Reclassified E.O. 12356 Section 3.3/NND No. 785015

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MTOUSA CIRCULARS
JUNE 1944;
JAN. 1945 - APR. 1946

Declassified E.O. 12356 Section 3.3/NND No. 785015

Form 368 (Old No. 490)
July 20, 1918

56/CC

LIST OF PAPERS

Office of the
Chief Commissioner

File under No. 56 MTOUSA CIRCULARS 1945 & 1946

ALLIED COMMISSION

From: 1 Jan 45 (Circular 1)
To : 29 Apr 46 (Circular 58)

RESTRICTED

Part II

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS

4336 -

INSTRUCTIONS.—When papers on a subject become [illegible] red serially and brief entries made on this form.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MAY 2 REC'D

CIRCULAR)
NUMBER 58)

29 April 1946

WD AGO Form 65, Identification Card I
ITOUSA Dependents Identification Card II

I - WD AGO FORM 65, IDENTIFICATION CARD

Section II, Circular Number 74; Section III, Circular Number 103; Section III, Circular Number 109; and Section III, Circular Number 127, all this headquarters, 1945, are superseded by this circular.

1. Reference

Section I, War Department Circular Number 336, 1945.

2. Responsibility

a. The responsibility for the procurement, storage, and issue to major commands within this theater of WD AGO Forms 65, Identification Cards, is hereby delegated to the Commanding Officer, Peninsular Base Section.

b. The responsibility for processing and issuing of WD AGO Forms 65, Identification Cards, to personnel assigned or attached to their commands, is hereby delegated to the Commander of each major command within this theater.

3. Procedure

a. Requisitions for required WD AGO Forms 65, Identification Cards, will be submitted by major commands to Commanding Officer, Peninsular Base Section. These requisitions will cover estimated requirements for a three months period.

3335 b. Cards processed by major commands will be completed to include signature of countersigner and pasting of photographs on the cards prior to submission for lamination. Pasting must be accomplished with rubber cement. Should rubber cement be unavailable, photographs will be attached to the cards with paper clips. Major commands will submit completed cards for lamination to Signal Photo Laboratory, Peninsular Base Section, APO 782.

c. Cards for individuals arriving and departing from this theater, transient personnel not assigned or attached to any theater unit, and eligible civilians will be processed and issued by Peninsular Base Section.

4. Loss of WD AGO Forms 65, Identification Cards

a. Report of loss of WD AGO Form 65, Identification Card will be made by the individual concerned to the major command to which assigned or attached.

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b. Major Commands will report loss of WD AGO Forms 65, Identification Cards, to the Commanding Officer, Peninsular Base Section, giving the name, ASN, and organization of the individual, and the type and number of the lost card. If a replacement is desired, a new WD AGO Form 65, Identification Card, will be submitted. The Commanding Officer, Peninsular Base Section, will take the action required in paragraph 8, Section I, War Department Circular Number 336, 1945.

5. Withdrawal and Issuance of WD AGO Forms 65, Identification Cards

a. WD AGO Forms 65-8, 65-10 and 65-11 are discontinued. The holders thereof will surrender them immediately to the nearest United States Army installation for forwarding, through the appropriate major command, to the Commanding Officer, Peninsular Base Section, who will have the cards recorded and destroyed.

b. WD AGO Forms 65, Identification Cards, will be issued only to those personnel authorized by Section I, War Department Circular Number 336, 1945. All other personnel in possession of WD AGO Forms 65, Identification Cards, will surrender them immediately to the nearest United States Army installation for forwarding, through the appropriate major command, to the Commanding Officer, Peninsular Base Section, who will have the cards recorded and destroyed.

c. For the information of all headquarters the personnel listed in paragraph 1 b, Section II, Circular Number 127, this headquarters, 1945, are not entitled to a WD AGO Form 65, Identification Card, and under no circumstances will one be issued.

d. In the future all WD AGO Forms 65, Identification Cards, issued to authorized civilians will show on the line marked "Designation" the position, title and organization with whom identified, i.e., "Clerk-Typist--War Department", or "Field Director--American Red Cross".

e. Issuance of new WD AGO Forms 65, Identification Cards when promoted will be discontinued. Future issues will be restricted to replacement of lost cards, and initial issues.

II - MTOUSA DEPENDENTS IDENTIFICATION CARD

Paragraph 3, letter this headquarters, file AG 292/884 A-O, subject: "Availability of Rest and Recreational Facilities to Non-Citizen Wives of United States Military Personnel", dated 24 August 1945, is rescinded.

6. Responsibility

a. The Commanding Officer, Peninsular Base Section, is responsible for the procurement, storage, and issue to the major commands within this theater of MTOUSA Dependents Identification Cards.

b. The Commander of each major command within this theater is responsible for processing and issuing of MTOUSA Dependents Identification Cards to dependents of American personnel, military or civilian, assigned or attached to their respective commands.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 58 (Cont'd)

7. Procedure

a. Requisitions for required MTOUSA Dependents Identification Cards will be submitted by major commands to Commanding Officer, Peninsular Base Section. These requisitions will cover estimated requirements for a three months period.

b. Cards processed by major commands will be completed to include signature of countersignor and pasting of a photograph of the dependent on each card prior to submission for lamination. Pasting must be accomplished with rubber cement. Should rubber cement be unavailable, photographs will be attached to the cards with paper clips. The photograph of the dependent should be a full face, head and shoulders likeness of about 1 1/2" by 1 3/4" in size. Major commands will submit completed cards for lamination to Signal Photographic Laboratory, Peninsular Base Section, APO 782.

8. Loss of MTOUSA Dependents Identification Cards

a. Report of loss of MTOUSA Dependents Identification Card will be made by individual whose dependent is concerned, to the major command to which assigned or attached.

b. Major commands will report loss of MTOUSA Dependents Identification Cards to the Commanding Officer, Peninsular Base Section, giving the name of the dependent, the name of the person on whom dependent, and the number of the lost card. If a replacement is desired, a new MTOUSA Dependents Identification Card will be submitted. The Commanding Officer, Peninsular Base Section will publish the fact that the card has been lost to all interested installations.

9. Withdrawal and Issuance of MTOUSA Dependents Identification Cards

a. The MTOUSA Identification Card for Wives of Military Personnel is discontinued. The holders thereof will immediately surrender them to the nearest United States Army installation for forwarding, through the appropriate major command concerned, to the Commanding Officer, Peninsular Base Section, who will have the cards recorded and destroyed.

b. MTOUSA Dependents Identification Cards will be issued to those dependents, actually present within this theater, of American personnel who are:

(1) Members of the Armed Forces of the United States.

(2) Members of the American Red Cross Military Welfare Service.

(3) Employees of US POLAD.

(4) Members of USO.

(5) War Department Technical Advisers.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 58 (Cont'd)

(6) Civilian employees of the War Department.

(7) Employees of organizations exclusively engaged in furnishing supplies or services to the military establishment.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 57)

29 April 1946

PERMANENT ASSIGNMENT OF MILITARY PERSONNEL TO THE CONTINENTAL LIMITS OF THE UNITED STATES UNDER THE PROVISIONS OF WAR DEPARTMENT CIRCULAR 57, 1946

1. Under the provisions of Section I, War Department Circular 57, dated 27 February 1946, military personnel in this theater may be returned to the United States for permanent reassignment in the continental United States provided a member of their immediate family (father, mother, children) have, as a result of hazards incident to their service in the armed forces since 7 December 1941, been killed, died as a result of wounds, accident or disease, or are missing in action.

2. Personnel eligible under the provisions of above cited circular may submit written applications for return to the United States for permanent reassignment. These applications will be forwarded through military channels to this headquarters for final action. Any documentary evidence in the possession of the applicant that will substantiate his request will be forwarded with the application. Commanders concerned will insure that all applications are complete and meet the requirements of War Department Circular cited herein.

3. Approved and disapproved applications will be returned to the major command having jurisdiction over the individuals concerned. Upon receipt of an approved application by a major command from this headquarters, that command will issue necessary orders returning the individual to the United States for permanent reassignment and will take necessary action to complete all records as required by paragraph 4 of reference circular. Disapproved applications will be returned to individual's immediate commanding officer for retention in unit files.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
:
NUMBER 56)

23 April 1946

ITEMS OF ADDITIONAL PAY AND ALLOWANCES

Reference paragraph 18b, War Department Circular 310, 1945, the following decision with regard to eligibility for payment of additional pay, received by this headquarters in letter from the Adjutant General, War Department, dated 28 March 1946, subject "Additional Pay", is furnished for information and guidance:

1. Diving Pay - Payment is contingent upon issuance of specific orders for each assignment to diving duty and the performance of the duties as required by AR 35-1485 and AR 775-50.

2. Flying and Glider Pay - Payment of these two items of additional pay is contingent upon:

a. Assignment to duty by specific orders issued subsequent to enlistment or reenlistment.

b. Performance of the duty to the extent of the minimum requirements set forth in the respective regulations.

3. Parachute Pay - Payment of parachute pay is contingent upon:

a. Being rated as parachutist or undergoing training for such a rating.

b. Being assigned to and engaged upon duty where parachute jumping is an essential part of such duty.

c. Not being in receipt of flying or glider pay.

4. Expert and Combat Infantry Pay - Payment for these items is contingent upon:

a. Having been awarded the badge.

b. The right to wear the badge not having been withdrawn.

c. Assignment to duty other than with the Medical Department or duty entitling the enlisted person to flying pay.

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Hq MTOUSA Circular No. 56 (Cont'd)

5. Medical Badge Pay - Payment for this item is contingent upon:

a. Having been awarded the badge.

b. The right to wear the badge not having been withdrawn.

c. Not being entitled to combat or expert infantry badge pay or aviation pay.

d. Assignment to duty with Medical Department.

6. In all cases the requirements set forth above must be met irrespective of whether enlistment or reenlistment in the Regular Army is accomplished on the day following discharge or at some later date.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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UNITED STATES ARMY
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CIRCULAR)
NUMBER 55)

22 April 1946

COMPLAINTS AND REDRESS FOR ALLEGED GRIEVANCES OF MILITARY PERSONNEL

1. For the purpose of carrying out the provisions of Section II, War Department Circular 74, 14 March 1946, the appropriate commanders who are charged with affording frequent opportunity for the presentation of complaints, insuring prompt action thereon, and notifying complainants of action taken, for their respective commands are:

Commanding General, 88th Infantry Division
Commanding Officer, Peninsular Base Section
Commanding Officer, Rome Area, Mediterranean Theater of Operations
Commanding Officer, Naples Air Force General Depot
Commanding Officer, American Graves Registration Service - Mediterranean Theater Zone
Commanding Officer, Headquarters Command, Mediterranean Theater of Operations

2. The Inspector General MTOUSA will provide the services of an inspector general upon call by the Commanding Officer, Headquarters Command, Mediterranean Theater of Operations, for the purposes of receiving complaints and insuring further action to comply with Section II, War Department Circular 74, 14 March 1946. The Commanding Officer, Rome Area, Mediterranean Theater of Operations, will similarly provide the services of an inspector general for Graves Registration personnel stationed in Rome.

3334 The Commanding Officer, AGRS-ITZ will arrange for the reception of complaints from Graves Registration personnel wherever stationed, and will inform Graves Registration personnel accordingly. For this mission, the Commanding Officer, AGRS-ITZ is authorized to designate a qualified officer of his command as acting inspector general for the purposes of Section II, War Department Circular 74, 14 March 1946, and to arrange direct with major commanders, who have Graves Registration Service installations in their areas, for assistance from their inspectors general when necessary.

4. Air Inspectors will be considered as inspector generals for the purposes of Section II, War Department Circular 74, 14 March 1946, as applied to Naples Air Force General Depot.

5. Where redress for a substantiated grievance requires the action of another major command or of higher headquarters, the record of complaint and pertinent facts, with the personal statements of the major commander or commanders as to any redress made and any further recommendations as to redress,

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Hq ITOUSA Circular Number 55 (Cont'd)

will be forwarded to this headquarters. The major command receiving the complaint initially will give the complainant an interim reply indicating the action thus taken. Where a number of complaints are similar in nature and require action of higher headquarters, the requests for redress, and recommendations thereon, will be consolidated in the headquarters which receive the complaints, prior to forwarding.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)
NUMBER 54)

20 April 1946

GRAVES REGISTRATION SERVICE

Section I, Circular Number 88, this headquarters, 1945, is superseded by this circular.

1. General - Detailed procedure for burials and grave registration as contained in War Department Field Manual 10-63, 1945, will apply except as amended or supplemented by this directive and by technical instructions issued from time to time by the Commanding Officer, American Graves Registration Service, Mediterranean Theater Separate Zone Command. Graves registration officers appointed pursuant to paragraph 2b below will issue to graves registration personnel under their control such detailed technical operating instructions to supplement theater directives as may be necessary. Instructions contrary to those given herein or in technical instructions issued by the Commanding Officer, American Graves Registration Service, Mediterranean Theater Separate Zone Command, will not be issued.

2. Organization of Graves Registration Service - The service will be carried out in this Theater by the American Graves Registration Service, Mediterranean Theater Separate Zone Command (short title AGRS-MTZ), established as a major command by General Orders Number 45, this headquarters, 1946, and by officers detailed as graves registration officers within units.

a. The Commanding Officer, American Graves Registration Service, Mediterranean Theater Separate Zone Command, will be responsible for:

(1) Development of policy and procedure for graves registration matters within the theater.

3330 - (2) Operation, coordination and technical supervision within the theater of all matters included within the scope of functions of the Graves Registration Service.

(3) Maintenance of the principal office of record on graves registration matters.

(4) Coordination and liaison with the principal office of the AG Casualty Branch MTOUSA in the handling and processing of all unresolved battle casualties. Current and non-battle casualties will continue to be processed by the Adjutant General's Section of MTOUSA. Close liaison between these units will be maintained.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ITOUSA Circular No. 54 (Cont'd)

(5) Quartermaster graves registration units, with attached labor, which will be responsible for identification and interment of the dead, the reparation of appropriate reports and records, and control and maintenance of United States Military cemeteries.

b. The Commander of each major command, other than AGRS-ITZ, will designate an officer, who, in addition to his other duties, will coordinate all graves registration matters within the major command and will establish liaison with the Commanding Officer, AGRS-ITZ.

c. Company or other unit commanders will render such assistance to Quartermaster graves registration personnel as may be necessary in matters of identification of remains and evacuation to the cemetery.

3. Cemeteries - All cemeteries established by US Forces in the theater are temporary; it is to be assumed all bodies of US dead will be returned eventually to the next-of-kin in the United States or reinterred in to-be established National Cemeteries in the United States or overseas. The land is not to be purchased; rights to use of land, including access roads, for cemetorial purposes will be acquired. Graves registration service will make request upon the appropriate Engineer for rights to use of land and will secure and forward for graves registration files a copy of each accomplished requisition and a copy of each notice of abandonment. Instructions governing interments and designation of cemeteries, plan of cemeteries, and related matter will be issued by Commanding Officer, AGRS-ITZ.

4. Burial Procedure Reports and Records

a. Emergency Medical Tag - A member of the Medical Corps should examine the body. Emergency Medical Tag, WD AGO Form 52b, will be prepared by medical department personnel and attached to the body. This tag will be removed before interment and forwarded to the Surgeon General, US Army, Washington 25, D.C., through the Theater Surgeon, c/o Headquarters, Peninsular Base Section.

b. Burial - All burials will be made in established US Military cemeteries. Instructions governing preparation of the body, method of burial, marking of graves and related matters, being of a technical nature, will be published by the Commanding Officer, AGRS-ITZ. At burials, military honors will be rendered and chaplains (of appropriate faith if possible) will officiate. Marking other than as prescribed in technical instructions, such as organizational insignia, will not be placed on grave markers.

c. Reports and Records - Reports and records will be made and maintained in accordance with technical instructions. An information copy of QMC burial form (Report of Burial) will be furnished to the headquarters of the major command of which the unit of the casualty belongs. This copy will be compared and verified with casualty records for the individual.

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Hq ETOUSA Circular No. 54 (Cont'd)

5. Personal Effects - Effects found on the body only will be listed on Burial Report forms; disposition and manner thereof will be indicated. Identification tags and all effects present upon the body at time of death will be left upon the body to be removed by personnel supervising burial, at which time effects will be removed and processed. Effects will be processed and forwarded in accordance with current theater directives covering disposition of effects. Receipt will be obtained for any and all effects not forwarded by registered mail (e.g., transferred by hand to Allied or co-belligerent representatives).

6. Photographs - Photographs of cemeteries and graves are authorized only for official purposes.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 53)

20 April 1946

FUNDS

Section I, Circular Number 124, this headquarters 1945, is superseded by this Circular.

"Forwarding of "Advance Copies" of WD AGO Forms 14-15 and Collection Vouchers.- Effective immediately, officers turning over soldiers' deposits to an accountable Disbursing Officer or Agent Officer, in compliance with paragraph 5, AR 35-2600 dated 11 December 1945, will forward advance copies of WD AGO Form 14-15, complete as to date funds are turned over and name of accountable Disbursing Officer in whose accounts the funds are to be taken up, to:

Office of Special Settlement Accounts
27 Pine Street
New York 5, New York
ATTENTION:
Soldiers' Deposit Accounts Division."

Effective immediately, officers turning over all other collections (excepting soldiers' deposits) to an accountable Disbursing Officer or Agent Officer, will forward advance copies of collection vouchers, complete as to date funds are turned over and name of accountable officer in whose accounts the funds are to be taken up, to:

Army Service Forces
Central Field Fiscal Office
Army Regional Accounting Office
4300 Goodfellow Blvd.,
St. Louis 20, Missouri

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BY COMMAND OF LIEUTENANT GENERAL LEE:

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

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

APR 23 REC'D

CIRCULAR)
:
NUMBER 52)

18 April 1946

FINANCIAL PROCESSING OF DEPENDENTS OF MILITARY PERSONNEL AND US WAR DEPARTMENT CIVILIAN EMPLOYEES ARRIVING FROM US

1. CONVERSION OF CASH TO LOCAL CURRENCY

Cash funds in possession of dependents of military personnel and US War Department civilian employees arriving from the United States will be exchanged for local currency by Army disbursing officers at port of debarkation upon identification of dependent.

2. CASHING OF TRAVELERS CHECKS AND MONEY ORDERS

a. Army disbursing officers are authorized to cash into local currency for dependents of military personnel and US War Department civilian employees, travelers checks and money orders issued by the American Express Company, and travelers checks issued by the Bank of America National Trust and Savings Association, the Mellon National Bank of Pittsburg, and the National City Bank of New York, when such checks are countersigned in the presence of the disbursing officer, or his agent.

b. Army postal officers are authorized to cash postal money orders into local currency for dependents of military personnel and US War Department civilian employees.

3. CURRENCY CONTROL BOOK ENTRIES

If military person or US War Department civilian employee upon whom individual is dependent, is with the dependent at time cash or dollar instruments specified in paragraph 2 above are exchanged for the dependent into local currency, the dollar value of amounts exchanged into local currency will be recorded by the Army disbursing officer or postal officer concerned, in the currency control book of that military person or US War Department civilian employee. If such military person or US War Department civilian employee is not present, disbursing officer or postal officer will issue to the dependent a certificate stating that the exchange has been made and specifying the date and dollar amount. A notation should appear on the certificate instructing the dependent to transmit the certificate to the military person or US War Department civilian employee upon whom dependent, who should present certificate to personnel officer, if individual is enlisted man, or to disbursing officer, if individual is an officer or US War Department civilian employee, to be recorded in his currency control book. Failure to comply with these instructions will deprive the individual concerned of the right to exchange lire so obtained back into dollar instruments. Currency control books will not be issued to dependents of military personnel or US War Department civilian employees.

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Hq ETOUSA Circular No. 52 (Cont'd)

4. REMITTANCES TO UNITED STATES BY DEPENDENTS

Subsequent to arrival in this theater, dependents desirous of making remittances to the United States should arrange to have such remittances made by the military person or US War Department civilian employee upon whom dependent, with appropriate entry being made in that individual's currency control book. Such remittances may be made in the form of postal money orders or personal transfers.

5. EXCHANGING CURRENCY THROUGH OFFICIAL CHANNELS

Dependents of military personnel and US War Department civilian employees are cautioned to use only official channels for exchanging dollars into local currency, as any exchange made outside of official channels will deprive dependents of that amount for reconversion to US dollars upon leaving the theater.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
OFFICE OF FISCAL DIRECTOR
APO 512

CIRCULAR)
:
NUMBER 51)

15 April 1946

CURRENCY EXCHANGE CONTROL

1. Attention is invited to War Department Circular 64, 5 March 1946, which rescinds War Department Circular 364, 1944, as amended by Section IV, War Department Circular 255, 1945.

2. In the Mediterranean Theater of Operations Circulars indicated below, all references to War Department Circular 364, 1944, should be changed to War Department Circular 64, 1946.

a. Paragraph 2b, Section IV, MTOUSA Circular 40, 1945.

b. Paragraph 1a, MTOUSA Circular 71, 1945.

c. Paragraph 7b (5), MTOUSA Circular 92, 1945.

d. Paragraphs 2, 18, and 20a, MTOUSA Circular 10, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
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APR 12 RECD

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 50)

9 April 1946

ARMY POST OFFICE INSPECTIONS

Section IV, Circular Number 5, this headquarters, dated 5 January 1946, is superseded as indicated herein.

"II- ARMY POST OFFICE INSPECTIONS

2. Reference is made to paragraph 46, FM 12-105, 7 May 1943, as amended, which requires that the responsible commander designate an officer to make 4 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 will direct that inspections be made at frequent intervals in order to insure a high degree of efficiency in all postal installations. 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 presently attached. 3. Necessary forms and instructions are available at each APO."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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L. C. JAYNES
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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

GENERAL ORDERS)
: CORRECTED COPY - DESTROY ALL OTHERS
NUMBER 54)

8 April 1946

ANNOUNCEMENT OF PUBLIC RELATIONS OFFICER, MTOUSA

Announcement is made of the appointment of Major JAMES E. EDMONDS, 01699121, FA, as Public Relations Officer, Mediterranean Theater of Operations, United States Army, effective 1 April 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 48)

8 April 1946

PER DIEM ALLOWANCES FOR MILITARY PERSONNEL ON TRAVEL OR TEMPORARY DUTY STATUS

Section III, Circular Number 69, this headquarters, 1945, is rescinded, and the provisions published herein are substituted therefor.

1. INTRA-THEATER TRAVEL

a. For normal travel between two or more points, all within the geographical limits of this theater, orders will not authorize per diem and will contain the statement "NO PER DIEM".

b. In exceptional cases where it has been administratively determined that the traveler will incur additional expense sufficient to justify payment of per diem, this headquarters may grant authority for prescribing appropriate allowance in travel orders. In all instances of this nature, the authority, if granted, must be obtained prior to the commencement of the travel.

c. The travel prescribed in sub-paragraph "a" above does not apply to travel originating in the United States or another theater and ending in this theater, or vice versa. In these cases, the regulations governing inter-theater travel apply for the entire travel involved.

2. TEMPORARY DUTY FOR PURPOSES OF REHABILITATION, RECOVERY AND RECUPERATION

3322 a. Neither per diem nor monetary allowances are authorized for military personnel during periods of temporary duty, detached service, furlough or leave for purposes of rehabilitation, recovery, and recuperation. Orders directing the performance of such temporary duty will state: "No per diem while on temporary duty"

b. The above is not applicable for periods of travel to or from the United States, its territories and possessions, for purposes of rehabilitation, recovery and recuperation. The provisions of paragraph 2a(3), AR 35-4810 and paragraph 2d(2)(c), AR 35-4820 will govern cases of this nature.

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Hq MTOUSA Circular No. 48 (Cont'd)

3. OTHER TRAVEL

All other travel including inter-theater and travel outside continental limits of the United States, per diem for temporary duty for officers and travel allowances for enlisted men will be paid in accordance with AR 35-4820 and AR 35-4810.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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Colonel, AGD
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 2 April 1946
NUMBER 47)

SPECIAL SERVICE ORGANIZATION AND ACTIVITIES

Circular number 3, and Section I, Circular number 53, both this headquarters, 1945, are rescinded.

I -- Organization and Functions

1. General functions of Special Service Section are:

a. To assure effectiveness of War Department and Theater policies governing Special Service activities; to exercise staff supervision over such activities throughout the Theater; to provide commanders, through appropriate field services, with assistance in organizing and administering effective Special Service programs; and to exercise supervision over the training and assignment of Special Service personnel.

b. To exercise staff supervision over the organization, assignment and employment of Special Service Companies or Platoons; the establishment and maintenance of rest areas, camps, recreation centers, clubs, theaters, libraries and dayrooms; the employment of Special Service facilities and supplies; the assignment and employment of bands, and the organization and conduct of Special Service activities generally throughout the Theater.

c. To maintain liaison with the welfare and military agencies of other Allied Forces and the United States Naval Forces in charge of similar activities; to make reports as directed by higher headquarters; and to recommend plans and procedures for Special Service functions in connection with task forces and special operations.

1321

d. To schedule, route, administer, and control all touring entertainment and recreational units made available for performances to United States Armed Forces within the Theater.

e. To disseminate technical information to Special Service Officers throughout the Theater, concerning approved Special Service operations, plans, procedures and policies.

f. To supervise Special Service functions within the Theater respecting the Army Readjustment Program.

g. To perform operational functions appropriate to this headquarters.

h. To submit recommendations for allotment and employment of funds for Special Service Activities.

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Hq MTOUSA Circular Number 47 (Cont'd)

2. Each of the Major Commands will maintain a Special Service Section in its headquarters. Such sections will perform the Special Service staff and operative functions appropriate to that command, and such other functions as may be required for operation of Special Services and distribution of Special Service Supplies and equipment.

II-- Special Service Personnel

3. Special Service Officers organically assigned to units having War Department Table of Organization position, will not be assigned additional duties of a nature to hinder the performance of their principal duties. Each commander will provide for part or full-time Special Service Officers in keeping with the size of the command.

III-- Supply

4. The procedure procurement, storage and distribution of Special Service supplies in this Theater will be:

a. The Theater Special Service Officer will submit requisitions through channels for Special Service supplies from the Zone of Interior, in accordance with provisions of War Department Memorandum W35-44, dated 6 May 1944, subject: "Basis of Issue of Special Service Items on Overseas Requisitions."

b. All Special Service supplies arriving from the Zone of the Interior will be frozen pending allocation by Theater Special Service Officer.

c. The Theater Special Service Officer will allocate Special Service supplies to all major commands or in lieu thereof, will make known to commands the proper channel or source for obtaining Special Service supplies.

d. All major commands to whom Special Service supplies are allocated will be charged with providing the necessary personnel, funds, facilities and promulgation of policies for the receipt, storage, issue, distribution, repair, and maintenance of adequate stock records.

e. Special Service public address equipment, generators, pianos and motion picture projectors allocated or otherwise issued to major commands will be retained or loaned to subordinate organizations on memorandum receipt.

f. All matters concerning storage, handling, issuing, procuring, requisitioning and transportation of Special Service supplies which are not specifically covered herein will be referred to the Theater Special Service Officer for action, together with comments and recommendations of appropriate commander.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 47 (Cont'd)

IV - Communications

5. The Theater Special Service Officer is authorized to communicate directly with Special Service Officers of other commands on all Special Service technical or operational matters within established policies.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 46)

30 March 1946

TEMPORARY DUTY TO UNITED STATES FOR REST AND RECUPERATION

1. Circular 28 this headquarters 1946 is rescinded.

2. Effective 30 June 1946, letter file AG 210.453/054 A-O, dated 26 January 1946, subject: "Temporary Duty to United States for Rest and Recuperation", and Circular Number 22, both this headquarters, 1946, are rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 45)

2 April 1946

TERMINAL LEAVE FOR OFFICERS IN THIS THEATER

1. Officers separated from the service in this theater are entitled to terminal leave in accordance with the provisions of AR 605-115. Overseas separation is currently authorized by War Department Readjustment Regulations 1-1 dated 25 January 1946.

2. There is no authorization for the use of government transportation, petroleum, oil and lubricants or accommodations while on terminal leave. Officers in this status should arrange for food, lodging and petroleum, oil and lubricants through the organization by which they are employed.

3. The military status of officers on terminal leave is the same as that of officers on ordinary leave.

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AFCOM

CIRCULAR)
NUMBER 44)

28 March 1946

LEAVES OF ABSENCE AND FURLOUGHS TO THE UNITED STATES

Paragraph 3a, Circular Number 26, this headquarters, 1946, is amended by the provisions of paragraph 1a (1) (2) and (3) of this circular.

1. Army Regulations 615-275; 605-115; WTCUSA Cable C-26955 dated 1 March 1946; War Department Circulars 374 and 389, 1945, as amended and the instructions contained herein will govern the granting of leaves of absence and furloughs to the United States.

a. Personnel of this Theater listed in sub-paragraph (1) (2) and (3) are eligible for leaves of absence and furloughs in the United States subject to the limitations of the applicable Army Regulations and this circular.

(1) Officers of the Regular Army, and category I or II volunteers.

(2) Enlisted Men of the Regular Army and Class I or II volunteers, and-

(3) who have a minimum of eighteen (18) months continuous overseas service immediately prior to selection and will be available for at least six (6) months service upon return to this theater.

2. Travel to the United States and return to this Theater will normally be by surface transportation.

3. Commanding Generals or Commanding Officers of the major commands are authorized to issue appropriate orders. Movement of individuals will be coordinated with the 7th Replacement Depot.

4. The above provisions do not apply to reenlistment furloughs or emergency returns to the United States.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 43)

28 March 1946

ISSUANCE OF MILITARY PAYMENT ORDERS AUTHORIZED FOR USE BY DEPENDENTS OF MEMBERS, OR FORMER MEMBERS, OF U.S. ARMED FORCES

Circular Number 32, this headquarters, 1946, is amended by the addition of paragraph 9.

9. Issuance of Military Payment Orders for Use by Dependents of War Department Civilian Employees - By authority granted in War Department cable WX 61066, dated 19 March 1946, the provisions of this Circular are made applicable to dependents of War Department Civilian employees on the same basis as to dependents of members or former members of the United States Armed Forces.

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Chief of Staff

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1 - 12th Weather Sq.
1 - EATS Capodichino
1 - USIA (Belgrade)
1 - American Mission (Tirana)

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MEDITERRANEAN Theater of Operations
UNITED STATES ARMY
APO 512

MAR 25 REC'D

CINCMED)
:
NU MED 42)

23 March 1946

CLOTHING RATION CARDS

1. Effective 1 April 1946, the sale of United States Army supplied clothing and equipage will be rationed to Officers, Nurses and United States authorized Civilian Personnel in this theater.

2. Two types of ration card will be issued; one for male personnel and one for female personnel. Issue of cards will be made by Army Exchange Store Officers upon presentation of letter from the Unit Commander certifying that the Officers or civilians listed are assigned to, and present with, the organization. Issue of cards to personnel not in United States military employment but entitled to wear uniforms stocked by Exchanges will be made by Army Exchange Store Officers upon presentation of Certificate of Necessity issued by a United States Governmental Department or Agency, or American Red Cross, whichever is applicable. (See also paragraph 5, ETOUSA Supply Directive No. 79, dated 15 November 1945). Ration cards are not transferable and are valid only when authenticated:

a. For Officers, Nurses and Civilians in United States Military Employment:

By holder and Issuing Army Exchange Store Officer, and countersigned by a separate Unit Commander, if of Field Grade, otherwise by the Commanding Officer of a battalion, or higher echelon. Sales to civilians employees will be as prescribed by War Department Circular Number 282, 11 September, 1945, and ETOUSA Directives.

3315 b. For United States Civilians Not in United States Military Employment:

By holder and Issuing Army Exchange Store Officer, and countersigned by a supervisor of Grade P-5 or above, accompanied by a Certificate of Necessity signed by supervisor for all items of uniform listed or with exceptions as noted.

3. Clothing ration card will be issued only to otherwise eligible individuals permanently stationed in this theater or on temporary duty here for a period of at least 90 days except emergency requirements which may be obtained under the provisions of paragraph 6 below.

4. Ration cards will be presented when purchases are made and can be used only during the period indicated on the cards. Individual identification cards

see Circular Number (63)

RESTRICTED

1254

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq USFA Circular Number 42 (Cont'd)

will also be presented at time of making purchases.

5. Distinguishing articles of outer uniform and insignia of rank, arm or service will not be sold to civilians under any circumstances. (See AR 600-40 and War Department Circular No. 202, 1945, as amended by War Department Circular No. 372, 1945). The Army Exchange Store Officer issuing ration cards will delete from cards all items not permitted for wear by the recipient of the card.

6. Under exceptional circumstances where an Officer or civilian has lost clothing or equipage through fire or theft, or where an emergency exists, an issue beyond the ration will be made upon signed statement of need by the Officer or civilian. A statement so signed will be returned by the Army Exchange Store to the Unit Commander, Civilian Supervisor, or American Red Cross Supervisor charged with authenticating Certificates of Necessity (Paragraph 2 above) for verification of need. If it is determined that the statement of need was unjustified, the authenticating Officer will be requested to withdraw the ration card issued to the Officer or civilian, mark it "Void", and take investigation to determine disciplinary action required. All correspondence pertaining to such fraudulent statement, investigations and action taken thereon, will be forwarded to Headquarters of the appropriate Major Command for such further action as may be necessary.

BY COMMAND OF LIEUTENANT GENERAL EISENHOWER:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 22 March 1946
NUMBER 41)

PHYSICAL DISABILITIES OF ENLISTED MEN

1. Since the end of the war there has been an increase in the number of admissions to hospitals for conditions which have no medical background. Many of these cases are readmitted for a condition which has previously been thoroughly worked up and no disability found. When cases are admitted for study, the administrative action indicated below will be carried out by Hospital Commanders subsequent to evaluation.

a. If a disability is not found,

(1) For those attached unassigned to the Detachment of Patients of the hospital, under "Remarks, Administrative" in the patient's service record will be entered the date, disability complained of, name of hospital, and the fact that no disability was found. The entry will be initialed by the administrative officer. An appropriate rubber stamp may be used for this purpose.

(2) For those attached to the Detachment of Patients of the hospital, a letter will be sent to the commanding officer of the individual.

Subject: Entry in Service Record.

(a) (Name, rank, serial number of patient) is being returned to duty this date.

(b) The Theater Commander directs that the entry be made under "Remarks Administrative" in the Service Record of this soldier: "(date) observed in (name of hospital) for (disability complained of). No disability found."

3314 -

b. If a disability is found but is not sufficient for returning the individual to the Zone of the Interior,

(1) For those attached unassigned to the Detachment of Patients of the hospital, under "Remarks Administrative" in the patient's service record will be entered the name of the hospital, date, and disability, stating if the patient is to do full duty, limited duty, or duty specified. If a disposition board was held on the case, a copy will be included in the patient's 201 file.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 41 (Cont'd)

(2) If the patient is attached to the Detachment of Patients of the hospital, a letter will be sent to the commanding officer of the individual.

Subject:

(a) (Name, rank, serial number of patient) is being returned to duty this date.

(b) The Theater Commander directs that the entry be made under "Remarks Administrative" in the Service Record of this soldier: "(date) returned to (full, limited, or specified) duty from (name of hospital) with (diagnosis) not disqualifying for (full duty, duty limited to....., or specified duty)."

2. When deemed necessary by the Hospital Commander, any case may be brought before a hospital disposition board. Such proceedings will be approved by the Theater Surgeon, Peninsular Base Section, and one copy placed in the patient's 201 file.

3. Unit surgeons will consult the service records in the cases of all those frequenting sick call for a chronic condition to see if he has been thoroughly examined for such a condition. If no disability was found, the cases will not be readmitted to a hospital unless there is sufficient reason to believe that the condition is significantly worse.

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 40)

20 March 1946

AUTHORIZED ABSENCES

Paragraph 6a (5) Circular Number 26 this headquarters, 1946, is amended to read:

"6. a. (5) Soldiers eligible under paragraphs 6a (1) and (2) above who desire to spend all or part of their re-enlistment furlough in countries open to compassionate furloughs will be reported to this headquarters giving name, address, and relationship of relative to be visited and proposed length of stay. After securing clearances orders will be issued by this headquarters."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 39)

18 March 1946

RECLASSIFICATION, RESIGNATION, REASSIGNMENT AND DEMOTION

1. Circular Number 24, and Section III, Circular Number 103, both this headquarters, 1945, and all other instructions in conflict with the contents of this circular, are rescinded.

2. General:

a. As augmented by this circular, Army Regulation 605-230 will govern the reclassification procedure in this theater.

b. The attached check list is furnished to assist in the preparation and processing of reclassification cases.

3. Reclassification:

a. Authority. The Theater Commander is the sole authority having reclassification jurisdiction in this theater.

b. Procedure. Reclassification papers will be initiated and processed in accordance with AR 605-230. For rated and non-rated flying personnel, the procedure will be guided by AF Manual 35-1, as amended by AAF Regulations 35-16. The completed papers will then be forwarded to this headquarters which will appoint a reclassification board.

4. Resignations:

a. Resignations of officers who have been recommended for reclassification, will be in form prescribed in paragraphs 9a or 9b, AR 605-275, 9 November 1944, as amended, whichever is appropriate.

b. Officers submitting resignations under 4a who desire to enlist or reenlist for service in this theater, when appropriate, will include an additional statement to that effect in their letter of resignation, setting forth former enlisted rank held at time of appointment. It is the policy of this headquarters to approve enlistment or reenlistment only in cases where conditions warrant honorable discharge.

c. In the event an officer submits his resignation under paragraph 4a and later initiates a request to have it withdrawn, necessary sworn statements covering specific events leading up to recommendation for reclassification will be forwarded with such a request, in order that the War Department may have proper basis for determination of final action.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular Number 39 (Cont'd)

5. Reassignment. Each commander through whom reclassification papers pass will give full consideration to reassignment of officers concerned and will make such reassignment where appropriate.

6. Demotion. Cases involving demotion of officers will be processed in accordance with paragraphs 7 and 13b, AR 605-230, 6 September 1945.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley

RALPH C. TILLEY
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Acting Adjutant General

2 Incls
No. 1. - Check List
No. 2. - Form C

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C H E C K L I S T

RECLASSIFICATION

1. Do papers conform to provisions of paragraph 6b, AR 605-230?
2. Are all papers, with the exception of WD AGO Form 66-1, in triplicate?
3. Form A: (Paragraph 16, AR 605-230)
   a. Is statement consistent with supporting affidavits, Efficiency Report and Form 66-1?
   b. Is statement clear and explicit enough to show a bona fide?
   c. Does period covered agree with period covered on Efficiency Report and Form 66-1?
4. WD AGO Form 66-1:
   a. Is form completed up to date? (Paragraph 6b, (1) (c), AR 605-230)
   b. Is entry made that special efficiency report has been rendered? (Paragraph 3c, AR 600-185, as amended).
   c. Does period covered agree with Efficiency Report and Form A?
   d. Are the remarks and ratings consistent with those on Form A and Efficiency Report?
5. Efficiency Report: (AR 600-185)
   a. Does the period covered agree with Form 66-1 and Form A?
   b. Is rating shown consistent with that entered under paragraph 15, Form 66-1?
   c. Has this report been indorsed to officer concerned and in turn been indorsed back with his remarks to reporting officer, where required by Paragraph 5a, AR 600-185?

