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M.T.OUSA ADMINISTRATIVE MEMORANDUM

Ap - Dec 1944

R E S T R I C T E D

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 8)

6 December 1944

INFORMATION AND EDUCATION PROGRAM

Administrative Memorandum Number 5, this headquarters, 1944, is rescinded and Section I, General Orders Number 11, this headquarters, 1944, is being rescinded. The following is substituted therefor in implementation of W. D. Circular Number 360, dated 5 September 1944.

1. Reference is made to paragraph 1, Section I, MTOUSA General Orders Number 123, 1944, transferring the Information and Education Section, Headquarters, COMZONE MTOUSA, to this Headquarters.
2. The Information and Education Section, MTOUSA, is charged with the following duties:
 - a. Furnishing information to the armed forces thru:
 - (1) Publication and operation of the STARS and STRIPES.
 - (2) Publication and operation of YANK Magazine.
 - (3) Supervision of Army News Service in order to improve content and insure prompt receipt in the field.
 - (4) Production and distribution of all other information media designed for U. S. Armed Forces, including pocket guides, histories and news reviews.
 - b. Operation and control of American Expeditionary Stations, broadcasting of news, information, education and entertainment programs.
 - c. Operation and maintenance of the MTOUSA Branch, United States Armed Forces Institute.
 - d. Planning and supervision of the post-hostilities education and orientation program.
 - e. Direction and supervision of a Research Branch to conduct research studies on factors affecting morale and to collect and analyze data for War Department agencies requesting research services.
 - f. Development, supervision and operation of an orientation program as defined by War Department and theater instructions.
 - g. Planning, development, operating and control of special projects as directed by the Theater Commander.
3. The Information and Education Officer, MTOUSA, is charged with advising the Theater Commander of the morale of troops and the operations of the various branches and activities of the section. He will perform the necessary field services to determine the state of organization of the Information and Education service and the efficacy of its operation. Technical channels of communications will be employed in the dissemination of instructions and information to Information and Education Officers of lower echelons.

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Hq MTOUSA Adm Memo #8 (cont'd)

4. The Commanding Generals Fifth Army, AAF/MTO, Replacement Command, Base Sections and other independent commands, will actively promote and operate within their commands an information, education, and orientation program in compliance with War Department Circular Number 360, 5 September 1944.

5. In the organization of commands and installations wherein personnel are not provided for by War Department Tables of Organization, but are established under Tables of Allotment, provisions will be made to establish Information and Education Sections or branches as indicated in paragraph 8f (1) (2), Section IV, War Department Circular Number 360, on a basis comparable to that provided in the Tables of Organization for tactical units; and this shall not preclude the designation of additional officers within the Tables of Allowance of such organizations as may be required to perform fully the mission of the Information and Education Service. Specific reference is made to the following:

a. The organization of Information and Education service in General Hospitals will be as set forth in MTOUSA letter AG 330.11/690 C-0, subject: "Educational Reconditioning", dated 28 November 1944.

b. Ports of embarkation and/or debarkation. Insofar as Base Sections assume the functions of Zone of Interior ports of embarkation, the provisions of War Department Circular Number 360, paragraph 8g (1) and (2) shall regulate the personnel and activities of the Information and Education program.

c. Air Force Wings will be considered comparable to Army Ground Force infantry divisions for purposes of Tables of Organization.

6. Information and Education Section activities will be coordinated with those of Special Services, Army Exchange Service, Chaplain and the American Red Cross, to avoid the duplication of effort in morale services to the troops.

By command of Lieutenant General McNARNEY:

C. V. Christenberry
C. V. CHRISTENBERRY,
Colonel, AGP,
Acting Adjutant General.

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APO 394Suspense ADMIN. MEMO-8 MTOUSADate 6 DEC, 1944DIST

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Patriots Branch		G-4 (A)	✓
Public Safety		G-4 (B)	
Security Division		2575th Regt	20
Public Health		H.Q. Comdt	✓
Legal		Adjutant	✓
Education		Navy	✓
Monuments & Fine Arts		Land Forces (EMIA)	✓
Economic Section		Air	✓
Requisition Division		Communications	
Agriculture		Civil Censorship Group	
Commerce		W.M.D. & P.O.W.	
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Industry		U.N.F.R.A.	
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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY

APO 534

ADMINISTRATIVE MEMORANDUM)

NUMBER 7)

Adjutant

Asst. Acs.

