to the "Using Service" and turned over to the nearest Army Post Office.

(4) The accepting APO will route these closed pouches to the APO serving the "Using Service".

(5) The serving APO will turn over closed pouches to the "Using Service's" authorized U. S. Army Mail orderly.

(6) "Using Service" will turn over bundles to respective German Service Units.

c. Surrendered enemy personnel will be permitted to mail not more than two letters and one postal card in any one week. The non-availability of postal cards will not operate to authorize an increase in the number of letters which may be mailed.

(1) Letters will be limited to twenty-four lines and postal cards to seven lines of writing, exclusive of address, salutation, and writer's signature.

(2) Only the regular War Department Prisoner of war stationery forms or authorized cheater reproduction thereof will be used. These are obtainable, upon request, from the Central Records Section.

d. For purposes of address at which the individual receives mail, as well as his return address, the numerical designation of the German Service Unit will be indicated as a "U. S. PW", and the location thereof will be shown as "Naples, Italy." For example, an individual assigned to the 9153 Quartermaster Company (Service) will have his mail addressed to him at U. S. PW 9153, Naples, Italy. The names or numbers of U. S. hospitals, U. S. Army APO numbers, U. S. Army Unit designations, or the names of cities other than Naples, will not be used as an address.

e. Incoming and outgoing pouches of German POW mail are ordinarily transported by EATS aircraft between Naples and Frankfurt.

14. Death and Burial:

a. A letter report of death, in quadruplicate, containing the following details when known and pertinent records will be submitted to SHFIB through PPS in the event of death of SHP:

(1) Name, rank, date of birth, identity tag details and IEX.

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- (2) Organization.
- (3) Place, date and hour of death.
- (4) Circumstances surrounding death.
- (5) Next of kin and address.

b. In addition to letter report of death, where death of SEP occurs in regular enclosures, hospitals, or work camps and burial is by U. S. authorities, report of burial and effects other than clothing will be forwarded SETIB.

c. Burial will be handled by Graves Registration Service. Notification will be given to that service by the commanding officer concerned.

19. Repatriation:

a. The purpose of this directive is to establish a repatriation program based upon individual priority.

b. No SEP will be returned against his expressed desire to remain under United States custody in Mediterranean Theater of Operations.

c. Repatriation will be effected in the three groups:

- (1) Austrians 5,281
- (2) Non-Germans 2,033
- (3) Germans 9,658
- (4) Remaining Germans as they become surplus.

d. Dependent upon availability of transportation and guard personnel, shipments will be made as rapidly as possible.

e. All personnel will be repatriated as individuals, not as units. In all cases where replacement for repatriated personnel are necessary to continue the jobs, such replacement must be selected and trained before SEP are released.

(1) German SEP will be repatriated in this order:

- (a) Physically unfit personnel will become immediately eligible for repatriation upon the recommendation of the medical authorities. Such personnel will be released

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as soon as possible after they are declared to be physically unfit.

(b) Not to exceed 1% of the total number of SEP held by a major command may be selected each month for immediate release by the major commander as a reward for outstanding performance of work. Personnel selected under this provision will be informed of their selection and be required to train their replacement before release. Major commands will furnish a roster of such persons immediately upon selection to PBS. PBS will forward such roster to this headquarters immediately identifying the fact that personnel thereon are for release under the authority of this paragraph.

(c) Individuals who are 45 years of age or over.

(d) Fathers with not less than two dependents. Fathers with the greatest number of dependents will be repatriated first.

(e) Other excess personnel by age, the older going first.

(f) Female SEP will be repatriated as soon as cleared.

(2) At such time as a German Service Unit is inactivated, the Commanding General, Peninsular Base Section, will take necessary action to reassign personnel of such units who are not eligible for repatriation on the individual priority basis to other German Service Units remaining in the Theater.

(a) Commanding General, PBS, is authorized to effect exchanges of SEP between major commands which have surplus personnel and those major commands which are understrength.

(b) (1) SEP whose attention to assigned duties and conduct have in all respects been outstanding may at the discretion of CG, PBS, be given the certificate shown below upon repatriation from this Theater.

"(NAME) while serving as SEP in United States custody, has performed all his duties in an exemplary manner and has not been the subject of any disciplinary action."

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(2) Major commanders will submit names to CG, PBS, who will issue certificates in approved cases.

(3) Recommendations for the award of these certificates will contain the following information:

- a. Full name, rank and ISN.
- b. German Service Units to which assigned.
- c. Length of time covered by proposed certificate.
- d. A statement of work performed.

III. EMPLOYMENT AND COMPENSATION:

16. General Policy:

a. It is the policy of this headquarters to make full use of SEP. At the same time due consideration of the effect of such labor on Italian labor and economy will be given, provided it does not impede the progress of the redeployment program. To insure uniformity of procedure and policy the following will govern:

(1) Presently hired civilians will not normally be discharged in order to permit replacement by SEP. This is not intended to prevent replacement with SEP in the case of employees who are discharged for cause or who leave employment voluntarily.

(2) Where an Italian business, factory or facility is presently operating or may in the future be operated by or for the U. S. forces the civilian employee of such concern will not in general be replaced by SEP. Augmentation of labor may be by civilian labor or SEP as considered preferable.

(3) SEP and civilian labor will not be intermingled in work gangs. SEP work gangs may, however, work on the same job with civilian laborers provided it is practicable to avoid close contact. Individual SEP may work on administrative and clerical duties in offices provided avoidance of close contact with civilian employees is practicable.

(4) On new projects the use of SEP will be the general rule. Consideration will be given the local civilian unemployment situation in all such cases. If such situation is acute, civilian labor should where practicable be

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employed at least on a supplementary basis, but the mere availability of local labor imposes no urgent obligation to hire.

b. When specific questions arise which are not covered by these instructions, the following generalities will be given consideration. Italian civilian labor has been of great assistance to the U. S. Forces. Faithful workers should not suffer by the introduction of SEP labor. The U. S. Forces are definitely concerned that there shall be no widespread disturbances because of Italian unemployment. The adoption of a fair employment policy and consideration of the right of the individual will do much not only to inculcate a receptive attitude toward democratic institutions but also to introduce such policies into Italian labor relations.

17. Responsibility for Employment:

a. Duties of PFS: The duties of PFS are to:

- (1) Organize and dispatch to Major Commands SEP Service Units as are specifically requested by those Commands and to accept and break up SEP Service Units no longer required by Major Commands.
- (2) Guard and administer SEP Service Units under PFS.
- (3) Guard all theater holding cages.
- (4) Repatriate SEP, insuring that they are classified, documented, and screened as directed.
- (5) In the event an SEP Service Unit is released by a Major command, to notify all other commands including this headquarters and indicate a specific date on which the SEP Service Unit is to be broken up unless one of the other major commands indicate a desire to use it.
- (6) Supply SEP directly under operational control of PFS.

b. Duties of Major Commands: The duties of Major Commands are to:

- (1) Guard and administer SEP in Service Units assigned to their command.
- (2) Furnish transportation and escort guards in movement of SEP to or from PFS cages.

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(3) Transfer Service Units between commands only with specific approval of PBS.

(4) Be responsible for the procurement and issue of supplies to SEP units assigned to them.

c. Administration: The administrative responsibilities of Major Commands for SEP include:

(1) Documentation of SEP under the general supervision and with the technical assistance of PBS, when requested.

(2) Maintenance of work record forms of SEP under their control and to forward records to PBS when SEP are released and returned to PBS.

(3) Maintenance of individual clothing and equipment records (modified Form 32a) and Company Property books.

(4) Maintenance of individual Pay Data record (WDAGO Form 19-13).

(5) Maintenance of individual immunization and accident reports and reports of Escape.

(6) Prepare monthly payroll for all working SEP (WDAGO Form 19-25).

d. Guard and parole system:

(1) SEP Service Units may be worked under token guards if the guards are sufficient to prevent fraternization with civilians and assumption of unauthorized privileges among SEP's.

(2) In addition to the foregoing, SEP may be employed by Major Commands during daylight hours without guard provided the personnel are under U. S. work supervision. Counts of SEP and work inspections will be made at irregular intervals. Movements to and from enclosure or camp will, however, be made under such guard as is necessary. A token guard may be used where deemed proper.

(3) Using commands are authorized to accept limited paroles from SEP and under such parole, parolees may be employed under the U. S. supervision during any hours. Absolute paroles are not authorized. The parole will be printed or mimeographed in German in the following form,

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and the execution of the parole will be approved by the senior German officer of the work unit and the U. S. officer in charge of the supervision of the work unit:

Unit Designation

Date

I hereby promise that, while employed by the U. S. Military authorities, I will not escape or undertake anything which would make easy an escape by myself or another or encourage any escape.

I further undertake to obey all orders and regulations issued by the U. S. military authorities.

I realize that violation of this parole will subject me to trial by court-martial. I sign this parole voluntarily and understand all the foregoing.

Approved:

Senior SEP Officer

Parolee

U.S. Supervising Officer

(b) The following parole form will be used for officers:

Unit Designation

Date

I hereby promise that while employed by U.S. Military authorities I will not escape or undertake anything which would make easy an escape by myself or another or encourage any escape.

I further undertake to obey all orders and regulations issued by U.S. Military authorities and to exact strict compliance with all orders, regulations and paroles by the enlisted men of the unit to which I am assigned.

I realize that violation of this parole will subject me to trial by court-martial. I sign this parole voluntarily and understand all the foregoing.

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Approved:

Senior German Officer

Parolee

U.S. Supervising Officer

13. Pay credit for working SEP:

- a. Amount. (1) Current appropriation for pay credits to POW, not to exceed 80 cents per day, may be used to include working SEP, effective 1 July 1946.
(2) Funds are available from open allotment 2170425 701-60 1419-01 S 121-999.
- b. Method of payment. (1) The method of payment to SEP shall, in general, follow the regulations for payment of PW as stated in Chapter 4, TM 19-500.
(2) Individual Pay Data Record, WD AGO Form 19-13, will be instituted as early as is practicable and kept current for ready reference. Payrolls will be prepared on WD AGO Form 19-25, with appropriate changes and will be submitted to the disbursing officer who regularly pays the accounts for the camp. Sums credited will be taken up as a voucher collection to the prisoners' trust and account and held until repatriation.
(3) Military Payment Orders will be the only method whereby SEP will receive funds, and this payment will be made upon repatriation, or by transferring all or a portion of such funds to the families of SEP's in Germany and Austria. Plans are now being made whereby the transfer of funds to SEP families can be effected. Such plans and instructions pertinent thereto will be announced later.
- c. Daily pay credit. (1) SEP will receive pay credits for work performed in this Theater of Operations retroactive from 1 July 1946. "Work" for the purpose of this circular, is hereby defined as "performance of assigned tasks in the interests of the United States Government and not routine policing, sanitation details or labor performed as punishment."
(2) SEP assigned to T/O positions in German Service Units,

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and Casual SEP performing assigned tasks, will receive a pay credit of eighty cents (\$0.80) per day.

- c. Working hours. (1) The work week shall consist of six (6) eight (8) hour days with one day in each week, Sunday when practicable, being a rest day.

(2) If a working SEP is prevented from working due to injury or sickness sustained in line of duty and not attributable to fault or negligence on the part of the SEP, he shall continue to receive pay credit at the rate of 80 cents per day for the entire period of non-working status caused by such injury or sickness. In the event an SEP is repatriated prior to the termination of this non-working status, pay as provided herein will terminate at date of repatriation.

(3) No pay credit will accrue to any working SEP who is prevented from working by injury or sickness found to be due to fault or negligence on the part of the SEP. For pay purposes, an SEP will be considered at fault if the injury or sickness is caused by intoxication, unauthorized use of narcotics, or other misconduct on the part of SEP.

- d. Major Commands will maintain work records of all SEP under their control. Upon release of SEP, such records will be forwarded to the Central Records Section, Auxiliary Troops Command, APO 82, Hq. PBS, who will be responsible for executing vouchers and bringing work records up to date.

- e. Payrolls. (1) Payrolls will be prepared monthly by the using services of PBS and other major commands on WDAGO Form 19-25 complete with all extensions and submitted to the respective disbursing officers by the 10th of each month who will verify these payrolls and forward one copy to the administrative headquarters responsible for the maintenance of the records of their respective SEP. In the case of SEP assigned to PBS, payrolls will be forwarded to the Central Records Section, Auxiliary Troops Command. The Central Records Section will enter the amount due each SEP upon the individual pay data record, WDAGO Form 19-13.

(2) Upon release of SEP by major commands WDAGO Form 19-25 will be prepared to include the last day of work performed by SEP being released and will forward same to the respective disbursing officer who will verify the payroll.

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and forward one copy to the Central Records Section, Auxiliary Troops Command, APO 782 within 72 hours after receipt.

(3) Central Records Section, Auxiliary Troops Command, will be responsible for preparation of WDAGO Form 19-15 on each SEP from the data available on the WDAGO Form 19-13 at the time the individual is scheduled for repatriation. This payroll will be forwarded to the 30th Finance Disbursing Section who will prepare necessary Military Payment Orders and submit same to Central Records Section for delivery to the individual SEP.

(4) Transmittal of funds to SEP families has been approved. Instructions on transmittal of funds to families will be published separately.

15. Injuries:

a. No compensation, except as described in Paragraph 18d, is payable in case of injuries, and no compensation is payable in case of death.

b. In the event an SEP sustains injuries, the provisions of Circulars 136 and 175, MTOUSA 1946 will be followed.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 196)

6 December 1946

SUBSISTENCE

Appendix F, MTOUSA Circular Number 60, 1946, is amended to reduce the amount of bread allowance for 100 persons for 1 day from 68.75 pounds to 56.25. The total amount of bread for 100 persons for 10 days is reduced from 687.5 pounds to 562.5 pounds.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Hilkey
RALPH C. HILKEY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 105)

3 December 1946

CURRENCY CONTROL AND IMPORTATION AND SALE OF COMMODITIES

1. Due to the advent of many dependent and newly arrived personnel in this theater, the low and fluctuating value of the lire, the wide-spread "black market" activities, and the many directives published on this subject, this circular is a collation of the many directives and is published as a compact reference for reference, information and guidance. References cited are in full force and effect and the violation of their provisions renders the violator(s) subject to disciplinary action.

a. WD Circular No. 64, dated 5 March 1946, limits the amount of United States currency that can be brought into any foreign theater to \$50.00.

b. WD Circular No. 256, dated 23 August 1946, limits the use of Military Payment Certificates and directs that they be used only in authorized military establishments by United States authorized personnel.

c. MTOUSA Circular No. 71, dated 8 May 1945, directs that United States currency in possession of an individual upon arrival in foreign theaters must immediately be exchanged at the first available Finance Office for the type of currency used by United States troops in that particular locality. This circular further prohibits the indirect exchange of currency through acquisition and disposal of gold coin, bullion or rare objects of value for profit. The possession of such currency or rare objects are not legal within this theater.

d. MTOUSA Circular No. 141, dated 27 August 1946, enumerates those individuals who are authorized the use of facilities of the Army Postal Service. In connection thereto attention is directed to the fact that while the amount of United States currency that can be brought into the theater is \$50.00 there is no limitation on the amount of United States Military Payment Orders, United States Postal Money Orders, or Travelers Checks that may be in the possession of an individual.

e. MTOUSA Circular No. 146, dated 16 September 1946, lists the personnel authorized to use Military Payment Certificates and directs that Finance Officers within the theater will not accept such certification from personnel other than those enumerated in this circular.

f. MTOUSA Circular No. 76, dated 15 May 1945, prohibits the importation of commodities into this theater by members of the United States Armed Forces and persons accompanying or serving with such forces for the purpose of sale or exchange to or with the residents of countries within

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Hq MTOUSA Circular No. 195 (Cont'd)

the theater, and the sale, resale or barter of such commodities to or with residents of countries within the theater is forbidden. The term "importation" as used herein includes, but is not limited to bringing, carrying, mailing, or otherwise transporting in any manner, or causing to be brought, carried, mailed or otherwise transported in any manner.

g. AFHQ Administrative Memorandum No. 3, dated 11 January, 1945 as amended by AFHQ Administrative Memorandum No. 22, dated 9 April, 1945 prohibits, except as otherwise duly authorized, personnel in this theater from:

- (1) Importing, holding, transferring, exporting, or in any way dealing in United States or British paper currency.
- (2) Participating in transactions involving the purchase, sale, or exchange of gold coin and bullion or any currency against any other currency, except through authorized agencies.
- (3) Importing or exporting gold coin and bullion or any currency, including transmission through mail or parcel post, except currency of small denomination as souvenirs.
- (4) Participating in any transaction involving gold coin and bullion, or the foreign exchange assets of any person in liberated or occupied territory not belonging to the Allied Forces.
- (5) Participating in the transfer of any currency against any other currency on behalf of persons not belonging to the Allied Forces in liberated or occupied territory, or on behalf of a person belonging to the unit of the Allied Forces of another nationality.
- (6) Participating in the importing or exporting of funds, securities, money or other financial assets on behalf of persons not belonging to the Allied Forces in occupied or liberated territory.

h. AR 210-65, dated 12 June 1945, prohibits the resale by military or civilian personnel of merchandise purchased in Army Exchanges.

i. AR 30-2290, dated 18 April 1946 covers the sale of Quartermaster property and service and lists in paragraph 4, thereof, the individuals and organizations authorized to purchase such property and/or services.

j. MTOUSA Circular No. 165, dated 4 October 1946 as amended by MTOUSA Circular No. 180, dated 24 October 1946, lists the procedure pertaining to the purchase of petroleum products for vehicles owned privately by United States Armed Forces personnel and United States supported personnel within MTOUSA and states disciplinary action that will be imposed for the abuse of this privilege.

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Re MTOUSA Circular No. 195 (Cont'd)

2. Commanders of all echelons are responsible for bringing the provisions of the references quoted in this circular, and any changes or additions thereto, to the attention of all personnel (Military and Civilian) within their command.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
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AMERICAN THEATER OF OPERATIONS
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DEC 9 1946

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CIRCULAR)
:
NUMBER 194)

4 December 1946

PROCESSING OF ALIEN DEPENDENTS FOR SHIPMENT TO UNITED STATES

1. Effective 1 November 1946, responsibility for processing of Alien Dependents in this theater, for shipment to the United States was assigned to the Commanding General, Peninsular Base Section, APO 782.

2. a. The provisions of War Department Circular Number 83, dated 22 March 1946 as amplified by this directive will govern procedures established by Peninsular Base Section to accomplish this mission.

b. Rescissions. Letter AG OIA.31/332 A-C dated 16 January 1946 and Circular Number 108, Headquarters MTOUSA, dated 28 June 1946 are rescinded.

3. General Provisions:

a. Applications. Request for transportation of dependents will be in the form specified in paragraph 3 d (a) of Circular Number 83, 1946; otherwise, dependents will not be processed.

b. Priorities. Dependents will be shipped in priorities indicated in paragraph 3 d (3) of Circular Number 83, 1946, except that dependents in a "medical" category will receive priority over all others. "Medical" category includes cases where wives must be shipped prior to reaching sixth month of pregnancy, or any other case wherein a United States Army Medical Officer certifies that early shipment is necessary for reasons of health.

c. Processing:

- (1) A tentative list of dependents to be embarked will be furnished by air mail, in six (6) copies, to the Commanding General, port of destination, to arrive three (3) weeks prior to ETA in United States. This list will include:

(a) Name, age, sex, nationality of dependents, and if colored.

(b) Degree of pregnancy, if any, by showing number of months pregnant, e.g., "Mrs. Irene Jones, 8 m" indicating 8 months pregnant.

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Hq. MTOUS, Circular No. 194 (Cont'd)

- (c) All passengers in patient category.
 - (d) Name, rank, serial number and service (Army, Navy, Marine, or Coast Guard) of personnel for whose dependents transportation is authorized.
 - (e) Exact address in the United States to which transportation is desired.
 - (f) Name of persons residing at the United States address, if different from that of person requesting transportation for said dependents.
- (2) Orders will be issued for each Army dependent to include name of dependent, name and age of children, United States destination, date of departure, baggage allowance (200 pounds each adult, 50 pounds each child), and procurement authority. Right (6) copies will be furnished each dependent.
- (3) Baggage (hold and hand) will be inspected and processed as prescribed for Army personnel in "War Department letter, file AG 324 (13 Aug 43) OB-S-D-M, subject: "Processing of Baggage", except as changed:
- (a) Owner's customs declaration will show name, rank, serial number and address of person of whose family owner is dependent member.
 - (b) Date will be indicated by owner on tag (see figure 9 above War Department letter), and certificate of retention and customs declaration (see figure 10 above War Department letter) with both signed by owner.
 - (c) Owner of prohibited articles withdrawn pursuant to paragraph 23 above War Department letter is required to dispose of them prior to departure from station where inspected.
 - (d) Inspecting Officer's certificate for accompanied (hand) baggage will be in the form outlined in figure 11, above War Department letter, with inclusion of data above, and for unaccompanied (hold) baggage in the form prescribed in paragraph 26 above War Department letter, except that in paragraph 26b, insert "Dependents of" before "Members of the United States Armed Forces".

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Hq MTOUSA Circular No. 194 (Cont'd)

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- (c) Declarations will be prepared by transport commander as prescribed in paragraph 30, above War Department letter, except that in figure 15, insert "Dependents of" before "Members of the Armed Forces of the United States".

d. Household Effects. Shipment of household effects is as authorized in paragraph 3, War Department Circular 83, 1948, except that not more than 1500 pounds may be taken, unless the head of the family is still in service, and entitled to shipment of a greater allowance under the provisions of AR 55-160. Commanders will render all possible assistance in packing, crating, marking, and delivering to the agency designated by the Commanding General, Personnel Sec. Section, for shipment to the United States.

e. Subsistence in Staging Area. Dependents will be furnished subsistence during their stay in the staging area, for which they will be charged at the rate of 75 cents per day for each person over one year of age. No charge will be made for infants less than one (1) year of age.

f. Quarters in Staging Area. Dependents will be furnished suitable living accommodations in the staging area, for which they will be charged a service charge of not more than 30 cents per day for each person over one year of age. No charge will be made for infants less than one (1) year of age.

g. Identification Tag. Issue to each dependent prior to embarkation a suitable identification tag.

h. Baggage Identification. Insure that each piece of baggage for embarkation has a large stencil or sticker on outside showing first letter of dependent's last name.

i. Report on Embarkation. An embarkation message will be dispatched no later than 24 hours after departure showing:

- (1) Sailing time and expected time of arrival of vessel at Port of Embarkation.
- (2) Additions and deletions to original list in c (1), above.
- (3) Identity of dependents not wanting Government transportation beyond United States port.
- (4) Distribution by hold number of hold baggage, showing number of pieces and approximate total weight.

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Hq. WFOUSA, Circular No. 194 (Cont'd)

J. Restrictions:

- (1) Brides beyond the sixth month of pregnancy will not be embarked for the United States, unless authorized by the Theater Surgeon to be shipped as a hospital patient aboard a General type vessel.
- (2) Persons suffering from acute communicable diseases and infants suffering from acute nutritional disorders will not be embarked.
- (3) Children under six (6) months of age will not be embarked unless authorized by the Theater Surgeon to be shipped as a hospital patient aboard a General type vessel.

K. Return of Dependents to Their Homes. If dependents are called to the staging area and it is found that they are temporarily excluded from shipment due to restrictions imposed by paragraph J, above, they may be returned to their homes at Government expense for subsequent recall to the staging area at such time as they become eligible for travel.

L. Information to be furnished dependents:

- (1) Hand baggage will be limited to that which the individual can handle and should consist of minimum needed for entire trip to destination. All other effects will be held baggage and will not be available until final destination in the United States.
- (2) Ships will be stocked with adequate baby food including fresh evaporated and condensed milk, but mothers will be responsible for any special formulas. Ships commissary will have items of personal hygiene for sale such as baby supplies, etc.
- (3) Acceptance of United States Army quarters and messing facilities and medical service while at staging area is optional with the dependent. Dependents who accept United States Army provided accommodations and facilities are expected to pay the required charges and to conform to the applicable United States Army health and other rules and regulations governing such establishments and facilities.
- (4) Emergency medical service will be provided. Other medical service will be provided to the extent facilities permit as authorized for dependents of military personnel. Medical service, except in emergencies, required physical examinations and measures for control of infectious diseases, is made available on request of the dependent while residing in the staging area and is not an obligation of the United States Army.

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Hq MPOUSA Circular No. 194 (Cont'd) RESTRICTED

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4. Special Provisions:

- a. Provide such military support as authorized.
- b. Call dependents to the staging area for processing.
- c. Establish or verify identity of dependents.
- d. Issue identification cards.
- e. Process and mark baggage.
- f. Collect head tax.
- g. Assist the United States Consul, where appropriate, in the preparation and issue of visas.
- h. Assist the United States Immigration officials in the preparation of necessary immigration forms.
 - i. Supervise pre-embarkation physical examinations.
 - j. Prepare shipping lists.
 - k. Issue travel orders to the United States.
 - l. Insure that unauthorized personnel are not embarked.
 - m. Supervise the loading of personnel and baggage.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, USA
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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 912

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CIRCULAR

NUMBER 1030

27 November 1946

TRANSMISSION OF EARNINGS OF SURRENDERED
ARMY PERSONNEL TO THEIR DEPENDENTS

1. SEPs are authorized to transmit earnings to their dependents in the American Occupied Zone of Germany by means of Military Payment Orders.
2. Once each month, based upon previously submitted individual requests of SEPs, the officer in charge of the camp will prepare a pay roll WD AGO Form 19-25 (old FMG Form 23) as prescribed in TM 19-500, indicating thereon the name of the SEP, the name and address of the dependent, and the amount of money in even dollars to be transferred. Pay rolls may be prepared more frequently than once a month, if in the opinion of the camp commander, conditions warrant. No Military Payment Order will be issued in an amount less than \$5.00. This amount will be limited to the earnings of the SEP and no other money will be included. The camp commander will check the earnings records of the individual desiring the transfer of funds and determine that sufficient money has accrued to the credit of the SEP to cover the transfer.
3. The pay roll (Pay roll Form WD AGO Form 19-25) (old FMG Form 23) will be submitted to the Disbursing Officer with a certification over the signature of the authorized certifying officer, stating "I certify appropriate deductions have been made on the earnings records of the individuals listed hereon, and that all amounts shown were derived from earnings as authorized under ACHAR Cable W-9362 and in no case exceeds the amount due."
4. Upon presentation of the pay roll, the Disbursing Officer will prepare one Military Payment Order for each dependent listed, and will forward these Military Payment Orders to the officer in charge of the camp. The officer in charge of the camp will distribute the Military Payment Orders and instructions sheets, (see attached copy) to the SEPs whose names appear on the pay roll. Individual SEPs will be responsible for sending the Military Payment Order and instructions for cashing to their dependents.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

W. C. JAMES
W. C. JAMES
Colonel, AID
Adjutant General

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

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Instruction to be forwarded to Dependents of Surrendered Enemy Personnel

1. The attached Military Payment Order, Serial # _____ is
Drawn to the order of _____ and represents a charge made against
earnings _____ in the amount of _____.

2. This Military Payment Order together with this instruction sheet is
to be transmitted to the person designated as payee, by the individual against
whose earnings the Military Payment Order is drawn.

3. In order to cash this Military Payment Order, it will be necessary
for the payee to appear in person at one of the authorized branches of the
Reichsbank and present such identification as is required by the bank. The
Military Payment Order must be signed in the presence of the person making
the payment at the time payment is made. This Military Payment Order can
not be cashed except by the person designated as payee. Military Payment
Orders should be presented for cashing as soon as practicable after being
received by the payee.

NOTE: These instructions are to be reproduced in English and in the language
of the country to which forwarded.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 191)

25 November 1946

A METHOD OF PAYMENT FOR ATTENDANCE OF DEPENDENT
CHILDREN FOR SCHOOLS IN SWITZERLAND

I -- PURPOSE

1. To provide a method of paying for attendance of dependent children for schools in Switzerland.

II -- SCOPE

2. The method described in this Circular is available to personnel eligible to use United States Army facilities.

III -- INTENT

3. It is the intent of this Circular to provide only a means for paying for attendance of dependent children for schools in Switzerland and compliance with it is not required.

4. Parents having other satisfactory ways of paying for attendance of their dependent children should continue with their arrangements.

IV -- METHOD

5. The parent will purchase a United States Treasury check from a United States Army Disbursing Officer for the correct amount of dollars. The check will be made out to:

Custodian, Education Fund
Chief MTOUSA Liaison Officer
Bern, Switzerland.

6. The check will be mailed to Chief MTOUSA Liaison Officer, Bern, Switzerland, together with a letter of instructions.

7. The Custodian, Education Fund, will cash the check at the legal rate of exchange, pay the proper amount in Swiss Francs to the school official designated in the letter of instructions. The Custodian, Education Fund, will obtain a receipt from the school official receiving payment and will forward to the payee.

Handwritten: J. M. M. P.
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Hq. MTOUSA Circular No. 191 (Cont'd)

V.--- DESIGNATION OF CUSTODIAN OF THE EDUCATION FUND

8. The Chief MTOUSA Liaison Officer, Berne, Switzerland is designated as custodian of the Education Fund. He is authorized to receive and disburse funds received from parents of dependent children eligible to use United States Army facilities for payment of tuition of United States Army Children in Swiss schools.

VI--- AUTHORIZATIONS

9. The Public Relations Officer, Headquarters MTOUSA, is authorized to disseminate the information contained herein through the medium of English-language newspapers in Italy.

10. The Fiscal Director, Headquarters MTOUSA, is authorized to issue the instructions necessary to put the plan in operation.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGC
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 190)

23 November 1946

FIRE S.O.P.

1. Fire orders are essential for each installation to acquaint all personnel with the plan of action. Action to be taken in case of fire must be based on careful study; response must be prompt and orderly. Command responsibility at the fire is the key to quick and effective results.
2. a. The Theater Engineer as Fire Marshal (GO No. 301, this headquarters, 13 November 1946) will provide technical staff supervision of fire defense measures.
b. Civilian and military fire departments and U.S. ships in port will be utilized to augment local fire facilities.
3. a. Each major and separate commander is responsible for installation, maintenance and co-ordination of fire defense measures in areas under his control.
b. Each major and separate command will submit to this headquarters by noon of 10th of each month a report on each fire occurring the preceding month with estimated dollar losses therefrom. Negative reports will be submitted if applicable.
c. Fire fighting equipment will be located so as to provide maximum effectiveness. Fire points should be plainly marked. Drills will be held at frequent and irregular intervals to include daylight, dark and holidays. Timely inspections are necessary to insure that defense measures are adequate, fire crews trained, equipment is serviceable and hazardous conditions are eliminated.
4. Annexes herewith are part of this SOP:
Annex "A" Fire Officers, Fire Orders, Fire Prevention
Annex "B" Fire Drills
Annex "C" Inspection Guide
Annex "D" Investigation and Report of Survey Guide
BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:
Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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

4 Inclosures - as shown

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Annex "A" 319

SECTION I

FIRE OFFICERS

The unit engineer can provide his major commander with trained personnel for use as fire officers. Par 2b(4)(h) AR 100-60. Fire officer will perform the indicated duties:

1. Advise commander of all fire defense planning.
2. Provide technical advice and generally supervise fire prevention measures.
3. Insure adequacy of fire defense measures.
4. Direct, locate and co-ordinate mobile fire fighting units.
5. Establish priorities for simultaneous fires.
6. Inspect periodically for:
 - a. Adequacy, accessibility and maintenance of fire equipment.
 - b. Adequacy of trained personnel.
 - c. Effectiveness of fire fighting measures.

SECTION II

FIRE ORDERS

1. Fire orders are to be written for all installations to acquaint all personnel with the plan of fire suppression.
2. Fire orders will give information as to:
 - a. Instructions for sounding the alarm and reporting the fire.
 - b. Chain of command at the fire.
 - c. Duties of the guard.
 - d. Action of local fire-fighting squad.
 - e. Movement of unnecessary personnel to clear the area.

SECTION III

FIRE PREVENTION

Prevention is the most important step in fire effort. Prevention factors that may be used as a guide:

1. Cleanliness.
2. Storage and disposal of inflammable or combustible material.
3. Dispersal of fuels and lubricants, ammunition, paint and other combustibles.
4. Signs and receptacles.
5. Safe electric wiring and fuse boxes.
6. Stove discipline.
7. Indoctrination of personnel.
8. Emergency measures.

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

Annex "E" 93

FIRE FIGHTING DRILLS AND TRAINING

1. Frequent drills at irregular intervals with fire fighting appliances are essential. Instruction of troops insures proficiency.
2. Drills will include the hook-up and operation of trailer pumps on moving into a new station and for at least one drill monthly thereafter.
3. Training: To prevent loss of military supplies and equipment and possible loss of life, all personnel require training in fire prevention, use of first aid fire equipment and reporting fires.
 - a. Action on outbreak of fire.
 - (1) By person discovering fire: Shout "Fire" until the alarm is sounded. Notify the guard, and attack the fire with hand appliances. Use the nearest telephone to call fire station and identify exact location.
 - (2) By guard commander or officer of the day: Sound alarm, turn out fire details and equipment and call fire control center. Warn adjacent units. A list of calls to be made in the case of fire will be posted at the switchboard and the operator instructed to make the calls automatically, in order of priority, as soon as a fire is reported.
 - (3) By other personnel: Assemble as prescribed in local fire orders.
 - b. Units furnished with fire trailer-pumps will have sufficient personnel trained in their operation and maintenance to insure that a minimum of five trained men are available for each at all times.
 - c. Training schedules will include these topics:
 - (1) Recognition of fire hazards and methods of elimination.
 - (2) Operation and maintenance of all types of first aid fire equipment.
 - (3) Methods of attacking fires.
 - (4) Local fire alarm system and action to be taken on sounding of alarm.
 - d. To be included in the instruction:
 - (1) Fires may be divided into three classes:
 - (a) Class A: Fires in ordinary combustible materials.
 - (b) Class B: Fires in inflammable liquids & greases.
 - (c) Class C: Fires in electrical equipment.
 - (2) Fires may be extinguished by three different methods -- starvation, smothering and cooling -- or by a combination of such methods.

Annex "B" cont'd.

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- (3) Stirrup-pumps, water buckets, sand and soda-acid, foam and carbon tetrachloride extinguishers are extinguishing agents in common use in U.S. Army installations.
- (a) Water is used only on Class A fires. It is applied with buckets, stirrup-pumps, hand pumps or motor driven pumps.
 - (b) Sand is used to smother a Class A or Class B fire and is applied either with the hands, a sandbag, a bucket or a shovel.
 - (c) Soda-acid extinguishers are used for the same purpose as water--to smother and cool a fire. They will be used only on Class A fires. These extinguishers are usually available in the 2½-gallon and 4-gallon sizes and are used where water supplies are inadequate.
 - (d) Foam extinguishers are used to smother and cool a fire. Foam is effective on Class B fires. They are available in 2½-gallon and 4-gallon sizes.
 - (e) Carbon tetrachloride extinguishers are used primarily on Class C fires but may be used to smother all classes of fires. However, precautions must be taken when using in a confined space to prevent injury to personnel from the gas generated when carbon tetrachloride strikes hot surfaces.
- (4) Safety precautions in the use of extinguishers:
- (a) Never use water or soda-acid extinguishers on Class B or Class C fires.
 - (b) Use foam on Class B fires but never on Class C fires.
 - (c) Try to cut off any electrical current near a fire before attempting to extinguish.
- (5) These rules will be used as a guide in fire fighting:
- (a) The first consideration when fire crews arrive at a fire is to insure that all personnel are evacuated; second, attack the fire; and last, protect the surrounding buildings or materials from catching fire.
 - (b) Enter buildings through doors wherever possible. If doors are locked, break the window pane nearest window lock and enter through the window.
 - (c) Direct water from appliances at the base of the fire, driving the fire back on itself wherever possible.
 - (d) If a Class B fire, direct the foam at the edge of the fire and work around, gradually covering the entire surface of the burning oil, grease or gasoline.
 - (e) These training aids are available or may be procured for instructing personnel:
 - (1) Class IV fire equipment available for installation protection.
 - (2) Copies of these fire instructions.
 - (3) TM 5-315, 23 March 1944.
 - (f) Assistance in the demonstration of fire equipment and in training may be secured through fire officers and Engineer Fire Fighting Platoons.