3311

6. Statements: (Paragraph 6b (1) (d) and (e), AR 605-230)
   a. Are all statements sworn to when such requirement is applicable?
   b. Do statements substantiate by direct testimony the allegations made on Form A?
7. Receipt: (Paragraph 6b (1) (f), AR 605-230)
   a. Has the officer concerned signed a receipt for the copy of all documents furnished him?

1261

Declassified E.O. 12356 Section 3.3/NND No. 785015

8. Certificate: (Paragraph 6b (1) (g), AR 605-230)

   a. Has officer completed certificate that he has been afforded full opportunity to submit sworn statements, that he has read AR 605-230 and fully understands his rights thereunder?

9. Report of Interview: (Paragraph 6d (1) AR 605-230)

   a. Is report on correct form? (Paragraph 18, AR 605-230) Reproduction attached (Inclosure #2)

   b. Is report complete?

10. Does each forwarding indorsement contain the statement that reassignment has been given full consideration?

11. Is a copy of the hospital disposition findings made a part of the record, when the officer concerned is hospitalized during the period following initiation of reclassification proceedings and prior to the hearing? (Paragraph 6j, AR 605-230)

12. In case an offense punishable by courts-martial has been committed, have reclassification proceedings been initiated because such offense has caused officer to perform his duties inefficiently, and not in lieu of action under courts-martial procedure or under provisions of AW 104? (Paragraph 4, AR 605-230)

RESIGNATIONS

13. Is report of interview attached?

14. Does resignation conform to appropriate form outlined in paragraph 9, AR 605-275?

15. Is copy of Form 66-1 forwarded with resignation (Paragraph 6d (2) (b), AR 605-230)

16. Is proper indorsement by immediate commanding officer made exclusively to the resignation as required by paragraph 5c (1) AR 605-275?

17. Is home destination of officer in the United States indicated on papers? (Necessary for issuance of orders to return officer to ZI)

18. If resignation is for the purpose of enlistment or reenlistment, does resignation contain definite statement of officer that if resignation is accepted, he will agree to enlist or reenlist for service in this theater?

19. If resignation is for the purpose of re-enlistment, does resignation contain definite statement of officer as to the exact grade held at the time of being commissioned?

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REASSIGNMENT PRIOR TO RECLASSIFICATION

20. Was new unit commander advised of reasons for reassignment?

21. Has new unit commander requested to submit a special Efficiency Report on officer by a specified date?(Paragraph 6g (2), AR 605-230)

22. Is complete file including special Efficiency Report and copy of reassigning orders forwarded? (Paragraph 6g (3), AR 605-230)

DEMOTION

23. Without initiating reclassification proceedings:

c. Has recommendation with special Efficiency Report and full statement of facts been indorsed to officer concerned for his remarks?

24. Voluntary after initiation of reclassification proceedings:

a. Do papers clearly indicate permanent grade, branch and component of officer where applicable?

b. Does request clearly set forth the reasons?

c. Does forwarding indorsement of appropriate headquarters indicate prospective assignment for officers after demotion?

d. Are deficiencies on which reclassification recommendations were based a result of factors over which officers had no control?

e. Is copy of Form 66-1 forwarded with request for demotion? (Paragraph 6d (2), AR 605-230)

3310 -

1263

Declassified E.O. 12356 Section 3.3/NND No. 785015

Infl. #2 to Hq MTOUSA Circular No. 39

Form C - (For reference, see paragraph 18, AR 605-230, dated 6 September 1945)

SUBJECT: Personal Interview of Officer Recommended for Reclassification under AR 605-230.

TO : The Adjutant General, Washington 25, D.C. Through command channels.

1. Report of interview.

a. By---

(Name of Interviewer) (Grade) (Arm or service) (Serial No
(Present assignment) (Command relationship to respondent)

b. Or---

(Name of respondent) (Grade) (Arm or service) (Serial No)
(Present assignment)

c. Who has been recommended for reclassification by---

(Name) (Grade) (Arm or service) (Serial No)
(Present assignment) (Command relationship to respondent)

2. Date of interview: _____

3. Respondent was advised of his privilege to tender his resignation under the provisions of AR 605-275, or, if appropriate, to request denotion.

4. Statements of the initiating officer.

a. Detailed summary of reasons for recommending reclassification. _____

b. Respondent should be--- (Indicate "yes" or "no" in each case)

3309 (1)- Separated from the service_____.

(2) Reassigned_____.

c. If answer to b(2) is "yes" recommend an appropriate position and include a definite statement as to the positions respondent is capable of filling and his qualifications therefor _____

5. Statements of respondent.---

a. With reference to 3: _____

b. With reference to 4a: _____

c. With reference to 4b: _____

d. With reference to 4c: _____

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1264

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6. Statements of interviewing officer.

a. General summary or principal points in question: _____

_____

b. Recommendation of action to be taken: _____

c. Recommendation of appropriate assignment for respondent: _____

7. Signature of recommending officer: _____

8. Signature of respondent: _____

9. Signature of interviewer: _____

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
NUMBER 38)

16 March 1946

INTER AND INTRA THEATER TRAVEL

Section II, Circular Number 127, this headquarters, 1945, is rescinded and substituted therefor:

1. Military Orders

a. Military orders are required for the travel of:

(1) Military and Naval personnel

(2) American Red Cross

(3) War Department Civilian Technical Observers.

(4) USO

(5) Civilian Consultants to the War Department

(6) War Correspondents (if accredited)

(7) Any individual whose travel is properly chargeable to War and Navy Department appropriations

(8) War Shipping Administration.

b. Military orders are not required for travel of:

(1) U.S. State Department Personnel

(2) U.S. State Department sponsored personnel whose travel is chargeable to the individual or to an agency under the control of the U.S. State Department (includes War Correspondents, not accredited).

(3) UNRRA

(4) PWB

(5) USIS

(6) ROA

(7) FBI

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Hq MTOUSA Circular No. 38 (Cont'd)

(8) International Telephone & Telegraph

(9) Any civilian traveling at own expense

Travel of such personnel by air will be handled under the provisions of paragraph 1c, War Department Circular Number 451, 28 November 1944.

2. Travel Outside Italy

a. Definitions

(1) Clearance: The military authority granted by a military headquarters authorizing an individual, by name, to travel into the specific area controlled by that headquarters.

(2) Restricted Area: Any country where travel is controlled by military authorities from whom permission (clearance) must be obtained prior to entry.

b. Any travel to, or through "Restricted Areas" will be cleared in advance through this headquarters with the military headquarters listed:

(1) Obtain Clearance from USFET (MAIN) for:

United Kingdom	Norway
Germany	Swedon
France	Poland
Denmark	Hungary
Holland	Rumania

Requests for clearance into Rumania will show: Full name, year and place of birth, nationality and citizenship, type of work in which engaged (explained fully), object of visit into Rumania and length of stay, point of origin and final destination in Rumania, by what route and what means trip is to be made.

(2) Obtain Clearance from AMET for:

Cairo Palestine Syria

(3) Obtain clearance from USFA for Austria.

(4) Obtain clearance from ACC Bulgaria (U.S. Delegation) for Bulgaria.

(5) Obtain clearance from USMA Belgrade for Jugoslavia.

In addition to prior clearance, U.S. Military personnel are required to have a U.S. passport and a Jugoslav visa before entering Jugoslavia.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No 8 (Cont'd)

(6) Obtain clearance from GREEKMIL for Greece.

(7) Obtain clearance from British Military Mission, Albania for Albania.

c. Personnel listed in paragraphs 1a (1) to (8), inclusive, will submit request to this headquarters prior to travel outside Italy.

d. Travel to any country not listed in paragraph 2b above will be contingent upon the issuance of passport and visa, or military orders authorized by this headquarters, or both.

e. The U.S. State Department without reference to this headquarters, obtains clearances through diplomatic channels for travel into restricted areas for individuals who do not travel upon military orders.

3. Procedure to be followed in Obtaining Clearances.

a. For personnel listed in paragraph 1a (1) to (8), inclusive, requests for travel outside Italy will be forwarded to the Commanding General, Mediterranean Theater of Operations, United States Army, for obtaining of clearance and approval of travel.

b. Personnel listed in paragraph 1b (1) to (9), inclusive, will be referred to the appropriate agency, designated by the U.S. State Department, for obtaining of necessary clearances for screening and for issuance of Form PT 42 A.

c. Clearance, when obtained, for travel into restricted areas will be evidenced:

(1) When military orders are issued, by including the statement:

"Authority granted to enter (name of country) per (Headquarters granting the authority) radio number_____, dated _____."

(2) When travel is performed without military orders, by the agency issuing FORM PT 42 A delivering to the individual a certificate (in duplicate):

"I certify that (name of individual) is authorized to enter (name of country) per (headquarters or agency granting authority), radio (or letter) number_____dated _____."

signed (see note below)
Designation of Certifying Officer

NOTE: This certificate will be signed by, or in the name of, the head of the agency issuing Form PT 42 A.

3307 -

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 38 (Cont'd)

d. The clearance (paragraphs 3c (1) or 3c (2) above) will be carried by the individual at all times.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

DISTRIBUTION:
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AFCOM

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 37)

14 March 1946

OFFENSES, CONFINEMENT AND COURTS-MARTIAL

Absence Without Leave and Desertion I
Confinement, Processing, Disposition and Restoration to Duty II
Courts-Martial III

Circular Number 9; Section I, Circular Number 26; Section III, Circular Number 32; Section II, Circular Number 53; Section II, Circular Number 76; Section II, Circular Number 77; and Section III, Circular Number 126, all this headquarters 1945, are rescinded. The provisions of Section I, II and III of this circular are substituted therefor.

I -- ABSENCE WITHOUT LEAVE AND DESERTION

1. General - The Provisions of AR 615-300, 25 March 1944, as amended, and AR 605-300, 1 September 1944, as amended, are applicable in this theater except as herein modified.

a. Responsibility of Commanders - The prevention of absence without leave is one of the attributes of a successful commander. Commanders with a considerable number of personnel in confinement for AWOL or desertion must be regarded as being deficient in essential qualities of leadership. Inspector General reports will include analysis of confinements and causes therefor.

b. Status of Absentees and Deserters - An individual will not be dropped from the rolls of his organization as a deserter except upon conviction of desertion by a court-martial. An individual will be dropped from the rolls of his organization as absent without leave:

3306 - (1) After absence of one (1) month, or

(2) Upon inactivation of his unit.

c. An individual AWOL will not be transferred from his unit, except as set forth in paragraph 7c (1), this circular.

d. A general prisoner restored to duty will not be assigned to his former unit. A garrison prisoner, when eligible for release to duty, will be returned or reassigned to his former unit, or to the same type unit if his unit has been inactivated or redeployed from this theater.

2. Absence without Leave - Procedure

a. Responsibility of Unit Commanders for Reporting Absence Without Leave of Individuals.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular No. 37 (Cont'd)

(1) The commander of a unit or installation at which an individual is physically present, regardless of status thereat (assigned, attached, or attached-unassigned), but subsequently goes AWOL, is responsible for rendering reports required by paragraph 2b of this circular. Copies of these reports will be furnished to the absentee's unit of assignment when appropriate.

(2) The commander of a unit to which an individual is shipped under orders (transfer to new unit; return to unit from hospital, replacement depot or stockade; or other transfer involving movement of individual) will report to the shipping unit, after reasonable travel time, the individual's failure to join. If the fact of AWOL while enroute to join is determined, the unit to which shipped will promptly prepare reports required by paragraph 2b, this circular.

b. Immediately upon the establishment of an absence, the individual's commanding officer will:

(1) Make appropriate entry on Morning Report and prepare and certify an Extract Copy of Morning Report (WD AGO Form No. 44) showing the initial date of absence.

(2) Prepare and dispatch one (1) copy of each of WD AGO Form No. 45 (Descriptive List of Absentee Wanted by the United States Army) to:

(a) Absentee Records, Provost Marshal's Office, Peninsular Base Section, APO 782.

(b) Provost Marshal of the major command to which the unit is assigned.

(c) In the case of officers only, also to The Adjutant General, Washington 25, D. C., and this headquarters.

(3) Conduct a thorough investigation concerning probable cause or motive for absence. Evidence as to intent not to return, to avoid hazardous duty or shirk important service, the names, addresses and testimony of witnesses and any other pertinent information available will be recorded in the investigation and filed with the records of the absentee for future use.

c. Hospitals - Instructions contained in paragraph 2 above are also applicable to hospitals which do not have a Detachment of Patients. Patients who absent themselves from these hospitals will be picked up on the hospital morning report and dropped as AWOL in accordance with paragraph 1-b. An extract of such morning report will then be made and forwarded to the absentee's unit.

3. Records

a. The records listed in paragraph 3b will be forwarded to the Adjutant General, this headquarters

[271]

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ITOUSA Circular No. 27 (Cont'd)

(1) Upon the lapse of sixty (60) days after an individual is dropped from the organization rolls as an absentee, or ninety (90) days after initial date of absence, (see paragraph 1-b (1)).

(2) Immediately prior to the departure of an individual's unit from this theater.

(3) Immediately upon inactivation of a unit.

b. List of records to be forwarded to the Adjutant General, this headquarters, when required under the provisions of paragraph 3a, above, are:

ENLISTED MEN

Service Record - indorsed to _____
Field Military 201 File.
Individual Clothing Record, showing clothing for which the absentee is still responsible.
Qualification Card (WD AGO Form No. 20).
Certified Extract copy of Morning Report (WD AGO Form No. 44) showing change of status to AWOL.
Soldier's Deposit Book (WD Form 33).
Evidence bearing on the case (see paragraph 2b (3)).
List of agencies notified of the absence on WD AGO Form No. 45 (see paragraph 2b (2)).
Copies of each request for discontinuance of allotments and any acknowledgments thereof which have been received (see paragraph 4).
Statement of Charges.
Currency Exchange Control Book.

OFFICERS

WD AGO Form No. 66-1, 66-2 or 66-3 (Officers' and Warrant Officers' Qualification Cards).
Field Military 201 File.
Certified Extract copy of Morning Report (WD AGO Form No. 44) showing change of status to AWOL.
Evidence bearing on the case (see paragraph 2b (3)).
List of agencies notified of the absence on WD AGO Form No. 45 (see paragraph 2b (2)).
Copies of each request for discontinuance of allotments and any acknowledgments thereof which have been received (see paragraph 4).
Copy of notice to disbursing officer (see paragraph 5a (1), AR 605-300, 14 September 1944).
Copy of inventory of personal property (see paragraphs 8 and 20, AR 605-300 and paragraph 5, this circular).

c. The Commanding Officer, ITOUSA Records Depot, will insure, in screening all unit files, that any records listed in 3b above, discovered by him, be withdrawn and forwarded to the Adjutant General, this headquarters.

4. Discontinuance of Allotments and Family Allowances (Class "F" Deduction)

At the expiration of 15 days absence request for discontinuance of allotments will be made in accordance with paragraphs 22a (7) and 24b, AR 35-5520, 30

1272

Declassified E.O. 12356 Section 3.3/NND No. 785015

September 1944, as amended by changes 4 and 5, AR 35-5520, 26 July 1945 and 18 October 1945 respectively, with the exception of Family Allowances for enlisted men. In the case of Family Allowances, notification will be submitted to the Office of Dependency Benefits, immediately after the 15th day of absence (paragraphs 11d, e, 15f and 36, AR 35-5540, 5 January 1944, as amended by Change 5, AR 35-5540, 7 April 1945.)

5. Effects - Public property will revert to the unit supply section and the individual will be duly credited. Personal effects will be listed and forwarded to the quartermaster or supply officer of the major command in which the absentee's unit is located, where they will be retained for one (1) year in the case of enlisted men and for six (6) months in the case of officers, unless return to military control is effected within that period. In the event of return to military control within the specified time, the quartermaster or supply officer will be notified and the effects will be dispatched to the absentee. If not, the quartermaster or supply officer in receipt of the absentee's personal effects will dispose of the effects as prescribed in AR 615-300 or 605-300, whichever is applicable.

6. Procedure on Return to Military Control of Intra-theater Absentees.

a. The commander of any organization to which an absentee is returned to military control will immediately inform the nearest provost marshal, who, will then assume custody of the absentee.

b. The provost marshal assuming custody of the absentee will then:

(1) Immediately prepare a report containing information as indicated below, furnishing copies to the Adjutant General, this headquarters, to the Provost Marshal, Peninsular Base Section, and, if known, to the major command to which the absentee's unit is assigned, and to the quartermaster of that major command:

(a) Name, rank, ASN, and organization of the absentee.

(b) Unit to which absentee returned to military control, and place, date and time of return.

(c) Date of Absence Without Leave.

(2) Transfer for absentee to the place directed by the Provost Marshal, Peninsular Base Section, who, in turn, will then be responsible for the custody of the absentee and for his return to his organization for trial or other disposition. If absentee's unit has departed from this theater, is unknown, or has been inactivated, the absentee will be retained by Provost Marshal, Peninsular Base Section, pending disposition instructions from this headquarters.

c. Reports - When an absentee has been returned to his organization his commanding officer will immediately prepare WD AGO Form No. 46 (Report of Return of Absentee from the United States Army) and furnish copies to all agencies who were notified of his absence (see paragraph 2b (2)).

Declassified E.O. 12356 Section 3.3/NND No. 785015

7. Procedure on Return to Military Control of Inter-Theater Absentees.

a. The commander of any organization to which an inter-theater absentee is returned to military control will comply with paragraph 6a of this circular.

b. The provost marshal assuring custody of the absentee will then:

(1) Immediately prepare a report containing information required by paragraph 6b (1) (a) thru (c), and furnish copies to Adjutant General this headquarters and Provost Marshal, Peninsular Base Section. Upon receipt of the above mentioned report, the Provost Marshal, Peninsular Base Section, in turn will notify the Provost Marshal having custody as to the particular stockade to which subject absentee will be transferred.

(2) Transfer the absentee without delay to the particular stockade directed by the Provost Marshal, PBS, where the absentee will be retained pending disposition instructions from this headquarters. Upon completion of transfer, responsibility is assumed by Provost Marshal, Peninsular Base Section.

c. Upon notification from another Theater to this headquarters that an absentee from this Theater has been apprehended therein, this headquarters will ascertain from the commander concerned the desirability and necessity of the individual's return to this Theater for trial and/or other disposition.

(1) If the return of the absentee is not deemed desirable and necessary, this headquarters will instruct the commander concerned to issue orders effecting the transfer of the individual and his records.

(2) In that event the return of the absentee is deemed desirable and necessary for trial and/or other disposition, arrangements for the return of the individual to this Theater will be made by this headquarters.

8. Absentee Bulletins - The Provost Marshal, Peninsular Base Section, will prepare monthly absentee bulletins as prescribed by the Theater Provost Marshal and based upon information contained in the WD AGO Forms Number 45 and 46. Distribution will be made as follows:

3304

a. All military police installations.

b. Provost marshals of all major and sub-commands within this theater.

c. Provost marshals of allied military commands.

d. Headquarters ITOUSA, APO 512.

e. AG Casualty Branch, ITOUSA, APO 512.

f. Other military installations and districts within this theater as deemed necessary.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 37 (Cont'd)

II -- CONFINEMENT, PROCESSING, DISPOSITION AND RESTORATION TO DUTY

9. a. General

(1) Confinement, except as a matter of temporary restraint, should not be resorted to for offenses other than those of a highly serious nature, until all other methods of making a disciplined soldier have failed. A confined soldier is as much an "ineffective" soldier as one wounded in action. Soldiers will be instructed that conduct leading to confinement results in immobilizing a soldier as well as those guarding and administering him.

(2) Soldiers in confinement for even brief periods are necessarily removed from duty with their units. Commanders exercising courts-martial jurisdiction are, therefore, directed to make full use of suspension of the confinement provisions of sentences.

(3) Where a person subject to military law is charged with a capital offense and has not been brought to trial at the time his unit departs from this theater, the individual will be:

(a) Taken with his unit if material witnesses essential to proof of charges accompany unit.

(b) Turned over to the custody of the provost marshal of the base section or major command concerned if material witnesses essential to proof of charges do not accompany unit and will be available at the time of trial. Charges and the names and expected testimony of all witnesses will be furnished to such provost marshal at the time the prisoner is delivered. Provost marshals receiving prisoners pursuant to this paragraph will immediately report each case to this headquarters.

(4) In designating a disciplinary barracks in the United States as the place for confining general prisoners, the commander exercising general courts-martial jurisdiction within this theater will designate the "Eastern Branch, United States Disciplinary Barracks, Greenhaven, New York." Generally as to places of confinement in the United States, see Section II, Circular 229, WD, 1944, as changed by Section II, Circular 25, WD, 1945.

(5) Civil police and civil law enforcement agencies are authorized to arrest members of the United States Army Forces for such offenses that would warrant their arrest were they civilians. The persons so arrested will be delivered promptly to the appropriate military authority, with information of the circumstances causing the arrest. Proper respect toward the civil police in the exercise of their duties will be observed by military personnel at all times.

Declassified E.O. 12356 Section 3.3/NND No. 785015

"Hq ETOUSA Circular No. 37 (Cont'd)

b. Stockades for Garrison Prisoners

(1) Major commands will establish stockades as required within their areas on control for the confinement of garrison prisoners.

(2) In addition, Peninsular Base Section will accept for confinement, from all major commands, United States Army garrison prisoners with over one (1) month to serve, confinement to be at such stockade as Peninsular Base Section may maintain.

(3) The major commands are responsible for transporting their garrison prisoners to and from base section stockades. Such garrison prisoners, while confined in the Peninsular Base Section Stockade, will be under the jurisdiction of the Commanding Officer, Peninsular Base Section, for disciplinary purposes and subject to his policies, rules, and regulations relating to confinement.

10. ETOUSA Disciplinary Training Center for General Prisoners

a. The ETOUSA Disciplinary Training Center is assigned to Peninsular Base Section. It will be designated as the place of confinement for general prisoners whose dishonorable discharge is:

(1) Suspended by the reviewing authority.

(2) Not suspended, and the Eastern Branch, United States Disciplinary Barracks, Greenhaven, New York, or a Federal penal institution has been designated as the place of confinement. In these cases, the general court-martial order will also state that: "The accused will be confined in ETOUSA Disciplinary Training Center pending further orders."

b. Commanders exercising general courts-martial jurisdiction will deliver all such general prisoners to this Center.

330 Center.

c. Purpose of and Regulations Governing ETOUSA Disciplinary Training

(1) Objective - The purpose of the Disciplinary Training Center is the disciplining and training of the individual prisoner, undergoing sentence of confinement, to the end that each prisoner may be restored to duty among his comrades as a self-respecting, well-disciplined, better-trained soldier, useful to the military service.

(2) Administration

(a) The administration of the Disciplinary Training Center shall be conducted in accordance with AR's 600-395 and 600-375 (so far as applicable), War Department policies, and the policies and directives from this headquarters.

1276

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq HTOUSA Circular No. 37 (Cont'd)

(b) In applying the provisions of AR's 600-375 and 600-395, the Commandant is the Commanding Officer of the 6677th Disciplinary Training Company. Full responsibility for the security, management and rehabilitation of all prisoners is vested in the Commandant, who may supplement the regulations as he may deem appropriate provided such supplementary instructions are formulated in accordance with these regulations and with well established principles of security, discipline, sanitation, efficiency and humanity.

(3) Procedure for Admittance

(a) The records of the prisoner will be indorsed to Commanding Officer, 6677th Disciplinary Training Company, and will accompany the prisoner who will be transferred thereto in an "attached unassigned" status, quoting the general court-martial orders as authority. Proper morning report entry will be made in accordance with AR 345-400.

(b) Records of the prisoner will be forwarded as shown in paragraph 16c, AR 600-375, except that ten (10) copies of the general court-martial order and the MD Form 78 (Syphilis Register), when applicable, will be included. MD AGO Form Number 27 (Statement of Accounts), as prepared by finance officers settling dishonorable discharge payroll, is required in addition. In preparing discontinuance forms for allotments and insurance, the remark "sentence by General Court-Martial" and not the remark "Dishonorable Discharge" will be shown as the reason for discontinuance.

(c) Prisoners must be accompanied by confinement order authenticated by a commissioned officer, covering specific request for confinement, nature of offense or Article of War under which charged or tried, and if tried, term of sentence adjudged.

(d) Complete clothing and equipment will accompany prisoners as provided in paragraph 16c (1), AR 600-375. Exceptions may be granted to combat units only, at the discretion of the Commanding Officer, HTOUSA Disciplinary Training Center.

(4) Classification

(a) Prisoners will be classified at time of commitment and will be kept separated:

1. General - Class D - general prisoners convicted of murder, manslaughter, arson, robbery, rape, sodomy, mayhem, and larceny of property of more than $50.00 in value, or of any of the offenses denounced in Articles of War 75-82 inclusive.

2. General - Class A - all other general prisoners.

1277

Declassified E.O. 12356 Section 3.3/NND No. 785015

(5) Disciplinary Training Companies

(a) Upon commitment, a prisoner will be assigned by name to a disciplinary training company, based on his classification, for discipline and training.

(b) Disciplinary training companies will be trained, armed and equipped as Infantry. The course of instruction will include, insofar as equipment and facilities permit, the subjects covered in ITP for Infantry (basic).

(c) A minimum of thirty (30) hours per week will be devoted to training and instruction.

(d) Prisoners will wear the service uniform while undergoing instructions and training.

(6) Employment - Prisoners at the NTOUSA Disciplinary Training Center will ordinarily be assigned work necessary for the maintenance, operation, cleanliness and improvement of the Training Center only. They may be assigned other tasks provided there is no infringement on the number of training hours prescribed. Exceptions to this policy will be made only on the approval of the commander charged with the operation of the Disciplinary Training Center.

11. Release from Confinement - No prisoner will be released from confinement until his sentence has expired or he is ordered restored to duty by proper authority.

12. Restoration to Duty:

a. The primary purpose of confinement in NTOUSA Disciplinary Training Center under an unexecuted sentence to dishonorable discharge is to enable the soldier to be rehabilitated and returned to an honorable active duty status. This course is necessary to conserve and employ available manpower to the fullest extent. The length of confinement of a soldier necessary to reach that point of rehabilitation warranting release will be determined by the Commanding Officer, Peninsular Base Section. When he acts to release a soldier, the basis upon which he acts is one of discretion no matter for what period of time the soldier is sentenced to confinement. He will give very careful consideration to each case before returning the individual to a duty status. In no case will the Commanding Officer, Peninsular Base Section, permit a soldier to remain in confinement for a period in excess of six(6) months without considering him for return to a duty status.

330.

b. The restoration is accomplished by suspending the execution of the unexecuted portion of the sentence and assigning the soldier to the major command from which he came for a reassignment other than to his original unit. Individuals from major commands no longer in this theater will be assigned in Peninsular Base Section.

Declassified E.O. 12356 Section 3.3/NND No. 785015

c. The sentence so suspended would normally remain suspended during the whole of the soldier's service. However, company and similar unit commanders will recommend to the officer exercising general courts-martial jurisdiction over his unit that the suspended sentence be remitted, provided the soldier has demonstrated his fitness for complete restoration:

(1) At the expiration of six (6) months from date of restoration to duty; or

(2) At the date the soldier is reassigned to the major command from which he came.

(3) As a reward for exceptional service.

13. Disposition of Officers under Approved Sentence of Dismissal

a. When an officer exercising general courts-martial jurisdiction has approved a sentence of dismissal and confinement in an officer's case and has transmitted the record of trial under AW 48 for action by the confirming authority, he will assign the officer immediately to the HTCUSA Disciplinary Training Center. Where the approved sentence is one of dismissal only, and the convening authority has transmitted the record of trial under AW 48 for action by the confirming authority, the commanding officers concerned will transfer the officer immediately to the 7th Replacement Depot. In either case, both this headquarters and the commanding officer of the installation to which the officer is transferred will be advised of the transfer and the reason therefor.

b. Upon arrival of an officer sentenced to dismissal and confinement at HTCUSA Disciplinary Training Center, or upon arrival of an officer sentenced to dismissal only at the 7th Replacement Depot, the Commanding Officer, Peninsular Base Section, will immediately notify the Theater Judge Advocate, Headquarters, HTCUSA, APO 512, by cable direct.

III -- COURTS-MARTIAL

14. Instructions

a. General

(1) A Manual for Courts-Martial, 1928, as amended, should be readily available for reference at every headquarters down to and including those of companies and detachments. (If not so available, requests therefor will be submitted to the Commanding Officer, PBS.)

(2) The Manual for Courts-Martial, 1928, TM 27-255, Military Justice Procedure, and these instructions should be consulted in the processing of court-martial charges. Appropriate forms contained in the appendices of the Manual will be followed.

(3) By executive order the President has terminated, as to offenses committed after 19 January 1946, the suspensions of limitations upon punishments for violations of Articles of War 58, 59, 61, and 69, provided for by Executive Order Number 9048 of 3 February 1942 and Executive Order Number 9337 of 9 November 1942,

1279

Declassified E.O. 12356 Section 3.3/NND No. 785015

except as to offenses committed in occupied enemy territory. Within this theater the limitations upon punishments prescribed by the table of maximum punishments in the Manual for Courts-Martial for violations of Articles of War 58, 59, 61, and 86, will apply as to offenses committed after 19 January 1946.

b. Article of War 104 - Not all offenses for which court-martial may be had should be so punished. The disciplinary powers vested in commanding officers by AW 104 should be exercised fully for the punishment of minor offenses (see Chapter XXIV, MCM, 1928). These powers can well be used to maintain discipline and reduce the number of court-martial trials. Unit commanders should see that the authorized maximum punishments are not exceeded. Where it is necessary to punish an offender in excess of the punishment authorized by AW 104, court-martial must be utilized.

c. Preparation of Charge Sheets

(1) After the word "pay", page 1 of the charge sheet, the total of the accused's base pay plus pay for length of service plus pay for duty outside the continental limits of the United States (page 96, MCM, 1928; AR 35-1490 as changed) will be shown.

(2) In the space following the word "Age", page 1 of the charge sheet, the age of the accused at the date of the commission of the alleged offense will be entered.

(3) Above the words "Allotments to dependents", page 1 of the charge sheet, the words "Class F deductions" will be inserted, by "None", "$22", "$27", or whatever amount of Class F deductions the accused actually has under the Serviceman's Dependents Allowance Act of 1942 (AR 35-5540). The amount of Class E allotments, if any, will be shown after "Allotments to Dependents".

(4) Under "Data as to service", prior service will show the inclusive dates to enlistments, organizations from which discharged manner of discharge (i.e., convenience of the government, purchase, etc.,) and the total prior service completed by years, months, and days, as shown by the accused's service record. In addition thereto, the place and date of current enlistment will be shown.

3301

(5) The charge sheet should never show the record of previous convictions.

(6) If the accused is not under any restraint, this fact should be affirmatively shown.

(7) Specifications will show the place, name of the town or camp, and the country (Sicily, Italy, Greece, etc.,) where the offense took place.

1280

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 37 (Cont'd)

d. Class F deductions under the Servicemen's Dependents Allowance Act (see paragraph 14c (3) above) are to be deducted from "Pay" (see paragraph 14c (1) above) in computing an enlisted man's pay for the purpose of determining the maximum forfeitures that may be imposed by a court-martial (see paragraph 38, AR 35-5540).

e. Capital Offenses

(1) Officers having authority to appoint special courts-martial do not have authority to refer charges that include a capital offense to a special court-martial for trial without the specific authority in each case of the officer exercising general courts-martial jurisdiction over their commands (AW 12, 13; paragraph 14, page 10, MCM, 1928). At the present time, the offenses denounced by the following Articles of War are capital offenses: 64, 66, 67, 75, 76, 77, 78, 81, 82 and 92 (paragraph 14, page 10 MCM, 1928). Charges including violation of any of these Articles of War should be transmitted to the officer exercising general courts-martial jurisdiction over the command with appropriate recommendation and the required papers (see paragraph 34 and 35a, MCM, 1928), for his action.

(2) Trials by general courts-martial resulting in sentences of death will be reported immediately by cable to this headquarters. Such report will include name, rank, serial number, and organization of the accused, offense of which convicted, sentence of the court, and date of sentence. In addition to this report, when action has been taken on the record of trial by the reviewing authority, this headquarters will likewise be advised by cable of the action taken and the date thereof.

f. Summary Courts-Martial Records

(1) When trial is had by summary court-martial the original charge sheet will be completed as the record of trial. After recording his action on the sentence, the reviewing authority will deliver the original charge sheet and two copies thereof to the organization commander who will cause the essential data to be entered on the service record and, in due course, on the pay-rolls. After the prescribed notation as to entry on the service record has been made on the record of trial, the organization commander will immediately forward one copy thereof, completed and certified as a true copy of the original, to The Adjutant General. The remaining copy will be sent to the officer exercising immediate general court-martial jurisdiction over the command which appointed the court. In cases of acquittal or disapproval of conviction the same procedure will be followed, except that no entries will be made of the trial on the service record (paragraph 21-b, AR 345-125, as changed).

Declassified E.O. 12356 Section 3.3/NND No. 785015

(2) Units not assigned or attached for administration to a command in this theater exercising immediate general court-martial jurisdiction, will forward to this headquarters the copy of the record of trial, required by the above paragraph to be sent to the officer exercising immediate general court-martial jurisdiction.

g. Special Courts-Martial Records and Orders

(1) Only the original of a special court-martial order is required (the accused is not entitled to a copy) and when it has been acted upon by the reviewing authority it should be disposed of as provided for in paragraph 87c, MCM, 1928. Units not assigned or attached for administration to a command in this theater exercising general court-martial jurisdiction will forward to this headquarters such records as are required by this paragraph to be sent to the officer exercising immediate general court-martial jurisdiction.

(2) There is no prescribed distribution for special court-martial orders other than that one copy will accompany the record (paragraph 87c, MCM, 1928), and three (3) copies for each accused will be sent to The Adjutant General, Washington 25, D.C., (paragraph 17, AR 310-50, as changed). Further distribution is desirable in most circumstances to insure that the sentence will be properly executed. In this connection, attention is invited to the required distribution for General Court-Martial Orders (paragraph 3d, AR 310-50, as changed, and Appendix 25, TM 27-255) which should be used as a guide in determining what distribution of special court-martial orders is advisable. The copies of the special court-martial orders which accompany the record of trial and those sent to The Adjutant General should be unexpurgated copies, i.e., complete as to specifications and place of trial.

h. General Courts-Martial Records and Orders

3300 - (1) All records of trial by general courts-martial after being acted upon by the convening authority will be sent to The Judge Advocate General, Washington 25, D.C., thru the Commanding General, ITOUSA, APO 512, attention Theater Judge Advocate.

(2) For distribution of general court-martial orders see paragraph 3d, AR 310-50, as changed. In addition, two (2) copies of each order will be forwarded to this headquarters by the issuing unit.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ITCUSA Circular No. 37 (Cont'd)

15. Delays in Completing Trials by Courts-Martial - The greatest disciplinary effect is obtained by the prompt imposition of punishment, whether by a commanding officer under AW 104 or by virtue of a court-martial sentence. Delay in imposing punishment not only reduces its salutary effect, but also, in case the offender is in confinement, unnecessarily continues him as a non-effective soldier. Commanding officers will make periodic checks of men in confinement to determine whether the completion of trials has been delayed, and if so, they will initiate prompt corrective action.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 36)

12 March 1946

CURRENCY CONTROL

Paragraph 4-a (1), Circular Number 71, and Section III, Circular Number 82, both this headquarters, 1945, are rescinded, effective 15 March 1946, and substituted therefor as indicated:

"(1) Italy, Sicily and Sardinia - Allied Military Lire in all denominations and Metropolitan lire notes of one thousand (1000) lire, five hundred (500) lire, and smaller denominations; rate of exchange, 225 lire equals $1.00."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 35)

12 March 1946

RECORDS ADMINISTRATIVE PROGRAM

References I
General Principles II
Organization and Responsibility III
Preparation of Records for Shipment IV

Circular Number 64, this headquarters, dated 29 April 1945, as amended, and all other directives of this headquarters in conflict with the provisions of this circular are rescinded.

I -- REFERENCES

AR 15-15
AR 35-3700
AR 345-105
AR 380-5
WD Circular 96, 1945
WD Circular 104, 1945
WD Circular 123, 1945
WD Circular 150, 1945 amends WD Circular 147, 1944.
WD Circular 233, 1945
WD Circular 287, 1945
WD Circular 4, 1946
TM 12-258 ("Records Administration - Filing Procedures") August 1945
TM 12-259 ("Records Administration - Disposition of Records") July 1945
WD Pamphlet 12-1A ("Centralization, Maintenance, and Servicing of Non-current Clinical Records") September 1945
WD Decimal File System (Revised Edition) 1943
Letter No. MTOUSA, AG 313/71C-O, subject: "Disposition of American Records", 4 September 1945.

II -- GENERAL PRINCIPLES

3298 1. Purpose of Circular - To implement current War Department directives pertaining to records administration that are applicable to the American records program now in effect in the Mediterranean Theater of Operations. This Circular does not rescind nor affect the Allied Force Records Administrative Program outlined in AF Circular Number 8, 18 July 1945.

2. Theater Organization for Records Administration

a. The organization for the execution of the records administration program in this Theater will comprise:

(1) The Theater Records Administrator, who will administer the entire program through the MTOUSA Records Depot (see paragraph 6 below).

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Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 35 (Cont'd)

(2) Records Officers of major and other commands, and general, special and other staff sections of this headquarters (see paragraph 7, below).

(3) Personnel in charge of files in all units, installations, organizations, and offices.

b. Under the authority provided by this circular, all personnel composing the organization prescribed by sub-paragraph (1), (2), and (3), above, will function to:

(1) Organize files to facilitate the use, disposal, transmission or retirement of records.

(2) Dispose of non-record material.

(3) Dispose of (destroy) records authorized for destruction (see Appendix "A").

(4) Retire to storage (MTOUSA Records Depot) noncurrent records of permanent or longtime value, (including 201 files; except those whose disposition is otherwise directed by WD Circular 96, 1945).

(5) Retire to storage all records of permanent or longtime value of inactivated or discontinued organizations, (including 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945).