Asst. Acs.

13 September 1944

Scales of Accommodation and Standards of Construction I
Disposal of Property Received by the U. S. Under Reciprocal Aid III ---- SCALES OF ACCOMMODATION AND STANDARDS OF CONSTRUCTION

Paragraph 22, MATOUSA Administrative Memorandum Number 13, 1943, is amended by the deletion of the table therein and by the substitution of the following:

<u>Type and Nominal Capacity of Hospital</u>	<u>Number and Size of Generators</u>
250 Bed Station	2 - 15KW Units
500 Bed Station	2 - 30KW Units
750 Bed Station	2 - 30KW & 1 - 15KW Units
1500 Bed General	4 - 30KW Units
2000 Bed General	5 - 30KW Units
3000 Bed Convalescent	2 - 30KW Units

II ---- DISPOSAL OF PROPERTY RECEIVED BY THE U. S. UNDER RECIPROCAL AID

1. Published herein, as a supplement to War Department Circular Number 283, 1944, are the present views of the War Department regarding the disposal of property received under Reciprocal Aid which is excess to the needs of the U. S. Army Forces in this theater. Such Reciprocal Aid property may be:

- a. Shipped to another U. S. theater without obtaining the consent of the supplying government.
- b. Retransferred to a third government with the consent of the supplying government.
- c. Returned to the supplying government with its consent.
- d. Otherwise disposed of with the consent of the supplying government.

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Hq NATOUSA Adm Memo #7 (cont'd)

2. Inasmuch as it is maintained that title to Lend-Lease property remains with the United States, the War Department considers that title to property received under Reciprocal Aid is retained by the supplying government. Therefore, property received under Reciprocal Aid will not be disposed of without obtaining the prior consent of the supplying government.

3. Hereafter, when usable property received under Reciprocal Aid which is suitable for shipment to another theater in substantial amounts becomes excess to the needs of the U. S. Army Forces in this theater, prior approval of the War Department will be obtained before seeking the consent of the supplying government to retransfer, return, or otherwise dispose of such Reciprocal Aid items.

4. The Theater Commander is required to submit a report to the Commanding General, Army Service Forces, Washington, or to the Commanding General, Army Air Forces, Washington, as the case may be, covering all substantial excess of items of Reciprocal Aid origin which are suitable for shipment to another theater. This report will include a brief description of each item, including the condition thereof, the name of the supplying government, and the quantity available. The Commanding General, SOS NATOUSA, will make this report on Army Ground Force items and items common to Ground and Air, in the same manner and under the same terms of reference as he now reports other surplus material in the theater. The Commanding General, AAF, will likewise report on items peculiar to the Air Forces.

5. Prior approval of the War Department is not required before disposing of all other items procured under Reciprocal Aid, but it is necessary that prior consent of the supplying government be obtained.

6. The Theater Commander may make emergency retransfers to a third government, but in each case, approval of the supplying government will be obtained as expeditiously as possible.

7. All retransfers by the U. S. to third governments of British munitions received from U. K. sources under Reciprocal Aid will be made in accordance with policies established by the Munitions Assignment Board, Washington, in MEW 67/8 and 67/10, regarding which War Department instructions are now being prepared. As soon as such instructions are received, they will be published.

8. When property procured under Reciprocal Aid is "otherwise disposed of with the consent of the supplying government", as indicated in paragraph 1d above, the proceeds from such sales should be deposited with U. S. Army Finance Officer, and held in suspense account pending agreement between the U. S. and the foreign government concerned as to the entire question of division of proceeds from disposition of surplus Lend Lease and Reciprocal Aid property.

9. The term "substantial amounts", as used herein, is a matter for the judgment and discretion of the Theater Commander, and determinations thereof will be made for the Theater Commander by the Assistant Chief of Staff, G-4, this headquarters.

