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

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MTOUSA CIRCULARS
MAY - OCT. 1946
(1 OF 2)

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

56/CC

Form 553 (Old No. 490)
Aug 21, 1918

LIST OF PAPERS

Office of the
Chief Commissioner

File under No. 56 MIXUSA CIRCULARS 1946

ALLIED COMMISSION

From: 2 May 46 (Circular 59)
To : 30 Jul 46 (Circular 127)

RESTRICTED

Part III

B—1758

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS

3509 -

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM 80000

AUG 1 1946

CIRCULAR)
NUMBER 127)

30 July 1946

PHYSICAL RECLASSIFICATION OF ENLISTED MEN

Circular Number 67, 1944, Section I, Circular Number 27, 1945 and Section IV Circular Number 36, 1945, all this headquarters, are superseded by this circular.

1. Assignment of Physically Handicapped Enlisted Men: It is imperative that each enlisted man be assigned to the position in which he can render maximum useful service. Some assignments require enlisted men of unusual strength, stamina, and physical ability, but even in combat units there are positions which can be filled by men who do not meet the physical standards for induction under MR 1-9. Therefore, surgeons and commanders will exercise extreme care in the physical classification, reclassification, and assignment of enlisted men. Each commander in this theater must make the best use of physically handicapped enlisted men within his command and will make continuous effort to qualify them for general service as expeditiously as possible. Commanders and surgeons of lower echelons will familiarize themselves with limiting defects of individuals within their organizations.

2. Reclassification of Enlisted Men from General or Limited Assignment:

a. In this theater, enlisted men will be classified in limited assignment status in accordance with Section II, Circular Number 327, War Department, 1942, as modified below:

(1) So much of paragraph 1 a, Section II, above cited circular as reads: "Such boards will be appointed by the post, camp, and station commander concerned" will be read: "Such boards will be appointed by the commanders of Major Commands and Air Corps installation within whose geographical limits the field force unit is located, subject to the approval of the Commanding General, Mediterranean Theater of Operations, United States Army." Thereafter, "post, camp, or station commander" will be read: "Major Commands and Air Corps installation Commanders."

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(2) So much of paragraph 1 b, Section II, above cited circular as reads: "and will authorize the field force commander to transfer limited assignment men who cannot be appropriately assigned within his command without delay to installations or unit of the station complement where their

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HQ MTOUSA Circular Number 127, 1946 (Cont'd)

qualifications may be utilized to the greatest advantage", will be read: "and will authorize the field force commander to transfer limited assignment enlisted men who cannot be appropriately assigned within the field force command to the replacement depot for reassignment."

b. In addition, enlisted men will be classified in limited assignment as a result of action by hospital disposition boards as prescribed in MTOUSA Circular Number 94, 1946.

3. Procedure to accomplish Reassignment of Limited Assignment Personnel:

a. Subject to the approval of the Commanding General, Mediterranean Theater of Operations, United States Army, each Major Command and/or Air Corps installation will appoint boards of officers wherever necessary for the purpose of reclassifying enlisted personnel who have been classified in limited assignment. Each board will consist of three (3) medical officers of mature judgement, one of whom will be a psychiatrist, if available, and one line officer to act in an advisory capacity only and not as a board member, when such action is deemed essential.

b. Whenever an organization commander considers such action appropriate, and at intervals not greater than six (6) months, each enlisted man who has been classified as limited assignment will be given a thorough physical examination by his unit medical officer. If, as a result of such examination, the individual is considered physically fit for possible reclassification to general assignment status, he will be ordered to appear before one of these examining boards.

c. The individual will be given a thorough physical examination by the board. When the board considers such action advisable, it will endeavor to obtain a copy of the disposition board proceedings from the hospital which classified the soldier as "limited assignment". Upon completion of examination, enlisted man will be returned to his organization and the board will notify the organization commander concerned of its recommendation. However, if soldier is found physically qualified for general military duty, the board will notify the appointing authority of this fact, and the individual will then be made available for reassignment to general military duty at such time as a limited assignment replacement can be made available.

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HQ MTOUSA Circular Number 127, 1946 (Cont'd)

4. Entry on Service Record and Qualification Card: In each case where an enlisted man is classified as limited assignment or when he is reclassified to general military service, appropriate entries will be made in the individual's Service Record, WD AGO Form 24, or WD AGO Form 24 A, and Qualification Card, WD AGO Form 20.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AUG 1 1946

CIRCULAR)
:
NUMBER 126)

29 July 1946

TRANSPORTATION OF CIVILIANS IN MOTOR VEHICLES

1. RESCISSION:

Effective this date paragraph 5 (including prescribed release form) Staff Memorandum Number 27, this headquarters, 1946, and Section IV, Paragraph 17 and 19 (including prescribed release form, Inclosure 4), Circular Number 12, this headquarters, 1946, are rescinded.

2. REFERENCE:

MTOUSA Circular Number 101 "Use of Motor Vehicles", dated 20 June 1946.

3. PURPOSE:

The purpose of this circular is to establish amplified regulations governing the transportation of civilians and regulations governing release of liability against the United States Government for any injuries or death suffered as a result of the use of such transportation.

4. SCOPE OF TRANSPORTATION:

Civilians who may be transported in motor vehicles owned or operated by the United States Army or by agencies under its control are:

a. Type I: United States citizens employed by the War Department, members of the American Red Cross, personnel of USO and Technical Observers.

b. Type II: Members of the immediate families of United States military personnel (or dependents), and members of the immediate families of Type I civilians.

3506c. Type III: United States citizens employed by United States government departments other than those specified as Type I.

d. Type IV: Italian and other non-United States nationals employed by the United States government agencies.

e. Type V: Civilians not employed by United States government agencies, limited to those invited to accompany military or War Department civilian personnel on authenticated recreational trips and those invited on group recreational trips.

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5. AUTHORIZED CIVILIAN TRANSPORTATION:

a. Official Transportation:

(1) Types I and II civilians may accompany a military person or Type I civilian on official trips when transportation space is available, but such transportation shall not be construed as "official transportation" for civilian unless trip is made under competent orders.

(2) Types I and IV civilians may be transported to and from work when such transportation is necessary to obtain needed labor or services.

(3) All types of civilians may be transported when their presence is necessary for the accomplishment of the official business for which the trip is being made.

b. Recreational Transportation:

(1) Bus facilities:

(a) Types I and II civilians may utilize established bus facilities.

(b) Type IV civilians may utilize established bus facilities when in possession of passes issued by Transportation officer of command.

(2) Group transportation other than established bus facilities:

(a) All types of civilians may utilize group transportation established in connection with special recreational, amusement or morale building activities such as dances and outings.

(3) Individually dispatched vehicles:

(a) Types I, II and III civilians may accompany military personnel on authenticated recreational trips.

(b) Types IV and V civilians may accompany military personnel on authenticated recreational trips when such transportation is authorized by the officer who is administratively responsible for the vehicle.

(c) Emergency transportation:

Transportation is authorized Types I and II civilians, with or without the personnel upon whom they are dependent, for medical or dental services.

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6. WAIVER OF LIABILITY:

a. Type II civilians, including all members of all families, will sign waiver of liability immediately upon arrival in Theater.

b. A waiver of liability will be signed by Types III, IV and V civilians, accepting transportation, except when on official U. S. government business. Official business shall be interpreted to include transportation to and from work.

c. Waiver form, attached as Inclosure I, will be signed in triplicate, one copy retained in Transportation Office file and two copies forwarded to Headquarters of major command concerned.

d. Waiver forms will be in either English or Italian.

e. Waiver forms will be signed by civilians in presence of two witnesses, whose signatures will be entered in designated spaces.

f. All vehicles dispatched for transportation of civilians will be equipped with blank waiver forms in both languages. Signatures of any civilians (except Type I) who have not previously signed waivers will be procured, with signatures of witnesses, before any transportation is utilized.

g. All Type IV civilians requesting passes for bus transportation will, on initial request, sign waiver form.

7. TRIP TICKETS

a. All trip tickets issued for vehicles transporting civilians will bear names of civilians transported except that civilian names will not be entered on trip tickets of buses operating on established routes, or of vehicles furnished for group recreational trips.

b. Trip tickets of vehicles dispatched to individual military personnel who are accompanied by any civilians on recreational status, will have names of civilians indorsed by that military personnel. This indorsement will constitute certification by signer that all Type II, III, IV, and V civilians have signed waiver form.

3505 c. Drivers are prohibited from transporting any civilians whose names are not entered on trip ticket, except in cases specified in paragraph a above.

d. Type I civilians will be so indicated after their names on the trip tickets.

8. AUTHENTICATION OF WAIVERS:

a. After return of trip tickets to dispatch office, all tickets

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

Hq MTOUSA Circular No. 126 (Cont'd)

bearing names of civilians, will have such names checked against master file of waivers unless waiver accompanies trip ticket.

b. If names of civilians are disclosed (other than Type I civilians) for whom no waiver is on file or currently attached to trip ticket in triplicate, military personnel indorsing signature will be held responsible, and reported to higher authority for disciplinary action.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

1 Incl:
Waiver Form (English and Italian)

DISTRIBUTION:
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1 - each Officer, MTOUSA
50 - Hq Comd, MTO
5 - each Staff Section
5 - Transportation Officer

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

Inclosure to Hq MTOUSA Circular No. 126

WAIVER OF LIABILITY

For and in consideration of the transportation furnished or to be furnished gratuitously and solely as an accommodation and not incident to any official United States Government duty, to each of the undersigned in any motor vehicles owned or operated by the United States Army or by an agency under its control, each of the undersigned non-military persons hereby agrees to release, waive and forever hold harmless the United States Government of and from all claims of every character whatsoever arising from or incident to the use of such transportation.

Witnessed	Signatory	Date
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DECLINO DI RESPONSABILITA'

Per ed in considerazione del mezzo di trasporto fornito o da fornirsi gratuitamente ed unicamente in linea di favore indipendentemente da servizio ufficiale per il Governo degli Stati Uniti, a ciascuna delle persone sottonotate in qualsiasi tipo di automezzi di proprieta' o gestione sia dell'Esercito degli Stati Uniti che di unqualsiasi ente alle sue dipendenze, ciascuno dei sottoscritti civili stabilisce di scagionare e di ritenere irresponsabile il Governo degli Stati Uniti di e da ogni reclamo di qualsiasi natura che possa sorgere da eventuali incidenti al mezzo di trasporto.

Testimoni	Firmatario	Data
- - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - -	- - - - - -
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R E S T R I C T E D

JUL 29 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 26 July 1946
NUMBER 125)

AMENDMENT OF WD CIRCULAR 151 AND 174, 1946

1. Radio, Number 29410, The Adjutant General's Office, Washington, DC, 22 July 1946, is quoted for the information and guidance of all commands and installations.

"WCL TWO NINE FOUR ONE ZERO (29410), RERAD WCL FOUR SEVEN FIVE SIX NINE (47569), CMA WD CIRCULAR ONE FIVE ONE AND SECTION SEVEN WD CIRCULAR ONE SEVEN FOUR CURRENT SERIES ALL REFERENCES TO SYMBOL WDGPA DASH O ARE CHANGED TO AGPU DASH E PD".

2. So much of radio, this headquarters, C-48397, 12 June 1946, as is in conflict herewith is amended accordingly.

3. Appropriate change will be posted in all copies of WD Circular 151 and Section VII, WD Circular 174, both 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JUL 29 1946

CIRCULAR)
NUMBER 124)

25 July 1946

APPOINTMENT OF SECOND LIEUTENANTS

1. Authority - By letter, dated 19 June 1946, Office of the Adjutant General, War Department, file AGSO-A-A 210.1 (11 June 1946), subject: "Authority to Make Appointments in the Army of the United States", the Theater Commander has been granted authority to appoint as Second Lieutenants in the Army of the United States, qualified warrant officers, and enlisted personnel, who have fully demonstrated they are of officer caliber.

2. General. - In selecting individuals for appointment, particular consideration will be given to demonstrated leadership, outstanding ability, and prospective future value to the Service.

3. Restrictions

a. Individuals must have served overseas at least three months immediately prior to date of appointment.

b. Individuals must meet the standards for officer candidates prescribed in AR 625-5, 12 September 1944 as amended, with such modification of wording as is obviously appropriate.

c. Individuals will be required to serve at least one year after the date of their appointment regardless of their eligibility for relief from active duty, in accordance with readjustment regulations.

d. Those falling within the following categories will not be appointed officers in the Army of the United States without prior approval of the War Department.

(1) Individuals for assignment to the Judge Advocate General's Department, the Medical Department, and the Corps of Chaplains.

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(2) Citizens of the United States who are members of the Armed Forces of an Allied Power. (See paragraph 5).

4. Appointments

a. Applicants will be required to appear before, and be recommended by a theater examining board. Major Commands will forward to this

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headquarters the completed forms indicated in paragraph 7 below. This headquarters will then set the time and place for applicant to appear before the examining board.

b. See paragraph 7 for forms and data required.

5. Appointment of Citizens of the United States Who are Members of the Armed Forces of an Allied Power.

a. Applications for transfer from allied or cobelligerent forces, and appointment in the Army of the United States from United States citizens in the armed forces of an Allied or cobelligerent power may be submitted to this headquarters for consideration and forwarding to the War Department.

b. Such applicants should initiate request for transfer through proper command channels of the organization with which they are serving. Competent authority of the Allied Power should indicate approval of release of the applicant, subject to acceptance by the United States forces for appointment in the Army of the United States.

6. Physical Examination and Waivers.

a. Physical examination as prescribed in AR 40-100, 40-105, and as supplemented or modified by current War Department instructions will apply.

b. Deviations from normal physical standards that will not interfere with nor prevent the full and satisfactory performance of the duty for which the individual is being appointed, and that are not of a nature likely to be aggravated to a disabling degree by further active military service, may be recommended for waiver in the manner and under the conditions authorized in current War Department instructions.

7. Forms and Recommendations

a. The forms indicated below will be submitted:

(1) Personnel Placement Questionnaire, WD AGO Form 0850 (1 copy) and 0850-1 (2 copies).

(2) Report of Physical Examination, WD AGO Form 63 (in triplicate).

(3) Written application by the individual.

(4) First forwarding indorsement will include:

(a) Character rating.

(b) Efficiency rating.

(c) Indication and verification of AGCT and OCT scores, including designation of tests taken.

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(d) Statement as to leadership ability.

(e) Statement that applicant has served overseas a minimum of three months.

(f) Statement as to whether or not a position vacancy exists, giving the unit designation, and the approved table of organization, or allotment, if a vacancy does exist.

(g) Exact position held at time of recommendation for appointment.

(h) Position that applicant is qualified to fill if appointed, including MOS number.

(5) Signed statement by the applicant stating whether or not he is a Category I volunteer, and if not that he understands that acceptance of appointment will preclude separation from service regardless of eligibility for relief from active duty in accordance with readjustment regulations for one year subsequent to the date of appointment.

b. Appointments of United States Citizens serving with the Armed Forces of an Allied Power.

(1) Appropriate forms as listed above. (To be included with application papers).

(2) Conclusive evidence of United States citizenship.

(3) Approval of release by the Allied or cobelligerent force.

8. This headquarters will issue appointment and active duty orders for all applicants whose appointment has been approved.

9. Report

a. Immediately upon entry on active duty, the Major Command concerned will radio this headquarters date officer entered on active duty.

3501 - b. The forms indicated below will be forwarded to this headquarters not later than forty-eight (48) hours after entry on active duty:

(1) Report of Separation (Original - applicable only to Warrant Officers).

(2) Oath of Office and Report of Entry on Active Duty (WD AGO Form 71, dated 5 June 1944. If oath is administered on the same date that appointee is ordered to, and enters on

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Hq MTOUSA Circular No 124 (Cont'd)

active duty, accomplish report of entry on active duty on form 71. If oath is administered on other than date appointee is ordered on active duty, accomplish oath on Form 71, but prepare a separate report of entry on active duty, rather than using report on Form 71).

(3) Designation or change of Relative to be Paid Six Months Gratuity in Case of Death. (WD AGO Form 41, dated 6 September 1943 - formerly Designation of Beneficiary, dated 17 July 1942, which may be used if latest form is not available).

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JUL 2 3 1946

CIRCULAR)
:
NUMBER 123)

24 July 1946

PROMOTIONS

Paragraph 10, Section V, Circular Number 20, this headquarters, 1946 is superseded by the paragraph below:

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

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

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

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

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

1 Incl:
Incl #2 to MTOUSA Circular 20/46, "Promotion of Enlisted Personnel to and within the First Three Grades" Form.

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

Hq MTOUSA Incl. #2 to Circular #20, 1946.

HEADQUARTERS

AG 201- _____ (date)

SUBJECT: Promotion of Enlisted Personnel.

TO : Commanding General, MTOUSA (Thru Channels).

1. It is recommended that _____ (Grade) _____ (1st name) _____ (Middle name) _____ (Last name) _____ (ASN) _____ (ASRS) _____ (Type Voluntoer and Date of Expiration) be promoted to the grade of _____ under the provisions of AR 615-5, as amended, and Section IV, War Department Circular 178/46.

2. This enlisted man has occupied the position of _____ (Duty assignment) and performed the duties of the grade of _____ since _____, and during this time has clearly demonstrated his fitness for the responsibilities and duties of the position and grade to which promotion is recommended.

3. Table of Organization or Allotment under which recommending unit is authorized to recommend promotions: _____ (T/O number and date, or "Special". If "Special T/O" or letter authority of War Department or this headquarters, attach a true copy or cite reference to copy previously furnished).

4. Enlisted personnel of the first grade authorized per paragraph 3 above, assigned and attached as of _____.

	Authorized	Assigned	Attached

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5. Approval of this recommendation, together with approval of all other outstanding recommendations for promotion to like grade within this command, will not exceed the number of position vacancies existing on _____.

6. There is no Master Sergeant, or First Sergeant, surplus in the command who is qualified to fill the position vacancy for which this enlisted man is recommended. (If surplus exists, attach list of such, indicating MOS in each case).

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Hq MTOUSA Incl #2 to Circular #20. (Cont'd)

7. The enlisted man recommended herein:

a. Is not under consideration for immediate separation.

b. Is not assigned to a unit scheduled for inactivation.

c. If promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.

8. For enlisted personnel assigned to other than Category I (occupation) units:

a. This enlisted man is performing duties appropriate to the higher grade and an authorized vacancy exists in organization in which currently serving.

b. Enlisted man has been definitely selected for reassignment to a specific position in a Category I occupation unit on _____, or when this organization is inactivated or becomes non-operational.

c. There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished, and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

(Signature) _____

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

JUL 29 1946

R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
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APO 512

CIRCULAR)
:
NUMBER 122)

24 July 1946

FUNCTIONS OF PETROLEUM DIVISION, PBS

1. GENERAL. With the dissolution of the Combined Petroleum Committee, AFHQ, effective 1 July 1946, functions of the Petroleum Division, Peninsular Base Section will be augmented to include certain operations heretofore performed by that Committee. In general, the Petroleum Division, PBS, will have full responsibility for the Theater POL requirements of United States Army, Air Force and Navy, War Shipping Administration, UNRRA and the Italian National Program, including slate preparation, receipts, storage and issues, and the control of all bulk storage facilities in the theater.

2. OPERATION.

a. The Chief of the Division will act as Theater Petroleum Officer.

b. The Division is authorized direct contact with the Supply and Transport Branch, Central Mediterranean Forces, and the Comitato Italiano Petroleo on all routine petroleum matters. Difference of opinion and changes in policy will be referred to this headquarters for decision.

c. The Division is authorized to correspond directly with the Army and Navy Petroleum Board on routine matters only and will submit the Monthly Petroleum Slate and other required reports to that Board.

3. FUNCTIONS. The specific functions of the Petroleum Division are:

a. Administrative.

(1) Chief of Division acts as Theater Petroleum Officer.

349 (2) Establishment, in cooperation with British and Italian authorities of accounting procedures covering all POL products in the theater.

(3) Supervision of all activities of Division.

b. Policy.

(1) Reference of all policy matters on the United States side to G-4 MTOUSA for coordination.

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

Hq MTOUSA Circular No. 122 (Cont'd)

(2) Formulation, in coordination with corresponding British authorities, of recommendations covering Theater POL policy, for submission to SACMED.

c. Accounting.

(1) Preparation and forwarding to Army and Navy Petroleum Board of "Petroleum Statement of Monthly Operation Account".

(2) Maintenance of data on theater stock position.

(3) Maintenance of accounts covering all issues against "POL Coupon Books".

d. Operating.

(1) Receipt, storage and handling of all POL products assigned to Commanding General, Peninsular Base Section.

(2) Release of approved issues of POL products from stocks consigned to Commanding General, Peninsular Base Section, to UNRRA and Italian National Program.

(3) Preparation and forwarding to Army and Navy Petroleum Board of slate covering United States Military, United States Naval, War Shipping Administration, UNRRA and Italian National Program POL requirements.

(4) Operation and control of all Petroleum Distributing Units (AM).

(5) Supervision and control of all bulk storage facilities and reassignment of such facilities as are no longer required for United States or British use.

(6) Supervision and control of operation of Socony Refinery at Naples and ANIC Refinery at Leghorn.

(7) Procurement of data necessary for maintenance of theater stock position records.

(8) Preparation and forwarding to Army and Navy Petroleum Board of monthly report of tanker activities.

(9) Direction of operation of all tankers used for transportation of POL products.

(10) Operation of Secretariat of the CMTCC.

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

Hq MTOUSA Circular No. 122 (Cont'd)

d. Technical.

(1) Construction of all POL facilities for United States Military requirements.