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

785017

Annex "C"

INSPECTION GUIDE

Guide for inspections of fire defense measures:

1. Are fire orders posted?
2. Has a fire officer been appointed?
3. Are members of fire squad familiar with their duties?
4. Are exits marked--particularly in places of assembly?
5. Are static measures (sand, shovels, stirrup pumps, & buckets) well located?
6. Are gasoline stoves refueled outside of buildings?
7. Is gasoline used for washing floors, vehicles or clothes?
8. Are open cans of gasoline permitted in barracks & shops indoors?
9. Are gasoline and paint storage places adequately posted and protected?
10. Does each electric line have at least one fuse? Fuses should not be over 20 amp.
11. Is telephone wire used for 110 volt current?
12. Are stove pipes at least 12" from nearest exposed wood?
13. Are metal heat-guards properly insulated from wood surfaces?
14. Are appropriate fire signs installed conspicuously in all garages, shops and other likely fire hazards?
15. Are signs and orders enforced?
16. Record in your report actual time required for response to the test fire alarm you turned in. If more than one was tried, record each to show faults and if remedied.
17. Are chemical fire extinguishers being inspected, tagged and initialed each quarter?
18. Has commander a water distribution plan showing location of all hydrants in area?
19. Is provision made for increasing water pressure for major fires?

Annex "D"

REPORTS OF INVESTIGATION AND SURVEY

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1. Listed are questions to be answered in preliminary investigation and copy submitted to the Chief Engineer, MTC, if fire loss exceeded \$2,000.

- a. Location of fire.
- b. Description of premises (Military? Requisitioned? Private?)
- c. Date and hour of fire.
- d. Were unit fire orders published and posted?
- e. When and by whom was the fire first discovered?
- f. What immediate action was taken?
- g. When was the fire alarm sounded?
- h. What action was taken by local guards or other persons?
- i. Who was in charge of fire fighting activities?
- j. Were the appliances and water supplies locally available efficient and sufficient?
- k. When was the fire control center notified? When did the fire fighting team arrive? What was the extent of their assistance?
- l. When was the fire extinguished?
- m. What was the probable cause of the fire?
- n. Who was responsible?
- o. Number and character of casualties, if any.
- p. What was the extent of the damage, in dollars, to: Military supplies and equipment? Property?
- q. Any defect in fire department equipment revealed by preliminary examination?
- r. Additional pertinent information not already covered.

2. A Report of Survey in accordance with AR 35-6640, as amended, will be made on any government property destroyed or damaged by fire. Reports of Survey will be processed in accordance with Chap IV, TM 14-904, April 1945.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 109)

21 November 1946

MARRIAGES

Paragraph 4, c, MTOUSA Circular Number 1, 1946, is amended by the addition of Subparagraph (6), which reads:

"(6) Signed statement indicating his understanding of the War Department policy of non-provision of quarters for enlisted personnel of the 4th, 5th, 6th and 7th grades."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

4th Comm.
NOV 25 1946

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CIRCULAR)

NUMBER 180)

20 November 1946

Paragraph 20, Circular Number 60, this headquarters, 1946 is superseded by this paragraph:

VI -- REIMBURSEMENT FOR MEALS SERVED IN UNITED STATES ARMY MESSERS.

"20. Individuals of categories not entitled to United States Army support such as those not included in pars 17, 18 and 19 above, may be permitted to eat occasional meals in United States Army messes when accompanying as a guest an individual for whom messing is authorized. The host or hosts in such cases will be required to pay in cash for meals taken by guests at the rate of 75¢ per meal in addition to service charges.

a. Major commanders will designate the messes at which guests may be admitted and will prescribe such limitations as the local situation may dictate on the number of guests, the meals at which admissible, and the conditions for admission in order to insure proper decorum and prevent inadequate serving of military and other authorized regular patrons of the mess.

b. Rations consumed by guests may be replaced by inclusion of amounts actually consumed on the daily telegram; provided that guest rations may not exceed 10% of the total number of rations otherwise authorized. Guest rations in excess of 10% thus authorized will be paid for in cash but will not be replaced.

c. Rations consumed by guests and authorized to be replaced in accordance with 20b, above, will be entered on line 14 of the Daily Request for rations. An additional entry showing the number of guest meals paid for in cash will be made on line 30: 'Guest rations paid for in cash at 75¢ for each 3 meals _____'."

BY COMMAND LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph L. Kelly
Ralph L. Kelly
Colonel, AGC
Assistant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 187)

17 November 1946

AUTHORIZED ABSENCE

1. Paragraph 7b ATOUSA Circular Number 161, 2 October 1946 is rescinded and substituted therefor is paragraph 7b indicated below:

7. Off-Duty Permits for Officers.

- b. The use of off duty permits to obtain transportation by military aircraft at the expense of the individual is NOT authorized. Military personnel will obtain orders from their immediate headquarters authorized to issue such orders; travel orders stating that "travel by air/acft authorized at the expense of the individual." Dependents traveling with such personnel by air must be included in the same order.

2. Paragraph 8 ATOUSA Circular Number 161, 2 October 1946 is amended to include paragraph c. indicated below:

8. Passes for Unlisted Personnel.

- c. Provisions of paragraph 7b above also apply to unlisted men.

3. The OFF-DUTY PERMIT page Number 1, Inclosure Number 1, ATOUSA Circular Number 161, 2 October 1946 is amended to delete as much as reads "Travel by military aircraft is authorized, at the expense of the individual."

BY COLLAR OF LIEUTENANT GENERAL LES:

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

OFFICIAL:

Ralph C. Tiller
RALPH C. TILLER
Colonel, AGO
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

NOV 18 1946
313

CIRCULAR)
NUMBER 186)

13 November 1946

PROMOTIONS

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

Section II, III, IV and V Circular Number 11, 23 January 1946, Circular Number 20, 23 February 1946, and Circular Number 123, 24 July 1946, this Headquarters are reminded.

I - REFERENCES

1. AR 605-12, 13 August 1946 as amended War Department Circular Number 283, 19 September 1945 as amended, and Section IV War Department Circular Number 178, 18 June 1946.

II - PROMOTION OF OFFICERS

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

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

- (1) Those who become surplus for any reason, including a lack of position vacancies in reduced troop strength forecasts.
- (2) Those who are assigned to other than Category I (Occupational) units.
- (3) Those designated as non-essential.
- (4) Those who are under consideration for immediate discharge or relief from active duty.

b. The requirements of Paragraph 5 and 8 of War Department Circular Number 283, 1945, as amended, are waived in the case of 2d Lieutenants, under the provisions of paragraph 4d (4), AR 605-12, 13 August 1946, and Medical, Dental and Veterinary Corps Officers in grade of First Lieutenant under provisions of Paragraph 6a AR 605-12, 13 August 1946, as amended.

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

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Hq. MTOUSA Circular No. 106 Cont'd

c. Officers who are eligible for separation under announced War Department Criteria (length of service) are not eligible for promotion unless they have volunteered in writing under current Category statement I, VI, VII, or VIII, paragraph 4 Section VI, War Department Circular Number 366, 1945, as amended, and their continued service is assured for a minimum of six (6) months from date of initiation of promotion recommendation.

d. Officers who have less than six months to serve subsequent to date of initiation of promotion recommendation are not eligible for promotion, except those submitted under provisions of Paragraph 4 h (1) and (2), AR 605-12.

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

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

- (1) The individual is performing duties appropriate to the higher grade.
- (2) An authorized vacancy exists in the unit in which serving.
- (3) The individual concerned has been definitely assigned for reassignment to a specific position in a category I (Occupational) unit, either on a specified date, or when the organization in which currently serving is inactivated or becomes non-operational.
- (4) There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished.
- (5) The promotion has the concurrence of the Commander of the Major Command to which transfer is contemplated.

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

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Eq. MTCUSA Circular No. 186 Cont'd

6. Recommendations for promotion will be submitted in duplicate on the form attached as Inclosure No. 1, through command channels to this headquarters, and will include in or attached to the recommendation, the grade and arm or service breakdown in figures, of the major command on the overall authorized and assigned strength of Colonels, Lieutenant Colonels, Majors and Captains of the command except for recommendations of Medical, Dental and Veterinary Corps officers submitted under provisions of Paragraph 6a, AR 605-12 as amended. All recommendations for promotion and all increments thereto will be personally signed by the Commanding General or Commanding Officer.

III PROMOTION OF FIELD GRADE OFFICERS

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

(1) Relative rank:

Officers rank in relation to all other officers of like grade within the organization to which officer is assigned is _____.
(NOTE: Express "2 out of 20" or "2/20").

(2) There is no Colonel, Lieutenant Colonel or Major of subject officers arm or service, surplus in the command. (NOTE: If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4c, AR 605-12).

b. The Commanding General or Commanding Officer of major commands will in addition to statements in 7a (1) & (2), include this certificate:

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

c. All recommendations submitted for field officers occupying non-Table of Organization positions will be accompanied by an organization chart, showing the actual grade of all key officers within the agency, activity, or installation.

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

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Hq MPOUSA Circular No. 186 (Cont'd)

IV PROMOTION OF WARRANT OFFICERS

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

V PROMOTION OF ENLISTED PERSONNEL

10. a. Commanders exercising promotion authority over enlisted personnel as set forth in A P 615-5, as amended, may make promotion of enlisted personnel in accordance therewith, except as indicated in b, c, and d, below:

b. Recommendation for promotion to the first grade will be submitted through command channels to this headquarters for final action on the form attached as Inclosure Number 2. Enlisted Personnel must have occupied the position and performed the duties of the higher grade for a period of at least ninety (90) days immediately preceding date of recommendation. (See Section IV, WD Circular No. 178, 16 June 1946). Each forwarding indorsement will indicate approval or disapproval, and will show total number of the first grade authorized and assigned within the command concerned.

c. No enlisted men will be promoted, or recommended for promotion, after the date he becomes eligible for separation under announced length of service, or other criteria.

d. These provisions do not apply to promotion of Privates to Private First Class under paragraph 1c, AR 615-5, as amended.

BY ORDER OF LIEUTENANT GENERAL LEE:

L. E. JONES
Major General, United States Army
Chief of Staff

OFFICIALS:

Ralph C. Tully
RALPH C. TULLY
Colonel, AGD
Adjutant General

6 Incls:

1 - Draft Promotion Rtr, OFC/80 4 - Draft Ind - Lt to Capt; Capt to Maj.
2 - Draft Promotion Rtr. Enl 5 - Draft Ind - 3d Lt to 1st Lt
3 - Draft Ind - Field Grade 6 - Work Sheet, Promotion of Officers, w/o

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Inclosure #1 to MFOUSA Circular No. 124, 1946
HEADQUARTERS

AG 201-P-

1946

(Date)

SUBJECT: Promotion of Officer

TO : Commanding General, (Three Channels)
MFOUSA

1. It is recommended that (*) _____
(Rank) (1st Name) (Middle Name)

(Last Name) (ASN) (Branch) (Age) (Component)
(**) _____ be promoted to the rank of _____ under
(Months of Service)
the provisions of AR 605-12. This officer is presently assigned as _____

*This information must be correct. Verification will be made with officer's 66-1, 66-2 or 66-3 to assure absolute accuracy.

**Total enlisted and commissioned active service since 16 September 1940.

2. Basis for promotion:

- a. Date of entrance into active commissioned service: _____
- b. Rank held upon entrance into active duty as commissioned officer: _____
- c. Total length of active commissioned service (Inactive commissioned service in GRS or W-RET to be included) _____
- d. Date of present rank: _____
- e. Authority and date of promotion to present grade: _____
- f. Time in grade:
 - (1) Time in present grade in continental United States:
From _____ to _____ (Years, Months, Days)
 - (2) Time in present grade outside continental United States or in Alaska: From _____ to _____ (Years, Months, Days)
 - (3) Total equivalent time in grade: _____ (Years, Months, Days)

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Inclosure #1 to WDUSA Circular No 186, 1946 Cont'd

g. Relative rank:

Officer's rank in relation to all other officers of like grade within the organization to which the officer is assigned is _____

NOTE: Express "2 out of 20", or "2/20". Required only with recommendation to Major, Lieutenant Colonel, and Colonel.

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

i. For a period of _____ months this officer has clearly demonstrated his fitness for the responsibilities and duties of the position and grade for which recommended. Duty assignments, with inclusive dates and manner of performance to date of recommendation are: (For promotion to and in Field Grade indicate duties for past two years, or since E.A.D., if less than two years. For all other officers, indicate duties and manner of performance by numerical rating commencing not later than 1 July 1945).

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

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

k. Officers authorized per paragraph j, assigned and attached as of _____

(Date)

AuthorizedAssignedAttached

Colonels

Lieutenant Colonels

Majors

Captains

Lieutenants

Total Officers _____

l. Date required by paragraph 4c or 4f, if applicable.

3. Approval of this recommendation, together with approval of all other outstanding undetermined recommendations for promotion to like grade within this command, will not exceed the number of position vacancies existing on _____

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Enclosure #1 to MTOUSA Circular No 186, 1946 Cont'd

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4. There is 1 Colonel, Lieutenant Colonel or Major of subject officers and or service surplus in the command. (If surplus exists attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4a AR 609-12)

5. The officer recommended herein:

a. Has active Federal Military service since 15 September 1940, as indicated:

Enlisted: _____ Commissioned: _____
(Years, Months, Days) (Years, Months, Days)
Total: _____
(Years, Months, Days)

b. Is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion or commendation and has signed category _____ relative to his retention on active duty. Under current category statement this officer is eligible for release from active duty on _____

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

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

e. All officers under my assignment jurisdiction, serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have reported as surplus to the needs of this command.

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

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

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

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

7. The officer recommended herein meets all the requirements of AR 609-12, as amended and War Department Circular Number 283, 1945, as amended.

8. When recommendation for promotion to field grade is originated by the major command the certificate of interview will be included in the basic letter.

Incl #1

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

R E S T R I C T E D

Inclosure / 1 to MTOUSA Circular No 136, 1946 Cont'd

(NOTE: I certify that I have personally interviewed _____
(Grade) (Last Name)
and recommend this officer
_____ (M1) (Last Name) (ASN)
for promotion to the grade of _____.)

2. Any additional details or remarks considered necessary for a proper presentation of the case. Paragraph 11, AR 603-12.

(Signature) _____

NOTE: Forwarding endorsement will be prepared in accordance with Paragraphs 11 and 12, AR 603-12 as amended; Paragraphs 3 and 4, WD Circular 283, 1945, as amended; Paragraphs 1a, b and c, this Circular.

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Inclosure 2 to MTOUSA Circular No. 185, 1946
HEADQUARTERS

AG 201 P-

SUBJECT: Promotion of Enlisted Personnel.

1946
(Date)

TO : Commanding General, MTOUSA (Thru Channels).

1. It is recommended that _____
(Grade) (Last Name) (Middle Name)
(First Name) (AEN) (Type Volunteer and Date of Expiration)
be promoted to the grade of _____ under the provisions of AR 619-5,
as amended, and Section IV, War Department Circular No. 178, 18 June 1946.

2. This enlisted man has occupied the position of _____
(Duty assignment)
and performed the duties of the grade of _____ since _____
and during this time has clearly demonstrated his fitness for the responsibilities
and duties of the position and grade to which promotion is recommended.

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

4. Enlisted personnel of the first grade authorized per paragraph 3
above assigned and attached as of _____.

Authorized	Assigned	Attached
------------	----------	----------

5. Approval of this recommendation, together with approval of all
other outstanding recommendations for promotion to like grade within this
command, will not exceed the number of position vacancies existing on _____.

6. There is no Master Sergeant, or First Sergeant, surplus in the command
who is qualified to fill the position vacancy for which this enlisted man is
recommended. (If surplus exists, attach list of same, indicating MOS in each
case).

7. The enlisted man recommended herein:

a. Is not under consideration for immediate separation.

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Inclosure 2C to MTCUSA Circular No. 186, 1945 Cont'd

2. Is not assigned to a unit scheduled for inactivation.
3. If promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
3. For enlisted personnel assigned to other than Category I (Occupational) units:
 - a. This enlisted man is performing duties appropriate to the higher grade and an authorized vacancy exists in organization in which currently serving.
 - b. Enlisted man has been definitely selected for reassignment to a specific position in a Category I (Occupational) unit on _____, or when this organization is inactivated or becomes non-operational.
 - c. There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

(Signature) _____

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Inclosure 3 to MPOUSA Circular No. 186, 1946

Model indorsement on promotion recommendations to and within field grade to the War Department.

1. Recommendation approval.
2. The officer recommended herein meets all the requirements of AR 605-12 dated 13 August 1946, as amended.
3. This officer is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion recommendation; is not a member of a unit scheduled for inactivation; and if promoted will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
4. A vacancy in grade and area or service exists in the command and will exist after the promotion of all other officers previously recommended on whose recommendations final action has not been taken.
5. All officers under assignment jurisdiction of this Headquarters serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have been reported as surplus to the needs of this command.
6. There is no Colonel, Lieutenant Colonel, or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended.
7. Attached as inclosure is copy of WD AGO Form 66-1 of subject officer.

Inclosure 3

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Inclosure #4 to MTOUSA Circular No. 186, 1946

Model indorsement on promotion recommendation of First Lieutenant to Captain
and Captain to Major

1. Approved.
2. There is no surplus officer of appropriate grade and branch available for assignment to the vacancy which promotion is intended to fill.
3. A vacancy in grade and arm of service exists in the command and will exist after the promotion of all other officers previously recommended on whose recommendations final action has not been taken.
4. This officer is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion recommendation; is not a member of a unit scheduled for inactivation; and if promoted will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
5. All officers under my assignment jurisdiction, serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have been reported as surplus to the needs of this command.
6. Officers authorized and assigned to this command as of _____
(Date)

of Indorsement)

Auth

Agd

Attd

Colonels
Lt Colonels
Majors
Captains
TOTAL

306

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Inclosure 25 to MTOUSA Circular No. 186, 1946

Model indorsement on promotion recommendation of 2nd Lieutenant to 1st Lieutenant:

1. Approved.
2. This officer has completed 18 months as Second Lieutenant, and is eligible for promotion under the provisions of paragraph 4d, (4) AR 605-12, dated 13 August 1946, as amended.

Model indorsement on promotion recommendation of First Lieutenant to Captain of Medical Corps officer under provisions of Paragraph 6a, AR 605-12, 13 August 1946, as amended.

1. Approved.
2. This officer is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion recommendation.
3. Officer has completed 12 months active commissioned service in grade and is eligible for promotion under the provisions of Paragraph 6a, AR 605-12, dated 13 August 1946, as amended.
4. This officer is not a member of a unit scheduled for inactivation; and if promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
5. All officers under my assignment jurisdiction serving in grades higher than are warranted by the duties and responsibilities of their positions, have been redesignated or have been reported as surplus to the needs of this command.

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Inclosure #6 to MICH. Circular 186, 1946

WORK SHEET PROMOTION OF OFFICERS

(Date)

(Rank) (Name) (Branch) (Rank Recommended)

1. Time in grade to present date (Yrs) (Mos) (Days)
2. Portion of 1, above overruns to 30 April 1946 (Yrs) (Mos) (Days)
3. Overrun credit (1/2 of 2 above) (Yrs) (Mos) (Days)
4. Total equivalent time in grade (Yrs) (Mos) (Days)
5. Does he meet WD time in grade requirements of ____ mos? (Yes or No)
6. Has he served in position for which promotion is recommended, or an equivalent for 3 mos or more? (Yes or No)
7. Does an actual T/O vacancy exist? (Immaterial in 1st Lt to Capt of Medical Corps) (Yes or No)

8. Position: _____

Rating (Average) _____ No of mos he will be retained in service (from date of recommendation):

Category: _____

9. Actual and Authorized Strength of recommending unit:

	Colonels	Lt Colonels	Majors	Captains
Auth:	_____	_____	_____	_____
Asgd:	_____	_____	_____	_____
Atchd:	_____	_____	_____	_____

TOTAL:

Actual and Authorized Strength of Major Command:

Auth:	_____	_____	_____
Asgd:	_____	_____	_____
Atchd:	_____	_____	_____

TOTAL:

10. Recommendation: *Approval
*Disapproval
(*Strike out inappropriate word)

Initials

HEADQUARTERS
INTERMEDIATE DEPARTMENT OF CHIEF
UNITED STATES ARMY
APO 512

NOV 14 1946

304

CIRCULAR)

NUMBER 195)

8 November 1946

RAIL TRAVEL ON U.S. MILITARY TRAINS NO. 88 AND NO. 400

NOTE: Circular Number 171, 1946 is rescinded by this circular.

1. Service on military trains No. 88 and No. 400 was established for the transportation of military personnel and their dependents, Category I personnel and certain other civilian personnel traveling on valid orders.
2. No authority for rail travel of civilian employees will be granted for any trains except the 88 and 400 and then only on authority of properly issued orders by organizations concerned. For all other trains or carriers, travel by employees will be procured from Italian State Railway's regular train service and at expense of the individual.
3. The issuance of permanent or semi permanent passes for rail travel by Major Commands is prohibited. All passes previously issued will be taken up by employing organizations.
4. Organizations employing civilians will have orders published by the AG covering each individual for whom travel is desired.
5. Orders will be issued only in cases required by military necessity and not for compassionate, political or good will reasons.
6. Travel orders published by the AG, leave or furlough orders in possession of military personnel, official recreation passes in possession of enlisted men or leave of absence passes in possession of officers, will be honored by Rail Transportation Officers for the issuance of the necessary rail travel tickets. Dependents of military personnel included on any of the above mentioned orders or passes will be permitted to travel with those upon whom they are dependent.
7. Rail Transportation Officers are instructed to issue no tickets for travel except upon presentation of orders as set forth in paragraph 6 hereof.

BY COMMAND OF LIEUTENANT GENERAL LEB:

OFFICIAL:

Ralph C. Liley
RALPH C. LILEY
Colonel, AGC
Adjutant General

L. G. JAYES
Major General, United States Army
Chief of Staff

DISTRIBUTION:

Capt. K

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R E S T R I C T E D

Hq MTOUSA Circular No. 184 (Cont'd)

b. For other than United States Citizens, salaries will be paid in Lire, obtainable from local United States Army Finance Officers.

III- SCHOOL STANDARDS

5. School standards should approximate those existing in the Public School Systems of our States.

6. School texts should be uniform throughout Theater.

a. To this end, only texts from attached list are approved by this office. (See inclosure number 1)

b. Other texts may not be purchased from Major Command Education Funds.

c. The use of these standard texts will serve to provide uniform instruction throughout the Theater.

d. Full advantage must be taken of the small size of the classes to encourage rapid progress. The teacher must gauge the progress to the ability of the class.

7. The Italian language will be a part of the curriculum for all grades.

8. System of grading will be:

A	92% to 100%
B	85% to 91%
C	75% to 84%
D	Below 75% - Unsatisfactory

9. a. Every child who satisfactorily completed the prescribed course of study will be issued a Certificate of Satisfactory Completion, (MTOUSA I & E Form No. 1-3), by the Theater I & E Office. The Certificate will be issued to Major Command I & E Officers upon requisition to AG Publication Dept., Peninsular Base Section.

b. I & E Officers of the Major Commands will be responsible for the insertion of proper information in the spaces provided on the MTOUSA I & E Form No. 1-3.

c. Certificates of Satisfactory Completion (MTOUSA I & E Form No. 1-3) in duplicate will be forwarded to the Theater I & E Office for authentication.

10. No diploma will be issued by this Headquarters. The Certificate of Satisfactory Completion may be used by parents concerned to secure State Equivalency Diploma from the pertinent State Boards of Education.

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• SECURITY Circular No. 184 (Cont'd)

11. a. Monthly Report Cards, (MTCUSA I & E Form No. 2-S), will be furnished parents.

b. I & E Officers of the Major Commands will requisition on AG Publication Depot, Peninsular Base Sector for sufficient Monthly Report Cards (MTCUSA I & E Form No. 2-S) to meet their needs.

12. School Week:

- | | |
|--|----------|
| a. (1) Kindergarten, First and Second Grades | 20 Hours |
| (2) Other Grades | 24 Hours |

b. 6-day, or 5-day week, to attain above, is authorized.

13. Facilities:

a. Playground material will normally be available through Special Service channels. Major Command Educational Fund may be used to supplement Special Service material.

b. A piano is desirable. It is expected that any individual piano lessons will be by private arrangement, and outside of normal school hours.

IV - EDUCATIONAL INSTRUCTION

14. Major Commanders will make certain that every child in his Command, (of parents covered by MTCUSA Cable C 30893, inclosure number 2) is provided opportunity for educational instruction of a satisfactory standard.

V - SCHOOL HOLIDAYS

15. In general, school holidays will conform to Army holidays. Additional holidays authorized are:

- | | |
|-------------------------|-----------------------------|
| a. Thanksgiving Holiday | - Thurs, Fri, Sat, Sun |
| b. Christmas Holiday | - 20 Dec. to 6 Jan. (incl.) |
| c. Easter Holiday | - Thurs, Fri, Sat, Sun, Mon |

VI - FINANCES

16. Major Commands may request financial assistance for operation of United States Army Children's Schools.

a. Request will be addressed to "Commanding General, MTCUSA, attention Theater I & E Officer."

b. Request will be based upon operation of Schools for Dependent Children within their commands, of United States Army personnel, and personnel as set forth in MTCUSA Cable C 30893, dated 27 June 1946.

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By MTOUSA Circular No. 184 (Cont'd)

c. Requests may include:

- (1) Salaries of teachers.
- (2) Purchase of necessary texts for use in schools (texts will be selected from lists prepared by Theater I & E Officer and will be procured through Theater I & E Office).
- (3) Purchase of necessary supplies.
- (4) Purchase and installation of any general items of equipment.
- (5) Maintenance and upkeep of buildings, including "use" fee for buildings or utilities not requisitioned.

d. Estimates will be submitted by quarter, first request to include September to December, inclusive.

e. Major Commanders will justify, in detail, their requests.

17. A tuition fee of \$4.00 (United States) per month, will be paid by officers, and civilians covered in MTOUSA Cable C 30893, for each of their children attending United States Children's Schools.

18. No charge will be made for tuition of children of enlisted men.

19. A Major Commander may authorize children of other civilians to attend United States Army Children's Schools within his Command. In such cases, a charge will be made to parents concerned for the pro rata cost of conducting the school in question. This tuition charge should not exceed \$15.00 (United States) per month.

20. All funds received - including grants, and payments for tuition - will be in United States Dollar instruments, and will be deposited to the credit of the Major Command Education Fund.

21. Payments from the Major Command Education Fund will be in dollar instruments to United States citizens, or the United States business concerns.

22. Payments, to other than United States citizens or United States business concerns, will be in lire obtained from local United States Finance Offices.

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Hq MTOUSA Circular No. 184 (Cont'd)

23. The courtesies of United States Army Children's Schools will be extended to British Army children, as per per 17 and 18 above. British parents whose children attend these schools will be permitted to pay in Lire, until such time as arrangements are completed for them to obtain Military Payment Certificates.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

2 Incls:

- 1 - Approved School Texts
- 2 - Copy - Cable C 50893

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 912

INFORMATION AND EDUCATION OFFICE

APPROVED SCHOOL TEXTS

1. Education Manuals listed are approved for use as basic texts in the United States Army Children's School, Mediterranean Theater of Operations:

EM 160	Meet Pvt. Pete
EM 161	Learning to Read
EM 157	Improving your Reading Book Three
EM 158	Improving your Reading Book Four
EM 300	Review Arithmetic Book I
EM 301	Review Arithmetic, Practice Book I
EM 155	Improving your Reading Book I
EM 302	Review Arithmetic Text Book II
EM 303	Review Arithmetic Practice Book III
EM 162	Instruction Manual
EM 100	English Grammar
EM 101	Mechanics of English
EM 102	Building Good Sentences
EM 200	World History
EM 201	American History
EM 210	World History
EM 103	Spoken Italian
EM 022	Economic Geography

This list does not preclude the addition of Education Manuals when it is deemed necessary to meet the needs of special situations which may arise during the school year.

2. List of approved text books for use as supplementary texts in the United States Army Children's School, Mediterranean Theater of Operations are:

Subject: Reading Publisher: The MacMillan Company
Authors: Gates, Hober, Ayer and Fardon

All Aboard - pre-reading book
Beginning Days - pre-reading book
Teacher's Manual - pre-reading book
Preparatory Book for Off to Go
Off to Go - pre primer
Now to Go Again - supplementary
Teacher's Manual for Off to Go and Now to Go Again
Preparatory Book for Primer
Jim and Judy - primer
Teacher's Manual for Jim and Judy
Preparatory Book for First Reader
Down Our Street - First Reader

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Enclosure No. 1

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Incl to Hq MTOUSA Circular No. 184 "Approved School Texts" (Cont'd).

Teacher's Manual for Down Our Street
Preparatory Book for Second Reader
We Grow Up - Second Reader
Teacher's Manual for We Grow Up
Preparatory Book for Third Reader
Wide Wings - Third Reader
Teacher's Manual for Wide Wings
General Manual for the first three grades
Preparatory Book for Fourth Reader
Let's Look Around
Teacher's Manual for Let's Look Around
Preparatory Book for Fifth Reader
Let's Travel On - Fifth Reader
Teacher's Manual for Let's Travel On
Preparatory Book for Sixth Reader
Let's Go ahead - Sixth Reader
Teacher's Manual for Let's Go ahead

Subject: History Publisher: The Macmillan Company
Authors: Ruth McGuire, Thomas Portwood

A Full-Grown Nation
A Brave Young Land
The Rise of Our Free Nation

Subject: Spelling Publisher: The Macmillan Company
Authors: Gates, Kineland, Sartorius, Pearson

Pupil's Own Vocabulary Spellers,
Grade 2, 3, 4, 5, 6, 7, 8
Teacher's Manual

Subject: Geography Publisher: Ginn and Company
Authors: Atwood and Thomas

Neighborhood Stories
Workbook for Neighborhood Stories
Teacher's Manual for Neighborhood Stories
Home Life in Far Away Lands
Teacher's Manual for Home Life in Far Away Lands
Workbook for Home Life Beyond the Seas
The American Revised
Teacher's Manual for the Americas, Revised
Workbook for the Americas, Revised
Nations Beyond the Seas (Revised)
Teacher's Manual for Nations Beyond the Seas
Workbook for Nations Beyond the Seas
The World at Work
Teacher's Manual for the World at Work

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Incl to Hq MTOUSA Circular No. 184 "Approved School Texts" (Cont'd).

Teacher's Book (World at Work)
Key to exercises texts & map studies for the
World at Work
Workbook for the World at Work
The United States among the Nations
Teacher's manual for the U.S. among Nations
Key to Exercises " "
Workbook " "

Subject: Music (World of Music Series) Publisher: Ginn and Company
Authors: Glenn, Levitt, Kabanian, and Baker

Sing a Song (Kindergarten)
Tuning Up (enlarged Edition)
Piano Accompaniments for Tuning Up
On Wings of Song
Piano Accompaniment for On Wings of Song (Teacher's Manual)
Music Activities and Practices in Kindergarten and
Elementary Grades (Glenn)

Subject: English Publisher: American Book Company
Authors: Stoddard, Bailey, and Lewis

First Steps in English (grades 1 and II)
English One, two, three, four, five, six
Teacher's Manual for each
English Workbook One with Tests
English Workbook, Two, Three, Four, Five, Six; with tests
Teacher's Manual for each

Subject: Handwriting Publisher: American Book Company
Authors: Cavanah and Myers

Teacher's First Book - Handwriting Readiness Unit
Pupil's First Book - Pencil and Paper Unit
Pupil's Second Book - Size Reduction Unit
Pupil's Third Book - Pen and Ink Unit
Pupil's Fourth Book - Fluency Unit
Pupil's Fifth Book - Final Size Unit
Pupil's Sixth Book - Diagnostic Individual Remedial
Alphabet Ruler
Diagnostic Handwriting Score Card (set of 12)
Teacher's Manual

R E S T R I C T E D

Incl to HQ LTCUS Circular No. 184, "Approved School Texts" (Cont'd).

Subject: Arithmetic Publisher: Scott Foresman and Company
Authors: Stenbaker, Findley, Knight, Gray

Number Stories, Book 1, 2, 3
Number Stories, Workbook, 1, 2, 3

Subject: Science Publisher: Scott Foresman and Company
Authors: Beauchamp, Crampton, Lalrose, Blough, Laffield, West

Discovering Our World, Book, 1, 2, 3
Science Problems Book 1
Study Book for Science Problems, Pupil's Edition
" " " " Teacher's Edition
Science Problems, Book 2
Study Book for Science Problems 2, Pupil's Ed.
" " " " Teacher's Ed.

Subject: Dictionary Publisher: Scott Foresman and Company
Authors: L. L. Thorndike

Beginning Dictionary
Junior Dictionary (revised)
Getting Places with Words
Senior Dictionary

Subject: Algebra Publisher: Scott Foresman and Company
Authors: Alsch and Knight

Standard Service Algebra

Subject: Literature Publisher: Charles Scribner's Sons
Authors: Lyman, Moore, Hill and Young

Treasury of Life and Literature, Volume 4 and 5

Subject: Arithmetic Publisher: World Book Company
Authors: Clark et al

Arithmetic for Young America
Grades 4, 5, 6, 7, 8

This list does not preclude the addition of supplementary texts when it is deemed necessary to meet the needs of special situations which may arise during the school year.

Inclosure to Hq. MT A Circular Number 124

TO FOR ACTION: JBS ES INF DIV ROME AREA MTOUSA
FAAF AGRS/MTZ 6686 R/E

INFO : EATS MTCRA US EMBASSY ROME

REF : C 50393

Subject Supplies and Service furnished by the UNITED STATES Army to non-United States Armed Forces Personnel.

1. Implementing announced War Department policy concerning withdrawal of UNITED STATES Army aid to civilians within MTOUSA, Army quarters, subsistence rations, medical service, and transportation will be made available beyond 30 June 1946, only to those civilians who possess the required identification establishing them as a member of 1 of these groups.

2. Class I, UNITED STATES citizens who are:

1. Personnel of the Foreign Liquidations Commission.
2. War Department employees.
3. Personnel of the UNITED STATES political Advisors Staff.
4. Technical Observers.
5. Personnel of the USC.
6. Personnel of the American Red Cross.
7. Personnel of the War Shipping Administration.
8. Others who are traveling on military orders, for the period covered by the orders. Required identification for foregoing class I civilians will consist of the individual's WD AGO Form 65 identification card or US passport, and a letter from the Commanding Officer of the Major Command or the Headquarters of the group concerned stating that the individual is a member of that group. Major Commanders will furnish this letter to War Department employees of their Commands.

3. Class II UNITED STATES Citizens and aliens who are:

1. Dependents of UNITED STATES Military Personnel.
2. Dependents of Class I personnel indicated herein. Identification required for individuals listed above in Class II will consist of WD AGO Form 65 identification card or an Officer's Certificate as to dependent status.

Inclosure to Hq. MTOUSA Circular Number 18A (Cont'd)

4. Class III, on approval of Headquarters MTOUSA only, foreign military personnel who are:

1. Personnel of the Brazilian Army.

2. Accredited to and performing duty with UNITED STATES army installation in MTOUSA.

5. Class IV, limited, on approval of Headquarters MTOUSA only, aliens who are:

1. Accredited to and active members of Allied Commission within MTOUSA.

2. Accredited to and active members of Advisory Council ITALY within MTOUSA. MTOUSA will inform HQ MTO the number of individuals in ALCOM and ACI who are to be supported with aid herein mentioned. ALCOM and ACI will in turn inform HQ MTO the names of individuals, up to the number specified by this Headquarters, who are to receive this support.