(6) Transmit 201 files to the appropriate agencies outlined in WD Circular 96, 1945, viz., MTOUSA Records Depot, The Adjutant General, Washington, D.C., or upon transfer of individuals, to the organization concerned.

c. No other temporary records repository or depot will be established in the theater, other than the MTOUSA Records Depot.

3. Basic Disposal Legislation and Regulations

a. The fundamental procedures for the administration of this program are set forth in the references listed under Section I, this circular. Personnel concerned in any way with records administration will assemble copies of these directives for study and reference.

b. No records of the War Department and the Army may be disposed of (destroyed) except upon authority of the National Archives and the Congress of the United States. Ordinarily, disposal may be accomplished only by submission of disposition lists for approval, or by scheduled disposal of certain records upon expiration of prescribed retention periods. Disposition procedures are governed by the Act of 7 July 1943. However, the records of organizations in this theater that are at this time authorized for disposal on a scheduled basis are listed in Appendix "A". All nonrecord material may be disposed of without further authority. No other records may be destroyed or otherwise disposed of except upon the authority of the Commanding General, MTOUSA, although emergency disposal of records may be accomplished under the provisions of paragraph 15, AR 15-15.

1284

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 3 (Cont'd)

c. Requests for authority to dispose of records, the disposition of which is not authorized herein, may be submitted for the review and recommendation of the Theater Records Administrator, through appropriate Records Officers.

4. Scope of Program

a. "Records Administration" as applied to this Theater will be construed to include (1) the creation of files of records necessary for the operation of organizations; (2) the maintenance of such files and the control over them by means of lists, indexes, or other finding mediums; (3) the intelligent appraisal (evaluation) of records; (4) the disposition (destruction) of valueless materials; (5) the initial processing of records preliminary to consigning them to the MTOUSA Records Depot for storage; and (6) the final clearance of records at the Records Depot for shipment to the United States.

b. Responsible personnel now charged with the creation of organization records and their maintenance under existing laws and regulations should regard themselves as temporary custodians of records of the War Department, and thus of the Federal Government. It should be borne in mind that any unit, installation, or headquarters files (i.e., the whole body of records), as finally organized, will be preserved indefinitely; and that all of the records of enduring value will be processed ultimately for permanent preservation in the established archives of the Government.

c. The initial responsibility for evaluating records rests with the office that creates and has custody of the current files. Records personnel, being cognizant of the basic principles of the War Department records administration program, are the logical individuals to assume the responsibility for continuous evaluation of current records. Therefore it is their responsibility to apply the standards and criteria as set forth herein and to continually eliminate non-record and transitory material from their files. The value of a record is not necessarily determined by its form, as in many instances a draft or a routing slip may be of more importance than a formal document covering the same transaction. Proper arrangement and adequate identification of files are also paramount factors in fulfilling the mission of the records administration program.

d. Custodians of records in all organizations will maintain an accurate record of all files retired to storage (MTOUSA Records Depot) as prescribed in Section IV below.

3296 5. Disposition of Files of Installations Changing Status

a. With certain exceptions, the files of installations changing status are arbitrarily defined as "noncurrent", even though they may be active for a period of time following change of status. This applies both to installations being discontinued as well as to installations being transferred from one command to another, or within a command. The exceptions noted are as follows:

(1) Files necessary to the operation and maintenance of the installation's physical plant and equipment will remain at the installation.

1287

Declassified E.O. 12356 Section 3.3/NND No. 785015

(2) Fiscal accounting files are considered current until all accounts are closed and unexpended balances involved are reported for withdrawal.

(3) Files essential to the administration of a continued activity which has been transferred from the installation being relinquished or discontinued to another headquarters or installation, will be transferred to the latter, as directed by the headquarters having command jurisdiction, but will be specifically limited to files needed to administer a transferred operating activity (excluding the activity of record-keeping itself).

b. When any unit, headquarters, or subdivision of a headquarters is reorganized, consolidated, or redesignated and personnel and equipment are transferred to a new command, files will be closed out as of the date of discontinuance of the former command and properly identified as the files of the discontinued unit or office.

(1) Files which are thus closed out will be retained by the successor unit or office until inactive. If, during this period, active papers or individual files are withdrawn and incorporated in current files of the successor unit or office, appropriate cross reference will be left in the file from which the papers were withdrawn.

(2) With the exception of individual active papers, as provided above, files of such redesignated or reorganized units or offices will not be merged or interfiled with the records of any other unit or higher echelon, but will be maintained so as to preserve the administrative origin of the records. Specific exception to this rule will be authorized only by The Adjutant General.

(3) When inactive, the closed out files will be transferred to the Records Depot.

III - ORGANIZATION AND RESPONSIBILITIES

6. MTOUSA Records Depot

a. The MTOUSA Records Depot was established at this headquarters, effective 15 May 1945.

b. The Depot is administered by the Theater Records Administrator, under the immediate supervision of the Adjutant General of this headquarters.

c. The Theater Records Administrator is charged with the responsibility for the institution of program, development of policy, establishment of standards and procedures, training of personnel, and evaluation of results relating to Theater records administration. To achieve these objectives he and his deputies are authorized to survey continually all files in all units, installations, offices, or headquarters organizations of all commands in MTOUSA.

Declassified E.O. 12356 Section 3.3/NND No. 785015

d. The Theater Records Administrator will conduct such correspondence, maintain such liaison, and establish such procedures as will enable him to administer the program.

e. In conformity with established internal operational procedures, the MTOUSA Records Depot, under the supervision of the Theater Records Administrator, will:

(1) Receive shipments of noncurrent records of all units including the records of inactivated or discontinued units (to include 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945).

(2) Unpack and verify the contents of all boxes of records received, and acknowledge receipt of certificates of transfer of registered documents (see paragraph 12 below) and notify the War Department of arrival of War Department registered documents at the Depot.

(3) Process records received in accordance with War Department directives; make periodic shipments of noncurrent records to the War Department.

(4) Receive and reply to correspondence pertaining to records transferred to the custody of the Depot and furnish information and documents to authorized personnel.

(5) Perform such other administrative functions as are delegated and prescribed by the Adjutant General, this headquarters.

(6) Render reports as required by War Department Memorandum 345-45 (13 July 1945).

(7) Furnish shipping instruction to Records Officers.

7. Records Officers

a. The commander of each command listed below will appoint a Records Officer, who will be responsible to that commander for the operation of the program within his command. The names of all Records Officers currently assigned this duty will be reported to the Theater Records Administrator upon receipt of this circular.

(1) Headquarters Command, MTOUSA.

3295 - (2) Peninsular Base Section.

(3) Rome Area, MTOUSA.

(4) Deputy Director, Military Railway Service, Italy.

(5) Naples Air Force General Depot.

(6) 88th Infantry Division.

(7) AGC Bulgaria (U.S. Delegation)

Declassified E.O. 12356 Section 3.3/NND No. 785015

(8) MAAE Yugoslavia.

(9) AIFCGE (U.S. Delegation)

b. In addition, the commander of each unit or organization that is not attached or assigned to a major command as specified in sub-paragraph a above, and all general, special and other staff sections of this headquarters, will appoint a Records Officer. The names of all Records Officers currently assigned this duty will be reported to the Theater Records Administrator upon receipt of this circular.

c. Records Officers will be charged with full responsibility for planning, organizing, and supervising the operation of the records administration program, as affecting not only the files of their headquarters but the files of all subordinate organizations, assigned or attached. Direct correspondence between Records Officers and the Theater Records Administrator is authorized.

d. The specific functions of Records Officers will be to:

(1) Appoint assistant Records Officers in subordinate commands where deemed necessary.

(2) Insure compliance within their jurisdiction with all aspects of the records administration program as set forth in the reference regulations and in this circular.

(3) Prepare shipments of noncurrent records to the MTOUSA Records Depot (see Section IV, below).

(4) Insure compliance with shipping instructions issued by the Theater Records Administrator (see paragraph 8, below).

e. Records Officers of the general, special and other staff sections of these headquarters will conform to the program outlined in sub-paragraphs c to d, above, in respect to all of the records created by or in the custody of their respective sections. In addition, such Records Officers will, when necessary or called upon to do so, submit recommendations to the Theater Records Administrator relative to the handling of specialized types of records peculiar to their offices, sections, or branches of the service.

f. Information copies of all general directives, internal or otherwise, issued by or caused to be issued by Records Officers as affecting the records administration program, will be furnished the Theater Records Administrator.

IV — PREPARATION OF RECORDS FOR SHIPMENT

8. General Procedures

a. Records will be prepared for shipment in strict accordance with paragraphs 9 and 10, below, except in the case of the clinical records of hospitals (see paragraph 11, below).

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular N[illegible]/35 (Cont'd)

b. Whenever records are available for shipment, they will be reported to the appropriate Records Officer. Ordinarily, the actual shipment should be direct from unit to ETOUSA Records Depot, in accordance with instructions issued by Records Officers.

c. In order that the integrity of files may be preserved, the records of more than one unit, installation, headquarters, or office will normally not be shipped to the Depot in the same container.

d. Boxes containing classified material will be protected in transit as prescribed for such material in paragraph 68, AR 380-5. Top Secret or Registered documents or cryptographic material will not be shipped to the Depot except as prescribed in paragraph 12, below.

e. Historical material will be handled in accordance with AR 345-105.

f. No material other than records will be shipped to the ETOUSA Records Depot. Plaques, trophies, etc., should be shipped, through the appropriate Transportation Officer, to Kansas City Quartermaster Depot, Army Effect Bureau, 601 Hardesty Avenue, Kansas City, Missouri.

9. Packing Procedures

a. The file folders containing the records will be placed upright in the box, in filing order, with folders starting at the left end of the box when the box is viewed from the hinged side. File tabs will be visible for easy access and identification. Exception will be made only when peculiar size and shape of the material is such as to make the specified arrangement impractical.

b. Boxes will be filled only with one row of folders arranged as directed above so that the Records Depot will be readily able to inspect, check, rack, search, and service the records.

c. List of Contents

(1) A list covering the contents of each box will be placed in an envelope affixed to the inside cover of the box. Duplicate lists will be fastened together in a consolidated list for all boxes in the shipment and will be forwarded immediately by mail by the Records Depot. This list will be forwarded under a covering letter indicating anticipated date of shipment. It is imperative that the box numbers as indicated on the mailed list correspond with the numbering of the boxes in the shipment.

3294

(2) Such listings should adequately identify the folder contents of the boxes but should not attempt a paper-by-paper inventory of each folder. The following are illustrative of an adequate identification:

Declassified E.O. 12356 Section 3.3/NND No. 785015

Box 4 of 10 boxes AG Section Adriatic Base Command AG DECIMAL FILES 1945 000.3 Religion to 313.8 Records, Irregularities in use.	Box 5 of 10 boxes AG Section Adriatic Base Command Orders-1945

d. Packing and Transmitting small Quantities of Files

(1) In packing and transmitting small quantities of files insufficient to warrant the use of records boxes, the folders will be wrapped securely, using heavy envelopes or wrapping paper, and well sealed or firmly tied. The mailing address of the Records Depot will be clearly indicated, preferably by use of waterproof ink or typewritten mailing sticker.

(2) The most economical means of shipment which provides reasonably prompt delivery will be utilized. When the package weighs under 70 pounds advantage will be taken of postal regulations permitting shipment of records to or from APO's by parcel post under Government frank.

10. Grouping and Arrangement of Files for Shipment to MTOUSA Records Depot. Files scheduled for shipment to MTOUSA Records Depot should be grouped, arranged, and packed in standard records boxes as follows:

a. Headquarters of Major Commands (Divisions, Area Commands, Base Sections, and other comparable headquarters) (See paragraph 7a above). Files of headquarters of major commands should be arranged, generally, in the following order:

(1) First, the files of the Office of the Commanding General, followed by the files of the Office of the Chief of Staff, where maintained separately. In some cases the files will have been incorporated with the files of the Adjutant General's Section prior to shipment to the Records Depot.

(2) General Staff Sections. The files of the General Staff Sections should immediately follow those of the Office of the Chief of Staff, arranged in numerical order as follows:

G-1, or A-1 (in the case of Air Corps headquarters)
G-2, or A-2 { ditto }
G-3, or A-3 { ditto }
G-4, or A-4 { ditto }
G-5, or A-5 { ditto }

(3) Special Staff Sections. The files of Special Staff Sections should follow those of the General Staff Sections, arranged alphabetically substantially as follows:

Adjutant General's Section
Artillery Section
Chaplain's Section
Chemical Warfare Section

1292

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No 35 (Cont'd)

Engineer Section
Headquarters Commandant's Section
Inspector General's Section
Judge Advocate Section
Ordnance Section
Provost Marshal's Section
Quartermaster Section
Signal Section
Surgeon's Section
Transportation Section
etc.

b. Subordinate Headquarters (Battalions, Regiments, Groups, (Air Corps) Depots, and other comparable headquarters). Files of subordinate headquarters should be arranged in the following order. Records of component units (such as Payrolls, Sick Reports, Morning Reports, Duty Rosters, Extract of Service Records etc.) should follow the files of the headquarters, and will be arranged in the order prescribed in sub-paragraph c below under the heading of said component unit:

Decimal files and/or subject files (arrange in numerical and/or alphabetical order) (by year)
Funds (alphabetically by name)
Certificate of disposition of property records
Order file (Record set issued by the headquarters)
General Orders (arrange chronologically by year)
Special Orders (same as for General Orders)
General Courts-Martial Orders (same as for General Orders)
Special Courts-Martial Orders (same as for General Orders)
Other NUMBERED publications (same as for General Orders)
Other UNNUMBERED publications (by year and date)
Historical Records (including unit history)
Morning Reports (where maintained at the headquarters level) arrange by date
Sick Reports (same as for Morning Reports)
Duty Rosters (same as for Morning Reports) DESTROY AFTER ONE (1) YEAR
Guard Reports (same as for Morning Reports) DESTROY AFTER ONE (1) YEAR
Officer's Register
Casualty Reporting Files
Miscellaneous files and documents not listed above

3293 c. Unit Files (Companies, Batteries, Squadrons (Air Corps), Troops (Cavalry), Detachments, and other comparable units). Unit files will be arranged in the following order. In the preparation of lists of contents, indicate inclusive dates covered by these files:

Decimal File and/or correspondence file (Correspondence Book and documents)
Morning Reports (Arrange by date)
Sick Reports (Arrange by date)
Duty Rosters (Arrange by date) DESTROY AFTER ONE (1) YEAR
Guard Reports (Arrange by date) DESTROY AFTER ONE (1) YEAR

1293 Unclassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular No. 35 (Cont'd)

Extract of Service Records (Alphabetize)
Payrolls & Pay Vouchers (EM) (Arrange by year & month)
Allotment Transmittal Letters (Arrange by year & month)
War Bond Issuance Schedules (Arrange by year & month)
PTA Receipts (Arranged by year & month)
Soldier's Deposits (WD Form 10) (Arrange by year & month)
Unit Fund Records (Council Book & Vouchers)
Orders File (record set issued by unit)
Unit History & other historical Records
Combat Records (Journals, Message Files, & other combat records)
Records of Registered, Insured, & COD Mail (files kept by Unit Mail Clerk)
Certificate of Disposition of Property Records
Casualty Reporting Files
Miscellaneous:
Military Personnel Records.
Board Proceedings
Charge Sheets - Summary Courts-Martial
Officer's Register
Reports of Burial
Reports of Death
Reports of Investigation
Reports of Survey
Statement of Charge
Civilian Personnel Records
Medical Records
Other Miscellaneous record material not listed above.

11. Special Procedures for Hospitals

a. Clinical records and indexes thereto will be processed as prescribed in WD Pamphlet 13-1/ "Centralization, Maintenance, and Servicing of Noncurrent Clinical Records" September 1945.

b. Administrative records of hospitals will be retired to ETOUSA Records Depot as prescribed in this circular for administrative records of other units and organizations.

c. Exposed X-Ray film considered to be inseperable parts of clinical records will be processed as indicated in sub-paragraph a, above. Other film will be disposed of as provided in WD Circular 147, 1944 (as amended by Section VIII, WD Circular 150, 1945).

12. Special Instructions Governing Classified Material

a. Consistent with security, special emphasis will be placed on the downgrading or cancellation of classified material in accordance with paragraph 15, AR 380-5, and WD Circular 4, 1946. Obviously much material which, by past operational or other necessity, was entitled to a high classification, can now be downgraded or the classification cancelled. Close observance and compliance with these principles will permit a more efficient and expeditious handling of non-current and permanent records.

1294

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular No. 75, (Cont'd)

b. Top Secret or registered documents, or cryptographic material will not be shipped to the Depot except in cases of inactivation, discontinuance or redeployment of a unit or installation. Receipt forms (paragraphs 25 & 26 AR 380-5) will not be required when shipping top secret or secret material to the Depot. The "List of Contents" (paragraph 9c above), will suffice. However, the certificate of transfer on registered documents, required by paragraphs 38 and 39 AR 380-5, will be made in duplicate and inclosed in the shipping container and will be attached to the list of contents.

c. For the purpose of this program only and in no other instances, destruction of nonrecord (see Appendix "A") top secret, secret or confidential documents will be as prescribed in paragraph 32, AR 380-5, except that a certificate of destruction will not be required. Certificate of destruction will be required upon destruction of registered documents. Proper authority (paragraph 38, AR 380-5) will be secured prior to destruction of registered documents.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Edmund R. Shugart

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

1 Incl.
Appendix "A"

DISTRIBUTION:
Z
Plus
100 copies to Capt Saunders, Records Depot

3292

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APPENDIX "A" to Circular No. 35, Hq MTOUSA

RETIREMENT, SPECIAL HANDLING, AND DISPOSAL STANDARDS

I -- GENERAL

1. Scope

a. This Appendix contains instructions relating to the disposition of specified types of files which are common to more than one of the following command jurisdictions: Army Air Forces, Army Ground Forces, Army Service Forces, and overseas theaters and commands.

b. This Appendix does not include instructions relating to disposition of files which are unique only to one of the command jurisdictions specified above. Such instructions will be issued by the command concerned, subsequent to approval by this headquarters (see paragraph 3b, this Circular).

c. All files of long-time or permanent value have not been identified herein. The absence of such identification, however, does not signify that there are no additional records that have sufficient value to warrant preservation. Records officers, therefore, are authorized to destroy only those files described under the appropriate disposal standard listed in this Appendix.

2. Applicability

a. INSTRUCTIONS pertaining to retirement and special handling of files as given in subsequent sections of this appendix apply to all commands in this theater.

b. DISPOSAL STANDARDS contained in subsequent sections of this appendix are applicable to files of all units and installations and intermediate headquarters below a major command. They are not applicable to headquarters files of major commands. (The term "headquarters files" is meant to include only those files growing out of headquarters functions rather than unit and installation functions performed at or for headquarters).

c. Disposal standards for nonrecord material, as described in paragraph 3, below, are applicable to all headquarters files of major commands as well as to all unit and installation files.

d. Disposal standards are established for many types of records which may or may not be filed with the general decimal files of an installation. These standards are applicable regardless of the filing location of the material.

3. Nonrecord Materials

3291

a. Accepted categories of nonrecord materials are as follows:

(1) Surplus copies of War Department and Army publications, examples of which include: Army Regulations, Technical Manuals, Field Manuals, Training Manuals, Technical Bulletins, Supply Bulletins, Tables of Organization, Tables of Allowances; published or processed orders, circulars, mimeographed memoranda, directives, and other processed documents; excess stock reports, reports of excess equipment, and similar reports; and post, camp, stations, or organization daily bulletins, daily information sheets, and similar documents. However, the following will not be defined as surplus:

Declassified E.O. 12356 Section 3.3/NND No. 785015

(a) One record set of each series for the issuing headquarters.

(b) Record sets forwarded to The Adjutant General as directed by paragraph 17, AR 310-50.

(c) A copy of a publication upon which action is taken by a receiving headquarters and which therefore becomes an integral part of the files in the particular case involved and is filed and retired or destroyed with other papers in the case.

(2) Publications of other Government agencies, commercial firms, or private institutions, and including catalogs, trade journals, and similar publications unless forming a part of a case upon which action has been taken.

(3) Extra copies of papers preserved only for convenience of reference.

(4) Papers of transitory value such as routine requests for information and publications, tracer letters, letters of transmittal, and letters directing the correction of records and reports which, after receipt of preparation or when action has been completed, can be discarded immediately or at the end of a brief suspense period (30 to 90 days) as being without record value and not needed for the conduct of future operations. Where tranritory papers of this character have been filed with record material prior to the establishment of a definite suspense period for their retention, they will be removed from file as encountered and destroyed. Such papers thereafter will be maintained separately and destroyed periodically.

(5) Library and museum material acquired solely for purposes of reference or exhibition.

(6) Papers or cards used to facilitate or control work in progress, such as--

(a) Job control cards, work sheets, or work processing sheets; routing slips.

(b) Personal work papers, cards, and rough drafts.

(c) Statistical tabulating aids such as machine-punched cards.

(7) Copies of technical materials such as motion pictures, sound recordings, still photographs, maps, etc., if one or more copies identical both in content and in form of recording or reproduction are retained for purposes of record.

1297

Declassified E.O. 12356 Section 3.3/NND No. 785015

II--COMMUNICATIONS OPERATIONS

4. Disposal Standards

a. Records relating directly to the operation of message centers, which transmit and receive telephonic, telegraphic, radio, and other messages, involving papers of the type: original sent messages and copies of received messages, when record copies are maintained in other files; relayed messages; service messages; message skeletons, commercial messages, operator's number sheets; message registers, operator's logs; performance reports, interference and trouble reports; maintenance work orders; records of channel load; speed of service reports; frequency logs; urgent and operational priority logs; equipment service logs; daily load reports; record of multiple address and book messages handled; telephone toll tickets.

Destroy after 6 months.

b. Telephone, telegraph, and teletype accounts, including public vouchers, vendor's invoices, correspondence, supporting and relating papers.
Destroy after 3 years.

c. Telephone Work Order Files, including work orders, service orders, requests for service and charges, and comparable papers.
Destroy after 6 months.

III - FINANCIAL

5. Disposal Standards

a. NON-APPROPRIATED FUNDS FILES. Central Post Fund files and the records of funds comparable thereto, specifically Headquarters Funds, Unit Funds, Post Trust Funds, Post Communication Service Accounts, Special Welfare Funds, Officers' Mess Funds, Officers' Clubs, Aviation Cadet Messes, Aviation Cadet Clubs, Noncommissioned Officers' Clubs, Post Mess Funds as defined in AR 210-60 and not individually listed herein, Sundry Funds as defined in AR 210-50 and not individually listed herein, Religious Funds, Post Restaurants as defined in AR 210-100, Post Civilian Welfare Funds, Hospital Subsistence Accounts, Camp Prisoner of War Funds, and Camp Morale Funds, except records of the Army Emergency Relief Funds.

(1) Accounting Records, such as general ledgers, accounts receivable ledgers, accounts payable ledgers, cash disbursement ledgers, pay roll journals, company council books, cash receipts and disbursement records, loan ledgers, control ledgers, property records, check registers, invoice registers, and warehouse journals except such records on the basis of which a civil claim, criminal action, or military disciplinary action has been initiated in connection with an entry or omission of an entry.

3290

Destroy 3 years after date of last audit involving such records.

(2) Supplementary Fund Records, such as financial statements; minutes of council, canceled checks, bank statements, and deposit slips; petty cash vouchers; insurance policies; vendor's vouchers; purchase orders; contracts; receiving reports; tally slips and delivery slips; audit certificates; inventories; personnel records; reports of Boards of Officers indicating action taken, and recommendations made by the commanding officer; carbon copies of check memorandum cash records; and pertinent correspondence relating to such records--except such records on the basis of which a civil

1298

Declassified E.O. 12356 Section 3.3/NND No. 785015

claim, criminal action, or military disciplinary action has been initiated in connection with an entry or omission of an entry.
Destroy 3 years after date of last audit involving such records.

(3) Account Records and Supplementary Fund Records, as defined in (1) and (2) above, when such records constitute the basis for initiating a civil claim, criminal action, or military disciplinary action in connection with an entry or omission of an entry.
Destroy after the disposition of the claim, criminal action, or military disciplinary action, providing the applicable time period specified under (1) and (2) above, has lapsed.

b. Report of Survey Files, consisting of reviewed reports of survey, records of action taken, except such of the foregoing that pertains to lend-lease, reciprocal aid, and civilian supply; pertinent correspondence, follow-up systems, control and reference devices, reports, copies of Boards of Officers' proceedings involved in property settlements, and other papers pertinent thereto.
Destroy 3 years after clearance has been issued.

c. Audit Certificate Files, consisting of retained copies of audit certificates, records of action taken in clearing discrepancies, pertinent correspondence, follow-up systems, control and reference devices, reports, copies of Boards of Officers' proceedings involved in audit matters and other papers which relate to audits conducted by the office or reported to the office (for example, military property, commissaries, civilian pay rolls, etc.,) except those files relating to the audit of contract property accounts.
Destroy 3 years after clearance has been issued.

IV -- MAIL AND FILES ACTIVITIES

6. Permanent Files

Correspondence files (decimal, subject, numerical, or similar types) at headquarters offices, or of major units thereof, frequently contain papers of research value and should be retained permanently. Papers of this type can be defined, in general terms, as recommendations on policies, indications as to progress and performance, and planning and procedural matters, and include papers of the type; record copies of directives, regulations, or other processed issuances; surveys and reports of operations and procedures; correspondence, studies, reports, and charts and graphs on organizational structure, functions and operations, and procedures; and correspondence and memoranda relating to or constituting background papers to such studies and reports. Other types of correspondence of permanent value consist of those dealing with significant relationships between the Army and other Government agencies or private firms and individuals. Disposal authority as specifically indicated in this Appendix, however, will be construed as applicable to the types of files specified, whether or not filed under the decimal system.

7. Disposal Standards

a. Mail Control Records, such as routing and suspense slips, delivery receipts, logs of incoming and outgoing mail, records of messenger trips, except records of delivery of registered and insured mail, and receipts for classified documents.
Destroy after 3 months.

Declassified E.O. 12356 Section 3.3/NND No. 785015

b. Mailing Lists and Addresses.
Destroy on supersession, when obsolete, or upon inactivation.

c. Classified Document Receipts, which reflect the issue and acknowledgment of receipt of classified documents, such as WD AGO Form 996 and similar forms. Destroy after 2 years.

d. Postage Stamp and Meter Records, including issue slips, vouchers, and inventories.
Destroy after the audit and clearance of related property account

e. Registered document receipts, which reflect the issuance of semi-annual or transfer report of registered documents (or devices) such as WD Form 34 and similar forms.
Destroy when the accountability is no longer required. (See also pars. 20 and 21).

V-- MAINTENANCE

8. Disposal Standards

a. Repair Shop Job Order File, consisting of work requests and job orders, job orders file envelopes, transfer memoranda, rejection memoranda, property issue slips, property turn-in slips, labor time tickets, and related papers, including job order registers (WD AGO Forms 811, 811-1, 827, 829, 447, and 828; WD QMC Forms 502 and 506; and similar forms), exclusive of: (a) such records of maintenance performed in connection with contracts; (b) post engineer job order files; (c) maintenance records of installations of Army Air Forces and Chief of Transportation, other than for vehicular and signal equipment.
Destroy after 1 year.

b. Maintenance Reports, made in connection with the maintenance and repair of equipment and of maintenance shop operations, and papers related thereto, excluding such reports in connection with maintenance operations of post engineers, and of installations of the Office of the Chief of Transportation and the Army Air Forces.
Destroy after 1 year.

c. Shop Locator Inventory, or Identification Cards, Sheets or Tags,
Destroy on supersession, or when obsolete, whichever is applicable. (See also pars 14 and 15).

VI-- MEDICAL, DENTAL, AND VETERINARY

9. Permanent Files

3298

a. Medical records of permanent value retired, when noncurrent, to appropriate service command records depots, overseas records depots, or Organization Records Branch, AGO, as applicable, constitute field medical records as defined in AR 40-1025; monthly report of venereal disease; monthly sanitary report; monthly and yearly reports of out-patient and in-patient consultations; eye, ear, nose, and throat examinations; register cards (WD AGO Form 8-24, or similar forms); reports of death (WD AGO Form 52 and similar forms); blood donor records; files of experimental and research work and individual records of subjects participating therein;

Declassified E.O. 12356 Section 3.3/NND No. 785015

biopsy and autopsy reports on pathological examination of tissue; autopsy protocols; historical records of stock culture collection; and subject and correspondence files.

b. CLINICAL FILES. All official forms or charts, or papers used in lieu thereof, on which are kept the medical and surgical histories of patients admitted to military hospitals, including allied documents filed therewith, as disposition board, retirement board, line of duty board, CDD board proceedings, together with related indexed and registers, constitute the basic clinical files of permanent value.

10. Files Specially Handled--Exposed Medical X-ray Films

a. The disposition of exposed medical X-ray films by active Army Medical installations, including hospitals, dispensaries, and induction stations will follow procedures prescribed in current directives.

b. When a hospital is closed exposed X-ray films remaining in its possession (that is, other than those categories prescribed for special handling (see a. above)) and considered to be of unusual scientific or historical interest will be indexed and transferred to the Records Depot. All other films will be discarded for salvage.

11. Disposal Standards

a. GENERAL. The disposal standards established below are applicable to hospitals, dispensaries, medical laboratories, and comparable activities at other installations, but exclusive of records which form a part of the clinical record of an individual, and in the case of documents and reports required to be submitted to Headquarters, Army Air Forces or Army Service Forces, disposal authority is limited to the retained copies thereof.

b. ADMINISTRATIVE. (1) Accident report, weekly (letter form).
Destroy after 1 year.

(2) Admission and disposition sheets, control sheets, clearing reports.
Destroy after 1 year.

(3) Monthly report of clinics.
Destroy after 1 year.

(4) Communicable disease report.
Destroy after 10 years.

(5) Dispensary reports (daily, weekly, monthly), except when including roster of patients.
Destroy after 1 year.

(6) Individual injury report on military personnel (WD AGO Form 507 or similar forms).
Destroy after 1 year.

(7) Monthly injury summary report (WD AGO Form 508, or similar forms).
Destroy after 1 year.

(8) Immunization Registers (duplicate) (WD AGO Form 8-117, or similar forms).
Destroy after 2 years.

1301

Declassified E.O. 12356 Section 3.3/NND No. 785015

(9) Inspection Reports; sanitary inspection of messes, quarters, units, barber and beauty shops, etc.; report of physical inspection of military personnel (including report of monthly examination of Medical Department enlisted men); and food handlers, barbers, and beauticians.
Destroy after 1 year.

(10) Locator Cards--patients and hospital personnel.
Destroy 1 year after transfer or discharge of an individual.

(11) Malaria and mosquito-control reports.
Destroy after 5 years.

(12) Medical Disposition Board proceedings.
Destroy after 5 years.

(13) Officers of the day, charge of quarters reports.
Destroy after 3 months.

(14) Request for post mortems.
Destroy after 1 year.

(15) Records of Custodian of patients' funds and valuables: (a) Books of account, such as check books, receipt books, ledgers, and similar.
Destroy 3 years after date of last entry.

b. Vouchers, memoranda, receipts, canceled checks, statements, reports, and similar records.
Destroy after 3 years.

(16) Records of Custodian of patients property (excluding funds and valuables) such as property slips, tags, and receipts.
Destroy 1 year after transfer of patients.

(17) Report of patients remaining in hospital over 90 days.
Destroy after 3 months.

(18) Monthly report of out-patients.
Destroy after 3 months.

3297 (19) Patient statistical cards (name, grade, ASN, assignment classification, etc.).
Destroy after 1 year.

(20) Patient status and progress reports.
Destroy after 3 months.

(21) Monthly report of pregnancy cases.
Destroy after 3 months.

(22) Register books.
Destroy 1 year after completion of book.

1302

Declassified E.O. 12356 Section 3.3/NND No. 785015

(23) Report of Medical Department Personnel (WD AGO Form 8-19 or similar forms).
Destroy after 1 year.

(24) Report of Sick and Wounded (WD AGO Form 8-23 or similar forms).
Destroy after 5 years.

(25) Statistical Health Report (WD AGO Form 8-122 or similar forms).
Destroy after 1 year.

(26) Roster of appointed and commissioned personnel assigned to the Medical Department (WD AGO Form 8-164 or similar forms).
Destroy after 1 year.

(27) Telegraphic report of special diseases.
Destroy after 6 months.

(28) Transfer recommendations and authorizations.
Destroy 3 months after transfer of patient.

(29) Venereal disease questionnaries; periodic reports of new cases (daily, weekly, monthly); weekly venereal disease report.
Destroy after 3 months.

(30) Venereal disease individual and consolidated contact reports; monthly report of venereal disease cases and monthly venereal disease statistical report.
Destroy after 1 year.

(31) Ward morning reports; daily and weekly census and strength reports; patient rosters.
Destroy after 3 months.

c. MEDICAL AND SURGICAL. (1) Physical Examination reports; such as physical examination prior to discharge of enlisted personnel (WD AGO Form 3?); report of physical examination (WD AGO Form 63); enlistment record, WAC (WD AGO Form 721); physical examination, candidate for admission to United States Military Academy (WD AGO Form 0164).
Destroy after 2 years.

(2) Physical classification sheets or cards.
Destroy after 1 year.

(3) Work sheets to physical examination reports.
Destroy after 6 months.

(4) Intervening illness statement of officers.
Destroy after 6 months.

(5) Neuropsychiatric analysis sheet; periodic report on neuropsychiatric treatment.
Destroy after 1 year.

(6) Nurses' notes, night report book, temperature and treatment books, ward narcotic book.
Destroy after 3 months, or 3 months after date of book.

Declassified E.O. 12356 Section 3.3/NND No. 785015

(7) Operation orders and schedules.
Destroy after 1 month.

(8) Operation Reports (daily, weekly, and monthly).
Destroy after 1 year.

(9) Emergency Medical Tag (Duplicate) (WD AGO Form 8-26 or similar forms).
Destroy after 3 months.

d. DENTAL. (1) Report of dental services (WD AGO Form 8-98 or similar forms).
Destroy after 1 year.

(2) Dental appointment slip (WD AGO Form 8-103 or similar forms).
Destroy after 3 months.

(3) Prosthetic case record (temporary) (WD AGO Form 8-143 or similar forms).
Destroy after 3 months.

(4) Annual dental survey.
Destroy after 1 year.

(5) Dental classification cards of individuals.
Destroy after transfer of individual.

(6) Annual report of dental services (letter form).
Destroy after 1 year.

(7) Dental work sheets, tabulation sheets.
Destroy after 3 months.

e. LABORATORY. (1) Requests for post mortem.
Destroy after 1 year.

(2) Monthly report of laboratory activities.
Destroy after 1 year.

(3) Plasma questionnaries, orders, and production reports.
Destroy after 1 year.

(4) Water and food analysis reports.
Destroy after 1 year.

3296

(5) Clinical laboratory test reports.
Destroy after 3 months.

f. PHARMACY. (1) Medical prescriptions.
Destroy after 3 years.

(2) Narcotic and drug registers.
Destroy after 3 months.

Declassified E.O. 12356 Section 3.3/NND No. 785015

APPENDIX "A" (Cont'd)

6. VETERINARY. (1) Report of Medical Department Personnel (WD AGO Form 8-19 or similar forms.
Destroy after 1 year.

(2) Veterinary health certificate (WD AGO Form 8-128 or similar forms).
Destroy after 1 year.

(3) Veterinary report of sick and wounded animals. (WD AGO Form 8-129 or similar forms.
Destroy after 1 year.

(4) Records and report, physical examination of animals for purchase (WD AGO Form 8-133 or similar forms).
Destroy after 2 years.

(5) Report of veterinary meat and hygiene inspection (WD AGO Form 8-134 or similar forms.
Destroy after 2 years.

(6) Register card for sick and wounded animals (WD AGO Form 8-135 or similar forms).
Destroy 1 year after animal is separated from service, at the station, by death or transfer.

(7) Roster of appointed and commissioned personnel assigned to the Medical Department (WD AGO Form 8-164 or similar forms).
Destroy after 1 year.

(8) Daily animal sick report.
Destroy after 1 year.

(9) Death certificate of animals (letter form).
Destroy after 6 months.

(10) Report of forage inspected (letter form).
Destroy after 1 year, provided the information contained in these reports is consolidated in the annual report of the installations.

(11) Report of analysis of food and dairy products.
Destroy after 1 year.

(12) Quarterly veterinary sanitary report (letter form).
Destroy after 6 months.

VII MILITARY PERSONNEL

12. Permanent Records

The permanent records pertaining to military personnel consist of medical and other special types of records as described under appropriate headings elsewhere in this Appendix, the various reports and papers, such as first copies of

Declassified E.O. 12356 Section 3.3/NND No. 785015

morning reports, roster copies of pay rolls, reports of investigation of injuries, etc., which are currently transmitted to and preserved by The Adjutant General; and the records which accompany the individual throughout his service and are forwarded to The Adjutant General at the time of discharge, separation, or release from active duty. Within the last category of individual personnel records are the following:

a. SERVICE RECORD AND ALLIED PAPERS. The service record and allied papers which are required by existing directives to accompany the enlisted man while on active duty are transmitted to The Adjutant General upon discharge, release from active duty, and other applicable circumstances, with the exception of certain specified allied papers listed in War Department Circular 96, 1945.

b. OFFICERS' QUALIFICATION CARDS. Officers' Qualification Cards (WD AGO Forms 66-1, 66-2, 66-3) are permanent records which accompany the officer while on active duty and are sent to The Adjutant General:

(1) In cases of promotion to brigadier general, discharge, relief fro active duty, dismissal, retirement, dropped from the records, death, or other separation from service.

(2) In cases where officers are in casualty status, as prescribed by current directives.

c. SOLDIERS' QUALIFICATION CARDS (WD AGO Form 20). The Soldiers' Qualification Card accompanies the individual throughout service and is disposed of as follows:

(1) In the cases of discharged, deceased, or retired personnel, the card will be destroyed when the service record is transmitted to The Adjutant General.

(2) For each man missing, missing in action, captured, interned, or AWOL, the card will be forwarded to The Adjutant General with the service record.

(3) For each man transferred to or remaining assigned to the Enlisted Reserve Corps or Regular Army Reserve the card will be forwarded to the commanding general of the service command in which is located the place of residence designated by the enlisted man upon his release from active duty.

3295 d. 201 FILES. Existing directives require the maintenance of two basic 201 files for each officer and enlisted man while on active duty; one is maintained by The Adjutant General; the other, known as the "Field Military 201 File," is maintained by the unit to which the individual is assigned and accompanies the officer or enlisted man on any change in assignment which requires forwarding of the service record, qualification card, and allied papers to the new station. Procedures for the maintenance and disposition of 201 files are given in War Department Circular 96, 1945.