(2) Preparation of strategic plans covering construction and operation of POL facilities for United States Military operations.

(3) Operation of laboratories and maintenance of quality control.

(4) Investigation and correction of problems arising from improper use, contamination of deterioration of POL products.

(5) Recommendations for substitution of specific POL products toward achievement of better operation.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley

RALPH C. TILLEY
Colonel, AGD
Adjutant General

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Chief Commissioner.

Attached is submitted for your information/signature/approval.

18/1/18

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

Brig Gen—

Checking on 6 Mtrs
subjects thru officers
to who many such
etc on Army Navy
& those drawn veterans
Do not believe it
applies in our case

3495 R C Ruth

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

Brig. Carr
CSI Ross
Does this
affect the HFH:
letter re "Officers
Messes" - at least
as far as the
U.S. side is
concerned?
If so - it

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

might be useful
as a precedent
for CMH

Jus
cc

29/VII

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

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JUL 29 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 121)

22 July 1946

SUBSISTENCE

Section II, Circular Number 60, this headquarters, 1946, is superseded by this Circular.

"II - UNITED STATES ARMY MESSES

4. All US Army messes in the theater, exclusive of hospital messes, but including all officer's messes, will be considered field ration messes as contemplated by WD Circular 158, 1944.

a. Persons who may be subsisted regularly in Army messes are:

(1) United States Military personnel and their dependents.

(2) United States Civilians and their bona fide dependents authorized by MTOUSA Supply Directive Number 79, 1945, as amended by MTOUSA Supply Directive Number 3, 1946.

(3) Foreign Military Liaison personnel serving the United States Army Headquarters.

(4) Mess attendants. (See paragraph 14 c)

(5) Other personnel upon submission of request to Theater Quartermaster, Peninsular Base Section, APO 782, for approval by this headquarters."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

3492 OFFICIAL:

RALPH C. TILLEY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 120)

19 July 1946

SALE OF SURPLUS PROPERTY TO MEMBERS OF THE ARMED FORCES IN THE MTO

Circular Number 109, this headquarters, 1946, is amended as indicated:

1. Paragraph 6, Section I is superseded by this paragraph:

"6. Surplus property for sale will be made available at Leghorn or Naples as directed by the Commissioner, OFLC. Therefore personnel desiring to purchase must make arrangements to be absent from organizations in order to complete all necessary forms and pick up item(s) from depot."

2. Paragraph 8, Section II is superseded by this paragraph:

"8. Upon receipt of approval from the commanding officer, each individual will personally contact the Field Liaison Officer, OFLC, Leghorn, or the Office of Foreign Liquidation Commission, Rome, whichever is nearer.

a. Office of the Foreign Liquidation Commission, 2 Via Umbria, (UNRRA Building, Second Floor) Rome.

Purchaser will present approved request to the Disposal Division (Room 23) where data on availability, condition, location, and price is kept. After selection of item(s) desired, a contract will be completed. Purchaser will then contact the Fiscal Division (Room 13), where payment must be made in US dollar instruments, and required forms signed. The individual will then proceed to the Field Liaison Office, OFLC, (Peninsular Base Section) Leghorn or Naples, whichever delivery point is specified by the Commissioner, OFLC, and present his papers. Authorization to draw on depot will consist of original request to purchase and such necessary forms as are completed at the office of the Field Commissioner.

3491

b. The Field Liaison Officer, OFLC, (Peninsular Base Section) Leghorn or Naples.

Purchaser will present approved request to the Field Liaison Officer, OFLC, Leghorn or Naples, whichever point is specified by the Commissions, OFLC, and will be taken to the depot to inspect

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Hq MTOUSA Circular No. 120 (Cont'd)

item(s) desired. After making selection, the purchaser will be required to sign a contract to purchase and present US dollar instruments in the exact amount of the purchase. On completion of such necessary documents as are required by the Field Liaison Officer, purchaser may take possession of item(s) purchased."

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 119)

11 July 1946

PREVENTION OF CERTAIN DISEASES

1. So much of Section II, paragraph 3, f, (3) (c), Circular No. 54, this Headquarters, 1945, which reads "in 8 gallons of water" is amended to read, "in 5 gallons of water."

2. Paragraph 4, c, Sect. IV, of above named circular the allowance of Freon Aerosol 1 lb. dispensers is changed from "15 per 100 men per month" to "30 per 100 men per month."

3. Mosquito repellent will be used after dark and will be applied at least every four hours to exposed skin surfaces and areas where clothing is tight.

4. Prophylactic Stations

Proper functioning of stations will be insured by daily inspections by an officer or ranking NCO. For further details regarding prophylactic stations see Sect. V, Circular 54, this headquarters, 1945.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 118) 11 July 1946

USE, CONTROL AND SUPERVISION OF ITALIAN CIVILIAN LABOR

1. GENERAL: Theater policy is to employ Italian civilians in place of military personnel wherever their utilization will assist in the reduction of work load on military personnel. Such employment must have as governing factors the fitness of workers for tasks and the provision of such supervision and instruction, either military or civilian, as may be necessary for maximum achievement and output.

2. USE:

a. Civilians may be employed on any tasks for which utilization of United States Military personnel is not mandatory for reasons of security, military procedures or discipline.

b. Civilians may not be employed at government expense to perform services for which the government is not liable for payment.

c. Civilians may not be employed to perform services which enlisted personnel are required to do in addition to their regular duties.

d. Women should be utilized for all types of work which they can efficiently perform.

e. Wages, bonuses and hours of employment will be as set out in current theater directives.

f. Every effort will be made to establish working conditions paralle to those of a corresponding type of civilian employment in Italy.

g. Except in circumstances of unquestionable ability, all employees will be engaged at minimum wage for particular labor classification. Advance to higher brackets will be made only upon proven ability extending over a period of at least seven (7) days.

3489 3. PROCUREMENT:

a. Major commands or organizations thereof will centralize the method of hirings through one agency designated for this purpose.

b. Units or organizations desiring to hire civilian employees will normally contact the local Ufficio d. Collocamento or Italian Labor Office which is usually operated under AC or AMG direction. These offices maintain rosters of civilian workers and of their qualifications and experience, which will insure most expeditious procurement of workers or desired types.

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

Hq MTOUSA Circular Number 118, 1946 (Cont'd)

c. Only in unusual circumstances will direct application from individuals be considered or sought, because language difficulities and opportunity for misrepresentation of qualifications and residency make such procedure inadvisable. Every effort will be made to employ civilians resident in locality of work in interests of local civilian rehabilitation and relief and of economy in U.S. transportation.

d. No unit will be permitted to hire a worker, under employment by an Allied agency, until he has been voluntarily released by that agency.

4. CONTROL:

a. Although all civilian employees will be under direct control of the U.S. Army during hours of employment, they will have all labor privileges of similar workers employed by civilian employers.

b. Employees may belong to labor unions or not as they prefer, but membership in any union or labor body will not be considered a requisite to employment, by other U.S. Army employing agencies or civilian procuring agencies. There will be no solicitation for members or other union business conducted during working hours or on premises occupied by Allied Forces. The formation of Workers Internal Commission, similar to those existing throughout Italian civilian employment, will be permitted for purposes of liaison between workers and employers, the presentation of grievances or suggestions relative to wage standards, hours and working conditions, and for advancement of proposals calculated to increase efficiency.

5. TRAINING AND SUPERVISION:

a. In order that maximum efficiency be achieved, it is essential that all civilian workers be thoroughly familiar with tasks to be performed. Thorough explanation of the task will be provided together with competent demonstrations performed by qualified personnel, using interpreters when necessary.

b. Adequate supervisory personnel will habitually be provided by either U.S. military personnel or Italian civilians. Civilian employees or groups of employees will not be left without an appropriate overseer, unless experience has shown the responsible official that the employees have proven ability of output, and even then periodic supervision and inspection will be made to assure maintenance of the proper performance.

c. Whenever possible civilian workers exhibiting initiative and characteristics of leadership, will be detailed as foremen or "squad bosses", releasing similar U.S. personnel.

d. Supervisors will be held responsible for the work effectiveness of laborers (Par. 6b)

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Hq MTOUSA Circular Number 118, 1946 (Cont'd)

6. WORK ACTIVITIES:

a. Whenever transportation is provided for civilian employees, they will be called for on time and returned promptly at quitting time-the first in interest of conservation of working hours, the second in interest of morale. In making up transportation schedules, no travel to or from work will be permitted on U.S. government time.

b. While at work it is expected that full time and effort will be expended by the individual. Loitering and inefficiency will not be tolerated. Where the nature of the work is of a strenuous character, ten minutes out of every hour may be granted for relaxation.

7. WELFARE AND BENEFITS:

a. Civilian employees of the Allied Forces are covered for all types of Italian Social Insurance, through procedures agreed upon between the Allied Commission and the Italian Government as approved by AFHQ, all costs being borne by the Italian Government.

b. Annual leave with pay will be granted to civilians employed on a permanent or semi-permanent basis. Leave will accrue from 1 January 1946 or date of employment, whichever is latest, at the rates of: Office workers-2 days per month, other workers-1 day per month.

c. Such public holidays as may be established by order of Theater Commander will be granted with pay to civilian employees. When any employee is required to work on such holidays, no extra pay will be given, but employee will be granted a holiday with pay as soon thereafter as possible.

d. Italian employees will be required to work, without additional pay or compensation, on any days other than those specified above which may be declared holidays by the Italian authorities.

e. Medical attention and/or compensation will be provided through the Istituto per l'Assicurazione control gli Infortuni sul Lavoro, for any civilain employee sustaining injury, illness or death arising out of and in the course of his employment including transportation to and from employment in U. S. controlled vehicles or vehicles hired by U.S. Government for such purpose. When an employee is injured, he may be given first aid treatment by medical military personnel and then taken or sent to the nearest office or representativ of the Istituto. If ambulance transportation is required and no Istituto vehicle is available, U.S. Army ambulance will transport patient to nearest civilian hospital. Medical assistance, other than that provided above, will not be rendered by the U.S. Army.

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

Hq MTOUSA Circular Number 118, 1946 (Cont'd)

8. SECURITY: The names and addresses of civilians who are to be employed in G-2 offices or in any other office where they may have necessary or accidental access to confidential material, should be submitted to G-2 in order that thorough investigations and security checks may be made prior to employment.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 117)

16 July 1946

AUTHORIZED ABBREVIATION FOR AUXILIARY TROOPS COMMAND

The use of ATC as an abbreviation for Auxiliary Troops Command will not be used. The authorized abbreviation is AXTC.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 116)

11 July 1946

TRANSPORTATION OF ALIEN DEPENDENTS TO THE UNITED STATES

Paragraph 3a, Circular Number 108, this headquarters, 1946, is superseded by this circular.

"3. Special Provisions:

a. Shipping

(1) Until last mass shipment of dependents is completed, they will be embarked only on special shipping set up solely for shipment of dependents.

(2) Upon completion of last mass shipment of dependents, they will be embarked in first class accomodations aboard normal shipping allocated to this theater. Specific date will be announced later."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)
: JUL 12 1946
NUMBER 115) 10 July 1946

AUTHORIZED ABSENCES

Circular Number 26, this headquarters, 1946, is amended as indicated:

1. Paragraph 3a is superseded by this paragraph:

"3. Theater Limitations:

a. Passes will not be granted to visit areas which are declared "Off Limits" or "Restricted", and overnight passes will not be granted to visit any other areas until the issuing officer has evidence of previously established billeting arrangements of the enlisted man requesting such pass. This evidence may be in the form of a written statement by the enlisted man that he has personally arranged for billeting during the period he is to be on pass. The address of the billet will be shown on the pass. "

2. Paragraph 4b is superseded by this paragraph:

"4. b. Enlisted Personnel: Enlisted personnel who are granted permission to be absent from their camp, station or bivouac area will be issued the appropriate standard pass form, shown as Inclosure No. 1 (for absences not involving overnight stay) or Inclosure No. 3 (for absences involving overnight stay). No other pass forms will be recognized."

3. Inclosure Number 1 to MTOUSA Circular 26, 1946, is superseded by Inclosure Number 1 attached hereto. In addition, Inclosure Number 3, (for absences involving overnight stay) is attached and becomes part of the basic circular.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3485

OFFICIAL:

Ralph C. Tilley
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Colonel, AGD
Adjutant General

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

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2 Incls:
1 - Standard pass form for passes not involving overnight stay. (Incl No 1)
2 - Standard pass form for passes Involving overnight stay. (Incl No 3 to Cir 26/1946)

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

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Inclosure No. 1 (Supersedes Incl. No. 1 Circular 26/1946 per Circular 115/1946)

LIBERTY PASS (DAY).

_____
(Headquarters of Issue)

_____
(Grade) (Name) (ASN)

_____
(Organization) (APO) (Tel. No)

_____
(Effective Hour and Date)

_____
(Expiration Hour and Date)

I certify that this soldier was inspected as to proper uniform upon the issue of this pass.

_____
(Signature of Unit Commander)

CANCELLATION.

The above pass was cancelled at ____ hours on _____ (insert date)
for: _____ (insert reason)
_____
_____
_____
_____
and soldier has been ordered to report directly to his unit.

_____
(Name of Person Making Arrest-Print)

_____
(Grade) (Organization)

3484

COMPLETE AND TURN OVER TO A MEMBER OF THE MILITARY POLICE OR MAIL TO THE PROVOST MARSHAL, HQ PBS, APO 782, TOGETHER WITH THE ABOVE PASS.

CANCELLATION PASS (DAY)

_____
(Grade) (Name) (ASN)

_____
(Organization) (APO) (Tel No)

_____
(Effective Hour and Date)

_____
(Expiration Hour and Date)

This pass was cancelled at ____ hours on _____ (insert date)
for: _____ (insert reason)
_____
_____
_____
_____
and soldier has been ordered to report directly to his unit. If found loitering enroute he will be taken into custody and turned over to the military police.

_____
(Name of Person Making Arrest-Print

_____
(Grade) (organization)

COMPLETE, DETACH AND RETURN TO SOLDIER WITH INSTRUCTIONS TO RETURN DIRECTLY TO HIS UNIT AND SURRENDER THIS STUB TO HIS UNIT COMMANDER IMMEDIATELY UPON REACHING THE UNIT AREA.

(Note: Major Commands will reproduce and distribute pass forms as needed).

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

Inclosure No. 3 (Thru Circular 115/1946 becomes part of Circular 26/1946)

LIBERTY PASS (OVERNIGHT)

(Headquarters of Issue)

(Grade) (Name) (ASN)

(Organization) (APO) (Tel. No.)

(Effective Hour and Date)

(Expiration Hour and Date)

I certify that this soldier was inspected as to proper uniform upon the issue of this pass and that I have evidence of previously established billeting arrangements at

(Street) (City)

(Signature of Unit Commander)

- - - - - - - - - - - - - - - - - -

CANCELLATION

The above pass was cancelled at ____ hours on (insert date) for: (insert reason)

and soldier has been ordered to return directly to his unit.

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(Name of Person Making Arrest-Print)

(Grade) (Organization)

COMPLETE AND TURN OVER TO A MEMBER OF THE MILITARY POLICE OR MAIL TO THE PROVOST MARSHALL, HQ PBS, APO 782, TOGETHER WITH THE ABOVE PASS.

CANCELLATION PASS (OVERNIGHT)

(Grade) (Name) (ASN)

(Organization) (APO) (Tel. No.)

(Effective Hour and Date)

(Expiration Hour and Date)

This pass was cancelled at ____ hours on (insert date) for: (insert reason)

and soldier has been ordered to return directly to his unit. If found loitering enroute he will be taken into custody and turned over to the military police.

(Name of Person Making Arrest-Print)

(Grade) (Organization)

COMPLETE, DETACH AND RETURN TO SOLDIER WITH INSTRUCTIONS TO RETURN DIRECTLY TO HIS UNIT AND SURRENDER THIS STUB TO HIS UNIT COMMANDER IMMEDIATELY UPON REACHING THE UNIT AREA.

(Note: Major commands will reproduce and distribute pass forms as needed).

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 11)

10 July 1946

POLICY ON OFFICIAL PHOTOGRAPHY

1. The purpose of this circular is to clarify the policy of MTOUSA regarding military photographic coverage of activities in this theater, except for Army Air Forces and Military Intelligence Service, and to outline procedures to be followed.

2. Attention is invited to attached copy of War Department letter, subject: "War Department Policy on Overseas Photography", file AGAO-M 062 (19 Mar 46), dated 25 May 1946. Photographic policies in this theater will be governed by subject directive, as supplemented by this directive.

3. Under supervision of Signal Officers of major commands, the officers in charge of local Signal Corps Photographic Laboratories will:

a. Require work order requests for photographic services submitted in writing. Whenever it is impractical to submit a work order request in writing, verbal requests may be honored, but confirming work order requests will be required prior to delivery of prints to the requesting agency.

b. Include on work order requests this certificate:

"I certify that the above work is for official use only and deemed necessary in the military service."

For uniformity and standard procedure, attached sample copy of work order requests will be used. (See inclosure Number 2)

c. Screen work order requests to assure that photographic services requested are for official purposes in accordance with policy outlined in attached War Department letter.

d. Assure that individual photographers receive assignments that are clearly defined.

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e. Require requesting agency to furnish transportation when own transportation is inadequate.

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MTOUSA Cir 114, 1946
(Cont'd)

f. Screen all negatives of all photographic missions and destroy all negatives that are below Signal Corps standards of photography. No prints will be made from negatives so screened. Exceptions will be at the discretion of photographic officers, who will be guided by importance of subject matter.

g. Obtain from requesting agency a statement of security classification. Negatives not so classified will be considered unclassified.

h. Release no prints for publication, except through Public Relations Officers.

i. Require of cameramen to obtain a complete caption of each exposure. In all photographs where individuals show prominently, captions will contain, in addition to other information, name, rank, organization, and hometown addresses of such individuals.

j. Photographic laboratories of the Army Pictorial Service are located at Caserta, Leghorn, and Gorizia. A cameraman is on duty in the Signal Office of Rome Area. Work order requests should be directed to Chief Signal Officer, or to Signal Officer of major command concerned.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL

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

2 Incls:
1. Copy WD Ltr, 23 May 46
2. Sample Copy Work Order

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

AGAM-PM 062 (19 May 46)
SPICY

23 May 1946

SUBJECT: War Department policy on oversea photography

TO : Commanding Generals:
Army Ground Forces
Army Air Forces
Army Service Forces
All Service Commands
Military District of Washington
Chiefs of Technical Services
Commanders of all theaters, defense commands, departments, and base commands

1. The purpose of this directive is to clarify the policy of the War Department regarding military photographic coverage activities overseas, except for Army Air Forces and Military Intelligence Service, and to outline procedure to be followed by all concerned.

2. The principal functions of photographic coverage overseas are to furnish military photography for technical, tactical, logistical, and strategic requirements and to secure a representative historical record of Army activities directed toward winning, establishing, and preserving peace. Performance of these functions involve.

a. Coverage of only such activities and subjects as are directly related to military responsibilities and activities. Emphasis on particular coverage will change from time to time as the historical pattern changes. As a current guide the following clarification is furnished:

(1) Whether or not a subject is derogatory to the military establishment will not influence the making of a historical record.

(2) Military government is considered a subject for military photographic coverage of historical and spot news subjects (Note: "spot news" is defined as an occurence, news of which has publicity value for a few hours or days). This is not to be interpreted as requiring a daily photographic coverage of all military government activities, but rather, an intelligently planned visual record of noteworthy transitions and accomplishments. Suggested approaches are infiltration of key American civilians into top military government positions, demilitarization, reeducation, reparations, reduction of industrial potential, changes in the general, economic pattern, development of new governments eventually to replace the military government, and the manner of working

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Inclosure #1.

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

together with our allies in matters related to military activities and military government.

(3) War crimes trials, under current War Department policy, will be covered from a historical and spot news point of view. Such complete coverage requires intelligent planning so that the overall pattern of a trial is coherently recorded and involves alertness for the recording of unforeseen developments having spot news value. Repeated photographs of the same individuals can result in unnnecessary film waste, unless such repeated material is photographed with the very difinite purpose in mind of illustrating the progessive strain or breakdown of defendents, or other definitely thought out reasons for such repetition.

(4) Civilian activities such as UNRRA, Red Cross, etc., are not normally considered subject for military photography unless the War Department specifically requires coverage for certain definite projects. In such cases only, the War Department will make specific requests of theater commanders for the required coverage, as normally civilian, commercial news, and newsreel agencies cover these activities

(5) Until this directive is amended, there is a specific need for photography in connection with The Adjutant General's recruiting program for voluntary enlistment in the Regular Army. The following principles are applicable to coverage for recruiting:

(a) The theater recruiting officer will coordinate closely with the theater signal photographic officer his plans and specific requirements to assure a continuous flow to the United States of still pictures in reasonable amount. It is better to have 12 good pictures a week than several hundred that are mediocre or unusable.

(b) The theater recruiting officer will plan photographic assignments to build the prestige of the Army. For example, handling of highly technical and test equipment by trained enlisted specialists; the association of enlisted specialists with people of recognized standing, such as the explanation by enlisted men of new technical devices and techniques to civilian scientists, technicians, etc.

(c) Recrufting coverage will emphasize almost exclusively the activities of smart, well turned-out enlisted personnel featuring technical and specialist positions, the using of newest items of equipment, the supervising of railroad operations, waterworks, and other skilled functions which Army personnel perform overseas. In other words, emphasizing important jobs being done by the enlisted man to establish and preserve peace and avoiding subject matter which may

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suggest the "blood and guts" ...y associated with combat activity. The public impact desired is prestige for the peacetime soldier, found on his skill and the important job he is doing to preserve the peace.

