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Declassified E.O. 12356 Section 3.3/NND No. 785020

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Declassified E.O. 12356 Section 3.3/NND No. 785020

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SARD/229 Personal - Capt. Owen

Opened July 10, 1944 - Closed Dec. 22, 1944

July - Dec. 1944

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Declassified E.O. 12356 Section 3.3/NND No. 785020

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MMIA

HEADQUARTERS
ARMY AIR FORCE SERVICE COMMAND
MEDITERRANEAN THEATER OF OPERATIONS
APO 528

AG-1-2

AG 312.1

22 December 1944

SUBJECT: Letters of Condolence

TO : All Units, this Command

1. The attention of all units, this Command, is directed to Letter, File 312.1/028 AMS-0, Subject: "Letters of Condolence," Hq, MATOUS., dated 19 October 1944.

2. A letter of condolence will be prepared in each case of death for mailing to the nearest relative, or other person to be notified in case of emergency. The number of such letters which may be submitted is not limited, but the official letter of condolence will be dispatched over the personal signature of the Commanding Officer.

3. Letters will be submitted in triplicate through channels to this Headquarters forty-eight (48) hours after burial or within forty-eight (48) hours after an official casualty report of death has been rendered which was based on evidence leading to no logical conclusion other than death.

4. If death should occur while an individual is absent from his unit, the commander of the hospital in which death occurred or where deceased was received will report to the individual's organizational commander all pertinent information regarding circumstances of death and burial service, and the unit commander from information received will have letter of condolence prepared and forwarded.

5. Although not required, letters of condolence in cases of personnel missing, missing-in-action, interned or captured, are encouraged.

6. Any letters found unsatisfactory by this Headquarters will be returned for resubmission, and since expeditious dispatch of such letters to the bereaved family is of utmost importance, extreme care should be exercised in their preparation, in accordance with War Department directives and existing Theater regulations. Each letter should be original in its content, avoiding the use of stereotyped phrases or duplication of previous letters.

By command of Brigadier General WHITTEN:

W. F. Braine
W. F. BRAGNE
Lt Col, AGD 4518
Adjutant General

31 DEC 1944

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FILE: MIA

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

MMIA

HEADQUARTERS
ARMY AIR FORCE SERVICE COMMAND
MEDITERRANEAN THEATER OF OPERATIONS
APO 628

(PE-REC-4)

AG 211/202 P-0

20 December 1944

SUBJECT: Warrant Officer Examinations.

TO : See Distribution.

1. Warrant officer examinations will be held during the period 11-24 January 1945, in the following classifications:

Classification No. 1--Administrative--Clerical-General
Classification No. 3--Administrative--Clerical, Auditing and
Accounting
Classification No. 6--Administrative--Fiscal
Classification No. 7--Administrative--Supply, General
Classification No. 10--Administrative Supply, Medical Corps
Classification No. 11--Administrative, Supply and Clerical,
Ordnance Department
Classification No. 20--Technician specialist--Motor Transport
Classification No. 27--Technician specialist--Signal Communications
General

2. Applications will be submitted so as to reach this headquarters not later than 8 January 1945. Applications received after that date will not be considered for the current examinations.

3. Preliminary examinations of applicants will be commenced by the Board of Officers at this Headquarters on 11 January 1945. Notification will be sent to all units advising applicants to report to this Headquarters on a specified date.

4. All provisions of AR 610-15 dated 15 September 1944 and Circular No. 134, Hq AFMORG, et al, will be strictly complied with, in view of the fact that time will not permit return of applications for correction of administrative deficiencies.

By command of Brigadier General WHITTELL:

Edmund H. Deam

EDMUND H. DEAM,
1st Lt., AGD,
Asst Adj General

Distribution:

"C"

4517

31 DEC 1944

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
Office of the Surgeon
APO 512

ES/JWS/kb

726.1

16 December 1944

SUBJECT: Information Regarding Place of Exposure of VD Cases.

TO : Surgeon, AFPSOLTO, APO 528.

1. Information is desired as to the locations from which venereal disease infections are acquired by U. S. Army personnel. It is requested that each individual who is diagnosed be interrogated as to the locality (city or town and country) in which exposure occurred.
2. This information is desired for the months of January and February 1945 only and will be submitted in the AFMD reports covering those periods substantially as follows:

City or Town	Country	No. of Infections
Bari	Italy	4
Oran	Algeria	2

For the SURGEON:

/s/ E. Standlee
/t/ E. STANDLEE
Colonel, M.C.,
Deputy Surgeon

AFMD 726.1

1st Ind.

AD-1-18A

HEADQUARTERS, AMF SERV COMD, LTC, Office of the Surgeon, APO 528, U. S. Army,
22 December 1944.

disease infections are acquired by U. S. Army personnel. It is requested that each individual who is diagnosed be interrogated as to the locality (city or town and country) in which exposure occurred.

2. This information is desired for the months of January and February 1945 only and will be submitted in the ETMD reports covering those periods substantially as follows:

City or Town	Country	No. of Infections
Bari	Italy	4
Oran	Algeria	2

For the SURGEON:

/s/ E. Standlee
/t/ E. STANDLEE
Colonel, M.C.,
Deputy Surgeon

WD 726.1 1st Ind. MD-1-18A
HEADQUARTERS, AAF SERV COMD, HTO, Office of the Surgeon, APO 528, U. S. Army,
22 December 1944.

TO: See Distribution Below

1. For your information and guidance in preparation of January and February Essential Technical Medical Data Reports.

2. Care should be exercised to prevent duplication in reporting the same cases by unit dispensaries and hospitals. If patient is hospitalized as a suspected venereal disease case, the hospital only should report this case on their ETMD Reports.

L. K. POHL
Colonel, M. C.,
Surgeon

DISTRIBUTION: "L"

34 DEC 1944

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ARMED FORCES INSTITUTE
MTOUSA BRANCH
APO 784, U. S. Army

1 December 1944

Current Offerings of MTOUSA Branch, Armed Forces Institute

NOTE: I & E Officers should use the following list to correct course offerings listed in MTOUSA Branch Catalogs by adding and removing the "M" where necessary.

1. Courses immediately available upon individual application

a. USAFI CORRESPONDENCE

H56-Bkkg II-Elementary Principles-Cont'd	J271-Plumbing Drawing
H57-Bkkg III-Partnerships	J272-Heating Drawing
H58-Bkkg IV-Corporations	J325-Prep. Course Radio, Tel. & Tel.
H60-Bkkg V-Advanced Corporation	J327-Basic Telegraphy & Telephony
H69-Typewriting I	J328-Commercial Telegraph Operating
H71-Elem. Gregg Shorthand	J329-Practical Telegraphy
H132-Arithmetic	J346-Marine Engr. Propelling Machinery
H138-Beginning Algebra	J349-Marine Engr. Auxiliary Machinery
H145-Solid Geometry	J382-Mechanical Principles
H148-Review Arithmetic	J399-Water Wks & Sewage Plant Operation
J204-Airplane Maintenance, Pt I	C503-Intermediate Accounting, Course II
J205-Airplane Maintenance, Pt II	C504-Cost Accounting
J263-Mechanical Drawing, Pt II	C712-Plane Trigonometry
	C716-Spherical Trigonometry.

b. SELF-TEACHING COURSES

E1-Improving Your Reading-Part I	H157-Algebra, Course II
E2-Improving Your Reading-Part II	H141-Plane Geometry, Course I
H50-Bkkg & Acctg I-Pers. Record & Budget	H142-Plane Geometry, Course II
H51-Bkkg & Acctg II-Mercantile Business	H146-Plane Trigonometry
H52-Bkkg & Acctg III	H153-Physics I-Mechanics
H66-Typewriting, Elementary	H154-Physics II-Heat, Sound and Light
H67-Business Typewriting	H155-Physics III-Electricity
H73-Shorthand, Gregg	J226-Military Correspondence
H74-Advanced Shorthand	J327-Military Orders
H173-Review Arithmetic, Part I	J316-Radio for Beginners
H134-Review Arithmetic, Part 2	
H136-Algebra, Course I	