13. Disposal Standards

a. Copies of reports and returns submitted to higher headquarters as follow:

Declassified E.O. 12356 Section 3.3/NND No. 785015

(1) WD AGO Form 1, Morning Report (UPS Copy), except copies of morning reports retained by the lowest reporting organization.
When retained in unit personnel section, destroy after 2 years.
When forwarded to higher headquarters in accordance with specific directive for audit and control purposes (editing), destroy after 3 months.

(2) Consolidated Morning Report (including WD AGO Form 33[illegible]).
Destroy after 6 months.

(3) WD AGO Form 74, Return of general prisoners.
Destroy after 1 year.

(4) WD AGO Form 305a, Monthly roster (miscellaneous report form).
Destroy after 1 year.

(5) Consolidated reports of men AWOL and returned from AWOL.
Destroy after 1 year or on inactivation of organization or installation, whichever is earlier.

(6) Reports of casuals reassigned.
Destroy after 1 year.

(7) Reports of reparations.
Destroy after 1 year.

(8) Rosters of personnel arriving at units or installations.
Destroy after 6 months.

(9) Strength Reports with related working papers, and monthly strength summary cards.
Destroy after 1 year.

(10) WD AGO Form 23, Report of men enlisted for, reenlisted in, or transferred to certain branches, or forms used for the same purpose.
Destroy after 2 years.

b. Records relating to induction, enlistment, assignment, transfer, promotion, discharge, death, as follows:

(1) WD AGO Form 22, Enlisted record--Army of the United States, duplicates only.
Destroy after 2 years.

(2) WD AGO Form 721, Enlistment record--Women's Army Corps (duplicates only).
Destroy after 2 years.

(3) DSS Form 2, Registration certificate, and DSS Form 57, Notice of classification.
Destroy daily after administration of oath.

1307

Declassified E.O. 12356 Section 3.3/NND No. 785015

(4) Applications for discharge or release from active duty and related papers which have been finally disapproved, and which are not required to be forwarded in the Field Military 201 file, except applications based upon claim of erroneous induction and enemy allienage which are to be retained in the Field Military 201 File.
Destroy after 1 year.

(5) Applications for Officer Candidate School, and related indexes.
Destroy after 1 year, or on discontinuance of installation or on inactivation of the unit, whichever is earlier.

(6) Applications by military personnel for transfer.
Destroy when obsolete, as when soldier is transferred.

(7) Recommendations for promotion of enlisted personnel.
Destroy on promotion of individual.

(8) Recommendations for reduction in grade of enlisted personnel where reduction is disapproved.
Destroy after 3 months.

(9) Replacement Transfer Orders.
Destroy after 6 months.

(10) Certificates of discharged personnel regarding loss of discharge buttons.
Destroy after 1 year.

(11) Receipts for discharge buttons.
Destroy after 3 months.

(12) Condolence letters to next of kin, copies of which have been required by directive to be forwarded to The Adjutant General.
Destroy after 1 year.

c. Records relating to courts-martial and punishment as indicated:

(1) Summary court-martial, excluding records of trials of civilians.
Destroy after 1 year.

3294

(2) Special court-martial, excluding records of trials of civilians, and records forwarded to the officer exercising immediate general court-martial jurisdiction over the command as provided in paragraph 87c, MCM, 1928.
Destroy after 1 year.

(3) Delinquency reports of minor infractions of military discipline.
Destroy after 3 months.

d. Records relating to leave and furlough as indicated:

(1) WD AGO Form 7, Enlisted man's temporary pass, or similar forms.
Destroy when individual turns in pass.

1308

Declassified E.O. 12356 Section 3.3/NND No. 785015

(2) WD AGO Form 31, Furlough.
Destroy original upon individual's return; destroy duplicate after it has served its purpose under AR 615-275.

e. Records relating to the qualification of individuals as indicated:

(1) WD AGO Forms 83 through 86 and 88 through 90, Score cards or similar forms serving the same purpose.
Destroy after classification order has been published.

(2) WD AGO Form 110, Report of individual qualification in arms or similar forms.
Destroy after 1 year.

(3) Extracts from qualification cards (WD AGO Form 20, 66-1, 66-2, and 66-3).
Destroy on transfer or separation of individual.

f. WD AGO Form 6, Duty roster (including guard duty), or similar forms for either commissioned or enlisted personnel.
Destroy after 1 year.

g. WD AGO Form 10, Guard reports, or similar forms.
Destroy after 1 year.

h. Records relating to financial transactions as indicated:

(1) WD AGO Form 36, Statement of charges against enlisted men (retained organizational copy).
Destroy after 2 years.

(2) Vouchers for pay and allowances, mileage, and per diem and reimbursement of expenses incident to official travel, such as WD Form 336a, Standard Forms 1012a and 1071a--only those copies retained by preparing office for individuals responsible for certifying and submitting their own vouchers.
Destroy after 3 months.

i. Reports of Boards and Investigations as indicated:

(1) WD AGO Form 37, Report of proceedings of board of officers convened under AR 615-368 or 615-369.
When discharge is not effected and no information relative to physical or mental condition is included therein, destroy after 1 year; or when discharge is effected, destroy retained duplicates only after 1 year.

(2) WD AGO Form 51, Report of investigation; and Line of Duty Board Proceedings, the original of which has been required by regulations to be forwarded to The Adjutant General.
Destroy retained copies only, after 2 years.

Declassified E.O. 12356 Section 3.3/NND No. 785015

(3) Proceedings of board of officers convened to determine character of individual and form of discharge certificate to be issued (the original of which has been required by regulations to be forwarded to The Adjutant General).
Destroy retained organization copy after 1 year.

j. WD AGO Form 302, Morning report locator card; WD AGO Form 303, Report of change; WD AGO Form 304a, Locator Card; WD AGO Form 314, Individual Report of change (machine prepared); WD AGO Form 401, Locator card -Army Postal Service; locator cards prepared locally not bearing WD AGO Form number.
Destroy 1 year after transfer of individual.

k. Standard Form 26, Driver's Report -Accident--Motor Transportation, except where filed as a part of a report of survey, or where constituting an exhibit to a report of investigation required by AR 25-20 (duplicate copy).
Destroy after 2 years.

l. Daily officer of the day and charge of quarters reports.
Destroy after 1 year.

m. Officers' registers (containing time of arrival, departure, signature, etc.).
Destroy after 5 years.

VIII MOTOR POOL OPERATIONS

14. Permanent Files

Permanent files which relate to the registration of motor vehicles are maintained by the Engineering Manufacturing Division, Office of the Chief of Ordnance.

15. Disposal Standards

a. Preventive maintenance inspection work sheets for vehicles (WD AGO Forms 461, 462, 463, 464, and similar forms).
Destroy after completion of next semi-annual or similar maintenance service.

b. Spot check inspection reports (WD OO Form 7353, WD AGO Forms 9-68 and 9-69, or similar forms).
Destroy after 1 month.

3293 -

c. Automotive disability reports (WD AGO Form 13-1 and WD IGD Forms 5-A, 5-C, 5-T, and 6, and similar forms).
Destroy after 6 months.

d. Motor Vehicle Servicing and Dispatching Records, which include drivers' trip tickets, daily dispatching records, and comparable papers, except such records that pertain to vehicles involved in accident, on which action has not been completed by the claims officer.
Destroy after 1 month.

Declassified E.O. 12356 Section 3.3/NND No. 785015

e. Preventive maintenance roster (WD AGO 460, or similar forms).
Destroy after 6 months.

f. Drivers' License Examinations, and papers related thereto.
Destroy after recording entry on soldiers qualification card, or on a permanent record.

g. Motor Vehicle Registration Files or Documents, which consist of motor vehicle registration cards and data for the registration of motor vehicles.
Destroy on transfer of accountability or responsibility for the vehicle.

h. Motor Vehicle Locator, Inventory, or Identification Cards, Sheets or tags.
Destroy on supersession, or when obsolete.

i. Vehicle Inventory and Density Reports, such as vehicle density reports, inventory reports of motor vehicles and comparable statistical reports, and data relating thereto.
Destroy after completion of next report, or after 1 year, whichever is applicable.

j. Issue Records of Gasoline and Lubricants for motor Vehicles, such as gasoline and lubricant issue slips, monthly abstracts of fuel issued, and comparable records.
Destroy after 1 year.
(See also paragraph 8).

IX PHOTOGRAPHIC FACILITIES

16. General

The physical characteristics of photographic files require that special facilities be provided for the storage, processing, and administration of records which must be retained permanently. Types of photography to be retained include:

a. NEWS PHOTOGRAPHY. Views of combat operations, new equipment, base activities, human interest material, etc.

b. TRAINING AND INSTRUCTIONAL PHOTOGRAPHY. Photography showing training methods and techniques, school activities, equipment operation, field expedients, and other material for orientation information or educational purposes.

c. HISTORICAL PHOTOGRAPHY. Photography covering events of historical importance, war theater activity, campaigns, ceremonies, presentation of citations, tactical training operations, maneuvers, etc.

d. UNUSUAL AND SCENIC PHOTOGRAPHY. Photography of interest because of unusual photographic treatment, studies of terrain, color photography, night views, etc.

e. Captured enemy photography and photography purchased from foreign sources.

Declassified E.O. 12356 Section 3.3/NND No. 785015

f. Intelligence photography.

g. Mapping and charting photography including aerial reconnaissance and radarscope photography.

17. Centralization of Photographic Files.

The types of photography to be centralized and the procedures for the current forwarding of photographic records to the custody of the Commanding General, Army Air Forces and the Chief Signal Officer, Army Service Forces are specified in current directives.

a. Air Force aerial and ground still photography is centralized by Photographic Division, AC/AS Intelligence, Hqs AAF.

b. Air Force air and ground motion picture photography is centralized by Combat Film Service, AC/AS Intelligence, Hqs AAF.

c. All other still photography (except as specified in current War Department directives) is centralized by the Army Pictorial Service, Office, Chief Signal Officer.

d. All other motion picture photography (except specified in current War Department directives) is centralized by the Signal Corps Photographic Center, Office, Chief Signal Officer.

18. Retirement to Depots.

Photographic files not required to be centralized as directed by current War Department directives, or for which special handling is not prescribed in this appendix will be retired to the appropriate records depot or War Department records depository. Photographic prints or negatives which are filed with and constitute an integral part of nonphotographic files will be handled as prescribed for such documents.

19. Disposal Standards.

a. Nonrecord material as defined by the Commanding General, Army Air Forces and the Chief Signal Officer in current directives.
Destroy, salvage, or other disposal as directed.

b. Original negatives and duplicate negatives from which prints have been made to accompany unsatisfactory equipment reports, damage reports, accident reports and similar reports.
Destroy when no longer needed for reference.

c. Identification pictures.
Destroy when no longer needed for reference.

d. Spoiled or damaged film which is unusable.
Destroy when unusuable.

e. Laboratory and Photographic Work Order Files.
Destroy after 6 months.

329

Declassified E.O. 12356 Section 3.3/NND No. 785015

f. Photographic Report Files, consisting of film survey reports, photographic production reports, film library reports, or comparable reports made to higher headquarters.
Destroy after 1 year.

g. Film Booking Ledgers.
Destroy 3 years after date of last entry.

h. Film Library Control Records, consisting of booking sheets, print record cards, photographic equipment cards and comparable control cards or sheets.
Destroy on supersession, or when obsolete.

X -- POSTAL AND COURIER SERVICE

20. Special Handling of Files

a. When inactivation or disbandment of postal units is effected overseas, United States Post Office Department forms, and records of the receipt of registered and insured mail (WD AGO Form 922 or similar) when used by bonded Army Mail Clerks to obtain receipts from unit and regimental mail clerks, will be forwarded to the accountable United States postmaster. Postal administrative records, other than United States Post Office Department Forms, will be transferred to the theater records depot and will not be forwarded to the Embarkation Army Post Office that served the APO.

21. Disposal Standards

a. Records of the receipt of registered and insured mail (WD AGO Form 922, or similar forms) except: (1) such records on which a claim or inquiry is outstanding; (2) when used by bonded Army mail clerks to obtain receipts from unit and regimental mail clerks; and (3) United States Post Office Department forms.
Destroy after 4 years.

b. Records of the receipt of registered and insured mail (WD AGO Form 922, or similar forms) on which a claim or an inquiry is outstanding, except: (1) when used by bonded Army mail clerks to obtain receipts from unit and regimental mail clerks; (2) and United States Post Office Department forms.
Destroy on disposition of claim or inquiry, providing a time period of 4 years has elapsed.

c. Yearly records of lost or rifling of mail (WD AGO Form 980, or similar forms).
Destroy after 4 years.

d. Unit Mail Clerk Authorizations.
Destroy after 4 years.

e. Army Postal Service Standard Pouch Records of mail received and dispatched.
Destroy after 2 years.

f. Postal Locator Cards (such as WD AGO Forms 302, 304, and 401), except cards needed for other than postal purposes.
Destroy 6 months after transfer, departure, or separation of an individual, whichever is applicable.

Declassified E.O. 12356 Section 3.3/NND No. 785015

g. Register and/or log of incoming and outgoing insured, registered, special delivery, and C. O. D. mail and parcel post, excluding United States Post Office Department registers or logs.
Destroy after 4 years.

h. Postal Service Control Records, consisting of indexes to temporary and permanent Army Post Offices, cable addresses, routing words, and geographical location.
Destroy when obsolete or superseded.

i. Postal Shipping Reports, including records of mail received, dispatched, and on hand, daily shipping reports, and similar records.
Destroy after 2 years.

XI-- PUBLICATIONS, REPRODUCTION, AND BINDING

22. Permanent Files

The record set for each series of War Department and Army directives and publications, posters, and Graphic Training Aids (exclusive of motion picture slides and film strips) at all echelons, will be maintained by the issuing headquarters. Copies of such directives and publications when constituting an essential part of a case file will have the same disposition as for that file. Surplus copies of War Department directives and publications will be returned to supply channels when the quantities thereof and the character of the material (as, for example, Graphic Training Aids, Technical Manuals, Field Manuals, and catalogs), warrant such action, in the judgment of the responsible officer.

23. Disposal Standards

a. Surplus copies of War Department and Army publications (that is, exclusive of the record set referred to above).

(1) Army Regulations, Technical Manuals, Field Manuals, Training Manuals, Training Standards, Technical Bulletins, Technical Orders, Supply Bulletins, Tables of Organization, Tables of allowance, Published or processed orders, circulars, mimeographed memoranda, directives, troop movement orders, and other processed documents.
Destroy on supersession, when obsolete, or upon inactivation.

(2) Excess Stock Reports, Reports of Excess Equipment, and similar processed or published reports.
Destroy on supersession, or when obsolete.

3291 -

(3) Posts, camps, stations, or organization daily bulletins, daily information sheets, and similar documents.
Destroy on supersession, when obsolete, or upon inactivation.

b. Publications of other Government agencies, commercial firms, or private institutions, and including catalogs, trade journals, and similar publications.
Destroy on supersession, when obsolete, or upon inactivation.

c. Reproduction materials, such as stencils, master dittos, multilith plates, photostat negatives, and process negative files (offset printing).
Destroy or salvage, whichever is applicable, when obsolete, or when deterioration makes reproduction unsatisfactory.

1314

Declassified E.O. 12356 Section 3.3/NND No. 785015

d. Reproduction job control files, including requisitions for reproduction, work orders, and delivery receipts.
Destroy after 6 months.

e. Inventory and Report Files consisting of inventories of field plants (JCP Form 5 and similar), contract printing reports (JCP Form 2, and similar forms) together with correspondence pertaining thereto.
Destroy after 2 years.

f. Requisitions for printing and binding.
Destroy after 3 years.

g. Operation Report Files consisting of individual and consolidated operations reports (WD AGO Form 228 and 0228, and similar forms) together with related correspondence.
Destroy after 1 year.

h. Control and Processing Files consisting of papers utilized for purposes of controlling work in progress, such as stenographic assignments, records, stencil control cards, information and instruction sheets, lay-outs, daily production records, progress reports, job tickets on labor and materials, and similar control records, together with correspondence and allied papers, exclusive of files described above.
Destroy after 3 months.

i. Requests or requisitions for publications, nonaccountable blank forms, office equipment, or similar routine requests, and other records related thereto.
Destroy after 3 months.

XII - PURCHASING AND CONTRACTING

24. Permanent Files

GENERAL. Purchasing and contracting records, which constitute one of the largest categories of files accumulated in the War Department and Army, must be retained to protect the interests of the War Department against claims or other legal action. With certain qualifications, a 10-year retention period will satisfy this requirement, since the Statute of Limitations (54 Stat. 1061; 31 U.S.C. 7a 237) establishes a 10-year period during which claims can be brought against the Federal Government. This applies particularly to files relating to small and housekeeping procurement. Purchasing and contracting records, particularly those relating to the major program of military supply, lend-lease, civilian supply, and disposal of surplus property, must also be retained to satisfy any future interest of the Congress and the General Accounting Office in the purchasing and contracting activity of the War Department. Finally, those files will be retained which reflect the organizational and procedural aspects of the procurement program or which would be useful in appraising the effectiveness and procurement planning.

25. Disposal Standards

Records of Small Procurement, consisting of files accumulated in the process of local procurement and procurement for maintenance, upkeep, repair, and housekeeping, the date of final payment of which is after 30 June 1934, including contracts, purchase orders, delivery orders, or other procurement

Declassified E.O. 12356 Section 3.3/NND No. 785015

documents, together with related and supporting papers essential to each phase of the procurement, such as directives; bids; proposals; summaries of proposals; awards; acceptance; price analyses; production; labor; expediting; inspection; bonds; insurance; fiscal file (par. 23, M 603); interim financing; priorities and allocations of equipment and material; price adjustments by contracting officer; contract termination; disposal of termination inventory; and contract property records as defined in AR 35-6700, except files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation. The records of small procurement, as defined above, will not include:

a. Files which are a part of a procurement, the value of which is $25,000 or more.

b. Files which pertain to lend-lease and civilian supply.

Destroy those files relating to procurements from corporations and other artificial legal persons 10 years after date of final payment; destroy those files relating to procurements (made before peace is established) from individuals or partnerships after the lapse of at least 10 years after date of payment but in no case before 5 years after peace is established (par. 1f, AR 35-730); destroy those files relating to procurements made after peace is established from individuals or partnerships 10 years after date of payment.

XIII-QUARTERMASTER FACILITIES

26. Permanent Files

Permanent cemeterial records consist of burial registers (as required by law), reports and summaries of interment and comparable documents, and statistical report to State or local vital statistics officials.

27. Disposal Standards

a. LAUNDRY AND DRY CLEANING OPERATIONS

(1) Unit and Organizational Laundry Records, such as Monthly Roster and Statements, weekly Collection and Delivery Sheets, the Hospital and Organization Lists, and comparable papers retained by a unit or organization as a records of the delivery and receipt of laundry.
Destroy after 1 year.

(2) Station Laundry and Dry Cleaning Records, including Reports of Laundry and Dry Cleaning Operations, Abstracts of Enlisted and Bulk Work, Abstracts of Work accomplished for Individual Patrons other documents relating to the receipt, processing, return, and accounting for laundry and dry cleaning, and any supporting documents thereto.
Destroy after 2 years, providing pertinent records have been audited and cleared.

3210

b. MESS MANAGEMENT.

(1) Garrison Ration Accounts and Records (other than when used as an entry or a voucher to a Unit Fund) such as daily stock cards, monthly rosters, and adjustment papers.
Destroy after 1 year.

1316

Declassified E.O. 12356 Section 3.3/NND No. 785015

(2) Field Ration Accounts and Records, such as daily Ration Requests, consolidated Ration Requests, Monthly Ration Records, Mess Attendance Records, and similar papers retained by a unit or organization relating to the issue of field rations.
Destroy after 1 year.

XIV- REPAIRS AND UTILITIES

28. Disposal Standards Applicable to Post Engineer Files

a. Records relating to the repair and upkeep of buildings, structures, sewers, roads, walks and grounds, railroads, runways, airfield aprons, target ranges and shooting Galleries, accessory installed equipment, special-purpose vehicles, and similar installations, grounds, and equipment, including the construction of housing facilities for troops on field exercises, other minor construction, alteration or diminution of the physical plant, and the installation or replacement of accessory installed equipment:

(1) Progress and Work Reports, including correspondence and other papers related thereto.
Destroy daily reports after 1 year, or on inactivation of installation; destroy all other reports after 2 years.

(2) Work Orders and Authorizations Files, such as Work Orders, Job Requests, Work Order Registers, Job Registers, and related papers filed with a work order file, except those directly associated with contract work.

Destroy after 3 years.

(3) Availability Reports on Real Property Facilities, such as reports on the housing of enlisted men, reports of refrigeration facilities, reports on purchased and well-water supply, real property utilization reports, real property inventory reports, similar reports, and correspondence and other papers relating thereto.
Destroy after 2 years; or destroy on discontinuance of the station or installation, except the last rendered Real Property Utilization Report and Real Property Inventory Report.

b. Records relating to the inspection of equipment, buildings, and grounds, and the systematic checking on the efficiency of utility services:

(1) General Inspection Reports, including correspondence and other papers relating thereto.
Destroy daily reports after 2 months, or on inactivation of the installation; destroy all other reports after 2 years.

(2) Equipment and Equipment Parts Inspection Records, consisting of testing reports, and related papers, on valves, gauges, fittings, insulation, wiring and connections, grease traps and oil interceptors, all safety devices and electrical equipment, firehose, hydrants, thermometers, compressors, motors, tanks, boilers, etc., but excluding records when relating to storage batteries which are subject to manufacturer's guarantee provisions of service life, the reports relating to which are disposable on termination of guarantee provisions.
Destroy after 2 years.

Declassified E.O. 12356 Section 3.3/NND No. 785015

(3) Service Economy Reports, including correspondence and other papers relating thereto.
Motor reading reports, and similar records, destroy after 3 years; Report of Excessive Consumption or Abuse of Facilities, Destroy after 2 years.

c. Laboratory Testing Files, relating to laboratory testing of tools and parts of equipment, water, brine, sewage, and related testing and sampling, including correspondence and work papers, except laboratory test reports contained in utility operating logs.

Destroy after 2 years, or on discontinuance of installation.

d. Records relating to the operation of central heating plants, water supply, sewage treatment, repair shops, etc., and of the fire-fighting service, and consisting of records of the type of utility reports on particular plant or shop operations, and fire-fighting records of the type of minutes of safety meetings and records of attendance, individual fire runs and fire reports, fire record journal forms, reports on existing fire hazards, card files showing service on each fire extinguisher, correspondence, and other related papers, except for operating logs.

Destroy after 2 years, or on discontinuance of station or installation.

e. Records relating to the instruction and training of fire-fighting details, consisting of personnel records, drill and equipment reports, and related correspondence and other related papers.

Destroy after 2 years, or on discontinuance of the installation.

f. Property Records, relating to the storage and issue of fuel, tools, fire-fighting equipment, and other construction and maintenance equipment, except such records pertaining to land-lease, reciprocal aid, and civilian supply.

(1) Accountable Property Records, consisting of stock record cards, shipping documents, tallies, other property vouchers, and voucher registers equipment cards, and requisitions on storekeeper.
Destroy 2 years after property audit and clearance, except stock record cards for items of supply and equipment transferred to the Chief of Engineers, and contract property records as defined in AR 35-6700.

(2) Memorandum Receipt File, consisting of memorandum receipts for supplies or equipment issued by the post engineer.

Destroy on return of property, on consolidation, or otherwise satisfactory accounting of responsibility.

3289 -

g. COST ACCOUNTING RECORDS:

(1) Daily and Interim Cost Accounting Records, such as the daily labor reports, requisitions on storekeeper, cost distribution vouchers, voucher registers, summary of labor and material, etc.
Destroy 2 years after engineer audit and clearance.

(2) Cost Accounting Ledgers, such as cost ledger sheets for feature and subfeature accounts and for reconciliation accounts.
Destroy 2 years after last engineer audit involving such record.

1318

Declassified E.O. 12356 Section 3.3/NND No. 785015

(3) Reports such as station cost reports, individual project reports, etc.
Destroy 2 years after engineer audit and clearance of pertinent accounts.

XV -- SECURITY AND INTELLIGENCE

29. Permanent Files

GENERAL. Records pertaining to security and intelligence activities which are of permanent or long-time value include civilian and military intelligence files, and files pertaining to alert, emergency, defense, disaster, and relief plans or studies.

30. Special Handling of Files

The personnel files, including questionnaries, 201 correspondence files, basic personnel records (DD PMGO Form 3, or similar form), prisoner of war classification card (DD AGO Form 20, or similar form), individual pay data card, individual deposit book, and similar records of captured enemy personnel and interned enemy aliens, will be forwarded on repatriation of the prisoner of war or civilian internee to The Provost Marshal General's Office (ATTENTION: Prisoner of War Information Bureau) for processing prior to retirement to the War Department Records Branch, AGO.

31. Disposal Standards

a. Indices and card files on: individuals responsible for safes; criminal records of personnel; undesirable personnel; information pertaining to confidential investigations of employees; release of classified drawings and specification.
Destroy on supersession, or when obsolete.

b. Files and indexes on passes issued, visitors permits and registers including authority for visit, permission to take photographs, issuance of automobile permits.
Destroy on supersession, or when obsolete.

c. Guard reports, assignments, and marksmanship records.
Destroy after 1 year.

d. Injury and accident reports, with related correspondence and records, pertaining to plant and motor vehicle accidents (such as DD AGO Forms 501, 502, 503, 504, 506, 508, 509, and similar forms).
Destroy after 1 year.

e. Security and safety literature, instructions, directives, and records pertaining to safety training courses and first aid classes.
Destroy on supersession, or when obsolete.

f. Safety inspection reports, fire and fire drill reports and related correspondence; records on fire department activities, fire hazards, and authority to use open flame or heat-producing equipment (exclusive of post engineer files).
Destroy after 1 year.

Declassified E.O. 12356 Section 3.3/NND No. 785015

F. Occupational Hazards Records, such as reports and charts on TNT poisoning and dermatitis cases, and papers relating to the periodic examination of individuals to determine ability to perform certain kinds of work.
Destroy after 1 year.

XVI - SUPPLY AND PROPERTY RECORDS

32. Permanent Files

Records of long-time or permanent value which relate to supply operations in this theater fall into these categories:

(1) Military property accounts covering property furnished to foreign governments under authority of the Lend-Lease Act as defined in AR 35-6700.

(2) Monthly (or longer-time period) stock summary reports reflecting the over-all supply movements to and from supply establishments.

33. Disposal Standards

a. GENERAL. Inventory and adjustment Files or Documents, filed at the station or installation headquarters (and not filed as a voucher to an accountable officer's file) such as, inventory adjustment reports, reports of survey, and similar documents, and attachments thereto, which relate to an inventory of supplies and adjustments to property accounts, except for files and documents pertaining to lend lease, reciprocal aid, and civilian supply.
Destroy after 3 years.

b. UNIT AND ORGANIZATIONAL SUPPLY. Property Records, consisting of company property books; jacket files containing records such as requisitions, property issue and turn-in slips, statement of charges, reports of survey, adjustment vouchers, shipping tickets and documents, tally slips; other documents forming a part of a nonaccountable property account, including reports and correspondence relating thereto.
Destroy after approval by the post, camp, station, or similar installation commander after annual inspection, provided no administrative action is required by the inspector's report; or destroy on inactivation or disbandment after examination of the company property books as directed by AR 35-6700.

c. OFFICE OR "HOUSEKEEPING" SUPPLIES AND PROPERTY.

3288 -

(1) Property accounting Records, which relate to the receipt, storage, issue of property for use within the station or installation (that is, station complement and housekeeping property) consisting of stock record cards, copies of purchase orders, property turn in and issue slips, memorandum receipts, shipping documents, tallies, and other documents filed with vouchers to a stock record account.
Destroy 2 years after audit and clearance.

Declassified E.O. 12356 Section 3.3/NND No. 785015

(2) Memorandum receipt Jacket File, consisting of property issue and turn-in slips, memorandum receipts, and related papers filed with memorandum receipts maintained as a record of station or installation property held on memorandum receipt, but not to include such documents filed with vouchers to the stock record account.
Destroy on turn-in of equipment, on consolidation, or other proper settlement of accountability.

(3) Records relating to the receipt and issue of military property when not recorded on an accountable stock record account of the installation (this applies to installations which do not maintain an accountable stock record account) or on a Memorandum Receipt account of the installation consisting of stock cards, issue and turn-in slips, shipping documents, copies of purchase orders, tallies.
Destroy after 2 years or on turn-in of equipment, other proper settlement of responsibility, or on consolidation, whichever is applicable.

d. STATION SUPPLY. The term "station" as used herein refers to posts, camps, station, Army Air Forces bases and fields, and similar installations directly supplying troops in this theater.

(1) Stock Record and Stock Control Account, vouchers, and supporting documents and attachments thereto, consisting of stock record cards or any equivalent forms used in lieu thereof, and documents such as shipping documents, requisitions, purchase requests, copies of purchase orders, property issue and turn-in slips, inventory adjustment reports, reports of survey and other papers filed with vouchers to the Stock Records Account, and including registers of vouchers to the stock account or comparable registers, except records relating to contract property, lend-lease, reciprocal aid, and civilian supply.
Destroy 2 years after audit and clearance.

(2) Memorandum Receipt Jacket File, consisting of property issue and turn-in slips, memorandum receipts, but not to include documents filed with vouchers to the Stock Record Account.
Destroy on turn-in of equipment, on consolidation, or other proper settlement of accountability.

(3) Due-In or Notice of Shipment Files or Documents, consisting of requisitions, shipping orders documents, and tickets, copies of purchase orders and other documents retained by a Station Supply Branch as a record of due-in shipments, as a notification of shipment, or for purpose of warehouse space utilization planning, but which are not filed with vouchers to the Stock Record Account.
Destroy 3 months after receipt of incoming shipment.

(4) Station Supply Reports and correspondence relating thereto, consisting of station stock status reports, reports on status of equipment, or comparable reports and correspondence on the status of supply, excess stock, and redistribution of stock.
Destroy after 2 years.

Declassified E.O. 12356 Section 3.3/NND No. 785015

(5) Salvage Property File consisting of property turn-in slips, reports of survey, War Department Shipping Documents, tally-ins, tally-outs, and other papers filed in the salvage property file including stock record cards, registers, card indices and similar control devices, but exclusive of salvage contract files and contract property files as defined in AR 35-6700.
Destroy 2 years after audit and clearance of accountable officers property account to which file relates, and provided audit examination required by TM 14-1010 has been completed.

(6) Packing, Crating, and Shipping Specifications, Correspondence, and papers relating thereto.
Destroy on supersession, or when obsolete.

c. DEPOT SUPPLY. The term "depot" as used herein refers to all supply establishments of AGF technical services and the Army Air Forces, maintained for the storage and issue of supplies, as distribution, key, part stock, filler, and reserve depots, and comparable establishments in theater of operations and commands outside the continental limits of the United States.

(1) Due-In or Notice of Shipment Document Files, consisting of documents indicating due-in shipments, such as: copies of contracts, change orders, purchase orders, or supplemental agreements; copies of shipping orders, delivery orders, or distribution orders; copies of vendor's shipping documents or War Department Shipping Documents, constituting notices of shipments; wire reports of shipments; copies of purchase orders covering depot procurements; or any comparable document retained by a depot as a notice of shipment, and including Due-In Document Registers, or any register used for a comparable purpose.
Destroy 3 months after receipt of shipment.

(2) Car Arrival Reports, or comparable document utilized for the purpose of initiating diversions of shipments or immediate reshipment.
Destroy 3 months after accomplishment of diversion or reshipment.

(3) Stock Records and Stock Control Account, vouchers, and supporting documents and attachments thereto, consisting of Stock Record Cards or any equivalent forms used in lieu thereof; and consisting of files as follows (specifically excluded from this coverage are records relating to contract property and Lend-Lease, reciprocal aid, and civilian supply transactions):

3287

(a) Debit Voucher File, consisting of shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a Debit Voucher File.

(b) Inventory and Stock Record Adjustment Voucher File, consisting of inventory adjustment reports, reports of survey and other stock record adjustment vouchers, or other documents constituting adjustment vouchers to the Stock Record Account.

1322

Declassified E.O. 12356 Section 3.3/NND No. 785015

(c) Requisition Files (or Credit Voucher File) consisting of requisitions or shipping orders, substitution advices, extract requisitions, cancellation advices, purchase requests, War Department Shipping Documents, and other documents filed in a Requisition File supporting action taken on a requisition or shipping order.

(d) Unserviceable Property File, consisting of War Department Shipping Documents, or comparable documents which are filed in an Unserviceable Property File as a record of Property held pending repair, reclamation.

(e) Stock Record Voucher Files, which constitute a combination of any of the above.

(f) Stock accounting and Stock Control Registers, such as debit voucher registers, stock record adjustment voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.

Destroy 2 years after audit and clearance.

(4) Salvage Property File consisting of property turn-in slips, reports of survey, War Department Shipping Documents, tally-in, tally-out, and other papers filed in the salvage property file including stock records cards, registers, card indices and similar control devices, but exclusive of salvage contract files and contract property files as defined in AR 35-6700. Destroy 2 years after audit and clearance of the accountable officer's property account to which the file relates, and provided audit examination required by TM 14-1010 has been completed.

(5) Shortage Report File, consisting of reports transmitted by the depot to a technical service stock control point by air mail, teletype, or other means, for determination of a secondary source of supply.
Destroy after 3 months.

(6) Advice of Availability File, consisting of reports by a technical service stock control point to a depot by air mail, teletype, or other means, indicating a secondary source of supply for items appearing on a shortage report.
Destroy after 3 months.

(7) Requisition Files, consisting of requisitions, correspondence, and other papers relating thereto, but exclusive of such documents--

(a) When accountability is involved.

(b) When in direct support of a purchase transaction.

(c) When filed in a due-in or notice of shipment document file.

Declassified E.O. 12356 Section 3.3/NND No. 785015

(d) When retained for warehousing purposes in connection with the receipt or shipment of supplies.

(e) When relating to lend-lease, reciprocal aid, and civil supply.

Destroy after 3 months.

(8) Stock Catalog Files, consisting of master stock catalog card files and other papers which relate to the assignment and use of stock numbers and nomenclature.
Destroy on supersession, when obsolete, or upon inactivation.

(9) Tables of Organization, Equipment, Basic Allowances, or comparable tables or lists which govern the issue of equipment and supplies to units and organizations.
Destroy on supersession, when obsolete, or upon inactivation.

(10) Supply Reports, which reflect the movement of supplies and the stock status of supply establishments, such as stock status reports, excess stock reports, stock analysis reports, and related correspondence, but exclusive of daily availability listings and monthly stock summaries (or longer time-period stock summaries).
Destroy after 2 years.

(11) Daily Availability Listings.
Destroy after 3 months.

(12) Inventory and Reconciliation Stock Balance Sheets, or comparable work papers used for purposes of inventory, reconciliation, or adjustment of stock balances.
Destroy in 6 months, or on completion of next inventory, reconciliation, or adjustment, whichever is applicable.

(13) Locator Records Files or Documents, consisting of locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers constituting a part of location system for supplies and equipment, or utilized as a check or inventory of stock location.
Destroy on supersession, when obsolete, or upon inactivation.

3286

(14) Storage Registers, such as voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.
Destroy after 1 year.

(15) Memorandum Receipt Jacket File, for installation property held on memorandum receipt consisting of property issue slips, property turn-in slips, memorandum receipts, and related papers filed with memorandum receipts, but not to include such documents filed as vouchers to a stock record account.
Destroy on turn in of equipment, on consolidation, or other proper settlement of accountability.

1324

Declassified E.O. 12356 Section 3.3/NND No. 785015

(16) Warehouse Receiving Files or Documents, consisting of car arrival reports, War Department Shipping Documents, tallies, or comparable documents retained for the purpose of car spotting, for the assignment of labor and equipment, for unloading of supplies, and other purposes in connection with the receipt of supplies at depot warehouses.
Destroy 3 months after receipt of shipment.

(17) Warehouse Shipping Files or Documents, consisting of War Department Shipping Documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the Warehouse after shipment and utilized for the purpose of picking packing, and loading stock for shipment.
Destroy 3 months after shipment.

(18) Labor Pool and Equipment Operating Files, consisting of records relating to the assignment and utilization of labor and equipment for warehousing activities, such as work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded, and comparable operational papers.
Destroy after 6 months.

(19) Storage Reports, consisting of depot space and operating reports, monthly materials handling reports, or comparable reports relating to over-all storage operations and made to higher headquarters.
Destroy after 2 years.

(20) Reference Files of Standard Nomenclature Lists, Interchangeable Stock Numbers, standard stock catalogs, supply catalogs, and similar supply reference aids.
Destroy on supersession, when obsolete, or upon inactivation.

(21) Packing Specifications Files, consisting of packing manuals, lists, bulletins, and other issuances which relate to packing, packaging, and crating instructions and specifications.
Destroy on supersession, when obsolete, or upon inactivation.

XVII-TRANSPORTATION

34. Permanent Files

Car records books, constituting a record of every car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills, are maintained in office of transportation officers in accordance with AR 55-175 and constitute longtime or permanent records. The following disposal standards are approved:

Declassified E.O. 12356 Section 3.3/NND No. 785015

APPENDIX "A" (Cont'd)

35. Disposal Standards

OPERATING RECORDS.

a. Property Received and Property Shipped Bill of Lading Files consisting of freight bills, bills of lading, War Department Shipping Documents, express receipts, tally sheets, way bills, dray tickets, holding orders, diversion orders, switching orders, demurrage reports, and other papers relating thereto, excluding bills of lading and supporting documents on which a claim is outstanding and such files and documents pertaining to lend-lease, reciprocal aid, and civilian supply shipment, and to shipments of property of lend-lease governments by United States Army installations.
Destroy after 5 years.

b. Car Control Records and Reports, which reflect notice of cars en route, received, placed, loaded, unloaded, and dispatched, such as car situation reports, tank car reports, car movement reports, and similar car control reports, and correspondence relating thereto, but exclusive of car record books, as described in paragraph 34.
Destroy after 6 months.

c. Storage-in-transit Files or Documents, consisting of Transit reshipping Certificates, Records of Transit Freight Bill and Tonnage Credits, and other documents relating thereto.
Destroy after 5 years.

d. Tariff, rate and routing publications.
Destroy on supersession, when obsolete, or upon inactivation.

1326

Declassified E.O. 12356 Section 3.3/NND No. 785015

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 33)

8 March 1946

SUBSISTENCE

Circular Number 21, this headquarters 1946, is rescinded.

