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HQ NATOS

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HQ NATCUSA - 16

Circulars

Mar. 1944 - Feb. 1945

RESTRICTED

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 30)

16 February 1945

POSTAL REGULATIONS

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Number 110; Section III, Circular Number 130 and Section II, Circular Number 136, all this headquarters, 1944, are rescinded and the following substituted therefor:

I -- ARMY COURIER SERVICE

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

II - ARMY POST OFFICE INSPECTIONS

2. Reference is made to paragraph 49, FM 12-105, 7 May 1943, as amended, which requires that the responsible commander designate an officer to make a quarterly surprise inspection of Army Post Offices and money order units thereof. The required inspections in this theater will be made by officers assigned to this headquarters or under direction from this Headquarters. However, the commanding officer of the headquarters to which an APO is assigned or attached may direct that an inspection be made at any time. The regular APO inspections required by FM 12-105 are not to be confused with the 20th of the month audit of the accounts of the Class "B" agents of the Postal Finance Officer, MTOUSA, which must be made by two officers designated by the headquarters to which the APO is assigned or attached. Necessary forms and instructions are available at each APO.

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Hq MTOUSA Circular #30 (cont'd)

III - CASUALTY MAIL

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

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

Decceased
John Doe
Captain, Infantry

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

Missing
John Doe
Captain, Infantry

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

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

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

IV - EFM AND SCM

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

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V -- MAIL ADDRESSES

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

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

6. APO Numbers

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

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

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

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

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

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

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

7. Hospital Patients - Patients in hospitals will not change their mail address as long as they remain assigned to their organizations. Immediately upon being transferred to the detachment of patients at any hospital, the patient will adopt "2628 Hospital Section, APO 693" as a mail address. He will notify his correspondents of the new address and will continue to use that address until he is assigned to another organization. Patients will not use the designation or APO number of the hospital in which they are confined as a mail address.

8. Personnel in Replacement Organizations

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

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

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

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

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

9. Notification of New Mail Address

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

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

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

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

d. Commanding Officers will require personnel receiving publications which have been readdressed to their present stations or units outside the continental United States to notify publishers direct of their correct address, using DD AGO Form 971 or 294.

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

VI - MAIL SERVICE AVAILABLE

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

VII - MAIL FOR AWOL PERSONNEL AND DESERTERS

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

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

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

VII. OFFICIAL MAIL

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

IX - HOSPITALIZED PERSONNEL

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

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

b. Postal personnel of station, general or convalescent hospitals in this theater will prepare three cards on arrival of each patient; one will be placed in the files of the hospital mail room, one (NAP 10) forwarded to the unit to which the patient was assigned, and one (NAP 9) forwarded to the 2628th Central Postal Directory, APO 628. In event the patient is received from a station, general or convalescent hospital, a fourth card (NAP 10) will be prepared and forwarded to the hospital from which the patient was received.

c. In preparing the NAP Forms 9 and 10 required by b, above, care will be taken that the cards are legibly written or typed and that the spelling of the name and numbers of the serial number are correct. The name of the hospital preparing the cards will be shown on the "Forward Mail to" line of the NAP Forms 9 and 10 (not "2628th Hospital Section" which is the mail address used by personnel transferred to the detachment of patients of the hospital. See paragraph 7, this circular)

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

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

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

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

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

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

X -- INDIVIDUALS RETURNING TO UNITED STATES

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

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

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

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

"Prior to departure from the assigned unit, the unit mail clerk and the 2628th Central Postal Directory, APO 698, will be furnished a forwarding address in the United States other than the zone of interior port of embarkation or reception station. Forwarding addresses for personnel who are availing themselves of leave of absence or furlough immediately upon arrival in the United States or who are returning for separation are limited to home or other non-military addresses. Card Form NAP 11 (available at any APO) will be used in furnishing the forwarding address to the 2628th Central Postal Directory."

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

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

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

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

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

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Hq MTOUSA Circular #30 (cont'd)

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

XI - INDIVIDUALS TRANSFERRED TO OTHER THEATERS

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

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

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

25. The unit mail clerk of the old organization will hold mail for personnel transferred as individuals to another theater after the departure of the personnel for the first 45 days pending receipt of the forwarding address from the addressee. After that time, if the forwarding address is not known, the mail will be indorsed "Departed for another Theater" and returned to the APO. Such indorsements will include organization, date and initials showing by whom made. Mail received for such personnel when the forwarding address is known will be readdressed and returned to the APO.

XII - PROTECTION OF MAIL AND POSTAL EQUIPMENT

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

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

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

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

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Hq MTCUSA Circular #30 (cont'd)

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

XIII-UNIT COMMANDERS

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

XIV - UNIT FUNDS - MONEY ORDERS

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

XV - UNIT MAIL CLERKS

32. Current instructions for regimental and unit mail clerks are contained in TM 12-275, dated 27 June 1944. All unit mail clerks in the theater will comply with the instructions contained therein as modified in this circular and future postal instructions published in those circulars. Particular attention is directed to the instructions relative to handling of registered and insured mail in TM 12-275. No pertinent unit records of registered, insured or C.O.D. mail may be destroyed unless specific authority is obtained from The Adjutant General. Such records on hand at units at the time of discontinuance, inactivation or disbandment of units and organizations will be included with the unit or organization records, appropriately marked, and stored with and as a part thereof.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

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

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200 - AG Postal (extra)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Political Sect

CIRCULAR)

NUMBER 13)

22 January 1945

Enlistment of United States Nationals I
Service Records II

I -- ENLISTMENT OF UNITED STATES NATIONALS

Section I, COMZONE Circular Number 69 and Section III, COMZONE Circular Number 114, both 1944, are rescinded and the instructions below substituted therefor:

1. The Commanding Officer, Peninsular Base Section, is charged with the enlistment of United States Nationals in this Theater. Recruiting offices will be established at Peninsular Base Section (Main) and Peninsular Base Section (South). Enlistments by other commands is not authorized.

2. United States Nationals may be enlisted in this theater, subject to the following restrictions:

a. They must meet the requirements of AR 600-750, dated 30 September 1942, as amended.

b. They must be favorably recommended by the American Consul, serving the area, who will verify citizenship status.

c. They must be cleared by the Assistant Chief of Staff, G-2, of the command authorized to make enlistments.

3. Applications for enlistment of United States Nationals, who were residents of any foreign country, while that country was at war with the United States, during the current war, and all exceptional cases will be forwarded to this headquarters for final approval or disapproval.

II - SERVICE RECORDS

1. Upon receipt by organizations of TM 12-230, War Department, 18 October 1944, all entries thereafter made in service records will be in conformity therewith. Circular Number 137, this headquarters, 12 November 1944, is rescinded effective upon receipt of TM 12-230, and in all cases not later than 31 January 1945. Necessary action will be taken by organization commanders to procure a copy by that date.

2. Service record entries which have been made in accordance with Circular Number 137, this headquarters, 1944, need not be changed to bring them into agreement with TM 12-230.

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Hq MTOUSA Circular # 13 (cont'd)

3. Special Instructions

a. Remark showing award of a Bronze Battle Star, Bronze Arrowhead, and eligibility to wear a Service Ribbon will be entered both on page 6 of service record under heading "Medals, Decorations, and Citations" and under "Remarks-Administrative".

b. Deposits will be recorded in the manner prescribed in paragraph 56, TM 12-230. However, previous entries, unless erroneous, will not be changed when not in exact conformity with TM 12-230.

4. Inspection of Records - Custodians of service records will check carefully all records initially coming into their custody and, in cases of omissions or erroneous entries, will take action necessary to correct the record.

5. Use of Check Form - To facilitate checking of service records the mimeographed form attached to this circular has been adopted and will be used for each service record. A check mark, in pencil, will be placed opposite each item that requires corrective action. When corrective action has been completed, these check marks will be removed and the same form continued in use, and kept with the service record. When the service record is forwarded to a new custodian, the check form will be folded as indicated thereon and placed inside the cover, with the fold over the top of all pages of the service record.

6. Temporary Service Records

a. A temporary service record will be prepared under the conditions stated in paragraph 77b, TM 12-230 except as noted in paragraph b, below. Immediately upon notification that an individual, whose service record is not immediately available, is to depart this theater, a temporary service record will be prepared on WD AGO Form No. 24. This temporary service record will be complete to the maximum extent possible. The MTOUSA temporary service record form will be used in all other cases. (See paragraph c, below). Temporary service records will be used only until the original record has been received, then it will be filed.

b. In the case of hospitalized personnel who are "attached-unassigned" to a detachment of patients and whose service record has not been received, a temporary service record will be prepared when an individual has been hospitalized for a consecutive period of ten (10) days; when a change in status occurs which requires entry in service record; when payment, either full or partial, is to be made; and when final disposition from a hospital is made. When it is necessary to forward an individual to another hospital without the original or temporary service record, the receiving hospital will be advised of the reason therefor.

c. When it has been definitely determined that the original service record has been permanently lost or destroyed, action will be taken as prescribed in paragraph 77, TM 12-230 and a temporary service record on WD AGO Form No. 24 will be prepared and continued in use until the new one is received.