2. MTOUSA Branch Catalogs

HV1-Elem. Gregg Shorthand
 H132-Arithmetic
 H138-Beginning Algebra
 H145-Solid Geometry
 H148-Review Arithmetic
 J204-Airplane Maintenance, Pt I
 J205-Airplane Maintenance, Pt II
 J263-Mechanical Drawing, Pt II
 J348-Practical Telegraphy
 J348-Marine Eng. Propelling Machinery
 J349-Marine Eng. Auxiliary Machinery
 J382-Mechanical Principles
 J399-Water Wks & Sewage Plant Operation
 C503-Intermediate Accounting, Course II
 C504-Cost Accounting
 C712-Plane Trigonometry
 C715-Spherical Trigonometry.

b. SELF-TEACHING COURSES

E1-Improving Your Reading-Part I
 E2-Improving Your Reading-Part II
 H50-Bkgs & Acctg I-Pers. Record & Budget
 H51-Bkgs & Acctg II-Mercantile Business
 H52-Bkgs & Acctg III
 H56-Typewriting, Elementary
 H67-Business Typewriting
 H73-Shorthand, Gregg
 H74-Advanced Shorthand
 H173-Review Arithmetic, Part I
 H174-Review Arithmetic, Part 2
 H136-Algebra, Course I
 H137-Algebra, Course II
 H141-Plane Geometry, Course I
 H142-Plane Geometry, Course II
 H146-Plane Trigonometry
 H153-Physics I-Mechanics
 H154-Physics II-Heat, Sound and Light
 H155-Physics III-Electricity
 J226-Military Correspondence
 J227-Military Orders
 J316-Radio for Beginners

2. MTOUSA Branch can supply on requisition by organization commanders quantity orders of the self-teaching courses, listed in par 1 b above and STANDARD TEXTS and materials listed below. These are to be used when informal off-duty classes are organized.

STANDARD TEXTS

150.11-Psychology and Life
 330.11-American Economic Problems
 389.11-Elementary Meteorology
 511.11-Essentials of Business Arithmetic
 612.11-Textbook for Healthful Living
 651.11-Business Filing
 657.11-20th Century Bookkeeping & Accounting, Advanced, Part I
 657.21-20th Century Bookkeeping & Accounting, Advanced, Part II
 659.11-Elementals of Advertising
 744.11-51st Print Reading at Work
 930.11-World History

3. How to enroll for correspondence and self-teaching courses.

a. Enlisted men and women U. S. Army.
 1. Use the Institute Application form. Do not try to enroll by letter. Obtain form from officer who distributes this bulletin or write direct to MTOUSA Branch.

2. Get your company commander's signature. It is necessary.

JAN 10 1945

FILE MKC 6743-1500

3. Be sure to answer the questions to the best of your ability. List the correct title and number of the course or material.

4. Mail the completed form to MTOUSA Branch, Armed Forces Institute, APO 794, U. S. Army. The first time you enroll send a money order for \$2.00 made payable to the Treasurer of the United States. Money orders should be drawn on Postmaster, Washington, D. C.

5. The original enrollment fee entitles you, if in good standing, to complete as many additional self-teaching courses or Institute Correspondence courses as you like without further charge. An application blank is needed for each subsequent course you may wish to take, but do not forget to indicate that you are already registered.

b. Officers, Warrant Officers and Flight Officers of the U.S. Army.

1. Follow procedure outlined in par. 4a, 1 and 3.

2. Fees for correspondence courses are based on the cost of each course. Consult officer who supplies the application form or write to MTOUSA Branch for the price list of courses. Use money order and mail it with the application form to MTOUSA Branch, Armed Forces Institute, APO 794, U. S. Army.

3. Fee for self-teaching courses is \$2.00 per course.

4. Other Courses:

For information about other courses of Armed Forces Institute, see the MTOUSA Branch Catalog which should be in your orderly room. Be sure to check with your Information and Education Officer. He will have a copy of the USAFI (Madison) Catalog and other information which will help you select the course you need.

5. THE CORRECT MAILING ADDRESS OF THE INSTITUTE BRANCH IS:

MTOUSA BRANCH, ARMED FORCES INSTITUTE
APO 794, U. S. Army.

Wayne J. Colahan

WAYNE J. COLAHAN
Major, A. U. S.,
Commandant, MTOUSA Branch,
Armed Forces Institute.

3. Fee for self-teaching courses is \$2.00 per course.

4. Other Courses:

For information about other courses of Armed Forces Institute, see the MATOUSA Branch Catalog which should be in your orderly room. Be sure to check with your Information and Education Officer. He will have a copy of the USAFI (Madison) Catalog and other information which will help you select the course you need.

5. THE CORRECT MAILING ADDRESS OF THE INSTITUTE BRANCH IS:

MATOU SA BRANCH, ARMED FORCES INSTITUTE
APO 794, U. S. Army.

Wayne J. Colahan

WAYNE J. COLAHAN
Major, A. U. S.,
Commandant, MATOUSA Branch,
Armed Forces Institute.

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Declassified E.O. 12356 Section 3.3/NND No. 785020

SECRET

IC/vmg

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

AG 320.2 (28 Apr 44)OB-3-A-M

RM/md 2B-739 Pentagon

9 October 1944

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

SECRET
Auth: T.A.G.
Initials: LCM
Date: 9 Oct 44

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

1. At the present time the War Department is engaged in a Contract Termination and Surplus Property Disposal Program. This program is of vital interest to the War Department and has a tremendous bearing on the postwar economic conditions of the United States. It is estimated that an additional 1586 officers and 2535 enlisted personnel must be assigned to this duty to properly discharge the War Department's responsibility.

2. It is desired that the names of officers and enlisted personnel, accompanied by duplicate Form 56-1 or Form 20, qualified in accordance with the inclosed schedule of qualifications be submitted as soon as possible to The Adjutant General. The following conditions will govern submission of names by your headquarters.

- a. Military necessity prevails.
- b. Preference will be given to:
 - (1) Officers over-age in grade for duty with troops.
 - (2) Enlisted men over 35 years of age.
 - (3) "Limited Service" personnel regardless of age.
 - (4) Military personnel returned from overseas theaters under rotation.

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

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

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Declassified E.O. 12356 Section 3.3/NND No. 785020

SECRET

AG 320.2 (28 Aug 44)OB-S-A-M (Cont'd) 2 October 1944

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

By order of the Secretary of War:

4741

/s/ Robert H. Dunlop
/t/ ROBERT H. DUNLOP
Brigadier General
Acting The Adjutant General

1 Incl
Schedule of Qualifications

AG 320.3/528 F-0 1st Ind
HEADQUARTERS MTOUSA, APO 512, 1 November 1944

AP 918 JC/vmg

TO: All Concerned

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

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

By command of Lieutenant General McNAMNEY:

Jack Carter
Captain, AGC, TAG
Asst Adjutant General

1 Incl
n/c

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Declassified E.O. 12356 Section 3.3/NND No. 785020

SECRET

TERMINATION NEGOTIATORS - OFFICERS

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

Qualifications:

Education: Four years college or broad business background.

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

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

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CONTRACT TERMINATION AUDITING PERSONNEL - OFFICER

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

QUALIFICATIONS OF AUDITORS

1. Certified Public Accountants.

or

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

or

3. Controllers or chief accountants of industrial concerns,

or

4. Public accounting experience of at least three years,

or

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

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

SECRET

CONTRACT TERMINATION AUDITING PERSONNEL
(SELECTED)

Proposed Duties: To assist Contract Termination Auditing Officers.