Effective 1 March 1946, paragraphs 4a and 4b, Section IV, Circular Number 97, this headquarters, 1945, are amended.

"4. a. Subject to the provisions of sub-paragraph "b" below, all foreign military or naval personnel who are subsisted in United States Army operated messes, will be furnished United States Army rations and will pay the mess officer in cash at the rate of twenty-five (25) cents per meal plus a proper proportion of the daily additional charge authorized in paragraph 1, above. The mess officer will pay the 25 cents per meal, so collected, to the United States Quartermaster Sales Officer.

b. In the case of hospitalized foreign military and naval personnel, cash payment for issue to such personnel should, where possible, be effected as in "a" above. Where cash payment is not possible, shipping tickets will be prepared on the first day of each month for the month preceding. Separate shipping tickets will be prepared for each government, listing the number of rations issued, period and unit, and total cost, and supported by a signed copy of nominal roll of hospitalized foreign personnel. Shipping tickets will be forwarded in quadruplicate to the appropriate base section or major command to be included in a bi-monthly statement of amounts to be billed to the respective foreign governments for reimbursement. This statement should be forwarded in quadruplicate by base section or major command to the appropriate Special Staff Section, Peninsular Base Section, which in turn will forward a consolidated bi-monthly statement in quadruplicate to the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army. Bi-monthly report periods will end on 31 December 1945; 28 February 1946; etc."

BY COMMAND OF LIEUTENANT GENERAL LEE:

3284

OFFICIAL:

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

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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1327

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 32) 7 March 1946

ISSUANCE OF MILITARY PAYMENT ORDERS AUTHORIZED FOR USE BY DEPENDENTS OF MEMBERS, OR FORMER MEMBERS, OF U.S. ARMED FORCES

1. Issuance of Military Payment Orders for Use by Dependents Authorized. Military Payment Orders are authorized for issuance by Disbursing Officers in the United States or any theater to members or former members of the U.S. Armed Forces, to cover incidental traveling expenses of their dependents to the United States. Military Payment Orders will be issued in accordance with the procedure prescribed by Section IV, War Department Circular Number 159, 1945.

2. Only One Military Payment Order may be Issued - Disbursing Officers will issue to a member or former member of the U.S. Armed Forces, upon presentation of adequate identification, one Military Payment Order, NOT in excess of $200.00, in exchange for acceptable currency and on presentation of a special written request received by the individual from his dependent. The Military Payment Order will be issued in the FULL NAME of the dependent. The special request for funds will be receipted by the Disbursing Officer to prevent issuance of more than one (1) Military Payment Order for the same request.

3. Cashing of Military Payment Orders - Military Payment Orders will be cashed or exchanged for dependents under the following conditions:

a. Disbursing Officers will cash not more than one (1) Military Payment Order for a dependent of a member or former member of the U.S. Armed Forces. The dependent will identify herself and confirm her authority to travel by presenting the letter of travel instructions issued her by the American Red Cross which will be receipted by the Disbursing Officer indicating that he has cashed one (1) Military Payment Order, indicating the amount, for incidental traveling costs to the United States.

b. Disbursing Officers throughout the theater, upon request of dependent, may exchange part of the amount expressed on the Military Payment Order for local currency and issue a Military Payment Order to the dependent for the balance, making appropriate notation on letter of travel instructions as to the amount exchanged for local currency and the amount of the Military Payment Order issued. However, at no time will a Military Payment Order be issued in exchange for local foreign currency in the possession of the dependent.

3283

c. Disbursing Officers at Ports of Embarkation may exchange for dependents, with appropriate notation being made on letter of travel instructions, Military Payment Orders for U.S. dollars provided necessary precaution is taken to prevent currency being circulated prior to dependents embarking for the United States.

1328

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq USAFTOUSA Circular No. 32 (Cont'd)

4. Issuance of Spearhead Deposits Authorized in European Theater - Spearhead deposits are authorized for issuance in the European Theater for purpose mentioned in paragraph 1 above, and will be repaid by Disbursing Officers in this theater, when submitted by dependents, in accordance with the provisions of paragraph 7-b, War Department Circular Number 18, 1945. Disbursing Officers may cash spearhead deposits partly into local currency and partly into a Military Payment Order in accordance with paragraph 3-b above.

5. Entry in Currency Exchange Control Book - In cases where Military Payment Orders are purchased in this theater by members of the U.S. Armed Forces or by former members of the U.S. Armed Forces who are now War Department civilian employees, such individuals will be required to submit Currency Exchange Control Book under the provisions of paragraph 8, Circular Number 10, this headquarters, dated 17 January 1946, to Disbursing Officer for recording of amount converted into a dollar instrument. No Military Payment Order will be issued in an amount greater than the last balance shown in Currency Exchange Control Book.

6. Personnel not having Currency Exchange Control Book - In those cases where a Military Payment Order is purchased in this theater by a former member of the U.S. Armed Forces who is NOT a War Department civilian employee, and to whom a Currency Exchange Control Book has not been furnished, the individual will be required to submit certificate comparable to that prescribed in paragraph 20, Circular Number 10, this headquarters, dated 17 January 1946. No Military Payment Order will be issued in an amount greater than the amount covered by the certificate.

7. Cable FX 60610 Superseded - Cable FX 60610, dated 12 February 1946, issued by this headquarters, is superseded by this circular.

8. Letter of Information - A copy of attached Letter of Information will be provided by commanders to all military and War Department civilian personnel under their jurisdiction who have dependents in this theater.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SHUART
Colonel, AGD
Adjutant General

Incl
Letter of Information

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1 - 1419th AAFBU
1 - 12th Weather Sq.
1 - LATS Capodichino
1 - USMA (Belgrade)
1 - American Mission (Tirana)

1328

Declassified E.O. 12356 Section 3.3/NND No. 785015

Incl. to Circular
No. 32, 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 292/026 7 March 1946

SUBJECT: Use of Military Payment Orders for Dependents of Present or Former Military Personnel.

TO : Military Personnel with Dependents in Mediterranean Theater.

1. In accordance with authorization recently received from the War Department, persons in this theater who are dependents of a member or former member of the United States Armed Forces, and who are in need of funds for incidental traveling expenses, should submit a special written request to the person on whom they are dependent and ask that funds be provided to them in the form of a Military Payment Order. The person upon whom they are dependent may be in this theater or in any other theater, or may be in the United States.

2. Army Finance Officers in this theater or other theaters, or in the United States, are authorized to issue to a member or former member of the United States Armed Forces, upon presentation of adequate identification, one Military Payment Order in exchange for acceptable currency and on presentation of the special written request mentioned in paragraph 1. The Military Payment Order must not exceed two hundred ($ 200.00) dollars. When a Military Payment Order is purchased from a Finance Officer in this theater the amount of the Military Payment Order must also not exceed the balance of the purchaser's Currency Exchange Control Book.

3. Army Finance Officers are authorized to cash or exchange Military Payment Orders for dependents under the following conditions:

a. Disbursing Officers will cash not more than one (1) Military Payment Order for a dependent of a member or former member of the U.S. Armed Forces. The dependent will identify herself, and confirm her authority to travel, by presenting the letter of travel instructions issued her by the American Red Cross, which will be receipted by the Disbursing Officer indicating that he has cashed one (1) Military Payment Order for incidental traveling costs to the United States.

b. A dependent may exchange part of the amount expressed on the Military Payment Order for local currency at any Army Disbursing Office in this theater and have a Military Payment Order issued to the dependent for the balance. However, at no time will a Military Payment Order be issued in exchange for local foreign currency in the possession of the dependent.

3282

c. A dependent may be furnished U.S. dollars in exchange for a Military Payment Order by Army Disbursing Officers at Ports of Embarkation provided necessary precaution is taken to prevent currency being circulated prior to embarking for the United States.

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4. Reference preceding paragraph, dependents are cautioned that they should normally not cash Military Payment Orders until they reach Ports of Embarkation inasmuch as that portion of the Military Payment Order which they cash into local currency prior to arriving at Ports of Embarkation can not be converted into U.S. dollars at the port.

BY COMMAND OF LIEUTENANT GENERAL LEE:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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Declassified E.O. 12356 Section 3.3/NND No. 785015

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 31)

6 March 1946

DIPHTHERIA IMMUNIZATION

1. General

a. A diphtheria immunization program will be carried out in this theater. The following groups will be immunized:

(1) All future replacements under the age of 35 who have not been immunized within a period of ten years prior to entering the theater.

(2) All contacts of cases of diphtheria regardless of age or time overseas. Whether a person is a contact or not will be determined by the medical officer initially admitting the case involved.

(3) All personnel of the 88th Division, including authorized civilian personnel.

(4) All medical department personnel.

2. Procedure

a. Diphtheria Toxoid Plain (Catalogue Item #160/100) will be given subcutaneously according to the following schedule:

Injection Number	Amount	Interval
1	0.1 cc	
2	0.5 cc	After 48 hours.
3	1.0 cc	Three weeks later.
4	1.0 cc	Three weeks later.

b. No one with known allergies will commence this program. Any individual showing severe local or constitutional reactions to any innoculation of the series will not be allowed to continue.

3281 - c. Personnel refractory to the plain Toxoid solution will be immunized with Diphtheria Toxoid Alum Precipitated (Item #160/000), a single injection of 1.0 cc sufficing after any preliminary sensitivity testing deemed necessary.

d. All immunizations will be entered on War Department AGO Form 8-117 (old MD Form 81).

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq NTOUSA Circular Number 31 (Cont'd)

3. Supply

a. Sufficient Toxoid has been requisitioned from the United States to carry out this program. However, it is not anticipated that it will arrive before 15 March. As soon as it is on hand, all major commands will be immediately notified of its availability, and the program will be instituted at once.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 30) 6 March 1946

Rescissions I
Assignment II
Transfer III
Organization of Overhead and Provisional Units IV
Request for Personnel in Excess of T/O or T/O & E V

I -- RESCISSIONS

1. Circular Number 31; Section III, Circular Number 34; Section I, Circular Number 99; Section III, Circular Number 112; and Section I, Circular Number 129, all this headquarters, 1945, are rescinded and the following substituted therefor:

II -- ASSIGNMENTS

2. a. War Department policy requires the assignment of all personnel to a unit, organization or headquarters, as the case may be, within the grades authorized by the applicable Table of Organization or Table of Allotment, except those carried in detachments of patients, replacements, general prisoners, or other similar authorized status.

b. Personnel may be assigned to a War Department constituted unit, or to a unit organized under theater authorization which is based on a War Department allotment.

c. Personnel are not authorized to be assigned in excess of Table of Organization or Table of Allotment strength except by War Department authority, or to provisional units. (See AR 220-5).

d. Unless otherwise specifically directed by this headquarters, personnel rendered excess in numbers by reorganization to a lesser T/O or T/A strength, or by disbandment or inactivation of a unit, will be transferred to other units within the major command concerned. Personnel rendered excess in grade by reorganization, disbandment or inactivation will not be reduced in grade solely by reason of such reorganization, disbandment or inactivation but may be absorbed by normal attrition in their subsequent assignment in accordance with AR 615-5.

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e. Attachment of personnel or organization to other organizations is not affected by this policy, but will continue to be governed by existing troop movement and organization assignment policies for administrative and/or tactical purpose.

III- TRANSFERS

3. a. Transfers of officers, warrant officers, flight officers, and enlisted personnel between major commands may be made by the commanders thereof without reference to this headquarters, provided concurrence of all major

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 30 (Cont'd)

commanders concerned has been secured, and provided a vacancy exists in the command to which personnel are to be transferred, except that requests for transfers of medical officers, nurses, hospital dietitians, physical therapists, and Chaplains between major commands will be forwarded to Headquarters Peninsular Base Section for final action.

b. Copies of all orders assigning or transferring chaplains will be forwarded to the Theater Chaplain and copies of all orders assigning or transferring officer Medical personnel will be forwarded to the Theater Surgeon.

4. Applications will be forwarded through subordinate administrative commanders prior to forwarding to major commanders for action.

5. In case of disapproval at any headquarters the application will be returned to the originating headquarters through the same channels by which forwarded.

6. Transfer orders will be issued by the commander having assignment jurisdiction.

7. For purposes of this circular, the major commands are:

a. 88th Infantry Division.

b. Peninsular Base Section.

c. Rome Area Command, MTOUSA.

d. Headquarters Command, MTOUSA.

e. Naples Air Force General Depot.

8. Commanders of above major commands are authorized to redelegate authority granted herein to such subordinate commanders as desired by them.

9. For transfer of officers physically unfit for general military service, see Circular Number 139, this headquarters, 1944 or supersession thereof when issued.

10. For transfer of enlisted men physically unfit for general military service, see Circular Number 67, this headquarters, 1944, or supersession thereof when issued.

IV -- ORGANIZATION OF OVERHEAD AND PROVISIONAL UNITS

11. Units organized by this headquarters, except certain higher headquarters, will contain in the designation a number within the blocks of numbers from 2600 to 2699, and from 6400 to 6799, with the word "overhead" or "provisional" or other classifying word as a suffix.

12. Authority for organization or activation will normally state:

a. Whether the unit is activated by War Department directive or organized under authority of this headquarters.

b. Whether promotions are or are not authorized within the unit.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular No. 30 (Cont'd)

c. Whether the strength is or is not chargeable to an overhead allotment, and if so, which one.

13. Personnel may be assigned to any unit except a provisional unit. Provisional units are not authorized any assigned strength. Provisional units will be composed of personnel on detached service from other units. (AR 220-5).

14. Provisional units will not be organized without written approval of this headquarters.

V -- REQUESTS FOR PERSONNEL IN EXCESS OF T/O OR T/O & E

15. Requests for personnel in excess of existing T/O or T/O & E will be forwarded through command channels to this headquarters.

16. Succeeding headquarters will evaluate such requisitions in the light of operational or other necessity, state definite approval or disapproval, and indicate:

a. Whether the request is to meet a temporary need or is a recommendation for permanent changes in Tables of Organization or Tables of Organization and Equipment. When the requirement is of a temporary nature, a brief explanation will be made as to the operational or other necessity for the additional personnel including length of period the need will exist. When the requirement is permanent, and a change in Table of Organization and Equipment is recommended, the communication will be in suitable form for forwarding to the War Department.

b. Whether the proposed changes apply to a particular unit due to a special operation or mission, or are equally applicable to all similar units.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

3279 Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 29)

5 March 1946

WEARING OF INSIGNIA SHOULDER SLEEVE

1. It is desired that changes Number 7 to paragraph 56 f (1) (2) and (3), AR 600-40, 31 March 1944, quoted below, be brought to the attention of all military personnel within this theater and that they be given the opportunity to wear on their right shoulder the insignia of the unit with which they served overseas if they so desire.

"c. Insignia, former units.

(1) Personnel on duty overseas or returned from overseas for reassignment in the United States are authorized to wear the shoulder sleeve insignia of a unit to which they were assigned overseas until they are permanently assigned to another unit, at which time the shoulder sleeve insignia of the new unit will be worn on the left shoulder sleeve in accordance with the provisions of c above. Such individuals are authorized (but not required) to wear on the right shoulder sleeve, in the same relative position, the shoulder sleeve insignia of an organization to which they were assigned while serving overseas. If such an individual is assigned to a unit not authorized a shoulder sleeve insignia, none will be worn on the left shoulder sleeve except as indicated in (2) below.

(2) Personnel earmarked for separation whether overseas or in the United States, when assigned to another unit as a means to accomplish their separation, are authorized to wear on the left shoulder sleeve, the shoulder sleeve insignia of an organization to which they were assigned while serving overseas.

(3) The provisions of (1) and (2) above apply only to the wearing of shoulder sleeve insignia by individuals assigned to United States Army units during the present war. Under no circumstances will more than one insignia be worn on either shoulder sleeve nor will the same insignia be worn on both shoulder sleeves at the same time."

3278 -

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 28)

5 March 1946

TEMPORARY DUTY TO UNITED STATES FOR REST AND RECUPERATION

Effective 31 March 1946, letter this headquarters dated 26 January 1946, file AG 210.453/054 A-O subject "Temporary Duty to United States for Rest and Recuperation", and Circular Number 22, this headquarters, 1946, same subject, are rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDWARD H. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 27)

5 March 1946

ENLISTMENT OF UNITED STATES NATIONALS

Section I, Circular Number 13, this headquarters, dated 22 January 1945, as pertains to: "Enlistment of United States Nationals," is rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)
:
NUMBER 26)

1 March 1946

AUTHORIZED ABSENCES

Circular Number 39 and Section II, Circular Number 99, both this headquarters, 1945, are rescinded and the instructions below are substituted therefor:

1. General: The provisions of AR 605-115, 9 November 1945 and AR 615-275, 2 September 1944, as amended and supplemented by this circular will govern the granting of leaves of absence, furloughs, delays, and passes to all military personnel in this theater. This circular does not apply to return of personnel to the United States for rest and recuperation. This subject is covered in letter this headquarters, dated 26 January 1946, file AG 210.453/054 A-O, subject: "Temporary Duty to United States for Rest and Recuperation".

2. Delegation of Authority: Commanders of the major commands listed below, and other commanders who may be subsequently designated by this headquarters are empowered to grant authorized absences to personnel assigned or attached to their respective commands and to redelegate this authority to such of their subordinate commanders as they may designate. This authority does not include authorization to grant absences with permission to travel to places outside this theater. (See paragraphs 3c and 7):

21/45

a. 88th Division.

b. Peninsular Base Section.

c. Rome Area Command, LTCUSA.

d. Headquarters Command, LTCUSA.

e. Naples Air Force General Depot.

3. Theater Limitations:

a. Passes will not be granted to visit areas which are declared "Off Limits" or "Restricted".

327 b. Authorized absences will not exceed ten (10) days, exclusive of travel time, except as provided in paragraph 5, below and in the case of reenlistment furloughs.

c. Absences authorized under this authority are restricted to the geographical limits of LTCUSA, except reenlistment furloughs.

d. Requests for absences in excess of ten days or which necessitate departure from this theater, will be granted only in exceptional cases and will be referred to this headquarters for approval. Exception: Reenlistment furlough.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq USFOUSA Circular No. 26 (Cont'd)

c. Personnel will not be returned to the United States for the sole purpose of leave of absence or furlough, except in the case of reenlistment furloughs. Authorized absences, however, may be granted personnel who are returned to the United States on permanent change of station or for temporary duty to perform military duties, in accordance with existing War Department Directives.

f. Personnel will not be granted authorized absence unless they have received adequate instructions in military courtesy, the wearing of the uniform and have sufficient funds to defray anticipated expenses. A suitable procedure will be established in each organization to assure that individuals on authorized absence are correctly attired.

g. Personnel on authorized absence must have in their possession at all times:

(1) Orders, furlough certificate, or pass.

(2) Officers Pay Data Card or Soldiers Pay Book.

(3) War Department AGO Identification Card for all officers.

(4) Identification Tags.

(5) Currency Exchange Control Book.

h. Any special instructions given personnel departing on an authorized absence which limit the place to be visited, must be entered on orders, furlough certificate, or pass (WD AGO Form Number 31).

i. Commanders authorized to grant leaves of absence, furloughs and passes will insure that quotas to rest areas are not exceeded.

4. Passes:

a. Officers: Passes will not be required of officers.

b. Enlisted Personnel: Enlisted personnel who are granted permission to be absent from their corps, station or bivouac area will be issued the standard pass form, shown as Inclosure Number 1. No other form of pass will be recognized.

c. Passes of three (3) days duration or less will not be charged to accrued furlough time nor will such absence be recorded in service records.

d. A pass may be cancelled by a commissioned officer for any violation of regulations requiring reprimand or disciplinary action by the soldier's unit commander, in the following manner:

(1) Both halves of the reverse side of the pass will be completed according to the directions thereon.

(2) The half marked "Cancellation Pass" will be detached and returned to the soldier with directions that he immediately return to his unit and deliver the pass to his unit commander.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq TOUSA Circular No. 6 (Cont'd).

(3) The half marked "Liberty Pass" will be retained by the collecting officer until it can be turned over to the Military Police or mailed to the Provost Marshal having jurisdiction over the soldier concerned.

(4) In offenses requiring summary court action, the pass will be taken up and the offender turned over to the Military Police.

5. Sick Leave and Convalescent Furlough: Sick leave and convalescent furlough may be granted upon recommendation of a medical officer for periods not to exceed thirty (30) days.

6. Reenlistment Furloughs: The policy set forth below will govern reenlistment furloughs in this theater:

a. (1) Any man enlisting for three years will be granted the full authorized re-enlistment furlough at such time as he desires. He will be authorized to spend such furlough in this theater, in the Zone of Interior or in such place as members of his immediate family reside.

(2) Any man with six months or more of consecutive overseas service, enlisting for eighteen months or two years service, will be granted the full authorized re-enlistment furlough at such time as he desires. Such furlough will be spent only in this theater, unless he elects to take his furlough at the completion of his term of enlistment. In the latter case he will be returned to the Zone of Interior in sufficient time to permit completion of his re-enlistment furlough prior to the expiration of his term of enlistment.

(3) Any man with less than six months consecutive overseas service, enlisting for eighteen months or two years of service, will be granted the full authorized re-enlistment furlough but such furlough will be deferred until the expiration of the contracted period of service. The enlistee will be returned to the Zone of Interior in sufficient time to permit completion of his re-enlistment furlough prior to the expiration of his term of enlistment.

(4) Any man who enlists for one year will not be granted a re-enlistment furlough and his enlistment period will be for one year only.

(5) Soldiers eligible under paragraphs 3a and b above who desire to spend all or part of their re-enlistment furlough in countries open to compassionate furloughs will be reported to this headquarters giving name, address, and relationship of relative to be visited and proposed length of stay. After securing clearances orders will be issued by this headquarters.

3274

b. In all cases appropriate notations will be made on the man's service record.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular No. 26(Cont'd)

c. Regular Army enlistees who have taken 30 days re-enlistment furloughs within this theater and who are entitled to additional time under the above policy will be granted such additional furloughs upon their request. Additional furloughs will be taken in the theater and the total amount of furloughs so granted will not exceed the amount authorized by War Department Circular 310, 1945, as amended.

7. Delays Enroute:

a. Delays enroute for officer personnel will be charged as leaves of absence unless it is stated in the orders which authorized delay, that delay is for performance of military duty.

b. Delays enroute for enlisted personnel will be charged as furlough irrespective of period for which granted.

8. Travel in Connection with Authorized Absence: Travel in connection with authorized absences is governed by Allied Force Headquarters Administrative Memorandum Number 33, 1945.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDWARD H. BRUCART
Colonel, AGD
Adjutant General

1 Incl:
Standard Pass Form

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Declassified E.O. 12356 Section 3.3/NND No. 785015

Inclosure #1 to Hq [illegible]USA Circular No. 26

(FRONT SIDE) (DESIGNATION OF HEADQUARTERS)

LIBERTY PASS

Name_____ASN_____

Grade_____Org_____

APO_____Tel_____

Effective Date_____Hour_____

Expiration Date_____Hour_____

I certify that this soldier was inspected as to proper uniform upon the issue of this pass.

_____

_____
(Unit commander)

CANCELLATION PASS

Name_____ASN_____

Grade_____Org_____

APO_____Tel_____

Date of Issue_____

The soldier bearing this stub has been deprived of his pass and ordered to report directly to his unit. If loitering enroute he will be taken into custody and turned over to the Military Police.

_____
(Arresting Officer)

* * * * * * *

(REVERSE SIDE)

COMPLETE, DETACH AND RETURN TO SOLDIER. SOLDIER WILL TURN IN THIS STUB TO UNIT COMMANDER IMMEDIATELY UPON REACHING UNIT AREA.

Reasons for Cancellation:_____

_____

_____

Date_____Hour_____

Name: (Print)_____

Rank_____Org_____

COMPLETE, DETACH, AND TURN OVER TO A MEMBER OF THE MILITARY POLICE OR MAIL TO PROVOST MARSHAL OF APPROPRIATE BASE SECTION.

Reasons for Cancellation:_____

_____

_____

Date_____Hour_____

Name: (Print)_____

Rank_____Org_____

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(NOTE: Major commands will reproduce and distribute pass forms as needed.)

Declassified E.O. 12356 Section 3.3/NND No. 785015

Office of the Chief Commissioner

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 25)

28 February 1946

ARMY COMMENDATION RIBBON

1. Reference: War Department Circular Number 377, dated 18 December 1945, authorizing a ribbon to be known as the ARMY COMMENDATION RIBBON.

2. Authority to Award: Authority to award the Army Commendation Ribbon in this theater is restricted to the Theater Commander.

3. Method of Award: Recommendations for the award will be forwarded in the same form as that prescribed in MTOUSA Circular Number 73, 12 May 1945, with proposed commendation in lieu of citation.

4. No credit will be added to the adjusted service rating score for the Army Commendation Ribbon.

5. Retroactive Awards:

a. An individual who has received a letter of commendation from or in the name of a Major General or officer of higher grade written subsequent to 7 December 1941 and prior to 1 January 1946, may obtain authority to wear the Commendation Ribbon by applying through channels to the Theater Commander.

b. A true copy of the letter of commendation will be sent to the Theater Commander with request for authority to wear the Army Commendation Ribbon.

c. Request will include:

(1) Date or period covered if not stated by letter.

(2) List of other awards authorized the applicant including dates covered thereby.

(3) A statement that this commendation does not duplicate any other award.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3271 -

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

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 24)

26 February 1946

REPLACEMENT PERSONNEL

Section IV, Circular Number 65, this headquarters, dated 22 June 1944 is rescinded. attached

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDWARD R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Spares

CIRCULAR)
:
NUMBER 85)

22 June 1944

Soldier Voting Instructions I
Reconditioning of Tires and Tubes II
Overloading of Cargo Vehicles III
Replacement Personnel IV

I -- SOLDIER VOTING INSTRUCTIONS

1. The War Department has advised that the Army is not authorized to do any over-printing on postcard applications for state absentee ballots (WD AGO Form 560 and USWBC Form 1) or any other soldier voting form.

2. Any changes, additions, or entries on WD AGO Form 560 or on any other soldier voting form required by War Department Circular Number 155, dated 20 April 1944, or other War Department instructions, should be made by the individual using the form unless otherwise specifically directed by the War Department.

3. In the event any such over-printing has been done, the forms involved will be withdrawn and not used.

II -- RECONDITIONING OF TIRES AND TUBES

NATOUSA Circular Number 9, 1944, is amended as follows:

1. Paragraphs 20c(2)(d)2 and 3 are rescinded and the following substituted therefor:

"2. Tires, tubes, and flaps inspected by tire repair plants and found beyond the point of repair for further safe use on any automotive vehicles will be forwarded to the nearest salvage dump as scrap and returned to the United States in accordance with letter referred to in paragraph a(2). The unserviceable tires classified as above will be legibly marked, at the time of inspection, on one side wall, 'C-2', and segregated for evacuation as scrap.

"3. Unserviceable tires inspected by tire repair plants and found repairable as tires for non-military use will be legibly stenciled on side wall 'C-1' and segregated for direct shipment to the United States as Ordnance property."

3269

2. Paragraph 20f is rescinded and the following substituted therefor:

"f. Tire Repair Plants - One of the two tire repair plants now in this theater is in the Mediterranean Base Section and operates under the Commanding Officer of that base; the other is in Peninsular Base Section and operates under the Commanding General of that base. All tire repair plant functions will be carried out by these two plants."

III -- OVERLOADING OF CARGO VEHICLES

1. Section IV, War Department Circular Number 212, 29 May 1944, authorizes an overload not to exceed 100 percent over rated capacity for general purpose

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Cir # 85, Hq Natousa

cargo vehicles of all-wheel drive type up to and including Truck, 2½ ton, 6x6, but excepting Trucks, 2½ ton, 6x6, COE with 15-foot body and with 17-foot stake and platform body, when operating under favorable conditions on hard surfaced roads. In instances of truck-trailer combinations, the trailer will not be overloaded, and the overload on the prime mover will be limited to 60 percent of established payload under the same conditions.

2. The provisions of the above mentioned circular are applicable in this theater with the exception that on 2½ ton, 6x6 trucks equipped with caliber .50 machine gun mounts over the cab, the overload will not be more than 60 percent, or 1½ tons. The weight of the mount and its critical location with respect to the truck frame make the above condition necessary in order to prevent overloading from resulting in bent frames.

3. Overloading of vehicles engaged in hauling either partly or in whole over rough or unimproved roads or in off-road hauling is not authorized.

IV -- REPLACEMENT PERSONNEL

The following NATOUSA Circulars are rescinded and the provisions below substituted therefor:

Section	Circular	Year
III	136	1943
II	141	1943
II	35	1944

1. General. a. In accordance with War Department directive, the theater replacement system consisting of all replacement units and all training units except Invasion Training Center, Allied Force Intelligence Training Center, Airborne Training Center, and Allied Force Malarial Control Center is placed under the Commanding General, Replacement Command, NATOUSA, whose sole responsibility is to operate the system under War Department and theater policies.

b. All unassigned personnel in the theater except air combat crews will be placed under the control of the Commanding General, Replacement Command, NATOUSA, and all unassigned personnel entering the theater will enter and be distributed through a unit of the replacement system.

c. Loss replacements are provided for the sole purpose of keeping units and allotments at strengths authorized by the War Department by replacing losses from battle and normal attrition. Replacements will not be assigned in excess of authorized strength nor used for other purposes than the replacement of losses without prior specific approval of the War Department.

2. Status. a. All unassigned personnel except air combat crews are assigned to the theater replacement pool, a portion of which is attached to a unit or installation of the Replacement Command for training, supply, and administration.

b. The Commanding General, Replacement Command shall exercise sole assignment, transfer, and attachment jurisdiction over replacements, subject only to such directives as may be given to him from time to time by the Commanding General, NATOUSA.

Declassified E.O. 12356 Section 3.3/NND No. 785015

c. Replacement personnel assigned and/or transferred to fill approved requisitions will be considered as assigned by order of the Theater Commander and will not thereafter be relieved from such assignment except by normal transfer proceedings.

3. Personnel Centers. a. Personnel centers as previously constituted in NATOUSA Circular Number 35, 1944, are abolished. Hereafter, reference will be made to the replacement unit or training unit concerned, and all prior directives and circulars of this headquarters are amended accordingly.

b. No person may enter a replacement unit for the purpose of interviewing replacement personnel in order to secure especially qualified individuals as replacements for their own or other units without first procuring authority from Commanding General, Replacement Command, NATOUSA.

4. Requisition. a. All requests for assignment or transfer of replacements, except in emergency, will follow normal command channels to the major commander concerned and thence to Commanding General, Replacement Command, and will be submitted on proper forms (Form 211 or 212). Except for combat units actively engaged, requisitions for general assignment replacements will not be initiated or forwarded unless the unit is, or will shortly be, below 93 percent of authorized strength. Each headquarters through which such requisitions pass will indorse each requisition making such comment as to priority, use of limited assignment personnel, substitutions, method of shipment, etc, as may be indicated.

b. Chapter 8, Section II, FM 100-10, "Field Service Regulations - Administration", and War Department Circular Number 283, 1943, set forth the procedure for handling requisitions. Whenever a requisition is prepared on Form 212 which does not include a comparison of T/O and M/S strengths, it will include or be accompanied by a certificate that filling of the requisition will not result in exceeding authorized strength, with detailed explanation of exceptions, if any.

c. A requisition once submitted will be considered in force until filled or disapproved. Inquiries as to the status of a requisition or requests to cancel a requisition will be made through normal communication methods. Requests to amend a requisition will be accompanied by a new requisition bearing the same number and clearly labeled "Corrected Copy". Personnel requested on a previous outstanding requisition and not yet received will not be listed in the tabulation showing SSN's and number required.

d. Requisitions which include replacements for anticipated losses will list such personnel separately in order that the requisition may be approved for personnel to bring the unit to T/O strength without requiring return to the organization for separation.

320

e. In emergencies requisitions need not specify SSN's, be prepared on designated forms, nor follow normal channels. However, in such cases a confirmatory requisition in proper form will be forwarded promptly through normal channels to the Commanding General, Replacement Command, accompanied by a complete statement of the circumstances.

f. As personnel cannot be assigned above the strength authorized by tables of organization, it is necessary that an actual vacancy exist prior to

Declassified E.O. 12356 Section 3.3/NND No. 785015

the submission of a p sonnel requisition. Such vacancies should be created by the prompt transfer, to detachments of patients or military police installations, of personnel ineffective over certain periods of time in accordance with current theater policies. Except in emergencies which are clearly shown on communication accompanying requisitions, personnel will not be assigned to replace anticipated losses.

5. Best Utilization of Personnel. a. In order to insure best utilization of available manpower, authority has been delegated to the Commanding General, Replacement Command, NATOUSA, to audit all units in the theater, using command channels, in order to locate positions within the theater which may be filled by limited assignment personnel with a consequent displacement of a general assignment man for retraining and eventual combat reassignment.

b. The Commanding General, Replacement Command may assign limited assignment personnel to units and installations in which suitable assignments for such personnel have been located as provided for in a, above. Upon the receipt of such personnel, the commander concerned will transfer a similar number of general assignment men to the Replacement Command for retraining and reassignment. When additional on-the-job training is deemed necessary, the Commanding General, Replacement Command, may assign limited assignment men to units and installations in excess of authorized strength for a period of not to exceed sixty (60) days. Upon completion of such training, a like number of general assignment men will be transferred to the Replacement Command as exchangees.

By command of Lieutenant General DEVERS:

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

OFFICIAL:

H. V. Roberts

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 23)

26 February 1946

ESTABLISHMENT OF PROPERTY ACCOUNTABILITY

General I
Definitions II
Property Accounting III
Auditing Property Accounts IV
References V

I -- GENERAL

1. Pursuant to directives of the War Department and Headquarters of this Theater, complete records in connection with responsibility for property of units, separate organizations, battalions, and regiments (Par 18, AR 35-6520) will be established as of 1 March 1946.

2. Formal accountability for all accountable property officers in all commands will be effected as of 1 April 1946 (Par 14, AR 35-6520 and C-1).

3. Responsibility and accountability for property of all kinds and procedures for auditing of accounts will be in accordance with regulations prescribed for continental United States. The provisions of any MTOUSA directives prescribing different procedures will be superseded by this circular.

4. It is not intended that this directive will change management or method of supply within the Theater except as may be necessary to effect full compliance with current War Department directives.

5. No deviation from prescribed procedures will be made without prior approval of the Fiscal Director, MTOUSA.

II -- DEFINITIONS

6. All personnel connected with Property Accountability will thoroughly familiarize themselves with the definitions given in Par. 1 of AR 35-6520 (dated 15 February 1945).

III - PROPERTY ACCOUNTING

326 7. Particular attention is directed to Par. 10 of AR 35-6520 and also to Par. 13 and 14 of the same regulation, pertaining to Property Accounting, Stock Record Accounts, and Establishment of Stock Record Accounts respectively.

8. a. The over War Department directives concerning Property Accountability and Auditing require action of, or place responsibility upon Commanding General of a Service Command or upon officers of his staff, such function will be performed by Headquarters, Mediterranean Theater of Operations, United States Army. Attention is directed to the provisions of pertinent regulations relative

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Hq ITOUSA Circular Number 23 (Cont'd)

to the numbering of the Stock Record Accounts (particularly Par. 15 of AR 35-6520 and C-1 thereto). The authority appointing accountable officers will furnish this Headquarters (Attention: Fiscal Director) copies of the pertinent orders in connection with such appointments. Stock Record Account serial numbers will be assigned by the Fiscal Director, Mediterranean Theater of Operations, United States Army. If an accountable officer does not receive notice of the assignment of a serial number, direct correspondence with the Fiscal Director is authorized.

b. Property declared excess to theater requirements will be carried on regular stock accounts until declared surplus by competent authority. Stock Record Accounts carrying separate account numbers will be set up for surplus property in Depots maintaining Theater Stocks. Any supplies declared surplus by competent authority will be transferred from the regular stock account to the surplus stock account.

9. The auditing authority may determine whether or not property is in such bulk or so situated that establishment of initial balances by physical count is impracticable. In such cases the accountable officer and the disinterested officer appointed to take the inventory may be authorized in writing by the Fiscal Director, Mediterranean Theater of Operations, United States Army, to determine the initial balances direct from bin or stock records. Whenever balances are set up on such basis, proper certification to that effect will be made and signed by both officers. As soon as practicable physical inventories will be taken and any necessary adjustments made on Stock Record Cards.

10. Depots of each of the Technical Services will maintain accountability under procedures prescribed for same. Each of the major comands within the theater will be considered as Posts, Camps or Stations, and will follow accountability procedures prescribed for same.

11. Sales Commissaries and/or Sales Officers will maintain accountability as prescribed by AR 35-6660 and TM 10-215.

12. Fixed laundries and dry cleaning establishments will operate as prescribed by TM 10-355 and AR 30-2135.

13. Library accounts will be established and maintained in accordance with provisions of AR 35-6800.

14. Accounting for government property lost, damaged or destroyed will be in accordance with provisions of AR 35-6640 and TM 14-904.

15. Unserviceable property accounts will be maintained as prescribed by Par. 16, AR 35-6520.

16. Salvage Officers will establish procedures as prescribed by TM 38-505.

17. Purchasing and Contracting Officers will establish procedures as prescribed by TM 38-403 and other directives.

18. As required, model stock accounts may be established in accordance with procedures prescribed by TM 38-403 and TM 38-220 subject to approval of the Chief of the Technical Branch concerned.

Declassified E.O. 12356 Section 3.3/NND No. 785015

MAR 1 1946

IV -- AUDIT OF PROPERTY ACCOUNTS

19. All existing records pertaining to property will be retained until such time as audits of the accounts have been made by the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army, and certificates of audit issued. It is expected that all accountable officers will receive a formal audit between 1 April 1946 and 30 June 1946.

20. a. Auditing responsibility will NOT be decentralized. Audits will be conducted by Office of the Fiscal Director, ETOUSA, in accordance with provisions of AR 35-6740 (dated 5 May 1945) and TM 14-1010.

b. It will be the responsibility of the auditing authority to determine that the accountable officers are properly bonded in accordance with provisions of AR 35-220.

c. Periodic inventories will be made as prescribed by the Chief of the Technical Service concerned, but all classes of supplies will be inventoried at least once during the period January to June inclusive and again during the period July to December inclusive.

21. Nomenclature of all property will be in accordance with standard stock catalogues or other special authorized catalogues. If an item is not included in such catalogues, then ONLY may the manufacturer's nomenclature be used.

22. Attention is directed to Par. 5 and 6 of AR 35-6740 relative to maintenance of auditor's files and the furnishing of copies of vouchers in connection therewith. All such copies of auditor's documents will be forwarded to Headquarters, Mediterranean Theater of Operations, United States Army, marked "Attention of Fiscal Director, Property Auditing Branch", and will be delivered unopened.