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Hq MTOUSA Circular # 13 (cont'd)

d. When used, all temporary service records will be completed as nearly as possible. Enlisted men will be interviewed and data secured from them will be entered on the record. Custodians will, before forwarding the record, inspect it to insure its completeness.

e. A printed temporary service record form has been prepared in this theater and is available for issue. Requisitions will be submitted to base section commanders. Organizations will maintain a 30 day supply based on normal requirements.

By command of Lieutenant General McNARNEY:

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

OFFICIAL:

C. T. Christenderry
C. T. CHRISTENDERRY,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:

"Z"

125 - AG Personnel

1 Inclosure - Check List (on reverse hereof).

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RESTRICTED

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Hq. WFOUSA Circular # 13 (cont'd)

INCLOSURE #1. 8 (18)

FOLD HERE

(Name)	(A.S.N.)
Check of this record for correctness and completeness reveals that action must be taken to correct or complete those parts of this Service Record checked below:	
Component of Army	
Induct Record	
Smallpox with result	
Typhoid	
Tetanus	
Typhus	
Blood Type	
Marital Status	
Des. of Beneficiary	
Current Enlistment	
Prior Service	
Articles of War	
Military Record	
Orgns. to which assigned	
Foreign Service	
Medals, Decorations, etc.	
Time Lost : Courts-Martial	
Alms/Deducts "a" "b" "c"	
Insurance : Deposits	
Record of Monthly Payment	
Brief description of wound w/date and place incurred	
Campaign participation dates	
FAV or UNFAV considered for Good Conduct Medal upon transfer	
Overseas bars	
Initials on last page	
Err. entries not initialed-page	
REMARKS ADDED - No remark-page	
ATTENTION INVITED TO TM 12-230, 1944.	
It is desired that this check sheet remain with this Service Record as a guide to future custodians of this record.	

CHECK MARKS WILL BE IN PENCIL ONLY

FOLD HERE

(Name)	(A.S.N.)
Check of this record for correctness and completeness reveals that action must be taken to correct or complete those parts of this Service Record checked below:	
Component of Army	
Induct Record	
Smallpox with result	
Typhoid	
Tetanus	
Typhus	
Blood Type	
Marital Status	
Des. of Beneficiary	
Current Enlistment	
Prior Service	
Articles of War	
Military Record	
Orgns. to which assigned	
Foreign Service	
Medals, Decorations, etc.	
Time Lost : Courts-Martial	
Alms/Deducts "a" "b" "c"	
Insurance : Deposits	
Record of Monthly Payment	
Brief description of wound w/date and place incurred	
Campaign participation dates	
FAV or UNFAV considered for Good Conduct Medal upon transfer	
Overseas bars	
Initials on last page	
Err. entries not initialed-page	
REMARKS ADDED - No remark-page	
ATTENTION INVITED TO TM 12-230, 1944.	
It is desired that this check sheet remain with this Service Record as a guide to future custodians of this record.	

CHECK MARKS WILL BE IN PENCIL ONLY

RESTRICTED

DCK/ar

Last Circular
in 1944 Series
was No. 150

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 1)

1 January 1945

THEATER CIRCULARS

Revision of 1944 Series I
Distribution II
Rescissions III

I -- REVISION OF 1944 SERIES

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

II - DISTRIBUTION

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

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

III- RESCISSIONS

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

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

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R E S T R I C T E D

Hq MTOUSA Circular #1 (cont'd)

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

By command of Lieutenant General McHARNEY:

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

OFFICIAL:

Colonel, AGD,
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:

"Z"

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:)
NUMBER 146)

8 December 1944

Discharge of Enlisted Women I
U. S. Military Censorship Regulations II
Naturalization and Assignment of Non-Citizens Serving in the Army of the
United States III

I --- DISCHARGE OF ENLISTED WOMEN

1. Correspondence or applications pertaining to the discharge of an enlisted woman under the provisions of Army Regulations 615-362, 615-365, 615-366 and 615-367 will be forwarded, through channels, to this headquarters for final action.

2. Major commanders vested with discharge authority under the provisions of paragraph 6, AR 615-360, and officers exercising general court-martial jurisdiction are granted final authority to approve discharge under the provisions of Army Regulations 615-361, 615-364, 615-368 and 615-369.

3. Any request for discharge not within the scope of the regulations referred to above or any doubtful case will be referred to this headquarters for final action.

II -- U. S. MILITARY CENSORSHIP REGULATIONS

Section I, Circular Number 78, this headquarters, 1944, is rescinded and the following substituted therefor:

"1. Military return addresses may be used on mails addressed for delivery at civilian addresses in Allied or Allied occupied parts of this theater where such communications have been authorized, and on mail addressed for delivery in Allied countries. The foregoing refers only to the type of return address that may be used when and if such communications are authorized. Each U.S. Army Post Office has information as to the countries to which mail matter may be sent, including rates, conditions and type of mail that may be sent to each and will have information relative to new services as they are placed in effect in the future. All concerned are directed to make inquiry at a U. S. APO.

2. Communications to neutral, enemy or enemy occupied countries (communications to Allied Prisoners of war in enemy hands fall into this category) must be dispatched as provided in paragraph 12c, Circular Number 32, this headquarters, 1944."

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R E S T R I C T E D

Hq MTOUSA Circular #146 (cont'd)

III - NATURALIZATION AND ASSIGNMENT OF NON-CITIZENS SERVING IN THE ARMY OF THE UNITED STATES

Section IV, Circular Number 135, this headquarters, 1944, is rescinded, and the following substituted therefor:

"1. Naturalization

a. Authority - The Base Section Commanders are charged with the administrative details relating to, and the supervision of, the naturalization of personnel of this theater.

b. Procedure

(1) The provisions of War Department Circular Number 382, 1944, as supplemented hereby and by instructions to be issued by Base Section Commanders, will govern in the naturalization of non-citizens in the armed forces in this theater.

(2) Commanding officers of individual units will submit names of approved and eligible applicants for naturalization to their Base Section Commander. Organizations not under the jurisdiction of a Base Section will submit such names to the commander of the Base Section nearest to which their unit is located.

(3) Arrangements will be made by the Base Section Commanders, in conjunction with the nearest Consular Official, to expedite action to accomplish naturalization of all applicants who are acceptable.

(4) Base Sections not having consular officials authorized to effect naturalization will report to this headquarters the names of applicants awaiting naturalization, showing the date that papers will be in order to permit completion of naturalization procedure.

2. Assignment of Certain Non-Citizens

No individual of the Army of the United States who is a citizen of an Axis or Axis satellite nation will be assigned to a unit in the forward area. Commanding officers of units in, or ordered to move to, forward areas will transfer all such persons to the nearest replacement depot immediately and will notify the Commander of the Base Section in which the replacement depot is located to that effect. No such individual will be assigned to missions or permitted to proceed to localities where his capture by the enemy is a likelihood."

By command of Lieutenant General McNARNEY:

OFFICIAL:

C. W. Christensen
C. W. CHRISTENSEN,
Colonel, AGD;
Acting Adjutant General.

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

DISTRIBUTION:

"2"

- 2 -
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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

CIRCULAR)
NUMBER 130)

27 October 1944

Reclassification of Officers Physically Unfit for General Military
Service I
U. S. Military Censorship Regulations II
U. S. Postal Regulations III

I ---- RECLASSIFICATION OF OFFICERS PHYSICALLY UNFIT FOR GENERAL MILITARY
SERVICE

Section II, NATOUSA Circular Number 92, 1944, is rescinded and the following substituted therefor:

"Paragraph 3 a, NATOUSA Circular Number 53, 1944, is amended to include authorization for the 52d, 118th and 7th Station Hospitals to hold disposition boards for the change of classification of officers from general service to limited service. This authority is retroactive to 15 May 1944 for the 52d and 118th Station Hospitals."

II --- U. S. MILITARY CENSORSHIP REGULATIONS

Paragraph 10 c, NATOUSA Circular Number 32, 1944, is amended by the addition of sub-paragraph (7) as follows:

"(7) The writing of letters by members of the armed forces or civilians under military jurisdiction for or in behalf of local civilians or enemy Prisoners of War, is prohibited. This also includes the addressing of envelopes or V-mail stationery by military personnel for the use of local civilians or enemy POWs."

III -- U. S. POSTAL REGULATIONS

Paragraphs 1 to 5, Section II, War Department Circular Number 398, 1944, are quoted for the information and guidance of all concerned:

"II -- MAIL. -- 1. The mailing of the following plant materials and insects at Army post offices (APO) outside the continental United States addressed to points in the continental United States is illegal:

a. Cottonseed and seed cotton. This includes cotton bolls, etc., as souvenirs.

b. Cotton lint containing seeds and cottonseed hulls, rice straw and rice hulls, leaves and parts of plants, either separately or used as packing materials. Processed cotton lint, such as absorbent cotton, cotton batting, or other form of lint, free of seeds, excelsior, shavings, paper, ground cork, or peat may be used as packing material in lieu of the foregoing prohibited items.