QUALIFICATIONS OF AUDITORS

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

Comments: No grade restrictions.

SECRET

SECRET

PROPERTY DISPOSAL PERSONNEL - OFFICER

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

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

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

Comments: Officers are desired in all grades.

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Declassified E.O. 12356 Section 3.3/NND No. 785020

SECRET

TERMINATION LEGAL PERSONNEL--(OFFICERS)

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

Qualifications:

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

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

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

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Declassified E.O. 12356 Section 3.3/NND No. 785020

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PROPERTY DISPOSAL PERSONNEL - ENLISTED

Proposed Duties: To assist Property Disposal Officer.

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

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

Comment: No grade restrictions.

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RJF/vmg

CIRCULAR)
No. 414)

WAR DEPARTMENT
Washington 25, D. C., 23 October 1944

SIXTH WAR LOAN

1. Attention is directed to the Sixth War Loan recently announced by the Secretary of the Treasury. The goal will be \$14,000,000,000 of which \$5,000,000,000 is to come from purchases by individuals and of the latter figure \$2,500,000,000 is expected to be produced through the purchase of Series E War Savings Bonds. The War Department drive will cover the period 1 November to 31 December 1944. Full advantage will be taken of the national advertising and radio campaign to be conducted from 20 November to 16 December in support of the loan. Securities to be sold will consist of Series E War Savings Bonds; Series F and G Savings Bonds; Series C Savings Notes; 2 1/2 percent Bonds of 1966-71; 2 percent Bonds of 1952-54; 1 1/2 percent Notes of 1947; 7/8 percent Certificates of Indebtedness.
2. It is urged that this plan be actively supported throughout the Military Establishment and that all commanding officers conduct a vigorous campaign within their commands to secure maximum participation. The attention of commanding officers is directed to the provisions of Circular No. 378, War Department, 1944, particularly paragraphs 5 and 6, section I, with respect to the duties of War Bond officers and the conduct of the War Bond program throughout the Military Establishment. During this loan, as between cash purchases and regular pay-roll deductions, major emphasis is to be placed upon the initiation of new or increased class B allotments and class A pay reservations by military and civilian personnel.
3. The Interdepartmental War Savings Bond Committee has assigned to each Federal agency a quota equal to 35 percent of the September gross pay roll of eligible civilian employees. Bonds purchased by civilian employees by means of class A pay reservations, class B allotments (where applicable to civilians), and cash, during the period 1 November to 31 December 1944, inclusive, will be credited against quotas.
 - a. While no quota has been established for military personnel, it is expected that each officer or enlisted member of the Army, who can possibly do so, will initiate a class B allotment. It also is desirable that allotments now in effect be increased. The use of an objective for military personnel, to be fixed by commanding officers on such basis as they deem equitable, is suggested. There will be credited against such objective all class B allotments in effect and cash purchases made during November and December.
 - b. All civilians, commissioned officers, warrant officers, and enlisted personnel are urged to buy at least one bond for cash during the loan and it is expected that such purchases will be made as an adjunct to, rather than in lieu of, purchases by means of regular pay-roll deductions.

WD Cir No 444, dated
23 October 1944 (Cont'd)

c. Credit will be given the War Department for all bonds purchased during the period of the loan by both military and civilian personnel regardless of the method of purchase; that is, class A pay reservation, class B allotment, and cash.

d. During the Sixth War Loan, the total of cash purchases will be based upon certificates to be executed by individuals (officers, enlisted personnel, and civilians) and delivered to Minute Men or corresponding War Bond representatives. No standard form for such certificate is prescribed, but it should set forth the month in which the purchase was made and the amount thereof at cost price.

e. Cash purchases (at cost price) made through any source within or without the Military Establishment will be reported separately as to military and civilian.

f. For the period of the War Department drive only, cash purchases of civilian employees of the Army Exchange Service will be reported separately each month on line 9, column 3, WD, AGO Form 14-27. Purchases by other civilian personnel and military personnel will continue to be reported as required by paragraph 3d(1), section IX, Circular No. 354, War Department, 1944. In order that they may be apprised of the progress of the drive, the use of semimonthly interim reports by commanding officers is recommended.

4. Circulars No. 345, War Department, 1943 and No. 181, War Department, 1944, are rescinded.

(AG 018.1 (21 Oct 44).)

By order of the Secretary of War:

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General

G. C. MARSHALL
Chief of Staff

REPRODUCED HQ KTOUSA, 6 November 1944

R.H.F.
R. H. F.

DISTRIBUTION:

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/vp

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

AG 524 (18 Aug 44) OB-S-SPMOT-M

MAS 2B - 939 Pentagon

29 August 1944

SUBJECT: Processing of Baggage From Overseas.

TO : The Commander-in-Chief,
Southwest Pacific Area
The Commanding Generals,
Theaters
Departments
Eastern and Caribbean
Defense Commands
Base Commands
Ports of Embarkation
The Commanding Officers,
Base Commands
Los Angeles Port of Embarkation
The Chief of Transportation,
Army Service Forces,

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SECTION I

GENERAL

1. PURPOSE. The purpose of this publication is to provide a uniform system for the orderly return to the United States by water transportation of ALL baggage and personal property of military personnel and other persons who have baggage to be shipped to the United States at Government expense; also to assist commanding officers, command echelons and transportation agencies in the prompt and systematic processing and disposition of such baggage. The provisions of the directive apply to the baggage of only that personnel defined in paragraph 5 below. While this letter prescribes procedures for processing baggage by the Army, certain provisions have been included to accelerate customs clearance of baggage after arrival at US ports, in conjunction with Circular 335, WD, 1944, Subject: Inspection and Customs Clearance of Baggage.

4509

Recd 4 Nov 44
1840 JJS

R E S T R I C T E D

2. DISTRIBUTION. It is desired that all concerned be informed of the provisions of this publication and that the procedures called for be closely observed by responsible commands during all phases, to insure the orderly and efficient return of baggage. It is imperative that officers in overseas ports concerned with the return of baggage be furnished copies of this letter. Instructions in the provisions of this publication will be given commanders of overseas and US ports, transport commanders, cargo security officers, and all officers concerned directly with the return of baggage from overseas commands. Although this publication is classified Restricted, reproduction of it in whole or in part is authorized.

3. RESCISSIONS. The following publications are rescinded:

a. WD Memorandum No. W55-45-43, 19 October 1943, subject: Return of Baggage and Personal Effects of Military Personnel from Overseas, with one change thereto.

b. Letter, AG 524 (11 Mar 44) OB-S-E-SPNOT-M, 11 March 1944, subject: Disposition of Individual Baggage Returned to the United States Separately from the Owner, with one amendment thereto.

4. EFFECTIVE DATE. This publication will become effective upon receipt in each overseas command of the supply of tags prescribed in paragraph 14 below, except for any baggage already prepared for shipment or in process of shipment. These shipments will be completed under the former procedures.

5. DEFINITION of terms as used in this letter:

a. Allied Nations Materiel refers to items of materiel of any Allied Nation, except the United States.

b. Baggage includes duffel bags, barrack bags, flying bags, trunk lockers, wardrobe trunks, handbags, containers suitable for shipment, bedding rolls, items of T/E No. 21 equipment, other authorized personal property, and other items authorized in movement, shipment or travel orders.

(1) Hand Baggage refers to baggage carried by the owner and retained by him in his quarters aboard ship.

(2) Hold Baggage refers to baggage loaded in the hold of the vessel.

(a) Hold Baggage, Accompanied refers to hold baggage, the owners of which are passengers on the same vessel or convoy.