23. Office of Fiscal Director, ETOUSA, will prepare and distribute certificates of audit and will maintain an adequate follow up system to insure that appropriate action is taken to adjust all irregularities and discrepancies in the accounts of accountable property officers.

V -- REFERENCES

24. The following list indicates the principal regulations and directives which are currently pertinent and which will become applicable under the policy for property accountability announced herein:

a. Army Regulations

3264 -

AR 35-220,	Bonds of Accountable Officer
AR 35-3520,	Property Accountability and Responsibility
AR 35-3540,	Requisitioning Property
AR 35-3560,	Receipt, Shipment, and Issue of Property
AR 35-6570,	Property Accounting Procedure for Army Air Forces Aircraft and Property Installed on Aircraft
AR 35-3620,	Expendable Property
AR 35-3640,	Accounting for Lost, Damaged and Destroyed Property
AR 35-3650,	Sales of Property
AR 35-6680,	Transfers of Property Accountability and Responsibility
AR 35-6740,	Auditing Property Accounts
AR 35-6800,	Accountability for Library Books

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq TOUSA Circular Number 23 (Cont'd)

b. War Department Technical Manuals

TM 10-215, Sales Commissary Operation
TM 14-904, Accounting for Lost, Damaged and Destroyed Property
TM 14-1010, Property and Sales Account Auditing Procedures
TM 38-403, Station Supply Procedure
TM 38-410, Base Supply Procedure (when published)
TM 38-420, Disposition of Excess and Surplus Property in Overseas Commands.
TM 38-505, Salvage in Zone of Interior

c. War Department Circulars

WD Cir 265, 1944
WD Cir 440, 1944

25. Only approved War Department forms and records will be used and maintained.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND L. SUGAN
Colonel, AGD
Adjutant General

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1354

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 22)

25 February 1946

TEMPORARY DUTY TO UNITED STATES FOR REST AND RECUPERATION

1. Circular Number 20; Section IV, Circular Number 44; Section I, Circular Number 52; and Section IV, Circular Number 63: all this headquarters, 1945, are rescinded.

2. Letter this headquarters, dated 26 January 1946, file AG 210.453/054 A-O, subject: "Temporary Duty to United States for Rest and Recuperation" quoted below is the current directive on this subject:

"1. The War Department has authorized this theater a monthly quota of personnel to return to the United States for rest and recuperation, rehabilitation, and recovery. This quota is sub-allotted as follows:

COMMAND	QUOTA
Peninsular Base Section	30
88th Infantry Division	20
Naples Air Forces General Depot	10
Rome Area, NTOUSA	10
Headquarters Command	5

A limited reserve has been retained by this headquarters in the event circumstances should require the above quotas to be supplemented. Request for increase in quota may be submitted by the Commanding General or the Commanding Officer of any major command.

2. Travel to the United States and return to this Theater will normally be by surface transportation and the Commanding General or the Commanding Officer of the major command will issue appropriate orders. It is conceivable that air travel may be justified under certain circumstances. In view of the limited passenger space for air travel available in this Theater, each such case will be forwarded to this headquarters for approval prior to issuance of orders.

3263 3. Personnel eligible for temporary duty in the United States under this directive is limited to:

a. Officers of the Regular Army and Category I, II, or III Volunteers (as defined in War Department Circular Number 366, 7 December 1945).

b. Enlisted men of the Regular Army and Class I or II volunteers.

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3 c. # 4. Eligibility is further limited to personnel who have a minimum of 15 months continuous overseas service immediately prior to selection and whose stay, for six (6) months or more, after return to this Theater, is expected."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDWARD P. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 21)

23 February 1946

SUBSISTENCE

Effective 1 March 1946, paragraphs 4a and 4b Section IV, Circular Number 97, this headquarters, 1945, are amended as follows:

"4. a. All foreign military or naval personnel except hospitalized personnel, who are subsisted in United States Army operated messes, will be furnished United States Army rations and will pay the mess officer in cash at the rate of twenty-five (25) cents per meal plus a proper proportion of the daily additional charge authorized in paragraph 1, above. The mess officer will pay the 25 cents per meal, so collected, to the United States Quartermaster Sales Officer.

b. For issue to hospitalized foreign military and naval personnel, except Brazilian and French, shipping tickets will be prepared in quintuplicate on the first day of each month for the month preceding. Separate shipping tickets will be prepared for each government except Brazilian and French, listing the number of rations issued, period and unit, and total cost, and supported by a signed copy of nominal roll of hospitalized foreign personnel. Shipping tickets will be forwarded in quadruplicate to the appropriate base section or major command to be included in a bi-monthly statement of amounts to be billed to the respective foreign governments for reimbursement. This statement should be forwarded in quadruplicate by base section or major command to the appropriate Special Staff Section, Peninsular Base Section, which in turn will forward a consolidated bi-monthly statement in quadruplicate to the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army. Bi-monthly report periods will end on 31 December 1945; 28 February 1946, etc."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

3262 /s/ Edmund R. Sheeart

EDMUND R. SHEEART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 20)

23 February 1946

PROMOTIONS

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

Circular Number 120, 1945, and Section I, Circular Number 5, 1946, this headquarters, are rescinded and the following substituted therefor:

I -- REFERENCES

1. AR 605-12, as amended, and War Department Circular Number 283, dated 19 September 1945, as amended.

II -- PROMOTION OF OFFICERS

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

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

(1) Those who become surplus for any reason, including a lack of position vacancies in reduced troop strength forecasts.

(2) Those who are assigned to other than Category I (occupational) units.

(3) Those designated as non-essential.

(4) Those who are under consideration for immediate discharge or relief from active duty.

b. Under the provisions of paragraph 4d (4), AR 605-12, 9 December 1944, as amended, paragraphs 5 and 8 War Department Circular Number 283, 1945, as amended are waived in the case of 2nd Lieutenants.

c. Officers who are eligible for separation under announced War Department Criteria (length of service and/or ASRS) are not eligible for promotion unless they have volunteered in writing under statements Categories I,II,III or IV, paragraph 4 Section IV, War Department Circular Number 366, 1945 and their continued service is assured.

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

Declassified E.O. 12356 Section 3.3/NND No. 785015

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

(1) The individual is performing duties appropriate to the higher grade.

(2) An authorized vacancy exists in the unit in which serving.

(3) The individual concerned has been definitely selected for reassignment to a specific position in a category I (occupational) unit, either on a specified date or when the organization in which currently serving is inactivated or becomes non-operational.

(4) There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished.

(5) The promotion has the concurrence of the Commander of the Major Command to which transfer is contemplated.

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

6. Recommendations for promotion will be submitted in duplicate on the form attached as Inclosure No. 1, through command channels to this headquarters.

III - PROMOTION OF FIELD GRADE OFFICERS

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

(1) Relative Rank:
Officer's rank in relation to all other officers of like grade within the organization to which officer is assigned is_____.
(OTX: Express "2 out of 20" or "2/20").

(2) There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended. (NOTE: If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4g, AR 605-12, as amended).

Declassified E.O. 12356 Section 3.3/NND No. 785015

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

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

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

IV -- PROMOTION OF WARRANT OFFICERS

9. Promotion of WO to CWO will be made under the provisions of AR 610-15, as amended, subject to the policy above for the promotion of officers. Each recommendation for promotion of WOG to CWO will be submitted in duplicate on the form attached as Inclosure No. 1, with appropriate modifications, except that paragraph 2 thereof will indicate separately the number of WOG and CWO assigned. Each forwarding indorsement will indicate approval or disapproval and total number of CWO authorized within the command concerned, and the number of WOG and CWO assigned, shown separately.

V -- PROMOTION OF ENLISTED PERSONNEL

10. Commander exercising promotion authority over enlisted personnel as set forth in AR 615-5, as amended, may make promotions in accordance therewith except that enlisted personnel may not be promoted after the date they become eligible for separation under announced length of service and/or AFQS. This does not apply to promotions of Privates to Private First Class under paragraph 1c, AR 615-5, 23 Mar 1945, as amended.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Edward A. Knight
EDWARD A. KNIGHT
Colonel, AGD
Adjutant General

3260

1 Incl:
"Promotion of Officers" Form.

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- Ltr AGO SA Incl. #1 to Circular #20.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 201 _____ 1946

SUBJECT: Promotion of Officer.

TO : Commanding General. (Thru Channels).

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

_____
(Last Name) (ASN) (Branch) (Age) (Component) (AGRS)

be promoted to the rank of _____ under the provisions of AR 605-12, dtd 17 August 1944, as amended.

(*This information must be correct. Verification will be made with officer's 66-1 to assure absolute accuracy.)

2. Basis for promotion:

a. Date of entrance into active commissioned service:_____

b. Rank held upon entrance into active duty as commissioned officer: _____.

c. Total length of active commissioned service (Inactive commissioned service in GAC or WAC to be included):_____

d. Date of present rank:_____

e. Authority and date of promotion to present rank:_____

f. Time in grade:

(1) Time in present grade in continental United States:

From_____ to_____:_____
(Years, months, days)

(2) Time in present grade outside continental United States or in Alaska: From_____ to_____:_____
(Years, months, days)

(3) Total equivalent time in grade:_____
(Years, months, days)

3259 -

g. Relative rank:

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

NOTE: Express "2 out of 20", or "2/20". Required only with recommendation to major, lieutenant colonel, and colonel.

Declassified E.O. 12356 Section 3.3/NND No. 785015

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

i. For a period of _____ months this officer has clearly demonstrated his fitness for the responsibilities and duties of the position and grade for which recommended. Unit assignments, with inclusive dates and manner of performance to date of recommendation are as follows. (For promotion to and in 1st Grade indicate duties for past two years, or since E.A.D., if less than two years).

UNIT AND ASSIGNMENT	INCLUSIVE DATES	GRADE AUTHORIZED FOR VACANCY OCCUPIED	MANNER OF PERFORMANCE

j. Table of Organization or Allotment under which recommending unit is authorized to recommend promotions:_____(T/O number and date, or "Special" or "Special T/O" or letter authority of War Department or this headquarters, inclose true copy or cite reference to copy previously furnished).

k. Officers authorized per paragraph j, above, assigned and attached as of _____.
(Date)

	Authorized	Assigned	Attached
Colonel			
Lieutenant Colonel			
Major			
Captain			
1st Lieutenant			
2d Lieutenant			
Total Officers -	_____	_____	_____

l. Approval of this recommendation, together with approval of all other outstanding and forwarded recommendations for promotion to like grade within this command, will not exceed the number of position vacancies existing on _____
_____.
(Date)

4. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended. (If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4c, AR 605-12, as amended.)

5. The officer recommended herein:

a. Has the following active Federal Military service since 16 September 1940:

Enlisted:_____. Commissioned _____.
(Years, months, days) (Years, months, days)

Total:_____.
(Years, months, days)

Declassified E.O. 12356 Section 3.3/NND No. 785015

Eq ETOUSA Incl. #1 to Circular #20 (Cont'd)

b. Is not under consideration for immediate relief from active duty.

c. Is not assigned to a unit scheduled for inactivation.

d. If promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.

6. For officers assigned to other than Category I (occupational) units:

a. This officer is performing duties appropriate to the higher grade and an authorized vacancy exists in organization in which currently serving.

b. Officer has been definitely selected for reassignment to a specific position in a Category I occupational unit on_____(Date)_____, or when this organization is inactivated or becomes non-operational.

c. There is reasonable assurance that a vacancy will exist in the higher grade at the proposed new assignment at the time the transfer is accomplished, and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

7. The officer recommended herein meets all the requirements of AR 605-12, as amended, and WD Circular Number 283, 1945, as amended.

8. When recommendations for promotion to field grade is originated by the major command the certificate of interview will be included in the basic letter. (NOTE: I certify that I have personally interviewed_____
Grade
_____ and recommend this officer
Name ASN
for promotion to the grade of_____.

(Signature)_____

_____

NOTE: Forwarding indorsements will be prepared in accordance with Par. 8, AR 605-12, as amended; Pars. 3, 4 and 5, WD Cir 283 1945, as amended, Par. 6a (1) and (2), and Par. 6b, (1) this circular.

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CORRECTED COPY

DESTROY ALL OTHERS

FEB 21 RECD

HEADQUARTERS ROME AREA MTOUSA
APO 794, US ARMY

CBM/JNM/wkb
19 February 1946

SUBJECT: Civilian Ration Cards.

TO : All Concerned.

1. In accordance with MTOUSA Circular Number 13, dated 29 January 1946, copy of which is attached as inclosure #1, the following action will be taken:

a. All civilian ration cards will be collected on the morning of 27 February 1946.

b. Stamps for Pasta, Pane, Caffe, and Zucchero will be completely inked out and letters obliterated, except that correct number of stamps to feed individual on his one-day off per week will be left for his use.

c. Ration cards will be returned to employees on same day, or not later than noon, 28 February 1946.

BY COMMAND OF BRIGADIER GENERAL DASHER:

C. B. MURPHY
Major, AGD
Adjutant General

Incl.-1
MTOUSA Cir. #13

DISTRIBUTION:
"I"
(Plus hotels & clubs)

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/dela

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 19)

12 February 1946

FOREIGN CURRENCY CONTROL

1. Authorized personnel are instructed to send only United States dollar instruments through the mail for any purpose requiring a transfer of funds, such as payment of a debt.

2. Foreign currencies mailed to other authorized personnel create serious exchange problems, particularly when the recipients have been redeployed or returned to the United States before receiving the foreign currency.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 18)

7 February 1946

APPOINTMENT OF OFFICERS IN THE REGULAR ARMY

Paragraph 5, Circular Number 2, this headquarters, dated 4 January 1946, is amended to add:

Immediate commanders of applicants will forward originals of applications direct to The Adjutant General, Washington 25, D.C. as prescribed in paragraph 7 (A) enclosed AGWAR Cable No. WCL 32700, and duplicate copies of applications forwarded to arrive at the 7th Replacement Depot not later than 10 February 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. STUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 6 February 1946
NUMBER 16)

FIELD RANGES AND STOVES

Section V, Circular Number 14, this headquarters, dated 4 February 1944, and Section IV, Circular Number 114, this headquarters, dated 13 September 1944, are rescinded.

1. Attention is invited to Section VIII, War Department Circular Number 355, dated 28 November 1945.

2. Under the provisions of this directive, the maintenance responsibility for the Range, field, M-1937, including the cabinet and the fire unit, is transferred from the Ordnance Department to the Quartermaster Corps.

3. All publications in conflict with the above are rescinded.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 17)

6 February 1946

DISCONTINUANCE OF OPEN FIRES

1. Effective immediately the use of open fires either for warmth or for burning of waste or refuse is prohibited. The term, open fires, includes fires such as those burning fuel in open metal containers or on the ground.

2. Waste or refuse will be burned in protected incinerators or in metal containers having a protective wire screen cover in order to eliminate fire hazards to surrounding buildings and properties. Fires for heating construction materials or for cooking will be confined similarly.

3. Unit commanders will insure that military personnel at work or on guard duty are adequately clothed. Where severe winter conditions prevail unit commanders will maintain the shortest practicable tours of guard duty for sentries exposed to the weather.

4. The discontinuance of open fires will eliminate a dangerous hazard to buildings and property, will enable wastefully burned fuel to be diverted to more needy uses, and will aid units to meet the continuing necessity for maintaining alert and effective military guards at U.S. Army installations.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

325 EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 15)

4 February 1946

APPOINTMENTS OF OFFICERS IN THE REGULAR ARMY

1. The number of applications for appointment of officers in the Regular Army received at the 7th Replacement Depot to date is far less than the known number of applicants in the theater desiring to submit applications.

2. Attention is invited to War Department Circular Number 392, 29 December 1945 and to MTOUSA Circular Number 2, 4 January 1946.

3. Attention is directed to paragraph 7a War Department Circular Number 392 which prescribes that in order to receive consideration the original of the application and Form OER must reach the Adjutant General, Washington, D.C., Attention AGSC-R not later than 1 March 1946, and to paragraph 5 MTOUSA Circular Number 2, CS which prescribes the terminal date of 10 February 1946 for the reception at the 7th Replacement Depot of the duplicate copy of the application.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Edmund R. Sheppard
EDMUND R. SHEPPARD
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 14)

30 January 1946

IDENTIFICATION CARDS

So much of paragraph 1, Section III, Circular Number 127, this headquarters, dated 24 November 1945, as reads "Section I, WD Circular Number 326, 1945", is amended to read "Section I, WD Circular Number 336, 1945."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SHUGERT
Colonel, AGD
Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JAN 31 RECD

CIRCULAR)
:
NUMBER 13)

29 January 1946

AMENDMENT TO MTOUSA CIRCULAR NUMBER 97, 1945

1. So much of Paragraph 3c (2) Section II, Circular Number 97, this headquarters, 1945, which now reads, "Civilian ration cards for those employees will be withdrawn on employment and not returned until termination of employment", is amended to read, "Civilian food ration cards of those employees will be withdrawn at the time of their employment and all components of native Civilian ration supplied by the military authorities will be cancelled therefrom. These cards will then be returned to their civilian owners."

2. So much of Paragraph 3f (2) of Section II, Circular Number 97, this headquarters, 1945, which now reads, "Civilian food ration cards will be withdrawn from each Civilian employee when furnished native Civilian rations", is amended to read "Civilian food ration cards will be withdrawn from such Civilian employees and all components of the native Civilian ration supplied by the military authorities will be cancelled therefrom. These cards will then be returned to their Civilian owners."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. STUCART
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JAN 31 1946

CIRCULAR)
:
NUMBER 12)

28 January 1946

VEHICLES AND ACCESSORIES

General Instructions I
Maintenance, Operation and Equipment II
Tires, Tubes, and Tracks III
Use of Motor Vehicles IV

Circular 67, this headquarters 1945 and all amendments thereto are rescinded and the provisions below substituted therefor:

I -- GENERAL INSTRUCTIONS

1. Vehicle Markings: Motor vehicles assigned to United States Army units in this theater, including ambulances and hospital trucks, will be marked as prescribed in AR 850-5, and AFHQ Circular Number 28, 1944, as amended by AFHQ circular Number 5, 1945, for proper marking of maximum permissible speed.

2. Safeguarding Vehicles

a. No United States Army Vehicle will be left unattended unless immobilized by the use of a lock and chain or other equally effective locking device. When lock and chain are employed on the steering wheel, the chain will be securely fastened to the body of the vehicle and will be looped around a spoke and the rim of the steering wheel, pulled taut and the lock inserted. Chain and lock may also be used between front wheel and spring. The front wheels of the vehicle will be turned towards the side of the road prior to application of the lock and chain.

b. When a vehicle is placed in an authorized motor park the entrances of which are controlled by guards, it will be considered secure.

c. All commands will provide guarded parking areas for United States Army vehicles where practicable.

d. The above are the minimum safeguards required. In areas where these are inadequate, the major command concerned is hereby delegated the authority to require such additional safeguards as are deemed reasonable and necessary. These additional safeguards will apply to all U.S. vehicles regardless of whether or not the holding units are under the jurisdiction of the major command concerned with the exception that officers, not under the jurisdiction of the major command concerned, will not be prohibited from driving government vehicles. The order promulgating the instructions will be given wide distribution, and pertinent notices will be posted in the affected area or areas for the information of transient personnel. Loss or damage to a vehicle or parts or accessories thereof which occurs through failure to provide the required

3249

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1372

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safeguards or failure to take advantage of available guarded car parks will be considered proper grounds for refusing to relieve the responsible individual from pecuniary liability for such loss.

3. Removal of Rotors: The practice of removing distributor caps and rotors to immobilize vehicles temporarily will be discontinued. Loss of these parts has been so great that replacements cannot be obtained to place vehicles from which they have been removed in operating conditions.

4. Abandoned Vehicles

a. Any abandoned vehicle or any vehicles for which ownership is not established, or is in doubt, will be turned over to the nearest Military Police headquarters. All such vehicles held by Military Police, or by any other recovering agency, will be turned in to the nearest base section Ordnance Depot after a period of fourteen (14) days from the date of recovery, if the vehicles are not claimed and ownership established by the losing agency within this period.

b. When patients who have been in motor vehicle accidents are received at hospitals, efforts will be made by the hospital commander to determine whether or not any vehicles have been abandoned. When vehicles have been abandoned, or if their is doubt as to their status, a report of the circumstances will be made immediately to the nearest Military Police headquarters by the hospital commander

II - MAINTENANCE, OPERATION AND EQUIPMENT

5. Motor Vehicle Governors:

a. The condition of general purpose vehicle engines arriving in Ordnance shops indicate extensive unauthorized tampering with, and even complete removal of, governors.

b. Organization commanders will insure that governors are not removed or the seals tampered with. All cases of improperly adjusted or malfunctioning governors will be brought to the attention of the nearest Ordnance maintenance unit for readjustment or repair.

c. Ordnance units will report any violations to the appropriate unit commander.

6. Withdrawal of Vehicular Tools and Accessories

a. Tools and accessories carried on Truck 1/4 ton (1x4), Truck 3/4 ton (1x4), and Truck 2½ ton (6x6), are limited to those authorized on the three attached lists (Inclosures 1, 2, and 3).

b. The following definitions govern applications of those lists:

(1) Vehicles operating in the combat zone will be deemed those operated by divisional troops and attachments.

(2) All vehicles other than those defined in 6b (1) above, will be considered as operating in the communications zone.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq ETOUSA Circular # [ ] (Cont'd)

(3) Organization List Items are those tools and parts to be furnished organizations operating vehicles in the classifications indicated above. The basis of issue of these items is one per ton vehicles or major fraction thereof. However, any organization is authorized a minimum of one set of the items listed.

c. All tools and accessories in excess of those authorized above, will be turned in by the using organization to the Ordnance unit serving it. The Ordnance units will effect return of all excess material to the nearest Ordnance Depot.

7. Overloading of Cargo Vehicles

a. Section IV, TD Circular Number 212, 1944, authorized an overload not to exceed 100 per-cent over rated capacity for general purpose cargo vehicles of all-wheel drive type up to and including Truck, 2½ ton, 6x6, but excepting Trucks 2½ ton 6x6, GOE with 15-foot body and with 17-foot stake and platform body. This authorization is sanctioned when operating under favorable conditions on hard surfaced roads. In instances of truck-trailer combinations, the trailer will not be overloaded, and the overload on the prime mover will be limited to 60 per-cent of established payload under the same conditions.

b. Overloading of vehicles engaged in hauls either partly or in whole over rough or unimproved roads or in off-roads hauls is not authorized.

8. Improper Filling of Hydraulic Brake System: Many drivers and other organizational personnel are not properly informed as to the proper fluid to be used in the hydraulic brake systems of vehicles. The use of hydraulic jack fluid recoil oil and even ordinary engine oil has been noted in several instances. Such improper use is followed by a swelling and deterioration of the rubber piston cups and boots and subsequent brake seizure or failure entirely. It is imperative that GENUINE HYDRAULIC BRAKE FLUID be used in the brake system and no other. Brake fluid of local manufacture must not be mixed with the government issued fluid.

9. Damage and Maladjustment of Carburetors: Many instances of damage to carburetors and of poor performance of vehicles, due to unauthorized personnel attempting to disassemble and clean carburetors without proper knowledge or equipment, have been found by Ordnance maintenance companies. The modern carburetor cannot be successfully repaired or even adjusted (except for idle and throttle adjustments) without special knowledge and tools. Second echelon maintenance includes only idle and throttle adjustments which are outside adjustments. Other adjustments require disassembly of the carburetor and will be done only in Ordnance third or higher echelon shops by qualified mechanics.

324

10. Driving Precaution - 1/4 Ton Truck: Information has been received from the War Department that 1943 1/4 ton, 4x4 trucks have a tendency to pull hard to the left when the brakes are applied. All drivers are cautioned to exercise care when driving vehicles on which this tendency is evident.

Declassified E.O. 12356 Section 3.3/NND No. 785015

11. Conservation of Spare Parts

The present rate of consumption of automotive parts is far greater than the available supply in the United States. This shortage applies chiefly to small, easily replaceable parts. The situation in this theater has now become critical and it is essential that all possible care be exercised in rejecting parts which can be readily repaired with tools and cleaning facilities at hand. Parts and assemblies beyond immediate local repair should not be arbitrarily discarded but evacuated to the next higher echelon of repair.

12. Conservation of Gasoline Cans

a. Five Gallon returnable gasoline cans are being used throughout the theater by many units for purposes for which they were never intended. The wastage of cans caused by this misuse and losses by carelessness and theft, has resulted in an inexcusable high loss of cans.

b. Five Gallon gasoline cans will not normally be mounted or transported as motor vehicle equipment in this theater except for units on a can drum supply basis. When required by a specific mission gasoline may be drawn from Class III supply points in cans; upon completion of which cans will be returned to the supply point.

III- TIRES, TUBES, AND TRACKS

13. Conservation of Tires and Tubes: Theater stocks of tires and tubes for occupational requirements have been established. In order to keep within these amounts, strict conservation of tires and tubes by all using units is necessary. It is not planned to requisition additional stocks from the ZI.

14. Preventive Maintenance on Tires and Tubes

a. Unit Commanders will take necessary steps to insure that tire pressures shown in TB 31-200-7, dated 23 May 1945, are used on vehicles concerned.

b. Periodic inspections will be made to check tires for even wear, correct pressure and wheel alignment.

c. As no recapping facilities are available, tires will remain on vehicles and utilized until maximum service is obtained with safety.

15. Tire and Tube Distribution

a. Issues of replacement tires and tubes will be made from Ordnance installations on a direct exchange basis, old tires and tubes being turned in at time of issue.

b. Where unserviceable tires and tubes are not available for exchange, approval of Ordnance Section Supply Division, Peninsular Base Section, will be necessary before issue is made.

c. All unserviceable tires and tubes in excess of organizational requirements will be turned in to nearest Ordnance Collection Point as they become available.

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IV-- USE OF MOTOR VEHICLES

16. Motor vehicles will be used only for official business, including the special uses set forth in paragraph 17c and 17d, below.

17. Motor vehicles owned or operated by the U.S. Army or by agencies under its control will not be used to transport civilian personnel except the following classes:

a. United States citizens employed by U.S. Government agencies or by the American Red Cross, and members of the immediate families of such citizens.

b. Members of the immediate families of U.S. military personnel.

c. When transportation is available without detriment to official business entertainers and party guests may be transported in connection with properly authorized group activities of a recreational, welfare and morale building nature. In the interest of economy, personnel in this category will, whenever possible, be transported by groups in large vehicles, rather than singly or in small numbers in several small vehicles.

d. In vehicles being used for official business, but only when their presence is necessary for the accomplishment of the official business for which the trip is being made. Transportation of employees to and from work will be considered to fall in this category, but only when such transportation is actually necessary in order to obtain needed labor.

18. Officers and enlisted personnel of allied or co-belligerent nations may be transported. They may be required to exhibit adequate identification and official documents showing them on leave or travel status.

19. Specific Provisions

a. Transportation of civilians under the provisions of paragraph 17c above may be authorized by commanding officers of separated companies, or by specifically designated field grade officers where a company is part of a larger unit. In this headquarters or major commands, authority to authenticate trip tickets for this purpose may be delegated to a limited number of specifically designated field grade officers.

b. Members of immediate families transported under the provisions of paragraphs 17c and 17b, above, and civilians transported under the provisions of paragraph 17c above, will be required to read and sign the release form contained in Inclosure # hereto, which will be prepared in both English and Italian by using units. These signed release forms will be retained in unit files for a period of one (1) year, after which they may be destroyed.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq USTOUSA Circular # 12 (Cont'd)

c. Trip tickets will be made out to a definite destination, and the names of civilian passengers will be entered either on the trip ticket or on a separate sheet of paper attached thereto.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND B. SHUBART
Colonel, AGD
Adjutant General

DISTRIBUTION:
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Incls. #1 List of Equipment in Communication Zone
#2 List of Equipment for Combat Zone Vehicle
#3 List of Organization Equipment
#4 Release Form

R E S T R I C T E D

COMMUNICATIONS ZONE VEHICLES

TOOLS AND ACCESSORIES TO BE MAINTAINED ON ALL

GENERAL PURPOSE VEHICLES

	FED. STOCK NO.	ITCUSA NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
Axe, handled, chopping, single bit, std, gr.	41-A-1277			x	x	x
Bag, tool	24-B			x	x	x
Book, Tech. Manual				x	x	x
Extinguisher, fire, hand, 1 qt.	58-E-202 (1/4)	CCC-85HD (3/4) GM-2176169 (2 1/2)		x	x	x
Form, M.D., A.G.C. No. 478				x	x	x
Gage, tire		CC-925360 SK-71808T		x	x	x
Handle, wheel wrench socket		CC-924639 (3/4) GM-2146130 (2 1/2)			x	x
Jack (Car jack)		ASF-1107 CC-924630 (3/4) FM-GPA-17080				
Jack, screw type (Hydraulic 2 1/2)	41-J-73-5 (2 1/2)	FO-A-1240 (1/4) ASF 4330 (3/4)		x	x	x
Pliers, com., slip-jt, wire cutting, 6 1/2"	41-P-1650	CC-924608		x	x	x
Rope, towing, 1" diam, 20' long				x	x	x

R E S T R I C T E D

3246

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	FED. STOCK NO.	ORDS. NO.	ORD. NO.	1/4 ton	3/4 ton	2 1/2 ton
Screwdriver, common, type III heavy duty, integral handle Class 3, 6-in	41-S-1076			x	x	x
Shovel, gun, purpose, D handled, strap back, round point	41-S-3170			x	x	x
Tube, flexible nozzle			B263936	x	x	x
Wrench, adj., crescent type single end, 8" capacity 15/16"	(12" capacity 15/16" 41-W-486 for 2 1/2 41-W-486			x	x	x
Wrench, socket, wheel nut		FM-GPW-17035 WC-A-348 (1/4) BM-45867 (3/4) CC-924579 GM-2144835 (2 1/2)		x	x	x
Bracket, tool, pion or equip. set, w/2 straps	41-B-1925				x	x
Mattock, handled, pick, 5#	41-M-720				x	
Pin, shear, two 3/4 ton four 2 1/2 ton		CC-915850 (3/4) GM-3660838 (2 1/2)				
Poulin, deck top, assembly		FM-GPW-1152700 WC-A-3216		x		

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COMBAT ZONE VEHICLES
TOOLS AND ACCESSORIES TO BE ISSUED ON GENERAL PURPOSE VEHICLES

	FED. STOCK NO.	NEGRS. NO.	O.D. NO.	1/4 ton	3/4 ton	2 1/2 ton
Ax, hand & chopping, single bit, std, pr 4#	41-A-1277			x	x	x
Bag, tool	21-B			x	x	x
Block, snatch (vehicles w/winch)		GH-366114				x
[illegible]				x	x	x
Chain, tire, pair		FT-GPW-17136 (1/4) WC-A-1133 GH-2147640 (2 1/2) AC-ES422 (3/4)		x	x	x
Crank, starting		FT-GPW-17036 (1/4) WC-A-239 GC-593306 (3/4) GC-561973 GH-2145905 (2 1/2) W/GH-2146902		x	x	x
Cover, windshield assy.		FT-GPW-110321 WC-1211		x		
Extinguisher, fire	51-E-202 (1/4)	GDC-B9HD (3/4) GH-2176169 (2 1/2)		x	x	x
Gage, tire		GC-928360 SW-7168MT		x	x	x
[illegible], (for jack)		ASH-H1c7 (3/4) GC-924630	B245134 (2 1/2)	x	x	x
Jack, screw type, Hydraulic on 2 1/2 ton	41-J-73-5 (2 1/2)	FT-GPW-17000 (1/4) WC-A-1240 ASH-4330 (3/4) GC-924608		x	x	x
Pliers, comb slip-joint, wire cutting, 6 1/2"	41-P-1650			x	x	x
Poulin, duck top, assembly		FT-GPW-1152700 WC-A-3216				
Rope, towing, 1-in diam, 20' long					x	x

3245 M-

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	FED. STOCK NO.	MEGRS. NO.	CRD. NO.	1/4 ton	3/4 ton	2 1/2 ton
Screwdriver, common, Type II heavy duty, integral handle Class B, 6-in.	41-S-1076			X	X	X
Shovel, gen. purpose, D-handled, straw back, rd. point	41-S-2170			X	X	X
Tube, flexible nozzle			D-263936	X	X	X
Wrench, adj. crescent type single end, 8", capacity 15/16"	41-W-483 (12" by 15/16" on 2 1/2) 41-W-486			X	X	
Wrench, socket, wheel nut		FH-GPW-17017A UC-637639 (1/4) HH-45867 CC-924579 (3/4) GH-21/1835 (2 1/2)				
Wire, soft iron	22-W-650			X	X	X
Tape, friction	17-T0805			X	X	X
Fan, belt	33-B-94 (3/4) 33-B-96 33-B-76 (1/4) 33-B-174 (2 1/2)			X	X	X
Pin, shear, two 3/4 ton Four 2 1/2 ton		CC-915850 (3/4) GH-3669838 (2 1/2)		X	X X	X X
Bracket, tool, pioneer, equip. set, w/2 straps	41-B-1925			X	X	X
Mattock, handled, pick 5#	41-M-720			X	X	
Handle, wrench (used w/whl nut wrench)		CC-924639 (3/4) GH-2146130 (2 1/2)		X	X	X

Declassified E.O. 12356 Section 3.3/NND No. 785015

Declassified E.O. 12356 Section 3.3/NND No. 785015

Incl. #3 to Hq ITCUSA Circular #12

ORGANIZATIONS - BASIS 1 PER 10 UNITS

1/4 Ton, 4 x 4

Adapter, grease gun, push type		AD-6517
Chain tire, pair	Base Section Only	FH-GPW-131 36 (8 per 10 vehicles) WO-A-1133
Crank starting	Base Section Only	FH-GPW-17036 WO-A-? 89
Gun, lubr. pres. push type		AD-5565
Guide, lubrication		War Dept., #501
Handle, spark plug wrench		FH-GPW-17011A WO-305715
Puller, wheel hub		FH-GPW-17090 WO-A-1339
Wrench, rear wheel bearing nut		FH-GP-17033 WO-A-652
Wrench, spark plug		FH-GP-17017A WO-637635
Wrench, drain plug		FH-GPW 17062 WO-A 1100
Wrench, fluted, socket hd, screw (For use on Transmission)		FH-GPW-17091 WO-A-1492
Wrench, hydraulic brake bleeder screw 17/64"		FH-GPW-17030 WO-A-5130

3/4 Ton, 4 x 4

Adapter, grease gun, flush type		AD-6517
Chain, tire, pair	Base Section Only	AC-ES422 (8 per 10 veh.)
Crank starting	Base Section Only	CC-598306 CC-561973
3244, lubr. pres. push type, hydr. nozzle 9 oz.		AD-5585 CC-31573
Screwdriver, cross recess head No. 2, 4 in. blade		CC-598624
Screwdriver, cross recess head No. 3, 6 in blade		CC-599325

Declassified E.O. 12356 Section 3.3/NND No. 785015

Inclosure #3 to Hq ITCUSA Circular #12 (Cont'd)

3/4 Ton, 4 x 4

Wrench, spark plug 13/16" hex.		GC-916184
Wrench, wheel brg. adj. nut		WW-JX31344 GC-916083

2 1/2 Ton, 6 x 6

Chain, tire, ext, heavy dual, pr.	Base Section Only	GM-2147640
Chain, tire, ext. heavy single, pr.		GM-2024160
Crank, starting w/bumper bracket assy		GM-2146905
Gun, lubr. pres., push type, hydro. nozzle, 16 oz		GM-128150
Screwdriver, comm., normal duty, 3-in blade 9/64 in. thick (for split types axle chassis)		GM-3663014
Screwdriver, comm., normal duty, 4-in blade, 9/64 in. thick (for split type axle chassis)		GM-3663015
Screwdriver, comm., normal duty, 6-in blade 9/64 in. thick (for split type axle chassis)		GM-3663016
Screwdriver, Phillips Type (cross recess head #1) Blade size 9/64 in. diam. by 3-in. long w/wooden handle 6 1/4 in. overall (for banjo type axle chassis)		41-S-1636
Screwdriver, Phillips Type (cross recess head #2) blade size 1/4 in. diam. by 4 in. long w/wooden handle 8 3/4 in. overall (for banjo type axle chassis)		41-S-1638
Screwdriver, Phillips Type (cross recess head #3) blade size 5/16 in. diam by 6 in. long w/wooden handle 11 in. overall (for banjo type axle chassis)		41-S-1640
Screwdriver, Phillips Type (cross recess head #4) blade size 3/8 in. diam. by 8 in. long w/wooden handle 14 1/2 in. overall (for banjo type axle chassis)		41-S-1642
Wrench, spark plug		GM-2146479
Wrench, wheel brg., adj. nut (for banjo type axle chassis)		GM-3670067
Wrench, wheel brg. adj. nut 2 3/4 in. (for split type axle chassis)		GM-2144843
Wrench, wheel brg. adj. nut, large (for split type axle chassis)		GM-2144844

Declassified E.O. 12356 Section 3.3/NND No. 785015

Inclosure #4 to Hq NTOUSA Circular #12

CERTIFICATE

In consideration of transportation about to be furnished the undersigned in a motor vehicle owned or operated by the U.S. Army or by an agency under its control, it is agreed that there shall be no liability upon the U.S. Government by reason of such transportation, and the undersigned hereby release(s) and waive(s) all claims against the U.S. Government, of every character and description, arising or which may arise by reason of or incident to such transportation.

Dated this_____day of_____, 194__.

"_____

"_____

"_____

1. Military personnel, U.S. citizens employed by U.S. Government agencies or by the American Red Cross, and civilians being transported on official business (including employees being transported to and from work) will not be required to sign this form, but this exception does not apply to members of families of U.S. military personnel, or of U.S. citizens employed by U.S. Government agencies or by the American Red Cross, for whom transportation may be authorized.

2. This form when signed will be retained in unit files for one (1) year.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JAN 24 RECD

CIRCULAR)
:
NUMBER 11)

23 January 1946

Appointment of Officers in the Regular Army I
Promotions II

I -- APPOINTMENT OF OFFICERS IN THE REGULAR ARMY

Circular Number 2, 1946, this headquarters, is amended by adding paragraph 8, as follows:

"8. It is the responsibility of all officers who have applied for appointment in the Regular Army and receive orders to return to the United States subsequent to submission of application and prior to appearance before interview board to advise the Adjutant General, Washington 25 D.C. attention AGSO-R as to their new duty station or in event of separation their home address immediately upon arrival in U.S. in order that action can be taken to insure their appearance before officer interview board in the United States."