6. In cases where required DD AGO Form 65 cards have NOT been received, a letter from the Major Command concerned, stating that an AGO card is in process for the individual concerned, will be accepted in lieu of the card.

7. In cases of emergency, medical service will continue to be made available to any UNITED STATES citizen in MTOUSA.

8. Previous instructions in conflict with the contents of this message are rescinded.

9. It is desired that all Major Commanders reproduce this cable in sufficient copies for forwarding to the offices within their area, of all civilian groups affected by the provisions of this cable.

AUTH: R D BLANCH, Lt. Col.

ORIGINATOR: G-4

COMMENTS: G-1 G-5

INFORMATION: C/S MTO

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G-4

G-5

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(VOL. V)

Declassified E.O. 12356 Section 3.3/NND

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(VOL. V)

CIRCULARS, MITOUSA, 1946
SEPT. 1946 - JAN. 1947
(2 OF 2)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 912

NOV 19 1946
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CIRCULAR)
NUMBER 183)

7 November 1946

MTOWSA MOTION PICTURE SERVICE (16mm & 35mm)

Registration	I
General	II
Personnel	III
Accounting for Motion Picture Property	IV

I - EXECUTION

Circular Number 59, Inclosure I, Manual, and Circular Number 100, both this headquarters, 1946, are superseded by this circular.

II - GENERAL

1. Scope

These regulations will govern the operation of the Motion Picture Branch, Special Service Section, Mediterranean Theater of Operations, United States Army, and all Army theaters established for the exhibition of entertainment motion pictures within the Mediterranean Theater, effective 16 November 1946.

2. Definition

a. MTOWSA Motion Picture Branch is operated under the Theater Special Service Officer, MTOWSA. The Motion Picture Branch is charged with staff supervision, as defined in succeeding paragraphs, of all Army theaters in MTOWSA.

b. An Army theater is any theater where 35mm motion picture service has been authorized. An Army theater is also any authorized 16mm show location under the command of the Commanding General, MTOWSA, or areas for which he is logistically responsible and at which 16mm entertainment films are exhibited.

c. A requisitioned theater is a civilian theater or building which has been requisitioned for use as an Army theater.

3. Mission

The mission of the Motion Picture Branch is to make available to authorized personnel 16mm and 35mm entertainment motion pictures.

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R E S T R I C T E D

Hq MTOUSA Circular No. 183 (Cont'd)

b. The Motion Picture Branch will act as technical adviser to the Theater Special Service Officer, in developing policies, plans and procedures for the operation of the Motion Picture Branch and Army theaters.

c. The Motion Picture Branch provides 16mm and 35mm service at Army posts, subject to approval of the Theater Special Service Officer, where such service has been requested and approved by the major subordinate commands.

4. Responsibilities

a. The Motion Picture Branch, MTOUSA, is specifically charged with:

- (1) Developing and establishing procedure for the accounting for attendance at Army theaters and the distribution of and accounting for tickets of admission and the funds received therefrom to the MTOUSA Central Welfare Fund.
- (2) With respect to 35mm equipment, exclusive of equipment at requisitioned theaters, the Motion Picture Branch is charged with purchasing, installing, inspecting, servicing, and repairing of the equipment; purchasing theater supplies and repair parts; and disposing of surplus, worn out and obsolete equipment, supplies, and repair parts.
- (3) Recruiting and employing such administrative and technical civilian personnel as may be necessary in operation of the Motion Picture Branch.
- (4) (a) Distribution to unit level of all 16mm and 35mm entertainment films through a distribution exchange system.
(b) Distribution of films includes all functions pertaining to the control, circuiting and booking of film to all authorized theaters.
- (5) Procurement and distribution of advertising motion picture material.
- (6) Publishing a MTOUSA Manual for Army theater operation and such other manuals or publications as may be necessary.
- (7) Operating a central warehouse for Motion Picture Branch equipment, repair parts and supplies.
- (8) Maintaining a repair and machine shop unit for motion picture branch 35mm equipment.

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Hq MTOUSA Circular . 183 (Cont'd)

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- (9) Supervision of establishment of such distribution exchanges at strategic locations as may be necessary for efficient distribution of entertainment films.
- (10) Making periodic visits to posts to inspect the operation of Army theaters.
- (11) Accounting for and control of all MTOUSA Motion Picture Property (35mm), including installed and in stock or storage.
- (12) Upon discontinuance of motion picture service at any location, such action as necessary will be taken to transfer the equipment to another location or remove it to the central warehouse.
- (13) With respect to equipment at requisitioned theaters the Motion Picture Branch will ascertain that the equipment is adequate for the showing of 35mm film by initial and periodic inspection.
- (14) Direct communication is authorized between the Motion Picture Branch and major commands and/or units within such commands as may be necessary in the accomplishment of the above responsibilities.

b. The Commanders of major commands are charged with:

- (1) Making proper collection and accounting for (in accordance with MTOUSA Circular Number 167, 4 October 1946, and directives of the Motion Picture Branch, MTOUSA) admission to each major title showing of 35mm and 16mm (where 16mm service has been established on a paid admission basis, with the approval of the Theater Special Service Officer as outlined in paragraphs 4b(3) and 5b, this circular,) on a basis of \$0.15 per admission of authorized military and their dependents as outlined in paragraphs 8a(1) and 8a(2) and \$0.30 admission of authorized civilians as outlined in paragraphs 8a(3) and 8a(4).
- (2) Designating a commissioned officer to be known as theater officer who will be charged with the operation of the motion picture section of the major command.
- (3) Establishing entertainment motion picture service for authorized personnel (16mm or 35mm) at locations, subject to approval of the Theater Special Service Officer. 35mm service will be installed only where the population of authorized personnel is sufficient to justify paid service. If 16mm showings will be authorized within three miles of a 35mm theater except on the paid admission basis as for 35mm service when specifically authorized and/or designated by the Theater Special Service Officer, MTOUSA.

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Hq MTOUSA Circular No. 133 (Cont'd)

- (4) Maintaining such supervision of Army theaters as will ensure efficient operation in accordance with this circular, the MTOUSA Manual for Army Theater Operation and other pertinent directives.
- (5) Determining the number of performances per day and number of days operation at 16mm and 35mm theaters.
- (6) Supervising accounting control at Army theaters and taking such action as may be necessary to restrict admission only to authorized personnel.
- (7) Appoint for Army Theaters (16mm and 35 mm) the number of authorized positions necessary for operation, within the authorized prescriptions in Section II, paragraph 3a, and Section IV, paragraph 17, Manual for Theater Operation, 1 November 1946.
- (8) Reviewing and approving all requests for 16mm entertainment motion picture service and forwarding such requests to the MTOUSA Special Service Officer for review.
- (9) Providing adequate housing facilities for the film exchanges (16mm and 35mm) which will be operated by their commands.
- (10) Negotiating for requisitioning of civilian facilities to be used as Army theaters.

2. Supply of films

a. All entertainment motion pictures will be secured solely from the Motion Picture Branch, Special Service Section, Headquarters, Mediterranean Theater of Operations, United States Army, and exhibited only in Army theaters as defined in paragraphs 2b and 2c.

b. No 16mm entertainment showings will be made within three miles of an Army operated 35mm theater or to a unit whose audience averages less than twenty-five (25) per showing except 16mm showings may be authorized on a paid admission basis as set forth in paragraph 4b(3) above and in compliance with pertinent War Department policy. With the exception of exhibition for patients at hospitals no deviation from this policy will be made unless authorized in writing from the Theater Special Service Officer, Headquarters MTOUSA.

c. The most expeditious means of government transportation for motion picture film and equipment is directed and authorized.

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Wg MEMORANDUM Circular No. 183 (Cont'd)

6. Theater Building and Equipment Standards

- a. The showing of all 35mm films supplied by the Motion Picture Branch will be in a properly equipped building.
- b. Where showings of 16mm films are authorized on a paid admission basis, two projectors will be used and the light and sound reproduction will meet the standards of professional exhibition.

7. Exhibition

8mm and 16mm entertainment motion picture programs furnished by the Motion Picture Branch will be shown only at Army Theaters under the auspices of the United States Army and upon the play date schedule authorized by Motion Picture Branch. The programs will consist only of such subjects as are scheduled by the Motion Picture Branch.

8. Attendance Eligibility

- a. Those authorized to attend Army theaters are listed below:
 - (1) All United States Military Personnel and their dependents.
 - (2) Military personnel of the Armed Forces of the Allied Nations and members of their immediate families who are part of their immediate household, except that this privilege will not be extended to anyone within the country of his nationality.
 - (3) United States Civilians working for the United States Government in occupied areas and members of their immediate families who are part of their immediate household.
 - (4) Allied nationals employed by the United States Government in occupied areas.
- b. Any other persons or group not specifically referred to in paragraph 8a above may not attend.
- c. The theater officer of each Army theater will take such action as may be necessary to ascertain that only authorized persons are permitted to attend Army theaters.

9. WGMCA Manual for Army Theater Operation

All phases of the Army theater operations except motion picture production are covered in a separate publication, entitled "WGMCA Manual for Army Theater Operation" dated 1 November 1946. All Army theaters will install the systems and procedures prescribed therein.

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Lt MTOUSA Circular No. 183 (Cont'd)

10. AMPS Projectionist's Manual (TM 28-410)

High standards of visual and sound projection are most important in the exhibition of motion pictures. The provisions of AMPS Projectionist's Manual (TM 28-410) will be adhered to in the projection of motion pictures and the care of equipment at Army theaters. Wherever references are made therein to a Service Command, they will be construed to mean Motion Picture Branch, Special Service Section, Headquarters MTOUSA, APO 512.

11. 16mm Motion Picture Equipment

All 16mm motion picture equipment used in Army theaters is procured, distributed and maintained by the Signal Corps, regardless of the extent to which it is used for entertainment purposes.

III-PERSONNEL

12. Commanding Officer

a. The Commander of each major command has jurisdiction over, and is responsible for, operation of the Army Theater(s) within his command in accordance with provisions of WD Circular Number 264, 30 August 1946, (in place of WD Circular Number 373, rescinded), the AMPS Projectionist's Manual (TM 28-410), and any other pertinent directives which may be issued from time to time by MTOUSA.

b. The Commanding Officer of each unit operating a theater will appoint a Theater Officer.

c. Warrant Officers may be assigned as Theater Officer or Assistant Theater Officer in situations where responsibilities of the position are such as would be appropriate to the grade.

13. Theater Officer

The unit theater officer is responsible for the management of the theater in accordance with directives referred to in paragraph 8a above.

IV- ACCOUNTING FOR MOTION PICTURE PROPERTY

14. In Commands

a. The unit Theater Officer will be charged with and hold responsible for all Motion Picture Branch property in Army theaters within his unit and will maintain appropriate stock record accountability.

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Eq MTOUSA Circular No. 183 (Cont'd)

b. Motion Picture Branch MTOUSA property received, stored and issued by the Motion Picture Branch, MTOUSA, will be charged to and accounted for by an individual designated by the Special Service Officer, MTOUSA, APO 512.

15. Classification of Motion Picture Property (35mm only)

a. Major units of sound, projection, theater and other equipment are classified as non-expendable.

b. Repair parts used in the repair of major units of equipment and supplies are classified as expendable.

16. Shipment of Motion Picture Property (35mm only)

a. All units of equipment will be moved from one location to another only upon receipt of instructions from the Chief, Motion Picture Branch, MTOUSA.

b. Upon receipt of motion picture property, the unit Theater Officer will pick up on his records all articles of equipment designated as non-expendable property. Expendable supplies and spare parts received at a unit will be dropped from accountability by a certificate of expenditure.

17. Disposition of Motion Picture Branch Property (35mm only)

Equipment, property and other supplies of the Motion Picture Branch which become surplus will be disposed of by the Chief, Motion Picture Branch, MTOUSA, APO 512.

BY COMMAND OF LIEUTENANT GENERAL IRE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGS
Adjutant General

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Incl to Hq. MTOUSA Circular Number 183

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

1 November 1946

MANUAL FOR ARMY THEATER OPERATION

General	I
Personnel	II
Function Special Service Officer Major Commands	III
Fire Safeguard	IV
General Comments	V
Ship out of Files	VI
Reports and Forms	VII

1 - General

1. Instructions:

a. Purpose and scope - The procedure contained in this manual will govern the operation of Army theaters (16mm and 35mm) established for the exhibition of entertainment motion pictures within Mediterranean Theater, effective 16 November 1946, and supersede manual, 2 May 1946, accompanying Circular Number 57, which is rescinded.

b. Interpretation - Questions involving interpretations of the provisions of MTOUSA Circular 183 this manual, or deviations therefrom will be referred directly to the Theater Special Service Officer, Headquarters MTOUSA, APO 512, through the appropriate major command.

2. Establishment of Service:

a. Request for motion picture service will be submitted to the Theater Special Service Officer, Headquarters, MTOUSA, APO 512, through the appropriate major command, Special Service Officer.

b. For 35mm theaters:

(1) 35mm projector installation and use will be directed by Special Service Officer, MTOUSA. Major commands will be consulted prior to installation and furnish the information on recommended locations listed below:

- (a) Name and geographical location of theater.
- (b) Type of building.
- (c) Seating capacity (excluding any folding aisle seats).
- (d) Type and make of sound and projection equipment, if any.

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Incl to HQ AFMAG Circular No. 183 "Manual for Army Theater Operations"
(cont'd)

- (d) Voltage cycle and phase of electric power available.
- (f) Specific days of week theater will operate and number of performances per day.
- (g) Military population to be served by the theater and expected weekly attendance.

(2) Improvised Theaters: Where there is a concentration of troops in an area without a theater obtainable for 35mm operation, a limited number of 35mm sets are available for installation. This equipment can be installed in large buildings such as in a warehouse, dance hall or open air theater. When so installed, this equipment will be housed in a fire-proof Projectionist's Booth in accordance with AFPS Projectionist's Manual. As 35mm film is highly inflammable any improvised theater must meet the requirements of Fire Regulation set forth in paragraph 7, Section IV, of this Manual.

(3) Agreements or contracts for requisitioning of civilian theaters for Army use must include the furnishing by the theater owner, lessor or other contracting party when available, of:

- (a) Civilian house staff including projectionists.
- (b) Maintenance and operating supplies, including carbons, oils and all necessary supplies for the satisfactory operation of the projection and sound equipment.
- (c) Maintenance and servicing arrangements for the satisfactory upkeep and operation of the theater.

c. For loan service:

(1) In requesting loan service, the information listed below will be forwarded to the Theater Special Service Officer, Headquarters AFMAG, APO 512.

- (a) Geographical location of proposed theater.
- (b) Seating capacity available.
- (c) Type of building or facility available for showing of motion pictures.
- (d) Distance from nearest loan or 35mm theater.

(e) Military population to be served by the theater and expected weekly attendance.

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Incl to Hq AFMAG Circular No. 183 "Manual for Army Theater Operations"
(cont'd)

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(2) Basic requirements for authorized loan army theaters are:

See AFMAG Circular Number 183,
dated 7 November 1946, paragraph 5,
Supply of Films.

3. Selections of Programs:

The Army Motion Picture Service, Washington, D. C., procures from the motion picture industry the entertainment films made available for use in overseas theater, departments and bases. The product of all producers is available and selection is made entirely on quality basis with no attempt made to equalize the number of films secured from the various companies. Films are selected and scheduled in accordance with the quality available at the time required for shipment. Selections are made on the basis of experience of the Army Motion Picture Service in the Zone of Interior, supplemented by reaction reports compiled by the Motion Picture Branch, Special Service Section, AFMAG, and communicated periodically to the Army Motion Picture Service.

4. Attendance Eligibility:

The attendance eligibility regulations, AFMAG Circular Number 183, dated 7 November 1946, Section II, paragraph 8, will be strictly adhered to and every effort will be made to so conduct the operations of the Army Theater so that no legitimate grounds will exist for charges of unfair competition by the motion picture industry. Appropriate identification cards of civilians not in uniform must be carefully scrutinized.

II - PERSONNEL

5. Theater Officer:

a. The Unit Theater Officer is, in effect, the theater manager. He is responsible for the operation of the theater in accordance with AFMAG Circular Number 183, this manual and other pertinent directives issued from time to time by Headquarters, AFMAG, AF 512. He should make every effort to provide the best exhibition possible with a maximum amount of comfort and satisfaction to the personnel attending.

b. He is responsible for the management of the theater and the efficiency of operation, the determination and reporting of correct attendance figures on prescribed forms and submission of such other reports as may be required.

c. He will be responsible for collection of admissions as stated in paragraph 6 in this manual, and that only authorized personnel are admitted.

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Incl to Hq. AFMUS. Circular No. 183 "Manual for Army Theater Operations"
(cont'd)

- d. He is accountable for any Motion Picture Branch 35mm property and equipment in his units and will maintain appropriate stock records.
- e. He is responsible for the adequate care of all 35mm and 16mm film delivered to him and will immediately notify the Motion Picture Branch, Special Service Section, AFMUS., of any film received by him in poor condition.
- f. He will be responsible for the proper advertising of programs.
- g. He will ascertain that adequate stock levels are maintained on carbons and theater supplies for the operation of 35mm showing.
- h. He will ascertain that adequate fire safeguards are maintained and that theater personnel are properly organized to provide for orderly exit of patrons in case of emergency (see paragraph 7).
- i. With respect to 35mm and 16mm operations he will assign projectionists from the enlisted ranks or other qualified operators.
- j. He is responsible for the inspections of the theater and the maintenance of a cleaning system. This is an authorized charge against appropriated fiscal funds.
- k. He will accomplish and personally sign each attendance report. (See attached attendance report form.)
- l. He will appoint a non-commissioned officer as his assistant in the operation of the theater and the performance of the duties set forth above, except that the function of authentication of attendance reports (16mm and 35mm) will not be delegated.
- m. In addition to the position of assistant manager such other positions as may be required are authorized subject to approval of the Theater Special Service Officer, AFMUS., with maximum rates of pay as follows:

Position	1st evening performance	Other performances morning, matinee or evening
Assistant Manager	\$ 1.25	\$ 0.45
Assistant Manager Cashier	1.25	.35
Chief Projectionist	1.25	.35
Assistant Projectionist	1.00	.50
Ticket Cashier	1.00	.50
Ticket Taker	.75	.50
Usher	.50	.50
Janitor	\$1.00	---

*Per show day.

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Incl to HQ JTCM Circular No. 183 "Manual for Theater Operations" (cont'd)

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8. The pay authorized in a. above for military personnel employed in the Army theater is for only such services as they render on a voluntary basis outside normal duty hours. Such additional compensation will not exceed \$60.00 per month for each such enlisted man.

9. Salary payments will be accomplished in accordance with the procedure set forth in Section VI below.

III - FUNCTION SPECIAL SERVICE OFFICERS MAJOR COMMANDS

6. The Special Service Officer of the major command concerned is responsible for the sale of admissions, collection of money and accounting therefor and the forwarding of those funds to the Special Service Officer, Mediterranean Theater of Operations, United States Army, APO 512.

1. Procedure for Sale of Admissions:

- (1) Books of 400 admissions of \$0.15 and \$0.30 each, four admissions per page, will be distributed by Special Service Officer, JTCM, APO 512, as requisitioned. Requisition will normally cover one fiscal period requirement.
- (2) The details of sale of admissions is delegated to the Special Service Officer of the major commands. They will be sold at the theater and by such other means as practicable, so as to insure wide and convenient distribution to the commands.
- (3) The receipts of the sale of admissions less authorized theater salary deductions will be reported on Form "B" in duplicate, and forwarded with Form "C" to the Theater Special Service Officer, JTCM, APO 512, by U. S. Treasury Check made payable to the Custodian, JTCM, Central Military Fund, Headquarters, JTCM, APO 512, by the Special Service Officer of each major command not later than the 6th day after the last day of each fiscal period.
- (4) Fiscal Period Attendance Reports, Forms "B", supported by Forms "C", both in duplicate; Work Rosters, Form "C-1" and Form "C-2", both in duplicate; and Payroll Voucher, Form "C-3", will be forwarded to the Theater Special Service Officer, Headquarters, JTCM, APO 512, by the Special Service Officer of each major command not later than the 6th day after the last day of each fiscal period.

R E S T R I C T E D

Incl to HQ MTOUSA Circular No. 183 "Manual for Army Theater Operations" (Cont'd)

- (5) The Theater Special Service Officer will submit to the Custodian, MTOUSA Central Welfare Fund, the consolidated receipt with attendance reports of the attendance of each motion picture company's films.

IV - FIRE SAFEGUARD

7. Fire Safeguard:

a. In formulating theater fire regulations and in organizing the theater personnel for safeguarding patrons, the theater officer will consult the unit fire marshal.

b. Theater aisles, foyer and lobby passage-ways will be kept clear and unobstructed. Waste material, cleaning fluids, and any other material of an inflammable nature, when not in use, will be kept in fire-proof containers.

c. Necessary fire-fighting equipment will be installed at suitable places throughout the theater building.

d. SMOKING will be PROHIBITED in all Army theaters, both 16mm and 35mm.

- (1) Large "NO SMOKING" signs should be prominently posted in the entrance and inside the theater. They should be placed at least six feet from the floor so as to be readily seen over heads of the crowd.

e. Access to the projection room will be restricted to those whose duties require their presence.

f. Standard of safety to be observed in 35mm booths contained in AMPS Projectionist's Manual will be followed.

V - General Management

8. Advertising:

a. Certain advertising material is made available with film subjects. Such material should be utilized to the greatest advantage, together with such additional display advertising material which may be created locally.

b. Screens and equipment of Army Theaters will not be used during, or in connection with, entertainment motion picture performances, for the showing of films or slides advertising commercial products or services.

9. Publicity:

Full utilization will be made of local advertising medium such as newspapers, radio, bulletin boards, cards in Red Cross Clubs and Service Clubs, to publicize current motion picture programs. Direct mail signs should be strategically located in the areas serviced by the theater to ensure facility in locating theater.

RESTRICTED

Encl to HQ MCMUSA C/alar No. 183 "Manual for Army Theater Operation" (Cont'd) ²⁹⁶ ₂₉₀

10. Theater Maintenance:

a. Cleanliness of Theater: It is the responsibility of the Theater Officer to inspect the theater daily. Particular attention should be given to the toilets. The theater will be aired daily.

b. Lighting: Burned out light bulbs will be replaced immediately.

c. Sound and Projection Equipment (16mm and 35mm): In cases where poor projection is encountered (bad light on screen, poor sound, bad changeovers) or film is being damaged by the machine or operators, immediate action will be taken. When the condition cannot be remedied locally, the matter should be referred to the Special Service Officer of the major command concerned so that he can take action. If the trouble develops at requisitioned theater, the civilian owner or manager should first be required to attempt to rectify the condition.

11. Treatment of Patrons:

The theater personnel should be trained to follow the policy of treating those admitted to the theater with the same courtesy that patrons of civilian motion picture theaters expect.

12. Scheduled Showings:

Definite daily schedule of showings will be maintained. Showings will start exactly on time. Schedules will be publicized. Any necessary changes should be given publicity and as far in advance as possible.

13. Ground Control:

a. Outside the theater, prospective patrons will be kept in orderly queues, so farred as not to block the side-walks or exits. Military personnel should be used to supervise such queuing. Military Police should be used only when found necessary to maintain order.

b. Inside the theater, over-crowding must also be avoided. All aisles and exits must be kept clear. Exit doors must not be locked at any time when the theater is open for business.

14. Exhibition:

a. During all showings, either the theater officer or his assistant should be constantly on the alert, checking the light on the screen, the volume and quality of the sound. Periodic checks should be made of the projection, noting that the change-overs from one reel to another are made smoothly, with no "blank spaces" or "mutter" showing on the screen. Good sound and projection are the keystone of "putting on" a good show.

R E S T R I C T E D

Incl to HQ MTOUSA Circular No. 183 "Manual for Army Theater Operation" (Cont'd)

b. All theaters should have a buzzer system for communication between the main floor and the booth, for the immediate correction of sound and projection flaws.

15. Discontinuance of Service:

When in the operation of a 35mm theater or in the case of a 16mm paid admission, the population has been so reduced that the 35mm or 16mm service is no longer justified, such action as may be necessary will be taken to request from the Special Service Officer, MTOUSA, APO 512, to discontinue this service and substitute such other service as may be warranted.

16. Authorized Positions:

The names of positions authorized for the operation of 35mm Army theaters are those listed in paragraph 2a. above. These positions and wage scales are not mandatory and positions for each theater installation will be appointed only on authorization of the Theater Special Service Officer, MTOUSA.

VI - SHIPMENT OF FILM

17. Shipment of Film from Film Exchange to Theater and Return:

a. General: Film programs will be made available to theaters by film exchanges established by the Motion Picture Branch, MTOUSA, Special Service Section. Approved 35mm and 16mm theaters will be assigned to the nearest exchange and will be included in the circuit booking of films for that exchange. Upon arrival in major command library, 16mm and 35mm film will be booked each unit serviced by that library.

b. Circuiting of Film Programs (16mm and 35mm): Notice of film booking will be sent in advance to individual major commands per "35mm and/or 16mm Film Master Routing Sheet." This form will include all the necessary information relative to the use of the film. Major commands on dates indicated will be responsible for shipment of film to the major command showing the film next.

c. 16mm film will be booked in each major command for definite period. Upon arrival in major command library, 16mm film will be booked to each subordinate unit on a definite schedule.

d. It must always be kept in mind that the booking and circuiting of film is precise and finely balanced procedure; that complete and prompt adherence to routing and play date instructions are conditions upon which film programs are furnished to theaters. Carelessness or failure to comply with instructions will result in cancellation of the film service.

VII - REPORTS AND FORMS

18. Reports and Forms:

R E S T R I C T E D

RESTRICTED

Incl to Hq TOWS Circular No. 183 "Manual for Theater Operation"
(cont'd)

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a. Form "A" Attendance Report:

- (1) Form "A" Attendance Report will be submitted in triplicate every Saturday for the preceding seven-day period, to the Special Service Officer, major command, by each unit or theater officer.
- (2) Consolidated report, Form "B", in duplicate, for each major command, supported by two copies of Form "A" from each unit or theater of that command will be forwarded to the Special Service Officer, TOWS, APO 512, not later than the 6th day after the last day of each fiscal period.
- (3) Reports on Forms "A" and "B" are to be submitted separately for 35mm and 16mm film.

b. Work Rosters (Forms "C-1", "C-2" and "C-3"):

- (1) Forms "C-1", Army, and "C-2", Civilian Personnel, work Rosters, will be submitted not later than the 3rd day after the last day of each fiscal period to the Special Service Officer of each major command by each theater officer, in triplicate.
- (2) Two of the three copies, paragraph 18b (1), above, of Form "C-1" and "C-2" received from each unit or theater will be forwarded by the Special Service Officer of each major command to the Motion Picture Branch, Special Service Section, TOWS, APO 512, not later than the 6th day after the last day of each fiscal period.
- (3) Form "C-3": When military personnel are employed in an Army theater on a voluntary basis outside normal duty hours as set forth in Section II above, salary payments will be made from the theater receipts and reported monthly on Form "C-3". This form will be accomplished by each theater officer in duplicate, the original forwarded to the Special Service Officer of the major command not later than three days after the last day of the fiscal period, who in turn will forward this original to the Theater Special Service Officer, Headquarters, TOWS, not later than six days after the last day of the fiscal period, the duplicate being retained in the unit theater file. The signature of each employee will be affixed in the space provided opposite the amount paid. Where civilians are employed a separate sheet, Form "C-3", will be used with appropriate adjustments made in the rate headings as approved by the Theater Special Service Officer, TOWS.

RESTRICTED

Incl to HQ AFMUSA Circular No. 183 "Manual for Army Theater Operations"
(cont'd)

c. Letter of Transmittal

Form "D", letter of transmittal, in duplicate, of motion picture film admission receipts will be submitted by the Special Service Officer of each major command to the Theater Special Service Officer, Headquarters, AFMUSA, APO 512, not later than six days after the last day of the fiscal period together with U. S. Treasury Check made payable to Custodian, AFMUSA Central Welfare Fund, for the amount stated therein.

d. Fiscal Periods are:

FISCAL YEAR 1947

1st	29 June 1946	26 July 1946
2nd	27 July 1946	23 August 1946
3rd	24 August 1946	20 September 1946
4th	21 September 1946	18 October 1946
5th	19 October 1946	15 November 1946
6th	16 November 1946	13 December 1946
7th	14 December 1946	10 January 1947
8th	11 January 1947	7 February 1947
9th	8 February 1947	7 March 1947
10th	8 March 1947	4 April 1947
11th	5 April 1947	2 May 1947
12th	3 May 1947	30 May 1947
13th	31 May 1947	27 June 1947

e. Instructions for Payroll Voucher Form "C-35":

- (1) The maximum rates per day and per performance and the designated maximum weekly compensation which can be paid to an employee for a given position are uniform for all army theaters.
- (2) A payroll voucher signed by each employee must support the expenditures for services reported on all weekly financial statements. The model payroll voucher on the reverse side is designed to provide for the needs of the majority of the theater situations. Some posts may not need a voucher as extensive as the model and some of the larger posts may require a payroll on which to report a third performance or second actings; in these cases a suitable variation of the voucher illustrated will be designed by the addition or subtraction of the necessary columns. Variations should be accomplished by adjustment of column widths and not by an increase in the size of the form.

~~RESTRICTED~~

Incl to Hq. MKUS. Circular No. 183 "Manual for Army Theater Operation"
(cont'd)

- ~~294~~
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- (3) The name of an employee will be listed only once on the voucher without regard to the various positions he filled on different days during a given period. The number of first, second, and motion performances and individual works will be entered in the block under the performance and the position occupied. In this manner the positions, the number of performances and the total salary earned by each employee are shown on one line of the voucher. The number of performances entered under each position for each performance, when totaled, will serve as a means for the theater officer to check his payroll against his official personnel and performance designations.
 - (4) A theater employee is prohibited from working more than six nights in any given week. To fill a given position on the evening the regular employee is off, it is necessary to employ a substitute or understudy who will be given the authorized rate of pay for the position occupied. Thus, the payroll voucher will indicate that the position was occupied for all performances during the week.
 - (5) If a regular employee substitutes for another regular employee, for example, if the ticket cashier functions as assistant manager on the night the assistant manager is off, the substitute will be given, for that night, the rate of pay authorized for the position occupied instead of the rate authorized for his regular position.
 - (6) The signatures of the theater officer and all employees are required on the voucher.

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100% OF 35mm FILM AND OVERHEADS
(STRIPS OUT UNDER HOT PRESSING)

FILM RECEIVED FROM

THEATRICAL DEPARTMENT OR BUREAU

WEEK ENDING

NAME OF UNIT

LOCATION

DAY	STARTING TIME OF SHOWS	MILITARY AND DEPENDENTS			CIVILIANS		REACTIONS
		(1)	(2)	(3)	(4)	(5)	
SATURDAY	1st Show:						
	2nd Show:						
	3rd Show:						
SUNDAY	1st Show:						
	2nd Show:						
	3rd Show:						
MONDAY	1st Show:						
	2nd Show:						
	3rd Show:						
TUESDAY	1st Show:						
	2nd Show:						
	3rd Show:						
WEDNESDAY	1st Show:						
	2nd Show:						
	3rd Show:						
THURSDAY	1st Show:						
	2nd Show:						
	3rd Show:						
FRIDAY	1st Show:						
	2nd Show:						
	3rd Show:						

SUNDAY	1st Show:	
	2nd Show:	
	3rd Show:	
MONDAY	1st Show:	
	2nd Show:	
	3rd Show:	
TUESDAY	1st Show:	
	2nd Show:	
	3rd Show:	
WEDNESDAY	1st Show:	
	2nd Show:	
	3rd Show:	
THURSDAY	1st Show:	
	2nd Show:	
	3rd Show:	
FRIDAY	1st Show:	
	2nd Show:	
	3rd Show:	
TOTAL NO. OF SHOWS:		(3) + (4) 78
TOTAL ATTENDANCE:		(3) (4)

I certify that the attendances shown on this report are accurate and that film rentals may be paid on the basis thereof.

IMPUDENT

TO BE SUBMITTED IN INK OR PREPARED BY EACH MEMBER IN TRIPLICATE TO YOUR MAJOR COMMAND, SPECIAL SERVICE OFFICER

Date of Report.....174..... Signed.....

Rank.....
(To be signed in ink by Theater Officer)

Signify audience reaction by marking Excellent, Very Good, Fair, or Poor in Column 6. Amplify as necessary on reverse side.

FORM 355
Form 355

785017

$$\begin{array}{r} 292 \\ 286 \end{array}$$

Page No. _____ of _____ Pages

Date _____ 194

REPORT PERIOD: FROM _____ TO _____

*Line out number not pertaining

Yakov

877

REGISTRATION Organization

785017

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HEADQUARTERS

MULTIFRANKEAN THEATER OF OPERATIONS

SPECIAL SERVICE SECTION

520

512

Location

Date 194

ROSTER OF ENLISTED PERSONNEL EMPLOYED EXCLUSIVELY FOR WORK WITH INTER-

FOR PERIOD: FROM _____ TO _____

ENLISTED PERSONNEL*

[illegible]

Total _____

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1410

of time devoted to entertainment

For more information, contact:

Cyprinidion

Form "0-1"

876

1939 1940 1941 1942 1943 1944 1945 1946 1947

~~290~~
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
SPECIAL SERVICE SECTION
APO 512

ROSTER OF CIVILIAN PERSONNEL EMPLOYED EXCLUSIVELY FOR WORK WITH ENTERTAINMENT FILM SUPPLIED BY THE ARMY MOTION PICTURE SERVICE.

FOR PERIOD: FROM _____ TO _____

CIVILIAN PERSONNEL.

**In case where personnel are employed on general theater work, amount will be representative of percent of time devoted to entertainment motion pictures.

	Name
	Rank
	Organization

R E S T R I C T E D

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
SPECIAL SERVICE SECTION
APO 512

ALGER THEATER
PAY ROLL VOUCHERS

NAME OF POST

FISCAL PERIOD

We, the undersigned, acknowledge to have received from the theater officer the amount set opposite our name during the week.

NAME OF EMPLOYEE RATE OF PAY	FIRST PERFORMANCE					SECOND PERFORMANCE				
	ASST	CHIEF	ASST	TICKET	TICKET	ASST	CHIEF	ASST	TICKET	TICKET
	MR	PROJ	PROJ	CASH	TAXES	MR	PROJ	PROJ	CASH	TAXES
	1.25	1.25	1.00	1.00	.75	.75	.85	.50	.50	.50
John Doe	20			4		20			4	
James Smith	4			20		4			20	
Sam Jones				4	20				4	20
Ed Brown					8					8
Paul White		24					24			
John Whitaker		4	20				4	20		
William Green			8					8		
Tom Price	4					4				
						VARY THE LENGTH OF ROWS ACCORDING TO NO. OF				
	28	28	28	28	28	28	28	28	28	28

I certify that I have this date paid the Theater employees listed above for services rendered as I present and performed the duties for which payment was made.

TYPE NAME AND GRADE
FORM 0-3

THEATER OFFICER

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

QUARTERS
OFFICE OF OPERATIONS
SERVICE SECTION
512

ARMY THEATER
PAY ROLL VOUCHERS

476

FISCAL PERIOD ENDING

have received from the Theater officer the amount set opposite our respective names, for services rendered

PERFORMANCE			SECOND PERFORMANCE					LISTING					TOTAL
TICKET	TICKET		ASST	CHIEF	ASST	TICKET	TICKET	ASST	CHIEF	ASST	TICKET	TICKET	
CASH	TAXES		MAN	PROJ	PROJ	CASH	TAXES	MAN	PROJ	PROJ	CASH	TAXES	
1.00	.75		.75	.35	.50	.50	.50	.65	.35	.50	.50	.50	
4			20			4		8					54.60
20			4			20					8		42.40
4	20					4	20					8	35.00
	8						8						10.00
				24					8				57.20
				4	20					8			42.40
					8								12.00
			4										8.40
VARY THE LEAVE OF FOLLO ACCORDING TO NO. OF EMPLOYEES													
28	28		20	28	28	28	20	8	8	8	8	8	262.20

The theater employees listed above for services rendered as indicated and that all employees were which payment was made.