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R E S T R I C T E D

Cir # 130
Hq MATOUSA, dated

- c. Unhulled rice.
- d. Bamboo seeds or plants.
- e. Sugarcane.
- f. Citrus plants or cuttings.
- g. Banana plants.
- h. Fresh fruits and vegetables, including fresh coffee berries, potatoes, sweet potatoes, and yams. Dried, cured, or processed fruits and vegetables, such as dried peas, beans, cured figs, dates, etc., are acceptable.
- i. Live insects, including living larvae, pupae, and eggs.
- j. Mango seeds from all localities except the Americas and the West Indies.

2. Numerous violations of the law in this respect have been reported by the Department of Agriculture. The mailing of the above-stated plant materials or insects from outside the continental United States might have a devastating effect upon the future agricultural economy of the country, by spreading plant diseases and insects.

3. When parcels containing living plants, seeds, bulbs, etc., and unprocessed plant material not on the foregoing prohibited list are prepared for mailing, they will be plainly marked as containing plant materials.

4. There are no quarantine restrictions on the entry of the following:
- a. Grass skirts, baskets, reed work, or other similar articles manufactured of dried grasses and kindred material, provided they are not made of rice straw.
 - b. Wood carvings and similar curios.
 - c. Dead dried insects or insects in preservative.
 - d. Pressed and dried plants for herbarium or botanical specimens, provided they do not include rice straw or unprocessed cotton.
 - e. Plant material in preservative.

5. All commands outside the continental United States will take the necessary action to see that all officers, enlisted men, and civilians using the Army post office facilities are advised of these instructions. Army mail clerks, assistant Army mail clerks, and other Army postal personnel accepting parcels for mailing will require mailers to state specifically the contents of such parcels and will refuse to accept prohibited materials or insects. All other personnel in a position to assist in the enforcement of the prohibitions indicated will do so."

By command of Lieutenant General McNARNEY:

OFFICIAL:

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

H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Political Section

CIRCULAR)
NUMBER 115)

14 September 1944

Expeditionary Force Messages (EFM) I
Sender's Composition Messenger (SCM) II

I -- EXPEDITIONARY FORCE MESSAGES (EFM)

NATOUSA Circular Number 2, Section I, NATOUSA Circular Number 7, Section II, NATOUSA Circular Number 16, and Section III, NATOUSA Circular Number 52, 1944, are rescinded.

1. The following instructions apply to all units in the theater except units located in North Africa:

a. EFM service (fixed text personal cablegrams and radiograms) to the United States, Hawaii and Puerto Rico is in operation in this theater for all members of the United States Army. Service is not available to other points or within the theater. It may not be extended to members of the Navy, Marines, Coast Guard or Merchant Marines through Army Post Offices in this theater except by special permission of the Theater Commander or when such personnel are attached to the Army as aides or liaison officers. An exception is made in the case of Naval personnel at Dakar who may file EFM for handling at that place by the Army Postal Service. All civilian nationals of the United States serving with or attached to the United States Armed Forces in this theater, including American Field Service personnel, who receive mail through United States Army Post Offices, may send EFM messages. Messages to the United States will be filed with unit EFM censors of the headquarters to which the civilians are attached in the same manner as prescribed for members of the Army in this circular.

b. Each EFM message will consist of not more than three of the EFM texts authorized in NATOUSA letter AG 311.22/509 P-0, 25 July 1944. An EFM will cost 60 cents or the equivalent in local currency.

c. Each company or unit commander will designate, in writing, an officer (and an alternate, when necessary) as EFM censor for the unit. The officer designated will be an officer who is authorized to use the U.S. Army Examiner Stamp assigned to the unit. Postal officers of War Department activated postal organizations may not act as unit EFM censors for personnel other than members of their units. Personnel will file outgoing messages with the EFM censor of their units only. Unit EFM censors will not accept messages from personnel other than members (assigned, attached or temporary duty) of their unit. Unit EFM censors (and alternates) will furnish the serving APO with a copy of the letter or other order designating them unit EFM censor and showing the proper designation of the unit. EFM will be accepted at APO's only from unit EFM censors (and their alternates and messengers) and only when properly listed on Forms 1001 signed by unit EFM censors (or alternates), in triplicate, who have furnished the APO with a copy of the order designating them unit EFM censors.

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RESTRICTED

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R E S T R I C T E D

Hq MATONS. Circular #115 (cont'd)

d. EFM forms will be obtained by unit EFM censors from the APO serving the unit. Blank forms will be carefully safeguarded to prevent their waste or use for any purpose other than that for which intended. A sample copy of revised Form MAP 1001 is attached to this circular as Appendix A. The old Forms 1001 now in use must be altered to allow compliance with the provisions of the instructions in this circular until the revised forms are available. The revised Forms MAP 1001 may be reproduced by units so desiring.

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

- (1) All entries on the message form must be printed in block form and must be clear and legible.
- (2) Not more than three of the authorized texts will be inserted on the form in the proper place.
- (3) The normal signature of the sender will be used without grade, unit, arm or service, or Army Serial Number, and will be limited to three words, or two initials and one word, or one initial and two words, but in any case will include the last name of the sender.
- (4) Any reference to the country or city of origin, the APO number or military organization will be omitted from the message form.

f. The unit EFM censor will affix the U. S. Army Examiner stamp, without signature, in the lower left hand corner of the message form.

g. Unit EFM censors will list all EFM accepted by them on Forms MAP 1001, in triplicate. Continuation sheets will be used when necessary. The forms will show the date, designation of the unit, serial number and last name of sender, and city and state to which each message is addressed. The amount of the fee collected will be entered on the right side of the form and the totals will be carried to continuation sheets, if any. When all messages have been entered on Forms 1001, the form will be totaled and all copies signed by the unit EFM censor. The signature of the unit EFM censor when placed on old type Forms MAP 1001 will constitute a certification as follows:

"That the senders of all messages entered on the Form 1001 are members of the unit and that all messages have been checked and are complete and in proper form for transmission."

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

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Hq MATOUSA Circular #115 (cont'd)

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

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

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

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

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

2. With the exception of the special instructions contained in the following, the instructions for handling EFM in North Africa are the same as in other parts of the theater:

a. EFM censors in North Africa will affix the prescribed EFM postage stamp to the message form in the space provided as evidence that the fee has been paid. Unit EFM censors may be furnished, from unit funds, a small cash credit for the purchase of EFM stamps from the APO to meet the requirements of the unit for several days. APO's will sell EFM stamps to unit EFM censors only, which will be held by them until affixed to outgoing message forms. When a stamp is affixed to a message, the unit EFM censor will write his initials in ink on the face of the stamp to prevent removal and reuse. U. S. APO's in North Africa will redeem unused EFM stamps from unit EFM censors for their face value (60 cents) at any time.

R E S T R I C T E D

Hq MATOUSA Circular #115 (cont'd)

b. The messages will be listed on Form MAF 1001 in duplicate and the form completed as indicated in subparagraph 2 g except that the value of the fees collected will not be shown. The unit EFM officer will forward all messages together with the original of Form 1001, by official mail, to the Central EFM Station, APO 534, or APO 759, whichever is nearer. Forms 1001 and messages will not be accepted at APO's in North Africa except when inclosed in sealed envelopes addressed to the Central EFM Stations.

c. EFM Service to Hawaii and Puerto Rico is not available to personnel stationed in North Africa.

II - SENDER'S COMPOSITION MESSAGES (SCM)

1. MATOUSA Letter, File AG 311.22/472-0, 24 March 1944, Subject: "Sender's Composition Cable and Radio Service to U.S.", is rescinded.

2. The following instructions apply to SCM service except in North Africa.

a. SCM service to the United States, Hawaii and Puerto Rico is available to U. S. Forces who are entitled to send EFM. SCM will be restricted to night letter telegrams (MLT), and will be filed with unit EFM censors in the same manner as EFM. SCM will be handled by unit EFM censors and APO's in the same manner as EFM, insofar as applicable. SCM will be listed on the same Forms 1001 with EFM.

b. Appendix B to this circular contains the rates and instructions as to word count applicable to MLT to all authorized destinations. Service is not available to other points or within the theater. Applicable rates and instructions will be carefully observed by unit EFM censors accepting SCM in order to avoid delay due to return of messages for correction.

c. The provisions of MATOUSA Circular Number 51, 1944, "U. S. Military Censorship Regulations, Cables and Radiograms" apply except for the provisions of subparagraph 2 a (2), which refers to local civilian telegram or cable offices. Messages may not be handed in at local commercial telegram or cable offices outside North Africa. Particular attention is directed to subparagraph 2 d of Circular Number 51 regarding "Prohibited Statements." It is the duty of unit EFM censors to observe rigid censorship.

d. The normal signature of the individual will be used without grade, unit, or arm or service or Army Serial Number, and will be limited to 3 words, or 2 initials and one word, or 1 initial and 2 words, but in any case will include the last name of the sender. The country or city of origin and all reference to military organization or APO will not appear in the message.

e. The sender will enter his regular Army post office address, including serial number, but no additional information as to locality, on the bottom of the form on which the message is written. This address is for purpose of record and tracing only and will not be incorporated in the text or signature transmitted.

f. The unit EFM censor will affix the U. S. Army Examiner's stamp, without signature, in the lower left hand corner of the message form.