(b) Hold Baggage, Unaccompanied refers to baggage, the owners of which are not passengers on the same vessel or convoy. This term will include shipments of baggage made by individuals who remain in overseas commands.

c. Captured Materiel Trophies refer to items of enemy equipment. The authority and procedure by which these items may be acquired is set forth in Section 8, Circular 217, WD, 1944, subject: War Trophies, or supersessions thereof.

d. Casual or Casuals is an individual or group of individuals separated from his or their unit, or who are not members of a group organized for movement purposes.

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e. Civilians refer to persons not in the Army, but who have baggage to be shipped to the United States at Government expense. This may include:

Members of the American Red Cross
Those civilians indicated in paragraph 20, AR 600-40
Members of USO units
Civilian employees of the War Department or the Army who were moved overseas under competent orders.

f. Effects refer to the personal property of deceased, missing, missing in action, captured, or interned personnel.

g. Military Personnel includes all members of the Army.

h. Sick or Wounded denotes personnel returning to the United States for hospitalization and scheduled to travel directly from a US port to a hospital.

i. Unit denotes an organization constituted and activated under an approved T/O and E, an activated detachment, or a group organized for movement, such as a Rotation Group; Temporary Duty (TD) Group; Provisional Medical Hospital Ship Platoon, Separate; and so forth, which is assigned a shipment number or other code designation for movement purposes.

SECTION II

PROCEDURES OVERSEAS

6. GENERAL.

a. Authority. Individuals or units are authorized to ship baggage to the United States as prescribed in movement, shipment, or travel orders. Commanders concerned are authorized to ship, at Government expense, from overseas commands to US ports, and thence to destinations in the United States designated by the owner thereof, at Government expense, accompanied and unaccompanied baggage of military personnel and persons described in paragraph 5 above, subject to the restrictions and conditions contained herein.

(1) Inclusion of captured materiel trophies in shipments of baggage is authorized.

(2) The authorized unaccompanied baggage of individuals returning to the United States by air, or by a vessel or convoy other than that carrying such baggage, will be shipped at Government expense.

(3) Personal items of individuals remaining overseas, declared excess by overseas commanders, may be shipped as unaccompanied baggage, at Government expense, as directed by overseas commanders. In addition, at the time a shipment of personal items declared excess is made, each individual is authorized to include in the shipment other personal items and captured materiel trophies not to exceed 25 pounds.

(4) Additional shipments for the convenience of an individual remaining overseas may be made, subject to availability of transportation, and

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provided that no liability for safe passage of the shipment is assumed by the Government. Ocean transportation will be furnished without expense to the individual, when such shipments are carried aboard any vessel manned or operated by the War Department, or any vessel on which space has been allocated to the War Department (within the limits of the space allocated). When shipment is made on a vessel of the War Shipping Administration, as stated above, the property will be included in the weights stated on the warshiplading or bill of lading furnished the agent. Shipments from US ports to consignees in the United States will be made at the owner's expense (express collect).

(5) All shipments outlined above will be processed as prescribed in this publication.

b. Addresses. The address to which any individual may request that unaccompanied baggage be shipped will be limited only by the condition that such address must be within the continental limits of the United States, except that shipments may not be made to Government storage facilities. For example, such requests may indicate a US port, a new duty station, the individual's home, or any place desired by the individual, other than a Government storage facility.

7. PERSONNEL PRECEDING BAGGAGE TO UNITED STATES.

a. Unaccompanied baggage of personnel who have returned or are returning to the United States by a means of transportation other than the vessel or convoy carrying the baggage will be processed under the provisions of this publication. Where the ultimate consignee address in the United States is unknown, overseas commanders will acquaint personnel concerned with the provisions of Section II, Circular 142, WD, 1944, furnish the individual with a copy of the letter suggested in paragraph 3 thereof, and instruct him to make the appropriate remark on the baggage tag. See Inclosure No. 7 for sample of tag in these cases and Inclosure No. 11 for sample of individual's notification of address to which baggage is to be forwarded.

b. In cases of return by air, travel orders of each individual will indicate the weight of baggage to accompany the individual, and will indicate disposition to be made of all unaccompanied baggage.

c. Overseas commanders will forward such baggage without delay to the nearest appropriate port for shipment to the United States by first available water transportation.

8. DECEASED PERSONNEL. Effects and unidentified baggage will be processed in accordance with the provisions of paragraph 16, Circular 195, WD, 1943, as amended by Section I, Circular 266, WD, 1944, or supersessions thereof.

9. UNAUTHORIZED ITEMS IN BAGGAGE. The items indicated below are not authorized for inclusion in baggage and, unless specifically excepted by proper authority, will be withdrawn by the overseas inspecting officer prior to loading aboard ship and turned over to the appropriate supply or salvage officer (see Inclosure No. 10 for form of various certificates prescribed below). The certificates referred to below are those outlined on the reverse side of Inclosure No. 10.

a. Government Property, except that which is:

(1) Issued under authority of movement orders.

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(2) Purchased by an individual out of personal funds, when accompanied by a certificate or affidavit to that effect.

b. Undeveloped Exposed Film.

c. Documents, Papers, Communications, and Photographs, unless passed by a Military Censor. Censorship is applied to official messages transmitted in the clear via electrical means and to personal communications; letters, post cards, films, photographs, press dispatches, newspapers, journals, magazines, books, pamphlets, parcels, recordings and transcriptions, radio broadcasts, telegrams, cables, radiograms, telephone messages, and other communications, regardless of means of transmission. (For further reference see War Department Training Circular No. 15, 1943.)

d. Captured Materiel Trophies, unless accompanied by a Certificate of Retention, in duplicate, signed by the individual's commanding officer, stating that retention of the items in question are specifically authorized by the overseas commander in pursuance to Section VIII, Circular 217, WD, 1944, or supersessions thereof.

e. Items of Allied Nations Materiel, unless accompanied by a Certificate of Ownership or Right to Possess, in duplicate, signed by the individual's commanding officer, indicating his ownership of or right to ship the materiel.

f. Clothing and Textile Items Originating in Areas Where Louse-borne Typhus Fever Exists, unless accompanied by a certificate, in duplicate, that the items have been properly disinfested in accordance with paragraph 24g(1), SGO Circular Letter 33, 2 February 1943, subject: "Treatment and Control of Certain Tropical Diseases".

g. Items as Follows, the Importation of Which into the United States is Prohibited, except in those specific cases where a clearance to import items, such as those for scientific, educational or military purposes, is obtained from the proper civilian agency through military channels, prior to shipment from an overseas command:

(1) Smoking opium and narcotic drugs.

(2) The following plants and plant products:

(a) Fresh fruits and vegetables, including sweet potatoes and yams.

(b) Bamboo seeds or plants and unhulled rice.

(c) Sugar cane, citrus plants or cuttings, and banana plants.

(d) Raw cotton and cotton seed hulls, including seed cotton and cotton bolls, etc., as such; or, when used as a packing material, lint containing seed; cotton seed hulls; rice straw and rice hulls, including such products used as packing material, leaves or plants used as packing material, or dried grasses used as packing material.

NOTE: Dried, cured or processed fruits and vegetables, such as cured figs, dates, dried peas, and beans are unrestricted. Processed cotton lint, such as

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absorbent cotton, cotton batting or other forms of lint, free from seeds, is not prohibited as a packing material.

(3) Articles bearing names or marks which copy or simulate registered and recorded trade-marks or recorded trade names, except that such articles are not prohibited from importation, if the name or mark is completely removed before the articles enter the United States.

(4) Birds of paradise, aligrettes, osprey plumes and feathers; heads, wings, skins, etc. of wild birds, raw or manufactured. This prohibition does not apply to ostriches or domestic fowl of any kind.

(5) Skins of fur seals or sea otters, taken in the open waters of the North Pacific Ocean, and garments made in whole or in part of such skins, unless the skins have been taken legally under the Act of February 26, 1944.