(d) In all photographs where individuals will show prominently, captions will contain, in addition to other information, names and home town addresses of such individuals. Thus, photographs taken for whatever purpose may also be used by PR and recruiting agencies, if desired.

(6) One still photograph only, for record purposes (see WD Cir. 233, 1945), of the award to U. S. Army personnel of all decorations except the Bronze Star, Commandation Ribbon, and Good Conduct Medal.

(7) Photographic coverage of parades, visiting dignitaries, entertainments, athletic events, leave tours, and routine activities of troops for local morale and public relations activities will be held to a minimum. Normally, such coverage will be limited to periods when other photographic requirements are insufficient to keep the photographic establishment completely employed. Coverage of these subjects for War Department use, such as spot coverage in connection with recruiting, will be specifically requested as hereinafter provided. This policy is not intended to be construed to restrict military personnel from using personally owned cameras and film to secure photographs for personal record of the activities referenced to since personal photography is regulated by theater commanders.

(8) Coverage requested by the War Department through technical channels to the theater commanders as hereinafter provided.

b. Efficient planning of photographic coverage so that photographic facilities will be used effectively and efficiently to evolve a definite historical pattern.

(1) It has been estimated that approximately 75 percent of oversea photographic coverage is completely unusable for the following reasons:

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(a) Subjects which merit no more than one still picture are generally covered in a considerable number of pictures.

(b) Subjects are occasionally photographed by more than one photographic detachment due to insufficient planning and coordination.

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(c) Photographic coverage of certain types is continued over long periods of time after the need for such coverage no longer exists due to photographic requests being too general in character, or due to general requests being sent out to a large number of units when a specific request to one unit, with concise priority and deadline date, would have sufficed.

(2) Theater agencies requesting photographic coverage from the theater signal photographic officer will-

(a) Make their request in writing, specific as to subject, reasonably definite as to number of photographs or length of motion picture coverage required, giving date when coverage is required; state, when known, if still pictures are required principally for publication in newspapers or magazines, or other known media requiring special photographic treatment; certify that material is required for official use.

(b) Furnish technical assistance to photographers when subject or activity to be photographed is of a nature technically unfamiliar to the photographer. Explain the specific phases of the operations which are desired to be recorded photographically, but will depend upon the photographer as to how to make the photograph or motion picture coverage.

(c) Set up the assignment; that is, make proliminary arrangements for photographic coverage, when necessary.

(3) Theater signal photographic officer will--

(a) Assure that individual photographers receive assignments that are clearly defined and that the photographic service is for official purposes,

(b) Maintain coordination and liaison with all military agencies requiring photographic services. When similar requests for photographic coverage are received from two or more agencies, theater photographic officers should endeavor to consolidate such requests by means of coordinating with such agencies. For example, recruiting and "home town" requirements may normally be filled by the same photographs.

3. War Department agencies, other than Army Air Forces and Military Intelligence Service, requiring overseas photographic coverage for their respective projects will be governed by the following procedure:

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

a. Requesting agencies, including Army Ground Forces, Army Service Force, and technical and administrative services will coordinate all requests for overseas photographic coverage with the Chief Signal Officer. Copies of proposed requests will be submitted to the Chief Signal Officer, Attention: Chief, Army Pictorial Service, for technical review prior to transmission to theater or overseas commanders through appropriate technical channels, except that requests for certain motion picture coverage will be transmitted in accordance with paragraph 4.

b. The Chief Signal Officer (Chief, Army Pictorial Service) will--

(1) Furnish technical advice to such agencies as to the technical clarity with which request is presented, to assure that theater photographic personnel ultimately receiving such request may understand the exact nature of the request in accordance with paragraph 2b.

(2) Analyze photographic requests to endeavor to effect coordination between initiating agencies whenever possible to consolidate requests for coverage. Thus, much duplication of photographic work may be prevented, coordination and planning improved, and the over-all pattern of photographic coverage improved and clarified.

(3) Receive requests from the foregoing agencies for motion picture coverage for their respective productions (see par. 4a). These requests will be accepted only if sufficiently detailed and in shooting script form.

(4) Maintain frequent communication thru technical channels with theater signal photographic officers regarding the War Department attitude in connection with photographic policy, and any problems of a technical nature arising in the theater requiring clarification or coordination at War Department level.

4. Motion picture photography will be governed by the following restrictions: Complete motion pictures and film strips will not be produced in overseas theaters. Such coverage as is required will normally be of the newsreel type. Motion picture coverage required to be cut into films being produced in the United States will be specifically requested through ~~Signal~~ Corps technical channels only, not in the manner described in paragraph 3, and will be outlined in detail as to the type of scenes required.

3479

5. Still picture photography will be governed by the following policy:

a. Still picture coverage should normally fulfill most theater photographic requirements.

b. Existing directives governing shipment of original negatives and prints to the War Department files charged to the Chief Signal Officer will be complied with.

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

c. Still picture prints will be supplied for official military requests for official purposes within the limitations imposed by photographic laboratory facilities and priorities. Duplicate negatives may be furnished if required, such as by agencies having separate processing facilities and agencies complying with War Department requirements (for example, recruiting service and public relations).

d. Still picture prints will be supplied to civilian agencies only where the theater public relations officer certifies that prints are furnished because a military purpose will be served thereby.

e. (1) The theater commander may, at his discretion, furnish military personnel with prints of official portraits and award of decorations, for personal use. Normally, this should be limited to one print of one photograph only per individual and such distribution should not be permitted to interfere with official requirements.

(2) Prints of other photographs, or additional prints of portraits and awards, for personal use of military personnel, should not be provided by military photographic facilities. Loan of duplicate negatives to post exchange or other recognized commercial photo-finishers may be made for this purpose.

f. In order to prevent use of military photographic facilities, personnel, equipment, and supplies for personal purposes, ownership, and use of personal cameras and supplies should be encouraged.

6. The following are rescinded:

a. WD letter (AG 062 (26 Oct 45) OB-S-SPSAS) 29 October 45, subject, "Overseas Pictorial Requirements."

b. WD letter (AGOV-P-C 413.53 (11 Oct 44), 29 November 1944, subject, "Combat Photography Pertaining to Training Subjects."

BY ORDER OF THE SECRETARY OF WAR:

EDWARD F. WITSELL
Major General.
The Adjutant General

Reproduced by Hq MTOUSA, APO 512, 10 July 1946

D. R. B.

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

WORK ORDER
ARMY PICTORIAL SERVICE

DATE _____

Request the following photographic service _____

_____

_____

_____

Intended use: _____

If classified check--- ____Restricted ___Confidential ____Secret

"I certify that the above is for official use only and deemed necessary in the military service."

Name _____

_____
Rank and Organization

Approved: _____

_____
Telephone Number

_____

_____

Date _____

Receipt of the above photograph is acknowledged

_____

_____

_____

_____

Remarks _____ Expended Supplies

347 _____

_____

_____

_____
Photographer

Work Order# _____

Incl #2

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

RESTRICTED

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JUL 8 RECD

CIRCULAR)
:
NUMBER 112)

6 July 1946

AUTHORIZED ABSENCES

Paragraph 4a, Circular Number 26, this headquarters, 1946, is superseded by this circular.

"4. Off-Duty Permits for Officers and Passes for Enlisted Men:

a. Officers: For periods of absence under the provisions of paragraph 27b, Army Regulation 605-115, written off-duty permits will be issued to officers covering such periods of authorized absence. The form attached hereto as Inclosure Number 2, will be used by commanders having authority to grant leaves of absence."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

RALPH C. TILLEY
Colonel, AGD
Adjutant General

3477

1 Incl: "Off-Duty Permit"

DISTRIBUTION:
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RESTRICTED

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Chief Comm

R E S T R I C T E D

JUL 8 RECD /rjh

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 111)

5 July 1946

General I
Travel within this Theater II
Travel to Areas Outside this Theater, except the United States III
Travel to the United States IV

I GENERAL

1. The word dependents as used herein will mean the dependents of all personnel mentioned in paragraph 3, Section III, Circular Number 73, this headquarters, 1946.

2. Dependents acquiring a dual status or who have previously acquired a dual status as a dependent and an employee of a government agency, will be governed by the provisions of this circular when traveling strictly as dependents. When traveling in their status as employees of a government agency, such travel will be performed under the provisions of Circular Number 38, this headquarters, 1946.

3. Authorization for travel of dependents will be granted by this headquarters or by subordinate headquarters to whom authority to issue travel orders has been delegated. Dependents are not required to have travel orders except as specified:

a. When traveling at Government expense.

b. When traveling to "restricted" areas.

c. When traveling on Special Service organized tours.

d. When traveling to areas outside of Italy.

c. When traveling in connection with the permanent change of station of those upon they are dependent. Dependents will be included in the orders of those upon whom they are dependent in the case of a permanent change of station and such orders will be qualified to state that no additional expense to the Government, other than that specified by existing laws and regulations, will accrue as a result of the permanent change of station.

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4. Travel authorization for other than a permanent change of station will be substantially in the form as prescribed in Appendix "A", or as required by Special Service Bulletins for individuals proceeding on organized tours.

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

5. The War Department Identification Card (WD AGO Form 65) for dependents will suffice for the purpose of obtaining messing and billeting facilities whether or not the dependents are in possession of travel orders.

6. All usual modes or means of government transportation authorized for use by military personnel and other personnel mentioned in paragraph 1 supra, are authorized for use by their dependents, subject to the restrictions contained herein, viz: motor, rail, water and air.

7. Individual Government motor transportation is not authorized for dependents except for emergency medical or dental reasons. Dependents may accompany those upon whom they are dependent, on official trips in government motor vehicles when space is available without exclusion of military personnel, and on recreational trips in government vehicles authorized to military personnel upon whom dependent. Dependents may utilize established government bus facilities, or authorized group transportation facilities. All dependents will sign waiver of liability covering transportation in government vehicles. (Reference MTOUSA Circular "Transportation of Civilians in Motor Vehicles" to be published at later date.)

8. Government rail transportation may be utilized to such extent as may be available for non-military passenger service and as authorized for organized tours.

9. Government water transportation may be used to such extent as may be available for non-military passengers and as authorized for organized tours.

10. Dependents may travel by military aircraft at Government expence:

a. When on medical emergency as declared by the Commanding Officer of the major command concerned, or for other emergencies as declared by the Theater Commander.

b. When personnel upon whom they are dependent are authorized air travel for a permanent change of station (PCS).

c. When they must travel from port of debarkation to the station of the person upon whom they are dependent, in which case no deviations from the most direct route will be authorized.

d. When dependents now in the theater are authorized air travel in accordance with policy set forth in War Department Circular 83, 1946, from overseas place of residence to PE or Staging Area. War Department radio message WX 97574, dated 18 February 1946, which authorizes such dependents air transportation at government expense, will be cited.

11. Dependents may be authorized to travel by military aircraft at no expense to the Government provided:

a. Personnel upon whom dependent are authorized air transportation in connection with temporary duty on official business, or leave, including rest and recuperation (except to the Zone of the Interior), and wh[illegible]:

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

(1) Dependents are in possession of competent air travel orders and accompany the person upon whom dependent while traveling. This does not preclude the dependent's departure from the aircraft at any point of the journey and continuing unaccompanied in or into authorized areas, and by other modes of authorized transportation.

(2) Such travel orders will contain the statement that the cost of the travel performed by the dependents will be at no expense to the Government.

(3) Air Travel Orders will indicate the route to be followed, including delays in route, if any, and no deviation therefrom will be permitted, except in cases of emergency. Circuitous routing for the convenience of the traveler is not authorized.

12. There are no restrictions on the usage of privately owned transportation except for restrictions prescribed for individuals desiring to travel into certain areas in accordance with Circular Number 104, this headquarters, 1946.

13. Commercial transportation, at no expense to the Government, may be used to such extent as available, subject to regulations prescribed herein.

II TRAVEL WITHIN THIS THEATER

14. Travel of dependents within Italy is unrestricted except to the "restricted zone" Venezia-Giulia Area and Udine Province and such other areas of Italy as may in the future be classified as "restricted". For travel into "restricted zones" approval must be obtained from this headquarters. Request for such approval will be submitted by the individual, upon whom the travelers are dependent, through military channels to this headquarters. Such approval will be granted only in exceptional cases. Travel to other countries within this theater is subject to the possession of passports and visas and/or procurement of necessary clearances as prescribed in paragraph 2b, Circular Number 38, this headquarters, 1946. The provisions of paragraphs 2 and 3 of Circular Number 38, this headquarters, 1946, apply insofar as procedure in obtaining clearances is concerned.

15. Dependents desiring to travel on Special Service organized tours, or on US Military Trains within this theater will be governed by the provisions of Special Service Bulletins 3, 4, 5, and 6, 1946, and such other Special Service Bulletins and Command Directives as may be published in the future pertaining to organized tours and US Military Train Travel.

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III TRAVEL TO AREAS OUTSIDE THIS THEATER, EXCEPT THE UNITED STATES

16. Passports and visas will be required before travel orders are issued for dependents traveling to countries specified in paragraph 2b, Circular Number 38, this headquarters, 1946, except as indicated in paragraph 17 below. The provisions of paragraphs 2 and 3 of Circular Number 38, this headquarters, 1946, apply insofar as procedure in obtaining clearance is concerned.

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

17. Visas or clearances are not, nor is it contemplated that they will be, required for Special Service organized tours to points outside of Italy, such as Switzerland. Dependents desiring to travel on Special Service organized tours outside of Italy will be governed by the provisions of Special Service Bulletin Number 2, 1946, and as may be provided for in future Special Service Bulletins.

IV TRAVEL TO THE UNITED STATES

18. Travel to the United States of dependents acquired outside the continental limits of the United States will be in accord with the provisions of War Department Circular Number 83, 1946. Travel of other dependents to the United States at Government expense may be performed only when the personnel upon whom they are dependent make a permanent change of station to the United States. Travel to the United States for emergency reasons is authorized at no expense to the Government subject to approval by this headquarters.

19. Travel to the United States by commercial transportation at no expense to the Government is unrestricted, subject to limitations imposed by commercial transportation companies. Such travel, to be performed at Government expense, must be first approved by this headquarters.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

1 Incl:
Appendix "A"

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

Inclosure to MTOUSA Circular No. 111

TRAVEL AUTHORIZATION

1. The individuals named herein, dependents of _____ are authorized to proceed on or about _____ from _____ to _____

_____
(Names of dependents)

2. Travel by rail, water and/or Government motor vehicle is authorized within this theater.

3. Use of US Army messing and billeting facilities is authorized.

APPENDIX "A"

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

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ACCOM

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

3 July 1946

CIRCULAR)
: JUL 5 REC'D
NUMBER 110)

MARRIAGES

Paragraph 7, Circular Number 1, as amended by Circular Number 81, both this headquarters, 1946, is superseded by this circular.

7. INVESTIGATION

a. An application to marry will not be approved until the applicant's unit commander has caused a character check on the alien civilian to have been made and, in case of an application involving interracial marriage, has examined the laws of the State in which the applicant resides or intends to reside upon return to the United States to determine whether the law of such State prohibits interracial marriages. Information concerning the marriage laws of the various States may be obtained from the Staff Judge Advocate of major commands or from the Judge Advocate General Section this headquarters.

b. When adverse information is revealed on the character check, the application will be returned to the individual, setting forth the facts discovered, and authorizing resubmittal if the applicant attaches to the application an affidavit stating that he is aware of the facts and, after consideration of same, is still desirous of marriage.

c. When it is determined, on application involving interracial marriage, that the laws of the State of residence or intended residence of an applicant prohibits interracial marriages, the unit commander will inform both parties, in writing, of that fact and require each to reply in writing that they understand the circumstances and whether, after due consideration, they desire or no longer desire to have further consideration of their application.

d. In those instances referred to in b and c, above, the application, together with all accompanying papers and correspondence, will be forwarded with the recommendation of the Major Command, to this headquarters for final action.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3473

OFFICIAL:

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

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JUL 5 RESD

CIRCULAR)
:
NUMBER 109)

29 June 1946

SALE OF SURPLUS PROPERTY TO MEMBERS OF THE ARMED FORCES IN THE MTO

General I
Method of Purchase II
Miscellaneous III

I -- GENERAL

1. The provisions of this circular prescribe the requirements and procedure for sales of United States surplus property to members of the Armed Forces in the Mediterranean Theater of Operations.

2. In accordance with the Foreign Liquidation Commission Operating Directives 13, 13b, and 13c, 1945, subject: "Priority Sales to Members of the Armed Forces", the Field Commissioner, Office of the Foreign Liquidation Commission, 2 Via Umbria, Rome, is prepared to make sales of surplus property to any member of the Armed Forces in MTO subject to instructions contained herein effective 1 July 1946.

a. The term "member of the armed forces", as used herein, will refer to only those officers, Warrant Officers, and enlisted personnel of the Army and Navy currently on active duty in this theater.

3. It is the policy of the Foreign Liquidation Commission to encourage and facilitate sales of surplus property to members of the armed forces. Accordingly priority will be given (except over US Government agencies)to contract for and acquire available surplus property, for immediate payment in US dollars or US dollar instruments.

a. Blue Seal United States dollars are required by the Field Commissioner in payment for surplus property. Since legal tender of the United States is not authorized for members of the armed forces and can not be used for the purpose of this directive or for the purchase of surplus, US dollar instruments (US Postal Money Orders, National City Bank of New York Travelers Checks, American Express Company Travelers Checks, and Bank of America Travelers Checks) will be the only medium of exchange acceptable.

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4. The priority policy expressed by this circular shall be applicable to purchases for "Personal Use Only" and will be made only on the understanding that material will not be bartered, sold, or traded to any but other members of the armed forces. If sold to another member of the armed forces, the price will be the same or less than was originally paid to the Field Commissioner.

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

Hq MTOUSA Circular No. 109 (Cont'd)

5. Major commands will be furnished monthly, by letter, a listing of popular items of surplus property currently being offered for sale by the Field Commissioner. Requests to purchase by individuals of the armed forces will be based on such information letters and will not be based on any other source.

6. Surplus property for sale will be made available at Leghorn only. Therefore personnel desiring to purchase must make arrangements to be absent from organizations in order to complete all necessary forms and pick up item(s) from depot. (See Circular #120 (1) fr. chng.)

II-- METHOD OF PURCHASE

7. Authorized personnel, desiring to purchase surplus property currently offered as available, will submit to the immediate commanding officer of the individual concerned, a Request for Contract to Purchase Surplus Property, listing item(s) desired. (Sample form attached as Inclosure 1). The commanding officer will return the request to the individual by indorsement, indicating approval or disapproval and verifying that the items requested are in fact available according to the current information letter.

8. Upon receipt of approval from the commanding officer, each individual will personally contact the Field Liaison Officer, OFLC, Leghorn, or the Office of the Foreign Liquidation Commission, Rome, whichever is nearer. (See Circular #120 (2) fr. chng.)

a. Office of the Foreign Liquidation Commission, 2 Via Umbria, (UNRRA Building, Second Floor) Rome.

Purchaser will present approved request to the Disposal Division (Room 23) where data on availability, condition, location, and price is kept. After selection of item(s) desired, a contract will be completed. Purchaser will then contact the Fiscal Division (Room 13), where payment must be made in US dollar instruments, and required forms signed. The individual will then proceed to the Field Liaison Officer, OFLC, (Peninsular Base Section Headquarters Building) Leghorn, and present his papers. Authorization to draw on depot at Leghorn will consist of original request to purchase and such necessary forms as are completed at the office of the Field Commissioner.

b. The Field Liaison Officer, OFLC, (Peninsular Base Section Headquarters Building) Leghorn.

Purchaser will present approved request to the Field Liaison Officer, OFLC, Leghorn, and will be taken to the depot to inspect item(s) desired. After making selection, the purchaser will be required to sign a contract to purchase and present US dollar instruments in the exact amount of the purchase. On completion of such necessary documents as are required by the Field Liaison Officer, purchaser may take possession of item(s) purchased.

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

Hq MTOUSA Circular No. 109 (Cont'd)

III--MISCELLANEOUS

9. Vehicles

a. Purchasers will register and mark in accordance with MTOUSA Circular Number 104, dated 27 June 1946 and as directed by major commands. All Army identifications and markings must be removed.

b. Repair and maintenance may be accomplished under the provisions of an agreement between the Army Exchange Service and the Fiat Garages. AES Information Bulletin of June 1946 will apply.

c. Petroleum Products will be sold in accordance with MTOUSA Circular Number 105, dated 27 June 1946.

d. In the event of accidents, the purchaser assumes all responsibility for claims or damages that may result.

10. General

a. Commanding officers will insure that purchases of surplus property are made for personal use only and not for resale.

b. The United States Government will in no way be responsible for repair, replacement, maintenance, or safeguarding of any property purchased under the provisions of this circular.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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

3471

1 Incl:
Request for Contract to Purchase Surplus Property

DISTRIBUTION:
Z
Plus
200 Extra copies of Incl. No. 1 to each Major Command.

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

Inclosure to Eq MTOUSA Circular No. 109

(Date)

(APO)

SUBJECT: Request for Contract to Purchase Surplus Property.

TO: Immediate Commanding Officer.