RESTRICTED

Hq NATOUSA Circular #115 (cont'd)

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

3. The following instructions are applicable to SCM filed by personnel stationed in North Africa:

a. SCM service to the United States is available to all U. S. Forces entitled to send EFM and may be filed by the senders personally at any commercial telegraph, cable or radio office in French North Africa. Regularly published international rates will apply. Full rate, deferred and night letter service is available.

b. Particular attention is directed to NATOUSA Circular Number 51, 1944, Subject "U. S. Military Censorship Regulations, Cables and Radiograms." Messages failing to comply with censorship regulations may be stopped, delayed or otherwise deleted at the discretion of the censor, without notice to the sender.

By command of Lieutenant General DEVERS:

DAVID G. BARR,
Major General, GSC,
Chief of Staff.

OFFICIAL:



R. H. CHRISTIE,
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:

"Z"
200 - AG Postal
Appendix "A" on reverse side.
Appendix "B" attached.

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Ref to TOC Circular #115 (cont'd)

APPENDIX "A"

EEM AND SCM ACCEPTED BY UNIT EPM CENSORS

From Unit _____ DATE _____

For JFO _____

SENDER		ADDRESSEE		AMOUNT	
Army Serial No.	Last Name	City	State		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

POSTMARK

I certify that the senders of all messages listed hereon are members of the unit and that all messages have been checked and are complete and in proper form for transmission.

TOTAL

I have received the messages and funds listed hereon.

Signature of Unit EPM Censor

Signature

NAP Form 1001 (Revised 10 Sept 1944)

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RESTRICTED

R E S T R I C T E D

Hq NATOUSA Circular #115 (cont'd)

APPENDIX "B"

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

1. Every word written by sender for transmission is counted and charged for. This includes the address and signature.

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

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

SanFranciscoCal - 1 word

NewOrleansLa - 1 word

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

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

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

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

Transcontinental - 16 letters - (2 words)

678201 - (2 words)

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

ALLBEST - (2 words)

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

10. An address written:

1. NLT Mary E. Jones, counts as (4 words)

2. NLT Mrs Mary E. Jones (5 words)

3. NLT Mary Jones (3 words)

An example of a complete address follows:

NLT Mary Jones 225 West 79th Street

NewYorkCityNY - (8 words)

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

NLT MARY JONES 48 RIDGE STREET RICHMONDVA

SALE OF HOUSE APPROVED HAPPY TO HEAR MOTHER WELL ALL MY LOVE DEAR

JOHN E DOE

The foregoing totals 23 chargeable words. As this does not exceed the minimum of 25 words, the charge for the above would be \$2.59, which is what an NLT would cost to Virginia.

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

R E S T R I C T E D

Eq MATOUSA Circular #115 (cont'd)

APPENDIX "B"

SENDER'S COMPOSITION MESSAGES (NLT)

RATE SHEET

From MATOUSA (except North Africa) to United States, Hawaii and Puerto Rico via RCA

<u>Destination</u>	<u>Min 25</u> <u>words</u>	<u>Per Add'l</u> <u>words</u>	<u>Destination</u>	<u>Min 25</u> <u>words</u>	<u>Per Add'l</u> <u>words</u>
Alabama	2.59	.10-1/3	Montana	2.84	.11-1/3
Arizona	3.09	.12-1/3	Nebraska	2.84	.11-1/3
Arkansas	2.84	.11-1/3	Nevada	3.09	.12-1/3
California	3.09	.12-1/3	New Hampshire	1.88	.07-1/2
Colorado	2.84	.11-1/3	New Jersey:		
Connecticut	1.88	.07-1/2	Hoboken	1.88	.07-1/2
Delaware	2.25	.09	Jersey City	1.88	.07-1/2
Dist of Columbia	2.25	.09	North Bergen	1.88	.07-1/2
Florida:			Weehawken	1.88	.07-1/2
Key West	3.09	.12-1/3	West New York	1.88	.07-1/2
Pensacola	2.59	.10-1/3	Union City	1.88	.07-1/2
Other Places	2.84	.11-1/3	Other Places	2.25	.09
Georgia	2.59	.10-1/3	New Mexico	2.84	.11-1/3
Idaho	3.09	.12-1/3	New York:		
Illinois	2.59	.10-1/3	New York City	1.88	.07-1/2
Indiana	2.59	.10-1/3	Yonkers	1.88	.07-1/2
Iowa	2.84	.11-1/3	Other Places	2.25	.09
Kansas	2.84	.11-1/3	North Carolina	2.59	.10-1/3
Kentucky	2.59	.10-1/3	North Dakota	2.84	.11-1/3
Louisiana:			Ohio	2.59	.10-1/3
New Orleans	2.59	.10-1/3	Oklahoma	2.84	.11-1/3
Other Places	2.84	.11-1/3	Oregon	3.09	.12-1/3
Maine	1.88	.07-1/2	Pennsylvania	2.25	.09
Maryland	2.25	.09	Rhode Island	1.88	.07-1/2
Massachusetts	1.88	.07-1/2	South Carolina	2.59	.10-1/3
Michigan	2.59	.10-1/3	South Dakota	2.84	.11-1/3
Minnesota:			Tennessee	2.59	.10-1/3
Duluth	2.59	.10-1/3	Texas	2.84	.11-1/3
Minneapolis	2.59	.10-1/3	Utah	3.09	.12-1/3
St. Paul	2.59	.10-1/3	Vermont	1.88	.07-1/2
South St. Paul	2.59	.10-1/3	Virginia	2.59	.10-1/3
St. Paul Stockyards	2.59	.10-1/3	Washington(State)	3.09	.12-1/3
Strom	2.59	.10-1/3	West Virginia	2.59	.10-1/3
Other Places	2.84	.11-1/3	Wisconsin	2.59	.10-1/3
Mississippi	2.59	.10-1/3	Wyoming	2.84	.11-1/3
Missouri:					
St. Louis	2.59	.10-1/3	Hawaii	4.50	.18
Other Places	2.84	.11-1/3	Puerto Rico	4.42	.17-2/3

(When calculating total cost of message any fraction will be carried to next even cent.)

R E S T R I C T E D

DCK/bar

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Political Section

10 July 1944

CIRCULAR)
:)
NUMBER 89)

AWARDS AND DECORATIONS

NATOUA Circular Number 26; Section II, Circular Number 38; Section II, Circular Number 44; Section II, Circular Number 52, 1944, are rescinded and the instructions below, together with War Department publications listed in Appendix "A", substituted therefor:

1. Authority to Award. a. Under the provisions of and subject to the limitations contained in paragraph 8, Section II, AR 600-45, 22 September 1943, as amended, the Theater Commander hereby delegates his authority to award United States military decorations as follows:

- (1) To commanders of any force or command which is commanded by, or the appropriate command of, a Major General or higher: Silver Star, Soldier's Medal, Bronze Star Medal (see par 3, below).
- (2) To Commanding Generals of Fifth Army, Seventh Army, Army Air Forces, WFO and SOS NATOUA; Distinguished Service Cross.
- (3) To commanders of any force or command of the Army Air Forces, WFO commanded by, or the appropriate command of, a Major General or higher: Distinguished Flying Cross, Air Medal.
- (4) (a) To the Commanding Generals of Fifth and Seventh Armies: Air Medal to Field Artillery liaison pilots and observers.
(b) The Theater Commander's authority to award the Distinguished Flying Cross to Field Artillery liaison pilots and observers may not be delegated.
- (5) Commanding Generals, Fifth Army, Seventh Army, and SOS NATOUA may award the Distinguished Service Cross, Silver Star, Soldier's Medal, and Bronze Star Medal to members of the French Armed Forces and Italian Armed Forces under the circumstances set forth in paragraph 8c (3), AR 600-45, as amended. (For awards to British personnel, see paragraph 15, below).
- (6) Commanding General, Army Air Forces, WFO may award the Distinguished Service Cross, Distinguished Flying Cross, Silver Star, Soldier's Medal, Bronze Star Medal, and Air Medal to members of the French Armed Forces and Italian Armed Forces under the circumstances set forth in paragraph 8c (3), AR 600-45, as amended. (For awards to British personnel, see paragraph 15, below.)
- (7) The authority to award the Purple Heart is contained in paragraph 8, Section II, AR 600-45, as amended. To expedite the award, it is further extended to include: commanders of com

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teams, regiments, or similar units and of separate battalions; commanding officers of base sections; Commanding Officer, Headquarters Command, Allied Force; United States Army medical officers on the staff of the Commander-in-Chief, Allied Force; and on the Theater Commander's staff; United States Army commanders of any hospital or medical installation including regimental, battalion, or similar organization dressing stations. (See paragraph 11a.)

b. Under the authority contained in Civilian Personnel Regulations 104, revised, 12 April 1944, the Theater Commander delegates his authority as follows:

- (1) The Commanding Generals, Fifth Army, Seventh Army, Army Air Forces, MTO and SOS NATOUSA are authorized to award all civilian emblems described in CPR Number 104, revised 12 April 1944 (except Emblem for Exceptional Civilian Service), to qualified civilian employees of the War Department who are citizens of the United States.
- (2) The Commanding Generals, Fifth Army, Seventh Army, Army Air Forces, MTO and SOS NATOUSA are authorized to award the Emblem for Civilian Service (CPR 104, paragraphs 1-3, a(1) and 1-4, a(1) to civilian employees of the War Department, not citizens of the United States, who have had not less than one year of continuous service and whose performance of duty has been outstanding.
 - (a) All recommendations for awards to non-citizen civilian employees other than those noted in (2), above, will be forwarded through channels for approval by the Theater Commander. (Attached form, Appendix "D")
 - (b) All recommendations for the award of the Emblem of Exceptional Service to both citizens and non-citizens will be forwarded through channels to this headquarters for dispatch to the War Department.