(6) The mongoose, the so-called "flying fox" or fruit bat, the English sparrow, the starling and all other birds injurious to agriculture or horticulture.

(7) Live insects, including eggs, pupae, larvae and adults.

(8) Eggs of wild birds.

(9) Goods made by convict labor, forced labor, or indentured labor under penal sanctions.

(10) Lottery tickets and advertisements of any lottery.

(11) Obscene and immoral articles, books, pictures, films, or publications, and seditious or treasonable matter.

(12) Articles or medicine for the prevention of conception or causing abortion.

(13) Counterfeits of coins, securities, or postage stamps, and colored illustrations of postage stamps.

(14) Gold, except to the extent permitted by the Provisional Gold Regulations issued under the Gold Reserve Act of 1934.

NOTE: Fabricated gold (gold manufactured for customary industrial professional or artistic uses; not including gold coin), such as jewelry may be imported into the United States. Gold coin of recognized special value to collectors of rare and unusual coins may also be imported.

(15) Hay and straw for packing, unless disinfected.

(16) Tea in packages exceeding 5 pounds each and not conforming to fixed standards.

(17) Arms and ammunition (when not specifically issued or when not war souvenirs or relics covered by permit from owner's commanding officer).

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- (18) Liquor candy.
- (19) Absinthe.
- (20) Matches, white phosphorus.

NOTE: For information on certain other items the importation of which into the United States is restricted, see Circular 335, WD, 1944.

10. WEIGHT LIMITATION OF ACCOMPANIED BAGGAGE.

a. Each officer will be authorized not to exceed 25 pounds of baggage in addition to the weight of clothing, equipment, and personal baggage authorized at the time of his original overseas movement. The provisions of paragraph 2a(2), AR 55-410, 6 October 1942, are suspended accordingly, insofar as they pertain to the weight of baggage returned with individuals.

b. In addition to the clothing and equipment authorized in movement or travel orders of individuals returning to the United States, each enlisted man and civilian will be authorized not to exceed 25 pounds of baggage for personal items and captured material trophies.

c. The 25 pound additional allowance prescribed in a and b above may be included in the unaccompanied baggage of individuals returning to the United States by air or by another vessel or convoy.

11. PACKING. Baggage will be securely packed in suitable containers. Containers will be locked only when keys are available; otherwise, they will be securely strapped or banded and shipped unlocked. Keys for all unaccompanied baggage will be properly tagged for identification purposes and turned over to the ship's master (or cargo security officer) for delivery to the Superintendent of Water Division at the US port. Items not entitled to duty free admission into the United States and restricted items will be packed either separately or in such manner as to be readily accessible for customs inspection at the US port.

12. MARKING.

a. Containers will be clearly marked by stenciling, painting, or lettering to show:

- (1) Name of owner.
- (2) Rank and ASN.
- (3) Shipment number or code designation (applicable to unit, and rotation and temporary duty group baggage only).

b. Other inapplicable markings on containers will be effectively obliterated.

13. TAGS. The appropriate tag, as indicated below, will be accomplished to the fullest extent possible from available information, in addition to the marking required by paragraph 12a above, and will be securely attached to each container.

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a. Hold Baggage, Accompanied, of the following types, will be tagged as indicated:

<u>Type</u>	<u>Sample</u>
(1) Sick and Wounded	See Inclosure No. 1
(2) Casuals	See Inclosure No. 2
(3) Civilians	See Inclosure No. 3
(4) Units	See Inclosure No. 4
(5) Rotation and Temporary Duty Groups	See Inclosure No. 5

b. Hold Baggage, Unaccompanied, of the following types, will be tagged as indicated:

<u>Type</u>	<u>Sample</u>
(1) Effects of deceased, missing in action, missing, captured, or interned personnel and <u>unidentified baggage</u> .	See Inclosure No. 6
(2) Baggage not accompanied by the owner on the same ship or convoy.	See Inclosure No. 7

c. All Hand Baggage. See Inclosure No. 8

d. Customs Declaration Tag. (See paragraph 15c(1) below and Inclosure No. 9.)

14. PROCUREMENT OF TAGS.

a. The Adjutant General will be responsible for procurement and distribution of all tags prescribed for use in this publication.

b. Following receipt of the initial supply of tags, as prescribed in c below, tags will be requisitioned as required by overseas commanders. Requisitions will be processed as outlined in ASF Manual M 411, 29 June 1944.

c. Each port commander will be responsible for the initial supply of tags to overseas commands for which he has primary supply responsibility. This supply will be obtained from the adjutant general depot serving each port.

15. OWNER'S INVENTORY AND CERTIFICATES AND CUSTOMS DECLARATION.

a. Prior to embarkation, each individual will accomplish, in triplicate an inventory of the items in each container accompanying or being shipped by the individual, as illustrated in Inclosure No. 10. This inventory will also apply to hand baggage.

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b. Each individual also will have executed the certificates, as applicable, on the reverse side of the form when the inventory includes any of the following items:

- (1) Government property purchased by an individual.
- (2) Captured materiel trophies.
- (3) Allied Nations materiel.
- (4) Clothing and textiles being shipped from areas where louse-borne typhus fever exists.

c. In all cases, the individual will accomplish the Customs Declaration provided on the same form. This declaration will serve the purpose of that prescribed in paragraph 5a, Circular 335, WD, 1944.

(1) On all baggage, except Effects, in addition to the Customs Declaration prescribed above, the individual will accomplish a Customs Declaration on the proper tag and securely attach it to each container. This will facilitate customs processing and clearance upon arrival at the US port (see Inclosure No. 9 for sample of Customs Declaration tag).

d. The number of the tag on each container, except for hand baggage, as prescribed in paragraph 13 above, will be entered on the bottom of the front side of the corresponding Owner's Inventory.

e. One (1) copy of the Owner's Inventory, with certificates and Customs Declaration accomplished, will be retained by the owner. The original and one (1) copy will be placed within the container in such manner as to be readily accessible when the container is opened. Upon inspection, and prior to loading aboard ship, as prescribed in paragraph 16 below, the Inspecting Officer will withdraw one (1) copy for his files and future reference.

f. Owners will be instructed to retain these copies of Inventories until determination of safe receipt of baggage in the United States by owners or addressees has been made. In the event of loss or damage, the owner's copy of the Inventory will be attached to any claim made against the Government.

16. PRE-EMBARKATION INSPECTION. Overseas commanders will cause all baggage shipped to the United States by agencies or individuals under their command to be inspected by a commissioned officer, designated by such commander as Inspecting Officer, prior to loading on board ship, to insure compliance with weight, packing, marking, and disease prevention requirements, and to withdraw items not authorized for shipment. Officers so designated must be informed that these inspections are vitally necessary in securing speedy clearance of individuals at US ports, in complying with laws of the United States, and in preventing the entry of diseases into the United States.

17. INVENTORY OF ITEMS WITHDRAWN BY INSPECTING OFFICER.

a. Whenever possible, owners should be present at the inspection of their baggage. In these cases, the inspecting officer will sign all copies of the Owner's Inventory, if correct. In event of withdrawal or discrepancies, the Owner's Inventory will be rewritten or corrected, signed by the owner and inspecting officer, and placed in each container.

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b. If the owner is not present at the inspection, the inspecting officer will make an inventory, in duplicate, of all items withdrawn from the baggage, including Government issue, with a brief description of each item removed. Discrepancies between the Owner's Inventory and the contents of the container will be noted. The original copy of the inventory, certified by the inspecting officer, will be placed in the container from which the items have been withdrawn, and the copy retained by the inspecting officer.