1. Request the undersigned _____
Last Name Middle Initial First Name

_____ _____ _____ _____
Grade ASN Organization APO

be authorized to enter into a contract with the Field Commissioner, Office of the Foreign Liquidation Commission, Rome, to purchase the item(s) currently listed as surplus available for sale:

ITEM(S) LISTED HERE

2. It is fully understood that the item(s) requested herein are to be purchased for the personal use of the undersigned and will not be disposed of either by gift, barter, or sale to any organization, agency, or individual other than US Military or Naval personnel. It is further understood that the United States Government assumes no responsibility whatsoever for the replacement, repair, maintenance, or safeguarding of property so purchased, and that damages or claims resulting from accidents, in the case of a purchased vehicle, are the sole responsibility of the undersigned.

3. I am fully aware of the Articles of War and the punishment thereof for use of any government property, material, or labor to maintain repair or replace any like property, owned by myself.

3470 4. I further understand that in the event of my return to the United States, the government may transport material that I have purchased depending on availability of shipping and in accordance with baggage allowance as prescribed in AR 55-160 and that, in the event I am not authorized a baggage allowance, I will assume the financial responsibility for shipping any such equipment.

5. I am in possession of dollar instruments in a sufficient amount to cover purchase price of item(s) requested.

_____
(Signature)

Inclosure No. 1

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

Inclosure to Hq MTOUSA Circular No. 109 (Cont'd)

1st Ind

Headquarters _____
(Organization) (Date)

TO: _____
(Name) (Rank) (ASN) (Organization) (APO)

1. *Approved
*Disapproved
(*Indicate one)

2. Item(s) requested are shown as surplus available for sale in letter, MTOUSA, AG_____, Subject: "Surplus Property Available for Sale to Members of the Armed Forces", dated _____ 194__.

_____(Signature)
NAME TYPED
Grade, Arm or Service,
Commanding.

Inclosure No. 1 (Cont'd)

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
NUMBER 106)

26 June 1946

PARTICIPATION OF MILITARY PERSONNEL IN PRIVATE ORGANIZATIONS

1. Personnel in this theater subject to military law shall not participate in any organization nor campaign for new members or money in behalf of any private corporation, club, group or association interested in the collection of fees, dues or other funds from members of the US forces, except as provided below. Neither will such personnel act as officers, agents or representatives in this theater for any such organization.

2. The indicated activities are expected from the provisions of paragraph 1 above.

a. The customary activities of chaplains or recognized and authorized religious groups in the collection of funds for legitimate religious or welfare purposes.

b. The collection of money for any welfare, revenue producing or sundry fund authorized and operated under the provisions of AR 210-50.

c. The solicitation and collection of funds for any welfare, charitable or other purpose when such collection is expressly authorized or permitted by the Theater Commander or major commander.

d. Private corporations, clubs, groups or fraternal associations regularly organized and chartered in the US and operating in this theater under dispensation of the parent organization.

3. Organizations operating or organized under the provisions of paragraph 2d, above, will be subject to:

a. No organization will be formed or will operate in this theater without the specific approval of the commanding general of the major command concerned.

3469 b. Use of Army Finance Service will not be authorized and the transmittal of funds from this theater either through finance disbursing officers or US Army postal facilities will not be permitted.

c. All organizations will be governed by by-laws which must be approved by the commander concerned.

1508

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

Hq MTOUSA Circular No. 106 (Cont'd)

4. In connection with the foregoing, the attention of all personnel subject to military law is directed to the provisions of AR 600-10, 8 July 1944.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 105)

27 June 1946

PROCEDURE PERTAINING TO THE PURCHASE OF PETROLEUM PRODUCTS FOR USE IN VEHICLES OWNED PRIVATELY BY US MILITARY AND US ARMY SUPPORTED PERSONNEL WITHIN MTOUSA

1. This Circular presents the procedure to be followed by qualified personnel to accomplish the purchase of Petroleum products in this theater.

2. There will be no specific ration allowance for petroleum products, however, individuals who purchase comparatively excessive amounts of these products may be required to account for their disposition of the quantities purchased.

3. All are reminded that the procurement of petroleum products from US Army Quartermaster fuel points, directly or indirectly, for use in privately owned vehicles, is forbidden by Army Regulations and constitutes a serious offense.

4. Persons Eligible to Purchase Petroleum Products. To be eligible to purchase petroleum products under the provisions of this circular, an individual must

a. Possess a privately owned automotive vehicle, which is located in Italy, and which is registered with the Theater Provost Marshal in accordance with Circular Number 104, this headquarters, 1946, and

b. Possess identification showing that the individual is a member of one of these groups:

(1) US Army, Navy, Air Force, Marine Corps or Public Health Service.

(2) Civilian War Department Employees who possess a War Department AGO identification card.

(3) Personnel who are Official Technical Observers with the US Armed Forces.

(4) US Citizens with:

(a) Foreign Liquidation Commission

(b) US Political Advisors Staff

(c) American Red Cross

(d) United Service Organization

RESTRICTED

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

Hq MTOUSA Circular No. 105 (Cont'd)

(e) War Shipping Administration

(5) Dependents of a person included in any one of the above listed groups.

5. Procedure for Purchase of Petroleum Products. (See paragraph 8 for partial substitute requirement during the period to and including 31 July 1946).

a. Eligible personnel may buy Gasoline Coupon Books and Lubricant Coupons Books at any Quartermaster Sales Store, upon presentation of their MTOUSA Vehicular Registration Card and their ACO Card, Identification Tag, or Passport.

(1) Gasoline coupon books are good for 200 liters of gasoline and contain 20 coupons, each coupon being good for 10 liters. (One liter is about equal to one quart)

(2) Lubricant coupon books are good for 20 liters of lubricating oil and contain 20 coupons, each coupon being good for one liter.

b. Purchasers of Gasoline or Lubricant coupon books will be required to write in the required date, insofar as applicable, on the outside of the front cover and on the Sales Report page of the coupon book at the time of purchase.

c. The price of the coupon books will be determined in accordance with the latest Quartermaster Sales Letter which states the price per liter of gasoline and lubricating oil.

d. Issue of petroleum products will be made to owners of Gasoline or Lubricant coupon books only at authorized depots of the Comitato Italiano Petroli commonly known as "CIP Depots".

(1) The location of all authorized CIP Depots is printed on the back cover of each coupon book.

(2) Petroleum products procured through the use of MTOUSA Petroleum Coupon Books may only be used in vehicles bearing the official Provost Marshal windshield sticker, which is furnished at the time the vehicle is registered. The CIP Depots have been instructed that all petroleum products, exchanged for MTOUSA Petroleum Coupons, must be delivered into vehicles bearing the Provost Marshal windshield sticker.

(3) Proper identification will be required at CIP Depots, and will be accomplished by presentation of the MTOUSA Vehicular Registration Card and the ACO Card, Identification Tag or Passport.

(4) Owners of coupon books will write in the required data, insofar as applicable, on the proper number of coupons and surrender them to the CIP Depot at the time of each issue of petroleum products, and these coupons will constitute full payment for the products received.

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

Hq MTOUSA Circular No. 105 (Cont'd)

(5) Since the CIP Agency is repaid by the Army in kind only, the operator of the CIP Depot actually realizes no profit on the transaction, and any services rendered, such as filling the radiator or battery or wiping the windshield, should be paid for in lire according to the judgment of the purchaser.

6. Each coupon book will contain:

a. Front cover, bearing serial number of book.

b. Coupon Book Sales Report.

c. Twenty coupons, numbered consecutively from 1 to 20, and also bearing the serial number of the book.

d. Back cover, with list of CIP Depots at which the coupons will be accepted.

7. Instructions for Sales Officers.

a. Gasoline and Lubricant coupon books will be obtained by Sales Officer from the Quartermaster, PBS, who will keep records of the serial numbers of books issued to to each Sales Officer.

b. To effect the sale of each coupon book:

(1) Check identification of purchaser by requiring presentation of the MTOUSA Vehicular Registration Card and the AGO Card, Identification Tag or Passport.

(2) Require purchaser to write in required date, insofar as applicable, on front cover and on sales report page of coupon book.

(3) Detach Sales Report page from coupon book, write in the balance of the required information and at the close of the day, mail to Petroleum Division (PBS), APO 794, US Army.

(4) Maintain a record of the serial number of each book sold.

c. At the end of each month, and not later than the 3rd of the following month, submit a report to Petroleum Division (PBS), APO 794, US Army, listing the serial numbers of all Gasoline and Lubricant Coupon Books sold during the calendar month and stating the total number of liters of each product covered by the books so listed.

34 [illegible]

8. Special Provisions for the Period to and Including 31 July 1946.

a. Due to the time required for accomplishing the registration of vehicles herein specified, a substitute requirement is hereby provided for the period to and including 31 July 1946.

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Hq MTOUSA Circular No. 105 (Cont'd)

b. During this period, each individual concerned will prepare and carry on his person a typewritten certificate or statement worded:

"I (certify, state) that I have submitted an application for registration of a vehicle personally owned by me, in accordance with MTOUSA Circular Number 104 dated June 1946

Signed _____

Name typed _____

ASN or Passport No. _____

Rank _____

Organization _____

Address _____ "

c. During the period to and including 31 July 1946, this certificate or statement is hereby authorized to be accepted by all concerned in lieu of:

(1) MTOUSA Vehicular Registration Card.

(2) Vehicular Windshield Sticker.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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

DISTRIBUTION:
Z
25 - Hq Command MTO
50 - 84th Division
50 - PBS
50 - RA MTO
10 - ACRC MTO
15 - FAAS
25 - G-4 MTO
25 - Pet Div (PBS)

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RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 104)

27 June 1946

MOTOR VEHICLE REGISTRATION

1. Purpose: To provide a ready means of identification of War Department vehicles, vehicles possessed by U.S. military personnel and vehicles possessed by other U.S. civilian personnel authorized to purchase U.S. Army POL supplies.

2. Rescission: Effective this date Section XI paragraph 42 of MTOUSA Circular Number 73, dated 15 May 1946 is rescinded.

3. Scope:

a. Vehicles which must be registered.

(1) All War Department motor vehicles (including captured enemy vehicles and requisitioned vehicles in possession of the Army), assigned or otherwise authorized to units of the U.S. Army which are assigned or attached to Mediterranean Theater of Operations, United States Army.

(2) All other motor vehicles located in Italy which are personally owned by:

(a) Personnel in U.S. Army units that are assigned or attached to MTOUSA.

(b) Civilian War Department Employees assigned to any U.S. Army unit in MTOUSA.

(c) Official Technical Observers who are assigned to any U.S. Army unit in MTOUSA.

(d) Dependents of any person included in any of the above listed groups.

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b. Vehicles which may be registered at owner's option:

(1) Other individuals who own motor vehicles which are located in Italy, and who possess identification as belonging to one of the groups listed below, may register their personally owned motor vehicles with the Provost Marshal if they so desire. The registration provided for in this paragraph, is required in the event the persons concerned desire to purchase gasoline and lubricants through the Coupon Book purchase system provided for in MTOUSA Circular Number 105 dated 27 June 1946.

RESTRICTED

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(2) The groups eligible for the registration herein provided are:

(a) U.S. Army personnel who do not belong to army units that are assigned or attached to MTOUSA.

(b) U.S. Navy, Air Force, Marine Corps, or Public Health Service personnel.

(c) Personnel who are official Technical Observers with the U.S. Armed Forces, who are not connected with any U.S. Army unit that is attached or assigned to MTOUSA.

(d) U.S. Citizens with:

Foreign Liquidation Commission
U.S. Political Advisors Staff
American Red Cross
United Service Organization
War Shipping Administration

(e) Dependents of a person included in any one of the above listed groups.

4. Registration of U.S. Army vehicles:

a. Vehicles in possession of units (except Ordnance Base Depot stock):

(1) Each unit will submit to Provost Marshal of appropriate major command a list, in triplicate, on form of Inclosure 1, of all vehicles held, certified by unit commander and G-4, specifying for each vehicle the type, manufacturer's name, chassis type, number of wheels and U.S. Army registration number. Lists will indicate authority under which vehicles are held, i.e. T/O and E, SLOE, special WD project or other special authorization by Theater Commander.

(2) Provost Marshal will issue sticker for each vehicle in list, bearing background letters "USA", letter designation for issuing major command, sequential registration number and pertinent data for specific vehicles.

b. Replacement Vehicles: If a vehicle is procured from stock to replace one turned in or salvaged, registration will be requested and procured in manner prescribed in paragraph 4a.

c. Salvage and turn-in of vehicles: It will be the responsibility of each unit to remove and destroy "stickers" from vehicles being salvaged or turned in and forward to Provost Marshal of appropriate major command, in triplicate, a record of all data appearing on such "stickers".

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d. Recovered vehicles and vehicles apprehended without "Stickers": All vehicles recovered from which "stickers" have been removed and vehicles found in operation without "stickers" will be impounded by the Provost Marshal and returned to Ordnance Depot stock.

e. Impounded vehicles returned to stock: It will be the responsibility of the military police unit impounding any vehicle and returning such vehicle to stock for any reason whatever, to remove and destroy "sticker" on such vehicle and forward to Provost Marshal complete report, in triplicate, stating circumstances and giving complete data appearing on "sticker".

f. Ordnance Base Stock Vehicles: Vehicles in Ordnance Base Depot stock are exempted from registration. All such vehicles, when in transit to or from Ordnance Base Depots will be marked, front and rear "ORD. STOCK IN TRANSIT". This marking will be removed upon arrival at destination. Individual vehicles or convoys, when in transit, will be provided with an authorization to move depot stock, similar to Inclosure 2.

5. Registration of vehicles in personal possession of individuals:

a. Individual owners required to register vehicles (paragraph 3a (2)) or desirous of registering vehicles (paragraph 3b) will submit to Provost Marshal of appropriate command "Application for Auto Registration" in triplicate on form of Inclosure 3.

(1) If vehicle is one which has been purchased through CFLC or other agency controlling sale of government surplus property, application will be accompanied by the shipping document of that agency, authenticating the purchase.

(2) Individuals listed in paragraph 3b (who desire to register personally owned vehicles), will submit with application a letter, in duplicate, from the organization with which they are connected, stating that the individual concerned is a citizen of the United States and a member or employee of that organization.

b. The Provost Marshal will issue for each vehicle:

(1) Sticker, bearing background letters "US", letter designation for issuing command, sequential number and pertinent data for specific vehicle.

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(2) Registration card, similar to Inclosure 4, made out in name of owner and, if requested by owner in writing, additional registration cards on which will be entered name of owner followed by name of any other member of immediate family authorized to drive vehicle.

R E S T R I C T E D

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6. Evidence of Registration:

a. Stickers: All registered vehicles will bear, at all times, windshield stickers issued by the Provost Marshal in conformity with provisions of this Circular.

b. Registration Cards: Owners of private vehicles will retain in their possession at all times the corresponding registration cards issued by the Provost Marshal in conformity with provisions of this Circular.

7. Cancellation upon sale of vehicles: It will be the responsibility of each individual in possession of privately owned vehicle, to remove and destroy "sticker" on such vehicle, concurrently with consumation of sale to another individual, firm or organization, and to forward to Provost Marshal of appropriate major command, in triplicate, a record of all data on such sticker together with any registration card or cards which have been issued covering the operation of that vehicle.

8. Thefts of Vehicles: All thefts will be reported immediately to Provost Marshals of major commands, giving complete description of vehicles and registration number.

9. Reports to be maintained:

a. The Provost Marshal of each major command will maintain records of all vehicles registered in respective commands on cards similar to Inclosure 5, and will forward to Theater Provost Marshal one copy of all "Applications for Registration" both individual and unit on which will be indicated registration number issued to each vehicle and one copy of all "Cancellations".

b. The Theater Provost Marshal will establish a control bureau where consolidated records will be maintained, based upon duplicate copies of "Applications", and "Cancellations" forwarded from Provost Marshals of major commands.

c. Ordnance Officer, Peninsular Base Section, will maintain and submit monthly to the Theater Provost Marshal a report of all vehicles issued and turned in, indicating major command, unit and USA number.

10. Preparation and use of "stickers":

a. "Stickers" will be of two types, those for army vehicles bearing background letters "USA", and those for privately owned vehicles bearing background letters "US".

b. Letters used on "stickers" for designation of the issuing Provost Marshals will be:

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Hq MTOUSA Circular Number 104, 1946 (Cont'd)

A - Provost Marshal, Headquarters Command, MTOUSA.

B - Provost Marshal, Peninsular Base Section.

C - Provost Marshal, Rome Area Command.

D - Provost Marshal, 88th Infantry Division.

c. "Stickers" will be securely gummed to lower inside right corner of windshield, all pertinent data entered with typewriter or indelible ink and thoroughly shellaced after application.

d. Reproduction of "stickers" for replacement or use is prohibited. All "stickers" and registration cards will be requisitioned in quantity from the Theater Provost Marshal and requisition must be accompanied by a certificate from G-4 of respective command approving such issue.

e. "Stickers" will not be issued to or applied on vehicles which have not been registered with Provost Marshal in accord with the provisions of this circular.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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

5 Incls:
1 - Form to be used in applying for registration of Army vehicles.
2 - Form of "Movement of Depot Stock Vehicles".
3 - Form to be used in applying for registration of personally owned vehicles.
4 - Private Owner's Registration Card.
3464 5 - Registration Card to be maintained by Provost Marshal.

DISTRIBUTION:
Z

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

Inclosure No. 1 to Hq MTOUSA Circular No. 104, 1946.

Hq_____

Unit Designation

SUBJECT: Vehicle Registration

TO : Provost Marshal

1. In compliance with MTOUSA Circular No. 104, dated 27 June 1946, the following list of unit vehicles is submitted for registration.

Registration* Number	Type of Vehicle	Name	Chassis	No. of wheels	USA #	Authorization

*To be entered by Provost Marshal.

3463 I certify that above listed vehicles are authorized by_____
authority

and no unauthorized vehicles are included._____
Unit Commander

(This form may be produced locally)

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

Inclosure No. 2 to HQ MTOUSA Circular No. 104, 1946.

SUBJECT: Movement of Depot Stock Vehicles.

TO :

1. In compliance with MTOUSA Circular Number 104, dated 27 June 1946, the vehicles described below are authorized to move from _____ to _____ without registration.

Date of Departure: _____

Estimated Date of Arrival: _____

Person in Charge of Movement: _____

(Note: List vehicles by type and quantity:)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

This authorization expires: _____

_____
(Signature of Officer Initiating Movement)

_____
(Organization)

3462 - (This form may be reproduced locally)

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

Inclosure No. 3 to Hq MTOUSA Circular No. 104, 1946.

APPLICATION FOR AUTO REGISTRATION

Date _____

Owner and applicant EDWARD J. BEHN Driver's license 7014242 Year 45 state N.Y.
Organization or Address U.S. Navy ASN or Passport No. 338960

Vehicle license number E 6 Y 9816 State N.Y. Year 46

Make of vehicle Buick Year 41 Body Type Conv. Cpe. Color Grey

Motor No. 44389902 Serial No. 14196557 Cyl. 8 HP 30.6

Other persons authorized to operate this vehicle:

NAME	RELATIONSHIP	OP. LIC. No.	STATE	YEAR

I have read and am familiar with MTOUSA Circular 104 dated 27 June 1946, regarding the operation of motor vehicles.

_____
(Signature of Applicant)

_____
(Rank and organization)

(The following to be completed in case of enlisted men below grade III, or other authorized registrants:)

I certify that the above statements have been verified.

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_____
(Signed)

_____
(Organization Commander or Employer)

_____
(Clerk's initials)

(This form may be reproduced locally)

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Inclosure No. 4 to Hq ATOUSA Circular No. 104, 1946.

OFFICE OF THE PROVOST MARSHAL

194__

Registration of Motor Vehicle

Owner _____

Organization or Address _____

Make _____ License No. _____

Type _____ Motor No. _____

Signature of Owner _____

Registered _____

Expires: For the Provost Marshal:

_____ _____

(Assistant)

(Reverse Side)

TRAFFIC VIOLATION DATE 1ST 2D 3D

Speeding			
Failure to Stop			
Parking			
Right of Way			
Reckless Driving			
Illegal Lights			
Other Offenses			

This card and sticker will be returned to the Provost Marshal when any change of ownership or change of present registration occurs.

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Inclosure No. 5 to Hq MTOUSA Circular No. 104, 1946.

REGISTRATION CARD

Station _____ Reg. No _____
Issued to _____
Organization _____
Address _____
Make of car _____ Year ____ Model _____
Serial No _____ Body type _____ Color _____
Motor No _____ Cylinders _____ HP _____
Expires _____ State Reg. No _____

File Card

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

RESTRICTED

WDGCT

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

WAR DEPT

CIRCULAR)
:
NUMBER 103)

25 June 1946

CASUALTY

Rescission of Directives I
General II
Battle Casualties III
Non-Battle Casualties IV
Letters of Condolence V
Reports of Investigation VI
Personnel Records VII

I RESCISSION OF DIRECTIVES

1. This circular supersedes all circulars and letters listed:

a. Circular Number 10, this headquarters, dated 24 January 1944.

b. MTOUSA Letter, AG 704/082-C, subject: "Battle Casualty Reports", dated 14 April 1945.

c. MTOUSA Letter, AG 704/303-C, subject: "Flying Status Codes, Casualty Reports", dated 26 April 1944.

d. Section IV, Circular Number 31, this headquarters, dated 12 March 1944.

e. MTOUSA Letter, AG 704.1/160-CAS-O, subject: "Reports on Hospitalized Personnel", dated 27 January 1945.

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f. MTOUSA Letter, AG 704.1/160 CAS-O, subject: "Reports on Hospitalized Personnel", dated 1 February 1945.

g. MTOUSA Letter, AG 704.1/160 CAS-O, subject: "Reports on Hospitalized Personnel", dated 24 February 1945.

h. Section II, Circular Number 88, this headquarters, dated 25 June 1945, as amended.

i. MTOUSA Letter, AG 704.1/160 P-O, subject: "Reports of Non-Battle Casualties", dated 10 December 1945.