II - PROMOTIONS

Paragraphs 9 and 10 of Sections III and IV of Circular Number 120, this headquarters, 1945 are hereby rescinded and the following instructions below substituted therefor:

"III-PROMOTION OF FIELD GRADE OFFICERS

9. Each recommendation for promotion of officers to the grades of Colonel, Lieutenant Colonel and Major, submitted to this headquarters, will include the following statements by the Commanding General or Commanding Officer of each major command.

a. Relative rank.

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

b. There is no Colonel, Lieutenant Colonel or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended. (NOTE: If surplus exists, attach lists of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4g, AR 605-12, as amended).

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

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

3242

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1385

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Hq ETOUSA Circular #11 (cont'd)

IV - PROMOTION OF WARRANT OFFICERS

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

V -- PROMOTION OF ENLISTED PERSONNEL

12. Commanders exercising promotion authority over enlisted personnel as set forth in AR 615-5, as amended, may make promotions in accordance therewith subject to the restrictions imposed by WD Circular Number 283, 19 September 1945, and policies set forth above for officer personnel, except that in lieu of statements in paragraph 4a and b, above, enlisted personnel must sign statements required for Class I or Class II volunteers. Provisions of paragraphs 5 and 8, WD Circular Number 283, 1945, are waived for the promotions of Privates to Private First Class under paragraph 1c, AR 615-5, 23 May 1945, as amended."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

EDMUND R. SPUGATZ
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 10)

17 January 1946

CURRENCY EXCHANGE CONTROL

1. Rescission. Paragraph 2, Section I, Circular No. 126, this Headquarters 1945, is rescinded.

2. Purpose: It is the policy of the Theater Commander to restrict the use of army facilities* for the exchange or transmission of funds by military personnel, War Department civilian personnel, and other authorized personnel as defined by Par 3, WD Cir 364, 8 Sep 1944, to those funds received by an individual as his personal cash pay and allowances, or in exchange through official channels for another currency received as his personal cash pay and allowances, or by cashing dollar instruments through official channels. (Par. 2c, Section I, Circular 364, WD, 8 September 1944, and par 2a, Section I, Finance Bulletin 97, 19 November 1945)

3. Issue of Currency Exchange Control Books.

a. In order to establish an effective control of exchanges and transmission of funds to accomplish the above objective, Currency Exchange Control Books will be issued to all military and War Department civilian personnel in this theater, with the exception of personnel permanently stationed in the Balkan countries or Greece. It will be the responsibility of commanders of all echelons to issue on or prior to 10 February 1946, to all military and War Department civilian personnel within their command, with the exception of personnel permanently stationed in the Balkan countries or Greece a Currency Exchange Control Book. A supply of such books will be distributed by this Headquarters to all U S Army disbursing officers in Italy. Immediately upon receipt of this circular each such disbursing officer should submit a requisition to the Office of Fiscal Director, Headquarters Mediterranean Theater of Operations, APO 512, for his initial requirements of Currency Exchange Control Books, plus an estimated three months reserve. Subsequent requisitions should be submitted at least one month prior to the estimated date of exhaustion of the supply on hand. Currency Exchange Control Books will be numbered serially and will be receipted for by number. Commanders of units will requisition Currency Exchange Control Books from the Finance Office responsible for paying their unit, and will be responsible for providing that Finance Officer with a list (in duplicate) of the personnel, by name, rank, and serial number, to whom Currency Exchange Control Books have been issued showing the number of the book issued to each individual and the amount of the initial declaration made by the individual and approved by proper authority. A triplicate copy of such list will be retained by the Commanding Officer. Finance Officers will forward the duplicate copy of each list to the Office of Fiscal Director, Mediterranean Theater of Operations, APO 512.

3241

(* As used herein, this term will be interpreted as including comparable naval facilities.)

1387

Declassified E.O. 12356 Section 3.3/NND No. 785015

b. In addition to the list required in subparagraph a, above, commanders will also provide the Finance Officer with a tabulation (in duplicate) of foreign currency, broken down by type of currency, in the possession, as of the close of business, 10 February 1946, of Post Exchanges, Post Offices, Sales Officers, Personnel Officers, and Custodians of Quasi-Official Funds, respectively, under their jurisdiction, with a separate column being used to show the currency in the possession of each classification of agency listed above, and with the names of the specific agencies or funds included in each classification, being individually listed on a supporting sheet. A triplicate copy of such tabulation will be retained by the Commanding Officer. Finance Officers will forward the duplicate copy of each tabulation to the Office of Fiscal Director, Mediterranean Theater of Operations, APO 512.

c. Each Finance Officer in the Mediterranean Theater will also forward to the Office of Fiscal Director, Mediterranean Theater of Operations, APO 512, one copy of a tabulation of foreign currency, broken down by type of currency, in the possession of the Finance Officer and his agents as of the close of business 10 February 1946. A duplicate copy of such list will be retained by the Finance Officer.

d. Unissued Currency Exchange Control Books will be kept under lock by Finance Officers and Commanding Officers.

e. A sample Currency Exchange Control Book, containing sample entries, is attached as Appendix A, to this circular.

4. Initial Declaration.

a. Effective 10 February 1946, all military and War Department civilian personnel in this theater, with the exception of permanently stationed personnel in the Balkan countries and Greece, will declare their holdings in currencies (including bank deposits) in this theater, by executing the affidavit or certificate on the front of the Currency Exchange Control Book.

b. Commissioned officers, and all other personnel authorized to certify their own pay and allowance accounts, will execute the certificate; other persons will accomplish the affidavit.

c. The initial declaration, when approved as provided below, will be entered as authorized holdings in the Currency Exchange Control Book of the individual concerned, by the officer authorized to approve the declaration.

5. Approval of Initial Declaration.

a. General officers and colonels may approve their own initial declarations.

b. Authority is delegated to commanders of all echelons down to company and similar unit level, to examine and approve initial declarations of military and civilian personnel under their command or jurisdiction in amounts not in excess of the net cash pay and allowances drawn plus funds converted from dollar instrumentalities by the individual during the three-month period immediately preceding the time of declaration, less amounts transmitted outside this theater or converted into dollar instrumentalities during such three-month period. In the case of officers assigned to staff sections in a headquarters organization, their declarations may be approved by the Chief of Section in lieu of a unit commander. Declarations of commanders of units or Chiefs of Staff Sections will require the approval of the next higher administrative commander.

Declassified E.O. 12356 Section 3.3/NND No. 785015

c. Initial declarations of individuals in excess of amount indicated in sub-paragraph b above, will require the approval of the next higher administrative commander. In the event such next higher administrative commander approves such declaration, his action will be final. In the event such declaration is disapproved, the person concerned may appeal to the officer exercising general courts-martial jurisdiction over him. Such officer will appoint a board of not less than three officers to review such action. The determination of such board, as approved or modified by the appointing authority, will be final.

6. Factors for Consideration in Approval of Initial Declaration

In determining whether an initial declaration should be approved or disapproved, all concerned will be guided by the policy outlined in Paragraph 2, above. Money received from other sources, including profits from Black Market operations, proceeds from the sale of property of any kind, and gambling profits are not considered as being within the terms of such policy.

7. Custody of Currency Exchange Control Books.

After the initial declaration has been approved and entered in the Currency Exchange Control Book, the book will be disposed of as follows:

a. Commissioned officers, and all other personnel authorized to certify their own pay and allowances accounts, will retain in their books in their personal possession.

b. In the case of all other personnel, the book will be retained by the personnel officer or certifying officer, except that it may be surrendered to the person in whose name it is issued when needed for a legitimate purpose (such as authorized travel to another country); it will be promptly taken up by the proper custodian when it has served such purpose.

8. Subsequent Entries in Book.

a. Amounts paid in lire currency to the owner of a Currency Exchange Control Book will be entered in column 3, and amounts paid to him in currencies of other foreign countries will be entered in Colum 6, by the Disbursing Officer, agent officer, cashier, or other person who makes the payment, and the amount of the balance in Column 5 or 8 will be increased accordingly. The person making the payment will authenticate such entries in Column 9 by his initials or stamp. All entries will be expressed in dollars.

b. After initial date of issuance of Currency Exchange Control Book to personnel in this theater, individuals authorized to retain books in their personal possession, must submit their books whenever they are paid for required entry of payment by the paying officer. If an individual is unable to submit his book, he will be required, prior to being paid, to establish by certificate a satisfactory reason why such book is not available, and the paying officer will provide the individual with a certificate as to the amount of the payment, to be retained by the individual as evidence that such payment was received.

3240

c. Amounts of lire currency used for the purpose of transferring funds out of the theater, exchanged for money of other foreign countries, or converted into dollar instrumentalities will be entered in the Currency Exchange Control Book in Column 4, and amounts of currency of other foreign countries used for the purpose of transferring funds out of the theater, exchanged for lire currency, or converted into dollar instrumentalities will be entered in Column 7 by the officer, cashier, or other person who receives the money for exchange, transmittal,

1389

Declassified E.O. 12356 Section 3.3/NND No. 785015

or conversion into dollar instrumentalities; the balance in Column 5 or 8 will be reduced accordingly.

d. No exchange or transfer or deposit will be made of an amount greater than the last balance shown in column 5 or column 8, whichever is applicable.

e. No entries will be made in any of the columns in the inside of the book by the owner of the book or by any other person except authorized personnel, namely the officer, cashier, or other person who pays, exchanges, or transmits the money, or issues a dollar instrument.

9. New Arrival in Theater.

a. All Finance Officers exchanging currency from outside this theater into currency in use in this theater, for military and War Department civilian personnel arriving in the theater, will furnish such person, with the exception of personnel arriving at permanent stations in the Balkan countries or Greece, with a statement in substantially the following form:

"I hereby certify that I have converted _____ dollars worth of _____ (name of country) money into _____(name of country) currency for _____(name, rank, and serial number), who has recently arrived in the Mediterranean Theater."

Such certificates will be dated and signed by the Finance Officer, giving his disbursing symbol number.

b. The individual, upon arrival at his first station in this theater, with the exception of personnel arriving at permanent stations in the Balkan countries or Greece, will be issued by his unit commander, a Currency Exchange Control Book; and such individual, in making his initial declaration of currency in his possession, will submit as supporting evidence the certificate prescribed in sub-paragraph a. above. The amount shown on this certificate will constitute the maximum initial declaration which will be approved by the commander concerned. Where deemed advisable, the appropriate provisions of Paragraph 5 above will be employed. The commanding officer concerned will provide, at the end of each month, to the appropriate Finance Officer a list (in duplicate) of the personnel, by name, rank, and serial number, to whom books have been issued during the month, showing the number of the book issued to each individual. A triplicate copy of such list will be retained by the commanding officer. The Finance Officer will forward the duplicate copy of each list to the Office of the Fiscal Director, Mediterranean Theater of Operations, APO 512.

10. Departure from Theater.

a. When an individual, upon departure from the theater on permanent change of station, with the exception of personnel leaving permanent stations in the Balkan countries or Greece, makes his final exchange of currency, his Currency Exchange Control Book will be stamped "Final Payment" and returned to the personnel officer for attachment to and forwarding with the enlisted person's service record in the case of enlisted personnel, or to the individual, in the case of officers and War Department civilian personnel, for future reference. Each officer will attach or cause to be attached, his returned book to his officers' qualification card (WD AGO Form 66-1).

Declassified E.O. 12356 Section 3.3/NND No. 785015

11. Space Exhausted in Book.

When space has been exhausted in any individual's Currency Exchange Control Book, he will be issued a new book with an initial balance equal to the final balance on his old book, but not more than the currency he then has in his possession (including bank deposits in this theater), which will be verified and approved by the commander concerned; the old book will at the same time be taken up by such commander, marked "Void", and filed with the enlisted person's service record in the case of enlisted personnel, with the officers' qualification card (WD AGO Form 66-1) in the case of officers, or with the individual earning record (WD Form 43) in the case of War Department civilian personnel.

12. Loss of Book.

a. When a Currency Exchange Control Book has been lost or destroyed, the owner will execute an affidavit or certificate* as follows:

"I (certify) (solemnly swear) (affirm) that my Currency Exchange Control Book has been (lost) (destroyed) and that _____ (amount and type of currency) which I have in my possession does not exceed the balance on my old book in the type of currency involved, less amounts exchanged or transmitted from this theater or converted into dollar instrumentalities since the book was lost or destroyed; and that this currency was obtained only from my personal cash pay and allowances, or in exchange through official channels for another currency received as my personal cash pay and allowances, or from money lawfully imported into the theater."

Upon execution of such affidavit or certificate, a new book will be issued to such person; the initial declaration will be the amount and type of currency stated in such affidavit or certificate, which will first be subject to approval by the administrative commander concerned.

b. Military personnel and War Department civilian personnel who claim to have lost their books and who request transmittal service, exchange or conversion service, and/or the purchase of dollar instrumentalities, at finance or postal facilities, will not be granted such service (PTA, Spearhead Deposit, Postal Money Order, Soldier's Deposit, War Bonds, Military Payment Orders, etc) but may exchange into other currencies a nominal amount sufficient to overcome a demonstrated emergency pending issuance of a new card.

c. The provisions of this paragraph are not applicable to personnel permanently stationed in the Balkan countries or Greece.

3239

13. Issuance of New Books.

a. When a new Currency Exchange Control Book is issued in accordance with the provisions of either Paragraph 11 or 12 above, the following certificate will be entered or stamped on the card and signed by the appropriate issuing officer (commanding officer, personnel officer, or certifying officer).

(* See Paragraph 4b)

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular #10 (cont'd)

"This Currency Exchange Control Book has been issued to replace Book No.____, because *(space has been exhausted) (book has been lost or destroyed)

_____
(Signature, grade and orgn of issuing officer**)

(* Strike out words not applicable)
(**Commanding officer, personnel officer, or certifying officer)

b. The commanding officer concerned will submit, at the end of each month, to the appropriate finance officer a list (in duplicate) of the personnel, by name, rank, and serial number, to whom new books have been issued during the month under the provisions of Paragraph 11 or 12 above, showing the number of the book issued to each individual, and the reason for its issuance. A triplicate copy of such list will be retained by the commanding officer. The finance officer will forward the duplicate copy of each list to the Office of the Fiscal Director, Mediterranean Theater of Operations, APO 512.

14. Importation of Money.

a. With the exception of personnel in the Balkan countries or Greece, when any person cashes a Treasury Check, Travelers Check, Military Payment Order, Money Order or similar instrument, thus making an importation of money into this theater, the Finance Officer, cashier, or other person cashing such instrument will furnish the individual with a certificate, dated, signed and stamped with his block stamp or APO stamp, substantially as follows:

"I certify that I have on this date cashed a (Treasury Check) (Travelers Check) (Military Payment Order) (Money Order) for _____(name, rank, and organization) in the amount of $_____ or equivalent."

b. Such certificate together with the Currency Exchange Control Book in the case of officer and War Department civilian personnel, will then be presented to the Commanding Officer concerned for entry in the book of the amount stated in such certificate. The certificate will thereafter be retained with that Currency Exchange Control Book until the latter is used up and replaced as provided in Paragraph 11 above.

c. Any entry of imported funds in the Currency Exchange Control Book not supported by the physical presence of the certificate referred to in sub-paragraph a above will be investigated to determine the possibility of a false or unauthorized entry.

15. Currency Exchanges in General.

In addition to those provisions above which deal with the exchange of one foreign currency for another foreign currency, such currency exchanges will not be made without presentation by the applicant therefor of proper travel orders and/or compliance with such other regulations as may be promulgated by the Theater Fiscal Director or by the War Department.

1392

Declassified E.O. 12356 Section 3.3/NND No. 785015

16. Verification of Numbers on Books.

a. Finance Officers will, on three or more representative days per month, to be selected at random by each Finance Officer concerned, check the numbers of the Currency Exchange Control Book of each individual who makes a request for a transmittal of funds, exchange or conversion, or purchase of a dollar instrument, against the corresponding number appearing on the list of number of books issued to personnel, provided to the Finance Office by the appropriate commanding officer. If the individual has been issued a book since the first of the month, and the Finance Officer therefore has not yet received the monthly list containing the number of the book, the Finance Officer, wherever possible, should verify the number by telephoning the issuing officer.

b. When a Finance Officer receives a request for a transmittal of funds, exchange or conversion, or purchase of a dollar instrument, from an individual not assigned to a unit normally paid by the Finance Officer, the procedure in sub-paragraph a will not be applicable. In such cases, as well as in all other cases, it will be the responsibility of Finance Officers to satisfy themselves as to the legitimacy of the currency transaction and the identification of the individual requesting the transaction.

c. On pay day, the commanding officer of a unit will verify the numbers of Currency Exchange Control Books submitted by individuals for entry of amounts received as pay, against his retained list of numbers of books issued to such personnel.

17. Procedure in Balkan Countries and Greece.

a. Although personnel permanently stationed in the Balkan countries or Greece will not be issued Currency Exchange Control Books while permanently stationed in these areas, if such personnel are subsequently assigned to a permanent station in Italy, where such books are in use, the Disbursing Officer in the Balkan countries or Greece who makes a final exchange into lire currency for the individual prior to his travel to Italy, will furnish the individual with a statement in substantially the following form:

"I hereby certify that I have converted_____dollars worth of_____(name of country) money into Italian lire currency for_____(name, rank, and serial number), who has been assigned to a permanent station in Italy."

Such certificates will be dated and signed by the Finance Officer, giving his disbursing symbol number.

3238 b. The individual upon arrival from the Balkans or Greece at his new permanent station in Italy, will be issued by his unit commander a Currency Exchange Control Book; and such individual, in making his initial declaration of currency in his possession, will submit as supporting evidence the certificate prescribed in sub-paragraph a, above. The amount shown on this certificate will constitute the maximum initial declaration which will be approved by the commander concerned. Where deemed advisable, the appropriate provisions of Paragraph 5 above will be employed.

1393

Declassified E.O. 12356 Section 3.3/NND No. 785015

18. Definition of Dollar Instrumentalities.

The term dollar instrumentalities as used in this circular, will be interpreted to include military payment orders, spearhead deposits, soldier's deposits, War Bonds, U.S. Treasury checks, and those types of money orders and travelers checks authorized to be cashed by a U. S. Army Disbursing Officer under the provision of Section II, War Department Circular 364, 8 September 1944.

19. Violation.

Any false or unauthorized entry in a Currency Exchange Control Book, any improper exchange, transmittal of currency, or conversion into a dollar instrument, or any other violation or evasion of the terms of this circular, will be dealt with by appropriate disciplinary action.

20. Other Types of Authorized Personnel.

a. The instructions in the preceding paragraphs apply to military personnel and War Department civilian personnel. Other types of authorized personnel, as defined by Paragraph 3, WD Circular 364, 8 September 1944, in submitting foreign currency to U. S. Army Finance Officers for transmittal, exchange or conversion, and/or the purchase of dollar instrumentalities, after 10 February 1946, will not only comply with existing directives on exchange control (War Department Circular 364, 8 September 1944; Finance Bulletin 97, 19 November 1945; pertinent Mediterranean Theater of Operations Circulars; pertinent Finance Circular Letters, Office of Fiscal Director, Mediterranean Theater of Operations; and amendments thereto) but will also submit to the Finance Officer concerned the following certificate, signed by both the individual submitting the request and the individual's immediate supervisor:

> "I certify that the following foreign currency _____ (amount and type) which is hereby submitted for transmittal, exchange or conversion, or the purchase of a dollar instrument, has been obtained only through my personal cash pay and allowances, or in exchange through official channels for another currency received as my personal cash pay and allowances, or by cashing dollar instruments through official channels."

b. Finance Officers will retain the foregoing certificate, and will take such precautionary steps as necessary to verify that amounts transmitted, exchanged or converted, or used for purchasing dollar instruments by the foregoing personnel during the month are not excessive.

c. If an individual submitting a request for transmittal, exchange or conversion, or purchase of a dollar instrument does not have an immediate supervisor in this theater, he should make a statement to that effect in his certificate, and the requirement that his supervisor sign his certificate will then be waived.

Declassified E.O. 12356 Section 3.3/NND No. 785015

21. Responsibility of Commanders:

It will be the responsibility of commanders of all echelons to bring the provisions of this circular to the attention of all personnel within their command.

BY COMMAND OF LIEUTENANT GENERAL LEE:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

OFFICIAL

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

Encl: Appendix "A"

DISTRIBUTION:
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Fiscal Section, 100 extra

1395

Declassified E.O. 12356 Section 3.3/NND No. 785015

NOTICE

ANY FALSE OR UNAUTHORIZED ENTRY IN THIS BOOK, AND IMPROPER EXCHANGE OR TRANSMITTAL
VIOLATION OR EVASION OF THE TERMS HEREOF, WILL BE DEALT WITH BY APPROPRIATE

IMPORTANT

READ INSTRUCTIONS ON BACK COVER BEFORE MAKING ANY ENTRIES IN TH

			ALL AMOUNTS WILL BE EXPRESSED IN DOLLARS				
			FOR TRANSACTIONS IN LIRE CURRENCY			FOR TRANSACTIONS IN OTHER C	
No.	1 Date	2 Description	3 Amount Received	4 Amt. Transmitted, Exchanged or converted into Dollar Instruments	5 Balance Available	6. Amount Received	7 Amt. Transmitted, Exchanged or converted into Dolla Instruments
	10 FEB 46	Approved initial *Declaration *Balance			100.00		
1.	28 FEB 46	Pay	70.00		170.00		
2.	5 MAR 46	PTA		30.00	140.00		
3.	10 MAR 46	EX		70.00**	70.00		
4.	20 MAR 46	EX	25.00***		95.00		
5.	31 MAR 46	PX	80.00		175.00		
6.	10 APR 46	EPO		75.00	100.00		
7.	18 APR 46	EP	50.00		150.00		
8.	20 APR 46	EX		35.00****	115.00	35.00****	
9.	27 APR 46	EX	5.00		120.00		5.00

*Strike out word not applicable
**Conversion into Yellow Seal Dollars for 10 days T/D trip to Greece
***Conversion from Yellow Seal Dollars upon return from 10 day T/D trip to Greece
****Conversion into Swiss Francs for 7 day leave trip to Switzerland

Declassified E.O. 12356 Section 3.3/NND No. 785015

1396

NOTICE

THIS BOOK, AND IMPROPER EXCHANGE OR TRANSMITTAL OF CURRENCY, OR ANY OTHER TERMS HEREOF, WILL BE DEALT WITH BY APPROPRIATE DISCIPLINARY ACTION

IMPORTANT

ON BACK COVER BEFORE MAKING ANY ENTRIES IN THIS BOOK

AMOUNTS WILL BE EXPRESSED IN DOLLARS					
S CURRENCY		FOR TRANSACTIONS IN OTHER FOREIGN CURRENCIES			
tted, con- Dollar	5 Balance Available	6. Amount Received	7 Amt. Transmitted, Exchanged or converted into Dollar Instruments	8 Balance Available	9 AUTHENTICATION
	100.00				Pers Off. RJB
	170.00				Class A Agent PSR
	140.00				130th Disb Soc. SHB
	70.00				130th Disb Soc. SHB
	95.00				130th Disb Soc. SHB
	175.00				Class A Agent PSR
	100.00				130th Disb Soc. SHB
	150.00				Pers Off. RJB
	115.00	35.00***		35.00	Class B Agent TF
	120.00		5.00	30.00	Class B Agent TF

for 10 days T/D trip to Greece
upon return from 10 day T/D trip to Greece
ay leave trip to Switzerland

Declassified E.O. 12356 Section 3.3/NND No. 785015

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JAN 16 RECD

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 9)

12 January 1946

VOLUNTARY RETENTION ON ACTIVE DUTY FOR OFFICERS

So much of Circular Number 8, this headquarters, 1946, as reads, Paragraph 4, Circular Number 6 , is amended to read, Paragraph 4, Circular Number 3.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. HAEBLEN
Brigadier General, GSC
Acting Chief of Staff

EDITH R. SHUGART
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

3235

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 8)

11 January 1946

VOLUNTARY RETENTION ON ACTIVE DUTY FOR OFFICERS

Paragraph 4, Circular Number 6, this headquarters, 1946, is rescinded and the following substituted therefor:

"4. Report required by paragraph 6, reference circular, will be prepared by AGMRU, this headquarters. Individual cards for all officer personnel (as of 31 January 1946) will be forwarded by AGMRU to all units on 6 February 1946 accompanied by letter of instructions."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 7)

7 January 1946

DISPOSAL OF SURPLUS INSTALLATIONS
AND RELEASE OF REAL PROPERTY

Paragraph 7b, Circular Number 111, this headquarters, 1945, is rescinded and the following substituted therefor:

7. Report of excess fixed installations and disposal actions

"b. In order to complete the records of Fixed Installations, Engineer Form Number 1266, Part E, (Report of Disposal) must be submitted to this headquarters in 4 copies upon completion of disposal action on all installations for which Engineer Form 1266, Part A, B & C are required whether installations are surplussed by the Theater Commander under delegated authority or by the War Department. On surplus installations reported for disposition to the OFLC, whether by delegated authority or by WD authority, a preliminary report on Part E will be submitted with a statement under "Remarks" indicating that the installation has been reported to the OFLC and the date of such action. When disposal action is completed a final report (submitted on Part E) will be submitted and will indicate in "Remarks" to whom custody of the installation was released and the date of such final disposal action."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. HAEBLEN
Brigadier General, GSC
Acting Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 6)

6 January 1946

NON-APPROPRIATED FUNDS

Circular Number 62, this headquarters 1945, as amended by Circular Number 98 and 102, 1945, is further amended by the addition of the following:

24. All references to the Theater Central Welfare Fund are hereby construed to include MTOUSA Central Welfare Fund.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

A. L. KAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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HEADQUARTERS
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APO 512

CIRCULAR)
:
NUMBER 5)

5 January 1946

Amendment to MTOUSA Circular Number 120, 1945 I
War Trophies II
Payment of Mustering Out Pay III
Army Post Office Inspections IV

I -- AMENDMENT TO MTOUSA CIRCULAR NUMBER 120, 1945

Paragraph 8, Circular Number 120, this headquarters, 1945, is rescinded and the following substituted therefor:

"8. Recommendations for promotion will be submitted on the form attached as Inclosure #1, through command channels to this headquarters."

II - WAR TROPHIES

Reference: Paragraph 2a, MTOUSA Circular Number 94, 1945, as amended.

1. The following is a clarification concerning the definition of War Trophies:

War Trophies will be confined to enemy equipment, such as firearms, military clothing, swords, knives, helmets, binoculars, and similar small items of individual equipment.

2. Equipment such as automobiles, airplanes, motorcycles, surgical and dental instruments, are not war trophies and will not be certified as such.

3. Articles which were the personal property of an individual or organization, such as silverware, china, linen, furniture and clothing, jewelry, etc., will not be certified as trophies. Items of this nature may be purchased but must be accompanied by bills of sale from legitimate dealers in order to avoid confiscation.

4. Trophies desired by U.S. organizations will not be authorized without the specific approval of the War Department.

3231 -

5. It is desired that necessary inspections be made of U.S. troops and civilians to insure compliance with the above provisions.

III- PAYMENT OF MUSTERING OUT PAY

The following provisions of cable WCL 31813 dated 27 December 1945, from the War Department are reproduced for the guidance of all concerned.

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Hq MTOUSA Circular Number 5 (cont'd).

Men eligible for mustering out pay who are discharged for purpose of enlistment in Regular Army under provisions of WD Circular 310 will if they so elect be paid the mustering out pay upon discharge.

When eligible soldier elects payment but for any reason mustering out pay is NOT paid upon discharge for purpose of enlisting in Regular Army, pending changes in TM 12-230, the following notation will be entered under remarks Financial in Service Record being closed and new Service Record being opened that "Soldier elected to receive mustering out pay upon discharge (state date) but payment was NOT made overseas, soldier advised mustering out payment would be made at Reception Station or Processing Center after arrival in the UNITED STATES.

In such cases similar notation should also be made on discharge certificate.

IV - ARMY POST OFFICE INSPECTIONS

Section II, Circular Number 30, this headquarters, 1945, is rescinded and the following substituted therefor:

"II - ARMY POST OFFICE INSPECTIONS

2. Reference is made to paragraph 48, FM 12-105, 7 May 1943, as amended, which requires that the responsible commander designate an officer to make a quarterly surprise inspection of Army Post Offices and money order units thereof. The required inspections in this theater will be made by officers assigned to Headquarters P.B.S. or under direction from that 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.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

/s/ Edmund A. Shugart

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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Staff Writer type 2

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JAN 16 RECD

CIRCULAR)
: 4 January 1946
NUMBER 2)

APPOINTMENT OF OFFICERS IN THE REGULAR ARMY

1. Reference is made to WD Cable WCL 32780, dated 29 December 1945, a copy of which is attached as an inclosure.

2. The Officers Interview Board will be appointed by this headquarters.

3. The Commanding Officer, 300th General Hospital, will appoint a Board of Officers to conduct the specified medical examination.

4. The 7th Replacement Depot is designated as MTOUSA Personnel Center with the following responsibilities:

a. Providing quarters and rations to applicants during processing.

b. Administering and scoring Survey Test.

c. Providing facilities for medical board to conduct required physical examinations.

d. Supervising completion of the Biographical Information Blank by applicant.

e. Providing facilities for Officers Interview Board, including necessary office space, equipment, and stenographer.

f. Transmission of all papers pertaining to the applicant when completed including comments and recommendations of the Interview Board, securely fastened without use of staples which puncture the paper, to this headquarters not later than 10 March 1946. In the case of any applicant failing to achieve the minimum score on General Survey Test or failing to pass the required physical examination, full details will be included.

5. Immediate commanders of applicants will forward duplicate copies of applications to arrive at the 7th Replacement Depot not later than 10 February 1946. Mailing address:

3230 - Commanding Officer
7th Replacement Depot
APO 372, U. S. Army

6. Applications of applicants not on active duty will be submitted to this headquarters in duplicate to arrive not later than 10 February 1946.

R-E-S-T-R-I-C-T-E-D

1404

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7. Personnel will be ordered to proceed to the personnel center for necessary processing on dates designated by this headquarters.

BY COMMAND OF LIEUTENANT GENERAL LEE:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

OFFICIAL:

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

2 Inclosures:
WD Cable WCL 32788
WD Cable WCL 33485

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Reproduced by Hq 2675th Regt ALCOM (Ovhd)
APO 394, 12 January 1946 SEH

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Incl #1 to MTOUSA Circular Number 2

FILED: 292126Z
PRIORITY

PARAPHRASE UNNECESSARY
UNCLASSIFIED

AFSC N 538/30

FROM: AGWAR FROM WITSELL ACTING TAG

TO : USUAL ADDRESSES

REF NO THIS MESSAGE: WCL 32780

29 December 1945

AGSO-R

The President has approved legislation authorizing integration of qualified reserve and AUS Officers into the Regular Army.

It is directed that the following information be dissominated to all Commands under your jurisdiction and that maximum publicity be given in news-paper and news press releases. The War Department circular is being distributed.

Pending distribution, the following is furnished: Subject:"Appointment of Officers to the Regular Army".

1. General.

(A) Public Law No. 281 28 December 1945 authorizes the procurement of additional male Regular Army Officers to increase the commissioned strength of the Army to 25000. All appointments underthis law will be made prior to 6 months subsequent to enactment.

(B) Appointment will be made in the grades of 2nd Lieutenant, 1st Lieutenant, Captain or Major. No Officer will be appointed in a grade higher than that which he held in war time.

(C) The grade and rank of an appointee will be determined in accordance with the amount of constructive service or actual commissioned service, which ever is the greater, with which he is credited as indicated in paragraph 3, below.

(D) An officer appointed under the provisions of this circular who at the time of appointment is holding a temporary commission whether on active or inactive status, in a higher grade will retain such temporary commission until reduced in the general reduction program of temporary grades for other Regular Officers. Appointment in the Regular Army will NOT militate against promotion to a higher temporary grade

3229 -

2. Eligibility for appointment. Any male citizen who served on active duty as a Commissioned Officer in the Army of the United States or any component thereof at any time between 7 December 1941 and the date of enactment and was NOT separated therefrom under other than honorable conditions is eligible for appointment under the provisions of Public Law No.281. Applicants in this category who are now Enlisted Men will be discharged for the convenience of the Government to accept Commissions in the Regular Army if selected.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Incl. #1 to MTOUSA Circular Number 2 (cont'd).

REF NO THIS MESSAGE: WCL 32780 (continued) 29 December 45

3. Determination of service credit.

(A) Constructive service credit will be given for the number of years, months and days by which the applicants age on the date of appointment exceeds 25 years.

(B) Actual commissioned service to be credited to each applicant will be the number of years, months, and days the applicant, after attaining the age of 21 years, was on active federal service as a Commissioned Officer in the Army of the UNITED STATES or any of its components, between 7 December 1941 and the date of appointment, provided that in computing the total period of active federal service of any such person who was honorably discharged or placed in inactive status subsequent to 12 May 1945 shall be credited with service from the date of such discharge or relief from active duty to the date of appointment.

4. Determination of grade to which appointed.

(A) The grade in which an individual will be commissioned will be determined by the amount of constructive or actual commissioned service, whichever is greater, computed as indicated in paragraph 3(A) and (B), above. Based upon this, appointments will be made in grades in the several arms and services as follows:

(1) Promotion list arms and services (except Adjutant General's Department and Judge Advocate General's Department). 2nd Lieut less than 3 years service, 1st Lt 3 or more but less than 13 years, Captain 10 or more but less than 17 years, Major 17 or more but less than 23 years.

(2) The Adjutant General's Department and Judge Advocate General's Department: (See paragraph 6(A) and (4) below Captain 10 or more but less than 17 years, Major 17 or more but less than 23 years.

(3) Medical Corps, Dental Corps, Veterinary Corps, and Corps Chaplains: 1st Lieut less than 3 years service, Captain 3 or more but less than 12 years, Major 12 or more but less than 20 years.

(4) Pharmacy Corps; 2nd Lieut less than 3 years service, 1st Lieut 3 or more but less than 6 years, Captain 6 or more but less than 12 years, Major 12 or more but less than 20 years. Medical Administrative and Sanitary Corps Officers of the Army of the UNITED STATES may be appointed in the Pharmacy Corps under the provisions stated herein for that Corps. As this is an interim measure, special educational requirements for the Pharmacy Corps are waived.

(B) NO person will be appointed as a Commissioned Officer of the Regular Army under the provisions of Section 4 of the Act of 28 December 1945.

1407

Declassified E.O. 12356 Section 3.3/NND No. 785015

4(B) cont'd

(1) In a promotion list arm or service if he would upon appointment receive credit for 23 or more years of service under section 5 of the Act, or has attained his 48th birthday.

(2) In the Medical Corps, Dental Corps, Veterinary Corps, Pharmacy Corps or Corps of Chaplains, if upon appointment he would receive credit for 20 or more years of service, or has attained his 45th birthday.

5. Determination of rank.

(A) An individual appointed under the provisions of Public Law No. Oec (281) (?) will rank immediately below Officers in the same grade already in the Regular Army with an equivalent or next greater length of service.

(B) Among the newly appointed Officers in the same grade, where ever 2 or more are credited with the same amount of service (see paragraph 3, above) order of rank will be determined by seniority of age. In cases of identical age, it will be determined by the greater amount of active commissioned federal service. Where both age and length of active commissioned federal service are identical, it will be determined by composite score.

6. Method of application.

(A) Applications will be submitted so as to reach the Adjutant General's office, WASHINGTON 25, DC, NOT later than 1 March 1946. Applications must be made on WD AGO form 62, 1 November 1945. Applications received by the Adjutant General, WASHINGTON 25, DC, after 1 March 1946, will NOT BE considered. A formal application will be required regardless of whether or NOT a statement of interest or other form of application has been submitted previously. Each application will be prepared in duplicate. Both the original and duplicate will be signed and distributed as follows:

(1) An applicant on active duty will submit the application in duplicate through his immediate Commander.

3228

(2) An applicant NOT on active duty or who is now on terminal leave will submit the application in duplicate direct to the Adjutant General, War Department, WASHINGTON 25, DC, Attention: AGSO-R or, if residing outside the continental limits of the UNITED STATES, to the Commander of the Theater in which residing.

(3) An Officer who desired to apply for appointment in the Judge Advocate General's Department and had less than 10 years constructive or actual commissioned service, but is between the age of 30 and 35 years, will submit his application and be processed in the manner prescribed by

Declassified E.O. 12356 Section 3.3/NND No. 785015

(3) (cont'd)
this circular. Such applicant will be considered for appointment in the grade of Captain under the provisions of Section 24E of the National Defense Act. Inasmuch as appointees under the mentioned section of the National Defense Act must be Reserve Judge Advocates, applications will be accompanied in appropriate cases by application for appointment in the Judge Advocate General's Department Reserve.

(4) Officers under the age of 35 years who desire to apply for commission in the Adjutant General's Department, may do so regardless of the limitation as to age and grade stated in paragraph 4(a) (2) of this circular. Officers applying for the Adjutant General's Department in this group if selected for appointment, will be commissioned in another branch and detailed in the Adjutant General's Department until eligible for transfer.

(5) Officers desiring service in Corps of Military Police will designate under item 13 of the application form, "Inf (CMP)".

(B) If application is made for commission in arm or service other than that in which the applicant was originally commissioned, or in which the major portion of his active duty was served, all special qualifications for appointment in the arm or service for which application is made will be stated under "Remarks" item No. 25 on the application form. For example an applicant who desires appointment in the Air Corps as a Signal Officer will enter under item 13 of the application for as the first choice of arm or service "Air Corps (Signal Officer)", and will set forth his qualifications under item 25 of the application. The applicant will also state any technical qualifications which he may possess which are in accordance with any of the special technical qualification given in paragraph 14, below. An applicant desiring a commission in the Air Corps will indicate under "Remarks" the technical specialty and/or aeronautical rating for which he is best qualified. The applicant will list his qualifications for appointment as given in paragraph 14 covering qualifications for aeronautical rating and/or technical specialties in the Air Corps. In addition, an applicant who will accept a commission in an arm or service NOT listed as his first or second choice will indicate such acceptance by entering under "Remarks" item 25 of the application blank, the following:

"I will accept a commission in any arm of service"

7. Indorsement to application.

Declassified E.O. 12356 Section 3.3/NND No. 785015

7. (cont'd)

(A) If the applicant is on active duty, his immediate Commander will indorse the application forms and forward the original so as to reach the Adjutant General, WASHINGTON 25, DC, Attention AGSO-R NOT later than 1 March 1946. The immediate Commander (Indorsing Officer) will prepare 1 copy only of the Officer Evaluation Report (WD AGO FRT 461) and submit it along with the original of the application to the Adjutant General, WASHINGTON 25, DC. If an Officer, Evaluation Report on the applicant has been submitted previously to the Adjutant General, WASHINGTON 25, DC by the same immediate Commander (Indorsing Officer) which covers a period of a least 3 months prior to cessation of hostilities, the forwarding indorsement will so state and a new Officer Evaluation Report will NOT be required.