THEATER OFFICER

SIGNATURE

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R E S T R I C T E D
HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
SPECIAL SERVICE SECTION
APO 512

Date _____ 194

SUBJECT: Transmittal of Check

TO : Special Service Officer, MTOUSA, APO 512, U.S. Army

Unit or Theater Location Date _____ 194

TRANSMITTED HERewith U.S. GOVERNMENT CHECK FOR \$ _____
PAYABLE TO CUSTODIAN MTOUSA CENTRAL WELFARE FUND, FOR _____
ADMISSIONS TO U.S. ARMY OPERATED THEATER, BOUGHT BY AUTHORIZED PATRONS
LESS \$ _____ AUTHORIZED PAYROLL DEDUCTIONS FOR PERIOD: FROM
_____ TO _____

Name

Rank

Organization

- 6 Incls.
Incl. 1 - U.S. Government Check
Incl. 2 - Form "P" w/Form "A" (in dupl.)
Incl. 3 - Form "C-1" (in dupl.)
Incl. 4 - Form "C-2" (in dupl.)
Incl. 5 - Form "C-3"
Incl. 6 - Form "D" (in dupl.)

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Form "D"

R E S T R I C T E D

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

281
OCT 31 1946

CIRCULAR)
NUMBER 132)

29 October 1946

POSTAL REGULATIONS

1. Circular No. 141, this headquarters, dated 27 August 1946, is amended as indicated:

a. Paragraph 4c is superseded by this paragraph:

"c. Weight Limitation.

Mailable official matter of the War Department within the prescribed limits of 70 pounds in weight and 100 inches in length and girth combined may be transmitted free of postage under the penalty privilege."

b. Paragraphs 5c (2) and (3) are superseded by these paragraphs:

"c. Money Orders.

(2) Personnel authorized to use the facilities of the Army Postal Service for the transaction of money order business are:

- (a) Personnel of the United States Armed Forces.
- (b) War Department civilian employees.
- (c) Representatives of the American Red Cross who are United States citizens.
- (d) Personnel of the War Shipping Administration or Maritime Commission.
- (e) Technical observers with the Army and Navy.
- (f) Dependents of personnel listed in paragraph 5c (2) (a), (b), (c), (d), and (e) above.
- (g) USO tour personnel.
- (h) Personnel accredited to the United States Armed Forces by War Department or Theater Orders.

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(CAPT K)

RESTRICTED

Hq. MTOUSA Circular No. 162, dtd 29 Oct 1946 (Cont'd)

- (1) United States citizens employed by the Army Exchange Service.
- (2) Such other personnel who are directly in support of the United States Armed Forces and are authorized by the theater commander.
- (3) The maximum for which a single money order may be issued is fixed at \$100, but there are no restrictions as to the number of domestic money orders which may be issued to the same remitter.

c. Delete "APO 790" from paragraph 5a (2) (a) 4 and substitute therefor "APO 698."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tillery
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

12
plus
5 - each APO
20 - AG Postal

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

280
OCT 21 1946

CIRCULAR)

NUMBER 121)

28 October 1946

Remuneration to Italian Witnesses before Military Courts and Commissions.

Section II, NATOUSA Circular Number 70, 1944, is rescinded by this circular.

1. Persons not subject to military law when called as witnesses before United States Military Courts, commissions or boards will be allowed, for subsistence and lodging, the sum of Lire 60 for each day or part of a day of travel and Lire 80 for each day or part of a day of attendance.

2. Transportation by military air, ground or water transport is authorized in the interest of expediency and when utilized, no mileage is authorized. Should military air, ground or water transport be unavailable, mileage will be allowed witnesses in going from their place of residence to the place of trial or hearing and in returning to their place of residence, at the rates prescribed below:

a. Actual expense of transport by the most economical and quickest means available, such expense to be determined by a receipt from the carrier showing the exact amount paid.

b. When a witness uses his own means of transport, the allowance is fixed at Lire 3 for each kilometer or fractional part thereof each mileage to be determined by certificate of the commander of the carabinieri at the situs of the trial or hearing or by reference to such official mileage charts in use before the Italian courts.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGP
Adjutant General

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3042

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 512

OCT 28 1946

CIRCULAR)
NUMBER 150)

24 October 1946

PROCEDURE PERTAINING TO THE PURCHASE OF PETROLEUM
PRODUCTS FOR VEHICLES OWNED PRIVATELY BY US
ARMED FORCES PERSONNEL AND US ARMY
AUTHORIZED PERSONNEL WITHIN MTOUSA

1. Section II of MTOUSA Circular 155, 1945 is supplemented by the addition of paragraphs 3 and 4 which provide:

"3. Petroleum products, the purchase of which is authorized to certain personnel by this circular, will be used by the individual making the purchase in his own privately owned motor vehicle solely for personal pleasure or for personal convenience.

4. Any person abusing the privileges extended by this circular, either by the purchase of excessive quantities of petroleum products or by using such products for purposes other than those specified in paragraph 3 above, will be deprived, by the Major Commander concerned, of the privilege of purchasing such products for the period of time determined by the Major Commander."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGC and
Adjutant General

DISTRIBUTION:

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(CAPT K)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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OCT 25 1946

CIRCULAR)

NUMBER 119)

22 October 1946

PROCEDURE FOR PROCUREMENT OF MILITARY PAYMENT CERTIFICATES BY
ELIGIBLE PERSONNEL WHO ARE NOT NORMALLY PAID IN THIS TYPE OF MONEY

1. All personnel who are eligible to purchase supplies or services from agencies operated by the Army in MTOUSA, but who are not normally paid in Military Payment Certificates will follow the procedures herein stated in order to obtain the United States Military Payment Certificates required for making purchases from Army agencies.

2. Eligible personnel. Besides United States armed forces personnel, all persons specified by MTOUSA cable C-50893, dated 27 June 1946, or by later directives, are eligible to make purchases from Army agencies.

3. Any eligible person not normally paid in United States Military Payment Certificates will apply by letter to the Fiscal Director, MTOUSA, through the proper major command, stating that _____ dollars worth of United States Military Payment Certificates is desired per month by that individual for the purpose of buying goods or services at Army agencies.

4. The major command concerned will check the eligibility of the individual requesting United States Military Payment Certificates and the reasonableness of the amount of the certificates requested by the individual, and if approval is intended, will forward the request to the Fiscal Director, MTOUSA, stating:

a. "Basic request is approved in the amount of _____ dollars per month."

b. "It is recommended that this request be approved for a period of _____ months."

5. The Fiscal Director, MTOUSA, upon receipt of such an approved request, will issue a letter to the individual concerned authorizing that individual to procure from Army Finance Offices, in exchange for dollar instruments, the amount of United States Military Payment Certificates specified in the major commander's indorsement. These letters of authority will be sent to the requesting individual through military channels.

6. Whenever a Disbursing Officer converts dollars into United States Military Payment Certificates under the authority of a letter as described in

RESTRICTED

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(CAPT K)

R E S T R I C T E D

Hq MTOUSA Circular No. 179 (Cont's)

paragraph 5, he will make an initialed entry on the copy of the letter carried by the individual concerned, stating the date and amount of the transfer effected.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Walter C. Tilley
WALTER C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"2"

⁶²
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 312

227

CIRCULAR 1
NUMBER 109

OCT 25 1946

22 October 1946

FISCAL ORGANIZATION AND FUNCTIONS

Purpose	I
Duties of Fiscal Officers	II
Prohibitions	III
Miscellaneous	IV

I -- PURPOSE

1. To provide for the appointment of a Fiscal Officer in each Major Command to control, supervise, and account for appropriated funds allotted by this headquarters.

II -- DUTIES OF A FISCAL OFFICER

2. Act as adviser to the Major Commander on all fiscal matters.
3. Prepare and defend such budgetary estimation as may be required in respect to anticipated fiscal year, quarterly, or other periodic requirements from appropriated funds to cover operations of the installations.
4. Advise with the heads of appropriate units at the installation in respect to fiscal requirements and initiate action to secure, augment, or adjust appropriated funds required for accomplishment or furtherance of required work or service objectives at the installation.

III -- PROHIBITIONS

5. Fiscal Officers will act directly under and be responsible solely to the Major Commander. They will not act under the jurisdiction or direction of, or be subordinated to any other staff unit, division, or section on fiscal activities.
6. The fiscal organization will not be merged with any other organizational unit at the operating agency or field installation, except in those cases where, in the opinion of the Major Commander, the total volume of fiscal and disbursing functions is too small to justify segregation, in which case fiscal and disbursing activities may be combined under one head.
7. The fiscal officer will not act as purchasing or contracting officer, nor will he act under the latter's supervision or direction, in the performance of their respective staff duties.

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Hq. MICUSA Circular No. 178 (Cont'd)

4. The fiscal officer will not act in a capacity involving accountability for public property.

9. Neither the fiscal officer, nor any officer under his jurisdiction, will act in the capacity of custodian of any nonappropriated fund, the audit responsibility for which has been assigned to personnel in the fiscal office.

10. The fiscal officer will not issue orders to, nor exercise jurisdiction over disbursing officer except as indicated in paragraph 6, above.

IV-- MISCELLANEOUS

11. Funds allotted by this headquarters will not be sub-allotted to any subordinate command without prior approval of the Theater Commander.

12. Technical matters pertaining to budgetary procedures and the accounting for public funds will be published from time to time in the Budget and Accounts Section of MICUSA Finance Circular Letters.

13. Direct correspondence on technical matters is authorized between the Fiscal Officers of Major Commands and the Fiscal Director, MICUSA.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGO
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

226
OCT 25 1946

CIRCULAR)
NUMBER 177)

21 October 1946

INTRA AND INTER THEATER TRAVEL

Circular 153, this headquarters, 1946, is amended as indicated:

1. Paragraph 4a, is amended by adding:

"(12) CG 6600 Engineer Construction Group"

2. Paragraph 4c is deleted and the following substituted therefor:

"Authority to issue travel orders on patients and required attendants when evacuation is by rail or motor ambulance within this theater is necessary, is delegated to:

- a. 34th Station Hospital
- b. 55th Station Hospital
- c. 61st Station Hospital
- d. 391st Station Hospital
- e. 392nd Station Hospital
- f. 336th Med Detachment (operational control of 9304th General Hospital - GSU).

3. Paragraph 5 is added as shown below:

"5. Commanders authorized to issue orders will insure that:

- a. Orders involving travel will cite the proper allotment numbers to which the cost of the travel is chargeable as stated in IM 14-750.
- b. Orders directing a permanent change of station include correct EXTER. See AR 345-60, dated 16 April 1946.
- c. Authority to issue orders is not delegated to subordinate units.
- d. Commercial air transportation chargeable to the War Department is not authorized or directed without prior approval of this headquarters.

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R E S T R I C T E D

Circular No. 177, Hq MTOUSA (Cont'd)

c. Orders involving travel into restricted areas of Italy or to countries outside the boundaries of Italy will include the statement.

'Authority granted to enter (name of country or area) per (head-quarters granting the authority) cable number _____ dated _____'.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 25 1946

CIRCULAR)

NUMBER 176)

19 October 1946

Rescission of Paragraph 4, Circular 82 I
Army Commendation Ribbon II

I RECISSION:

1. Paragraph 4, Circular 82, Headquarters, Mediterranean Theater of Operations, United States Army, 1946, is rescinded.

II ARMY COMMENDATION RIBBON:

1. Reference:

Section 1, War Department Circular No. 281, 18 September 1946.

2. Requirements:

The Army Commendation Ribbon is awarded to members of the armed forces of the United States who, while serving in any capacity with the Army, distinguish or have distinguished themselves by meritorious achievement (or service) not in military operations against the enemy nor in direct support thereof. The meritorious achievement (or service) required is less exceptional than that required for award of the Legion of Merit, but nevertheless must be accomplished with distinction. Exactly the same degree of meritorious achievement (or service) is required as that for which the Bronze Star Medal and/or the Air Medal are awarded. It is particularly desired that the Army Commendation Ribbon be awarded to outstanding company-grade officers, warrant officers, and enlisted men whose achievement or service meets these requirements.

3. Restrictions:

a. The Army Commendation Ribbon will not be awarded in the Mediterranean Theater of Operations for:

- (1) Services performed from 7 December 1941 through 8 May 1945.
- (2) Services covered by an award of the Distinguished Service Medal, Legion of Merit, Bronze Star Medal, or Air Medal.

b. Only one award of the Army Commendation Ribbon may be made to an individual for service performed in the same assignment. Subsequent

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Hq MTOUSA Circular Number 176, dated 19 October 1946 (Cont'd)

awards of the Army Commendation Ribbon for service performed in different duty assignments will be represented by Oak-Leaf Clusters to be attached to the ribbon.

4. Awards based on previous commendations:

a. Individuals who have certificates or letters of commendation which meet the requirements of this circular and were written prior to 1 January 1946, may make application for award of the Army Commendation Ribbon as indicated in (1) and (2).

- (1) Until 2 March 1947, to The Adjutant General, Washington 25, D.C., or to the general who issued such letter or certificate of commendation.
- (2) After 2 March 1947, to The Adjutant General, Washington 25, D.C.

b. Each application for award of the Army Commendation Ribbon will include information as indicated below:

- (1) The date or period of service covered by the commendation, if not stated in the letter or certificate.
- (2) A list of other awards indicating the dates covered and the authority for each award.
- (3) A statement that the period of service covered by the letter or certificate is not included in the period of service for which another decoration (excluding awards for heroism) has already been awarded.

5. Authority to Award:

a. The authority to award the Army Commendation Ribbon is not delegated to any subordinate command.

b. Recommendations for service performed subsequent to 2 March 1946 will receive final action by this headquarters provided:

- (1) Personnel is below the grade of Major, and
- (2) Period of service is greater than six (6) months.

c. In all other cases, recommendations will be forwarded through this headquarters to the War Department for final action.

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Hq MTOUSA Circular Number 176, dated 19 October 1946 (Cont'd)

6. Recommendations:

a. Recommendations for award of the Army Commendation Ribbon will be forwarded so as to reach this headquarters in duplicate.

b. Particular emphasis should be placed on the recommendation and the detailed facts contained therein, with the accompanying citation as a concise summary of the recommendation.

c. Each recommendation will list all previous awards made to the individual and the period covered by such awards, including designation of the headquarters and general orders announcing the award. Information will also be furnished as to any outstanding recommendations for other awards to the individual and the period of service covered by such recommendation.

d. Grade and assignment at the time service was rendered, as well as grade and assignment at the time recommendation is made, must be shown. If the recommendation is being resubmitted, that fact will be shown.

e. Recommendation will give the period and limiting dates of the service for which the award is proposed. Recommendation will also bear the statement of the originator of his personal knowledge of the service rendered, otherwise supporting papers testifying to the service will accompany the recommendation.

f. Recommendations will be submitted in a form similar to that shown in Appendix "A", and will be forwarded through proper command channels. Each commander will personally sign the recommendation, indicating his recommended approval or disapproval.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

1 Incl - Appendix "A"

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Appendix "A" to Hq MTOUSA Circular No. 176, 1946

201 _____

Date _____

SUBJECT: Recommendation for Award of the Army Commendation Ribbon

THROUGH:

TO : Commanding General, Hq, MTOUSA, APO 512, U. S. Army.

1. Under the provisions of Section I, WD Circular No. 281, 18 September 1946, it is recommended that _____

(name)

(grade)

(ASN) (Arm or Service) (Organization)
(including Staff Section if on duty at a headquarters), be awarded the Army
Commendation Ribbon for meritorious achievement (or service) (indicate which)
during the period _____
to _____
(limiting dates)

2. Detailed narrative description of meritorious achievement (or service).

3. Statements as to personal knowledge of the facts by the initiating officer. (If initiator has no personal knowledge of the achievement (or service), two affidavits from eye witnesses or persons having knowledge of the facts must be included).

4. Statement that all subsequent service of the proposed recipient has been honorable.

5. Statement showing the exact status of the proposed recipient at the time the achievement or service was performed, with grade and assignments; also grade and assignment at the time the recommendation is made.

6. List of previous awards, to include general order number and headquarters of issue, and period covered by the award. Information will also be furnished as to any outstanding recommendations for other awards to the individual, and the period of service covered by such recommendations.

7. Proposed citation:

By direction of the Secretary of War, under the provisions of Section I, WD Circular 281, 1946, an Army Commendation Ribbon for meritorious achievement (or meritorious service) during the periods indicated was awarded (posthumously) to the following-named officer (or enlisted man):

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Appendix "A" to Hq MPMSC Circular No. 176, 1946 (Cont'd)

Captain John L. Doe, 0456999
Infantry, Army of the United States
to:

(inclusive dates)

(A second paragraph to be included, giving a concise summary of the services for which the recipient is being recommended.)

SIGNATURE OF ORIGINATOR

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 23 1946

CIRCULAR)
NUMBER 175)

IV October 1946

ACCIDENTS AND CLAIMS

Rescissions. I
Investigation and Reports of Accidents and Incidents. II
Injuries to or Death of Civilian Employees of the United States III
United States Claims Service. IV

I REVISIONS

1. This Circular Supersedes

Circular 74, MATOUSA 1944
Section I, Circular 126, MATOUSA 1944
Section IV, Circular 132, MATOUSA 1944
Section II, Circular 85, MATOUSA 1945
Section I, Circular 85, MATOUSA 1945
Section III, Circular 93, MATOUSA 1945
Section III, Circular 95, MATOUSA 1945
Section IV, Circular 112, MATOUSA 1945
Section II, Circular 117, MATOUSA 1945
Circular 128, MATOUSA 1945

II INVESTIGATION AND REPORTS OF ACCIDENTS AND INCIDENTS:

2. Scope of Circular

a. The provisions of this Circular will be controlling with respect to the investigation of all accidents or incidents occurring within this theater and the processing thereof, inappropriate provisions in AR 25-20, AR 25-25 or AR 25-90 to the contrary notwithstanding.

b. The reports of investigation required hereby will provide adequate basis for all official or administrative action properly required by the circumstances, including approval or disapproval of any resulting claim in favor of or against the Government, determination of any line of duty question involved, accomplishment of survey of loss, damage or destruction of Government property, and initiation of appropriate disciplinary measures.

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Hq MTOUSA Circular Number 172 (Cont'd)

3. Investigation Required:

a. An investigation of accidents or incidents will be made where:

- (1) A claim is made, or
- (2) Government property is damaged, lost or destroyed in cases where survey is required (See Cir. 23 MTOUSA 1946 and letters this headquarters (AG 600.91/058 JA-0) dated 30 September 1946 referring to requisitioned real estate, improvements and appurtenances), or
- (3) Private property is damaged, lost or destroyed, or
- (4) Injury or death results to any civilian, other than a United States civilian employee of the Government acting within the scope of his employment and covered by the United States Employees Compensation Act; or
- (5) Directed by competent authority; or
- (6) Death or injury results to military personnel when an investigation is required under AR 345-415 and AR 600-550 or Circular 48 MTOUSA 1945; or
- (7) Government property is lost, damaged or destroyed or injury or death results to military personnel under circumstances which indicate the existence of a claim in excess of \$25.00 in favor of the Government under AR 25-220.

b. Such investigations will be made by the personnel and in the manner hereinafter provided.

4. Responsibility for Investigations: The immediate responsibility for the investigation of an accident or incident resulting in personal injury, death or property damage rests upon the Commanding Officer of the detached company, battalion, regiment, post, camp or station, or higher echelon directly concerned with such accident or incident, provided that where two or more such units are concerned, the senior of the commanding officers involved will decide which will have immediate responsibility for the investigation to be made in accordance with the provisions of paragraph 7 of this Circular.

5. Preliminary Report of Accident:

a. In accidents or incidents involving motor vehicles reports required by Circulars 136 and 147 MTOUSA 1946 will be made.

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Hq MTOUSA Circular Number 175 (Cont'd)

b. In accidents or incidents other than those mentioned in the preceding paragraph, the military or civilian personnel employed by the United States Armed Forces involved will immediately submit a report on WD AGO Form 435 or 439 as the case may be, as provided in Section II Circular 136, MTOUSA 1946, and in addition will submit an additional copy thereof to the United States Claims Service, Rome, Italy, APO 794, United States Army.

c. Reports of preliminary investigation will be submitted to the commanding officer referred to in paragraph 4, above, who will refer said preliminary report to this investigating officer hereinafter referred to in paragraph 6, and will also comply with Section II, Circular 136, MTOUSA, 1946.

d. When the accident or incident occurs at some point distant from the command or station of the person involved, he will submit the forms and reports referred to in subparagraphs a and b, above, to the nearest traffic control point or unit in the vicinity. The commanding officer of such control point or unit to which such reports are submitted will transmit the same to the commanding officer of the nearest base section who, upon receipt of such reports, will refer them to his investigating officer for the action required by paragraph 7 below.

6. Appointment of Investigating Officers:

a. The commanding officer of each major command, post, camp, station, regiment, battalion, detached company or similar unit, or corresponding air corps unit, will designate in orders an officer of his command as investigating officer for the purpose of conducting the investigation and performing the duties prescribed in paragraph 7, below. Wherever necessary, in the discretion of the commanding officer, additional investigating officers may be appointed.

b. The commanding officer will designate such officer in orders as the board of one officer in any case within the provisions of Article of War 105, and will likewise constitute the investigating officer as the board of officers or surveying officer required by Army Regulations for the investigation of any accident involving death, personal injury, or property loss or damage.

7. Duties of Investigating Officers:

a. It shall be the duty of the investigating officer to investigate each accident or incident of a character mentioned in paragraph 3, above. His investigation will cover all phases of the accident or incident and its possible future bearing on the interests of the service, including possible claims for or against the Government, the line-of-duty status of injured service personnel, and the question whether the circumstances properly call for disciplinary action; but this investigation will not take the place of any general investigation of charges required under Article of War 70.

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Hq MTOUSA Circular Number 173 (Cont'd)

b. No assessment of the monetary value of any damage sustained by any civilian will be made and no statements as to, or offers of, payment in settlement of claims will be made nor will any admission be entered into with any claimant as to the sum which such claimant would be willing to accept in settlement of his claim, except in cases where action under Article of War 10⁵ is resorted to for settlement of a claim after consultation with the United States Claims Service as provided in subparagraph c of paragraph 8, below, except in those instances where directives relating to real estate require establishing of values.

c. All investigations of the investigating officer shall be conducted in the manner and be of the scope and character provided by applicable provisions of paragraph 8, AR 25-20 and the regulations pertinent to the particular accident or incident being investigated, (See par. 9, AR 25-20).

d. The reports of investigation of investigating officers will normally be made in triplicate but such additional copies will be prepared as may be required for any and all purposes for which such report may be used, including particularly those mentioned in paragraph a, above.

5. Disposition of Reports of Investigation and Claims:

a. (1) The investigating officer, upon the completion of his investigation, will submit his original report and the copies thereof to the commanding officer by whom he was appointed.

(2) The report of investigation will take the place of WD Form Number 30 referred to in AR 850-15.

b. Upon receipt of such report by the commanding officer, he will process the same in the indicated manner:

(1) In the event that such report discloses damage to or loss or destruction of property belonging to, or personal injury or death of, persons other than American employees of the United States Government or members of the United States Armed Forces, the commanding officer will forward one copy of the report and all exhibits thereto, without delay to Regional Office XI, United States Claims Service, APO 80, United States Army, if the incident occurred in the provinces of Gorizia, Fiume, Trieste, or Pola, or if the incident occurred elsewhere within the Theater to United States Claims Service, Rome, Italy, APO 794, United States Army or Theater Judge Advocate, Headquarters MTOUSA, APO 512, United States Army.

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Eq MTCUSA Circular Number 175 (Cont'd)

c. In the event that Survey (Cir. 23 MTCUSA 1946 and Letter, this Hqs. (AG 600.91/058 JA-0), dated 30 September 1946 relating to regulations governing line-of-duty status (AR 345-415, AR 600-550), Article of War 105 (AR 25-90) or disciplinary action is involved, he will retain the original and copies of the report (after complying with paragraph b when that paragraph is applicable) and take such administrative and disciplinary action as may be required by the regulations applicable in each of the above instances. Article of War 105 will not be resorted to until the commanding officer has been advised by the United States Claims Service that it has not taken jurisdiction of and adjusted the claim under AR 25-90 or comparable procedure.

d. In the event such report, in addition to its application to any of the instances mentioned in subparagraphs b and c above discloses loss of or damage to property of military personnel or American civilian employees of the War Department (AR 25-100), he will retain one copy and forward the original and all remaining copies to the officer exercising general court-martial jurisdiction over the command. The latter will refer the report to his Staff Judge Advocate, who will review the said report for legal sufficiency. After corrective or supplemental action found necessary has been taken, the commanding officer exercising general court-martial jurisdiction over this command will approve or disapprove the report and forward the same, with the review of his Staff Judge Advocate to United States Claims Service, Rome, Italy, AGO 794, United States Army or Theater Judge Advocate, Headquarters MTCUSA, AGO 512, United States Army.

e. In the event the investigation, in addition to any of the foregoing, discloses a claim in favor of the Government, the original report and copies thereof required by AR 25-220 will be forwarded through channels to the Commanding General, MTCUSA, for appropriate action.

III. INJURIES TO OR DEATH OF CIVILIAN EMPLOYEES OF THE UNITED STATES:

9. Claims of United States Civilian Employees of the United States Forces:

In the event of a claim for injury to or death of a United States civilian employee, the same should be forwarded at once to Civilian Personnel Division, Adjutant General Section, Headquarters, MTCUSA, AGO 512, United States Army.

10. Claims of Civilian employees in Italian territory:

a. In the event of a civilian employed locally by the United States Forces in Italy, sustaining death, injury or illness arising out of and in the course of such employment, the commanding officer of the employing unit will:

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Hq JTCUSA Circular Number 175 (Cont'd)

- (1) Cease paying his salary or wages as from the date he stops work.
- (2) Give him, or his dependents, a certificate of injury in the form set out in subparagraph c, below.
- (3) Advise him, or his dependents, to apply to the local office of the Istituto per l'Assicurazione contro Gli Infortuni sul Lavoro, for such medical attention and/or compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the doctors employed by them can be ascertained from the Mayor (Podesta).

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

c. The certificate of injury referred to in subparagraph a, above will be in the indicated form. It will be made in quadruplicate and signed by the corresponding officer of the employing unit. The first copy, on which neither his rank or his unit will be shown, will be given to the injured person or his dependents, to be handed to the Istituto. The second copy, on which the rank, unit and its location will be added, will be sent to the appropriate regional office of the United States Civil Service (See paragraph 8b, Section II, this circular). The third copy, similarly completed, will be sent to the headquarters of the base section in which the employing unit is located. The fourth copy will be kept for unit records.

"CERTIFICATE OF INJURY"

"1. I certify that Signor _____
of _____ (address) _____ born on _____ (date)
the son of _____ (Father's name) _____ and of _____ (Mother's name)
was killed/incapacitated at _____ hours on _____ (date)
at _____ (exact location of the accident)
in an accident arising out of and in the course of his employment
with the United States Forces as _____ (exact nature of employment)

"2. The accident occurred in the following circumstances:

(Give short particulars and state whether the accident was attributable to any willful or negligent act of the employee).

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Hq MPMBA Circular Number 175 (Cont'd)

- "3. His daily earnings for each of the fifteen days immediately prior to the accident were as follows.

Day Date	Gross Earnings (including overtime)	Day Date	Gross Earnings (including overtime)	Day Date	Gross Earnings (including overtime)
1	6	11			
2	7	12			
3	8	13			
4	9	14			
5	10	15			

Signature of the Commanding Officer _____

Name in block letters _____

Serial Number _____

Date _____

11. Claims of Civilian employees in Greece:

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

- (1) Cease paying his salary or wages as from the date he stops work.
- (2) Give him or his dependents a certificate of injury in the form set out in subparagraph c, below.
- (3) Advise him, or his dependents, to apply to the local office of the Social Insurance Institute (Kinitikos Anfallistikos) for such medical attention or compensation as he or his dependents may be entitled to receive.

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

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Hq. MPOUSA Circular Number 175 (Cont'd)

c. The certificate of injury referred to in sub-paragraph a, above, will be in the form indicated. It will be made in triplicate and signed by the commanding officer of the employing unit. The first copy, on which neither his grade nor his unit will be shown, will be given to the injured person or his dependents to be handed to the Institute. The second copy, on which the grade, unit and its location will be added, will be sent to the headquarters of the Base Section in which the employing unit is located. The third copy will be retained for unit files.

"CERTIFICATE OF INJURY

I certify that _____ of _____ (address) _____
born on _____ (date) _____ the son of (father's name) and of (mother's name)
was killed/incapacitated at _____ hours on _____ (date) at _____ (exact location
of the accident) in an accident arising out of and in the course of his
employment with the United States Forces as (exact nature of employment)"

4. Offices of the Social Insurance Institute are located at the following centers, Athens, Piraeus, Elefsis, Chalcidra, Amfissa, Kifissia, Salonika, Patras, Volos, Kalamata, Messina, Ioannina, Cavalla, Chania, Heraklion, St. Nikolaos, Rethymnon, Agios, Vorrin, Edessa, Neoussa. The address of the officer and of the centers employed by it can be ascertained from the local authorities.

12. Claims of Civilian Employees in Other Areas of the Theater:

In the event of a civilian employed in areas other than those mentioned immediately above sustaining death, injury or illness arising out of and in the course of their employment with the United States Forces, the commanding officer will immediately forward complete details to the Theater Judge Advocate, Headquarters MPOUSA, APO 512, U. S. Army, together with the report of investigation required in Section II of this Circular.

IV United States Claims Service

13. Establishment Under Operational Control of Chief Claims Officer:

a. The administration of claims shall, subject to the direction of this headquarters, be under operational and technical control of the Theater Judge Advocate who shall be the Chief Claims Officer.

b. In order that a uniformly descriptive term may be employed which is easily recognized by local inhabitants and at the same time distinguished from like services of other forces, the administration of claims shall be conducted under the name of "United States Claims Service".

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Hq MTOUSA Circular Number 175 (Cont'd)

c. Personnel of the Theater Judge Advocate section detailed thereby to perform functions in the United States Claims Service will be attached to Major Commands or units within or under the jurisdiction of this theater, as may be requested by the Theater Judge Advocate, for rations and messing, transportation, suitable billets, office space and supplies. The officer in charge of any regional or branch office of the United States Claims Service may requisition from the Major Command, or unit of issue in the area in which operations are conducted, stationery, office supplies, equipment and services necessary to the efficient operation of the claims service in the territorial area of the Major Command or unit, without reference to this headquarters. Commanders of all units will cooperate to the fullest extent to assist members of the United States Claims Service in the accomplishment of their mission.

d. Travel and other orders will be issued to personnel of the United States Claims Service by this headquarters, which orders will be honored by all commands and installations within this theater.

e. Direct communication with any unit or installation within this theater or with The Judge Advocate General, or with any organization outside this theater, in connection with claims matters, is authorized.

14. Functioning in Italian Territory (Except Venezia-Giulia):

a. In Italian territory, the United States Claims Service will investigate, consider, adjust and determine claims of the same kind and nature as shall be considered, adjusted, determined and paid under the Act of Congress approved 2 January 1942 (Foreign Claims Act, AR 25-90), as amended, as if said Act were applied in Italian territory; but the Act referred to will not be applied in the determination of claims by inhabitants of Italian territory. Such claims will be investigated, considered, adjusted, determined and paid in the manner hereinafter provided.

b. The United States Claims Service may investigate, consider, adjust and determine claims asserted by inhabitants of Italian territory against the United States either under the agreement made in January 1944 or under that made 20 December 1945 between the United States Forces and the Minister of the Treasury representing the Italian Government, as the Chief Claims Officer shall direct.

c. Claims by inhabitants of Italian territory, when investigated, considered, adjusted and determined by the United States Claims Service under said agreement of January 1944 shall, when found meritorious and approved for payment by the Chief Claims Officer, or Theater Commander, be certified for payment by the Chief Claims Officer to the representative designated by the Italian Minister of Finance for the purpose, who shall acknowledge notification of receipt of such certification and, at the same time, the claimant shall be notified by the Chief Claims Officer that the claim has been approved

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for payment. On presentation by the claimant of the notice received from the United States Claims Service to the representative of the Italian Treasury nearest to claimant's residence, the claimant will be paid by the Italian Treasury in the approved amount upon simultaneous delivery by him to the Treasury's representative for onward transmission to the United States Claims Service of the notice of allowance bearing a release discharging any claim against the United States arising out of the incident on which the claim was based. The Italian Treasury will transmit such document to the Chief Claims Officer for file with the claim record.

d. Claims by inhabitants of Italian territory when not found meritorious by the Chief Claims Officer or Theater Commander shall be notified to the claimant by the Chief Claims Officer as having been disallowed.

e. In the case of claims by Italian inhabitants as determined, adjusted and paid under the agreement of January 1944, the Chief Claims Officer is authorized finally to approve for payment any claim in any amount provided, however, that any claim in any amount in excess of \$2,500.00 may be approved only after concurrence by the Theater Commander who will, after taking action, return the file to the Chief Claims Officer for certification to the Italian authorities or for notice of disallowance as above provided and for file.

f. Claims referred to above will not be considered by the United States Claims Service unless presented within one year after the occurrence of the accident or incident out of which the claim arises, provided that if exceptional circumstances are shown which prevented the filing of a claim within the one-year period the Chief Claims Officer may, in his discretion, allow the waiver of the limitation herein provided.

g. The United States Claims Service, in lieu of itself investigating, considering, adjusting, determining and certifying for payment or disallowing any claim or class of claims by one or more inhabitants of Italian territory, may refer such claim or class of claims to the Italian War Ministry for investigation, consideration, adjustment, determination and payment, or to the Grandi Ministere, as the Chief Claims Officer shall direct, under the provisions of the agreement of 20 December 1943, and such other subsequent agreements supplementary thereto as may be made between Italian Government representatives and the Chief Claims Officer.

h. In accordance with the agreement of 20 December 1943, the United States Claims Service will, on request from the Italian authorities, furnish to them such information from United States sources as may be reasonably necessary and available to assist the Italian authorities in the investigation and adjustment of claims investigated and adjusted by them under the terms of said agreement.

i. Under the terms of the agreement of 20 December 1943, the Italian authorities adjusting the claims of Italian inhabitants, will not pay to any one claimant or to any group of claimants for claims arising out of one incident more than, in all, any sum in excess of 250,000 Lira without the prior

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concurrence of the United States Claims Service. The Chief Claims Officer, is authorized to concur or not concur for the United States Claims Service in any such payments proposed to be made by the Italian authorities.

3. Claims on account of the authorized use of movable property and claims on account of the authorized procurement of supplies, equipment.

Facilities and services of all kinds will not be investigated or considered for adjustment by the United States Claims Service. They will be handled as procurement matters in accordance with existing procurement directives. Claims on account of unauthorized use or procurement as mentioned above will be fully investigated by the United States Claims Service and, if final investigation reveals that these claims are just charges against the United States Forces, the United States Claims Service will turn over all papers in connection therewith to the procurement agency for final processing. Claims on account of the authorized or unauthorized use of real estate, improvements thereon and contents thereof, and appurtenances thereto will not be handled by the United States Claims Service but will be processed by the appropriate real estate service. However, claims on account of damage, loss or destruction of real property occasioned by or attributable to the authorized or unauthorized use of real estate, improvements or appurtenances, including contents of such improvements, will be handled by the United States Claims Service in accordance with letters this headquarters (AG 600.01/038 JA-C), dated 27 July 1946 and 11 September 1946 and 30 September 1946, subject "Real Estate." Such claims when investigated will be certified, under existing directives on the subject, to the Genio Militare, or other agency established for that purpose, for payment.