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j. Circular Number 21, and Section I Circular Number 34, both this headquarters, 1945.

II GENERAL

2. The provisions of this circular apply to all persons subject to military law under Article of War 2, including civilians accompanying or serving with the Army of the United States.

III BATTLE CASUALTIES

3. Reference

AR 600-550, 23 December 1944 as amended by change No. 1, dated 1 February 1946, and War Department Circular Number 2, dated 1 January 1945.

4. Definition of Battle Casualties

a. Injury or death due to enemy action when occuring as a direct result of engagement with an enemy force, or as a direct result of enemy action during an engagement or otherwise; when an injury or death occurs while immediately engaged in, going to, or returning from a combat mission, whether or not due directly to enemy action; or when injury or death is the result of any act of the United States or Allied Force while engaging the enemy. Battle casualties are divided into these types:

(1) Killed in action.

(2) Wounded, injured, or gassed in action.

(3) Missing in action.

(4) Captured by the enemy.

(5) Interment caused by enemy action.

b. Killed in Action - Individuals will be reported "Killed in Action" only in those cases where positive proof of death is established beyond a reasonable doubt, or where there are circumstances that lead to no other logical conclusion. If evidence is not reasonably conclusive of death the individual will be reported "Missing in Action".

c. Wounded or Injured in Action are those casualties resulting from the piercing of the body by a projectile, a fragment of shell or bomb, an object set in motion by enemy weapons, or by weapons of United States or Allied Forces while engaging the enemy; the piercing of the body by any weapons in the hands of, hurled or thrown by the enemy; torn flesh or broken bones received from a moving object propelled directly, or indirectly, by the United States or Allied Forces while engaging the enemy; any disabling contact with gas or flames released or propelled by the enemy, or by the

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United States or Allied Forces while engaging the enemy. Wounds or injuries sustained by paratroopers jumping from aircraft on a combat mission may be classified as "Wounded or Injured in Action". "Injured in Action" casualties as distinguished from "Wounded in Action", are abrasions, sprains, lacerations, fractures, or other diagnosis where the body has not been pierced. In those cases where a wound as well as an injury are both present, the casualty will be classified and reported as "Wounded". Psychoneurosis and mental diseases developing under battle conditions, commonly but improperly designated "battle neurosis", "anxiety", "hysteria", "shell-shock", or other similar diagnosis will not be classified as battle casualties nor reported on Battle Casualty Reports.

d. Missing in Action, as distinguished from "Missing" (non-battle) are those known to have engaged the enemy on land, on the sea, or in the air, and who are not accounted for after termination of the engagement, flight, or voyage. Personnel will be reported "Missing in Action" and dropped by organizations after a minimum of 72 hours from the establishment of the absence. During this time every effort will be made to secure further information. A "corrected" Battle Casualty Report will be submitted whenever it is determined that the previous report was erroneous in any detail. Missing Air Crew Reports will not precede Battle Casualty Reports to this headquarters (see paragraph 5b).

e. Captured by the Enemy casualties are those who are positively known to have fallen into the hands of the enemy. Normally such casualties will be reported "MIA" if there is lack of positive proof of their capture.

f. Interned casualties are those who are detained by a foreign government under International Law. There are two types of "Interned" casualties, "Battle" and "Non-battle". Internments caused by enemy action as defined in paragraph 4a are "Battle" casualties and will be so reported on Battle Casualty Reports. Internments from any other causes are "Non-battle" casualties, and will be reported according to instructions contained in paragraph 9.

5. Preparation of Battle Casualty Reports

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a. By Whom Rendered - Battle Casualty Reports will be prepared by unit personnel adjutants of regiments, separate battalions, companies, detachments, combat teams and similar units.

b. Manner of Submission - Battle casualties will be reported to this headquarters on Form No. 6 (see Appendix A) immediately after the casualty. The initial report of casualty will include, if available, this information as required by paragraph 7b, War Department Circular No. 2, 1945:

(1) Name, grade, serial number, and arm or service. (If civilian, indicate by whom employed.)

(2) Type of casualty. (Code as shown on reverse side of Form No. 6.)

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(3) Date of casualty.

(4) Place of casualty. (Give place rather than area where practicable.)

(5) Whether or not in flying status (required for all Air Corps personnel if reported dead and for personnel of other arms and services reported dead when applicable).

(6) Whether or not entitled to additional pay for qualifications such as parachute duty pay, diving pay, pay for awards, expert infantryman, combat infantryman, (required for all military personnel who are entitled to such additional pay at time of death).

(7) Additional information required in cases of "Missing" or "Missing in Action":

(a) If a civilian, indicate by whom employed, and in the event the civilian employee is not permanently stationed in the theater or area which reports him missing or missing in action, such as being on temporary duty or in travel status while carried on the pay-roll of an Army installation elsewhere, the initial casualty report will include any information available showing the installation where the employee is permanently stationed. The Adjutant General will on receipt of such report advise the employee's permanent station of his casualty status.

(b) Date from which missing.

(c) Place from which missing.

(d) Brief statement of circumstances.

If the information outlined above is not available, a supplemental report will be prepared and forwarded at the earliest practicable date. Forty-eight (48) hours after the submission of a battle casualty report on "MIA" (Air Forces Only) a Missing Air Crew Report will be rendered in accordance with War Department Secret Letter, AG 360.33 (5-21-43) OB-S-AF-M, subject: "Missing Air Crew Reports", dated 23 May 1943. See Appendix B for prescribed form.

c. Changes in Status of Previously Reported Battle Casualties - All changes in status to battle casualties previously reported will be submitted to this headquarters on Form No. 6, and in addition to the information required in subparagraph 5b, above, will include the basis for the reported change in status. Notation will also be made showing the date of Form No. 6 on which previously reported.

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d. Routing of Battle Casualty Reports - Battle Casualty Reports normally will be routed through command channels to this headquarters. Under exceptional circumstances, due to distance or communication facilities, original copies of the Battle Casualty Reports of certain isolated units may be forwarded DIRECT to this headquarters. Information copies will be forwarded to appropriate intermediate headquarters through which the report would normally have been routed and will bear a notation indicating disposition of the original.

e. Check and Processing by Units in Chain of Command - Battle Casualty Reports will be forwarded through division, and army or similar commands to this headquarters. In each echelon of command a complete file copy will be withdrawn and the report forwarded with such comments as are deemed appropriate.

f. Action by this Headquarters - Upon receipt of the Casualty Report at this headquarters, necessary information will be extracted and report to the War Department will be sent thereto by Air Courier in the form of a machine punched card. A duplicate machine punched card will be furnished the reporting unit in each case through Machine Records channels.

IV NON-BATTLE CASUALTIES

6. Reference - AR 600-550, 23 December 1944 as amended by change No. 1, dated 1 February 1946 and War Department Circular No. 2, dated 1 January 1945.

7. Definition - Non-Battle Casualties are those not resulting from enemy action: i.e., deaths resulting from disease, accidental or self-inflicted wounds or injury, suicide; individuals dropped as "Missing" or "Interned" not as a result of enemy action, psychoneurosis and mental diseases developing under battle conditions, commonly but improperly designated "battle neurosis", "anxiety", "hysteria", "shell-shock", or other similar diagnosis will be classified as Non-Battle Casualties.

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8. Reports to be Rendered:

a. Radio Report - Effective immediately, all cases of non-battle death will be reported DIRECT to this headquarters, by PRIORITY radio, addressed to Adjutant General's Section, attention Casualty Branch. Such report will be made by any organization or headquarters having cognizance of the facts, irrespective of whether deceased was a member of the organization or headquarters. Reports will be submitted within three (3) hours after the facts are known, and will include name, grade, serial number, date and place of death, with circumstances surrounding the casualty. Information copies of radio reports will be furnished the unit or organization to which deceased was assigned, if reported by other than parent organization, and to any other organization or headquarters concerned. Fatal casualties will not be handled in a routine manner.

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b. Letter Report of Death - In each case of a non-battle death, a letter report of death supplementing the Radio Report, will be prepared or completed by the deceased's unit and submitted to this headquarters through channels addressed to the attention of the Casualty Branch, Adjutant General's Section. The letter report of death will be submitted at the earliest practicable date, and not later than five (5) days after date of death, and will contain a reference to the radio report. In no case will a letter report of death be held to be forwarded with deceased's personnel records or report of investigation, where action by investigating officers is required; however, a copy of the Letter Report of Death will accompany the Service Record and Allied Papers at time of submission (see Section VII). When death occurs in a hospital and the individual at time of death has an organization assignment, the commanding officer of the hospital will prepare as much of the Letter Report of Death as can be furnished from the information available. The report will then be forwarded DIRECT to the individual's unit where it will be completed and forwarded through channels to this headquarters. In the event the deceased has no unit assignment at time of death or is a member of the detachment of patients, the commanding officer of the hospital will prepare the complete letter report of death and forward it through channels to this headquarters. The information to be included in the letter report of death will be:

(1) Full name of deceased.

(2) Army serial number.

(3) Grade, organization, arm or service.

(4) Date and place of death (specific country, state or territory).

(5) Nature of injury or disease, and direct cause of death.

(6) Whether or not in pay status at time of death.

(7) Description of circumstances surrounding the casualty in all cases where death is accidental or self-inflicted. Status of individual at time of death, whether in barracks, performing military duties, riding in government vehicle, AWOL or on authorized leave.

(8) Whether or not on flying status. In the cases of paratroopers, whether or not on jump status. Crew position or classification of all individuals on flying status will be given, i. e., "Pilot", "Navigator".

(9) Whether or not soldier was receiving additional pay for any of the decorations and awards for which additional pay is authorized; and whether or not he was entitled to diving pay.

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(10) Whether death was or was not in line of duty, and was or was not the result of deceased's own misconduct. If undetermined, so state.

(11) Statement as to whether the line of duty and misconduct status is or is not to be determined by an investigating officer.

(12) Military Occupational Specialty, (MOS).

9. Missing Air Crew Reports, (Non-Battle)

a. "Missing" and "Interned" personnel of the Air Forces will be reported on "Missing Air Crew Reports" (see Appendix B for prescribed form), in compliance with War Department secret letter, AG 360.33 (5-21-43) OB-S-AF-M, subject: "Missing Air Crew Reports", dated 23 May 1943. These reports will be rendered within 48 hours after the individuals have been officially dropped as "Missing". Reports will be forwarded to this headquarters addressed to the attention of the Casualty Branch, Adjutant General's Section and will be classified "CONFIDENTIAL".

b. "Missing" and "Interned" personnel other than members of the Air Forces will be reported to this headquarters by letter. Reports will be rendered within 48 hours after individuals have been officially dropped as "Missing". Reports will give the full particulars and circumstances surrounding disappearance, place and date of departure and destination. Reports of interment will show place interned. Full name, rank, serial number, and organization, and duty status at time of disappearance will be given.

10. Hospitalized Personnel

a. Seriously ill or seriously injured, non-battle personnel will be reported by radio immediately when the condition of any "non-battle" patient becomes such that recovery is questionable and notification to next of kin is justified. Reports will include full name, rank, serial number, organization, identity of reporting hospital with APO number and date admitted, diagnosis in brief non-technical terms, surrounding circumstances if injured accidentally and physical condition, i.e., "seriously ill or injured", "critically ill or injured", addressed to this headquarters, attention Casualty Branch, Adjutant General's Section. Where radio facilities are not available, reports will be prepared on Messageform or Immediate Action Letter and may be consolidated to contain any number of individual cases. These reports will NOT be submitted on battle casualties. The provisions of this paragraph apply to all hospitals.

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b. Insane and Mental Patients unable to Correspond - A report will be immediately submitted on any non-battle patient, who, because of insanity or other mental condition, is unable to correspond. The report will contain full name, grade, serial number, organization, identity of reporting hospital with APO number, date admitted, diagnosis in brief non-technical language and

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physical condition, i.e., "satisfactory", "making normal improvement" or "good". Reports will be prepared on "RESTRICTED" Messageform or Immediate Action Letter and may be consolidated to contain any number of individual cases. The provisions of this paragraph apply to all hospitals.

c. Dependents of Military Personnel (seriously ill and/or death cases). The provisions of this paragraph apply to all hospitals.

(1) Where Emergency Addressee is assigned to an organization or headquarters within this theater: Cases of serious illness or death involving wives, children or other dependents of military personnel assigned to organizations or headquarters within this theater, will be reported by hospitals DIRECT to the emergency addressee. After notification has been made, a letter, giving details of casualty and a statement that the emergency addressee has been notified, will be forwarded to this headquarters attention Casualty Branch, Adjutant General's Section.

(2) Where Emergency Addressee has returned to the United States, or has been transferred to another theater: Cases of serious illness or death involving wives, children or other dependents of military personnel redeployed to the United States or transferred to another theater, will be reported to this headquarters attention Casualty Branch, Adjutant General's Section. The report will include the name and address of the emergency addressee. This headquarters will report these cases to The Adjutant General, Washington or Commanding Generals of other theaters who will, in turn, make notification to the emergency addressee.

d. Unidentified Patients - Upon the admission of any patient who cannot be positively identified, fingerprints will be taken and forwarded immediately to this headquarters. Letter of transmittal will be prepared on "RESTRICTED" Messageform or Immediate Action Letter and will include any partial identifying data available, sex, race, identity of reporting hospital with APO number, date admitted, diagnosis in brief non-technical terms, surrounding circumstances, if any, whether battle or non-battle casualty and physical condition. The provisions of this paragraph apply to all hospitals.

11. Letters of Sympathy

a. Within 48 hours (if possible) after the admission of all seriously ill battle casualties, or following the submission of the Seriously Ill Report on all non-battle patients, (paragraph 10, above), a letter will be written to next of kin giving a brief diagnosis in simple, non-technical language, physical condition and prognosis. The letter will express sympathy, describe in general terms the treatment being received and include any other information of a personal or sentimental nature which may be of comfort or interest to the family. Tact will be exercised and information or details, which would tend to compromise the security of operations or unnecessarily distress the addressee, will be omitted. No mention will be made of the line of duty or misconduct of the patient.

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b. Letters will be individually styled. Their make-up will not follow a routine pattern. Care and thought will be given to the preparation of each individual letter. Mimeographed or printed forms will not be used. No comment will be made relative to the impersonal tone of War Department casualty notices. No statement will be made to the effect that certain details are withheld because of military security or censorship. Flippancy and over-optimistic flowery phrases will be avoided. Letters must be dignified and serious without being impersonal. Opening phrases such as "The Commanding Officer desires, directs or instructs me to tell you", will be avoided. Terms such as "The Commanding Officer wishes, requests, has asked, regrets", will be used. The addressee will be informed that the writer is taking a personal interest in the case and will indicate that he has recently visited the patient. An attempt should always be made to introduce some homelike phrase concerning hospital routine such as the type of entertainment offered the patients, the library, radios, Red Cross facilities, special friends of the patient, competition between wards; inclose copies of Church bulletins, and/or any other special features of interest.

c. Date of casualty will be given for all battle casualties; date of injury or initial admission to hospital for all non-battle. When the exact date is unknown, the expression "on or about" will be used. Place of casualty and location of hospital will be described in general terms as "Northern Italy". The full name, rank, serial number and organization with which the patient was serving at time of casualty will be given.

d. Each letter will contain a statement substantially as quoted: "Please do not write to the Commanding Officer of this hospital in response to this letter since it contains all information available at this time. You will receive further letters at monthly intervals as long as his condition is considered serious and, in addition, you may expect to receive progress reports by postal card every 15 days, if the military situation permits, which will inform you of any change in his condition. When you receive a postal progress card with the notation "Final Report", you will know that the patient's condition has improved to the point where no further reports are warranted. To expedite delivery, address his mail to _____".

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e. Letters will be prepared by hospital clerical personnel in the name of the Commanding Officer of the hospital for the signature of the appropriate chaplain, and will be addressed to the person whose name, relationship and address is preferably supplied by the patient. While it is normally expected that letters will be written to only one addressee, there is no objection to the preparation of more than one if the patient so requests and especially in those cases, for instance, where a wife and parent reside at widely separated points.

f. Follow-up letters of sympathy will be written at 30 day intervals as long as the patient remains on the seriously ill list.

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g. Letters will be double checked for accuracy, especially name and serial number of the patient, and name and address of the addressee, to insure identification of the patient in the casualty files of this headquarters and prompt delivery of the letter to the addressee.

h. Letters will be submitted to this headquarters in triplicate. Signature is required on the original copy only. Each letter will be accompanied by an addressed envelope bearing on its face the indorsement in capital letters WD ESSENTIAL OFFICIAL AIR MAIL and will have postage affixed at the rate of six (6) cents for each half ounce. The envelope will be authenticated. Postage stamps will be procured through local Quartermaster channels.

i. Personal inquiries received by hospitals direct from individuals may be answered direct without reference to this headquarters. Such censorship regulations as are in effect at the time will be strictly observed.

12. Reports of Progress and Disposition, WD AGO Form 234

a. Progress reports on all battle casualties, all non-battle patients reported to this headquarters on Seriously Ill Reports (paragraph 10 above), and all non-battle patients reported to this headquarters as Insane or Mental patients unable to correspond (paragraph 10b, above), will be prepared by all numbered general, station and/or other hospitals functioning as such, on duplicate postal card, WD AGO Form 234. These cards will be prepared on battle casualties as long as such patients remain in the hospital and on non-battle casualties as long as they remain on the seriously ill list or are unable to correspond, and will be addressed to the person whose name, relationship and address is supplied by the patient.

b. WD AGO Form 234 for seriously ill battle casualties will be submitted seven (7) days after dispatch of the Letter of Sympathy (paragraph 11 above), and at fifteen (15) day intervals thereafter as long as the patient remains hospitalized. Progress cards for battle casualties not on the seriously ill list will be submitted within 48 hours after admission, if practicable, and again at 15 day intervals thereafter as long as the patient remains hospitalized.

c. WD AGO Form 234 for non-battle patients reported on the seriously ill list (paragraph 10 above), will be submitted seven (7) days after dispatch of the initial Seriously Ill report and every fifteen (15) days thereafter, as long as the patient remains on the seriously ill list. Progress cards will be submitted immediately when such patients are removed from the seriously ill list after which no further reports are required. Progress cards for non-battle patients reported to this headquarters as Insane or Mental patients unable to correspond, will be submitted at fifteen (15) day intervals following dispatch of the initial report required by paragraph 10b, above, and will continue as long as the patients remain in this category. Progress cards will be submitted immediately when such patients recover sufficiently to enable them to correspond after which no further reports are required.

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d. Evacuation, field, convalescent, and other hospitals functioning as such, will submit WD AGO Forms 234 upon admission of seriously ill battle and non-battle casualties only. Subsequent progress cards will be submitted on these patients at 15 day intervals, if retained for that period. Evacuation, field and convalescent hospitals will not submit progress cards upon admission of battle casualties not carried on the seriously ill list, but will submit progress cards on these patients if retained for a period of 15 days, and again at the expiration of each 15 day period thereafter.

e. Progress cards, WD AGO Forms 234, will be immediately submitted by ALL hospitals when battle casualties are removed from seriously ill list, released from hospital to duty, evacuated direct to the United States or when evacuated to other hospitals within the theater or other overseas theaters.

f. Remarks to be entered on WD AGO Form 234:

(1) Progress Reports.

(a) "Making normal improvement".

(b) "Convalescing".

(2) WD AGO Forms 234 will not be submitted to this headquarters when type of progress is:

(a) "Recovery not proceeding satisfactory," or

(b) "Sinking rapidly".

Radio reports are required on these two categories.

(3) Disposition - Final Reports.

(a) "Released from hospital to duty, therefore this is a final report".

(b) "Removed from seriously ill list. This is a final report".

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(c) "Sufficiently improved to conduct his own correspondence, therefore this is a final report".

(d) "Evacuated to (USA) (ZI), for further hospitalization therefore this is a final report from this theater".

(e) "Absent from this hospital without proper authority, therefore further reports are necessarily suspended".

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g. Where the condition of a patient as reported on WD AGO Form 234 is "absent from this hospital without proper authority", so much of the printed phrase, "I am pleased to inform you", will be amended to read "I regret to inform you".

h. WD AGO Form 234 may be signed by the Chaplain, Registrar, or any other officer designated by the Commanding Officer of the hospital. Signature is required on the original copy only. Cards will normally be prepared by typewriter, however, they may be prepared with pen and ink but must be clearly and fully legible. The patient's identity will be entered in this order: Last name, first name, middle initial, if any, serial number, grade and organization with which serving when initially admitted. A brief diagnosis in non-technical lay terms will be entered in the space provided on each card. Where a change in diagnosis occurs, a suitable remark will be inserted in clarification. Name and address of addressee must be included on the duplicate card as well as the original.

i. When patients for whom WD AGO Forms 234 are being currently submitted go AWOL and are in that status when the next progress card is due, the card will be prepared showing type of progress as "AWOL", (see model remarks, paragraph 12g). If soldier rejoins the hospital, another card will be submitted showing the date he rejoined and current progress.

j. WD AGO Forms 234 will not be submitted on battle casualties readmitted for original or old wounds unless the patient's condition is considered serious, at which time a Letter of Sympathy will be written explaining the readmission and reason therefore, (paragraph 11 above). These letters will be followed by progress cards at 15 day intervals as long as the patient remains on the seriously ill list.

k. A double checking system will be installed by each hospital to insure absolute accuracy of the data contained thereon, with particular emphasis placed upon names, serial numbers and street addresses. (This includes duplicate cards.) When it is found that a progress card has been submitted containing erroneous information, a corrected card marked as such will be immediately submitted.

l. Each hospital will install a suspense card file system, separated into 15 groups, to equally control the preparation of daily WD AGO Forms 234 and to insure that cards are prepared when due. When a patient for whom a physical progress suspense card is being maintained is transferred to another hospital within the theater, the suspense card, showing name and address of person to be notified, will be placed in the Field Medical Jacket, Form 62-d and forwarded to the new hospital along with other medical records. Copies of any Letters of Sympathy written will be included.

m. WD AGO Forms 234 will be alphabetically arranged by surnames when forwarded to this headquarters. Cards will be forwarded in duplicate, unseparated.