2. Legion of Merit - To provide a more comprehensive and uniform basis for the submission of recommendations for the Legion of Merit, the following instructions will apply:

a. The provision of AR 600-45 that:

"The accomplishment of the duty for which the award is recommended should have been completed, or it should have progressed to an exceptional degree if the person rendering the service has been transferred to other duties prior to its full accomplishment."

is interpreted as follows: A recommendation for an award may be made regardless of the fact that the officer or enlisted man continues in the same position, if the accomplishment can properly be considered as completed in connection with one of the following phase lines:

- (1) The end of the Tunisian Campaign, 13 May 1943.
- (2) The end of the Sicilian Campaign, 17 August 1943.
- (3) The capture of the Volturno River line in the Italian Campaign, 13 October 1943. - 2 -

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- (4) The fall of Rome in the Italian Campaign, 5 June 1944.
(Other phase lines will be announced from time to time.)

This will not be construed as authority to recommend a second or subsequent award of the Legion of Merit for duty performed while the officer or enlisted man occupies the T/O position in which he performed the duties on which the original award was based.

b. Unless otherwise directed, at least 50% of all recommendations will be for enlisted men.

c. An allotment of a certain number of awards will be granted by this headquarters each three months, first period ending 31 May 1944, to all commands (i.e., higher headquarters, armies, air forces, base sections etc) in this theater. Such commands will in turn divide their allotment among those units serving them. Due care will be exercised to see that a proper balance is maintained between units. Prior to the start of a three months period each command will be advised by letter from this headquarters of the number of awards allotted for the period. This number will be based on the strength of a command at the time of the allotment, the number of Legion of Merit awards previously granted to members of the command, and its operational functions. The allotment granted will also eliminate the present disparity which exists in the number of awards granted personnel of higher headquarters and those granted lower units. It is the Theater Commander's desire that the number of awards to personnel of lower units be increased.

d. Once an allotment has been made by a command to a unit under it, it will not be changed by reason of reassignment or attachment of the unit to another command. However, units no longer under the headquarters which are granted their allotment will transmit their recommendations through their present headquarters to the headquarters which made the grant. Direct correspondence between headquarters is authorized in this connection.

e. Recommendations may be forwarded as soon as an allotment is received. It is strongly desired for administrative reasons that the recommendations be spread over the period. Higher commanders will take positive action to insure an even flow of recommendations to higher headquarters. Each recommendation will contain statement: "For allotment period ending _____ 1944."

f. The granting of an allotment to a command does not mean that each command is required to furnish the number involved or that all forwarded will be approved. If a unit does not use its total allotment in a particular period, the unused balance will be cancelled; it may not be transferred to another unit nor continued into the next allotment period. Unless each recommendation clearly shows the award to be justified, it will be returned disapproved and counted as part of the allotment. "Disapproved" recommendations will not be forwarded to this headquarters.

3. Bronze Star Medal. a. Letter, this headquarters, AG 200.6/417 A-O, dated 10 June 1944, subject: "Award of the Bronze Star Medal", is reissued.

b. The Bronze Star Medal is awarded to any person, who, while serving on or after 7 December 1941, in any capacity in or with the Army of the United States, distinguishes or has distinguished himself by heroic or meritorious achievement or service in connection with military operations, not involving.

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participation in aerial flight, against an enemy of the United States.

c. The Bronze Star Medal may be awarded for acts of gallantry or meritorious service either in actual combat or in direct support of combat operations. It provides a means for recognizing performance of duty beyond the ordinary but which is not sufficiently outstanding to warrant the award of a Silver Star or Legion of Merit. It should be used freely in the Infantry and other branches to recognize minor acts of heroism and courageous conduct in combat and with increasing restraint as the distance from the area of close combat increases, or as the conditions of combat decrease.

d. Announcement of the award will be made in general orders and include name, Army serial number, grade, arm or service, organization, date(s) and the geographical locality where the action occurred. Complete citations describing the actions for which the award is made will not be published in general orders. If it is so desired, the complete citation may be prepared for presentation to the individual and for recording in his 201 File with one additional copy for reading at the presentation ceremony.

e. In the case of posthumous awards or to personnel missing in action, or prisoners of war, the full citation will be prepared and forwarded to the War Department, along with the general orders announcing the award, for presentation to the next of kin.

4. Purple Heart - Awarded under the provisions of paragraph 16, AR 600-5, as amended. Borderline cases will be forwarded with all available information to higher headquarters for final decision.

5. Air Medal. a. Field Artillery liaison pilots and observers qualify for the award of the Air Medal only after completing the following pre-requisites:

- (1) Thirty-five (35) sorties.
- (2) Any single meritorious act while participating in aerial flight.

b. Definition of "sorties" - A sortie is deemed to have taken place when a flight has been ordered which involves.

- (1) Adjustment of artillery fire on any enemy installation.
- (2) Surveillance of artillery fire on any enemy installation.
- (3) Registration of artillery fire in enemy territory.
- (4) Front line reconnaissance of at least one hour duration.
- (5) Any flight in which the airplane has been attacked by enemy aircraft.
- (6) Credit for only one sortie will be given regardless of any combination of the above missions which may be accomplished on any one flight.
- (7) Credit for sorties will be given only when every effort for the success of the mission has been made. Such credits will be specified and approved by the battalion, group, brigade, division, corps, or army artillery commander.

6. Awards to Units - In addition to the provisions of War Department Circular Number 333, 1943, the following procedure is prescribed:

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a. A company, battalion (air force squadron or group), or similar unit which is cited by the commander of a division, or of a comparable organization, will be entitled to a battle streamer upon approval of the citation by the Theater Commander, Army Commander, or Commanding General, Army Air Forces, WFO. Such approved citation will automatically be confirmed by the War Department and published in War Department General Orders. Upon approval of the citation by the Army Commander or Commanding General, Army Air Forces, WFO, a request will be submitted to this headquarters to have citation published in War Department General Orders to which there will be attached two (2) official copies of the citation.

b. Any unit larger than a battalion, or group, which is cited by the commanding officer of the next higher unit, will become entitled to a streamer only when the citation is approved by the War Department and published in War Department General Orders. Two copies of the citations, together with supporting data, will be forwarded through channels to this headquarters for transmission to the War Department in exact compliance with paragraph 2d (2), Section IV, War Department Circular Number 333, 22 December 1943.

c. When a unit has been awarded a Distinguished Unit battle streamer, members of the unit are entitled to wear the Distinguished Unit Badge. Individuals who actually participated in the action for which the unit was cited may wear the badge permanently. Those who did not participate, and those who later became members of the organization, are entitled to wear the badge only during the time they are assigned as members of the organization.

7. Battle Participation Awards. a. A list of battles and campaigns in this theater recognized by the War Department has been published in War Department General Orders Numbers 75 and 83, 1943.

b. A list of units entitled to battle honors, together with the campaigns for which such awards are authorized, has been published in secret NATOUSSA letter, dated 23 December 1943, file AG 200.6/263 P-0, subject: "Battle Participation Awards", as amended by secret NATOUSSA letters published monthly. As units become entitled to battle honors by virtue of participation in operations, this list will be amended to include such units. Units omitted from any list published by this headquarters announcing battle honors, which are entitled to such honors under the provisions of AR 260-10 and as outlined herein, may be included by making application to this headquarters through channels.

c. Streamers to indicate service in this theater, which are attached to the staffs of colors or standards, will bear the names and dates of campaigns or battles for participation in which the unit is entitled to battle honors. (See AR 260-10, as amended).

d. This headquarters will authorize battle honors, after careful study of official reports, for certain units not entitled to such honors for any designated campaign, who qualify under any of the items "antisubmarine", "ground combat", or "air combat" now listed without reference to combat zones, time limitations, or units in the general orders and publication referred to in paragraph a and b, above. These items are to cover actual participation in combat against the enemy in areas or at times which, by reasonable interpretation, are definitely distinct from and cannot be associated with any of the named battles or campaigns. Such special credit will be accorded a unit or an individual only once during the current war.