15. Functioning in Venezia-Giulia:

a. Excepted from the Agreement of 20 December 1946 are the Italian provinces of Gorizia, Trieste, and Pola, constituting "Venezia-Giulia".

b. Claims by inhabitants of Venezia-Giulia shall be investigated, considered, adjusted and determined as provided in paragraphs 14a through 14f and paragraph 14j of this Section IV, but, when found meritorious, shall be paid under arrangements established for the purpose in Venezia-Giulia by the United States Service with and through Allied Military Government in the area.

16. Functioning in territory other than in Italy and Venezia-Giulia:

a. In territory throughout the theater other than Italian or Venezia-Giulia, the United States Claims Service will investigate, consider, adjust and determine claims by civilian inhabitants in accordance with the provisions of the Foreign Claims Act.

b. Claims by inhabitants of territory other than Italian or Venezia-Giulia shall be considered, adjusted, determined, and when found meritorious, be paid by one or more Foreign Claims Commissions constituted for the purpose.

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in the United States Claims Service in accordance with the provisions of said Act and Army Regulations 25-25 and 25-90.

c. All claims of this category will be forwarded to United States Claims Service, Rome, Italy, APO 794, United States Army or to the Theater Judge Advocate, Headquarters MTOUSA, APO 512, United States Army.

17. Submission of Claims:

Claims will not be solicited, but a civilian who, either directly or through the police or other local authorities, requests information concerning the submission of a claim should be informed that he may submit his claim in writing to the commanding officer of any United States Army unit or to the United States Claims Service or Theater Judge Advocate. A commanding officer who receives a claim should transmit it without delay to the United States Claims Service or the Theater Judge Advocate for further action.

18. Claims of Prisoners of War and Surrendered Enemy Personnel:

Claims submitted by Prisoners of War, Surrendered Enemy Personnel and Displaced Persons will be handled as required by letter, this headquarters (AG 151/002 JA-9), dated 3 July 1946, subject: "Claims of Prisoners of War, Surrendered Enemy Personnel and Displaced Persons for money or property surrendered on incarceration", and such future regulations as may be published regarding such personnel.

19. In case of doubt as to the manner of handling claims in accordance herewith, direct correspondence with the Theater Judge Advocate is authorized.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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OCT 18 1946

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:
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12 October 1946

OFFICIAL DESIGNATION OF INSTALLATIONS - AAF

Extracts from General Orders Number 61, Headquarters European Air Transport Service, 19 September 1946, are quoted for the information of this Headquarters:

"1. Effective this date, installations under this Command are designated as indicated below, in conformance with policy in effect at Headquarters United States Air Forces in Europe:

Kochborn Army Air Base
Templehof Army Air Base
Bremen Army Air Base
Munich Army Air Base
Tullin Army Air Base
Capodichino Army Air Base
Illiesheim Army Air Base
Rhein/Main Army Air Force Station
EATS Terminal, Orly
EATS Terminal, Istres
EATS Terminal, Bevingdon
EATS Terminal, Furth Army Air Base
EATS Terminal, Wiesbaden Army Air Base
EATS Terminal, Ciampino
EATS Terminal, Stuttgart
EATS Terminal, Cazaux

"2. The present designation of 'United States Air Force Station', as applied to installations under this Command, will no longer be used, (Authority: 1st Indorsement Headquarters, United States Air Forces in Europe, 17 September 1946 to letter, file 600.05, Headquarters, European Air Transport Service, subject: 'Official Designation of EATS Installations', 9 September 1946)."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

Robert C. Tilley
RAIF H. O. TILLEY
Colonel, AGD
Adjutant General

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

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:
NUMBER 173)

11 October 1946

TRANSPORTATION OF REMAINS TO THE UNITED STATES

Reference: AR 55-120
AR 55-125

AR 55-370
AR 260-10

1. Preparation of Remains for Shipment. All deceased persons will be prepared for shipment to the United States by Graves Registration Service in accordance with current regulations.

2. Information to be furnished Port by Graves Registration Service.

a. Graves Registration Service will keep Port Commander, 10th Port of Embarkation, Leghorn, Italy, informed of number of bodies available for shipment to the United States.

b. Name, rank, and Army Serial number of each deceased person available for shipment to United States will be furnished Port Commander in sufficient time to permit issuance of proper orders designating attendants to accompany remains.

3. Delivery to Port of Embarkation. Upon notification by Port Commander that vessel is available for shipment of remains, Graves Registration Service will deliver remains to the Port Intransit Depot.

4. Storage. Remains will be stored temporarily at Port Intransit Depot until vessel is in suitable condition to receive them. Storage space provided will be maintained in a manner befitting the memory of the deceased.

5. Loading. When advised that vessel is in suitable condition to receive the remains, the Commanding Officer, Intransit Depot will deliver the remains to shipside for loading. Loading will be accomplished in a manner befitting the memory of the deceased.

6. Flags.

a. The Flag of the United States will cover the casket at all times until after it has been lowered into the vessel. After casket is lowered, the flag will be removed and folded in the manner prescribed in AR 260-10 and returned to Graves Registration Service.

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Hq MPOUSA Circular No. 173 (Cont'd)

- (1) The Flag of the United States will be placed lengthwise of the casket with the union at the head and over the left shoulder of the deceased.

b. Masting of the vessel's flag. The vessel will half-mast the national ensign in accordance with AR 55-370.

7. Documentation.

a. War Department Shipping Documents will be prepared by Graves Registration Service and 12 copies will be furnished Intransit Depot commander upon delivery of remains to the depot.

b. Information that remains are aboard, with names of individual, will be placed on the ships manifest prepared by the Port of Embarkation.

8. Attendants. Attendants to accompany remains will be designated from personnel returning to the United States on the same vessel.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

OFFICIAL:

Ralph C. Tilley
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Colonel, AGD
Adjutant General

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NUMBER 172)

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11 October 1946

UNIFORM - WEARING OF SCARFS

1. During the period when the winter uniform is worn the wearing of a scarf, of the prescribed color, is authorized for optional wear in lieu of a necktie.

a. BY ENLISTED PERSONNEL - At any time when the necktie is not specifically prescribed.

b. BY OFFICERS -

- (1) When the Shirt, Wool, is the outer garment.
- (2) When the Field Jacket, Wool, (Eisenhower) is worn.
- (3) When the overcoat is worn over the shirt or Field Jacket, Wool.
- (4) When the Field Jacket, M-1945, Cotton is worn.
- (5) The scarf will not be worn when the Foot Service is worn.

2. When the Field Jacket, Wool, is worn as the outer garment and the scarf is worn, the collar of the shirt will be folded smoothly over the outside of the collar of the jacket, and the scarf will be worn under the shirt collar in the prescribed manner.

3. With the Field Jacket, Cotton, M-1945, and the overcoat, the shirt collar will be worn inside the collar of the Jacket or Overcoat.

4. Reference: Section III, MTCUSA Circular Number 7, 1949 and MTCUSA Circular Number 131, 1946.

5. The instructions contained herein supplement the provisions of paragraph 2, MTCUSA Circular Number 131, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Chief of Staff

OFFICIAL:

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Colonel, AGO *RAC*
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CIRCULAR)
:
NUMBER 171)

10 October 1946

RAIL TRAVEL ON U.S. MILITARY TRAINS NO. 88 AND NO. 400

1. Service on military trains No. 88 and No. 400 was established for the transportation of Military Personnel and their dependents only, and certain civilian personnel traveling on valid orders.
2. No authority for rail travel of civilian employees will be granted for any trains except the 88 and 400 and then only on authority of properly issued orders by organizations concerned. For all other trains or carriers, travel by employees will be procured from Italian State Railway's regular train service and at expense of individual.
3. The issuance of permanent or semi permanent passes by Major Commands is prohibited. All passes previously issued will be taken up by employing organizations.
4. Organizations employing civilians will have orders published by the AG covering each individual for whom travel is desired.
5. Orders will be issued only in cases required by military necessity and not for compassionate, political or good will reasons.
6. Travel orders published by the AG will be presented to the Rail Transportation Officer who will issue the necessary tickets for travel and only on that authority.
7. Rail Transportation Officers are instructed to issue no tickets for travel except upon presentation of orders published by the command concerned.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Chief of Staff

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
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CIRCULAR)
NUMBER 170)

OCT 14 1946
9 October 1946

PAY CREDIT FOR WORKING SURRENDERED ENEMY PERSONNEL

1. PURPOSE

The purpose of this circular is to establish procedures for pay credits to Surrendered Enemy Personnel in United States custody in this Theater.

2. AMOUNT

a. Current appropriations for pay credits to Prisoner of War, not to exceed 80 cents per day, may be used to include working Surrendered Enemy Personnel, effective 1 July 1946.

b. Funds are available from open allotment 2170425 701-68 P419-01 S 121-939.

3. METHOD OF PAYMENT

a. The method of payment to Surrendered Enemy Personnel shall, in general, follow the regulations for payment of Prisoners of War as stated in Chapter 4, TM 19-500.

b. Individual Pay Data Record, WD AGO Form 19-13, will be instituted as early as is practicable and kept current for ready reference. Payrolls will be prepared on WD AGO Form 19-25, with appropriate changes, and will be submitted to the disbursing officer who regularly pays the accounts for the camp. Sums credited will be taken up as a voucher collection to the prisoners' trust fund account and held until repatriation.

c. Military Payment Orders will be the only method whereby SEP will receive funds, and this payment will be made upon repatriation, or by transferring all or a portion of such funds to the families of SEP's in Germany and Austria. Plans are now being made whereby the transfer of funds to SEP's families can be effected. Such plans and instructions pertinent thereto will be announced later.

4. DAILY PAY CREDIT

a. Surrendered Enemy Personnel will receive pay credits for work performed in this Theater of Operations retroactive from 1 July 1946. "Work", for the purpose of this circular, is hereby defined as "performance of assigned tasks in the interests of the United States Government and not routine policing, sanitation details or labor performed as punishment".

(CAPT K)

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Hq MTOUSA Circular No. 170 (Cont'd)

4. SEP assigned to T/O positions in German Service Units, and Communist SEP performing assigned tasks, will receive a pay credit of eighty cents (\$0.80) per day.

5. WORKING HOURS

a. The work week shall consist of six (6) eight (8) hour days with one day in each week, Sunday when practicable, being a rest day.

b. If a working SEP is prevented from working due to injury or sickness sustained in line of duty and not attributable to fault or negligence on the part of the SEP, he shall continue to receive pay credit at the rate of 80 cents per day for the entire period of non-working status caused by such injury or sickness. In the event a SEP is repatriated prior to the termination of this non-working status, pay as provided herein will terminate at date of repatriation.

c. No pay credit will accrue to any working SEP who is prevented from working by injury or sickness found to be due to fault or negligence on the part of the SEP. For pay purposes, a SEP will be considered at fault if the injury or sickness is caused by intoxication, unauthorized use of narcotics, or other misconduct on the part of SEP.

6. Major Commands will maintain work records of all Surrendered Enemy Personnel control. Upon release of SEP, such records will be forwarded to the Central Records Section, Auxiliary Troops Command, APO 732, Hq. PDS, who will be responsible for executing vouchers and bringing work records up to date.

7. PENALTY WITHHOLDINGS

Whenever it is established that a SEP is responsible for loss, damage, or destruction of property, disciplinary action will be taken; and the estimated value of the property lost or destroyed or the estimated cost of repairing the damage done will be charged against and deducted from accrued and accruing pay allowances of such SEP and from any other funds belonging to such SEP which were impounded upon his surrender, until such claim is fully satisfied. This provision shall not be construed to authorize the retention of a SEP otherwise eligible for repatriation, in order to collect any such charge against him.

BY COMMAND OF LIEUTENANT GENERAL 123:

OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, USA
Adjutant General

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OCT 12 1946

CIRCULAR)

NUMBER 169)

7 October 1946

APPREHENSION PROGRAM

Circular 93, this Headquarters dated 12 June 1946, is supplemented by this circular.

1. Paragraphs 2a, b, and c, War Department Circular 274, dated 10 September 1946, are quoted for information and compliance by all subordinate commands:

- a. All personnel will be thoroughly instructed in their duty to apprehend unauthorized absentees, and those performing military police duty as town patrols, on trains, or in stations, will be especially instructed and alerted to exert every possible effort with respect to the apprehension of absentees. Attention will be directed to paragraph 12a, AR 615-100, which authorizes and directs all personnel to arrest absentees whatever may be the grade of the person making the arrest or of the person arrested.
- b. Every suspected absentee will be reported at once to the military police or to the nearest military post. Every known absentee will be taken into custody.
- c. Commanding Officers will insure that copies of WD AGO Form 46 (Report of Return of Absentees from the United States Army), are prepared and distributed within 24 hours after receipt of notice that the absentee has returned to military control."

2. All subordinate commanders will take vigorous appropriate action to insure compliance with Paragraph 1 above and Circular 93 this Headquarters, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAMES
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OFFICIAL:

Robert C. Tilley
ROBERT C. TILLEY
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Assistant General

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UNIFORM REGULATIONS FOR AMERICAN CIVILIANS

Rescission I
Wearing of the Service Uniform by American Civilians II
Sale of Uniforms to American Civilians III

I -- RESCISSION

Circulars Number 64 and 65, both this headquarters, 1946, are superseded by this circular.

II -- WEARING OF THE SERVICE UNIFORM BY AMERICAN CIVILIANS

a. The wearing of the service uniform by War Department Civil Service Employees, War Department Civilian Technical Observers, and members of United Services Organization Camp Shows (U.S.C.), within the Mediterranean Theater of Operations is authorized.

b. Former enlisted or officer personnel discharged in this Theater for the purpose of accepting employment with any civilian agency, are authorized to wear the service uniform as prescribed in paragraph 27, AR 600-40 as changed by Change Number 10, 24 August 1946, for period of ninety (90) days from date of discharge, or release from active duty.

c. Members of the American Red Cross are authorized to wear the distinctive uniform prescribed in paragraph 19, AR 850-75, 30 June 1943, as changed by Changes Number 2, February 1945.

2. Nothing contained herein will be construed to prohibit the wearing of the service uniform by honorably discharged military personnel on occasions of ceremony, as prescribed in paragraph 35, AR 600-40 31 March 1944, as changed by Changes Number 10, dated 24 August 1946.

3. The prescribed uniform, when worn, will be:

- a. (1) War Department United States Civil Service Employees and War Department Civilian Technical Observers:

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(CAPT W)

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Hq MTOUSA Circular No. 168 (Cont'd)

*Winter

**Cap, garrison, wool
Coat, service, winter
Shirt, wool, OD (or shirt cotton,
khaki, when coat is worn)
Trousers, wool, OD (for male employees)
Skirt, wool, OD women's (for female
employees)
Shoes, service, low
Overcoat, field, officer's (Optional)
Gloves, wool, OD (Optional)
Necktie

*Summer

**Cap, garrison, cotton, khaki
Shirt, cotton, khaki
Trousers, cotton, khaki (for male
employees)
Skirt, cotton, khaki (for female
employees)
Shoes, service, low
Necktie

*The type uniform, whether officer or enlisted, will be as authorized by commanders of Major Commands, in general, analogous to that of military personnel performing comparative duties.

**The wearing of the Cap, service both summer and winter is prohibited.

(2) Members of United Service Organization-Camp Shows (U.S.O.); as prescribed in AR 600-36, 25 February 1944, as changed by Changes Number 1, 13 November 1945.

b. When worn, the uniform will be complete, to include headdress.

c. Mixed uniform and civilian dress is prohibited.

4. Insignia:

a. The uniform will be worn without insignia except that the shoulder sleeve insignia as prescribed in AR 600-35 will be attached permanently to the outer half of the left sleeve of the outer garment, the top of the insignia to be one-half inch below the top of the shoulder seam.

b. When the uniform is worn by members of the United Services Organization Camp Shows (U.S.O.), insignia will be worn as indicated:

(1) Shoulder Sleeve: As prescribed in paragraph 14a, AR 600-36

(2) Cap Insignia: As prescribed in paragraph 14a, AR 600-36

(3) Lapel Insignia: As prescribed in paragraph 14b, AR 600-36

c. The wearing of insignia of grade, arm or service, military awards, Service Ribbons, and decorations, overseas chevrons, and/or Divisional or other unit insignia, is prohibited, except on occasions of ceremony, as authorized in paragraph 3, above.

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Hq MTOUSA Circular . 165 (Cont'd)

III--SALE OF UNIFORMS TO AMERICAN CIVILIAN

5. See provisions of MTOUSA Circular Number 63, dated 7 May 1946.

BY COMMAND OF DEPUTY CHIEF OF STAFF:

OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, MTO
Adjutant General

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NUMBER 167)

OCT 11 1946

4 October 1946

NONAPPROPRIATED FUNDS

General	I
Classes of Funds	II
Administration of Funds	III

Section 1. Circular Number 21, 1944, Circular Number 29, 1945, Circular Number 62, 21 April 1945 and Circular Number 90, 27 June 1945, this headquarters, are rescinded and the following substituted therefor:

SECTION I

GENERAL

	Paragraph	
Scope	1	
Definitions	2	
Funds Authorized	3	
Legal Immunity	4	

1. SCOPE - This circular governs nonappropriated funds of all organizations of the United States Army within the limits of APOUSA, except those of transient units or organizations.

2. DEFINITIONS

a. Nonappropriated Funds. Nonappropriated funds consist of cash, investments, or other assets accumulated in the conduct of revenue-producing, welfare, and certain other activities. For purposes of these regulations, the following nonappropriated funds are excluded:

- (1) Funds of Army Emergency Relief.
- (2) Funds of the American Red Cross.
- (3) Prisoner of War Funds.
- (4) Civilian Welfare Funds.

b. Classes of nonappropriated funds:

(1) Revenue-producing funds. Certain activities, established primarily to furnish merchandise and services to military and authorized civilian personnel within the theater are operated as commercial enterprises and produce revenue; they require accumulations of cash, investments, and other assets for the conduct of their business; the aggregate of such cash, securities, and assets are revenue-producing funds. Some welfare activities produce incidental revenues in the discharge of their primary function and therefore have suspected revenue-producing activities.

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Hq MFOUSA Circular #167 (Cont'd)

(2) Welfare Funds - Welfare funds are those funds established and maintained from income derived from revenue-producing activities of the Army, from voluntary contributions. Welfare funds are used to defray the expenses of providing athletic, recreational, and welfare services and facilities for military personnel.

(3) Sundry Funds - Funds of clubs, mess funds, or funds of other associations organized by military personnel will be classified as sundry funds. Because of the relationship to the Army of the activities financed by such funds, such activities will be supervised by the commander of the unit or installation in which they are operated and in compliance with provisions set forth herein.

3. FUNDS AUTHORIZED

a. The following types of revenue-producing funds are authorized:

(1) The Theater Exchange Fund.

b. The following types of welfare funds are authorized:

(1) The MFOUSA Central Welfare Fund.

(2) Hospital Funds.

(3) Major Command Welfare Funds.

(4) Headquarters funds of the headquarters of organizations larger than a company or air force squadron.

(5) Unit Funds of companies, troops, batteries, air force squadrons, bands, detachments, and similar units.

c. The following types of sundry funds are authorized:

(1) Funds of associations of military personnel, such as officers' clubs, noncommissioned officers' clubs, BM clubs, rest hotels and camps, restaurants, etc.

(2) Mess Funds.

(3) Religious Funds.

(4) Class VI Special Merchandise Fund.

d. Submit application to Theater Commander for authorization for funds not included above.

e. The following trust funds are authorized:

Major Command Trust Fund.

4. LEGAL ISSUES

Activities and funds authorized in these regulations are Government

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Hq MTOUSA Circular (Cont'd)

instrumentalities are entitled to the immunities and privileges of such instrumentalities, unless otherwise provided.

SECTION II

CLASSES OF FUNDS

	Paragraph
Revenue-Producing	5
MTOUSA Central Welfare Fund	6
Hospital Funds	7
Command Trust Fund	8
Command Welfare Funds	9
Headquarters Funds	10
Unit Funds	11
Sundry Funds	12

5. REVENUE-PRODUCING FUNDS

a. Purposes - Revenue-producing funds are established to finance activities involving the sale of services and merchandise. Reasonable profits under prescribed limitations are permissible. No projects, other than the basic business of the revenue-producing agencies will be entered into without prior approval from the Commanding General, MTOUSA.

b. In addition to the direct benefits accruing to military personnel resulting from the sale of merchandise and services at low prices, such profits as are produced will be devoted to welfare activities primarily, for the benefit of the MTOUSA Theater as a whole.

c. Administration - The revenue-producing funds will be administered in accordance with basic policies determined by the War Department and in accordance with provisions set forth herein. Funds of Theater Exchanges and the Theater Exchange Fund will be administered in accordance with AR 210-65 and provisions set forth herein, and will be under the staff supervision of the Theater Exchange Officer.

6. MTOUSA CENTRAL WELFARE FUND

a. Purposes and Beneficiaries - The MTOUSA Central Welfare Fund is established to facilitate control of and appropriated funds and their proper redistribution among welfare funds of units, installations, and activities within the Theater, based upon the need of such installations, or to other welfare funds.

b. Administration.

(1) The Board of Directors, MTOUSA Central Welfare Fund, will consist of the Assistant Chief of Staff, G-1, MTOUSA, Chairman; the Inspector General MTOUSA; The Theater Special Service Officer, MTOUSA; the Assistant Chiefs of Staff, G-1, Home Area Command; 68th Division; Peninsular Base Section; and the 3-1 of Headquarters Command MTOUSA, and Graves Registration Service, MTE.

(2) The MTOUSA Central Welfare Fund will be administered by a custodian in accordance with policies established by the Board of Directors.

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Eq MIOUSA Circular #167 (Cont'd)

- (3) (4) Regular meetings of the Board of Directors will be held monthly.
- (5) Special meetings may be called by the Chairman or on the request of any two (2) members of the Board.

(4) Requests for special grants (see c (4) below) shall be addressed to the Chairman, Board of Directors, and sent to the Custodian, MIOUSA Central Welfare Fund, in care of G-1 MIOUSA, APO 512, U. S. Army, who will present such requests to the Board of Directors. Requests for special grants will include:

- (a) A detailed description of the project.
- (b) Complete justification for the project.
- (c) Detailed estimate of costs.
- (d) A statement of what funds, materials and/or labor are available, and the balance required as a grant.

c. Function - The function of the Board of Directors primarily is to make recommendations to the Theater Commander relating to any matters in connection with nonappropriated funds. The Board will:

(1) Recommend the distribution of monies from the MIOUSA Central Welfare Fund to funds of organizations or units within the Theater through a Major Command Trust Fund.

(2) Recommend reporting systems as may be necessary for the exercise of adequate controls.

(3) Recommend the payment into the MIOUSA Central Welfare Fund of amounts of cash or securities in excess of reasonable current requirements of sundry funds, such as those of clubs and associations of military personnel.

(4) Appraise from time to time the financial statements of revenue-producing activities, to determine funds in excess of their needs and to recommend the transfer to the MIOUSA Central Welfare Fund of such excess funds (see paragraphs (1), (2), (3) above).

(5) Recommend requests for funds which may be desired from the War Department Army Central Welfare Fund.

(6) Recommend the disposition of accumulations of cash and securities in the MIOUSA Central Welfare Fund in excess of the prospective needs or means of utilizing that fund for the welfare of troops in this theater.

(7) Make recommendations which are within the scope of its function and which are not specifically mentioned above.

d. Revenue - The following monies will be transferred to the MIOUSA Central Welfare Fund:

- (1) Monies or other assets determined to be in excess of the

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Hq. MTOUSA Circular #16 (Cont'd)

needs of revenue-producing activities. (See c (3) above.)

(2) All cash, securities and proceeds from sale of property remaining in the fund of any organization upon its inactivation or in any sundry fund of an activity which is terminated, except in the case of a hospital fund (see paragraph 22a (2)) and except as otherwise provided under paragraph 22a (4) hereof.

(3) Contributions or donations for the welfare of the military personnel in the theater, not otherwise designated by the donors.

(4) Proceeds obtained from theatrical, entertainment or athletic events conducted on a theater-wide basis.

(5) Assets in excess of \$10,000 of clubs, messes, restaurants, etc. with a membership of 500 to 700 members will be turned into the MTOUSA Central Welfare Fund.

(6) Assets in excess of \$7000.00 of clubs, messes, restaurants, etc. with a membership of 200 to 500 members will be turned into the MTOUSA Central Welfare Fund.

(7) Assets in excess of \$5000.00 of clubs, messes, restaurants, etc. with a membership of less than 200 members will be turned into the MTOUSA Central Welfare Fund.

e. Expenditures - The MTOUSA Central Welfare Fund may make expenditures for expenses incurred in the operation of the fund, and, when approved by the Theater Commander, it may make transfers of funds to:

(1) Trust Funds of Major Commands.

(2) To organizations not a part of a major command.

(3) To any revenue-producing activity, when in the opinion of the Board of Directors, the revenue-producing activity requires additional capital.

(4) As grants to Major Commands and to Headquarters Funds for projects, provided that any surplus from a grant for a specific project will revert to the MTOUSA Central Welfare Fund after the project is terminated or completed.

7. HOSPITAL FUNDS

a. Purposes and beneficiaries - hospital funds are established to provide for the procurement of facilities, equipment or services which contribute to the comfort, pleasure, contentment, mental and physical improvement of the patients in hospitals. Incidental use or enjoyment of such facilities, equipment, or services by medical detachment on duty at hospitals is, however, permissible. Medical Corps units or detachments may have unit funds which are administered in accordance with the provisions set forth herein for unit funds.

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b. Revenues.

(1) Voluntary contributions or donations. (See paragraph 17.

(2)).

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(2) Proceeds from the sale of property of the fund on inactivation of a hospital.

(3) Incidental revenue resulting from the sale of products of gardens or articles produced by patients, or from the operation of minor causeway facilities.

c. Expenditures from hospital funds may be made for:

(1) The welfare of patients in accordance with policies established by the Theater Surgeon. Expenditures will not be made for purposes for which appropriated funds are available, except for the purchase of articles which are immediately necessary and are not available for issue at the time or place where required.

(2) Expenditures may be made for those types of services, facilities or equipment which may be purchased by other nonappropriated welfare funds (see paragraph 18). The hospital fund may be used for the purchase of supplies, equipment or services specially designed to improve the conditions or contribute to the welfare of the sick in the hospital.

d. Administration - The senior medical officer of each hospital, or a subordinate officer designated by him, will act as custodian of the fund and will administer it with the advice of the hospital fund council.

(1) The hospital fund council shall consist of three officers present and on duty with the hospital to which the fund pertains or such lesser numbers as are present and on duty. At regular or special meetings of the council, authorizations will be made for the expenditure of funds. When hospital funds decline to levels inadequate to permit discharge of the purposes specified above, requests may be made with the approval of the Commanding Officer of the hospital to the MTOUSA Central Welfare Fund for grants.

(2) Except as specified in b above, no revenue-producing activities may be conducted by hospital funds.

(3) Where there is both a hospital fund and one or more unit funds for the detachment or detachments of a hospital, expenditures may be made from both the hospital fund and a unit fund for facilities, equipment, or services jointly enjoyed by enlisted men and patients. In the event of any disagreement as to the proper apportionment of expenses, the decision shall be made by the senior medical officer.

(4) Where there is a unit fund at a hospital, the unit fund shall receive no moneys from the hospital fund.

5. MAJOR COMMAND TRUST FUNDS

a. Purposes and Beneficiaries - A Major Command Trust Fund provides a central depository into which dividends or payments received from revenue-producing activities will be paid initially, the fund to redistribute such receipts to the Command Welfare Fund, Headquarters Funds, Unit Funds and the MTOUSA Central Welfare Fund.

b. The limitations on distribution to Major Command Welfare Funds are:

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(1) The Major Command Trust Fund is the only fund which may receive dividends or payments initially from major revenue-producing activities. Distributions to the Command Welfare Funds from the Command Trust Fund will be made under provisions stated herein, except where funds are available. Command Trust Funds are authorized to make initial distributions to Welfare Funds or newly activated organizations or installations based upon strength reported. Such initial distribution will be made at the following rates:

- (a) Headquarters Funds, 20 cents per man.
- (b) Unit Funds, \$2.00 per man.
- (c) Command Welfare Funds, \$1.00 per man.

(2) No distribution will be made to Unit Funds which had net working capital of \$3.00 or more per man as of the last day of the preceding month nor will any amount be paid into such funds which would cause the net working capital thereof to exceed \$3.00 per man.

c. Expenditures - Expenditures will be made monthly from the Command Trust Fund to specified funds in the following manner:

(1) On or before the 5th day of each month, the custodian of the Command Welfare Fund, of each headquarters fund of the highest echelons of command, and of each unit fund will report to the custodian of the Command Trust Fund the net working capital of the fund of which he is custodian and the strength of the installation, headquarters, or unit to which the fund pertains. Net working capital is defined as the aggregate of cash and securities less total liabilities.

(2) Average strength during the preceding month will be reported for this purpose.

(3) On or before the 12th day of each month, the custodian of the Command Trust Fund will determine the total amount which may be distributed to element Command Welfare Funds, headquarters and unit funds. The custodian will also determine the cash balance in the Command Trust Fund and will divide such balance into two equal parts called Part A and Part B.

(4) On or before the 15th day of each month

(a) The custodian will transfer from Part A to the Command Welfare Fund amounts not in excess of \$1.00 per man, based upon strength. In no event will any amounts transferred cause the Command Welfare Fund to exceed currently imposed limitations of the maximum net working capital of \$2.00 per man.

(b) From Part B, the custodian of the Command Trust Fund will pay to unit funds pro rata amounts, not in excess of \$2.00 per man, provided that no payment will increase any unit fund beyond the currently imposed limitation of \$3.00 per man and provided further that such payment is not prohibited by (6) below.

(c) Of amounts remaining in Part B, the custodian of the Command Trust Fund will pay to the headquarters funds of the installation and

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the highest independent organizational unit priority amounts, not in excess of 20 cents per man, provided that no payment will increase the currently imposed limitation of 60 cents per man and provided further that such payment is not prohibited by (4) below.

(4) Amounts remaining in either part A or B may then be used for additional payments either to the Command Welfare Fund or to headquarters or unit funds, provided that such additional payments will neither increase such funds beyond current limitations nor increase the appropriate payment for the Command Welfare Fund \$1.00 per man and \$2.00 per man for unit funds or 20 cents per man for headquarters funds.

(5) There may be retained in each Command Trust Fund, when periodic settlement with the MPOUSA Central Welfare Fund is made, an amount equal to the authorized distribution to Command Welfare Funds in the latest month. Cash in excess of that amount remaining in a Command Trust Fund, after distributions to Command Welfare Funds within current limitations have been made, will be transmitted quarterly to the MPOUSA Central Welfare Fund. Cash remaining in the Command Trust Fund after distributions have been made to Command Welfare Funds in the months of January, February, April, May, July, August, October and November, may be retained for distribution to Command Welfare Funds in succeeding months of the calendar quarter within current limitations. After distributions to Command Welfare Funds have been made in the months of March, June, September, and December, cash in excess of an amount equal to the authorized distribution to Command Welfare Funds in those months remaining in the Command Trust Funds will be transmitted with the prescribed monthly report to the MPOUSA Central Welfare Fund. The balance in the Command Trust Fund upon inactivation of the major command will be transmitted to the MPOUSA Central Welfare Fund.

(6) The following procedures will apply to organizations which are disbanded or leave a command subsequent to the submission of their strength reports but prior to date on which distributions are made:

(a) No payments will be made to an organization which is disbanded on or after the last day of a month and prior to the date of distribution.

(b) Where a check cannot be forwarded to an organization because it has been disbanded or because a forwarding address is not available, The Adjutant General will transmit the check to the custodian of the MPOUSA Central Welfare Fund who is empowered to and will endorse such checks for deposit to the credit of the MPOUSA Central Welfare Fund.

8. Administration - The Command Trust Fund will be administered by a custodian designated by the major commander, except that any officer who is charged with audits of nonappropriated funds or whose duties entail the disbursement of public funds will not be assigned additional duties as custodian nonappropriated funds.

9. COMMAND WELFARE FUNDS

a. Purpose and Beneficiaries:

(1) The purposes of Command Welfare Funds will be to provide

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welfare facilities, equipment, and services for the general use of the military personnel of the installation as a whole when appropriated funds are not available, and to satisfy the needs of units for such facilities and equipment. While expenditures may be made for the purchase of facilities or equipment for specific units or for furnishing athletic or recreational facilities which by reason of their location may be enjoyed chiefly by a specific organization, in general, expenditures should be limited to purposes benefiting the command as a whole.

b. Limitations on net working capital of Command Welfare Funds:

The net working capital of welfare funds as of the last day of each month will be limited on the basis of strength reported to the amounts indicated below:

- (c) below.
- (1) Command Welfare Fund, \$1.00 per man, except as provided in
 - (2) Headquarters Funds, 60 cents per man provided in 8c (1c) above.
 - (3) Unit Funds, see paragraph 8b (2) and 8c (1c) above.

c. Net working capital of the Command Welfare Fund at or as it pertains to any of the installations outlined above will be limited to \$2.00 per man based upon the strength of each installation for the last day each month.

d. When the net working capital of any Command Welfare or Headquarters Funds exceeds the prescribed limitation, cash and securities in an amount equal to such excess will be forwarded:

- (1) To the Command Trust Fund when the amount is less than \$10.00.
- (2) To the custodian MTOUSA Central Welfare Fund when the amount is \$10.00 or more.

e. Administration:

(1) The Command Welfare Fund will be administered by a custodian with the advice of the Command Welfare Fund council. The major commander or a subordinate officer designated by him will be the custodian. The exchange officer, athletic and recreation officer or any officer whose designation is prohibited by paragraph 8d above will not be designated as the custodian of this fund.

(2) The council will consist of not less than seven or more than nine members. The major commander will be the presiding officer of the council. In addition to the major commander, the council will consist of the Commanding Officer of subordinate units of the Command.

(3) The custodian of the Command Welfare Fund will call upon the major command place officer for advice with regard to the receipt of monies, the maintenance of bank accounts, and the accounting for funds.

(4) Subject to the approval of the commanding officer, the custodian may employ the accounting services of civilian employees of the Army.

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Exchange to maintain the accounts and records of the fund. Where such services are employed, the Army Exchange may be reimbursed for the cost thereof.

10. HEADQUARTERS FUNDS

a. Purposes and beneficiaries - Headquarters funds provide commanders of organizations and units larger than companies, batteries, squadrons, with funds to be expended in connection with athletic, recreation or welfare activities benefiting the command. Commanders of major commands, or of the largest independent organization in the theater may establish headquarters funds for their own headquarters and permit the establishment of headquarters funds in subordinate headquarters within their commands, provided that no unit or command having a command welfare fund may establish also a headquarters fund.

b. Revenues:

(1) The headquarters funds of the highest echelons of command may receive distributions from the Major Command Trust Fund and/or MTOUSA Central Welfare Fund on a strength basis and subject to limitations prescribed in paragraph 8b (1) (a). Headquarters funds of subordinate units may receive monies, by allocation on a strength basis subject to prescribed limitations, from the headquarters funds of higher units.

(2) Revenues may be received from interest on deposits, from the proceeds of the sale of property from the headquarters fund, and from such other sources as are authorized by Army Regulations.