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13. When a patient objects to having a letter of sympathy or WD AGO Form 234 forwarded and refuses to give an addressee, he will be informed that an initial casualty report has already been forwarded to his emergency addressee by order of the War Department and that the report now being prepared will reassure rather than alarm the addressee.

14. It is desired that each hospital group all of the reports prepared in accordance with this directive, except seriously ill radio reports, into one (1) consolidated daily shipment. This shipment will be securely sealed into one envelope, or package labeled "CASUALTY REPORTS", addressed to "The Commanding General, MTOUSA., APO 512, US Army (Attention: Casualty Branch)", and will be forwarded direct from the hospital by the most expeditious means available. Air Courier will be utilized wherever possible. No other extraneous reports or papers will be placed in these shipments.

15. A copy of these instructions will be furnished all new hospitals entering active operations in this theater by the Army Air Force or Base Section concerned.

V LETTERS OF CONDOLENCE

16. General

a. Reference - WD Circular Number 2, 1945, as amended.

b. The War Department has directed the preparation and dispatch of an air mail letter, containing information of a personal and comforting value, to the emergency addressee or next of kin in every case of death.

17. On Whom Prepared

a. Mandatory in all cases of deceased personnel.

b. Encouraged in cases of missing personnel.

18. By Whom Prepared.

3452 - a. Parent unit commanders will prepare or designate qualified officers to prepare letters on individuals assigned or attached to the organization.

b. Hospital Commanders - If death occurs prior to transfer of a patient to the detachment of patients, a letter of condolence will be prepared and forwarded by the hospital to the deceased's organization for dispatch with the unit letter of condolence through the unit casualty reporting channels. If death occurs after transfer of a patient to a detachment of patients, the letter of condolence will be prepared and forwarded through the hospital casualy reporting channels, and a copy furnished to the organization from which transferred.

c. If desired, by friends and close associates of the deceased or missing person.

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19. Time of Preparation - Letter will be prepared and dispatched by:

a. Parent unit - within seven (7) days after burial; in cases of presumption of death, within seven (7) days after submission of official casualty report; or, within seven (7) days after determination of missing status is made.

b. Hospital commanders - within seven (7) days after burial as required in paragraph 16b above.

c. Friends - within seven (7) days after burial or report of missing status, if inclosed with official letter of condolence; 30 days after burial or report of missing status, if dispatched as personal correspondence.

20. Contents

a. Letters will not be dispatched which contain:

(1) Conjectures.

(2) Deletions.

b. Letters will include only facts as shown on official records, or as established by investigation and testimony of eyewitnesses. The information as indicated, and no other will be included in any case:

(1) Grade, full name, army serial number, and organization, in lower left-hand corner, as shown:

Re: Pvt James C. Roe, 32323232
1111th QM Ldry Plat

(2) Cause and description of circumstances surrounding death or missing status.

(3) General area or location of death, or missing status, and general area or location of grave, described in general terms, e.g. "Northern Italy" or "Southern Italy".

(4) Information of personal or sentimental nature which may be of comfort to the family, e.g., anything of a commendable nature about the subject person; about his work; his popularity in his unit; or any message he wished to be conveyed in event of death.

(5) Information concerning burial service. (But not the date of burial.)

(6) Names and mailing addresses of intimate friends and associates.

RESTRICTED

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(7) Only where official casualty reports have been rendered and bodies not recovered nor burial accomplished; explanation that a presumption of death has been made based on circumstantial evidence considered to be reasonably conclusive of death and which leads to no other logical conclusion.

(8) This statement will be included; "The Effects Quartermaster, Army Effects Bureau, Kansas City Quartermaster Depot, Kansas City 1, Missouri, is the only Army Agency which is able to furnish you any information or inventories concerning the disposition of (name) personal effects. Therefore, it is suggested that any inquiries you may have be addressed to that agency as personnel overseas are unable to supply this information."

(9) Paragraph 6a(2)(a), War Department Circular Number 2, 1945, states: "Where death is not the result of enemy action, for example, suicide, legal execution, homicide, or any circumstances where line of duty or misconduct is in question, the specific cause and place of death will be omitted if derogatory to the deceased or if it would add to the family's grief or anxiety. Whenever possible the letter will include a statement as to the work the deceased was performing prior to his death as his contribution toward winning the war." On all carbon copies of the letter, a brief statement will be typed as to the specific cause and place of death and whether or not a report of investigation (WD AGO Form 51) is being rendered.

21. Disposition - Letters of Condolence will be forwarded, with properly addressed air mail envelopes, through casualty reporting channels, to this headquarters in triplicate, and retain one (1) copy for file.

22. Letters of Inquiry

a. Official inquiries are those from government agencies and higher headquarters. Replies to these inquiries will be processed as official correspondence, through casualty reporting channels, as prescribed for letters of condolence.

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b. Unofficial inquiries are:

(1) Those from friends and relatives addressed to persons in their military capacity to which official replies will be prepared, and dispatched through casualty reporting channels.

(2) Those from friends and relatives to friends and close associates of the casualty.

Replies to the latter type of inquiry may be prepared and dispatched as personal correspondence thirty (30) days, or more, subsequent to date of casualty. In replying to both types of letters specified above, the statement prescribed by paragraph 20b (8) above, is the only reply authorized relative to personal effects.

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23. Miscellaneous - Commanders of units in which letters of condolence and letters of inquiry are prepared will exercise control necessary to insure that such letters are complete as to content, quality and type prior to dispatch. The necessity for the exercise of tact in describing circumstances surrounding certain deaths is stressed; information which would be unnecessarily distressing to the family will be omitted. The number of letters which may be written is not restricted. Sufficient copies of official letters of condolence and official replies to letters of inquiry will be prepared to satisfy the distribution requirements of command channels

24. Photographs of Graves - May not be furnished to next of kin making request. Units will forward pertinent information to AGRS-MTZ for appropriate action. Photographs of cemeteries and graves will not be taken for other than official purposes.

VI REPORTS OF INVESTIGATION

25. Reference - MTOUSA Circular Number 48, dated 26 March 1945, which contains detailed instructions on Reports of Investigation (WD AGO Form 51).

26. Preparation

a. When death occurs in such manner as to necessitate an investigation, the investigation will be completed with the least practicable delay. The Report of Investigation will be forwarded in triplicate, through channels to this headquarters by separate letter of transmittal, and will not be delayed pending completion of Service Record and allied papers, nor forwarded directly to The Adjutant General, Washington, D.C.

b. A thorough and comprehensive investigation of all facts leading up to and connected with the person's death will be made, and investigation and report will comply fully with paragraph 19, AR 600-550, as amended by Change 1.

c. It is again desired to stress the necessity for prompt and accurate action since allotments to next of kin cease upon receipt of original telegraphic notification of death. Payment of gratuity and insurance cannot be effected until Form 51 has been accomplished and the action of this headquarters thereon reported to the War Department.

VII PERSONNEL RECORDS

27. General - Disposition of personnel records will be governed by provisions set forth herein.

28. Disposition of Personnel Records of Casualties - Personnel records of casualties, as hereinafter indicated, will be submitted to this headquarters for further disposition.

a. Death, including Battle Casualties

(1) Officers, including Warrant Officers and Flight Officers

(a) WD AGO Form Number 66-1, 66-2, 66-3, (as applicable), Qualification Card (TM 12-425).

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Hq ,TOUSA Circular No. [illegible] (Cont'd)

(2) Enlisted Personnel

(a) As required by Section XXXIII, TM 12-230.

(b) Copy of final payment vouchers (AR 345-475).

(3) When Submitted

(a) Battle Casualties - Not later than fifteen (15) days from date of receipt of machine punched card.

(b) Non-Battle Casualties - Not later than fifteen (15) days from date of death.

b. Missing in Action and Missing

(1) Officers, including Warrant Officers and Flight Officers.

(a) WD AGO Form Number 66-1, 66-2, 66-3, (as applicable), Qualification Card, (TM 12-425).

(b) Statement of circumstances surrounding disappearance, (in triplicate).

(2) Enlisted Personnel

(a) As required by Section XXXIII, TM 12-230.

(b) Copy of final payment voucher, (AR 345-475).

(c) Deposit Book, (AR 345-75).

(d) Statement of circumstances surrounding disappearance, (in triplicate).

(3) When Submitted - On the thirty-fifth day after determination of missing status.

c. Captured by the Enemy or Interned in a Neutral Country

(1) Officers, including Warrant Officers and Flight Officers

(a) WD AGO Form Number 66-1, 66-2, 66-3, (as applicable), Qualification Card (TM 12-425).

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(2) Enlisted Personnel

(a) As required by Section XXXIII, TM 12-230.

(b) Copy of final payment voucher, (AR 345-475).

(c) Deposit Book, (AR 345-75).

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Hq MTOUSA Circular No. 103 (Cont'd)

(3) When Submitted - Within thirty-five days following date of capture or internment.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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

DISTRIBUTION:
Z

* Insert Code applicable.
(see reverse)

** Insert Code applicable.
(see reverse)

BATTLE CASUALTY REPORT OF

SAMPLE COPY

_____
(Designation of Unit)

_____
(Date)

NAME (LAST) (FIRST) (MIDDLE)	GRADE	ASN	*TYPE OF CASUALTY	DATE OF CASUALTY	**FLYING OR JUMP STATUS	REMARKS (Place of Casualty)

This report consists of_____sheets. BCR Control No._____

_____
(Signature)

_____
(Title and Branch)

Page No._____

MTOUSA FORM 6

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Appendix A

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** FLYING AND JUMP STATUS CODE:

A - Pilot, Co-pilot, Command Pilot
B - Navigator
C - Bombardier
D - Observer
E - Flight Surgeon
F - Photographer
G - Radio Operator Gunner
H - Engineer Gunner
I - Armorer Gunner
J - Paratroops on Jump Status
K - Gunner
L - All others on Flying Status
Z - Not on Flying or Jump Status

* TYPE OF CASUALTY CODE:

KIA - Killed in Action
DOW - Died of Wounds received in Action
DOI - Died of Injuries received in Action
SWA - Seriously Wounded in Action
SIA - Seriously Injured in Action
LWA - Lightly Wounded in Action (Hospitalized)
LIA - Lightly Injured in Action (Hospitalized)
MIA - Missing in Action
GAS - Seriously gassed (Hospitalized)
POW - Captured by the enemy
INT - Interned as result enemy action
DUTY - Returned to Duty from a previously reported casualty status.

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SAMPLE SAMPLE

WAR DEPARTMENT
HEADQUARTERS ARMY AIR FORCES
WASHINGTON

MISSING AIR CREW REPORT

IMPORTANT: This report will be compiled in triplicate by each Army Air Forces organization within 48 hours of the time an air crew member is officially reported missing.

1. ORGANIZATION: Location, by Name_____; Command or Air Force_____
   Group_____; Squadron _____; Detachment _____
2. SPECIFY: Place of Departure _____; Course _____
   Target or Intended Destination _____; Type of Mission _____
3. WEATHER CONDITIONS AND VISIBILITY AT TIME OF CRASH OR WHEN LAST REPORTED:___
   _____
4. GIVE: (a) Day ___ Month ___ Year ___; Time ___; and Location _____
   of last known whereabouts of missing aircraft.
   (b) Specify whether aircraft was last sighted ( ); last contacted by radio ( ); Forced down ( ); Seen to Crash ( ); or Information not Available( )
5. AIRCRAFT WAS LOST, OR IS BELIEVED TO HAVE BEEN LOST, AS A RESULT OF : (Check only one) Enemy Aircraft ( ); Enemy Anti-Aircraft ( ); Other Circumstances as follows: _____
   _____
6. AIRCRAFT: Type, Model and Series _____; AAF Serial Number ____
7. NICKNAME OF AIRCRAFT, If any _____
8. ENGINES: Type, Model and Series _____; AAF Serial Number (a) _____; (b) _____; (c) _____ (d)_____
9. INSTALLED WEAPONS (Furnish below Make, Type and Serial Number);
   (a) _____;(b)_____;(c)_____;(d)_____;
   (e) _____;(f)_____;(g)_____;(h)_____;
   (i) _____;(j)_____;(k)_____;(l)_____;
   (m) _____;(n)_____;(o)_____;(p)_____;
10. THE PERSONS LISTED BELOW WERE REPORTED AS: (a) Battle Casualty_____
    or (b) Non Battle Casualty_____
11. NUMBER OF PERSONS ABOARD AIRCRAFT: Crew ___; Passengers ___; Total_____
    (Starting with Pilot, furnish the following particulars: If more than 11 persons were aboard aircraft, list similar particulars on separate sheet and attach original to this form.)

	Crew Position	Name in Full (Last Name First)	Rank	Serial Number	Current Status
1.	Pilot				
2.					
3.					
4.					

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5. AIRCRAFT WAS LOST, OR IS BELIEVED TO HAVE BEEN LOST, AS A RESULT OF : (Check only one) Enemy Aircraft ( ); Enemy Anti-Aircraft ( ); Other Circumstances as follows: _____

6. AIRCRAFT: Type, Model and Series _____; AAF Serial Number _____
7. NICKNAME OF AIRCRAFT, If any _____
8. ENGINES: Type, Model and Series _____; AAF Serial Number (a) _____; (b) _____; (c) _____ (d)_____
9. INSTALLED WEAPONS (Furnish below Make, Type and Serial Number);
   (a) _____;(b)_____;(c)_____;(d)_____;
   (e) _____;(f)_____;(g)_____;(h)_____;
   (i) _____;(j)_____;(k)_____;(l)_____;
   (m) _____;(n)_____;(o)_____;(p)_____;
10. THE PERSONS LISTED BELOW WERE REPORTED AS: (a) Battle Casualty_____ or (b) Non Battle Casualty_____

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11. NUMBER OF PERSONS ABOARD AIRCRAFT: Crew ___; Passengers ___; Total_____
(Starting with Pilot, furnish the following particulars: If more than 11 persons were aboard aircraft, list similar particulars on separate sheet and attach original to this form.)

	Crew Position	Name in Full (Last Name First)	Rank	Serial Number	Current Status
1.	Pilot				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

12. IDENTIFY BELOW THOSE PERSONS WHO ARE BELIEVED TO HAVE LAST KNOWLEDGE OF AIRCRAFT, AND CHECK APPROPRIATE COLUMN TO INDICATE BASIS FOR SAME:

	Name in Full (Last Name First)	Rank	Serial Number	Contacted by Radio	Last Sighted	Check Only One Column: Saw Crash	Saw Forced Landing
1.							
2.							
3.							

(Over)

APPENDIX B

SAMPLE

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13. IF PERSONNEL ARE BELIEVED TO HAVE SURVIVED, ANSWER YES TO ONE OF THE FOLLOWING STATEMENTS: (a) Parachutes were used ___; (b) Persons were seen walking away from scene of crash ___; or (c) Any other reason (Specify) _____

14. ATTACH AERIAL PHOTOGRAPH, MAP, CHART, OR SKETCH, SHOWING APPROXIMATE LOCATION WHERE AIRCRAFT WAS LAST SEEN OR HEARD FROM.

15. ATTACH EYEWITNESS DESCRIPTION OF CRASH, FORCED LANDING, OR OTHER CIRCUMSTANCES PERTAINING TO MISSING AIRCRAFT.

16. GIVE NAME, RANK AND SERIAL NUMBER OF OFFICER IN CHARGE OF SEARCH, IF ANY, INCLUDING DESCRIPTION AND EXTENT _____

_____

_____

Date of Report _____

_____
(Signature of Preparing Officer)

17. REMARKS OR EYEWITNESS STATEMENTS:

NOTE: When completed this report is classified as

"CONFIDENTIAL"

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

17. REMARKS OR EYEWITNESS STATEMENTS:

(Signature of Preparing Officer)

NOTE: When completed this report is classified as

"CONFIDENTIAL"

APPENDIX B

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

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1547.

R E S T R I C T E D

/rjh

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
:
NUMBER 101)

20 June 1946

USE OF MOTOR VEHICLES

1. GENERAL. It is imperative that the use of motor vehicles in the theater be kept to the absolute minimum consistent with the theater mission in the interests of conservation of POL products and of maintenance parts and operations.

2. USE. Authorized use of motor vehicles is defined in Section IV, "Use of Motor Vehicles", in MTOUSA Circular Number 12, "Vehicles and Accessories", dated 28 January 1946 and as amplified by these restrictions:

a. Personnel on Official Business: Motor vehicles will not be used for transportation over distances greater than 130 miles when other means of transportation are available, i.e., air or rail, except in exceptional circumstances or when troop movements by organic equipment are involved.

b. Cargo and Freight: Motor vehicles will not be used for transportation over distances greater than 100 miles when railroad transportation is available except for critical shipments, use of regularly established motor transportation schedule or convoy movements.

c. Recreation:

(1) Vehicles will not be used for recreational trips outside an area defined by a 75 mile radius from point of dispatch of vehicle, except that transportation for regularly constituted group, or special, recreation trips may be authorized by written orders issued from headquarters administratively charged with the operation of the transportation.

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(2) Every effort will be made to effect maximum use of vehicles when on recreational trips by:

(a) Release of vehicles upon arrival at destination.

(b) Restriction of use of vehicles at recreation centers, where such vehicles are used primarily to transport personnel to such centers.

(c) "Doubling up" to insure maximum passengers.

(d) Whenever possible recreational transportation will be accomplished by vehicles capable of group transportation rather than by use of jeeps, sedans or other small capacity vehicles. Point-to-point recreational transportation involving material number of personnel will be provided through assignment of bus-type vehicles running on published schedule and individual passenger vehicles will not be dispatched where and when such service exists.

R E S T R I C T E D

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Hq MTOUSA Circular No. 101 (Cont'd)

(3) Vehicles used for transportation of female personnel will be operated by assigned drivers.

3. DISPATCH.

a. Standard operating procedures governing dispatch of vehicles, set forth in Section I, MTOUSA Circular Number 66, dated 2 May 1945, subject: "Driver's Trip Tickets and T.M. Service Record", will be rigidly adhered to, with adequate and competent check of vehicle releases and trip tickets.

b. All trip tickets for city-to-city dispatch will be imprinted with rubber stamp reading substantially:

BE SURE TO CHECK WITH
CENTRAL DISPATCH OFFICES
AT DESTINATION AND EN-ROUTE

4. CENTRAL DISPATCH OFFICES.

a. Major commands will designate central dispatch offices in the Naples, Rome, Leghorn, Caserta and Udine areas where vehicles of other commands returning to initial station or proceeding to other destinations will check for any possible additional or return load or passengers. This regulation applies to both passenger and truck transportation.

b. Commands may utilize any centrally located dispatch office for this purpose, designating such office as the "Central Dispatch Office". Information will be furnished to the headquarters of all other major commands and to this headquarters of the location and telephone number of Central Dispatch Offices.

c. It is imperative that all vehicles terminating trip in stated cities or making in-transit stops for unloading or loading of cargo or passengers, check with the local Central Dispatch Office, stating available space and destination.

d. Certification of such check will be made by indorsement of trip ticket by Central Dispatch Office or this check with Central Dispatch Office may be made by telephone by responsible officer at stopping point and certification by such personnel will be acceptable evidence that check has been made.

e. If Central Dispatch Office advises any vehicle driver of additional cargo or passengers to be picked up, loading of cargo or passengers will be done with least possible delay at location to which directed.

f. Failure of driver to make such check and receive appropriate certification on trip ticket will constitute violation of these instructions.

g. Major commands will erect signs on all main roads leading into cities or towns in which Central Dispatch Officers are maintained, stating specific location and telephone number of office. Signs shall bear cautionary statements substantially:

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Hq MTOUSA Circular No. 101 (Cont'd)

(1) On face visible on approaching city:

TO DRIVERS OF ALL US ARMY VEHICLES

BE SURE TO CHECK WITH CENTRAL DISPATCH OFFICE BEFORE LEAVING CITY. THIS APPLIES TO YOU. WHETHER YOU HAVE A SCHEDULED STOP OR NOT.

(2) On face visible on departing from city:

TO DRIVERS OF ALL US ARMY VEHICLES

HAVE YOU CHECKED WITH CENTRAL DISPATCH OFFICE?

FAILURE TO DO SO CONSTITUTES A TRAFFIC VIOLATION.

5. RECREATION TRIP TICKETS. Trip tickets for all vehicles used for recreational purposes will definitely show on the face thereof that such vehicles are being used for recreational purposes and the destinations of such use. Drivers of such vehicles will make proper entries on trip tickets to show the exact number of passengers transported.

6. AUTHORIZED VEHICLES. US Military personnel will drive only US Army vehicles, Italian vehicles requisitioned by US Army, CEM vehicles in possession of US Army and vehicles personally owned by US personnel. Vehicles owned by and in possession of Italian civilians will not be driven by US military personnel.

7. ROUTING. Vehicles will be dispatched on, and will adhere to, shortest practicable route between points of departure and destination. Any material departure from such route will constitute violation of these instructions.