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e. Individuals who are eligible to wear the appropriate theater service ribbon, if qualified under the provisions stated below, may wear bronze service stars on the appropriate theater service ribbon to indicate battle participation. (See WD Circular 52, 1944 and WD Circular 195, 1944)

- (1) Provided the individual served honorably, and was present for duty, as a member of a unit, or attached to a unit at some time during the period in which the unit participated in battle and was awarded credit therefor under the provisions of paragraph 12, AR 260-10; or
- (2) In cases of individuals not members of or attached to units, provided the individual served honorably under competent orders in the combat zone at some time between the limiting dates of the battle or campaign as established by War Department General Orders and was:
 - (a) Awarded a combat decoration.
 - (b) Furnished a certificate of a corps or higher commander that he actually participated in combat.
 - (c) Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer or visitor serving on a temporary duty basis).

8. Combat and Expert Infantryman Badges -- The following requirements are prescribed in addition to those outlined in War Department Circular Number 156, dated 11 May 1944.

a. Combat Infantryman Badge -- To qualify for this badge under the provisions of paragraph 30 of War Department Circular Number 156, 1944, individuals assigned to Infantry regiments or lower units must satisfactorily perform duty in action against the enemy in one of the following, which are hereby announced as major operations as distinguished from campaigns announced in War Department General Orders Number 75 and 53, 1943:

- (1) Algeria - French Morocco.
 - (a) Combat zone - Algeria, French Morocco, and adjacent waters.
 - (b) Time limitation - 6 to 11 November 1942.
- (2) Tunisia.
 - (a) Combat zone - Tunisia and Algeria east of a north-south line through Constantine, and adjacent waters.
 - (b) Time limitation - 8 November 1942 (air), 17 November 1942 (ground) to 13 May 1943.

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(3) Sicily.

- (a) Combat zone - Sicily and adjacent waters.
- (b) Time limitation - 14 May 1943 (air), 9 July 1943 (ground) to 17 August 1943.

(4) Italy.

- (a) Combat zone - Italy (exclusive of Sicily and Sardinia), Corsica, and adjacent waters.
- (b) Time limitations - 18 August 1943 (air), 9 September 1943 (ground). Final date to be announced later.

b. Expert Infantryman Badge. - In addition to the method prescribed in War Department Circular Number 322, 1943, this badge may be awarded for satisfactory performance of duty in any action against the enemy not necessarily those listed above.

c. Eligibility. - It is emphasized that these awards are for Infantry personnel assigned to Infantry regiments or lower units, excepting only Medical Department and Chaplain Corps officers, warrant officers and enlisted men similarly assigned. (Rescinded per Sec IIIa, Cir #96, cs.)

d. Former Members of Unit. - Action will be taken by units to determine whether any of their former members are entitled to either award. Regimental and similar commanders will have published in orders the names of former members, deemed to have qualified, and will mail two (2) copies to each recipient, through channels, for presentation.

9. Overseas Service Bars. a. Bars consisting of gold lace or bullion, $\frac{1}{4}$ " in width and $1\frac{3}{8}$ " in length, on a cloth background forming a border $\frac{1}{3}$ " around the bar, to be worn on the overcoat, service coat, or field jacket, are authorized for each six months period overseas, including Alaska, from 7 December 1941 until a date six months subsequent to termination of the war. Bars are also authorized for wear on the shirt. These will be made of golden, yellow cloth on a khaki background. Procurement of this device by commands is authorized through facilities available pending issuance through normal supply channels.

b. The bar is to be centered on the outside half and parallel to the end of the left sleeve with the lower edge of the bar four inches above the end of the sleeve. Additional bars will be worn parallel to and above the first bar with $\frac{5}{16}$ " space between bars, this space being formed by the background. When the bar is worn on the service coat or overcoat with service stripes (enlisted men with three years honorable service) or with chevrons indicating "World War I overseas service, the bar will be worn immediately above the uppermost stripe or chevron. (Rescinded per Sec IIb, Cir #96, cs.)

10. Recommendations. a. Recommendations for all awards which must be acted upon by the Theater Commander, together with supporting papers, will be forwarded so as to reach this headquarters in duplicate.

b. Particular emphasis should be placed on the recommendation, and the facts contained therein, with the accompanying citation being a concise summary of the recommendation.

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c. Each recommendation will indicate all previous awards made to the individual or unit, including designation of the headquarters and general order number announcing the award. If the recommendation is being resubmitted, that fact will be shown.

d. Recommendations will be submitted in a manner similar to that shown on the Model Form (Appendix "B") and forwarded through proper command channels. Each commander will personally sign the recommendation, indicating his recommended approval or disapproval. Grade and assignment at the time service was rendered, as well as the grade and assignment at the time recommendation is made, must be shown.

11. Publication in Orders. a. Paragraph 4, Section I, AR 600-45, directs that awards of decorations made by authorized commanders be announced in general orders of their commands. Such announcement will include name, army serial number, grade, arm or service, organization, date(s), and the general geographic locality where the action occurred for which the award is made. The home address, address at the time of entry into the service, or entry into the United States Military Academy will be shown. In cases of posthumous, missing in action, or prisoner of war awards, the full name, relationship, and address of the next of kin will be included in the general orders.

b. The above instructions are also applicable to the general orders announcing the award of the Purple Heart. (For suggested form see Appendix).

c. The commanding general of the command will establish pertinent policies concerning the type of information which should be omitted from the citation as published in general orders and furnished the individual. Copies of the general orders furnished this headquarters and the War Department will contain all of the information required in subparagraph a, above.

d. General orders will be classified RESTRICTED and in addition to the copies required by the War Department, one (1) copy of all general orders will be furnished this headquarters marked: Attention, Personnel Division, AG Section. The three (3) copies for the War Department will be forwarded promptly direct to The Adjutant General, Attention: Decorations and Awards Branch, Munitions Building, Washington 25, D. C.

e. The individual may be furnished official copies of the citation which will contain no more information than was published in the general orders. These official copies will not be classified. It is not necessary to prepare letter orders. A copy of the citation to the individual will suffice.

f. Medal numbers will not be published.

12. Presentation. a. As prompt recognition of services increases the value of awards, every effort will be made to expedite their presentation.

b. No request to present a decoration awarded to any individual posthumously, missing in action, or prisoner of war will be sent to The Adjutant General or other headquarters, and under no circumstances will medals be forwarded. The War Department will make presentation to the next of kin upon receipt of general orders announcing such awards.

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c. Should an individual to whom an award has been made, or for whom an award has been recommended to this headquarters, depart prior to presentation, a report will be forwarded this headquarters without delay setting forth all pertinent facts. A copy of the general orders announcing the award will be inclosed. If the recipient's new location is known and is within this theater, direct correspondence is authorized. No medal will be forwarded nor will any medal be engraved when it appears that the specific medal will not be presented.

13. Awards to be Noted in Records. a. Awards of decorations, dates, and places of presentation will be noted in the historical records of organizations and in the service records of enlisted men, and for all others on WD AGO Form No 66-1 (Officer's and Warrant Officer's Qualification Card), also where applicable in appropriate personnel files and efficiency records. This will include entries pertaining to eligibility of individuals to wear appropriate Service Medals, Bronze Battle Stars, Bronze Star for the American Defense Service Medal, Expert and Combat Infantryman Badges, Distinguished Unit Badge, and all other badges. Unit commanders will cause a periodic check to be made of such records to see that necessary entries are made for personnel now present in their organization.

b. The Purple Heart will be presented immediately after eligibility has been determined. In cases where the individual's personnel records are not available, entry of the award will be made on his Emergency Medical Tag or Report Card (WD MD Form No 52). The award will be announced in general orders and in addition to the distribution required in paragraph 11 above, one copy will be furnished the individual and the individual's unit commander.

14. Acceptance of Awards from Cobelligerent Nations. a. In accordance with paragraph 33b, Change 3, AR 600-45, dated 24 April 1944, offers by the government of cobelligerent nations or the American republics of decorations, orders, medals, and emblems to United States Army personnel, except offers of immediate combat awards which may be concurred in by the senior field commander present, will be forwarded through channels to the Theater Commander for concurrence in their acceptance, containing the statement in paragraph c below.

b. Officers and enlisted men engaged in transactions involving the allocation of Lend Lease materials or credits will not be permitted to accept decorations from the nations with which they are dealing. This includes those individuals who participate in negotiations for Lend Lease allocations, or who make recommendations to any of the agencies authorized to act on such recommendations, or who are members of boards, rearmament committees, or other agencies charged with Lend Lease negotiations, recommendations for, or the allocations of Lend Lease materials. This prohibition does not apply to the acceptance of "immediate combat" awards, or to persons who are merely engaged in shipping or transporting Lend Lease materials.

c. Requests for authority to accept cobelligerent awards will be forwarded through command channels and contain the following statement: "I have not participated in negotiations for Lend Lease allocations, nor made any recommendations to any of the agencies authorized to act on such recommendations. I am not a member of any board, rearmament committee, or other agency charged with Lend Lease negotiations, recommendations for, or the allocation of Lend Lease materials"

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15. Awards to Military Personnel of Cobelligerent Nations. a. Recommendations for awards both combat and non-combat to British personnel, all grades, will be forwarded this headquarters for final decision. Recommendations for other than combat awards will not be presented to British commanders for concurrence except by this headquarters. All recommendations received for non-combat awards will be held at this headquarters for action of the Theater Commander at appropriate periods.

b. Immediate combat awards authorized for our allies may be made to all other cobelligerent military personnel provided the recipient is below the grade of Colonel, or its equivalent, and provided concurrence of the senior field commander present, of the recipient's forces, has been obtained. (This officer must be equal to or the equivalent of the rank of Brigadier General, United States Army).

c. Recommendations for the award of the Air Medal will not be initiated for British personnel.