(3) Headquarters funds may obtain grants from the MTOUSA Central Welfare Fund for specific projects approved by the Board of Directors, MTOUSA Central Welfare Fund.

c. Expenditures:

(1) Expenditures may be made by headquarters funds for the purposes specified in a above. In general, expenditures will be limited to the procurement of such articles or services as are not ordinarily made available through the operation of appropriated funds, Command Welfare or Unit Fund or to supplement procurement of such articles or services.

d. Administration - The commander of the organization to which a headquarters fund pertains or a subordinate officer appointed by him, shall be custodian and is charged with the administration of the fund with the advice of the fund council. (See paragraph 11.)

11. UNIT FUNDS

a. Purposes and beneficiaries - To supply funds for the procurement of articles or services, not available from appropriated funds nor from the welfare fund of any higher headquarters, which contribute to the welfare of the personnel of the unit to which the fund pertains and to supplement the procurement of such articles or services.

b. Revenues and expenditures:

(1) Unit funds may receive monies from

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(a) Distribution on a strength basis from funds of higher headquarters, within any prescribed limitations.

(b) Revenues derived from minor profit-making activities, such as barbershops, tailor shops, etc., conducted by the unit.

(c) Proceeds resulting from the sale of property of the unit fund, and from interest on bank deposits and such investments as are held at the effective date of this circular.

(2) The custodian will be responsible that all expenditures made from the fund are within the purposes of the fund. (Also, see paragraph 17).

c. Administration - The officer in command of a unit to which a fund pertains will be the custodian and is charged with the administration of the fund with the advice of the fund council of which he will be a member. (See paragraphs 13 and 14).

12. SUNDY FUNDS

a. Funds of clubs and similar associations:

(1) The commanding officer of any unit, installation, or activity, when such action is in the interest of the service, may authorize the establishment, maintenance, and operation of funds of clubs and similar associations for military personnel, subject to any required approval which may be stipulated by the commanding officer of a higher echelon. For purposes of these regulations, the following definitions apply:

(a) Funds of clubs - Funds pertaining to any clubs, such as officers', noncommissioned officers', or enlisted men's clubs, which are organized by and for the personnel of individual units of company, battalion, regimental or similar size.

(b) Funds of associations - Funds pertaining to any clubs, restaurants, hotels, camps, or similar activities, whether for officers, non-commissioned officers, or enlisted men, which are organized for or patronized by:

1. The personnel of organizations or units larger than a regiment, such as a division or a wing.

2. The personnel of a specific branch of the Army, such as Quartermaster, Ordnance, Transportation, etc.

3. Transient personnel primarily, such as the transient officers' or transient enlisted men's messes and hotels in various cities.

4. Personnel on temporary duty, leave or furlough at rest hotels, rest camps, recreation areas, etc.

(2) Such clubs and associations will be established, operated, or disbanded in accordance with the provisions of regulations of this headquarters, and any provisions of the constitutions, charters, and bylaws of such clubs and associations, including all existing clubs and associations, which

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is inconsistent therewith, will be imperative. The activities of such clubs and associations, so far as not otherwise controlled by regulations of this Headquarters, will be controlled and supervised by the appropriate major commander of the installation. Nothing in these regulations will be construed, however, as eliminating the necessity and desirability of the existing practice of members of such clubs and associations conducting their immediate operations in accordance with the provisions of their constitutions, charters, or bylaws as approved by the commanding officer of the unit, installation, or activity, through club officers, duly elected from the membership thereof, boards of governors, and appropriate committees, and otherwise managing the affairs and activities of such clubs and associations consistent with the regulations of this Headquarters and directives of the commanding officer of the installation.

(3) When the commanding officer of a unit, installation or higher determines that the establishment of such a club or association is in the interest of the service, he shall fix the amount of necessary capital, including funds necessary for the purchase of equipment and for initial operations. Such capital may be obtained by borrowing from any appropriate source, or by deposits, or by contributions; provided that arrangements are made for the prompt repayment of loans from the revenues of the club or association; all contributions are accepted only as gifts to the club or association; and all contributions are accepted with the express condition that no person making a deposit or contribution will thereby acquire or own any funds or property of the club or association or possess any enforceable right or interest therein. No member of such club or association will have, by reason of his participation either with or without the making of a deposit, any enforceable right or interest in any fund or property of the club or association; provided that, as long as the financial condition of the club or association warrants, the commanding officer of the installation or organization may provide by general regulations for the refund of any deposit, in whole or in part, without any accretion whatever, at the termination of such member's participation in the club or association.

b. Class Funds. Class Funds (except unit funds) will be administered in accordance with the provisions of these regulations as they apply to clubs and associations.

c. Religious funds. Religious funds may be established by chaplains under authority of the commanding officer of the appropriate unit or organization. Such funds may be established according to denomination. Revenues will consist only of voluntary contributions made in connection with religious observance or services, and of transfers from headquarters funds. Expenditures will be for the general purpose of improving military religious activities within the Theater. Under no circumstances will these funds be donated or used for civilian welfare or religious activities, but this prohibition does not preclude the collection of donations for such designated purposes provided such collections are kept separate. A religious fund will not be commingled with other funds and it will be administered by a Chaplain who will be the custodian.

d. Class VI Special Merchandise Fund. - The class VI Special Merchandise is established under authority of the Commanding General MTOUSA. The Special Merchandise Fund will be administered by a custodian appointed by the Commanding General MTOUSA. Operating policies pertaining to this fund will be governed by the Board of Directors MTOUSA Central Welfare Fund.

e. Administration. - Sundry funds will be administered under the general supervision of the commanding officer of the unit, installation or activity to

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which the fund pertains except as indicated in d above.

SECTION III

ADMINISTRATION OF FUNDS

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13. DESIGNATION OF FUNDS

The official designations of welfare funds will be:

- a. MTOUSA Central Welfare Fund, MTOUSA.
- b. _____ Command Welfare Fund. (For headquarters funds of major commands).
- c. Hospital Fund, _____ Hospital.
- d. Headquarters Fund, _____ Corps or Division.
- e. Headquarters Fund, _____ Regiment, Battalion or separate detachment.
- f. Unit Fund _____ Company, _____ Battalion, _____ Regiment.
- g. _____ Club Fund, _____ Restaurant Fund, _____ Hotel Fund, _____ Post Camp Fund.
- h. Any other appropriate designation not provided above. Substitute troop, battery, squadron, band, detachment, etc. where necessary.

14. CUSTODIAN OF WELFARE AND SUNDRY FUNDS

a. incumbent - With respect to each class of fund, see subparagraph "Administration" in paragraph 12c above. In addition to the afore-mentioned provisions, the following apply:

(1) Except for unit funds, it is not required that the custodian be a member of the council or board.

(2) No officer who is charged with audits of nonappropriated funds or whose duties entail the disbursement of public funds will be assigned

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additional duties as custodian of : nonappropriated fund.

b. Duties of Custodians - The custodian of a fund will receive, safeguard, disburse and account for the fund in accordance with the provisions of regulations of this headquarters, and in observance of the policies and procedures prescribed by the Board of Directors, Council, or Command authority having jurisdiction over the respective fund.

c. Absence of Custodians - In the event the custodian of any fund is absent from his post of duty, on leave or otherwise, for a period exceeding 5 days and not exceeding 10 days, the officer or agency having jurisdiction of such fund will appoint a substitute custodian to act in his place. The original custodian will entrust the care or other assets of the fund to such substitute and will take a memorandum receipt therefore, in duplicate, one copy of which will be filed with the fund account during the period of regular custodian's absence and will be returned to the substitute custodian receipted, with duplicate, upon return of the fund to the regular custodian. If a custodian is absent for a period exceeding 10 days, a regularly appointed successor to whom the fund will be transferred will be designated by the appointing authority or commanding officer. (See paragraph 22b). For major funds, special authority may be given to extend the time stated herein.

15. COUNCILS OR BOARDS OF WELFARE AND SANITARY FUNDS

a. There will be a council or board for each of the following classes of funds.

- (1) Command Welfare Fund.
- (2) Hospital Funds.
- (3) Unit Funds.
- (4) Sanitary Funds other than religious funds.

b. The council for a Headquarters or unit fund will consist of not less than three nor more than five members except that, if less than three officers are present for duty, the council shall consist of the lesser number present for duty. (See paragraph 7d (1) with respect to the council for a hospital fund). (See paragraph 9c (1) with respect to a major Command Welfare Fund). Councils or boards for sanitary funds will consist of such membership as is prescribed by the constitution of the organization, but in no event will there be less than three members. The senior member of a council or board will be the president or chairman, and may also be the custodian, unless otherwise prescribed by the by-laws of a sanitary fund. One officer other than the president or chairman, or the custodian will be designated as recorder or secretary.

c. The duties of the council or board are to:

(1) Ascertain that the fund is being properly administered, that all proper revenues have been received, and that expenditures are within the purposes of the fund.

(2) Approve such proposed expenditures on the fund as may be deemed proper.

(3) Insure that audit of the fund is made not less frequently

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then once each quarter.

d. Proceedings of all councils or boards of funds listed in paragraph "a" above, will be recorded; will indicate the members in attendance; and will include copies of the most recent financial statements of the fund properly certified. The record of the proceedings of the council or board will be signed by the president or chairman, and by the recorder or secretary.

e. Disagreements between the councils and commanding officers will be decided by the commander of the next higher headquarters.

16. SAFEGUARDING OF WELFARE AND SUNDRY FUNDS

a. Removal of funds - Except as may be otherwise prescribed by these regulations, the custodian of a fund will not permit the removal of any of the cash or other assets of the fund from the location of the organization or other agency to which it pertains. Payments in the conduct of business or deposits in banking institutions under the official designation of the fund are not included in this prohibition.

b. Working Balance - Cash in amounts approved by the commanding officer may be kept at the risk of the custodian in his personal possession for necessary cash payments, but under no circumstances will cash be permitted to remain in any unprotected place or unduly long on the person of the custodian.

c. Cash in excess of amounts required in the working balance will be safeguarded in the most practicable way by the following means:

(1) Deposited in any branch of the Bank of Italy, upon approval of the Fiscal Officer.

(a) When funds are deposited in a depository they will be placed under the designation of the fund and not to the credit of the custodian in his individual capacity. Monies which do not pertain to the funds in question will not be deposited in the account.

(2) Purchase of Postal Money Orders at any US APO. The cost of the money orders is a legitimate expenditure from the fund. Money orders will be drawn in favor of the official designation of the fund and not in favor of the custodian in his individual capacity. (See also Section XIV, paragraph 51, "Unit Funds - Money Orders", Circular 30, "Postal Regulations", this Headquarters, dated 16 February 1945).

(3) Treasury Checks issued in exchange for cash at any US Army Finance Office. Checks will be drawn in favor of the official designation of the fund and not in favor of the custodian in his individual capacity.

d. Investments:

(1) United States Government bonds, notes or certificates of indebtedness may be purchased for investment purposes by the MTOUSA, Central Welfare Fund. 843

(2) All other nonappropriated funds will make no investments. (This prohibition does not require the sale of securities purchased prior to publication of this circular.)

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e. Surety bonds AR 210-50 - At the discretion of the respective boards of directors or councils of nonappropriated funds, custodians and their assistants may be bonded at the expense of the funds in amounts that will protect the fund from loss in case of defalcation. Position schedule forms of bonds covering the position and not the individual by name will be used. Only corporate securities approved by the War Department and qualified with the Treasury Department may furnish such bonds.

f. Loss of funds - In case of loss of cash or other assets of a fund, other than financial losses incurred in normal operations, the circumstances will be carefully investigated by a board of three disinterested officers appointed by the organization or unit commander of the next higher headquarters having jurisdiction over the fund. The board will include in its report its opinion as to responsibility for the loss and recommendations as to appropriate action. The proceedings of the board will be transmitted through channels to the commander responsible for the annual general inspection of the organization or fund concerned for his decision and final action. Stoppage against the pay of an officer in case of an indebtedness to a nonappropriated fund is not authorized.

17. CONTRIBUTIONS, DONATIONS, AND LOANS, WELFARE AND SUNDRY FUNDS

a. Receipt of voluntary contributions and donations - The acceptance by nonappropriated welfare and sundry funds of contributions or donations of either property or money, and whether or not limited as to specific purposes or uses, will be confined to such contributions or donations which do not exceed the value of \$1,000 voluntarily proffered by bona fide benevolent or fraternal societies or organizations. Such gifts should not be confused with gifts to the United States and may be accepted subject to the following approvals:

(1) In the case of the MTOUSA Central Welfare Fund: By the Board of Directors of that fund.

(2) In the case of hospital funds: By the Theater Surgeon.

(3) In the case of Major Command Trust Fund or Welfare Fund: By the Major Command, Commander or council whichever is applicable.

(4) In the case of headquarters funds, unit funds, and sundry funds except religious funds: By the Commander of the next higher administrative headquarters commanded by a general officer.

(5) In the case of religious funds: By the Theater Chaplain.
The provisions of this paragraph do not apply to offertory collections or to other donations normal to religious practice.

b. Other offers of contributions or donations - All other offers of contribution or donations to nonappropriated welfare and sundry funds will be rejected and the profferer informed of the provisions of the act approved 27 March 1942 (See AR 35-190) relating to gifts to the United States to further the war program.

c. Making contributions or donations - Nonappropriated welfare and sundry funds will accept no contributions or donations except as authorized here-

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in or where given prior approval by the Board of Directors, WOMMA Central Welfare Fund.

d. Loans - Loans from nonappropriated welfare and sundry funds are prohibited.

18. EXPENDITURES AUTHORIZED FROM NONAPPROPRIATED FUNDS

a. General - Expenditures from nonappropriated funds may be made for any of the purposes for which such funds are established. (See Section 11) The following restrictions apply:

(1) Funds will be disbursed solely for the benefit of military personnel.

(2) Cash, securities, or other property of a nonappropriated fund will at no time be distributed to individuals except as provided in paragraph 3f below.

(3) Articles which may be obtained on requisition from a supply service will not be purchased by nonappropriated funds unless such articles are immediately necessary and are not available for issue at the place where required.

(4) Bills will be paid promptly, and no obligation will be incurred which cannot be met in full from funds on hand or to be received during the current month, unless previously approved in writing by the major commander.

b. Types of expenditures authorized - In addition to the provisions in the applicable paragraphs in Section 11, the following are cited as examples of types of authorized expenditures:

(1) enlisted personnel may be paid compensation for services rendered in connection with revenue-producing, welfare or sundry activities if performed in addition to regular duties. The rate of such payments will, in each instance, be approved by the commanding officer or the respective fund council, but in no event will such compensation exceed \$60.00 per month for each enlisted person so employed.

(2) expenditures from the Command Welfare Fund are authorized for:

(a) expenses of the Command Trust Fund.

1. Bank charges.

2. All other necessary expenses.

(b) expenses related to athletic, recreation, and other activities:

1. payment of tuition for children of enlisted personnel.

2. request for the establishment and maintenance of schools on military reservations.

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3. Additional hostesses and librarians required in the operation of service clubs at rates not in excess of those provided for permanent employees of this class.

4. The purchase of facilities, equipment and services for recreational or entertainment activities and libraries:

(a) Generally available to the military personnel at the installation, or

(b) Available to personnel of organized units.

(5) Expenditures from welfare funds are authorized for:

(a) Purchase of musical instruments and other supplies and equipment for the use of musical organizations.

(b) Purchase of athletic, recreational, or welfare equipment for military personnel.

(c) Purchase of labor-saving devices and articles not obtainable from supply services, or to the extent that appropriated funds are not available therefor.

(d) Purchase of such materials or services as may be required for the protection, care and preservation of fund-owned property, including cleaning and preserving materials, spare parts, and repair services.

(e) Purchase of mess and kitchen equipment not obtainable from the quartermaster.

(f) Property, cash, or the equivalent may be awarded as prizes for proficiency in military pursuits such as marksmanship and for athletic, recreational, or similar contests conducted by a welfare fund in which all members of the organization or installation to which the fund pertains are given an equal opportunity to participate. The value of such awards will be limited to \$10.00 for each individual prize and \$50.00 for each team prize.

(g) Purchase of supplies, materials, equipment, and services for the purpose of furnishing, repairing or decorating the interior of mess halls, theaters, day rooms, and recreation rooms.

(h) Payment of premiums on custodians' surety bonds, and on fidelity bonds of Army mail clerks and assistant Army mail clerks, cashiers and Finance Disbursing Officers.

19. ACCOUNTING FOR WELFARE FUNDS

a. Accounting procedures - The custodians of all welfare and mundry funds are responsible for the maintenance of the necessary books and records to reflect the current status and conditions of the respective funds, and to provide current data for reporting procedures. Transactions pertaining to fund will be entered in the accounting records promptly. Bank statements will be reconciled monthly with the cash balance shown by the books of account.

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Accounting records, including bank statements, will be retained for one (1) year after they are audited and will then be destroyed, provided that no claim, criminal action, or disciplinary action has been initiated with respect to any entry or omission of an entry and records have been inspected by the headquarters having an Inspector General. A certified listing of the records destroyed, together with the Inspector General's report, will be filed with the current records.

b. Accounting records - records will be accurate, legible, and neat. Corrections of entries will be initiated by the custodian of the fund. Records will include, but are not limited to, the following where applicable:

(1) Vouchers - Vouchers ordinarily will be accomplished with respect to collections and expenditures, and will include, a brief statement identifying the account or listing the articles purchased, and the amount stated in dollars. They also will be dated and will be numbered in sequence, beginning with number 1 for each month and with the same series of numbers regardless of whether the vouchers are for receipts or payments and regardless of any change in custodians. Expenditures vouchers should, whenever possible, be supported by dealers' invoices, delivery tickets, etc. The vouchers will be bound in an orderly manner and so that they are readily accessible for inspection. (See Appendix "A" for a sample form of voucher) In the event that preparation of a voucher is not practicable, the custodian will obtain or prepare a memorandum evidencing the transaction and will submit it to the council or board for their approval to be indexed thereon. A separate voucher is not required for transactions such as sales of coupon books and payments of mass accounts, provided the voucher covering such transactions for a day or a week is supported by a payment certificate embodying a list of the individuals amounts and signatures. Items of an expendable nature and purchased for consumption or distribution will be so certified on the voucher, otherwise, they will be entered on the property record.

(2) Cash record - A record will be kept in dollars of all monetary receipts and expenditures.

(3) Property record - A record will be kept of all property and a separate record of any investments (see paragraph 16d), owned by the fund. Purchase cost will be shown in dollars, and the date of acquisition will be entered. A separate record will be kept of services, including magazine subscriptions, being provided under contract to the activity to which the fund pertains. Separate records also will be kept of property donated and of property loaned to the fund. Property which is lost or damaged through the fault or neglect of no person or persons from whom reimbursement may be obtained or which is unserviceable as the result of fair wear and tear, will be dropped from the accounts on a certificate approved by the council or board and filed with the vouchers. The entry of such property in the property record will be red-lined and the date of the certificate will be noted under a column headed, "Disposition". The entry for property sold or otherwise disposed of will similarly be red-lined and the date of the voucher or certificate will be noted under "Disposition".

(4) Accounts receivable - A record will be kept of all amounts due to the fund.

(5) Bills payable - A record will be kept of all amounts owed by the fund. Financial reports also will state any deferred liabilities or

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commitments of the fund.

(6) Inventories - A stock record will be kept of any materials, merchandise, and supplies on hand, and will be checked by monthly physical inventory.

(7) Coupons - Where coupons ("chits") are used, as in clubs to facilitate the handling of cash in connection with the sale of food or drinks, a register will be kept of the coupons on hand (not sold). Sales of coupons, and refunds for coupons redeemed by repurchase, will be evidenced by vouchers. Where the prevailing practice is to sell books of coupons which are not promptly used by the purchaser, the outstanding liability will be accounted for by posting to "Accounts Payable" the net sales of books and off-sets representing the value of the chits collected for merchandise.

(8) Bank deposit slips - Bank deposit slips will be prepared in duplicate, and the duplicate copies, stamped or receipted by the bank, will be retained in a separate file.

(9) Bank statements will be obtained, and filed with bank deposit receipts.

(10) Financial reports such as statements of conditions (balance sheets) and operating (profit and loss) statements.

(11) Certificates of transfer (see para. 4.22).

c. Accounting Systems:

(1) General - Systems of accounts for the respective funds will be such as to facilitate the keeping of the records, to provide data for desired reports, to reflect fully current status and condition, and to facilitate control. Without compromise with these requirements, simplicity will be sought.

(2) The system of accounts will be prescribed by:

(a) The Director Exchange Officer, MTOUSA, subject to the provisions of AR 110-65, for the Theater Exchange Fund and for funds of the base exchanges, and for funds of branch and unit exchanges.

(b) The Board of Directors, MTOUSA Central Welfare Fund, for the MTOUSA Central Welfare Fund.

(c) The Surgeon MTOUSA for hospital funds.

(d) The council or board for the Welfare Fund of Major Commands, subject to the strict supervision of Headquarters, MTOUSA.

(e) Class VI, Special Merchandise Fund, subject to the Board of Directors, MTOUSA Central Welfare Fund.

(f) Headquarters, MTOUSA, for all other funds. (See paragraphs (3) and (4) below).

(3) System of accounts for headquarters funds (except welfare

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funds of major command, unit funds, and religious funds. These funds will utilize Council book, AGO Form 10-4 (and QMC Form 15), and the systems provided therein, as a means of recording the cash receipts and expenditures and the balance thereof. The Council book also contains forms on which the proceedings of the council will be recorded, and pages on which the property record will be kept in the manner prescribed in "b (3)" above. The custodian's certificate will be executed, and a copy of any financial statement prepared and certified correct by the custodian will be securely fastened in the book. Certificates of transfer likewise will be fastened in the book. Other records maintained will include vouchers, memoranda of accounts owed to or by the fund, bank deposit slips, bank statements.

(4) System of accounts for sundry funds, except religious funds - All sundry funds, except religious funds, will use the double entry system of accounting described in Appendix B.

d. Closing Accounts - By the 5th of each month, the custodian of each welfare and sundry fund will prepare a statement of the condition of the fund as of the last day of the preceding month. Accounts will also be closed when a unit or organization is inactivated; when it is departing from the Theater; when there is a change of custodian; or when the activity to which a sundry fund pertains is terminated.

e. Receipts required to be turned over to a Finance Officer; such as meals served to military personnel authorized to mess separately and receipts from sale of meals or hotel service to civilians and dependents are not nonappropriated funds and will be accounted for in such manner as to avoid commingling with the nonappropriated portion of the fund of the mess, club, or association to which pertinent.

20. AUDITING OF NONAPPROPRIATED FUNDS

a. The funds of the Theater Exchange will be audited at least semi-annually by the Fiscal Director, MTCUSA. Accounts of the Base Branch Exchanges will be audited, however, by Headquarters Army Exchange Service, MTCUSA, in accordance with AR 210-65.

b. Welfare Funds, Hospital Funds, Headquarters funds, unit funds and all sundry funds will be audited at least quarterly by disinterested commissioned personnel designated by the appropriate commander.

c. In addition to the periodic audits prescribed above, an audit will be made when the accounts are closed by reason of a change of custodian, inactivation of the unit or organization, departure from the Theater, or termination of the activity to which a sundry fund pertains.

21. REPORTS OF NONAPPROPRIATED FUNDS - (also see paragraphs 15d and 19d)

a. Revenue-producing funds - Revenue-producing funds and sundry funds will prepare a balance sheet and profit and loss statement monthly and transmit one copy to the Command Trust Fund and one copy to the Secretary to the Board of Directors, MTCUSA, Central Welfare Fund, in care of G-1, MTCUSA. Exhibit B-1.

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b. Headquarters and Unit Funds:

(1) Custodians of headquarters and of unit funds will be required

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to forward not later than the 5th day of each month a report as of the last day of the preceding month in the form shown in Appendix D to the custodian - Command Trust Fund. The instructions contained therein are made a part hereof.

(2) A copy of a financial statement of the status of each headquarters and each unit fund, and a summary of its revenues and expenditures, will be given publicity monthly in order that the men of the installation to which the fund pertains may be apprised of its conditions. Such publicity will be obtained through appropriate media or by display of such statements on bulletin boards.

c. Funds of clubs and associations - The following reports are required of clubs and associations defined in paragraph 12a (1):

(1) When the establishment of a club or association is approved, a notice will be sent through channels to the attention of the secretary of the Board of Directors, MTOUSA Central Welfare Fund, in care of G-1 MTOUSA, and will state the name of the club or association, the class of membership, and the organization or group from which members will be derived, the purpose of the club or association, and the facilities which exist or are planned for the use of the members.

(2) When a club or association is being disbanded, a notice to that effect will be sent through channels to the attention of the Secretary to the Board of Directors, MTOUSA Central Welfare Fund, in care of G-1, MTOUSA, and will state the estimated date when the monetary balance remaining in the fund will be transmitted to the MTOUSA Central Welfare Fund. (See paragraph 22a (4)).

(3) A report on the financial status of the fund and of its revenues and expenditures will be given publicity through a circulation to members or display on bulletin boards monthly in order that the members may be apprised of the condition of the fund. This provision does not apply to transient messes and hotels, or to rest centers, where the membership consists of transient personnel or personnel on temporary duty for rest.

d. Mess Funds - The provisions of (2) and (3) above also apply to mess funds.

e. Religious Funds - The custodian of a religious fund will send through administrative chaplains' channels to the Theater Chaplain a monthly report summarizing the transactions of the fund during the preceding month and showing its status as of the end of the preceding month.

f. Class VI Special Merchandise Fund - Custodian of this fund will submit such reports to custodian MTOUSA Central Welfare Fund.

22. TRANSFERS OF FUNDS AND SUNDRY FUNDS

a. Transfer of Funds:

(1) For the duration of the present war and six months thereafter, no part of the cash or other assets of unappropriated welfare or sundry funds will be transferred to other unappropriated welfare or sundry funds when only a portion of the personnel of an organization is transferred to or reconstituted

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in another organization, except as provided under paragraph (h) below. If an entire organization is transferred to, reconstituted in, or redesignated as another organization, the assets and liabilities of the unit or headquarters fund pertaining to that organization, including distributions due but unpaid, will also be transferred.

(2) When a unit or organization is inactivated, or an activity is terminated, the monetary balances in all welfare and all sundry funds pertaining thereto will be transferred to the MTOUSA Central Welfare Fund, except:

- (a) In the case of a hospital fund (see paragraph (j) below).
- (b) When the entire unit or organization is transferred to, reconstituted in, or redesignated as another organization (see paragraph (1) above), and:
- (c) As provided under paragraph (h) below.

(d) A request for reallocation of a sundry fund may be made to the MTOUSA Central Welfare Fund when the activity operating the fund is terminated and funds are needed for a new but similar activity. A fund will not be recklessly dissipated in anticipation of inactivation of the unit or organization, or termination of the activity, nor will any unusual expenditures or benefits be made or provided in such a case. After a fund has been closed and audited, and the balance has been transferred to the MTOUSA Central Welfare Fund, the fund records will be filed with the organization records.

(3) Cash and securities remaining in funds of numbered medical units concerned, be transferred to the Central Hospital Fund, Office of the Surgeon General, War Department, Washington 25, D. C., and not to MTOUSA Central Welfare Fund, MTOUSA, in accordance with paragraph (2) above.

(4) Inspectors General and Air Inspectors are authorized to modify the requirements of paragraphs (1) and (2) above, with respect to the disposition of funds (except hospital funds) of inactivated units, in accordance with the provisions of letter, this Headquarters, file 15 123/512 IG-0, subject: "Funds of Inactivated Units", dated 8 June 1945, and with any further instructions which may be issued by this Headquarters.

b. Transfer of funds to successor custodians - (See also paragraphs 14c, 19d and 20c). The transfer of a nonappropriated welfare or sundry fund from one custodian to a successor will be accomplished by the custodian preparing the following financial statements:

- (1) Assets and liabilities.
- (2) A statement of revenues and expenditures since the last closing of the account.
- (3) A statement of the bank balance as of the date of transfer and reconciliation with that balance showing outstanding checks not yet paid.

(4) The above statements will carry the following certificate:

"I certify that to the best of my knowledge and belief the

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attached statements are a complete and accurate record of the status of the fund, revealing all outstanding liabilities and sums due, and that the property owned by the fund is on hand." When necessary, the foregoing form of certificate will be changed to be in accordance with the facts. The successor custodian will receipt for the fund property after satisfying himself of the accuracy of the above statements.

c. Transfer of funds when organization goes into combat:

(1) When an organization goes into combat and, in the opinion of the commanding officer of the organization to which a welfare or sundry fund pertains, funds might be lost, such funds will be left with an Adjutant who will give a receipt for the funds and all papers pertaining thereto. The Adjutant will have no authority to make disbursements. Upon the relief of the organization, the fund will be returned to its custodian.

(2) If the custodian of the fund has become a casualty, the fund will be closed by the Adjutant, inspected by an officer of field grade, and then turned over to the succeeding custodian.

23. DISPOSITION OF PROPERTY OF WELFARE AND SUNDRY FUNDS

a. Property (except donated property) of a welfare or sundry fund which becomes surplus such as through inactivation or disbandment of the organization, or which may be transported when there is a change of location, or which is no longer desired, will be disposed of as follows:

(1) By sale to other welfare and sundry funds as preferred bidders.

(2) By sale to other purchasers, provided that no military bidder can be found and then only with the approval of the next higher commander.

(3) In the event that no military purchaser can be found, by transfer (except cash and securities) to the custodian Command Welfare Fund of the major command or base section concerned for release to other US Army personnel, by donation to other welfare and sundry funds, or by turnover to a salvage officer for disposition. No property will be deliberately abandoned. A receipt will be taken and will be kept to show the disposition of the property.

(4) By transfer of cash and securities to the MTCUS. Central Welfare Fund, except in the case of a hospital fund (see paragraph 23c (3)). Any balance properly carried in a ration savings account, however, will be turned in to a disbursing officer for deposit to the credit of the appropriation "Replacings, Quartermaster Service, Army". Transfers from any ration savings account to any nonappropriated funds are unauthorized.

b. Donated property will not be disposed of without the prior approval of the donor unless the donor is not available. Any property donated by the American Red Cross will be returned upon its request.

24. INSPECTIONS

a. Inspections will be made when deemed appropriate or necessary by commanding officers of organizations or units, or by commanders of higher echelons of command over such organizations or units. Officers are in inspection

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tions will inquire into all matters affecting the financial status of the fund inspected, will ascertain the propriety of expenditures made, and will ascertain that all appropriate revenues have been received and recorded. Where irregularities are found to exist they will be reported to the Commanding Officer who ordered the inspection.

b. Inspections will be made by officers of the Inspector General's Department as required by regulations and orders, and as prescribed in paragraph 19a above.

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

d. Inspection will be made of all welfare and sundry funds pertaining to units, organizations and activities, upon their inactivation or termination, by Inspectors General or Air Inspectors having appropriate jurisdiction, reference being made in this connection to paragraph 1d (2) and 2a, above.

e. None of the provisions of this paragraph 2d will be construed to change any existing requirements regarding audit of nonappropriated funds which appear elsewhere in this circular.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, ASD
Adjutant General

6 Incls:

- 1 - Appendix "A"
- 2 - Appendix "B"
- 3 - Exhibits "A" to Appendix "B"
- 4 - Exhibit "D" to Appendix "B"
- 5 - Exhibit "C" to Appendix "B"
- 6 - Exhibit "D" to Appendix "B"

DISTRIBUTION:

"2"

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ATTENTION "A" to HQ MTOUSA Circular # 167

Sample Form of Voucher

_____ Fund

_____ 19 _____

I certify that I have this day (paid to) (received from) _____

_____ the amount of

_____ and _____/100 Dollars ()

for:

Paid by check # _____, Account # _____

Custodian

_____ 19 _____

I certify that I have this day (received) (paid) the above amount, that the account as stated is correct, and that payment previously was not made.

Voucher No. _____

_____ 19 _____

\$ _____ (Expenditures) (Receipts)

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APPENDIX "B" to HQ KTCUSA Circular No. 167

Double Entry System of Bookkeeping

1. A simple double entry system of bookkeeping suitable for a club, or association, is described in this appendix. Records maintained include:

a. Accounting Sheet. (Exhibit A) (For this form, use sheets ruled with horizontal lines and vertical columns and - if necessary - paste sheets together to obtain a form with the desired number of columns).

b. Balance Sheet and Operating Statement. (Exhibit B)

c. Coupon or Chit Register. (Exhibit C).

d. Property Record. (Exhibit D)

Other records maintained but not shown herein include voucher files, ledger, bank deposit slips, bank statements, canceled checks, and certificates of transfer. An explanation of the accounting sheet will serve to describe the system. The other records are discussed elsewhere in this Circular or, are self-explanatory.

2. The account sheet will be explained by an example and type entries, using, as an example a club whose activities include the operation of a bar and a "snack bar". (Refer to Exhibit A)

a. General - At all times entries in odd numbered columns (debits) must equal entries in even numbered columns (credits). The columns "Cash" through "Surplus" represent balance sheet items, while the columns "Membership" through "Miscellaneous" are used to obtain information required to compile an operating statement. The number of columns used depends upon the number of departments and the extent to which it is desired to separate the data in order to facilitate preparation of the financial statements. Furthermore, the bookkeeping procedures are determined, in part, by the control measures adopted.

b. Controls

(1) Cash - To facilitate control of cash, coupons ("chits") are required for all purchases made at the bar and snack bar. Coupons are sold by the book and are accounted for by means of the Coupon Register (Exhibit C). Each coupon sold is a liability until used by the club patron to obtain drinks or merchandise from the bar or snack bar, or until redeemed by re-purchase by the club. To account for this liability, sales of coupon books are recorded in column (1) and the amount of coupons collected over the bar and snack bar is recorded in column (3). Bills payable and bills paid are also recorded in columns (1) and (3), respectively, and therefore it is necessary to determine by inspection of the items the amount of bills remaining unpaid and the amount of coupons outstanding when preparing the required balance sheet (Exhibit B). Ledger accounts (not shown herein) may also be maintained to show the status of accounts with individual vendors.

(2) Inventories - It is desired to have the stock room inventory record show the amount of bottled goods (other than beer and Coca Cola) on hand at all times. The cost of bottled goods put into the stock-room is entered in column (5), and the cost of any bottled goods taken out of stock is entered in column (6). The current balance then is checked by a physical inventory at least

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APPENDIX "B" to HQ MTCUSL Circular No. 167 (Cont'd)

once every week. With respect to beverages and merchandise carried for sale at the bar (columns (7) and (8)), security measures are taken, but it is impractical to credit the bar inventory account as the refreshments are dispensed. However, to detect the existence of free dispensing, and "knocking down", a temporary memorandum is made of the value computed at selling prices of the beverages and merchandise when placed in the bar, and at least once a week this value is checked for agreement with the value of the coupons collected and of the bar stock as determined by physical inventory. Food placed in the snack bar is entered at cost in column (9), and a physical inventory is made when it is desired to determine the cost of merchandise sold. The value of beer and Coca Cola is entered at cost in column (7) or (9) when placed in the bar or snack bar, depending upon where they are sold, and the value of bottles and corks is included if these are to be used for credit or resale.

(3) Profits - It is desired to know the amount of profit or loss developed by the bar and the snack bar, separately, as well as the profit on bottled goods sold from stock. It is necessary, therefore, to count separately the coupons collected at the bar and the snack bar.

c. Type transactions

(1) To open the books, the cash is counted and physical inventories are taken of all merchandise on hand. Any amounts due the fund are ascertained, and any amounts owed by the fund are determined, including the amount of coupons outstanding. The number of coupon books on hand is counted but is recorded only in the Coupon register. Furniture and equipment must appear in the Property Record (Exhibit D) at prices paid, but will not appear in the balance sheet because it is advisable in the Theater of Operations to charge off such items; any such purchases, therefore, are debited to Surplus. Assuming that the following items are found, the amounts are entered in the columns indicated by the numbers within parentheses:

Cash on hand and in bank	\$1500.00	(1)	
Inventory (Stock Room)	300.00	(5)	
(Bar)	100.00	(7)	
(Snack Bar)	15.00	(9)	
Accounts Payable (Q4)			200.00 (4)
Coupons Outstanding			100.00 (4)
TOTALS	\$1915.00		300.00
Surplus			1615.00 (12)
	\$1915.00		\$1915.00

It will be noted that the coupon liability is recorded separately in order to have the coupon account visible.