18. CERTIFICATE OF THE INSPECTING OFFICER. The tag (reverse side of Customs Declaration tag) upon which will be inscribed a certificate by the Inspecting Officer substantially as shown in Inclosure No. 9, will be securely attached to each container. In no case will hold baggage, accompanied or unaccompanied, be returned to the owner after the inspection prescribed above, or prior to loading aboard ship. Further processing of accompanied baggage for customs clearance purposes will be accomplished by inspecting officers in accordance with paragraph 5d, Circular 335, WD, 1944.

19. SHIPPING AND LOADING INSTRUCTIONS.

a. Segregation and Storage.

(1) All accompanied hold baggage will be segregated and placed aboard ship as follows to permit discharge in the priority listed:

- (a) Casuals.
- (b) Sick and Wounded.
- (c) Rotation or Temporary Duty Groups by separate groups.
- (d) Units - Segregated by separate units.
- (e) Civilians.
- (f) Others.

(2) All unaccompanied hold baggage will be segregated and placed aboard ship as follows:

- (a) Effects and unidentified baggage.
- (b) Other unaccompanied baggage.

b. In ships utilizing two or more holds for baggage, it is desired, subject to other loading factors and circumstances, that all unaccompanied baggage be placed in one hold. Baggage of units and rotation groups may be placed in the same hold as top storage for immediate discharge. All other baggage will be stored in other holds as top storage.

20. DOCUMENTATION.

a. Manifest. A separate sheet or sheets of the ocean manifest will be used for baggage only. One entry will be made on this sheet for each group of baggage indicated in paragraphs 19a(1) and (2) above, showing total pieces of baggage, identity of group and the location aboard ship (see sample entries in Inclosure No. 12).

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b. A Separate Baggage List of the Containers Comprising Each Segregated Shipment, as listed in paragraphs 19a(1) and (2) above, will be prepared as follows:

(1) Baggage List.

- (a) Name of owner, rank or other identification.
- (b) Number of tag on the baggage.
- (c) Type of container.

(2) Keys for unaccompanied baggage will be placed in one package and entered as the first item on the appropriate baggage list.

(3) Distribution of Baggage List.

(a) Four (4) copies of each Baggage List will be turned over to the ship's master (cargo security officer or transport commander). Three (3) copies will be delivered to the Superintendent, Water Division at the US port; the fourth copy will be retained for the ship's record.

(b) Four (4) advance copies of each Baggage List will be dispatched by air courier, with the advance copies of the manifest or bill of lading, to the Superintendent, Water Division at the US port at which debarkation or discharge is scheduled, who will forward two (2) copies to the Chief of Transportation, Washington 25, D. C. (one each for the Chief, Water Division and the Chief, Traffic Control Division). If the US port is unknown, they will be dispatched by air courier to the Chief of Transportation, Washington 25, D. C. (Attn: Chief, Ship Operations Branch, Water Division). Air mail will be used only when courier service is not available.

(4) A sample Baggage List is shown in Inclosure No. 13.

SECTION III

PROCEDURES AT US PORTS

21. INSPECTION AT US PORTS. Any class of baggage bearing the proper certificates will not be inspected. All baggage, except Effects, not bearing signed certificates of inspection, as required by paragraph 18 above, will be opened and examined under the supervision of a commissioned officer designated as Inspecting Officer by the port commander.

22. LOCKED BAGGAGE. Where inspection is necessary, locked baggage for which keys are not supplied at time of arrival of the baggage will be opened by forcing the locks, or other appropriate means, under the supervision of an inspecting officer. After inspection, containers will be securely strapped or banded.

23. INVENTORY AT US PORTS.

a. Where containers are opened at US ports, an inventory of each will be prepared, in duplicate, indicating:

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- (1) Name of owner.
- (2) Army serial number and grade, or civilian designation.
- (3) Address of consignee.
- (4) List of items in container.
- (5) Pertinent notations as to withdrawals, and so forth.

b. The inspecting officer will certify to the correctness of the inventory. The original will be packed with the contents of the container and the duplicate retained for the port files.

24. ITEMS TO BE WITHDRAWN. The inspecting officer will withdraw and turn over to an appropriate supply or salvage officer the following items, subject to the exceptions noted:

a. All Government Issued Property, except that listed in paragraphs 9a(1) and (2) above, and that packed in containers addressed to the owner at a duty station in the United States (see paragraph 25 below).

b. Captured Materiel Trophies not Accompanied by a Certificate of Retention (as required in paragraph 9d above), except when, in the opinion of the port commander, value as trophies outweighs usefulness in the service or value as critical scrap. Specific articles, the possession of which is forbidden by directives, will be withdrawn.

c. Items of Allied Nations Materiel not Accompanied by a Certificate of Ownership or Right to Possess (as required in paragraph 9c above), except when, in the opinion of the port commander, value as trophies outweighs usefulness in the service or value as critical scrap. Specific articles, the possession of which is forbidden by directives, will be withdrawn.

d. Items the Shipment of Which is Prohibited by Competent Authority, including narcotics, explosives, live bombs, and live ammunition, loaded weapons, certain fruits and vegetables, and others (see paragraph 9g above).

e. Clothing and Textile Items Requiring Disinfection, unless facilities exist at the port for performing this function prior to shipment from the port.

25. GOVERNMENT ISSUE PROPERTY, except that listed in paragraphs 9a(1) and (2) above, found in containers owned by a member of the military service and addressed to himself at a duty station in the United States, will not be withdrawn. A suitable notation will be made on the inventory and a copy mailed to the commanding officer of the new duty station for appropriate action upon arrival of the owner.

26. CUSTOMS INSPECTION. Customs clearance of the accompanied baggage of individuals will be accomplished as prescribed in Circular 335, WD, 1944. Other baggage will be submitted as desired by representatives of the Collector of Customs for appropriate customs examination which includes examination for censorship purposes.

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27. RESHIPMENT FROM US PORT.

a. The appropriate port commander will forward baggage to the consignee in the United States at the address indicated on the baggage or to a new address of the consignee in the United States, and is authorized, upon request, to forward a portion of an individual's baggage to a duty station or hospital and the remainder to another designated address in the United States (the provisions of paragraph 16, AR 55-160 will not apply to the above shipments). Shipments to duty stations and hospitals will be made by express.

b. Baggage will be forwarded in accordance with the status of the owner or consignor at the time shipment was initiated. Information received by the transportation officer of the owner's subsequent change of status to deceased, missing, missing in action, captured, or interned will not warrant diverting the shipment to the Effects Quartermaster, Army Effects Bureau, Kansas City Quartermaster Depot, Kansas City, Missouri.

c. Keys will be mailed to the consignee, unless otherwise requested by the owner or his representative.

d. Unaccompanied baggage without a forwarding address will be delivered to individuals through use of the procedure prescribed in paragraph 7 above. Upon arrival at the port, all shipments of baggage not showing specific forwarding addresses will be reported to the Chief of Transportation (Traffic Control Division).

e. Upon being notified by the individual of the address to which the baggage should be forwarded, as prescribed in Section II, Circular 142, WD, 1944, the Chief of Transportation (Traffic Control Division) will inform the proper port of such address so that delivery of the baggage may be made.

f. Upon receipt of this information from the Chief of Transportation, US port commanders will forward baggage of individuals to the designated addresses. Express shipments will be utilized to duty stations or to hospitals. Freight shipments will be utilized to other designated addresses, unless a more economical means of shipment is available.

28. MISCELLANEOUS.

a. The Chief of Transportation will establish a clearing agency in his office for collection of notifications from individuals, reports of arrival of baggage from US ports, and the appropriate dissemination of this information.

b. This publication will be cited as authority to ship baggage from US ports to consignee addresses in the United States.

c. As stated in paragraph 14 above, the forms outlined in Inclosures No. 1 to 9, inclusive, will be furnished from the United States; the forms outlined in Inclosures No. 10 to 13, inclusive, will be reproduced in each overseas command.

d. The forms prescribed in this letter in no way affect the "4563 and B", prescribed in Circular 9, WD, 1944, and the "C and E Adjustment Form", prescribed in Circular 200, WD, 1944, which are necessary for property accounting purposes of unit commanders and individuals, respectively.