By command of Lieutenant General DEVERS:

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R E S T R I C T E D

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

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ALLIED CONTROL COMMISSION

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Education		G-4 (B)	✓
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Economic Section	✓	Adjutant	✓
Agriculture		Message Center	
Commerce		Orders & Bulletins	
Finance		2675 Regt	20
Food		Political Section	
Industry		Navy	✓
Labor		Army	✓
Mining Division		Air	✓
Public Works & Utilities		Communications	
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REMARKS

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

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File
25 July 1944

ADMINISTRATIVE MEMORANDUM)
NUMBER 6)

HEADQUARTERS
28 LUG 1944

Analysis and Control Section I
Censorship II

I ---- ANALYSIS AND CONTROL SECTION

1. The Analysis and Control Division of the Adjutant General Section of this headquarters, as established by NATOUSA Administrative Memorandum Number 1, 1944, is transferred from the Adjutant General Section to the Office of the Chief of Staff, and is designated the Analysis and Control Section, Office of the Chief of Staff.

2. NATOUSA Administrative Memorandum Number 1, 1944, is amended by the substitution of Analysis and Control Section for Analysis and Control Division wherever it appears.

II ---- CENSORSHIP

Subparagraph b under the heading G-2, NATOUSA Administrative Memorandum Number 2, 1944, is rescinded.

By command of Lieutenant General DEVERS:

ACC-DIST
Exec. Offr.
G-1 (A)
G-4 (A)
2675 Regt - (5)
Adj. Gen.
Adj.
Navy SC
Army SC
Air SC
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Reg 1 to 9
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Amg 8 Army
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H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

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Adjutant	
Asst. Acs.	<u>3156</u>
Asst Acs.	
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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

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ADMINISTRATIVE MEMORANDUM)

28 April 1944

NUMBER

5)

MORALE SERVICES1. REFERENCES:

- a. MR 1-10.
- b. Section I, NATOUSA General Order Number 11, cs.
- c. War Department letter, 21 September 1943, Subject: "Special Services Officer in Tables of Organization of Regiments", AG 320.3 (16 September 43), OB-I-WDGCT-M.
- d. War Department letter, 22 October 1943, Subject: "Special Services Officer in Tables of Organization of Regiments", AG 320.3 (19 October 43), OB-I-WDGCT-M.
- e. Section VII, War Department Circular Number 29, 1944.

2. PURPOSE OF MORALE SERVICES. The fundamental purpose of Morale Services is to develop and maintain mental attitudes in troops which cause them to have a desire to make full contribution of their efforts towards defeating the enemy.

3. RESPONSIBILITY FOR MORALE. The development of troop morale is the responsibility of the command, not of Morale Services. Morale Services acts as any other special staff section. It furnishes materials, facilities, and services to the command, and participates in the training of commanders and their staff representatives in methods of using materials, facilities, and services. The importance of mental attitudes and the responsibility of commanders thereto are set forth in paragraph 41, MR 1-10.

4. MISSION OF MORALE SERVICES SECTION. Under the concept stated in paragraphs 2 and 3 above, the mission of Morale Services Section, is:

a. To furnish to all commanders information - historical and current - through the media of publications, radio, posters, moving pictures, and other material.

b. To instruct and indoctrinate orientation personnel in the mission of Morale Services.

c. To inform all orientation personnel of the services which can be supplied by the Morale Services Section and the method of employing material in the development and maintenance of attitudes.

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Hq MATOUSA
Adm Memo No. 5

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d. To instruct unit Morale Services personnel, Orientation and Special Service Officers in the method of utilizing Morale Services material and services, and in conducting orientation programs.

e. To inform and indoctrinate commanders, in all echelons, of the purpose of Morale Services, the type of service and materials available, and the value of developing attitudes in the troops under their commands.

5. SERVICES FURNISHED BY MORALE SERVICES:

a. (1) Information and Orientation, viz, news service, digests, posters, etc.

(2) Radio.

(3) Publications.

(4) Education.

(5) Research.

b. Activities designed to insure that services are being received by organizations and that proper use is being made of them.