(B) The duplicate copy of the application will be forwarded by the immediate Commander (Indorsing Officer) at the same time to the Commander of the Personnel Center (see list, paragraph 15)nearest the station of the applicant, or in the case of overseas, to the Commander of the nearest installation which has been designated by the Theater Commander to process applicants.

8. Officers NOT on active duty.

(A) For those residing within the continental UNITED STATES (exclusive of ALASKA).

(1) The Adjutant General will forward the duplicate application NOT later than 1 March 1946 to the Commander of the Personnel Center nearest the applicant's home.

(2) Immediately upon receipt of the application by the Adjutant General, steps will be taken to procure an Officer Evaluation Report from the most suitable of the former Commanders listed on the application.

(B) For those residing outside the UNITED STATES, including ALASKA:

(1) Upon receipt of applications, from applicants NOT on active duty but residing in his Theater, the Theater Commander or the Commanding General, Alaskan Department, will transmit the duplicate copy to the Commander of the nearest installation designated by him to process applicants.

3227 -

(2) Upon receipt of the application in duplicate by the Theater Commander, or Commanding General, Alaskan Department, if one of the former Commanders listed thereon is under his jurisdiction or resides within the limits of his Command, he will take the necessary steps.

PARAPHRASE UNNECESSARY
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Declassified E.O. 12356 Section 3.3/NND No. 785015

REF NO THIS MESSAGE: WCL (continued) 29 December 1945.

(2) (cont'd).

to secure an officer Evaluation Report from such Officer and transmit the Officer Evaluation Report and the original of the application so as to reach the Adjutant General, Attention AGSO-R, NOT later than 1 March 1946. In event none of the former Commanders listed by the applicant are under the jurisdiction of the Theater Commander, or the Commanding General, Alaskan Department, or do NOT reside within the limits of his Command, the Theater Commander, or the Commanding General, Alaskan Department, will transmit immediately the original copy of the application to the Adjutant General, Attention AGSO-R.

9. Processing of applicants.

(A) Applicants stationed or residing in the continental UNITED STATES will be processed at Personnel Centers, and those outside the continental UNITED STATES, including ALASKA, at such places as may be designated by the Theater Commander or Commanding General, Alaskan Department. Hereinafter, references to Service Commander will include Theater Commanders and Commanding General, Alaskan Department. References to Commanders of Personnel Centers will include Commanders of installations designated to process applicants.

(B) The processing of an applicant which is a responsibility of the Personnel Center Commander, includes the following:

(1) Receipt of duplicate application. Errors in preparation will be adjusted by the applicant when he appears for examination.

(2) Administering and scoring the general survey test.

(3) Physical examination.

(4) Completion by the applicant of the biographical information blank.

(5) Interview by Officers Interview Board (see paragraph G below).

(6) Transmission of the above completed papers by air or the most expeditious method to the Adjutant General, WASHINGTON 25, DC, Attention AGSO-R. All papers, with the exception as set forth in paragraph 9(E) (1) (2) (3), pertaining to an applicant to be submitted together, when completed, securely fastened without the use of staples which puncture the paper.

(C) As soon as practicable, after the receipt of a duplicate application at a Personnel Center from an Officer on active duty, the Personnel Center Commander will request the appropriate Commander

Declassified E.O. 12356 Section 3.3/NND No. 785015

(C) (cont'd)

in whose jurisdiction the applicant is stationed to issue necessary orders for the applicant to proceed to the Personnel Center specifying the date on which he should arrive. In the event the applicant is NOT on active duty, the Commander of the Personnel Center will request the applicant in writing to proceed to the Personnel Center at NO expense to the Government, specifying the date on which he should report.

(D) Upon reporting to the Personnel Center, an applicant will be given the general survey test (WD AGO FMT 552). An applicant who fails to meet the requirements of this test will be disqualified and so notified immediately. However, any candidate possessing a degree from a recognized college or university who fails to complete the general survey test satisfactorily may present his own certificate to the effect that he possesses a degree from a college or university to the proper authorities at the Screening Center and receive authorization to complete the balance of the integration instruments. This certificate will be forwarded to the Adjutant General and the eligibility of this Officer for appointment in the Regular Army will be reviewed by a board of General Officers appointed by the War Department. Any candidate with an outstanding record in World War II as evidenced by Medal of Honor, Distinguished Service Cross or Distinguished Service Medal who fails to complete satisfactorily the general survey test is hereby authorized to proceed with the remainder of the integration tests.

(E) Each applicant who satisfies the requirements of the general survey test will be given a final type(Officer appointment type) physical examination as provided in AR 40-105 and Circular 59, WD, 1945. In addition, in the case of candidates being examined for flying status, the standards set forth in AR 40-110 will be applicable. The report of physical examination, with the exception of those made on applicants who are to serve on a flying status, will be recorded on WD AGO form 63. The report of physical examination made on applicants who are to serve on flying status will be recorded on WD AGO form 64. These reports of physical examination will be routed as follows:

(1) The physical examination reports, WD AGO form 63, original and 1 copy, on applicants other than personnel to be on flying status, who meet the standards prescribed in AR 40-105, will be forwarded to the Commanding General of the Theater, Service Command, or Military District of WASHINGTON for an opinion by the surgeon as to acceptability. If approved the original and 1 copy will be

3226

Declassified E.O. 12356 Section 3.3/NND No. 785015

9 (E) (cont'd)

(2) forwarded to the Adjutant General, WASHINGTON 25, DC, Attention AGSO-R, by air mail without delay. Physical examination report, WD AGO form 64, original and 2 copies on all applicants for flying status will be forwarded by the examining board directly to the Surgeon General, WASHINGTON 25, DC, by air mail without delay.

(3) In each instance where the individual does NOT meet physical standards as prescribed in the above cited regulations, the examining board will state whether or NOT a waiver is recommended; full information regarding the defect and the reason for recommendations on waiver will be included in each report. Where such recommendation is made, these reports of physical examination will be forwarded by the examining board directly to the Surgeon General, WASHINGTON 25, DC, and the applicant will receive authorization to complete the balance of the selection examination. The Commanding General of each Service Command, Theater, and the Military District of WASHINGTON will establish the required number of qualified medical examining teams. The specialists referred to in chart 1 of TM 8-255 will be represented on each team. The teams established for performing the physical examinations will be augmented by a sufficient number of flight surgeons or aviation medical examiners for the examination of personnel who are to serve on a flying status. Abnormal findings, such as hypertension tachycardia, albuminuria, and glycosuria, will be rechecked in accordance with the provisions of appropriate army regulations, or in the absence of specific instructions they should be rechecked sufficiently to exclude error and determine the applicant's true physical condition. The report of physical examination will be transmitted as indicated above by air or the most expeditious method.

(F) Each applicant who passes the general survey test and is physically qualified will complete the biographical information blank, (WD AGO FRT 459) and will appear before the Officers Interview Board (see paragraph (G), below).

(G) (1) Interview Boards which operate in the UNITED STATES, excluding ALASKA, will be appointed by the War Department. Those which operate outside the UNITED STATES, including ALASKA, will be appointed by Theater Commanders; and Commanding General Alaskan Department.

(2) Each board will consist of 5 Regular Army Officers and 1 alternate senior in permanent grade to the prospective Regular Army permanent grade of the applicant. Each board will be headed by a General Officer and will consist of at least 1 representative from each of the major Commands.

Declassified E.O. 12356 Section 3.3/NND No. 785015

9. (C) (cont'd)

(3) Theater Commanders and Commanding General, Alaskan Department will appoint the necessary boards in their respective Theaters assuring that each major Command is represented by at least 1 member.

(H) Upon completion of the steps prescribed in subparagraph (F), above, the applicant will be released and all pertinent papers will be forwarded to the Adjutant General, WASHINGTON 25, DC, attention AGSO-R, in the most expeditious manner.

(I) Applications of those who fail to pass either the general survey test or the physical examination will be forwarded to the Adjutant General, Attention AGSO-R, with a statement as to reason for failure.

(J) All papers will be forwarded to the Adjutant General, WASHINGTON 25, DC, by registered air mail NOT later than 20 April 1946.

10. Action by the Adjutant General.

(A) If the Officer Evaluation Report submitted does not represent a period of at least 3 months prior to cessation of hostilities, the Adjutant General will take such steps as are necessary to procure an Officer Evaluation Report from the most suitable Officer listed under item 24 of the application.

(B) The Officer Evaluation Report, biographical information blank and the Officers Interview Board report will be scored and the composite score of the applicant determined.

(C) The Adjutant General will transmit the following to major Command in whose jurisdiction the applicants first schoice of arm or service falls NOT later than 20 May 1946:

(1) The application.

(2) The composite score.

(3) 201 file.

(4) Efficiency report file.

3225 - 201 and Efficiency files and all pertinent papers will be returned to the Adjutant General, Attention AGSO-R, within 2 weeks subsequent to receipt, subject to the provisions of paragraph 10 (D), below.

(D) In case an applicants first and second choices are for commission in components NOT a part of the same major Command, all papers pertaining to his case will be returned to the Adjutant General

Declassified E.O. 12356 Section 3.3/NND No. 785015

REF NO THIS MESSAGE: WCL 32780 (continued) 29 December 1945.

10. (D) (cont'd)
attention AGSO-R, within 2 weeks subsequent to receipt. Upon receipt, the Adjutant General will transmit all papers to the Commanding General of the major Command of second choice. The Major Command of second choice will return all papers and files as listed in paragraph 10 (C), above.

11. Action by major Commands.

(A) Upon receipt of the papers referred to in paragraph 10(C), above, the names of applicants will be listed by grade for which eligible in order of composite scores within the arms or services of the applicants choices expressed on his application.

(B) The records of each applicant will be examined to determine whether there is anything which, in the opinion of the major Command concerned, would make his appointment undesirable. In the event such is the case, all papers will be returned to the Adjutant General, Attention AGSO-R, together with a detailed statement as to the reason for rejection. Even though rejected by a major Command of first choice, action as indicated in paragraph 10 (D) above, will be taken prior to referral to the War Department Review Board.

(C) When all applications have been received and reviewed, as indicated above, an eligible list will be established showing names, serial numbers, and the composite scores, arranged by grades for which eligible, in order of composite scores, for each arm or service. Recommendations for appointment will be made as follows:

(1) In those arms or services in which technical specialists are required as set forth in paragraph 14, below, such specialists will be selected by starting from the top of the list and going down until the required number with suitable qualifications have been obtained.

(2) From those remaining on the list starting with the top of the list and going down until authorized vacancies are filled.

(D) When selections for appointment have been made the eligible lists together with recommendations for appointment will be transmitted to the Adjutant General, Attention AGSO-R, NOT later than 10 June 1946.

12. Final action by the Adjutant General.

(A) Upon receipt of eligible lists and recommendations from the major Commands, recommendations will be checked to determine whether the applicants name appears on more than 1 list. If such is the case, his name will be removed from any list other than that of his first choice. The Adjutant General will notify the major Command

Declassified E.O. 12356 Section 3.3/NND No. 785015

12. (A) (cont'd)

concerned when any names are removed, and will substitute a new name, starting with the next name on the eligible list which has NOT been previously recommended for appointment. If after an examination of all lists, it is discovered that there are applicants who have NOT been recommended for commission, but whose composite scores are higher than any who have been recommended by a major Command, excluding special lists, as indicated in paragraph 11(C) (1) above, their names will be submitted to the respective appropriate major Command for consideration. The Adjutant General will be notified promptly of any resulting changes or substitutions.

(B) When all recommendations are complete and the War Department Review Board has completed its action, successful applicants will be notified and commissions issued by the Adjutant General. List of those remaining in order of their eligibility will be retained in the files of the Adjutant General for consideration in the event of future further selections.

13. War Department Review Board.

(A) All cases in which the applicant is rejected under the provisions of paragraph 11(B),above, will be referred to a Board of General Officers appointed by the Secretary of War.

(B) When received back from the major Command of second choice, such cases will be referred by the Adjutant General to the review board together with all supporting papers,including reasons for rejection (see paragraph 11(B)above). This board will review each case, giving consideration to the reasons for rejection and will determine whether the rejection should be sustained. Action by this board will be final.

(C) Upon completion of action by the review board, all papers will be returned to the Adjutant General, Attention AGSO-R,with indication as to the action of the board.

(D) In those cases in which the board reverses the rejection,the Adjutant General will so advise the major Command concerned and place the applicant's name in the proper position on the list according to composite score.

3224 -
ACTION: G-1
INFORMATION: G-2(PRO) AG C/S MTO G-4

MC IN 5292 31 Dec 45

2205A REF NO WCL 32780

PARAPHRASE UNNECESSARY
UNCLASSIFIED

Declassified E.O. 12356 Section 3.3/NND No. 785015

Incl. #2 to MTOUSA Circular Number 2.

PARAPHRASE UNNECESSARY
UNCLASSIFIED AFSC N 175/3

FILED: 030040Z
PRIORITY

FROM : AGWAR FROM WITSELL ATAG

TO : USUAL ADDRESSES

REF NO THIS MESSAGE: WCL 33485 3 January 1946

First line paragraph 6(A) (4) WD Cir 382 is amended to read: "Officers under 35 years of age with 3 years or more but less than 10 years service who desire to apply for" and delete word age in line 5 same subparagraph.

ACTION : AG

INFORMATION : G-1 G-3 C/S MTO G-4

PARAPHRASE UNNECESSARY
UNCLASSIFIED

MC IN 237 3 Jan 46 0640 A Ref No. WCL-33485
mmg/B

Unclassified E.O. 12356 Section 3.3/NND No. 785015

5 to Chief Engineers EGM

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

NOV 29 1945

ALCOM

CIRCULAR)
:
NUMBER 127)

24 November 1945

Settlement of Certificate of Credit Balance Held by Released Prisoners of War. . I
Inter-Theater Travel II
Identification Cards III
Rescission of Circulars V

I -- SETTLEMENT OF CERTIFICATE OF CREDIT BALANCE HELD BY RELEASED PRISONERS OF WAR

1. Reference - War Department Memorandum Number 190-45, 25 September 1945.

2. Definitions

a. "Certificates of Credit Balance" are certificates issued prior to 1 October 1945 by the United States to enemy prisoners of war for pay, allowances and other monies received by or credited to the trust fund account of such prisoners during internment.

b. "Administrative Officer", as used herein, includes any commissioned United States Army officer except disbursing officers and warrant officers.

c. "Receipt", as used herein, means a written statement given by an administrative officer to a released prisoner of war in exchange for previously issued original and duplicate copies of certificates of credit balance. Released prisoner will be required to sign his name, followed by his internment serial number, on the reverse side of the receipt. The receipt will be in the following form:

"Received from _____ _____ _____
(P.W. Name) (Rank) (ISN)
a certificate in duplicate showing a credit balance of _____
(Words)
$_____, for pay, allowances and other monies received by him
(Amount in Figures)
during the period of his internment."

c 2/12/45

d. "Voucher", as used herein means WD AGO Form 19-15, prepared in duplicate with a certificate made by the administrative officer. (Appendix "A").

3229 -

3. Purpose - Establishment of a procedure for redeeming certificates of credit balance held by released enemy prisoners of war.

4. Procedure

a. "Certificates of Credit Balance" in duplicate will be presented by released prisoners of war to any nearby administrative officer. Such certificates must be originals and must bear no notation of partial or full payment.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 127 (cont'd).

b. The administrative officer will give a receipt (in the form outlined in paragraph 2c above) to the released prisoner of war in exchange for the surrendered certificates of credit balance and will record the name and address of the individual in whose name the certificate had been issued.

c. The administrative officer will forward originals of the surrendered certificates of credit balance directly to Auxiliary Troop Command, FWIB, APO 782, US Army, where they will be authenticated and entered on the individual pay data record of the respective individuals as a withdrawal, and the administrative officer will be so notified.

d. After authentication the certificates of credit balance will be returned to the administrative officer with a notation that the certificate is or is not authentic.

e. The administrative officer will notify the individual to whom the certificate had been issued whether or not it will be honored (depending on the established authenticity) and if the certificate is authentic, will advise the released prisoner to present his "receipt" to a designated disbursing officer. Administrative officers will designate the disbursing officer nearest to the address given by the released prisoner.

f. The Administrative officer will prepare and certify a voucher for the amount due using WD AGO Forms 19-15, showing in lieu of date prepared at the top of the form the words "Final Payment as of _____ 19___, Repatriated Internees," (Certificates of Credit Balance). These will be forwarded together with the original and duplicate authenticated certificates of credit balance to the disbursing officer designated in paragraph 4c above.

g. Disbursing officers will, when in possession of a voucher certified by an administrative officer, effect settlement upon surrender of the receipt held by the released prisoner as follows:

(1) If the released prisoner is of Italian origin the settlement will be in Lire.

(2) If the released prisoner is other than of Italian origin, the disbursing office will issue a United States military disbursing officer's payment order in the name of the holder of the receipt for the amount of payment due and will stamp on the face of such order one of the following: "German PW" or "Japanese PW", according to the classification of the prisoner, and effect delivery of the order to the holder of the receipt against its surrender. Individuals will be instructed to present the military payment order to an Army or Navy disbursing officer after arrival in their country of origin.

h. Records kept by administrative officers of receipts issued will be turned over to successors in the event of a transfer of the individual or to the nearest administrative officer in the event of a transfer of a unit. In the latter case, notice will be sent to Auxiliary Troop Command, FWIB, APO 782, US Army as to the identity of the administrative officer to whom records have been given.

Declassified E.O. 12356 Section 3.3/NND No. 785015

II - INTER-THEATER TRAVEL

1. Military Orders

a. Military orders are required for the travel of the following personnel:

(1) Military and Naval personnel
(2) American Red Cross
(3) War Department civilian Technical Observers
(4) USO
(5) Civilian Consultants to the War Department
(6) War Correspondents (if accredited).
(7) Any individual whose travel is properly chargeable to War and Navy Department appropriations.

b. Military orders are not required for travel of the following personnel, and such travel will be handled under the provisions of paragraph 1c, War Department Circular Number 451, 28 November 1944.

(1) American State Department personnel.
(2) American State Department sponsored personnel, whose travel is chargeable to the individual, or to an agency under the control of the American State Department. (includes War Correspondents, not accredited).
(3) War Shipping Administration
(4) UNRRA
(5) PWB
(6) USIS
(7) RCA
(8) FBI
(9) International Telephone & Telegraph
(10) Any civilian travelling at own expense.

2. General

a. Definitions

(1) Clearance - Clearance is defined as the military authority granted by a military headquarters outside this theater authorizing an individual, by name, to travel into a specific country.

(2) Restricted Area - Any country into which travel is controlled by the military authorities and from whom prior military authority (clearance) must be obtained before an individual may be authorized to travel. At the present time, the following countries are classified as "Restricted Areas", and any travel thereto, or through, will be cleared in advance, from the military headquarters listed:

(a) Germany - obtain clearance from USFET (Main)
(b) Austria - obtain clearance from Hq, USFA.
(c) Hungary - obtain clearance from ACC Hungary (US Delegation)

1420

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 127 (cont'd).

(d) Rumania - obtain clearance from ACC Rumania (US Delegation)
(e) Bulgaria - obtain clearance from ACC Bulgaria (US Delegation)
(f) Jugoslavia - obtain clearance from USMA Belgrade.

b. Travel of personnel listed in paragraph 1a, (1) to (7), inclusive, outside Italy, will be with the concurrence of this headquarters, and the Adjutant General will obtain all necessary clearances.

c. Travel to any country not listed above, will be contingent upon the issuance of passport and visa, or under military orders authorized by this headquarters.

d. The American State Department is authorized to request clearances for travel into restricted areas, through diplomatic channels, without reference to this headquarters.

3. Procedure to be Followed in Obtaining Travel and Clearances

a. For personnel listed in paragraph 1a, (1) to (7), inclusive, request for travel outside Italy will be forwarded to the Commanding General, MTOUSA, for obtaining of clearance and approval of travel.

b. Personnel listed in paragraph 1b, (1) to (10), inclusive, will be referred to the appropriate agency designated by the American State Department for obtaining necessary clearances, screening, and issuance of Form PT 42 A.

c. Statement that clearance has been obtained will be furnished to all personnel travelling into restricted areas, in the following manner:

(1) When orders are issued, by including the statement therein:

"Authority granted to enter (name of country) per (Headquarters granting the authority) radio number_____, dated_____."

(2) When travel is performed without travel orders, the agency issuing Form PT 42 A will deliver to the individual a certificate, (in duplicate) in the following form:

"I certify that (name of individual), is authorized to enter (name of country) per (headquarters granting the authority) radio (or letter) number_____, dated_____."

signed (see note below)
Designation of Certifying Officer

NOTE: This certificate will be signed by, or in the name of, the head of the agency issuing Form PT 42 A.

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

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 127 (cont'd).

III - IDENTIFICATION CARDS

1. Paragraph 1a through 1e, Section II, Circular Number 74, this headquarters, 1945, is rescinded and the following substituted therefor:

"Section I, WD Circular Number 326, 1945".

2. Section III, Circular Number 109, this headquarters, 1945, is rescinded and the following substituted therefor:

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

'5. Withdrawal and Issuance of Identification Cards

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

b. WD AGO Form 65-11 is discontinued, but all civilian personnel in possession of this form may retain the form and surrender it to the Commanding Officer of the port of entry upon return to the United States. In the future all American Red Cross personnel and authorized civilians who do not possess WD AGO Form 65-11 will be issued WD AGO Form 65. Such identification cards will show on line marked "Designation" position title and organization with whom identified, i.e., Clerk-Typist--War Department, or, Field Director--ARC.

c. Key enlisted personnel, such as technicians, etc., whose duties require that they travel between posts, camps and stations regardless of assignment, except that cryptographic enlisted personnel are specifically excluded, will be issued WD AGO Form 65. Medical Department enlisted personnel are no longer required to have WD AGO identification cards.

d. Issuance of new identification cards to officers when promoted will be discontinued. Future issues will be restricted to replacement of lost cards and initial issues.

e. All new identification cards to be laminated will henceforth be submitted to the Signal Photo Laboratory, Peninsular Base Section."

Declassified E.O. 12356 Section 3.3/NND No. 785015

IV- RESCISSION OF CIRCULARS

1. Section IV, Circular Number 112, this headquarters, 1945, is rescinded.

2. Section III, Circular Number 63, this headquarters, 1945, is rescinded. Current instructions are contained in paragraph 56f, Change 7, AR 600-45, 31 March 1944.

3. Section IV, Circular Number 93, this headquarters, 1945, is rescinded. Current instructions are contained in paragraph 3b, Section XI, War Department Circular Number 294, 27 September 1945.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

GEORGE L. EBERLE
Brigadier General, GSC
Chief of Staff

1 Inclosure:
Appendix "A"

DISTRIBUTION:
Z plus
100 - G-2 (CI-3)
5 - G-1
5 - G-5

1423

Declassified E.O. 12356 Section 3.3/NND No. 785015

Form approved by
Dept. Gen., U.S.
January 1944

WAR DEPARTMENT
OFFICE OF THE PROVOST MARSHAL GENERAL

VOUCHER FOR WITHDRAWAL OF FUNDS OF
CIVILIAN ENEMY ALIENS AND PRISONERS OF WAR
PROPRIATION

STATION	LOCATION

THE UNITED STATES, Dr.,
TO: SUNDRY INDIVIDUALS AS LISTED BELOW (Nationality)
DATE PREPARED

I Certify that the individuals listed below have sufficient balance to their credit as deposits to cover the withdrawals stated opposite their respective names, which amounts have been entered on the individual pay data record of the respective individual as a withdrawal.

(Signature of certifying officer)

O. VOUCHER No.

D. VOUCHER No.

PAID BY

(for use of paying office)
Payment approved for

$_____

(Signature of disbursing officer)

NAME OF INTERNEE (Last, first, middle initial)	INTERNMENT Serial No	AMOUNT	CHECK No. OR ATTACHED CASH RECEIPT No.

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RESTRICTED

DCK/pem

Sent to Chief Censor

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 126)

1/ November 1945

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

I -- CURRENCY CONTROL

1. Paragraph 7, Circular Number 71, this headquarters, 1945, is amended by the addition of the following:

"d. Cash purchase of War Bonds"

2. Circular Number 87; Section I, Circular Number 93; and Section II, Circular Number 123, all this headquarters, 1945, are rescinded, and the following substituted therefor:

"Paragraph 9, Circular Number 71, this headquarters, 1945, is rescinded and the following substituted therefor:

9. Limitation on Amount Acceptable for Exchange or Transmission.

a. Until further notice the transmission, by all personnel in this theater subject to US Military Law who enjoy the privileges of either the Army Finance or Postal facilities or who purchase War Bonds for cash from Army agencies, of funds to any point outside the theater, which have not been derived from US official sources, is prohibited. US official sources, as used herein, are defined as including only monies derived directly or indirectly, from pay and allowances or monies imported from the zone of interior. Money derived indirectly from pay and allowances is money which was originally disbursed as pay and allowances but which at the time of transfer is NOT in the possession of the original payee.

b. The provisions of paragraph 9a above will be implemented as follows:

(1) All field grade officers and above, and all civilians who hold assimilated rank of field grade and above, will, prior to every transmission of funds to the US via Army Finance Officers or War Bond Officers, execute and submit to the agency concerned the following certificate: 'I certify that these funds sought to be transmitted via (Personal Transfer Account) (War Bond) (et cetera) were derived only from US official sources.' Such certificate will be legibly signed and the grade, serial number or comparable civilian designation furnished, together with complete address and APO number

3219

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1425

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular Number 126 (cont'd).

(2) All military personnel (excluding officers of field grade and above) and all civilians who have NO assimilated rank and those who have assimilated rank up to and including company grade desiring to deposit money in soldiers' deposits or to transmit funds by Personal Transfer Account or by purchase of War Bonds, will submit applications in suitable form to the appropriate commander, down to and including company and similar unit commanders, who are charged with assuring themselves that the funds sought to be transmitted by the applicant concerned were derived only from US official sources. Such commander is thereafter charged with causing approved applications to be transmitted to the agency responsible for final processing thereof, together with appropriate evidence of such approval.

(3) Finance and War Bond officers are prohibited from accepting any applications for transmission (which include instruments payable to the applicant) unless compliance with the pertinent foregoing provisions has been had.

c. On receipt of this circular, when funds in excess of $25.00 are transmitted through postal money orders, individuals will submit to the Army Post Office with the money order application, a certificate as shown in Appendix "A" hereto, stating that the individual came into possession of the transmitted funds legitimately and that transmission thereof does not violate instructions contained herein. In the case of enlisted personnel, the purchaser will prepare an affidavit which will be attested to before an officer of the enlisted person's immediate unit. In the case of Navy and civilian personnel this certificate will be prepared by the head of the section or agency to which the individual is assigned or attached. In the case of commissioned personnel, individuals concerned will prepare their own certificate.

d. The instructions contained in this subparagraph are applicable only to individuals transmitting personal funds; they are not applicable to custodians of organization funds.

e. Personnel using the Army Postal Money Order service to transmit funds in excess of $25.00 will complete the certificate attached as Appendix 'A' hereto. This certificate will be reproduced locally.

f. The sale of War Bonds through the Army Exchange Service Overseas Gift Order Catalogue to an individual at any one time is limited to one (1) bond of the Fifty Dollar ($50) denomination or the equivalent in smaller denominations. Exceptions to this rule to be authorized in instances where larger sums are presented for purchase of War Bonds provided it can be shown that the funds were derived from US Military sources and that the individuals came into possession of the funds legitimately. In case of such exceptions, the certificate for postal money orders set forth in Appendix 'A' is adaptable."

Declassified E.O. 12356 Section 3.3/NND No. 785015

II - AWARDS AND DECORATIONS

Paragraph 9c, Circular Number 73, this headquarters, 1945, is rescinded and the following substituted therefor:

"9c. Should an individual to whom an award has been made depart prior to presentation, a report will be forwarded without delay direct to the organization to which the recipient was transferred, if organization is still within this theate Included in this category are individuals transferred to replacement depots for transshipment to the United States, in which case the report will be forwarded dire to the depot concerned. In those cases where it is known or reasonably presumed that the recipient has actually departed this theater the report will be forwarded to MTOUSA Records Depot, APO 512."

III - OFFENSES, CONFINEMENT AND COURTS-MARTIAL

Paragraph 2b(2)(a), Section I, Circular Number 9, this headquarters, 1945, is rescinded and the following substituted therefor:

"(a) Absentee Records, Provost Marshal's Office, Peninsular Base Section, APO 782."

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

GEORGE L. EBERLE
Brigadier General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

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

3218

1427

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APPENDIX "A" to Hq LTOUSA Circular #12

CERTIFICATE FOR POSTAL MONEY ORDERS

TO: ARMY POST OFFICE

1. I certify that the individual named in b below came into possession legitimately of the funds to be transmitted by postal money order (paragraph a below) and that transmission thereof does not violate instructions indicated in paragraph 2 below:

a. Amount to be transmitted _____ dollars and _____ cents*

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

b. Person transmitting the funds:

(1) _____ _____ _____ _____
First Name — Middle name or initial — Last Name — ASN

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

c. Person certifying to the above:

(1) _____
Signature

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

(3) _____
Organization of certifying officer

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

"Limitations on Amount Acceptable for Exchange or Transmission - Funds accepted from authorized personnel for transmission or exchange will be limited in amount to that which is consistent with the pay and allowances of the individual concerned. Any funds acquired by United States personnel from foreign civilian sources resulting from business ventures, regardless of legitimacy of source, or received in the form of gifts, dowries, etc. will not be accepted for exchange or transmission."

3. When the funds indicated in paragraph a above have been accepted by the Army Post Office for transmission this certificate will be returned through postal channels to the organization indicated in paragraph 1c (3) above, and where such records will be maintained as will insure that the instructions mentioned in paragraph 2 above are not violated.

4. The Army Post Office accepting the funds indicated in paragraph 1 a above will clearly indicate by stamp or otherwise in the space provided below the designation of the postal unit:

POSTMARK OF ARMY POST OFFICE

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Declassified E.O. 12356 Section 3.3/NND No. 785015

CROSS REFERENCE SHEET

HQ MTOUSA CIRCULAR #111 14 Sep 45

DISPOSAL OF SURPLUS INSTALLATIONS AND
RELEASE OF REAL PROPERTY

DOCUMENT FILED IN 4052/CC

Declassified E.O. 12356 Section 3.3/NND No. 785015

RESTRICTED

DCK/ar

S.O. to C.C.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 11 RECD

CIRCULAR)
:
NUMBER 107)

6 September 1945

Censorship Regulations I
Marriages II
Medical and Dental III
Publications and Blank Forms IV
Bonds of Accountable Officers V

I -- CENSORSHIP REGULATIONS

Circular Number 12; Circular Number 70; Section I, Circular Number 76; Section IV, Circular Number 91; and Section III, Circular Number 101, all this headquarters, 1945, are rescinded.

1. All other existing theater regulations and instructions pertaining to the censorship of personal mail and telecommunications of US forces and civilian Nationals assigned or attached thereto, are also rescinded.

2. US Army Examiner stamps now in custody of units will be destroyed immediately by burning, and a certificate of destruction prepared by unit or higher commanders. The original and one copy of the certificate will be forwarded to the Assistant Chief of Staff, G-2, MTOUSA, listing the destroyed stamps by number and attaching another sheet bearing the impression of each stamp.

II - MARRIAGES

Circular Number 47, this headquarters, 1945, is amended to include the following paragraph:

- "11. g. Health conditions can preclude entry into the United States of a dependent (wife or child)."

III- MEDICAL AND DENTAL

Paragraph 1, Section I, Circular Number 82, this headquarters, 1945, is rescinded and the following substituted therefor:

"1. Wives of officers, warrant officers and enlisted personnel are authorized prenatal care, confinement and postnatal care in hospitals designated by the Base Section Surgeon concerned. Other medical and dental attention will be provided in emergencies only."

3217

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1430

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular #107 (cont'd)

IV - PUBLICATIONS AND BLANK FORMS

Paragraph 5b, Circular Number 83, this headquarters, 1945, is rescinded and the following substituted therefor:

"5. b. All War Department and Army Service Forces publications and War Department AGO blank forms in unit files upon inactivation or disbandment of the unit within MTOUSA will be salvaged through the nearest Quartermaster salvage depot."

V -- BONDS OF ACCOUNTABLE OFFICERS

The attention of all concerned is invited to paragraph 3b (2) Change Number 2, AR 35-220, dated 2 August 1945, which provides as follows:

"All officers, regardless of the arm or service in which commissioned, and all warrant officers (including flight officers), who are designated as salvage officers by competent authority (see AR 700-25), will, before entering upon duties involving such responsibility, give good and sufficient bond."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

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

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

Declassified E.O. 12356 Section 3.3/NND No. 785015

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DCK/rs

ESTAB. SEC

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 93)

2 July 1945

Currency Control I
MTOUSA Training Memorandum Number 1, 1945. II
Accidents and Claims III
Uniform IV
Discharge of Enlisted Personnel 40 Years of Age or Over V

I--- CURRENCY CONTROL

So much of paragraph 9c, Circular Number 87, this headquarters, 1945, as reads: "In the case of enlisted personnel the certificate will be prepared by the unit commander." is deleted and the following substituted therefor:

"In the case of enlisted personnel, the purchaser will prepare an affidavit which will be attested to before an officer of the enlisted person's immediate unit."

II-- MTOUSA TRAINING MEMORANDUM NUMBER 1, 1945

Paragraph 3d Training Memorandum Number 1, Headquarters MTOUSA, dated 26 January 1945, is hereby rescinded. Also rescinded is reference letter, Headquarters MTOUSA, file AG 319.1/224 C-O, subject: "Periodic G-3 Monthly Report", dated 20 November 1943.

Rescinded par 6 #175 of 17 Oct 46

III- ACCIDENTS AND CLAIMS

1. Paragraph 3c, Section III, Circular Number 74, this headquarters, 1944, is amended to read as follows:

"c. The United States Claims Service in Italian territory will comprise a Deputy Chief Claims Officer and such field investigators, clerks, interpreters and other personnel as may be duly assigned thereto or employed for duty with said service."

2. Paragraph 3d, Section III, Circular Number 74, this headquarters, 1944, is amended by deleting the last sentence thereof.

IV-- UNIFORM

1. Attention of all concerned is called to the provisions of the following War Department Circulars:

3215

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1432

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular #93 (Cont'd)

Section VII, War Department Circular 391, 1944.

Section IV, War Department Circular 1, 1945.

Section VI, War Department Circular 177, 1945.

2. The War Department has called attention to the fact that "in some instances commercial retailers of uniform clothing are offering for sale a so-called summer battle jacket made of material authorized for summer service uniforms and of a design similar to that of the jacket, field, wool. Such a garment is not an authorized item of the summer uniform, and there is no authority for the wearing of such an item of clothing by either officer or enlisted personnel".

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

Section II, Circular Number 79, this headquarters, 1945, is further amended by the addition of the following:

"7. Applications for discharge of enlisted women under this authority need not be forwarded to this headquarters for final action as set forth in paragraph 4b, Section I, Circular Number 23, this headquarters, 1945."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

CC: Exec (A)
RJ-1 (A)
2675 Regt
G-4 (A)
Hq Comdt
APO 394
ADC

Declassified E.O. 12356 Section 3.3/NND No. 785015

CROSS REFERENCE SHEET

MTOUSA Circular #73

12 May 1945

AWARDS & DECORATIONS

DOCUMENT FILED IN CC 511

Declassified E.O. 12356 Section 3.3/NND No. 785015

FEB 23 RECD

DCK/ar

Chief Commissioner 18

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 30)

16 February 1945

POSTAL REGULATIONS

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

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

I -- ARMY COURIER SERVICE

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

II - ARMY POST OFFICE INSPECTIONS

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

321

Declassified E.O. 12356 Section 3.3/NND No. 785015

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:

Deceased
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.

1436

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq HTOUSA Circular # 30 (cont'd)

V -- MAIL ADDRESSES

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

a. Grade or rank.

b. First name, middle initial, and last name.

c. Army serial number.

d. Unit and organization (or section and headquarters).

e. APO number.

f. C/O Postmaster, New York, N.Y.

6. APO Numbers

a. The APO number of the major headquarters (division, army, air force command, base section, etc.) to which each unit in the theater is assigned will be used as the permanent APO number of the members of the unit. Replacement depots, hospitals and other organizations to which APO's are permanently assigned are 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.

3212 - d. The APO of address is not necessarily the APO through which service is received. Organization mail clerks will draw mail from whichever APO is most convenient.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Eq MTOUSA Circular #30 (cont'd)

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 a, above, will maintain current locator cards for all personnel of all units assigned to their headquarters and will process all indefinitely addressed mail bearing the headquarters APO number.

7. Hospital Patients - Patients in hospitals will not change their mail address 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 698" as a mail address. He will notify his correspondents of the new address and will continue to use that address until he is assigned to another organization. Patients will not use the designation or APO number of the hospital in which they are confined as a mail address.

8. Personnel in Replacement Organizations

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

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

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

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

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

9. Notification of New Mail Address

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

Declassified E.O. 12356 Section 3.3/NND No. 785015

(1) Correspondents and publishers.

(2) APO to which mail was formerly addressed.

(3) 2623 Central Postal Directory, APO 693.

(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 2623 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 WD 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 MTOUSA 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 "Held - 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.

3211

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

1439

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq NTOUSA Circular #30 (cont'd)

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.

VIII-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 698. 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.

Declassified E.O. 12356 Section 3.3/NND No. 785015

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.

3210 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

Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA 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 these circulars. Particular attention is directed to the instructions relative to handling of registered and insured mail in TM 12-275. No pertinent unit records of registered, insured or C.O.D. mail may be destroyed unless specific authority is obtained from The Adjutant General. Such records on hand at units at the time of discontinuance, inactivation or disbandment of units and organizations will be included with the unit or organization records, appropriately marked, and stored with and as a part thereof.

BY COMMAND OF LIEUTENANT GENERAL MCNARNEY:

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

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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

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

III- RESCISSIONS

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

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

3209

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FILES

Declassified E.O. 12356 Section 3.3/NND No. 785015

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Hq MTOUSA Circular #1 (cont'd)

Section	Circular	Section	Circular	Section	Circular
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 McNARNEY:

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

OFFICIAL:

[redacted]
Colonel, AGD,
Acting Adjutant General.

DISTRIBUTION:
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LIST OF PAPERS

File under No. .....

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS

1445