16. Awards of the Oak Leaf Cluster to the Distinguished Service Medal and Legion of Merit - In amplification of War Department regulations which require that services must be completed for all non-combat awards, recommendations for awards of the Oak Leaf Cluster to the Distinguished Service Medal and the Legion of Merit, regardless of whether the basic award was received outside this theater, will not be initiated until the individual recommended has completed his assignment and under orders to depart this theater. (Par 16 added by Sec III, Cir #92, 1944.)

By command of Lieutenant General DEVERS:

OFFICIAL:

DAVID G. BARR,
Major General, GSC,
Chief of Staff.

/s/ H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

Incls:

- Incl 1 - Appendix "A", List of WD Publications
- Incl 2 - Appendix "B", Model Form for Recommendation for Award
- Incl 3 - Appendix "C", GO for Award of Purple Heart
- Incl 4 - Appendix "D", Model Form for Recommendation for Civilian Award

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"Z"

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PO 394, 21 September 1944

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SUBJECT

WD PUBLICATION

American Defense Service Medal

Cir 27, 1944
 Cir 129, Sec I, 1944 (rescinds
 Par 6a, Cir 27, 1944)

Animals, Awards to
 Battle Participation

Cir 26, Sec III, 1944
 AR 260-10 (w/14 changes)
 AR 600-85
 Cir 62, 1944
 Cir 195, 1944 (rescinds Par
 b & c(2), Cir 62, 1944)

Bronze Star Medal

Bull 3, Sec II, 1944

Campaign Medals

Cir 62, 1944
 Cir 195, 1944 (rescinds Par b & c
 (2), Cir 62, 1944)

Citations, Units

Cir 333, Sec IV, 1943
 Bull 22, Sec I, 1943
 Cir 26, Sec III, 1944

Commendation

AR 600-55

Decorations, General Provisions

AR 600-45 (w/4 changes)
 AR 600-85
 AR 600-90 (w/1 change)
 Cir 180, Sec V, 1942
 Cir 323, Sec III, 1942
 Cir 6, Sec IV, 1943

Flags, Colors, Standards & Guidons

AR 260-10 (w/14 changes)
 Cir 19, Sec V, 1944
 Cir 226, 1944

Glider Badge

Cir 220, Sec IV, 1944

Good Conduct Medal

AR 600-68 (w/1 change)
 Bull 6, Sec II, 1943
 Cir 36, Sec II, 1944
 Cir 103, 1944 (amends Par 7,
 AR 600-68)

Infantryman's Badge, Expert & Combat

Cir 322, 1943
 Cir 14, 1944 (amends Par 2, Sec I,
 & Par 10, Sec III, Cir 322, 1943)
 Cir 186, 1944
 Cir 213, 1944 (rescinds Par 5g,
 Sec III, Cir 322)

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Hq Natousa, Appendix "A" (Cont'd)

SUBJECT	AND PUBLICATION
Lapel Button (Honorable Discharge)	Cir 79, Sec V, 1944 Cir 213, Sec II, 1944 (rescinds Par 8 & 10, Sec V, Cir 79 . 1944)
Legion of Merit	Bull 40, 1942
Medal for Merit	Bull 40, 1942 Bull 9, Sec II & III, 1943
Motor Vehicle, Driver & Mechanic Awards	Cir 248, Sec II, 1942 Cir 119, Sec I, 1943
Occupation of Germany Medal	Cir 359, Sec IV, 1942
Supply of Service Medals	AR 600-65 (w/1 change) AR 600-90 AR 600-85 (w/1 change) Cir 323, Sec III, 1942
Typhus Commission Medal	Cir 142, 1944
Uniform, Prescribed Wearing of	AR 600-35 (w/28 changes) AR 600-40 (w/30 changes)
WAC, Service Medal	Bull 17, Sec II, 1943
Good Conduct Medal	Cir 36, Sec II, 1944
Guidons	Cir 79, Sec V, 1944
Wound & War Service Chevrons	Cir 6, Sec IV, 1943 Cir 224, Sec I, 1943

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 a Natoua

b. A condensation of the letter of recommendation including all pertinent facts upon which award is based. When an award is made, only the citation is published in orders; therefore, a resume of the act or service rendered must be in sufficient detail to justify the award.

c. The last sentence will include the individual's home town and state at time of enlistment, induction, entry into West Point, or present home address. (In cases of Posthumous, Missing in Action, or Prisoner of War awards, include name and relationship of nearest relative, house number, street or rural route, city and state.)

(Forward through proper command channels. Each _____ NAME
 commander will personally sign the recommendation, indicating his recommended approval or dis- _____ GRADE & ORGANIZATION
 approval) _____ COMMANDING OR OFFICIAL DESIGNATION

* * * * *
 MEDAL OF HONOR: Conspicuous gallantry and intrepidity at risk of life, above and beyond call of duty, in action involving actual conflict.

DISTINGUISHED SERVICE CROSS: Extraordinary heroism in action.

DISTINGUISHED SERVICE MEDAL: Exceptionally meritorious service in duty of great responsibility.

LEGION OF MERIT (in four degrees): For exceptionally meritorious conduct in the performance of outstanding services.

1. Chief Commander
2. Commander
3. Officer
4. Legionnaire

LEGION OF MERIT (without degree): For exceptionally meritorious conduct in the performance of outstanding services.

SILVER STAR: Gallantry in action.

DISTINGUISHED FLYING CROSS: Heroism or extraordinary achievement while participating in aerial flights.

SOLDIER'S MEDAL: Heroism not involving actual conflict.

BRONZE STAR: Heroic or meritorious achievement or service in action not in participation in aerial flight.

PURPLE HEART: Wounded in action, or as a direct result of enemy action.

AIR MEDAL: Meritorious achievement while participating in aerial flights.

MEDAL FOR MERIT (civilian award): Exceptionally meritorious conduct in the performance of outstanding services or an exceptionally meritorious act in furtherance of the war effort.

GOOD CONDUCT MEDAL: Demonstrated fidelity by faithful and exact performance of duty, efficiency, and behavior deserving evaluation completing one year's service as an EM of AUS, after 7 December 1941, or three years after 21 August 1940.

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APPENDIX "B"

R E S T R I C T E D

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RESTRICTED

Cir #89, 10 July 1944
Hq Natoua

MODEL FORM

Date _____

201 _____

SUBJECT: Recommendation for Award.

TO :

1. Under the provisions of _____ it is recommended that NAME _____
ASN _____, GRADE _____, ARM OR SERVICE _____, ORGANIZATION _____
 (Including staff section if on duty with a headquarters), be awarded the _____
 (appropriate award - see reverse side) _____, for _____
 (appropriate remark - see reverse side) _____

2. Complete description of action: In case of service awards such as Legion of Merit, a complete description of service rendered in detail should be listed. In recommendation for other awards, a detailed and factual description of the incident is of utmost importance. Do not use general statements. The most common error in recommendations is that they do not contain enough detail.

3. In recommendations for combat decorations, specific information should be included as nearly as is reasonably possible, regarding each of the following (using operations, maps, narrative statement, or any other convenient form):

- a. Character of the terrain, of hostile observations, and of enemy fire.
- b. Visibility, time of day, and atmospheric conditions.
- c. Location of enemy.
- d. Morale, that of our forces and that of the enemy.
- e. Casualties sustained.
- f. Effect or results of deed in question, etc.

(Not applicable to Legion of Merit)

4. Statement as to personal knowledge of the initiating officer. If he has no personal knowledge of the incident or service rendered, two affidavits from witnesses or persons having knowledge must be inclosed.

5. Each basic recommendation for the award of a decoration will show the exact status of the person who is being recommended at the time of rendition by him of the service upon which the recommendation is based. Grade and assignment at the time of this incident or at the time service was rendered as well as the grade and assignment at the time recommendation is made.

6. Statement that entire subsequent service of individual since performance of act cited has been honorable. In case of Distinguished Service Medal or Legion of Merit recommendation, statement that the individual has completed his service in the position, or that it was substantially complete at time he was transferred to other duty should be added.

7. List of previous awards to include general order number and headquarters of issue.

8. Proposed Citation, which will include: a. Name, ASN, Arm or Service, Grade, Organization, period of time (inclusive dates) of service rendered, and the general or specific locality or campaign.