6. PLAN OF OPERATION OF MORALE SERVICES: Based upon the mission of Morale Services, the following plan of operation and action will be implemented:

a. The desire of the Secretary of War and the Chief of Staff of the Army that proper mental attitudes of troops be developed, and basic directives on morale and mental attitudes will be brought to the attention of all echelons of command both by documentary means and conferences.

b. Measures will be initiated to require all echelons of command to fill T/O vacancies for Morale Services and Orientation Officers with qualified personnel.

c. Measures will be initiated to insure that all units and organizations, not having T/O vacancies for Morale Services and Orientation Officers, detail and designate such officers on full-time basis if possible, and if full-time basis is not possible, then such officers be detailed to perform the duty of an Orientation Officer on part-time basis.

d. Names of personnel selected for assignment and/or detail as Orientation Officers will be reported to Headquarters, SOS, MATOUSA, not later than 10 May 1944.

e. Units in which Orientation Officers are already assigned or detailed will submit the report required in paragraph d above.

f. Schools will be established at times and places to be designated later by Headquarters, SOS, MATOUSA, to instruct all Morale and Orientation personnel, T/O and detailed, including Special Service Officers having Morale


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Adm Memo No 5

Services and Orientation functions. The curricula of these schools are designed to inform the students of type, nature and amount of services furnished by the Morale Services Section, the manner in which they may be used, correct instructional methods, and the specific duties of Morale Service and Orientation Officers as special staff officers for their commanders. To insure that Morale Services Schools are conducted on the highest plane, and will accomplish a maximum of benefit, arrangements were concluded in Washington to obtain on a temporary basis two of the outstanding members of the Special Service School, Lexington, Virginia.

g. All personnel of the Morale Services will collaborate and work in harmony with the Special Service, the Chaplain, the American Red Cross, U.S.O., and all other agencies whose duties and activities affect morale conditions among troops, to the end that plans and activities are integrated and duplication is eliminated.

By command of Lieutenant General DEVERS:


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

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Admin. Memo No. 5

28 April, 1944

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Security Branch	✓	Region 8
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G-1 (A)	✓	AMC 5 Army
G-1 (B)	✓	AMC 3 Army

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
ATO 534

24 April 1944

ADMINISTRATIVE MEMORANDUM)

NUMBER 4)

SCALES OF ACCOMMODATION

1. Paragraph 20, Administrative Memorandum Number 13, this headquarters, dated 25 September 1943 is rescinded and the following substituted therefor:

"20. Insect screening is authorized for the following facilities and in the following order of priority.

- a. Kitchens.
- b. Mess Halls.
- c. Latrines - latrine box will be made fly-proof.
- d. Hospitals - In order of priority, all infection wards, laboratories, all other wards, and such other facilities as in the opinion of the Surgeon are considered absolutely necessary, to be screened.
- e. Buildings and tents used for purposes of recreation in malarial areas.
- f. Inclosed shops, laboratories and offices in malarial areas where personnel are regularly engaged in night work."

By command of Lieutenant General DEVERS:

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

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Admin Memo # 4

24 April 1944

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ALLIED CONTROL COMMISSION
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	Public Health (Main Hq)	✓	Hq Comdt (Main)
	Public Health (Rear Hq)	✓	Hq Comdt (Rear)
	Property Control		Adj (Main)
	Legal		Adj (Rear)
	Education		Political Section
	Monuments & Fine Arts		Navy (Rear Hq)
	Economic Section	✓	Army (LESCE)
	Agriculture		Army (Rear Hq)
	Industry & Commerce		Air
	Labor		Telecoms & Posts (Rear Hq)
	Food		War Material Disposal
	Public Works & Mines		P.R.O.
	Electric Power Mission		Liaison Section, Hq, ACMF
	Internal Transportation		O.C. British Detachment
	Shipping	✓	O.C. Hq Co, 2675th Regt
	Finance	✓	Region 1
	R.C. & M.G. Section	✓	Region 2
	Civil Affairs Branch	✓	Region 3
	Information Division	✓	Region 4
✓	Displaced Persons-SAR	✓	Region 5
	Italian Refugees Branch	✓	Region 6
	Security Branch	✓	Region 8
✓	Exec Offrs (Est. Br.)	✓	Region 9
	G-1 (A)	✓	AME 5 Army
	G-1 (B)	✓	AME 5 Army

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