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8. GASOLINE.

a. Vehicular mileage will be periodically checked to preclude illegal disposition or loss of fuel.

b. Reserve supply of gasoline will not be carried in containers within or secured to vehicles unless authorized trip is of such character or length as to preclude use of Allied Force refueling points. The driver of each vehicle carrying a fuel reserve will account for the use of same on trip ticket of such vehicle.

9. PENALTIES FOR VIOLATIONS OF THESE INSTRUCTIONS.

a. MP road blocks, established by major commands, will make inspection of trip tickets, and required indorsements or certifications by Central Dispatch Office or qualified agents.

b. Reports of violations of these instructions will be made through channels to this headquarters.

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

Hq MTOUSA Circular No. 101 (Cont'd)

c. Major commanders are authorized to impound vehicles of their own commands when found operating in violation of these instructions and to impose such measures as may be necessary to insure their enforcement.

d. Major commanders are authorized to impound vehicles belonging to other commands when found operating in flagrant violation of these instructions. Such cases will be reported to headquarters of the major command involved for such action as that headquarters deems necessary.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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

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RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 100)

15 June 1946

MTOUSA MOTION PICTURE SERVICE (16mm & 35mm)

Paragraph 19a, Section VI, Inclosure Number 1, "Manual for Army Theater Operations" to Circular Number 59, this headquarters, 1946, is superseded by this circular.

19. Reports and Forms

a. Form "A" and "D" Attendance Reports

(1) Form "D" attendance report will be submitted in triplicate each Monday for the preceding week to the Special Service Officer in each major command by each unit or theater officer.

(2) Consolidated report "A" in duplicate, supported by two copies of form "D" from each unit or theater of that command will be forwarded to Chief, Special Services, MTOUSA, APO 512, no later than 10 days after end of each fiscal month.

(3) These reports are to be submitted separately for 35mm and 16mm entertainment film.

(4) All 16mm and 35mm reports and 35mm admission receipts will be forwarded to Chief, Special Services, MTOUSA, APO 512, on basis of fiscal year periods.

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(5) Fiscal Periods are:

FISCAL YEAR 1946

From	To
4 May	31 May
1 June	28 June

FISCAL YEAR 1947

	From	To
1st	29 June 1946	26 July 1946
2nd	27 July 1946	23 August 1946
3rd	24 August 1946	20 September 1946
4th	21 September 1946	18 October 1946

RESTRICTED

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

Hq MTOUSA Circular No. 100 (Cont'd)

	From	To
5th	19 October 1946	15 November 1946
6th	16 November 1946	13 December 1946
7th	14 December 1946	10 January 1947
8th	11 January 1947	7 February 1947
9th	8 February 1947	7 March 1947
10th	8 March 1947	4 April 1947
11th	5 April 1947	2 May 1947
12th	3 May 1947	30 May 1947
13th	31 May 1947	27 June 1947

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

1 Incl
Form D

DISTRIBUTION:
Z

16mm or 35mm WEEKLY ATTENDANCE REPORT
(STRIKE OUT NUMBER NOT PERTAINING)

FILM RECEIVED FROM

THEATER, DEPARTMENT OR BASE

WEEK ENDING

NAME OF UNIT

LOCATION

DAY	STARTING TIME OF SHOWS	ATTENDANCE EACH SHOW		FEATURES TITLES: AND SHORTS	AUDIENCE REACTION
		MILITARY AND DEPENDENTS	AUTHOR-IZED CIVILIANS		
(1)	(2)	(3)		(4)	(5)
SUNDAY	1st Show : 2nd Show : 3rd Show :				
MONDAY	1st Show : 2nd Show : 3rd Show :				
TUESDAY	1st Show : 2nd Show : 3rd Show :				
WEDNESDAY	1st Show : 2nd Show : 3rd Show :				
THURSDAY	1st Show : 2nd Show : 3rd Show :				
FRIDAY	1st Show : 2nd Show : 3rd Show :				

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TUESDAY
1st Show :
2nd Show :
3rd Show :

WEDNESDAY
1st Show :
2nd Show :
3rd Show :

THURSDAY
1st Show :
2nd Show :
3rd Show :

FRIDAY
1st Show :
2nd Show :
3rd Show :

SATURDAY
1st Show :
2nd Show :
3rd Show :

TOTAL NO. OF SHOWS :

TOTAL ATTENDANCE :

I certify that the attendances shown on this report are accurate and that film rentals may be paid on the basis thereof.

Date of Report.....194.....

Signed.....

Rank.....
(To be signed in ink by Theater Officer)

IMPORTANT

TO BE SUBMITTED IN INK OR TYPEWRITTEN EACH MONDAY IN TRIPLICATE TO YOUR MAJOR COMMAND, SPECIAL SERVICE OFFICER

Signify audience reaction by marking Excellent, Very Good, Fair, or Poor in Column 5. Amplify as necessary on reverse side.

Form D.

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

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Chief Comm.

2675 Rpt

/rjh

JUN 15 RECD

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 99)

13 June 1946

WEARING OF CIVILIAN EVENING DRESS BY WAC OFFICERS AND ANC PERSONNEL

WAC Officers and ANC Personnel are authorized to wear civilian evening dress in their own clubs or at regularly established officer's clubs on dance evenings.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 98)

13 June 1946

LEAVE OR FURLOUGH FOR TOURS

1. Attention is invited to the requirement that, effective 1 July 1946, all tours for rest and recuperation formerly granted on temporary duty status are cancelled and leave or furlough status is substituted.

2. All orders published up to and including 30 June 1946 will continue to be published on temporary duty status and tour and travel time on such orders will not be charged to leave or furlough time even though return to station is after 1 July 1946.

3. All orders published 1 July 1946 and thereafter will specify that purpose of travel is for leave or furlough and all time including travel to and from station will be charged to leave or furlough time and be included in the limiting dates of the order.

4. Leave and furlough orders for tours or rest areas issued by units will be coordinated with Special Service Officers, major commands, to insure compliance with tour and rest area quotas and booking procedures.

5. Circular Number 26, this headquarters, 1946, governs authorized absences, except that absences from the geographical limits of MTOUSA are specifically authorized for participation in Special Service MTOUSA tours and Special Service MTOUSA American Express tours.

3442 BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 97) 210.3

12 June 1946

ASSIGNMENT OF QUARTERS AND PAYMENT OF RENTAL ALLOWANCE, OR MONETARY ALLOWANCE IN LIEU OF QUARTERS, TO MILITARY PERSONNEL WITH THEIR DEPENDENTS IN MEDITERRANEAN THEATER OF OPERATIONS

Rescission I
Definitions II
Occupied Areas III
Other than Occupied Areas IV
Dependents Residing Outside Occupied Areas when Military Personnel are Stationed in such Areas V
Miscellaneous VI

I - RESCISSION

1. Paragraph 13 Circular Number 73, this headquarters, 1946, is rescinded.

II - DEFINITIONS

2. Occupied Areas - For the purpose of this circular, occupied areas of this theater will be considered to be the compartment of Venezia Giulia E Zara and the Province of Udine.

3. Other than Occupied Areas - All areas and sections in this theater, except those listed in the preceding definition, will be considered other than occupied areas.

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4. Government Quarters - All housing facilities coming wholly under the jurisdiction of the War Department, including requisitioned property and prefabricated huts, are considered government quarters.

5. Adequate Quarters - All housing facilities consisting of two rooms or more and bath, designated by the Commanding Officers of the Major Commands as government quarters for assignment to military personnel with their dependents will be considered adequate quarters. Military personnel who voluntarily accept and occupy quarters consisting of less than two rooms and a bath will be deemed to be assigned adequate government quarters and will not be authorized to draw rental allowance in lieu of quarters. Prior to designating any housing facilities as adequate quarters for assignment to military personnel, Major Commands will determine that maintenance, heat, light, sanitation and security can be provided.

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Hq MTOUSA Circular Number 97, 1946 (Cont'd)

III- OCCUPIED AREAS

6. Military personnel residing with their dependents in occupied areas will be assigned government quarters and will not be permitted to negotiate private rental agreements or draw rental allowance or monetary allowance in lieu of quarters.

IV - OTHER THAN OCCUPIED AREAS

7. a. Where adequate quarters are available they will be assigned to military personnel accompanied by their dependents and no rental allowance or monetary allowance in lieu of quarters is authorized. Officers will not be entitled to any allowance for rental of quarters when the Army provides adequate quarters and quarters are actually assigned.

b. Enlisted personnel of the first, second, and third grades, who are receiving a monetary allowance for quarters for dependents will forfeit this allowance when assigned public quarters for their dependents. The monthly pay of any enlisted man of the first, second, or third grades, who is provided with public quarters for his dependents, and any of whose dependents is receiving a family allowance, shall be reduced by, or charged with, 90 cents per day.

c. There are no legal provisions for the assignment of quarters, the payment of monetary allowance in lieu thereof, or for deductions therefor from the pay or family allowances of enlisted men below the first three grades. Under existing War Department and Theater Policy, such enlisted men may be permitted to occupy public quarters not required for other military purposes without loss of pay or family allowance otherwise payable.

8. Where adequate government quarters are not available, in other than occupied areas, military personnel with their dependents are authorized to enter into private rental agreements, on the same basis as military personnel residing in the Zone of the Interior, upon submission of an application and prior written approval by the Major Commander having jurisdiction over the area in which the property to be rented is located. Each Major Commander, with the advice and assistance of the local Italian authority or organization having cognizance of housing conditions, will take necessary action to insure that:

a. Rental charges shall be at a fair evaluation, neither higher nor lower than the standard of the Italian national economy.

b. Quarters shall be of a type suitable and fitting to the grade of the individual to be accommodated.

9. The requisitioning of additional housing facilities for assignment as government quarters to military personnel accompanied by their dependents in areas where it is not administratively practicable to provide the necessary security and facilities, is not mandatory.

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Hq, MTOUSA Circular Number 97, 1946 (Cont'd)

10. Requisitioned facilities in areas where necessary security and facilities cannot be provided, may be de-requisitioned and military personnel residing with their dependents authorized to enter into private rental agreements.

11. Authorization for individuals to enter into private rental agreements must be dictated by military necessity and supported by evidence that housing facilities were not available for assignment as adequate quarters, with the required security and facilities, and that the action taken was in the best interest of the United States Government. In no case will such action be taken for the purpose of securing financial gain for the individual.

12. Military personnel authorized to enter into private rental agreements are authorized to draw the rental allowance or monetary allowance in lieu of quarters prescribed by appropriate Army Regulations. In every case where military personnel are authorized to draw rental allowance or monetary allowance in lieu of quarters, including military personnel whose dependents are not residing in this theater, the Commanding Officer of the appropriate Major Command, or a designated officer authorized to sign in his name, will complete the pertinent certificate on War Department Form No. 336 (Item 17), or, in the case of enlisted men, on War Department Form No. 366. THE PROVISIONS OF PARAGRAPH 12 AR 35-4220 ARE NO LONGER APPLICABLE TO THIS THEATER.

V - DEPENDENTS RESIDING OUTSIDE OCCUPIED AREAS WHEN MILITARY PERSONNEL ARE STATIONED IN SUCH AREAS

13. Military personnel permanently stationed in an occupied area whose dependents have been authorized to proceed to this theater, but for whom adequate quarters are not available in the occupied area, may be assigned adequate quarters for their dependents outside the occupied area; or they may be authorized to negotiate private rental agreements by the Major Commander under whose jurisdiction they fall, and with the concurrence of the Major Commander who has jurisdiction over the area in which housing facilities are to be rented for their dependents, outside the occupied area. In such cases, 34 (4) military person may be assigned quarters for his personal use, not to exceed one room and bath, at his permanent station in the occupied area without prejudicing his right to rental allowance.

VI - MISCELLANEOUS

14. All assignments to quarters and termination of assignments to quarters will be made in writing by the appropriate headquarters. Assignment orders will specify the effective date. Delays enroute including trans-shipment delays do not void the right to rental allowance or monetary allowance in lieu of quarters otherwise payable. Termination orders will specify the effective

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Hq MTOUSA Circular Number 97, 1946 (Cont'd)

date and in addition will state the reason for termination in accordance with paragraph 13 (3) AR 210-10. The termination date in no case will be earlier than date quarters are vacated. No rental allowance accrues on the date of assignment to quarters or on date quarters are terminated.

15. The provisions of this circular will be effective as of 1 June 1946, and will not be retroactive beyond that date.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

DISTRIBUTION:
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R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 96)

12 June 1946

CLASSIFICATION, RECOVERY AND EVACUATION OF SALVAGE

Circular Number 104, and Section II, Circular Number 108, both this headquarters, 1945, are superseded by this Circular.

1. Purpose - The purpose of this circular is to establish a procedure in the Mediterranean Theater of Operations for the recovery and evacuation of salvage and implement the information contained in Circular Number 92, this headquarters, 1945.

2. Definitions - For the purpose of this circular:

a. Salvage is condemned, discarded, abandoned, or captured property, and includes scrap and waste material, irreparable property, and abandoned private property.

b. Waste is abandoned property unfit for reclamation, bones, fat, grease, egg crates, waste paper, wooden fruit baskets, tin cans, glass bottles, jugs, and other similar containers. The term "waste" does not imply that the property is necessarily without value.

c. Scrap is any property having no value except for use as raw material.

d. Irreparable property is property which cannot, in the best interests of the War Department, be restored to serviceability.

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3. Only by the prompt, efficient collection of salvage within this theater; the receipt and classification of salvage at salvage collecting points, salvage dumps, and railheads; and the speedy evacuation thereof to the appropriate supply and repair installations of the various arms and services, can maximum recovery of material be obtained.

4. Responsibility

a. Routine Salvage - All abandoned property, however worthless it may appear, has some value. Routine salvage operations are carried on in all areas occupied by troops in this theater. The collection of salvage is the responsibility of all unit commanders.

b. Major Command Areas - Major commanders and commanders of smaller units when operating independently, are responsible for the collection, utilization, and evacuation of salvage.

R E S T R I C T E D

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

Hq MTOUSA Circular No. 96 (Cont'd)

c. The Commander of PBS is responsible for the reception, recovery, collection, classification, reclamation, and final disposition of all salvage of United States origin which will be evacuated to PBS by other major commands from their own areas.

d. The Commander of PBS is responsible for the proper disposal of all scrap materials and irreparable property. All articles of irreparable property, including scrap materials, will be turned over to the Quartermaster Corps with proper certificates for salvage, except explosives, abandoned ammunition and weapons containing explosives, and salvageable ammunition component, for which a certification of freedom from explosive content cannot be furnished. The excepted property will be disposed of through ammunition supply channels in accordance with existing theater instructions.

5. All salvaged material except as hereinafter indicated, will be returned to PBS depots. Maximum use will be made of otherwise empty transportation moving to PBS depots.

a. The Basis for theater evacuation policy will be that insofar as practicable all unserviceable ordnance material uneconomically repairable or beyond the facilities of an Ordnance third echelon shop will be evacuated by the third echelon shop concerned, via rail, to PBS Ordnance installations in Leghorn.

6. Classification Depots - There is established in Peninsular Base Section one or more classification depot to receive, segregate, and classify all salvage collected in the several areas of the theater. All salvage will be segregated and classified:

a. Enemy serviceable and reparable property will be processed and disposed of in accordance with current instructions of this headquarters. Irreparable property, scrap, and waste materials from enemy salvage in the possession of the United States will be treated in the same manner as United States salvage.

b. British Property

(1) Property pertaining to the British Army will be turned over to the nearest British salvage collecting installation. Reciprocal Aid property of British origin will not be disposed of without obtaining the prior consent of the supplying government.

(2) Liaison will be maintained with British salvage officers to facilitate handling of salvage problems.

c. United States Property

(1) Serviceable property will be returned to the arm or service to which it pertains.

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Hq MTOUSA Circular No. 96 (Cont'd)

(2) Unserviceable property, suitable for repair and further use in the manner for which it was designed, will be returned to the arm or service to which it pertains.

(a) There will be no cannibalization of unserviceable ordnance material evacuated unless the removed part is replaced by the unserviceable item to preserve completeness of the major item or assembly being cannibalized.

(3) Unserviceable property which cannot be repaired and which has been declared as scrap will be:

(a) Used to the fullest extent in the repair of other articles of a similar nature, and in the manufacture of new articles.

(b) Issued to organizations for operational use (such as wiping rags) and for manufacture of comfort items (such as canvas for buildings, mosquito bars for windows, cans for waste baskets).

(c) Returned to the United States in accordance with War Department TM 38-420, subject: "Disposition of Excess and Surplus Property in Overseas Commands, dated September 1945", and amendments thereto.

(4) Material may only be declared scrap by technically trained personnel, named by proper representative of commander of Base Section or similar commands, who should be of the arm or service to which items pertain. This should be done prior to delivery to Quartermaster Salvage Depots. However, items of other branches of service will accumulate at Quartermaster Salvage Depots. To provide for proper disposition of material, authorized representatives of all services will periodically visit Quartermaster Salvage Depots and arrange for movement of repairable items and certify balance as scrap.

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(5) Instructions contained in War Department TM 38-420, subject: "Excess and Surplus Property in Overseas Commands", and amendments thereto, will govern the return to the United States of:

(a) Repairable property which cannot be repaired or reclaimed with local facilities.

(b) Scrap metals.

(c) Fired brass artillery cartridge cases.

(d) Small arms fired cases.

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Hq MTOUSA Circular No. 96 (Cont'd)

(e) Serviceable and scrap rubber, including battery cases, not required by theater ordnance maintenance organizations.

(f) Articles of individual clothing and equipment.

7. Empty Gas and Oxygen Cylinders - Empty gas and oxygen cylinders will be returned to the Engineer Supply Officer at the nearest supply point in the theater.

8. Unserviceable Tires - All salvage tires will be turned over to Ordnance collecting point (Depot 4L89) Leghorn for classification, then disposed of according to current directive.

9. Safety Measures to Prevent Loss of Life and Property - Some shipments of overseas scrap received in the United States from this theater have contained material of an explosive nature. Unless extreme caution is exercised in this theater in the handling of these shipments, the inclusion of such materials will result in the loss of life, property, and production. All materials such as ammunition, booby traps, bombs, mines (in all instances whether or not neutralized), sealed gas cylinders, sealed gasoline drums, sealed fuel tanks and any other similar sealed, hollow items containing or not containing explosive items are nevertheless explosive in nature when the containers are being melted or prepared with a cutting torch. No shipments of scrap will be made on the same vessel upon which ammunition is being loaded. Upon completion of loading scrap material on any vessel a certificate will be furnished to the Transportation Officer by the Quartermaster or Ordnance Officer concerned, stating that the provisions of this directive, relative to the elimination of explosive nature from the shipment of scrap material, have been complied with.

10. Consignment of Shipment to the United States

a. Repairable property will not be combined with scrap material but will be consigned as repairable property in accordance with TM 38-413.

b. Classes of property will be packed in separate containers and marked in accordance with marking instructions in TM 38-413. Serviceable, repairable, and irreparable property and scrap will be segregated in loading. Scrap will be further segregated by classifications, including segregation of ferrous from nonferrous metals when practicable.

c. The provisions of War Department TM 38-420, subject: "Disposition of Excess and Surplus Property in Overseas Commands", and amendments thereto, will govern the movement of all property to the United States.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 95)

See #169 of 7 Oct 46

12 June 1946

OFFENSES, CONFINEMENT AND COURTS-MARTIAL

Section I, Circular Number 37, this headquarters, 1946, is superseded by this circular.

I - ABSENCE WITHOUT LEAVE AND DESERTION

1. General - The provisions of AR 615-300, 25 March 1944, as amended, and AR 605-300, 14 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 confinement and cause 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:

(1) After unauthorized absence of one (1) month.

(2) Upon inactivation of his unit.

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

c. The transfer of enlisted men in AWOL status from one organization to another is prohibited.

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.

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(1) The commander of a unit or installation is responsible for rendering reports required by paragraph 2b of this circular, on any individual of his unit or installation, who is AWOL, regardless of status thereat (assigned, attached, or attached-unassigned). Copies of these reports will be furnished to the absentees' unit of assignment when appropriate.

(2) The commander of a unit to which an individual is shipped under orders (transer 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 report 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, 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. Hospital - 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.

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3. Records:

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

(1) Upon the lapse of sixty days after an individual is dropped from the organization rolls as an absentee, or ninety days after initial date of absence (see paragraph 1b (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 allowance and any acknowledgments thereof which have been received (see paragraph 4).
Statement of Charges.
Immunization Register (WD AGO Form No. 8-117).
Currency Exchange Control Book.
Syphilis Register, WD MD Form No. 78, in applicable cases.

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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)).

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OFFICERS (Cont'd)

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 paragraph 8 and 20, AR 605-300, and paragraph 5, this circular).

c. The Commanding Officer, MTOUSA 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 (Class E, D and N) and Family Allowance (Class F):

At the expiration of 15 days absence, request for discontinuance of allotments will be made in accordance with Section IV, paragraph 23a (7) and 25b (1) (a) and (b) AR 35-5520, 11 March 1946. In the case of Family Allowances notification will be submitted to the Office of Dependency Benefits, immediately after the 15th day of absence (Section II, paragraph 11d, e, 15 (c) (2) AR 35-5540, 11 March 1946, and paragraph 6g, C-8, AR 615-300, 11 March 1946).

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 individual will then:

(1) Make a finger print record, WD AGO Form No. 65 and inform the individual that this record will be used to establish positive identification in case he falsifies information required in (3) (a) through (d) below; and that falsification will result in courts-martial charge for such offense.

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(2) Forward the finger print record to the Provost Marshal, Peninsular Base Section.