APPENDIX "B"

- 1 -

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R E S T R I C T E D

Cir #89, 10 July 1944
Hq Natousa

HEADQUARTERS
NINTH ARMORED DIVISION
APO 259

00 March 1944

GENERAL ORDERS)

NUMBER 00)

AWARD OF PURPLE HEART

Under the provisions of Army Regulations 600-45, as amended, the Purple Heart is awarded to the following for wounds received in action against the enemy:

GEORGE W. BROWN (00000000), Pvt, Inf, Company "A", 17th Infantry, Sicily, 15 August 1943. Entered service from Newark, New Jersey.

WILLIAM S. GREEN (00000000), Pvt, FA, Battery "B", 13th Armored Regiment, Tunisia, 13 May 1943. Entered service from Atlanta, Georgia.

JOHN L. SMITH, (00000000), Pfc, FA, Battery "A", 99th Field Artillery Battalion, Corsica, 14 November 1943. Entered Service from New York, New York.

JEROME W. BROWN (00000000), Pfc, FA, Company "C", 307th Tank Destroyer Battalion, Italy, 15 December 1943. Entered service from Syracuse, New York.

JOHN J. DOE (00000000), Capt, FA, Service Battery, 21st Armored Field Artillery Battalion, Italy, 14 December 1943. Entered Service from Norfolk, V

By command of Major General BUTLER:

HARRY B. BLACK,
Colonel, GSC,
Chief of Staff.

OFFICIAL:

W. L. WALLACE,
Lt Colonel, AGD,
Adjutant General.

Cir #89, 10 July 1944
Hq Natouza

R E S T R I C T E D

201-P _____

(Name of submitting

(organization)

SUBJECT: Recommendation for Civilian Award.

(Date)

TO : _____

THROUGH: _____

1. Under the provisions of Civilian Personnel Regulations 104, 12 April 1944, it is recommended that _____ (full name), a civilian whose legal residence is _____ (address), now currently employed by _____ (command), in the position of _____ (job title or descriptive term indicating nature of duties) be awarded the Emblem for _____.

2. In support of the proposed award following additional personnel data for this individual is submitted:

- a. Country of birth _____.
- b. Country of citizenship _____.
- c. Current efficiency report rating is _____, or current rating on performance of assigned duty is _____.
- d. Date services commenced _____.
- **e. Services performed by _____ which are considered by the undersigned to merit the award indicated in paragraph above, are outlined below:

3. It is certified by the undersigned that the above information is a true extract of official records, and to the best of my knowledge and belief, this individual's services have been honorable and that his loyalty to the Government of the United States and the Army of the United States is above question.

(signature)

(Complete only for Emblem for Exceptional Civilian Service or Emblem for Meritorious Civilian Service)

NOTE: To be approved or disapproved by each commander in the chain of command prior to forwarding.

APPENDIX "D"

R E S T R I C T E D

R E S T R I C T E D
HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

6 August 1944

CIRCULAR)

NUMBER 96)

E X T R A C T

Marriage of Military Personnel..... I
Awards and Decorations..... II
Unauthorized Transportation of Civilians in U.S. Government Vehicles..... III
Immunization of U.S. Military Personnel.....
Rabies (Hydrophobia)..... *

II --- AWARDS AND DECORATIONS

NATOUSA Circular Number 89, 1944, is amended as follows:

- a. Paragraph 8c is rescinded and the provisions of paragraph 2, War Department Circular 186, 1944, substituted therefor.
- b. Paragraph 9 is rescinded. The provisions of War Department Circular 268, 1944, with the following additions, are substituted therefor:
 - (1) With the exception of individual procurement, the Commanding General, SOS NATOUSA, is the only authorized agency to procure the bar in quantities and to determine distribution.
 - (2) Priority of issue will be to personnel returning to the U.S.

*
By command of Lieutenant General DEVERIS:

DAVID G. BARR,
Major General, GSC,
Chief of Staff.

OFFICIAL:

/s/ H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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TRUE EXTRACT COPY:

C. B. PATE,
WOJG, USA.

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Political Section
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GC

CIRCULAR)
NUMBER 23)

31 July 1944

Payment of Rental and Quarters Allowances	I
Mailing of Newspapers	II
U. S. Military Censorship Regulations	III
Elimination of Night Driving Hazard	IV
Transmittal of Personnel Papers	V

I ----- PAYMENT OF RENTAL AND QUARTERS ALLOWANCES

1. Attention is directed to the provisions of Section V, WD Circular Number 233, 1944.

2. Commanders will insure that officers and non-commissioned officers executing certificates claiming pay and allowances do so in accordance with above cited circular and AR 35-4220.

II ----- MAILING OF NEWSPAPERS

Section II, MATOUSA Circular Number 77, 1944, is amended by the addition of "The 12th Air Force Mission" to the list of newspapers approved for mailing.

III --- U. S. MILITARY CENSORSHIP REGULATIONS

Paragraph 13, MATOUSA Circular Number 32, 1944, is rescinded and the following substituted therefor:

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

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

IV ----- ELIMINATION OF NIGHT DRIVING HAZARD

1. The tail light and reflector warning devices on most cargo type trucks are not visible from the rear when the tail gate is completely down. A truck of this type with a lowered tail gate presents a hazard to any other vehicle approaching from the rear at night, particularly during blackout conditions.

2. Tail gates on all cargo trucks will be kept either horizontal or all the way up at all times when driving or parked except when it is necessary to lower the gate for loading or unloading operations.

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Circular #93
Hq Natouse (cont'd)

V ---- TRANSMITTAL OF PERSONNEL PAPERS

1. Acknowledgment of receipt of service records and allied papers will be discontinued, and such requests will not be made in letters of transmittal.

2. A simplified, mimeographed letter of transmittal is recommended for the convenient and time-saving use of all organizations. The form should require only insertion of relevant data as follows:

- a. Date of letter.
- b. Name and address of organization or installation to which forms are being forwarded.
- c. Number of each type of JD AGO and other forms being forwarded.
- d. The signature of the personnel officer.

The insertion of this data in longhand, with ink or indelible pencil, is acceptable.

3. The filing of record copies of letters of transmittal is to be discouraged except for units which do not maintain locator card files.

4. In units which maintain locator card files, a record and date of dispatch of letters of transmittal and the disposition of individuals may be entered upon the appropriate locator card.

5. Hospitals now using MD Form No. 51 may simplify their procedure in this respect by inserting the information required in paragraph 4 above on this form at the time of transfer.

By command of Lieutenant General DEVERS:

DAVID G. BARR,
Major General, CSC,
Chief of Staff.

OFFICIAL:

H. V. Roberts
H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

*Political Section**WS
DD*

CIRCULAR)

25 July 1944

NUMBER 91)

Gratuitous Issues I
Postal Regulations II

I ---- GRATUITOUS ISSUES

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

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

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

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

5. The instructions above apply to issues to United States troops only. Special instructions pertaining to Allied troops have been published previously, and remain unchanged.

II --- POSTAL REGULATIONS1. Official Mail to Italian Civilians.

a. Official mail may be deposited at all U.S. APO's in this theater addressed for delivery to civilians in Sardinia, Sicily and Allied occupied Italy (where civil postal communications have been authorized). Official envelopes must be used which bear the words "Official Business" and the penalty clause. To be acceptable in the Italian Postal Service each official envelope must bear an officer's signature, including rank, in the lower left hand corner.

b. Such official mail, which cannot be registered, is limited to unclassified material only.

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R E S T R I C T E D

Cir # 91, 25 July 1944
Hq MATOUSA (cont'd)

2. Mail for AWOL Personnel and Deserters.

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

b. Mail so indorsed is to be returned to the APO for disposition. Unit commanders will take the necessary action to insure that the indorsement is used only in proper cases as the Army Postal Service will return mail so indorsed to the sender on the strength of the indorsement. The indorsement must not be used on mail for personnel absent from the organization for hospitalization or other reasons whose address may be temporarily unknown. It is to be used only in cases where the addressees are carried on the unit records as AWOL or as deserters.

3. Personnel Returning to United States on Furlough.

a. Each piece of mail that is received by organizations addressed to members who have returned to the United States on furlough during the first 45 days after their departure will be supplied with the complete forwarding address whenever possible. In event a definite address cannot be furnished, each piece will be rubber stamped or indorsed:

Return to United States
Attention: Post Postal Officer.
Port of Embarkation Army Post Office.

b. Mail readdressed or indorsed as in g will be returned to the APO during the first 45 days after departure of the personnel.

c. Mail received after the 45 day period will be held at the unit for the return of the personnel unless notice is received that the addressees have been transferred and will not return to the unit. After receipt of such notice, if any, all mail received for the personnel concerned will be readdressed or indorsed as indicated in g and returned to the APO.

d. See paragraph 4, Section III, MATOUSA Circular 55, 1944, relative to mail for personnel returned to the United States by reason of transfer, rotation or hospitalization.

4. Orders for Personnel Returned to United States.

Section I, MATOUSA Circular 70, 1944, is amended to include "Personnel returned to the United States on furlough" in the instructions contained therein.

By command of Lieutenant General DEVERS:

DAVID G. BARR,
Major General, GSC,
Chief of Staff.

OFFICIAL:


H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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