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SECTION IV

RESPONSIBILITIES

29. CHECK LIST. For convenience, the responsibilities of individuals and agencies, in order, in shipping baggage from overseas commands to the United States are outlined below.

a. Owners.

(1) Prepare Owner's Inventory, in triplicate, of items in each container, as prescribed in paragraph 15a above, retain one (1) copy, and place the original and one (1) copy in each container.

(2) Execute the certificate, if applicable, on reverse side of the Owner's Inventory Form, as prescribed in paragraph 15b above.

(3) Execute Customs Declaration on the lower portion of the reverse side of the Owner's Inventory Form, as prescribed in paragraph 15c above.

(4) Accomplish the proper Identification Tag, as prescribed in paragraphs 13a, b, and c above, and enter the tag number on the bottom of the front side of the corresponding Owner's Inventory.

(5) Execute the Customs Declaration on the front side of the Customs Declaration Tag, as prescribed in paragraph 13d above.

b. Unit and Group Commanders. Execute the appropriate certificates on the reverse side of the Owner's Inventory Form, as required for each individual under his command.

c. Overseas Inspecting Officers.

(1) Inspect the baggage of each individual, make such changes on the Owner's Inventory Form as are necessary, and certify inventories, as prescribed in paragraphs 16 and 17 above.

(2) Accomplish the declarations and certificates for customs clearance purposes, as prescribed in paragraph 5d, Circular 335, WD, 1944, and deliver them to the transport commander.

(3) Execute the Inspecting Officer's certificate on the reverse side of the Customs Declaration Tag of each container, as prescribed in paragraph 13 above.

d. Commanders of Overseas Ports.

(1) Prepare a Baggage List of the containers comprising each shipment and distribute copies thereof, as prescribed in paragraph 20b above.

(2) Load all baggage aboard vessels, as prescribed in paragraph 19 above.

(3) Prepare a separate sheet on the vessel manifest for all baggage, as prescribed in paragraph 20a above.

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e. Transport Commanders.

(1) Execute a blanket declaration, in duplicate, for baggage of all individuals aboard the vessel and take such other action as is prescribed in paragraph 6, Circular 335, WD, 1944.

(2) Deliver the blanket declaration to customs officials upon arrival at the US port.

f. Commanders of US Ports.

(1) Take such action with respect to inspection and inventory of baggage as is prescribed in paragraphs 21 to 25, inclusive, above.

(2) Deliver accompanied baggage to individuals prior to their further movement, wherever possible.

(3) Ship unaccompanied baggage to addresses shown on the containers or obtain or verify the forwarding address, as prescribed in paragraph 27 above.

By order of the Secretary of War:

s/ J. A. Ullo
t/ J. A. ULIO
Major General
The Adjutant General

13 Inclosures:

- #1 - Sample tag, Sick and Wounded
- #2 - Sample tag, Casuals
- #3 - Sample tag, Civilians
- #4 - Sample tag, Units
- #5 - Sample tag, RO or TD Group
- #6 - Sample tag, Effects
- #7 - Sample tag, Unaccompanied
- #8 - Sample tag, Hand Baggage
- #9 - Sample Customs Declaration Tag
- #10- Sample Owner's Inventory with
Certificates and Affidavits
- #11- Sample Notification of Address
- #12- Sample Entries on Manifest
- #13- Sample Baggage List

Reproduced Hq NATOUSA, 5 October 1944.

A. E. K.

DISTRIBUTION:

"Y"

4502

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

U.S. ARMY

SICK AND WOUNDED

RED

FROM:

TO:

Vessel No.

Cu. Ft.

Tag Number

(Ticket Number)

SW-

(Over)

FRONT

RED

WD, AGO
Form No. 55-1
1 AUG 1944

ACCOMPANIED

HOLD BAGGAGE

SICK AND WOUNDED

Name of Owner

Rank and A.S.N.

Last Address

Forwarding Address or Remarks

REVERSE

INCLOSURE NO. 1

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785020

O	U.S. ARMY	CASUAL BAGGAGE	O	GREEN	FROM:	
					TO:	
					Vessel No.	
					WT	Cu ft.
					Tag Number	
					(Ticket Number)	
					CAS.	(Over)

FRONT

O	WD, AGO	Form No	55-2	1 Aug 1944	ACCOMPANIED	HOLD BAGGAGE	CASUAL	Name of Owner
								Rank and A.S.N.
								Old Address
								Forwarding Address

REVERSE

4501

RESTRICTED

O	U. S. ARMY	O	BLACK	From:		Vessel No.	Cu ft.	Tag Number	(Ticket Number)	CIV-	(Over)
	CIVILIAN BAGGAGE			To:							

FRONT

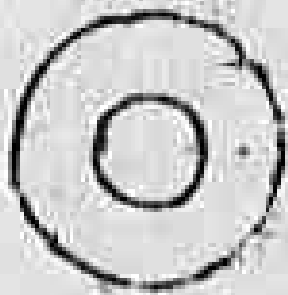
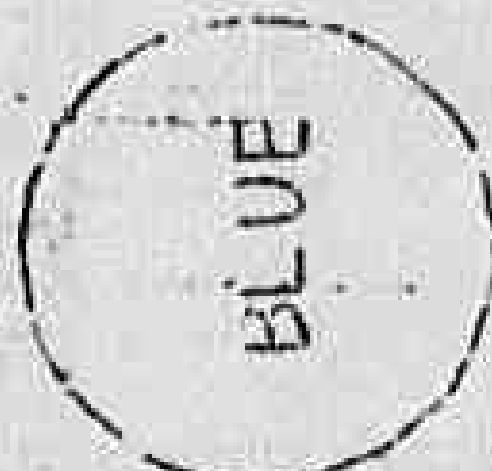
WD, AGO Form No. 5-2 1 Aug 1924	O	ACCOMPANIED HOLD BAGGAGE CIVILIAN	Name of Owner	
			Employed by	
			Identification Number	
			Home Address	

REVERSE

10380

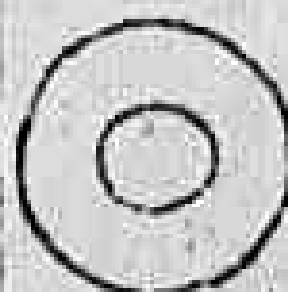
Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

	U.S. ARMY UNIT BAGGAGE		MOVEMENT NUMBER					
			SYMBOL	FROM	TO	Vessel No.	Cu ft. Tag Number	

FRONT

(over)

 WD, AGO Form No. 55-2 V. 1 Aug 44	ACCOMPANIED HOLD BAGGAGE UNIT	Name of Owner
		Rank and ASN
		Old Address
		Forwarding Address

REVERSE

4500

RESTRICTED

U. S. ARMY	
ROTATION ON TD GROUP	
- TOP STOW - FOR IMMEDIATE DISCHARGE.	
From	To
Vessel No.	Cu ft. Tag Number
RSG-	

(over)

FRONT

RED

WD, AGO Form No. 55-5 1 Aug 1944.		
ACCOMPANIED HOLD BAGGAGE ROTATION OR TD GROUP		
Name		
Rank and A.S.N.		
Arm or Service		
Group Designation		
Overseas Command Symbol	Movement No.	Reception Station No.
(N)	(99)	(14)