(2) Assume that monthly dues in the amount of \$1500.00 are collected from members. The entry is:

Column (1)	1500.00
Column (11)	1500.00

(3) Assume that beer is purchased for \$100.00 from the PX on credit. The entry is:

Column (4)	100.00
Column (7)	100.00

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Appendix "B" to Hq MTOUSA Circular No. 167 (Cont'd)

(4) Assume that bottled goods which cost \$250.00 are transferred from stock to bar. The entry is:

Column (6)	250.00
Column (7)	250.00

(5) Assume that bottled goods are purchased for cash in the amount of \$1800.00. The entry is:

Column (2)	1800.00
Column (5)	1800.00

(6) Assume that the receipts from sale of coupon books during the week amount to \$600.00. They are reported on a single voucher, and the entry is:

Column (1)	600.00
Column (4)	600.00

(7) Assume that bar sales for the week, as represented by the coupons collected by the bar, amount to \$120.00. The entry is:

Column (3)	120.00
Column (10)	120.00

(8) Assume that the coupons collected during the week by the snack bar amount to \$20.00. The entry is:

Column (5)	20.00
Column (20)	20.00

(9) Assume that new members pay initiation fees totaling \$300.00. The entry is:

Column (1)	300.00
Column (14)	300.00

(10) Assume that \$50.00 worth of food is purchased on credit from the Quartermaster to be resold at the snack bar. The entry is:

Column (4)	50.00
Column (9)	50.00

(11) Assume that the \$100.00 owed the PX for beer (Item (3) above) is paid. Of that amount, \$75.00 was for the liquid and \$25.00 was for the containers, and the bill is paid by \$75.00 in cash and the return of bottles valued at \$25.00. It will be noted that when the beer was purchased, the total cost of the liquid and the containers was charged to the bar column (7). When bottles are used towards payment of the bill, therefore, the bar account must be credited with the value of the bottles withdrawn and the entry is:

Column (2)	75.00
Column (3)	100.00
Column (8)	25.00

(12) Assume that bottled goods costing \$300.00 are sold for \$400.00.

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Appendix "B" to Hq WTCMA Circular No. 167 (Cont'd)

In accordance with the prescribed procedure of maintaining a current running account of the stock-room inventory, the stock-room column (6) is credited with the cost of the merchandise removed and the cost is charged against the bottled goods sales. The latter are credited with the price received in the sale, and the cash received is charged to the cash account. The entries are:

Column (6)	300.00
Column (15)	300.00
Column (16)	400.00
Column (1)	500.00

(13) Assume that \$500.00 worth of coupon books are sold during the week. The entry is:

Column (1)	500.00
Column (4)	500.00

(14) Assume that coupons amounting to \$350.00 are collected at the bar during the week. They are reported on a single voucher, and the entry is:

Column (5)	350.00
Column (16)	350.00

(15) Assume that \$25.00 worth of coupons are collected at the snack bar during the week. The entry is:

Column (3)	25.00
Column (20)	25.00

(16) Assume that beer is purchased for \$150.00 in cash from the PX. It is not sold but the entire amount is used at a party for members. The entry is:

Column (2)	150.00
Column (21)	150.00

(17) Assume that bottle goods costing \$10.00 are accidentally broken in the stock room, through the fault or neglect of no one concerned. Such a loss at the bar might be considered a normal loss and charged to cost of goods sold. Occurring in the stock room, however, it could not be charged against any particular department. It is charged, therefore, to the miscellaneous column (21), and the entry is:

Column (6)	10.00
Column (21)	10.00

A notation "(charge off)" is made in order that the item may be readily classified when the operating statement is being prepared.

(18) Assume that the bar store-room is replenished by transferring bottle goods costing \$500.00 from the stock room. The entry is:

Column (6)	500.00
Column (7)	500.00

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Appendix D to Hq MIA Circular No. 167 (Cont'd)

(19) Assume that furniture is purchased for \$100.00 for cash. In the Theater, the cost of furniture and equipment is charged off, and the entry is:

Column (2)	100.00
Column (21)	100.00

This purchase must then be recorded in the Property Record (Exhibit D) at price paid. It will not be included in any merchandise inventory or in the balance sheet.

(20) Assume that it is the end of the month and each week the amount of coupon books sold, and the amount of coupons collected at the bar and at the snack bar were determined and entered. In the example, these entries should be made as of August 22 and 29, but are omitted in order to conserve space. So that the financial statements as of the end of the month will be up to date and correctly show the status of the fund, the coupon book sales and the collections of coupons at the bar and at the snack bar are determined for the days subsequent to the last full week. Assuming that receipts from sale of coupon books amounted to \$400.00, the entry is:

Column (1)	400.00
Column (4)	400.00

(21) Assuming that bar sales as represented by coupons collected at the bar during the last days of the month (see (20) above) amounted to \$700.00, the entry is:

Column (3)	700.00
Column (18)	700.00

(22) Assuming that snack bar sales as represented by coupons collected at the snack bar during the last days of the month (see (20) above) amounted to \$20.00, the entry is:

Column (3)	20.00
Column (18)	20.00

(23) Assume that the Quartermaster is paid \$250.00 in cash for the bill rendered (item (1) above) in the amount of \$200.00 and for the food purchased (item (10) above). The entry is:

Column (2)	250.00
Column (3)	250.00

(24) Assume that salaries in the amount of \$200.00 are paid. The entry is:

Column (2)	200.00
Column (21)	200.00

(25) Assume that an orchestra is paid \$100.00. The entry is: 834

Column (2)	100.00
Column (21)	100.00

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Appendix "B" to Re WCOB Circular Number 16 (Cont'd)

(25) It is now desired to know the profit for the period and to close the books. The following steps are taken:

(a) An inventory is taken of all merchandise on hand at cost, including Coca Cola and beer bottles and cases. The inventories are taken separately for the stock room, the bar, and the snack bar. Assume that the stock room inventory is found to be \$1040.00. This amount agrees with the balance indicated by columns (5) and (6), the balance having been frequently checked by means of physical inventories and adjustments made currently. Assume that the bar inventory is valued at \$125.00 and the snack bar inventory at \$10.00. These amounts are entered as follows:

Column (6)	1040.00
Column (8)	125.00
Column (10)	10.00

They also are entered on the first line of the account for the new period, shown in Exhibit "A" as "Sept 1 - Balance Brought Fwd", as follows:

Column (5)	1040.00
Column (7)	125.00
Column (9)	10.00

(b) To determine the cost of goods sold at the bar, columns (7) and (8) are totaled and an entry is made in column (7) or (8) to make the column balance. In this case, the balancing figure is \$800.00 in column (8). In order to charge this cost against the bar sales, this amount is also entered in column (17). The same procedure is followed with respect to columns (9) and (10) in order to determine the cost of goods sold at the snack bar. In this case, the balancing figure is \$55.00 and it is transferred to column (19) in order to charge it against snack bar sales.

(c) To determine the profit on operations of the various departments, their respective columns, (15) and (16), (17) and (18), and (19) and (20), are now totaled and balancing figures inserted. By this method, it is found that the profits were \$100.00 on the sale of bottled goods, \$370.00 on the bar operations, and \$10.00 on the snack bar operations. These amounts are entered in column (12) in order to transfer the profits to surplus.

(d) The miscellaneous expenses and charge offs entered in column (21) are now totaled and entered separately in column (22), and in order to charge them against surplus the amounts are transferred to column (11). These totals are \$450.00 for the expenses, and 110.00 for the charge offs.

(e) All remaining columns are now totaled and entries made (in red ink, if available) to balance them. These entries are:

Column (2)	2525.00
Column (3)	305.00
Column (11)	3335.00

These amounts also are carried forward to columns (1), (11) and (12), respectively, in order to open the books for the next period. At this time, the total of the odd numbered columns must equal the total of the even numbered columns for

R E S T R I C T E D

Appendix "B" to Hq MTOUSA Circular No. 167 (Cont'd)

the new period.

(27) It now is desired to present a balance sheet and operating statement. Exhibit "B" shows the statements. An analysis of surplus (net worth) is prepared as an additional check on the accuracy of the operating statement which is incorporated therein. These financial statements are readily prepared from the accounting sheet.

SUPPORTING EXHIBITS

"A", "B", "C", "D"

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

Organization 584th FA Off. Club Account for Month of August 1944

EXHIBIT A
ACCOUNTING SHEET

DATE	EXPLANATION	VOUCHER NO.	C A S H		A/C PAYABLE		STOCK ROOM INVT	
			1 DR	2 CR	3 DR	4 CR	5 DR	6 CR
Aug. 1	To open books	1	1500.00			100.00		
4	Bar Sales	2	1500.00			200.00	300.00	
5	Purchase of Beer	3				100.00		
5	Stock to Bar	4						
7	Purchase of Bottled Goods	5		1000.00			1000.00	
8	Sale of Bar Coupons	6	500.00			500.00		
8	Bar Sales	7			120.00			
8	Snack Bar Sales	8			20.00			
10	New Members	9	300.00					
11	Quartermaster Food	10				50.00		
12	Paid PX for Beer	11		75.00	100.00			
14	Sale of Bottled Goods	12	400.00					
15	Sale of Bar Coupons	13	700.00			800.00		
16	Bar Sales	14			350.00			
16	Snack Bar Sales	15			25.00			
19	Paid PX for Beer for Party	16		150.00				
20	Bottled Goods Broken	17						
24	Stock to Bar	18						
25	Purchase of Furniture	19		100.00				
31	Sale of Bar Coupons	20	400.00			400.00		
31	Bar Sales	21			700.00			
31	Snack Bar Sales	22			20.00			
31	Paid Quartermaster	23		250.00	250.00			
31	Salaries	24		500.00				
31	Dance Orchestra	25		100.00				
31	Inventories at cost							
	Cost of Merchandise Sold							
	Profit on Sales							
	Misc. Chgs. & Crs. to Surplus							
	To Balance			(2525.00)	(365.00)			
	To close books		5200.00	5200.00	1950.00	1950.00	2100.00	2100.00
Sep. 1	Balance Brought For		3525.00			365.00	1040.00	

(Parentheses indicate that fig

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

EXHIBIT A to Appendix "B", Hq. MFOUSA Circular No. 167 (Cont'd)

EXHIBIT A (Cont'd)

SERVICES		MEMBERSHIP		BOTTLED GOODS SALES		BAR SALES		
11 DR	12 CR	13 DR	14 CR	15 DR	16 CR	17 DR	18 CR	19
	1615.00		1500.00					
							120.00	
			300.00					
				300.00	100.00			
							950.00	
							750.00	
	10.00					800.00		
	370.00							
	100.00			100.00		170.00		
350.00								
110.00	1800.00	1800.00						
(370.00)								
3605.00	3695.00	1000.00	1000.00	100.00	100.00	1170.00	1170.00	6
	3315.00							

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

HOUA Circular No. 167 (Cont'd)

EXHIBIT A (Cont'd)

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SHIP	BOTTLED GOODS SALES		BAR SALES		BLACK BAR SALES		MISCELLANEOUS	
	11 CR	12 DE	13 CR	14 DE	15 CR	16 DE	17 CR	18 DE
1500.00								
					120.00			
300.00						20.00		
	300.00	400.00						
					350.00			
						25.00		
							150.00	
							10.00	(charge off)
							100.00	(charge off)
					700.00			
						20.00		
							200.00	
							100.00	
				800.00		55.00		
	100.00		370.00			10.00		
								450.00
								110.00
1000.00	100.00	100.00	1170.00	1170.00	65.00	65.00	560.00	560.00

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EXHIBIT "B" to AFFIDAVIT "B" * HQ STUSA Circular No. 17

Balance Sheet (as of 31 August 1944)

ASSETS		LIABILITIES AND NET WORTH	
Cash in Bank	None	Accounts Payable	None
Cash on Hand	2525.00	Coupons Outstanding	365.00
Postal Money Orders	None	Deferred Liabilities	None
Accounts Receivable	None	contingents, etc.	
Inventory (at cost)	1175.00	(detail on reverse side)	
		(Net worth)	2135.00
TOTAL ASSETS	3700.00	Total Liabilities and Net Worth	3700.00

Permanence and equipment entered off and does not appear in above statement; however, appears in the property record at prices paid.

ANALYSIS OF SURPLUS (NET WORTH)
Month of August, 1944

Net Worth as of beginning of month - 3 1615.00

Sales	Cost of Sales	Profit (Loss)
Bottled Goods	300.00	100.00
Bar	800.00	370.00
Stack Bar	55.00	10.00
Profit on Sales -		1100.00
Membership Dues and Fees -		1800.00
expenses -		170.00
Charities -		110.00
Increases in Net Worth		
Net worth as of end of month		3 1615.00

Cash Balance during month: 14 xiam - 3075.00; Minimum - 1200.00

I certify that the above Balance Sheet and Operating Statement (included in Analysis of Surplus) for the month of August 1944, is true and complete.

/s/ John A. Doe
Captain, 38th F.
Custodian

The council of the administration met 5 Sept 1944 and audited the foregoing account for the month of August 1944. The council found the account correct, approved the expenditures made, and authorized the usual expenditures for 1944.

Month of August, 1944

Net Worth as of beginning of month -

3 1615.00

Sales Cost of Sales Profit (Loss)

Bottled Goods	400.00	500.00	100.00
Ber	1170.00	800.00	370.00
Crack Ber	65.00	55.00	10.00
Profit on Sales		1250.00	
Membership Dues and Fees		1800.00	
Expenses -		450.00	
Office-offs -		110.00	
Increases in Net Worth			
Net Worth as of end of month			

2280.00

560.00

1720.00

4 3355.00

Cash balance during month: Maximum - 3075.00; Minimum - 1200.00

I certify that the above Balance Sheet and Operating Statement (included in analysis of surplus) for the month of August 1944, is true and complete.

/s/ John L. Doe
Captain, 384th P.
Custodian

The Council of the Administration met 2 Sept 1944 and audited the foregoing account for the month of August 1944. The Council found the account correct, approved the expenditures made, and authorized the usual expenditures for the next month. The certificate of the responsible officer was examined and the cash balance in his personal possession and other evidence of property were exhibited to the Council and verified.

Additional Remarks: Appropriated 2700.00 for club building improvements.

/s/ William L. Brown
1st Lt. 384th P.
(Recorder)

/s/ Henry A. Smith
Major, 384th P.
(President)

I certify that I have this day inspected the foregoing account for the period from 1 Aug 1944 to 31 Aug 1944, inclusive and find it correct with the following exceptions:

None

Cash and evidence of property were verified.

/s/ Alfred D. Williams
Major, 384th Inf.

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EXHIBIT "C" to APPENDIX "B" to Hq MPOUSA Circular Number 167

SAMPLE COUPON REGISTER

Number of blank books on hand		Date		19
<u>Date</u>	<u>Serial No.</u>	<u>Value</u>	<u>Signature</u>	<u>Repurchase</u>
21 Aug 44	178	5.00	John Doe	
22 Aug 44	179	5.00	Floyd Henry	
23 Aug 44	178		John Doe	\$2.00
24 Aug 44	180	5.00	George Tate	
25 Aug 44	181	5.00	Peter Sand	
26 Aug 44	182	5.00	Larry Smith	
27 Aug 44	183	5.00	Ben Hoeh	
28 Aug 44	184	5.00	Henry Nole	
29 Aug 44	181		Peter Sand	1.00
30 Aug 44	185	5.00	John Brown	
31 Aug 44	186	5.00	Donald Smith	
Total		45.00		\$ 3.00
Less Repurchase		3.00		
Net Sale		42.00		

Balance Blank Books on hand carried forward 491.

This register sheet should be attached to proper voucher each week or fortnight as the council directs. Net sales will be posted to accounts payable column (4). Chits collected over bar will be valued by the custodian at least once each week and that value posted to Column (3), accounts payable. The chits will then be carefully destroyed.

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Exhibit D to Appen : "B" to Hq MTOUSA Circular No. 176
HEADQUARTERS

APO U.S. ARMY

19

SUBJECT: Special Report of Fund.

TO : Custodian, Command Trust Fund, APO 512, U. S. Army

1. The following report as of 19 is made in
(Last day of preceding month)
compliance with _____

a. Designation of Fund: _____

b. Assets (exclusive of ration savings):

Cash (including money orders and checks) 0

Securities 0

Receivable (explain on reverse side) 0

TOTAL 0

c. Liabilities (aggregate amount of unpaid bills, purchase orders, contracts, and similar commitments; detail on reverse side). . 0

d. Net working capital (Item "b" minus Item "c") 0

e. Strength of Command (number entitled to mess): (1) , (2)
(enlisted) (total)

f. Net working capital per individual: (1) , (2)
("d" ÷ "e(1)") ("d" ÷ "e(2)")

g. Next higher headquarters: _____

h. Major Command in Mediterranean Theater of Operations exercising administrative jurisdiction: _____

(Name)

(Rank)

Custodian

INSTRUCTIONS

1. Submit single copy only.
2. Headquarters or battalion level will transmit the reports prepared by the custodians of the unit funds of the command and of the headquarters fund. No letter of transmittal will be used. Other reports will be sent direct.

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R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 312

Exec Comm

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OCT - 8 1946

CIRCULAR)
NUMBER 165)

4 October 1946

PROCEDURE PERTAINING TO THE PURCHASE OF PETROLEUM
PRODUCTS FOR VEHICLES OWNED PRIVATELY BY US
ARMED FORCES PERSONNEL AND US ARMY
SUPPORTED PERSONNEL WITHIN MTOUSA

I. RESCISSION:

Effective this date Circulars Number 105, 27 June 1946; Number 113, 10 July 1946; and Number 134, 9 August 1946, all this headquarters, are rescinded.

II. PURPOSE:

1. This circular establishes the procedure to be followed by authorized personnel to purchase petroleum products for privately owned vehicles in this theater.
2. The rationing of petroleum products is not contemplated. Individuals who purchase comparatively excessive amounts of these products will be required to account for their disposition of the quantities purchased.

III. ELIGIBLE PERSONNEL:

3. To be eligible to purchase petroleum products under the provisions of this circular, an individual must:

a. Possess a privately owned automotive vehicle, which is located in Italy, and which is registered with the Theater Provost Marshal, in accordance with Circular Number 104, this headquarters, 1946, except as noted in Section VIII below.

b. Possess identification showing that he is a member of one of these groups:

- (1) US Army, Navy, Air Force, Marine Corps or Public Health Service.
- (2) Civilian War Department employees.
- (3) Personnel who are official technical observers with the US Armed Forces.

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Hq MTOUSA Circular Number 165 (Cont'd)

(4) US citizens with:

- (a) Foreign Liquidation Commission.
- (b) US Political Advisers Staff.
- (c) American Red Cross.
- (d) United Service Organizations.
- (e) War Shipping Administration.

(5) Dependents of a person included in the above listed groups.

IV PROCEDURE:

4. a. Eligible personnel may purchase gasoline coupon books and lubricant coupon books at any Quartermaster Sales Store upon presentation of their AGO card, identification tag, or passport, and their MTOUSA vehicular registration card or special letter of authority provided for in Section VIII below.

b. Purchasers of gasoline or lubricant coupon books will be required to write in the required data, insofar as applicable, on the outside of the front cover and on the sales report page of the coupon book at the time of purchase.

c. Quartermaster Sales Stores are located at:

- (1) Leghorn (Peninsular Base Section).
- (2) Rome (Rome Area, MTOUSA).
- (3) Naples (Bagnoli Railroad).
- (4) Foggia (Foggia Army Air Base).
- (5) Lido (Venice) (88th Division area).

V COUPON BOOKS:

5. a. Gasoline coupon books contain 20 coupons, each coupon being good for 10 liters, for a total of 200 liters per book.

b. Lubricant coupon books contain 20 coupons, each coupon being good for 1 liter, for a total of 20 liters per book.

6. The price of the coupon books will be determined in accordance with the latest Quartermaster Sales Letter which states the price per liter of gasoline and lubricating oil.

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Hq MTOUSA Circular Number 165 (Cont'd)

7. Each coupon book will contain:
- Front cover, bearing serial number of book.
 - Coupon book sales report.
 - Twenty coupons, numbered consecutively from 1 to 20, and also bearing the serial number of the book.
 - Back cover, with list of CIP Depots at which the coupons will be accepted.

VI. ISSUE OF PETROLEUM PRODUCTS:

a. Issue of petroleum products will be made to owners of coupon books at authorized depots of the Comitato Italiano Portelli, hereinafter referred to as CIP depots, and at US Army gasoline supply points designated by the major commander concerned.

b. The location of all authorized CIP Depots is printed on the back cover of each coupon book.

c. The location of all US Army gasoline Supply points authorized to dispense petroleum products to privately-owned vehicles has been published in MTOUSA Circular Number 160, 1946.

d. Petroleum products procured through the use of MTOUSA petroleum coupon books may only be used in vehicles bearing the official Provost Marshal windshield sticker, which is furnished at the time the vehicle is registered, except as provided in Section VIII below.

e. Proper identification will be required at CIP Depots and Army gasoline supply points by presentation of the MTOUSA vehicular registration card and the AGO card, identification tag or passport.

f. Owners of coupon books will write in the required data, insofar as applicable, on the proper number of coupons and surrender them to the dispensing agency at the time of each issue of petroleum products. These coupons will constitute full payment for the products received.

g. Since the CIP agency is repaid by the Army in kind only, the operator of the CIP Depot actually realizes no profit on the transaction. Any services rendered, such as filling the radiator or battery or wiping the windshield, should be paid for in lire according to the judgment of the purchaser.

VII. INSTRUCTIONS FOR SALES OFFICERS:

1. a. Petroleum coupon books will be obtained by Sales Officers from the Quartermaster, Peninsular Base Station, who will keep records of the serial numbers of books issued to each Sales Officer.

R E S T R I C T E D

Hq MTOUSA Circular Number 165 (Cont'd)

b. To effect the sale of each coupon book:

- (1) Verify identification of purchaser by inspection of the AGO card, identification tag or passport, and the MTOUSA vehicular registration card or special letter of authority provided for in Section VIII below.
- (2) Require purchaser to write in required data, insofar as applicable, on front cover and on sales report page of coupon book.
- (3) Detach sales report page from coupon book, write in the balance of the required information and at the close of the day, mail to Petroleum Division (PDS), APO 734, US Army.
- (4) Maintain a record of the serial number of each book sold.

c. At the end of each month, and not later than the 3rd of the following month, submit a report to Petroleum Division (PDS) APO 734, US Army, listing the serial numbers of all gasoline and lubricant coupon books sold during the calendar month and stating the total number of liters of each product covered by the books listed.

VIII. SPECIAL PROVISIONS FOR UNREGISTERED VEHICLES:

10. Owners of private vehicles which have not been registered with the Provost Marshal may be authorized to purchase petroleum coupon books and to receive issues of petroleum products from dispensing agencies herein mentioned, under conditions set forth in this section when:

- a. The vehicle has been newly purchased and registration has not been completed.
- b. The owner is from another theater and is authorized to travel in this theater under proper orders.
- c. The owner has been otherwise specially authorized by Headquarters, MTOUSA.

11. a. The owner of such privately-owned vehicle must have in his possession proper identification, and, in the case of persons covered by paragraphs 10 b and c supra, properly-authenticated orders or other authority from Headquarters, MTOUSA for the specific period applicable.

b. The major command thereupon authorizing the purchase of petroleum products by owners of unregistered vehicles will furnish the applicant a letter worded:

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R E S T R I C T E D

Hq MTOUSA Circular Number 165 (Cont'd)

"1. In accordance with Section VIII, MTOUSA Circular Number 165, dated 4 October 1946, Name, Rank, ASN) is hereby authorized to present this letter in lieu of:

- a. MTOUSA vehicular registration card.
- b. Vehicular windshield sticker.

"2. The purchase of petroleum coupon books and the issue of petroleum products to the holder of this letter is limited to the period date to date."

IX. PROVISIONS FOR TRANSFER OF UNUSED PETROLEUM COUPONS:

12. MTOUSA Petroleum coupons may be transferred by an owner to any other authorized person when:

- a. The vehicle for which the coupons were issued is sold.
- b. The owner is transferred to another theater on permanent change of station.

13. To effect this transfer of coupons, the owner will present:

- a. Unused coupon books to any Sales Officer listed in paragraph 4c above.
- b. Informal evidence that new owner will accept such coupons.
- c. Vehicular registration card of new owner.

14. The Sales Officer will prepare a letter in triplicate as shown in paragraph 15 below, all copies of which must be signed. He will mail one copy to Petroleum Division (PB3), APO 794, U.S. Army, at close of day. The transferor will be furnished two copies of this letter, one of which must be delivered to the new owner along with the transferred coupons. The new owner must present his copy of the letter to the gas dispensing agency whenever transferred coupons are used.

15. A letter showing complete information will be prepared by the Sales Officer worded:

"1. Under provisions of Section IX, MTOUSA Circular number 165, dated 4 October 1946, the transfer of petroleum coupon books indicated below is authorized."

R E S T R I C T E D

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Hq MTOUSA Circular Number 165 (Cont'd)

"2. a. _____ Coupon Book Serial No. _____, containing
_____ coupons. (Note: Report if for more than one coupon book.)
Former owner _____
Rank _____ ASN or Passport _____
Organization _____ APO _____

"b. New owner _____
Rank _____ ASN or Passport _____
Organization _____ APO _____

MTOUSA Vehicular Registration No. _____
Make _____ License No. _____
Type _____ Motor No. _____

"3. Coupons described in paragraph 2a above will be
honored when presented by new owner for vehicle described in paragraph 2b
above.

Name and Rank
Sales Officer"

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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OCT - 8 1946

CIRCULAR)

NUMBER 165)

4 October 1946

ACCEPTANCE OF FOREIGN AWARDS

1. Second Indorsement, WD AGO, dated 14 June 1946, AGPD-C 200.62 is repeated for information and guidance:

"The War Department has no objection to the acceptance by United States Army personnel of the Imperial Order of Saint George of Carinthia and the Order of the Knights of Malta. However, inasmuch as these are not official decorations of the Italian Government, they may not be worn on the uniform.

"Since the Order of St. Stephan is not recognized by the Italian Government, this award is not authorized to be accepted by United States Army personnel in view of Paragraph 33b, AR 600-45, which states that foreign decorations may be accepted only from the Government of co-belligerent nations and other American Republics.

"The only foreign decorations which are authorized to be worn on the uniform are those which have had prior concurrence of the War Department or appropriate commanders designated in Paragraph 8b (3), AR 600-45."

2. Attention is directed to the provisions of Paragraphs 32, 33 and 34, AR 600-45 as amended. All requests for the acceptance of an award proffered by an American Republic or a co-belligerent nation must be forwarded to this Headquarters for prior approval of the Theater Commander. No Italian Orders or decorations other than official awards of the Italian Government, or the two Orders described in War Department 2nd indorsement above, will be approved for acceptance by this Headquarters. Request for acceptance of any decorations not included in the above will be disapproved by the Major Commander concerned without forwarding to this Headquarters.

3. All personnel who have previously accepted private Orders other than the Imperial Order of Saint George of Carinthia and the Order of the Knights of Malta will return such unauthorized awards to the donors without delay.

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R E S T R I C T E D

Hq MTOUSA Circular No. 166, dtd 4 Oct 46 (Cent'd)

4. Attention is directed to Paragraph 16, Circular 82, this Headquarters, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 7 1946

CIRCULAR)
NUMBER 161)

2 October 1946

AUTHORIZED ABSENCES

Circular Number 142 this headquarters, 1946, is superseded by this circular.

1. General

a. The provision of AR 600-115, 20 August 1946 as supplemented by this circular will govern the granting of all leaves of absence, delays, and passes to military personnel in this theater.

b. Personnel will not be granted authorized absence unless they have received adequate instructions in military courtesy, the wearing of the uniform and have sufficient funds to defray anticipated expenses. A suitable procedure will be established in each organization to assure that individuals on authorized absences are correctly attired.

c. Personnel on authorized absence must have in their possession at all times:

- (1) Orders, leave certificate, or pass.
- (2) Officers' Pay Data Card or Soldier's Pay Book.
- (3) War Department AGO Identification Card for all officers.
- (4) Identification tags.

d. Any special instructions given personnel departing on an authorized absence which limit the place to be visited must be entered on orders, leave certificate, or pass.

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

f. Requests for leaves of absence to countries outside of Italy (except established Special Service Tours) will be submitted to this headquarters for action.

g. Absence will not exceed thirty (30) days except as provided in paragraphs 3 and 6 below.

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R E S T R I C T E D

Hq MFOUSA Circular No. 161, dtd 2 October 1946 (Cont'd)

2. Accrual of Leave

a. Effective 1 September 1946 officers and enlisted personnel are entitled to accrued leave at the rate of 2 1/2 calendar days per month credited as of the last day of the month, not to exceed 60 days, and such leave must be taken prior to separation or discharge.

b. Leave in advance of the 2 1/2 days accrual may be granted in the last 6 months of obligated service but will not exceed maximum potential leave.

3. Delegation of Authority. Subject to the restrictions imposed in this circular, authority to grant leaves of absence, off-duty permits and passes to personnel assigned or attached to their respective commands and to redelegate this authority to such of their subordinate commands as they may designate is granted to the commanders of:

- a. 80th Infantry Division.
- b. Paninular Base Section.
- c. Rome Area, MFOUSA.
- d. Headquarters Command, MFOUSA.
- e. American Graves Registration Service - MEZ.
- f. 6699 Poggia General Depot.
- g. United States Army Air Force Station, Capodichino.
- h. 1419th Army Air Force Base Unit.

4. Leaves of Absences to the United States.

a. Requests for leave to visit the United States will be referred to this headquarters for approval.

(1) Personnel selected must:

- (a) Be officers of the Regular Army, Category I, II, VI, VII or VIII volunteers; or
- (b) Be enlisted men of the Regular Army or Class I or II volunteers; and
- (c) Have completed the normal tour of overseas duty; except in emergencies, or when at the discretion of the theater commander it is deemed necessary to return individuals for morale purposes.

RESTRICTED

Hq MPOUSA Circular L-161, dtd 2 October 1946 (Cont'd)

- (2) Travel to the United States and return will normally be by surface transportation.
- (3) Movement of individuals will be through the 149th Replacement Battalion.
- (4) Only the interval in the United States between departure from and arrival at United States port or aerial port of embarkation will be charged as leave.

b. Intra - and inter - theater. Travel time to destination and return will be charged against leave, e. g. a person granted ten days leave to Frankfurt with one day travel time each way would have a total of twelve days charged against his leave.

5. Reenlistment Leave.

a. Not exceeding 30 days leave in advance of reenlistment may be granted at time of 3 year enlistment period only, and is chargeable as leave.

b. Any leave accrued and not taken during previous enlistments may be combined with enlistment leave (a. above) not to exceed 90 days. For Example: An enlisted man is discharged with a balance of 60 days accrued leave. He reenlists for a period of three (3) years and desires a 90 day leave. A 90 day leave may be granted, by using the 60 days accrued leave and borrowing the 30 days leave that will accrue in first year of new enlistment (paragraph 6h (1) and (2) AR 600-115 dated 20 August 1946).

c. Enlistment shall be deemed continuous (for the purpose of carrying over leave) if occurring within 90 days after termination of previous enlistment.

6. Sick Leave: Sick leave may be granted in accordance with provisions of Section III, AR 600-115.

7. Off-Duty Permits for Officers.

a. Written off-duty permits will be issued covering periods of absence under the provisions of paragraph 4e AR 600-115. The form attached hereto as Inclosure Number 1 will be used. Absences of not more than 72 hours not in addition to holiday or leave periods are not chargeable to leave. If the period of absence from duty or station taken under par 4e AR 600-115 exceeds 72 hours the entire period of absence must be charged as leave.

b. The use of off-duty permits to obtain transportation by military aircraft at the expense of the individual is authorized.

c. The use of off-duty permits in lieu of orders for Rest and Recuperation for the purpose of obtaining hotel accommodations is authorized.

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R E S T R I C T E D

Hq MPOW Circular No. 161, dtd 2 October (Cont'd)

d. Officers desiring hotel accommodations in Rest Centers and who are traveling on Off-Duty Permits will obtain billeting slips from the unit Special Service Officer. Officers assigned to this headquarters will obtain their billeting slips from the Visitors' Bureau.

e. Officers traveling in connection with assigned missions to Rome or other designated Rest Centers, will NOT be required to obtain billeting slips prior to departure.

8. Passes for Enlisted Personnel.

a. Enlisted personnel who are granted permission to be absent from their camp, station or bivouac area will be issued the appropriate standard pass form, shown as Inclosure Number 2 for absences not involving overnight stay or form, shown as Inclosure Number 3 for absences involving overnight stay. No other pass forms will be recognized.

b. Passes will not be granted to visit areas which are declared "Off Limits" or "Restricted", and overnight passes will not be granted to visit any other areas until the issuing officer has evidence of previously established billeting arrangements of the enlisted man requesting such pass. This evidence may be in the form of a written statement by the enlisted man that he has personally arranged for billeting during the period he is to be on pass. The address of the billet will be shown on the pass.

c. Passes of 72 hours duration or less may be granted under the provisions of paragraph 4c AR 600-115 and will not be charged to accrued leave time or recorded in service records. If such periods of absence from duty or station exceed 72 hours duration, the entire period of absence must be charged against accrued leave and be recorded in the service records.

d. A pass may be cancelled by any commissioned officer for violation of regulations requiring reprimand or disciplinary action by the soldier's unit commander and in such cases:

- (1) The reverse side of the pass will be completed according to the directions thereon.
- (2) The half marked "Cancellation of Pass" will be detached and returned to the soldier with directions that he immediately return to his unit and deliver the pass to his unit commander.
- (3) The half marked "Pass" will be retained by the cancelling officer until it can be turned over to the Military Police or mailed to the Provost Marshal having jurisdiction over the soldier concerned.

RESTRICTED

Hq MTOUSA Circular No. 161, dtd 2 October 1946 (Cont'd)

- (4) In offenses requiring summary court action, the pass will be taken up and the offender turned over to the Military Police.

9. Delays Enroute.

a. Delay enroute other than authorized travel time, for all personnel will be chargeable as leave of absence unless it is stated in the orders authorizing the delay that delay is in performance of military duty.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Rad H C. Tilley
RAD H C. TILLEY
Colonel, AGC
Adjutant General

3 Incls:

- 1 - Off-Duty Permit
- 2 - Pass (Day)
- 3 - Pass (Overnight)

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OFF-DUTY PERMIT

(Headquarters)

(Date)

(Rank)	(Name)	(ASN)	(Organization)
--------	--------	-------	----------------

is hereby authorized to be absent from his organization and station from

_____ to _____
(Hour & Date) (Hour & Date)

_____ to _____
(Hour & Date) (Hour & Date)

for the purpose of visiting in
Travel by military aircraft is authorized, at the expense of the individual.

BY COMMAND OF

167
ENCLOSURE NUMBER 2 TO HQ MTOUSA CIRCULAR NUMBER 161, 1946
"AUTHORIZED ABSENCE"

PAGE (DAY)

(Headquarters of Issue)

(Grade) (Rate) (ACM)

(Organization) (APO) (TOL. NO.)

(Effective Hour and Date)

(Expiration Hour and Date)

I certify that this soldier was
inspected as to proper uniform
upon the issue of this pass.

(Signature of Unit Commander)

819

CANCELLATION

This pass was cancelled at
hours on (insert date)
for: (insert reason)

and soldier has been ordered
to report directly to his unit.