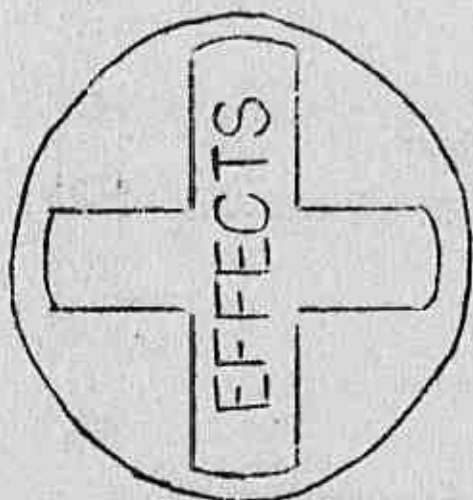
REVERSE

RESTRICTED

0382

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

U.S.  ARMY		From:		
		To:	ARMY EFFECTS BUREAU	
			KANSAS CITY QM DEPOT	
			KANSAS CITY, MO.	
		Vessel No.		
		WT	Cu ft.	
		Tag Number		
		EF-		(Over)

FRONT

WD, AGO Form No. 55-6 1 Aug 1946  TO BE STOWED SEPARATELY	Name of Owner	
	Rank and A.S.N.	
	Organization	
	Next of Kin and Home Address	
	Remarks	

4499

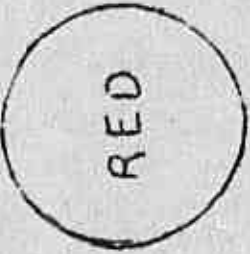
REVERSE

INCLOSURE NO. 6

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

U. S.  ARMY UNACCOMPANIED BAGGAGE 	FROM:	
	TO:	
	Vessel No.	
	WT	
	Cu ft.	
	Tag Number	
	UNAC -	(over)

FRONT

 WD AGO FORM NO. 55-7 1 Aug 1944	Name of Owner
	Service
	Rank and A.S.N. or Civilian Identification
	Current Address
	Forwarding Address

REVERSE

NOTE: When owner is preceeding his baggage and the forwarding address is unknown, the remark "Will notify OCT pursuant to WD Circular #142, 1944" will be made in space provided for Forwarding Address.

INCLOSURE NO. 7 

RESTRICTED

0384

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

U.S.  ARMY	HAND		BAGGAGE	
	Movement No.	Symbol	From	To
	Vessel No.			
	(Fill in above when applicable and when information is available).			
	(Over)			

FRONT

 FD-400 FORM NO. 53-8 53-5 1 Aug 1944	Name of Owner
	Rank and A.S.N. or Civilian Identification
	Last Address
	Forwarding Address
	Remarks

REVERSE

INCLOSURE NO. 8

4498

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

U.S. ARMY 55-9 1 AUG 44	CUSTOMS DECLARATION			
	I declare that all items in this container consist of personal or household effects either taken aboard by me or acquired abroad for my personal use, except the following: (Here list items or write "No exceptions" as appropriate)			
	(Signature)	(Over)	(Rank & ASN)	(Date)

U.S. ARMY 55-9 1 AUG 44	Name and Rank of Owner		Organization
	ASN		
CERTIFICATE OF INSPECTING OFFICER			
I certify that I have inspected the contents of this container, property of the individual named above; that it does not contain unauthorized Government property or other prohibited items and that existing regulations with reference to disinfection, weight, keys, tagging and certificates have been complied with.			
Date		(Over)	Inspection Officer

INCLOSURE NO. 9

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

OWNER'S INVENTORY WITH CERTIFICATES, AFFIDAVITS AND CUSTOMS DECLARATION

Name John D. Doe Date 10 July 1944
Rank and ASN Pfc 35987649 Ship to: Mrs. John D. Doe
Organization Co A 185 Inf Address 7246 Lincoln Rd.
Type of Container Footlocker Mansey Park L. I. N. Y.

Inventory

Item No.	Quantity	Description	Remarks (See reverse side)
1	6 Pcs	Socks	
2	4	Handkerchiefs	
3	1 Pr	Service Shoes	"A"
4	1	Part of wing German airplane	"B"
5	1-Bag	German Army buttons and insignia	"B"
6	1	Mahogany humidor	
7	1	Accordion	
8	1	British Army leather belt	"C"
9	1	Tenistry	
10	1	Blanket, U. S.	"A"
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Approved _____ 1944, _____
Inspecting Officer Tag Number

(Over)

4497

INCLOSURE NO. 10

RESTRICTED

RESTRICTED

Certificates, Affidavits and Customs Declaration
(Strike out portions inapplicable)

- ☒ 1. I certify and declare that the above items of Government Property indicated in "Remarks" as "A" were purchased by me and are my personal property.

John D. Doe
NAME

Pfc Inf
Rank and Arm

- ☒ 2. As his commanding officer, I certify that the above named John D. Doe has by authority of this Theater Commander been authorized to retain the above items of captured enemy material indicated in "Remarks" as "B".
- ☒ evidenced to me his ownership and right to possess the above items of British -----Government material indicated in "Remarks" as "C".
- ☒ had the above items indicated in "Remarks" as "D" disinfested pursuant to Par. 24, g (1), AGO Circular Letter #33, 1943.

Thomas Smith

Capt Inf

C.O. Co A 185 Inf

Date 7/10/44

3. The following Customs Declaration will be accomplished in all cases. In addition, the Customs Declaration tag will be accomplished and affixed to the container.

CUSTOMS DECLARATION

I declare that all items listed herein consist of personal or household effects either taken abroad by me or acquired abroad for my personal use, except the following:

(Here list items
or write

"No exceptions", "No Exceptions"
as appropriate)

Declassified E.O. 12356 Section 3.3/NND No. 785020

RESTRICTED

SUBJECT: Notification of Address to Which Baggage is to be Forwarded.

TO : The Chief of Transportation, Army Service Forces (Traffic Control Division), Washington 25, D. C.

1. Request my personal baggage be shipped to (name and address of new permanent station or other address to which baggage is to be shipped).
2. Two (2) copies of travel orders on which I returned from an overseas station to the United States are inclosed.
3. I Certify that this shipment is not intended, directly or indirectly, for any other person or persons, or for sale; I also agree to remit to the Finance Officer, United States Army, Washington, D. C., any excess cost due to excess weight, or special service, specific routing, or any other service which involves additional expense.

Signed: _____

Print: (rank and name)

(serial number and

arm or service

- 1 Incl:
2 copies of orders.

Note: This form will carry the classification of the inclosed travel orders, except in the case of those orders classified higher than restricted. In the case of those travel orders classified higher than restricted, extract copies only, classified restricted and containing restricted information only, will accompany this notification. The form will be submitted upon arrival of the individual at new station, at home address, or at another address.

4-96

Declassified E.O. 12356 Section 3.3/NND No. 785020

R E S T R I C T E D

SAMPLES OF ENTRIES ON MANIFEST

-----854 pieces	-----Baggage - Accompanied - Civilian	- 4 TD
-----226 pieces	-----Baggage - Accompanied - Sick and Wounded	- 5 TD
-----120 pieces	-----Baggage - Accompanied - Rotation Group EL4-10	- 1 TD
-----210 pieces	-----Baggage - Accompanied - (Movement No. or unit name)	- 1 TD
----- 64 pieces	-----Baggage - Accompanied - Casuals as marked	- 2 TD
----- 50 pieces	-----Baggage - Accompanied - British Army	- 2 TD
-----684 pieces	-----Baggage - Unaccompanied - Effects of deceased, etc	- 4 LD
----3,076 pieces	-----Baggage - Unaccompanied - Miscellaneous	- 1-4 LD

0 3 4 0

C

0

To

**In the space after "Baggage List", enter the baggage group covered by the list, such as, "Accompanied, Casuals", "Accompanied, Rotation Group", "Unaccompanied", "Accompanied, Sick or Wounded", "Effects", etc.

449a

R E S T R I C T E D

0 3 9 1