(Name of Person Making Arrest)
(Print)

(Grade) (Organization)

COMPLETE AND TURN OVER TO A
MEMBER OF THE MILITARY POLICE
OR MAIL TO THE PROVOST MARSHAL,
HQ, FES, APO 762.

CANCELLATION OF PASS (DAY)

(Grade) (Name) (FES)

(Organization) (APO) (Tel. No)

(Effective hour and date)

(Expiration hour and date)

This pass was cancelled at
hours on (insert date) for:

and soldier has been ordered to
report directly to his unit. If
found loitering enroute he will
be taken into custody and turned
over to the military police.

(Name of Person Making Arrest)

(Grade) (Organization)

COMPLETE, DETACH, AND RETURN TO
SOLDIER WITH INSTRUCTIONS TO RE-
TURN DIRECTLY TO HIS UNIT AND SUB-
MITTER THIS SUB TO HIS UNIT COM-
MANDER IMMEDIATELY UPON REACHING
THE UNIT AREA.

(Inch No. 2 page 2)

CANCELLATION

This pass was cancelled at _____
hours on (insert date) _____
for: (insert reason) _____

and soldier has been ordered
to report directly to his unit.

(Name of Person Making Arrest)
(Print)

(Grade) _____ (Organization) _____

COMPLETE AND TURN OVER TO A
MEMBER OF THE MILITARY POLICE
OR MAIL TO THE JEWELRY MARCHAL,
HQ, PES, APO 782.

CANCELLATION OF PASS (DAY)

(Grade) _____ (Name) _____ (ASN) _____
(Organization) (APO) (Tel. No) _____

(Effective hour and date)

(Expiration hour and date)

This pass was cancelled at
hours on (insert date) for:

and soldier has been ordered to
report directly to his unit. If
found loitering enroute he will
be taken into custody and turned
over to the military police.

(Name of Person Making Arrest)

(Grade) _____ (Organization) _____
COMPLETE, DETACH, AND RETURN TO
SOLDIER WITH INSTRUCTIONS TO RE-
TURN DIRECTLY TO HIS UNIT AND SUR-
RENDER THIS STUD TO HIS UNIT COM-
MANDER IMMEDIATELY UPON REACHING
THIS UNIT AREA.

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INCLOSURE NUMBER 3 TO HQ MTCUBA CIRCULAR NUMBER 161, 1946
"AUTHORIZED ABSENCE"

PASS (OVERNIGHT)

(Headquarters of Issue)

(Organization) (APO) (Tel No)

(Effective Hour and Date)

(Expiration Hour and Date)

I certify that this soldier was in-
spected as to proper uniform upon
the issue of this pass and that I
have evidence of previously made bil-
leting arrangements at

(Street) (City)

(Signature of Unit Commander)

818

CANCELLATION

This pass was cancelled at
hours of (insert date)
for: (insert reason)

and soldier has been ordered
to return directly to his unit.

(Name of Person Making Arrest)
(Print)

(Grade) (Organization)

COMPLETE AND TURN OVER TO A
MEMBER OF THE MILITARY POLICE
OR MAIL TO THE TROOPST MARSHAL,
HQ PPS, APO 762.

CANCELLATION OF PASS (OVERNIGHT)

(Grade) (Name) (ASN)

(Organization) (APO) (Tel. No)

(Effective Hour and Date)

(Expiration Hour and Date)

This pass was cancelled at hours on
(insert date) for (insert reason)

and soldier has been ordered to return di-
rectly to his unit. If found loitering en-
route he will be taken into custody and
turned over to the military police.

(Name of Person Making Arrest - Print)

(Grade) (Organization)
COMPLETE, DETACH, AND RETURN TO SOLDIER
WITH INSTRUCTIONS TO RETURN DIRECTLY TO
HIS UNIT AND SUPERVISOR THIS STATE TO HIS
UNIT COMMANDER IMMEDIATELY UPON REACHING
THE UNIT AREA.

(Incl No. 3 page 2)

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 162)

2 October 1946

MTOWSA SAFETY AND ACCIDENT PREVENTION PROGRAM

Paragraph 1, Circular Number 136, this headquarters, 1946 is superseded by this paragraph:

"1. The MTOWSA Safety and Accident Prevention Program is designed to eliminate unsafe conditions and unsafe acts which result in injuries or occupational diseases to military personnel, United States citizen civilian employees of the War Department, civilian employees of the United States Army and Prisoners of War, or which cause damages to Government or other equipment and property or interrupt military operations, or which results in injuries to persons or damage to property of any nationality whatsoever."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
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APO 512

CIRCULAR)
:
NUMBER 163)

3 October 1946

SALUTING

1. IN THIS THEATER THE SALUTE IS REQUIRED AT ALL TIMES EXCEPT WHEN INDOORS, OR WHILE AT TRAINING OR WORK.
2. Section VI, WD Circular 208, 1946, providing that the hand salute will not be required off military installations, except in Occupied Territory, has been amended by WD cable WCL 35608, 13 August 1946:

"The hand salute may be required in any foreign country when deemed advisable by the Theater Commander or Military Attachee."
3. It is most important that the hand salute be continued throughout the Mediterranean Theater. Any instructions to the contrary given at Reception Centers, Staging Areas, or Camps in the Zone of the Interior, or by Commanders in this Theater, while based initially upon the provisions of Section VI, WD Circular 208, are herewith rescinded as provided in the WD cable quoted in paragraph 2, this circular.
4. Saluting at present is seriously below the high standard desired by the Theater Commander. This is directly attributable to the failure of both senior and junior officers to correct individuals who fail to salute or who salute incorrectly. Emphasis on instruction is required of every officer.
5. a. Each Major Command will include instruction in this subject in the training program of the command.
b. This training will insure a thorough knowledge, by all officers and men, of Chapter 3, FM 22-5, February 1946, on how and when to salute.
c. Instruction will emphasize that:
 - (1) Soldierly bearing and saluting is indicative of the individual's self-respect, pride of organization and of the fact that he is a member of the Army.
 - (2) A well dressed, neat soldier will generally render the proper salute and almost invariably is a member of a good organization.

R E S T R I C T E D

R E S T R I C T E D

Hq MTOUSA Circular No. 163, dtd 3 October 1946 (Cont'd)

d. It will be impressed upon each officer that it is his personal responsibility to correct every failure to salute, or to salute properly, that he observes. Senior officers will take immediate measures to correct junior officers who fail in any respect to fulfill these requirements.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Lilley
RALPH C. LILLEY
Colonel, AGO
Adjutant General

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UNITED STATES ARMY
APO 312

CIRCULAR)
:
NUMBER 164)

3 October 1946

SUBSISTENCE

Paragraph 39, Circular 60, 1946 this headquarters is superseded by this paragraph:

"39. Bulk issues made to US State Department agencies will be accomplished on a reimbursement basis in accordance with paragraph 3, AR 35-880. Payment will be tendered in the form of a US State Department draft or a US Treasury check drawn in favor of the Treasurer of the United States. Charges for bulk sales of rations will be in agreement with current prices plus a surcharge of ten (10) percent as provided in AR 35-900. (See also MTOUSA Supply Directive Number 79, 1945, as amended by Supply Directive Number 3, 1946)."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGO
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
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SEP 30 1946

CIRCULAR)
NUMBER 160)

27 September 1946

UNITED STATES ARMY PETROLEUM SUPPLY POINTS FOR PRIVATELY OWNED VEHICLES

United States Army petroleum supply points designated by major commands to issue petroleum products to owners of private vehicles in exchange for MTOUSA petroleum products coupons, are:

1. 88th Division
 - a. QM Class III Dump (Gorizia)
 - b. 350th Reg't. Motor Pool (Tarcento)
 - c. 351st Reg't. Motor Pool (Tarvisio)
 - d. 3rd Bn, 351st Reg't Motor Pool (Trieste)
 - e. 88th QM Co. Motor Pool (Udine)
2. Hq Command MTOUSA
 - a. 204th QM Car Co. Central Motor Pool (Caserta)
3. Hq Rome Area MTOUSA
 - a. Hq and Serv. Co., RA/MTO Motor Pool (15 Via Guido Reni, Rome)
4. Peninsular Base Section
 - a. Loughorn area: Depot 8L51
 - b. Naples area: Depot 8N55 (Railhead Operations Area in Bagnoli)
 - c. Bari area: Detachment A, 3372 Engineer Petroleum Distribution Company
 - d. Foggia area: Detachment B, 696 Engineer Petroleum Distribution Company.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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SEP 30 1946

CIRCULAR)

NUMBER 159)

26 September 1946

WEARING OF CIVILIAN DRESSES BY WAC AND APO PERSONNEL

Circular Number 99, this headquarters, 1946, is superseded by this Circular.

All women members of the Army are authorized to wear civilian clothes both on and off military installations, when off duty.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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SEP 27 1946

CIRCULAR)

NUMBER 158)

25 September 1946

PAYMENT OF CIVILIAN OBLIGATIONS AND MONIES AND OF
CIVILIAN DEES ATTENDANTS IN OFFICERS' MONIES

1. Rescission:

Effective this date paragraph 2a(6)(b) Circular Number 139 this headquarters, 1946, is rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGP
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 3 1946

CIRCULAR)

SUPPER 157)

25 October 1946

CONTRIBUTIONS OR GIFTS

1. Paragraph 2c (6) AR 600-10, as amended, is quoted for the information, guidance and strict compliance by all Personnel, both Military and Civilian, on duty in this theater.

"(6) Contributions or gifts.

(a) No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superior receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. See R. S. 1784.

(b) The acceptance by an officer or contributions or gifts from persons not in the Military Establishment or in the employ of the Government in recognition of services rendered or from firms, or their representatives, with whom the officer has negotiated as an agent of the Government is prohibited. (See also (2) (c) 1 above.) Officers will exercise their influence over members of their immediate families to insure that contributions or gifts are not received or accepted from such persons or firms.

(c) Appropriate action will be taken once each year by those concerned to bring the provisions of (a) and (b) above to the individual attention of all military and civilian personnel under their immediate control."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tiller
RALPH C. TILLER
Colonel, AGO
Lieutenant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 26

CIRCULAR)

NUMBER 156)

24 September 1946

INTRA AND INTER THEATER TRAVEL

So much of paragraph 4, c, (1), MTOUSA Circular Number 153, 1946, as reads "TM 14-750" is amended to read "TM 14-700".

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, ASD
Adjutant General

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UNITED STATES ARMY
APO 512

SEP 25 1946

CIRCULAR)
:
NUMBER 139)

24 September 1946

FIRE PREVENTION WEEK

1. The President of the United States has proclaimed the week beginning 6 October 1946 as Fire Prevention Week.

2. All commands of this theater will make plans and publish directives for appropriate observance of Fire Prevention Week. It is essential that all be made properly cognizant of the tremendous waste, damage and inconvenience caused by fires. Fires are more likely with the approach of the heating season; they can be prevented by proper appreciation of hazards, by timely and effective action to eliminate common causes, by measures for surveillance and alarm and organization for the prompt fighting of fire in its initial stages.

3. The disastrous effects of fire is a matter of grave concern. It merits earnest consideration of all commanders.

4. Perfunctory observance of Fire Prevention Week will not be tolerated.

5. a. Plans for observance will be furnished this headquarters by each major and separate commander prior to 6 October.

b. Report of results accomplished will be furnished by 20 October in similar manner with pertinent recommendations for better fire prevention procedure.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph G. Tillery
RALPH G. TILLEY
Colonel, AGD
Adjutant General

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R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 154)

21 September 1946 .

REVOCATION OF MTCUSA CIRCULAR NUMBER
150, 1946, "DISCH LINE OF GERMAN SET"

Circular Number 150, this headquarters, 1946, is revoked.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGC
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
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APO 512

CIRCULAR)
:
NUMBER 153)

20 September 1946

INTRA AND INTER THEATER TRAVEL

1. Revisions

- a. MTOUSA Circular Number 38, dated 16 March 1946.
- b. MTOUSA Circular Number 89, dated 5 June 1946.
- c. MTOUSA Circular Number 111, dated 5 July 1946.
- d. MTOUSA Circular Number 130, dated 2 August 1946.
- e. MTOUSA letter dated 8 April 1946, file AG 200.4/044 A-O, Subject: "Travel of United States Press Correspondents".
- f. MTOUSA letter dated 10 June 1946, file AG 580/030, Subject: "Authority to Issue Air Travel Orders Within this Theater".
- g. MTOUSA letter dated 12 July 1946, file AG 200.4/044 A-O, Subject: "Travel Clearance into Greece".
- h. MTOUSA letter dated 16 July 1946, file 580/030, Subject: "Authority to Issue Travel Orders Within this Theater".

2. General

- a. Military orders are required for the travel of those persons only:
 - (1) Military Personnel and Category I Civilians.
 - (a) On Permanent Change of Station.
 - (b) On Temporary Change of Station.
 - (c) On Special Service organized tours.
 - (2) Press correspondents.
 - (a) When authorized to use United States transportation facilities because engaged in specific news coverage of United States Army activities as provided in paragraph 3c, AFHQ Administrative Memorandum Number 45, 1945.

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(Cable L)

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Hq MTOUSA Circular No. 153, 1946 (Cont'd)

- (b) When travel is to restricted areas in Italy.
- (3) Dependents, when travelling:
 - (a) At Government Expense.
 - (b) To restricted areas in Italy.
 - (c) To areas outside the boundaries of Italy.
 - (d) On Special Service Organized tours.
 - (e) In connection with permanent change of station of those upon whom they are dependent. Such orders will contain statement that no additional expense to the Government other than that specified by existing laws and regulations will accrue as a result of the PCS.
- (4) Any individual whose travel is properly chargeable to War and Navy Department appropriations.

b. Clearances

- (1) Clearance is the authority granted by a Military Headquarters authorizing an individual by name or within blanket authority to travel into the specific area controlled by that headquarters. Requests for clearance into restricted areas of Italy or to countries outside the boundaries of Italy will be submitted to this headquarters for approval, except as indicated in paragraph 3h, and will include in all cases destination, length of time involved and reason for travel. Additional information is required as indicated if traveling to:
 - (a) Italy Restricted area of Venezia-Giulia and Udine Province, or such other areas as may in the future be classified as restricted: Name, rank, organization, (headquarters or agency) ETH, reason, length of stay, and method of travel.
 - (b) Rumania Full name, year and place of birth, nationality, citizenship, type of work in which engaged (explained fully), object of visit, length of stay, point of origin and final destination in Rumania, and by what route and mode of transportation trip is to be accomplished.
 - (c) Greece A statement that the trip is essential, the traveler has sufficient funds for all expenses, the exact places to be visited and whether they are in remote sections of the country.

R E S T R I C T E D

Hq MTOUSA Circular No. 153, 1946 (Cont'd)

(d) Jugoslavia United States passport and Jugoslav visa.
Compassionate leave is not authorized.

(2) Travel to any other country will be contingent upon the issuance of passport and visa, or military orders authorized by this headquarters, or both.

c. Military personnel traveling by privately owned conveyance on temporary or permanent change of station or official business and under competent orders are entitled to reimbursement for travel involved at the rate of 3¢ per mile under authority contained in Pay Readjustment Act of 1942.

d. Travel on other than official business will be on a leave basis, including travel time, and at the expense of the traveler.

e. Clearance, passport and visas are not required for Special Service organized tours, but personnel must proceed in accordance with MTOUSA Circular 66, 1946, and Special Service Bulletins and such other directives as may be placed in effect.

3. Special Provisions for Dependents.

In addition to other instructions contained herein, these provisions apply to dependents.

a. Dependents as used herein means the dependents of all military personnel and Category I Civilians.

b. The War Department Identification Card (WD AGO Form 65) for dependents will suffice for the purpose of obtaining messing and billeting facilities whether or not they are in possession of travel orders.

c. All usual means of Government transportation (motor, rail, water and air) are authorized under the conditions contained herein.

d. Individual Government motor transportation is not authorized except for emergency medical or dental reasons, or when accompanying those upon whom they are dependent on official trips in government motor vehicles when space is available without exclusion of military personnel, and on recreational trips in government vehicles authorized to military personnel upon whom dependent. They may use established government bus facilities or authorized group transportation. Waiver of liability as required by MTOUSA Circular 126, 1946, must be completed in all cases.

e. Government rail and water transportation may be used to such extent as may be available for non-military passenger service and as authorized for organized tours.

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R E S T R I C T E D

Hq MFOUSA Circular No. 153, 1946 (Cont'd)

f. They may travel by Military Aircraft at Government expense:

- (1) When on medical emergency as declared by the Commanding Officer of the major command concerned, or for other emergencies as declared by the Theater Commander.
- (2) When personnel upon whom they are dependent are authorized air travel for a permanent change of station.
- (3) When they must travel from port of debarkation to the station of the person upon whom they are dependent, in which case no deviation from the most direct routes will be authorized.

g. They may travel by military aircraft at no expense to the government, provided:

- (1) Personnel upon whom they are dependent are authorized air transportation in connection with temporary duty on official business or leave and when dependents are in possession of competent air travel orders and accompany the person upon whom dependent. This does not preclude their departure from the aircraft at any point of the journey and continuing unaccompanied in authorized areas, and by other modes of authorized transportation.
- (2) Such orders will:
 - (a) Contain the statement that the cost of travel performed by the dependents will be at the expense of the individual and:
 - (b) Indicate route to be followed including delays enroute, if any, and no deviation therefrom will be permitted except in case of emergency.

h. The Commanding General, 38th Infantry Division is authorized to take final action on requests from Military Personnel assigned to that Command or under its administrative control for travel of dependents in restricted areas within the 38th Infantry Division zone.

4. Orders

a. Authority to issue travel orders for military personnel and Category I Civilians assigned, attached, or attached unassigned, and dependents to destinations in Italy other than restricted areas; and subject to prior approval of this headquarters, to restricted areas in Italy and to countries outside the boundaries of Italy, is delegated to:

R E S T R I C T E D

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R E S T R I C T E D

Hq MTOUSA Circular No. 153, 1946 (Cont'd)

- (1) COMNAVSET
- (2) CG, 88th Inf Div
- (3) CG, ACC Bulgaria
- (4) CG, IES
- (5) CO, RA MTOUSA
- (6) CO, AGRS/MEZ
- (7) CO, Hq Com's, MTOUSA
- (8) CO, Foggia General Depot
- (9) CO, 149th Repl Bn
- (10) CO, USAF Station Capodichino
- (11) CO, 6603 Railway Supervisor Group (Ovhd)
(Except air travel orders)

b. Authority to issue air travel orders on patients and required medical attendants when evacuation by air to hospitals within this theater or in United States is necessary, is delegated to:

- (1) 34th Station Hospital
- (2) 55th Station Hospital
- (3) 61st Station Hospital
- (4) 391st Station Hospital
- (5) 392nd Station Hospital

c. Commanders issuing orders will insure that:

- (1) Orders involving travel will cite the proper allotment numbers to which the cost of the travel is chargeable as stated in TM 14-730.
- (2) Orders directing a permanent change of station include correct

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EDCMR. See AR 345-60, dated 15 April 1946.

R E S T R I C T E D

Hq MTOUSA Circular No. 153, 1946 (Cont'd)

- (3) Authority to issue orders is not delegated subordinate units.
- (4) Commercial air transportation chargeable to the War Department is not authorized or directed without prior approval of this headquarters.
- (5) Orders involving travel into restricted areas of Italy or to countries outside the boundaries of Italy will include the statement.

"Authority granted to enter (name of country or area) per
(headquarters granting the authority) cable number _____
dated _____".

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 2

CIRCULAR)

NUMBER 152)

18 September 1946

PROPERTY ACCOUNTABILITY

1. Circular No. 45, Hq MTOUSA, dated 21 March 1945, is rescinded. (Circular No. 45, Hq MTOUSA, 1945, was superseded by Circular No. 23 dated 26 February 1946).

2. Section I, Circular No. 57, this headquarters, 1945, is superseded by this section:

"I--PROPERTY ACCOUNTABILITY"

Accountability for sales of Army Exchange Service property will be in strict accordance with AR 210-65 dated 12 June 1945, and changes thereto. The audit of accounts of Exchanges will be performed by a representative of this headquarters not less frequently than quarterly in accordance with the provisions of paragraph 28, AR 210-65, dated 12 June 1945, and changes thereto."

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
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CIRCULAR)
:
NUMBER 151)

381
SEP 23 1946
17 September 1946

INFORMATION AND EDUCATION PUBLICATIONS

I. GENERAL.

1. The provisions of this circular prescribe the procedures and fixes responsibility for the dissemination of Information and Education publications.

II. PROCEDURES AND RESPONSIBILITY.

2. Procurement.

a. The Theater Information and Education Office will requisition through Information and Education channels such stocks of Information and Education publications as may be required for reissue to organizations or units of this theater.

b. The Theater Information and Education Office will provide for the production of such Information and Education publications as may be necessary to have reproduced in this theater, through their own reproduction facilities or by commercial contracts arranged through Information and Education channels.

c. The AG Publications Depot, FBS, will advise the Theater Information and Education Office as to the status of stock of Information and Education publications, when, in their opinion, replenishment is required.

3. Storage.

The AG Publications Depot, FBS, will store for approved distribution, Information and Education publications, received on requisitions of, or produced by the Theater Information and Education Office.

4. Requisitions.

a. Organization or unit requisitions for Information and Education publications will be submitted by their Information and Education office to the appropriate Information and Education office of the Major Command concerned.

b. The Information and Education Office of the Major Command will screen, consolidate where practical, and forward approved requisitions for their command to the AG Publications Depot, FBS, for issue.

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Hq MTOUSA Circular Number 151, dtd 17 Sept 46 (Cont'd)

5. Distribution.

a. Distribution List. The Theater Information and Education Office will provide the AG Publication Depot, FBS, with a distribution list for the automatic initial distribution of Information and Education publications received in the depot for stock.

b. Initial Distribution. The AG Publication Depot, FBS, will make automatic initial distribution, from the approved distribution list, of all new or revised Information and Education publications received for stock.

c. Requisitions. The AG Publication Depot, FBS, will supply from stock, Information and Education publications on approved requisitions by the Information and Education office of major commands.

6. Security.

The AG Publication Depot, FBS, will take action necessary to insure that Information and Education publications requiring security are properly safeguarded.

BY COMMAND OF MAJOR GENERAL JAYNES:

OFFICIAL:

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

Ralph C. Filley
RALPH C. FILLEY
Colonel, AGD
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
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CIRCULAR)

NUMBER 150)

16 September 1946

DISCIPLINE OF GERMAN SEP

1. The purpose of this directive is to define normal process of law as involves SEP in United States custody in this theater.

2. ADMINISTRATIVE MEASURES

Commanders supervising SEP performing duties for the United States Army will employ proficient remedies whenever necessary in effectuating his responsibilities to utilize and control SEP labor and to administer his German Service Units in a satisfactory manner. These administrative measures may include; (1) Admonition, reprimand or any other verbal or written re-proofs. (2) Withholding of privileges including restrictions on diet (TM 19-500). (3) Discontinuance of work record credit for a definite period of time.

3. PUNISHMENT

Punishment which may be accorded SEP is disciplinary or judicial.

a. Disciplinary punishment: This punishment may be inflicted under provisions of the 10th Article of War or by a summary court-martial as limited by the Articles of War. Punishment under the 10th Article of War will be administered only by officers of the United States Army as authorized by said article. Summary court-martial will be composed of officers of the United States Army. German commanders will be promptly and freely informed of disciplinary action taken against their personnel. Where possible, German commanders, or representatives designated by them, will be permitted to be present at investigations, trials or hearings. Summary court punishment may include a maximum of thirty (30) days confinement with restriction or diet as outlined in paragraph 58 J, section X, change 7, TM 19-500, 29 August 1943.

b. Judicial punishment: This punishment will be awarded by special or general court-martial composed of officers of the United States Army pursuant to normal court-martial procedure. After trial a statement will be forwarded to this headquarters giving the time and place of trial, the charges and specifications, the sentence of the court, the action of the reviewing authority, and designated place of confinement.

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Hq MTOUSA Circular Number 150, dated 16 Sept 46 (Cont'd)

4. In all cases of conviction by special or general court-martial PWT 339 will serve as the place of confinement unless a sentence greater than two years confinement is imposed in which case the place of confinement will be the MTOUSA Disciplinary Training Center. Request for confinement together with a copy of the court-martial order, when published, will be forwarded to the Commanding General PBS, Attn: Auxiliary Troops Command.

5. The term "recalcitrant" will not be applied to SEP for disciplinary purpose.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
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Adjutant General

1 Incl: Extract from TM 19-300

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Inclosure to Hq MTOUSA Circular No 150.

EXTRACTS FROM
TM 17-500

* * *

58. ENFORCEMENT OF DISCIPLINE

* * *

e. Prisoners will not be exposed to cruel or inhuman treatment. No prisoner will be handcuffed or tied, except when prescribed by the responsible medical officer as necessary in order to control medical cases requiring restraint.

f. Collective punishment will not be imposed for the misconduct of an individual.

* * *

h. Prisoners may be confined temporarily in a jail as an indispensable measure to safeguard the life of a prisoner, or in other extreme emergency, but only while the circumstances which necessitate the measure continue to exist.

* * *

j. Section V, AR 600-375, permits food restrictions as an increase in punishment to prisoners confined in guardhouses undergoing disciplinary punishment. In no event shall a restricted diet be imposed in excess of 14 continuous days, nor will it be repeated until an interval of 14 days shall have elapsed, and it will not exceed 84 days in 1 year. A restricted diet may be ordered only if the state of health of the prisoner to be punished permits it. The minimum food allowance will include 16 ounces of bread each day and as much water as the prisoner may desire. The limitations on food restrictions listed above do not apply to administrative measures discussed in paragraph 59.

59. ADMINISTRATIVE MEASURES

a. The camp commander, in discharging his responsibility to utilize and control prisoner of war labor and to administer and maintain his camp in a satisfactory manner, will employ preventive measures wherever practicable. The administrative measures may include:

- (1) Admonition, reprimand, or other oral or written reproof.
 - (2) Withholding of privileges, including restrictions on diet.
 - (3) Restriction to certain specified limits.
- * * *

(a) Discontinuance of 10 cents daily allowances up to \$2 a month.

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(Inclosure No. 1)

Inclosure to Hq MFOUSA Circular No. 150 (Cont'd)

- (b) Depositing in the prisoner's individual trust fund any or all compensation earned from the date of last payment to the date of application of administrative measures and denying the privileges of any withdrawals from the trust fund until the expiration of the period of administrative measures.

b. The measures specified in the preceding paragraph may be applied indefinitely but only during periods in which prisoners are failing to comply with the necessary provisions for labor or camp administration. When compliance is clearly obtained, administrative pressure must cease, for thereafter it becomes disciplinary punishment. These measures are not limited to a single individual. They may be applied simultaneously to all individuals who are failing to comply with the administrative provisions. They are not to be applied as individual or mass discipline or as punishment, nor are they in any sense to be considered as such.

c. In simple language the restrictions on diet referred to in a (2) above, constitute a "no work-no eat policy." In applying the "no work-no eat policy," compliance will not be considered to have been obtained until the prisoners not only agree to discontinue the strike but also actually engage in work. If the strike has disrupted the normal work program to such an extent that it is impracticable to resume work as soon as the prisoners signify their willingness to work, restrictions on their diet may be continued for 72 hours or until it is practicable to resume work, whichever period is shorter.

60. DISCIPLINARY MEASURES

a. The foregoing provisions concerning administrative measures are not intended to exclude the imposition in individual instances of disciplinary punishment upon prisoners as provided by the 104th Article of War and by Articles 54-59, inclusive, of the Geneva Convention, or of penalties as a result of court-martial proceedings, provided such punishments or penalties are not in violation of the provisions of the Geneva Convention concerning penalties and punishments. The 104th Article of War permits imposition of the following disciplinary punishments:

- (1) Admonition.
- (2) Reprimand.
- (3) Withholding of privileges for not exceeding 1 week.
- (4) Extra fatigue for not exceeding 1 week.
- (5) Restriction to certain specified limits for not exceeding one week.
- (6) Hard labor without confinement for not exceeding 1 week (except officers and noncommissioned officers).

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(7) Overtime work, not to exceed 4 hours a day and for not over 1 week, without pay, in order to accomplish work not performed because of a strike.

b. Under authority of Article 59 of the Geneva Convention of 1929, Relative to the Treatment of Prisoners of War, camp commanders are authorized to exercise "disciplinary powers" in respect to prisoners under their control. In the exercise of these disciplinary powers, camp commanders may impose disciplinary punishments upon prisoners as authorized by Articles 54, 55, 56, 57, and 58 of the Geneva Convention.

c. The powers granted camp commanders by b above include a maximum disciplinary punishment of 30 days confinement, 14 of which may be on bread and water, provided that any restriction in diet conforms to the provisions of paragraph 58h of this chapter. Officer prisoners confined under the above powers may not be required to work. Noncommissioned officer prisoners may be required to do supervisory labor only. Other enlisted prisoners may be required to perform hard labor.

d. Prisoners, other than officers, are subject to trial by summary court-martial. The sentence imposed upon a prisoner by summary court-martial will be limited to 30 days in duration. In view of the scope of the powers granted the camp commander under Article 59 of the Geneva Convention, summary court procedure is useful particularly in two situations: in order to bring about a forfeiture of not to exceed two-thirds of a prisoner's total pay and allowance, or to require a noncommissioned officer prisoner to perform hard labor.

e. Designated leaders, including officer and noncommissioned officer prisoners, who fail to perform properly the duties of supervision of the personnel under them or any other duty with which they may be entrusted, may be punished in accordance with paragraph b and c above or the 104th Article of War.

f. Any prisoner who disobeys a lawful order, including an order to work, given by an officer, noncommissioned officer, or guard, may in an appropriate case, be tried under the 64th or 65th Article of War. Any prisoner who incites other prisoners to strike may be tried under the 66th Article of War. A thorough investigation will be made in every case of a strike or refusal to work in order to identify the ringleader and to bring him to trial under the 66th Article of War.

61. COURT-MARTIAL PROCEDURE

a. Notice of each case to be tried by a general or special court-martial (summary court-martial excluded) will be submitted to The Provost Marshal General in time to permit notification to the appropriate Protecting Power 3 weeks before trial. It is necessary that The Provost Marshal General receive a copy of the charge sheet and notice of the date and place of trial and court to which the matter is referred not less than 4 weeks before trial. The acknowledgment or receipt of notice by the Protecting

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Inclosure to Hq MTOUSA Circular No. 150

Power will be forwarded by The Provost Marshal General to the appropriate service command to be made a part of the court-martial records.

b. Information as to the regularly appointed defense counsel and of any other defense counsel in the case will be forwarded to The Provost Marshal General as soon as available for transmittal to the Protecting Power. A list of American officers qualified to represent the accused will also be forwarded as soon as possible. Any change in this list or in defense counsel should be communicated by telegram to The Provost Marshal General.

c. Since V-E Day the requirements of paragraphs a and b of this paragraph need no longer be followed as to German prisoners of war. German prisoners of war may be tried by general or special court-martial at any convenient date without giving formal notice comparable to that required by a and b above. A copy of the charge sheet in each case will be forwarded to The Provost Marshal General's Office at least 2 weeks prior to the trial. Particular care will be taken to insure that the provision contained in the preceding sentence is complied with before any trial in which the imposition of the death sentence upon a German prisoner is possible, or in which an offense growing out of political differences between German Prisoners is involved. After the trial a statement will be forwarded to The Provost Marshal General giving the time and place of trial, the charge and specifications, the sentence of the court, the action of the reviewing authority, and the designated place of confinement. The provisions of d, e, f, g, and h below, remain applicable to court-martial trials of German prisoners.

d. At least one American officer will serve as defense counsel in every general or special court martial of a prisoner. It is desirable that officers appointed to defend accused prisoners speak the language of the accused.

e. In all trials by general or special courts-martial, the accused will be informed "in due time before the trial" of his right to assistance by a qualified counsel of his choice. If the accused prisoner requests that another prisoner at the same or different camp serve as assistant defense counsel at such trial, every reasonable effort will be made to enable such prisoner to serve in that capacity unless, in the discretion of the service commander, he is too far distant from the place of trial and it would be unduly inconvenient for him to serve. The court-martial record of such trials will show clearly that the accused was informed "in due time before the trial" of his right to counsel of his choice, whether he requested one, and if so, whether one was present and available throughout the trial.

f. In all trials in general, special, or summary court martial, the accused will be informed "in due time before the trial" of his right to have an interpreter. The record of trial will show that he was so informed. An interpreter will be employed and present at the trial whenever requested by the accused.

Inclosure to Hq : USA Circular No. 150. 377

g. The interpreter appointed for and sworn by the court will render the official translation of all court proceedings. He should not be the trial judge advocate, defense counsel, assistant to either, a witness, or have any bias or interest in the case. The interpreter will translate language of the accused into English for the benefit of the court. The court-martial record should show that the interpreter was instructed by the court as outlined above, and that he complied with such instructions.

h. One complete, authenticated copy of the court-martial record and action of the reviewing authority in each general or special court-martial case will be forwarded to The Provost Marshal General as soon as available, except in court-martial proceedings against prisoners in which the death sentence is imposed. In the latter case, two complete, authenticated copies of the record will be forwarded to the Office of The Provost Marshal General. Accordingly, in courts martial where there is a possibility of imposing the death sentence, arrangements will be made for the preparation of two copies of the record.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 149)

16 September 1946

SHIPMENT OF PERSONAL PROPERTY TO ZONE OF THE INTERIOR - SURPLUS PROPERTY

1. Reference:

- a. AR 55-160.
- b. CFR 155.
- c. Section VIII, War Department Circular Number 98, 1946.
- d. War Department Cable WOL 28497, dated 18 July 1946.
- e. War Department Cable WOL 33101, dated 3 August 1946.

2. Legally acquired War Department Surplus Property, or articles of foreign manufacture, purchased by military personnel or War Department civilian personnel may be shipped from this theater to the Zone of the Interior as part of the authorized baggage allowance at Government expense:

- a. If the military person requesting shipment is ordered to the Zone of the Interior on Permanent Change of Station.
- b. When, in the case of War Department civilian employees, such employee is being returned to the Zone of the Interior under competent orders pursuant to Civilian Personnel Regulations (CFR 155).
- c. When, if applicable, the person requesting shipment has complied with pertinent regulations of the United States Custom Service.
- d. When such shipment is within the weight allowances for military personnel set forth in AR 55-160.

- (1) Enlisted men below the fourth grade are permitted shipment of personal baggage in the same weight as those of the fourth grade. (Authority: ASMAR WOL 33101, dated 3 August 1946)

3. Subject to the foregoing provisions, private automobiles, or automobiles purchased from surplus Government stocks, may be shipped, at no expense to the owner, on United States Army Transports or Army chartered vessels to Zone of the Interior Ports only, on a space available

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R E S T R I C T E D

MPOTBA Circular No. 149 (Cont'd)

bas'is. Automobiles will be transported on Army Vessels only when Army Cargo will not be displaced thereby.

4. Persons who desire to ship privately owned automobiles to the Zone of the Interior on an Army vessel will deliver vehicle to the T.C. Baggage Depot, Warehouse 11-L-51, Lehigh, presenting, at the same time, two (2) copies of Permanent Change of Station Orders, and two (2) copies of Vendor's Shipping Document, or other instrument, as proof of ownership.

5. The shipment of personal property other than automobiles will be made in accordance with the provisions of those authorities cited in paragraph one (1) hereof.

BY COMMAND OF MAJOR GENERAL JAYNES:

L. S. JAYNES
Major General, United States Army
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Ralph C. Tilney
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 148)

14 September 1946

WEARING OF WINTER UNIFORM:

1. The change from summer to winter uniforms will be made in this theater, except as noted below, on 1 October 1946.
2. Commanders of Major Commands, at their discretion, may authorize the change to winter uniforms between 15 September and 15 October 1946 for individuals not in formation, for subordinate units, or for the entire command.

BY COMMAND OF MAJOR GENERAL JAYNES:

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