(3) Immediately prepare a report, signed by the Provost Marshal and countersigned by the individual, containing information as indicated below. Furnish copies of this report to the Adjutant General, this headquarters, the Provost Marshal, Peninsular Base Section, and, if known, to the parent unit, major command to which unit is assigned, and the quartermaster of that command.

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

(b) Unit to which soldier last reported and place, date and time of reporting.

(c) Date, time and place he left his organization.

(d) Any other information volunteered by the soldier.

(4) Transfer him to the place as directed by the Provost Marshal, Peninsular Base Section, who, in turn will then be responsible for his custody and return to his parent unit for trial or other disposition. If his unit has departed from this theater, is unknown, or has been inactivated, he will be attached unassigned to Peninsular Base Section, for trial and/or other disposition.

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)).

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

3435 a. Inter-theater absentees, upon return to military control will be returned to the theater from which they came, for trial and/or other disposition (WD Circular No. 67 dated 8 March 1946).

b. Agreement has been reached between this theater and USFET for the mutual transfer of inter-theater absentees. The designated collecting and delivering points as established by this agreement are:

(1) Western Base Section, located in Paris, France. This Collecting Point will receive absentees from MTOUSA apprehended in USFET and will be the delivery point for all absentees from USFET apprehended in MTOUSA.

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(2) Peninsular Base Section, located in Leghorn, Italy. This Collecting Point will receive absentees from USFET apprehended in MTOUSA and will be the delivery point for all absentees from MTOUSA apprehended in USFET.

(3) The Provost Marshal, Peninsular Base Section, is authorized to contact the Provost Marshal, Western Base Section, direct by radio or telephone communication on all matters pertaining to coordination and completion of transfer of inter-theater absentees between both Collection Points.

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

d. The Provost Marshal assuming custody of the absentee will then:

(1) Prepare a finger print record, WD AGO Form No. 65, in accordance with instructions in paragraph 6b (1) and (2) of this circular.

(2) Immediately prepare a report, signed by the Provost Marshal and countersigned by the absentee, containing information required by paragraph 6b (3) (a) through (d) of this circular, and furnish copies to the 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.

(3) Transfer the absentee without delay to the stockade directed by the Provost Marshal, Peninsular Base Section. Upon completion of transfer, responsibility is assumed by Provost Marshal, Peninsular Base Section.

e. The Provost Marshal, Peninsular Base Section, will then:

(1) Cable Western Base Section, with information copies to Headquarters, USFET and MTOUSA, the name, rank, serial number, and organization of the absentee, date, time and place of AWOL date, time and place of return to military control, and any other information deemed appropriate.

(2) With the necessary guard detail transfer the USFET absentee to Western Base Section, with a complete set of records as outlined in 7d (1) and (2) above, and collect MTOUSA absentees being held by that section, on every odd-numbered month of the year. On even-numbered months, the transfer and collection of inter-theater absentees between both Collecting Points will be the responsibility of USFET.

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Hq MTOUSA Circular Number 95, 1946 (Cont'd)

f. Upon notification from Western Base Section that an absentee from this theater has been apprehended therein, the Provost Marshal, Peninsular Base Section, will assume responsibility of transfer of the absentee in accordance with paragraph 7c (2) above. In any case in which a Western Base Section cable does not include this headquarters on information copy, pertinent details of the case will be furnished this headquarters by the Provost Marshal, Peninsular Base Section.

g. Upon notification to this headquarters from any other theater or source, except USFET, that an absentee from this theater has been apprehended therein, this headquarters will notify the Provost Marshal, Peninsular Base Section, but the arrangements for the return of the individual will be made by this headquarters.

h. After an absentee has been returned to this theater, he will be attached unassigned to Headquarters, Peninsular Base Section, for the purpose of investigation, trial or other appropriate disposition and subsequent reassignment, if he is from an inactivated or redeployed unit. If the absentee is from an active unit, he will be returned by the Provost Marshal, Peninsular Base Section, to his unit for proper disposition.

i. When an absentee from any other theater or source, except USTET, has been apprehended in this theater, instructions outlined in 7c and d (2) and (2) will be complied with. This headquarters will make all arrangements for the transfer of the individual to the command to which assigned.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

3434 OFFICIAL:

Ralph C. Tilley

RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
:
NUMBER 94)

8 June 1946

DISPOSITION OF HOSPITALIZED PERSONNEL AND SUBMISSION OF THEIR RECORDS

General I
Disposition of Personnel II
Responsibility of Commanders III
Personnel Records IV
Miscellaneous V

Circular Number 84; Section I, Circular Number 106; and Section II, Circular Number 119, all this headquarters, 1945, are superseded by this circular.

I - GENERAL

1. Purpose:

This Circular is for the purpose of establishing for hospitalized personnel in this theater:

a. Standard accounting.

b. Method of accomplishing transfers to detachments of patients, and disposition therefrom.

c. Procedure for disposition of personnel records.

3433 2. Establishment of Detachments of Patients:

A detachment of patients will be established at each station hospital and at each other hospital which functions in a similar capacity.

3. Transfers:

a. Hospitalized personnel will be transferred to detachments of patients under conditions indicated herein.

(1) By parent organizations: Immediately prior to movement of organization to staging area, and when at staging area, immediately prior to shipping, The unit commander will notify the hospital concerned of such contemplated move. The hospital commander will immediately publish orders transferring the patient to the Detachment of Patients. (Reference par. 2a (8) WD Circular No. 87, 26 March 1946)

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(2) By hospitals: When expected hospitalization of sixty (60) days or longer is determined.

b. Transfers will not be effected on individuals hospitalized less than sixty (60) days, except by parent organization as prescribed in (1) above.

4. Special Orders:

Orders will quote this circular as authority. Distribution will be held to the minimum and will be made by fastest available means. Orders will include as a minimum these elements:

a. Upon transfer to detachment of patients:

(1) Assignment status is attached-unassigned.

(2) Reference to personnel records - (Orders issued by units will be accompanied by the records; orders issued by hospitals will request them).

(3) Race (White or Negro).

(4) Clothing: Upon receipt of orders transferring an enlisted man to a Detachment of Patients of a hospital, the man's unit Commander will immediately transfer the individual's clothing as prescribed in War Department Circular Number 72, 1945.

(5) All station hospital commanders and commanding officers at Medical detachments acting as such, are authorized to issue air travel orders for air travel intra and inter-theater, for transfer by air of emergency medical cases. This power extends not only to patients themselves but to personnel as may be deemed necessary to accompany them.

b. Upon release from detachment of patients:

(1) Assignment status.

(2) Mode of travel (motor, rail, or water).

(3) Physical classification.

(4) Race (White or Negro).

5. Strength Accounting:

EDCMR in all cases will be in accordance with paragraph 11, AR 345-400, as amended, and letter Headquarters MTOUSA, AG 330.33/430 STAT-O subject: "Morning Reports", dated 20 March 1945, as amended by Headquarters MTOUSA letters same file dated 12 May 1945 and 16 June 1945.

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6. Physical Classification:

a. The code indicating the disposition to be made of a patient is defined as physical classification. The code adopted in this theater, which is in agreement with that prescribed by the War Department is:

A. Fit for general military service at once.

B. Fit for general military service after light duty and additional conditioning.

C. Fit for special assignments commensurate with his limited physical condition.

D. Evacuated to Zone of Interior for further hospitalization.

b. In this theater, Class B individuals are those for whom the surgeon recommends a period of light duty, upon release, not to exceed six (6) weeks. Special reconditioning programs will not be instituted. Class C individuals are those who are fit for service other than general military service, i.e., limited assignments. Class D will be interpreted as applicable to those individuals not fit for any further military service or who require a period of convalescence or hospitalization in the Zone of Interior. (See War Department Circular Number 14, 1945).

c. Physical classification and subsequent changes thereof will be entered on WD AGO Forms 20 and 24, 66-1, 66-2 and 66-3, as applicable.

II - DISPOSITION OF PERSONNEL

7. General:

As a rule, Class A, B and C personnel will be transferred to and/or returned to their former units upon completion of hospitalization in accordance with paragraphs 8 and 9 below. When hospital transportation or other transportation facilities are inadequate, or not available to enable proper disposition of patients, hospital commanders upon request, will be furnished adequate transportation by either the parent organizations of the patients or the major command as dictated by circumstances.

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8. Class A Personnel:

a. Personnel ineligible for separation under current War Department separation criteria will be transferred to and/or returned to their former units, except that members of Ground and Service Force units which have been inactivated, disbanded or have departed this theater will be reported to and assigned to units specified by the major commander having jurisdiction over the hospital concerned.

b. Personnel eligible for separation under current War Department separation criteria will be transferred to the 149th Replacement Battalion in an "attached unassigned" status.

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9. Class B Personnel will be treated the same as Class A personnel, except that they will have in their possession the surgeon's recommendation for a period of light duty. (See paragraph 6b, this circular)

10. Class C Personnel will be handled in this manner: If physical condition precludes efficient duty in individual's parent organization, he will be reassigned to another organization within the major command where his services can be utilized. In case it is determined that he cannot perform efficiently in any unit he will be returned to the hospital for disposition. Extreme care should be exercised by hospitals in distinguishing between Class C and Class D personnel in order that units will not be unduly deprived of their strength. Likewise unit commanders will exercise extreme caution in assigning Class C patients who have returned from hospitals to duty.

11. Class D Personnel will be evacuated by the hospital to the Zone of Interior for further hospitalization, convalescence, or other disposition.

12. Specific Disposition of Air Force Personnel:

Air Force personnel who are classified as Class A, B or C will be returned to former units. In the event their former units have been inactivated the personnel will be assigned to Headquarters Command, Mediterranean Theater of Operations, United States Army, pending further disposition.

13. Specific Disposition, Female Personnel:

Army Nurses, Dieticians, Physical Therapists, and members of the Women's Army Corps, will be classified as prescribed for other personnel and they will be processed in the same manner, except that:

a. If transfer to and/or return to their former units cannot be effected immediately, they will be attached to the hospital temporarily pending availability of transportation.

b. Hospital commanders will submit to this headquarters a request for appropriate assignment of any Army Nurse, Dietician, or Physical Therapist, who is classified as Class C. Assignment orders will be issued by the hospital commander upon receipt of instructions from this headquarters.

c. Female personnel will be assigned to the 61st Station Hospital upon completion of disposition proceedings, to be reassigned therefrom.

14. Disposition of Prisoners:

Upon completion of hospitalization of individuals on prisoner status, it will be the responsibility of Peninsular Base Section to furnish necessary transportation and guards to designated place of confinement.

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III- RESPONSIBILITY OF COMMANDERS

15. Unit commanders are responsible for the prompt forwarding of personnel records upon receipt of orders from hospitals which transfer members of their units to a detachment of patients. Casualty reports and other reports will be prepared and submitted by unit commanders in accordance with existing instructions.

IV - PERSONNEL RECORDS

16. Personnel records will be verified for correctness and completeness by units prior to forwarding to hospitals. Hospitals will maintain their records and be responsible for their dispatch with the individual at time of release from the hospital whenever possible. In those cases in which the individual cannot be entrusted with his records, they will be placed in the custody of a responsible member of the group being released. If an individual is traveling singly, and cannot be entrusted with his records, they will be dispatched by mail or by special courier.

17. Personnel records will be complete to include:

a. Commissioned Officers, Warrant Officers and Flight Officers:

Field Military 201 file.
WD AGO Form 66-1, 66-2, 66-3 (Officer's and Warrant Officer's Qualification Card) as applicable.
WD AGO Form No. 8-114 (Old WD MD Form No. 78 Syphilis Register) when applicable.
WD AGO Form 65 (Identification Card) to be carried by Officer.
WD AGO Form 77 (Officer's Pay Data Card) to be carried by Officer.
WD AGO Form 8-117 (Old WD MD Form 81 - Immunization Register) to be carried by Officer.
Copy of orders authorizing Flying status (Flying Personnel only).
Copy of orders announcing rating (Flying Personnel only).
Record of leave, accrued and granted (to be carried by Officer).
Currency Control Book (to be carried by Officer).

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b. Enlisted Personnel:

Field Military 201 file.
WD AGO Form No. 20 (Qualification Card).
WD AGO Form No. 24 (Service Record).
WD AGO Form No. 28 (Individual Pay Record).
WD AGO Form No. 8-117 (Old WD MD Form 81 - Immunization Register).
WD AGO Form. No. 8-114 (Old WD MD Form No. 78 Syphilis Register) when applicable.
C & E Adjustment Form (WD Circular No. 72, 1945) or WD AGO Form No. 32 (Individual Clothing & Equipment Record).
Currency Control Book (to be carried by enlisted man).

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Hq MTOUSA Circular Number 94, 1946 (Cont'd)

18. Personnel records of personnel who are evacuated to the Zone of Interior will be indorsed:

"To: CO, US Army Hospital
Soldier transferred to US for further
hospitalization and disposition."

unless hospital in the Zone of Interior for which the patient is destined is known.

a. If it becomes necessary to evacuate an individual to the Zone of Interior prior to receipt at the hospital of his personnel records, the hospital commander will prepare temporary service record on WD AGO Form No. 24, indorse it as prescribed above, and forward it to correct destination. The individual's former unit commander will be informed of this action and will then indorse the original service record as prescribed above, and forward it, with allied papers, direct to The Adjutant General, Washington 25, D.C. for further disposition, citing Evacuation Order by paragraph and number on which patient was evacuated to Zone of Interior.

19. Hospital commanders who receive from any organization an excessive number of service records which are unsatisfactory as to accuracy or completeness will report the facts to the headquarters of the major command concerned or to this headquarters; unit commanders receiving an excessive number of unsatisfactory service records from any hospital will take similar action.

V .. MISCELLANEOUS

20. Correspondence concerning hospitalized personnel will be direct between unit commanders and hospital commanders, except in those cases in which other action is manifestly appropriate.

21. Money or valuables belonging to patients in hospitals will not be transmitted to the MTOUSA Records Depot, or to the Central Postal Directory Service. Reference is made in this connection to AR 50-590, as amended.

22. Personnel Hospitalized in other than United States Hospitals:

When information is received that United States Personnel are hospitalized in other than United States hospitals, pertinent facts will be reported by these hospitals, or by anyone having knowledge thereof, to the commanding officer of the closest United States station hospital or other hospital functioning in a similar capacity. The United States

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Hq MTOUSA Circular Number 94, 1946 (Cont'd)

hospital commander will arrange for the transfer of the patient to a United States hospital at the earliest practicable date consistent with physical condition of the patient. Upon admission to a United States hospital, the patient will be accounted for on records of the hospital and processed administratively in the manner prescribed in this circular.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
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Chief of Staff

OFFICIAL:

Ralph C. Tilley
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JUN 10 RECD

CIRCULAR)
:
NUMBER 93)

7 June 1946

WD AGO FORMS 65, IDENTIFICATION CARDS

Circular Number 58, this headquarters, 1946, is superseded by this circular.

1. References:

a. Section I, WD Circular Number 336, 1945.

b. MTOUSA Radio C-44886, 23 May 1946.

c. AGWAR Radio WCL-44511, 25 May 1946.

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 the processing and issuing of WD AGO Forms 65, Identification Cards to personnel assigned or attached to their commands (or to dependents of such personnel), 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 the Commanding Officer, Peninsular Base Section. The requisitions will cover estimated requirements for a three months period.

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b. Cards processed by major commands will be completed to include fingerprints of recipient, signature of recipient and countersignor, and pasting of photographs on the cards prior to submission for lamination. Pasting must be accomplished with rubber cement. If rubber cement is not available, photographs will be attached to cards with paper clips. Major commands will submit completed cards for lamination to Signal Photo Laboratory, Peninsular Base Section, APO 782.

4. Loss of WD AGO Forms 65, Identification Cards:

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

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Hq MTOUSA Circular Number 93, 1946 (Cont'd)

b. Major commands will report loss of WD AGO Forms 65, Identification Cards, to the Commanding Officer, Peninsular Base Section, giving the name and organization of the individual and the number of the lost card. If replacement is desired, a new WD AGO Form 65, Identification Card, properly completed will be submitted. The Commanding Officer, Peninsular Base Section, will take the action required by 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, and their dependents. 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 1b, Circular Number 38, this headquarters, 1946, 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 or status of the recipient, i.e., "Clerk-Typist--War Department", "Field Director--American Red Cross", or "Dependent Wife".

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

6. Withdrawal of MTOUSA Identification Card for Wives of Military Personnel:

The MTOUSA Identification Card for Wives of Military Personnel is discontinued. The holders thereof will be issued a WD AGO Form 65,

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Hq MTOUSA Circular Number 93, 1946 (Cont'd)

Identification Card. Upon receipt of WD AGO Form 65, Identification Card, holders of MTOUSA Identification Card for Wives of Military Personnel will surrender such cards 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.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
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Colonel, AGD
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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JUN 11 RECD

CIRCULAR)
:
NUMBER 92)

7 June 1946

VEHICLES AND ACCESSORIES

Paragraph 6, Section II, Circular Number 12, this headquarters, 1946, and inclosures number 1, 2 and 3 to subject circular, are superseded by this circular and inclosure number 1.

"6. Tools to be retained on General Purpose Vehicles:

a. Tools and accessories carried on Truck $\frac{1}{4}$ ton (4x4), Truck 3/4 ton (4x4), Truck $1\frac{1}{2}$ ton (4x4), and Truck $2\frac{1}{2}$ ton (6x6), are limited to those authorized on the attached list. (Inclosure 1)

b. 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."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

RALPH C. TILLEY
Colonel, AGD
Adjutant General

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1 Incl:
Tools & Accessories List

DISTRIBUTION:
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Inclosure No. 1 to Hq MTOUSA Circular No. 92, 1946

TOOLS AND ACCESSORIES TO BE RETAINED ON ALL GENERAL PURPOSE VEHICLES

NOMENCLATURE	FED. STOCK NO.	½ TON	3/4 TON	1½ TON	2½ TON
ADAPTER, gun lubricating	41-A-14-800	X	X	X	X
BAG, tool	41-B-15	X	X	X	X
EXTINGUISHER, fire, CTC, 1-quart	58-E-202	X	X	X	X
GAGE, tire pressure, general service	8-G-615	X	X	X	X
GUN, lubricating, chassis, hand operated	41-G-1344-40	X	X	X	X
HANDLE, wrench wheel stud nut	41-H-1541-10		X	X	X
HAMMER, machinists' ball peen, 1 lb.	41-H-523	X	X	X	X
JACK, screw type, Automobile	41-J-66	X			
	41-J-68-75		X	X	
	41-J-72				X
KNIFE, steel (hand), push bottom	13-K-1530	X	X	X	X
PLIERS, combination, slip joint	41-P-1650	X	X	X	X
PUMP, tire, hand, single cylinder	8-P-5000	X	X	X	X
SCREWDRIVER, common, heavy duty	41-S-1076	X	X	X	X
WRENCH, adjustable, automobile type	41-W-448	X	X	X	X

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Incl No. 1 to Ltr

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Inclosure No. 1 to Hq NTOUSA Circular No. 92 (Cont'd)

NOMENCLATURE	FED STOCK NO.	¼ TON	3/4 TON	1½ TON	2½ TON
WRENCH, spark plug, sirgle end	41-W-3335-30	X	X	X	X
WRENCH, wheel stud nut, double end	41-W-3837-25	X			
	41-W-3843-10		X	X	
	41-W-3830-30				X
TIRE, TUBE and WHEEL, assembly, spare	Issue Type	X	X	X	X
BOOK, Technical Manual for Vehicle		X	X	X	X
CHAIN, skid, truck tire	Issue Set	X	X	X	X
CRANK, starting, engine	Issue Set	X	X	X	X
FORM, War Department AGO 478, In Container AGO 478		X	X	X	X
ORDER, lubrication War Department, Proper WDLO for Vehicle		X	X	X	X

Incl No. 1 (Cont'd)

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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 91)

7 June 1946

DIPHTHERIA IMMUNIZATION

Circular Number 31, this headquarters, 1946, is rescinded by this Circular.

1. References:

Section II, WD Circular 100, 3 April 1946.
TB Med 114, Immunization.

2. A diphtheria immunization program will be carried out in this theater. All personnel under the age of 35 who will be physically present in the theater on 1 July 1946, will be immunized unless this has already been carried out as indicated by his or her WD AGO Form 8-117 (Immunization Register).

3. The procedure as outlined in paragraph 4j (2) of TBMED 114, "Immunization", will be followed. This provides for the administration of four graded subcutaneous injections of plain diphtheria toxoid as prescribed:

INJECTION	DOSAGE	MINIMUM INTERVAL TO NEXT DOSE
First (test)	0.1cc	2 days
Second	0.5cc	3 weeks
Third	1.0cc	3 weeks
Fourth	1.0cc	

Immunization is to be discontinued in those cases where a severe reaction to any injection is encountered. Personnel refractory to the plain toxoid solution will be immunized with Diphtheria Toxoid Alum Precipitated (Item #1604000), a single injection of 1.0cc sufficing after any preliminary sensitivity testing deemed necessary.

4. In lieu of active immunization, the demonstration that the individual has a negative Schick test (or a combined positive reaction) will be accepted. Schick tests should be performed when feasible, since the immunization of at least HALF the personnel may thus be obviated.

5. Replacements under the age of 35 coming to this theater are now immunized in accordance with WD Circular Number 100, 3 April 1946. WD AGO Form 8-117 of such personnel will be examined and where immunization is not completed, the immunization will be completed either in the staging area or unit. If a note has been made on the individual's WD AGO Form 8-117, that he is Schick negative, he need not be immunized.

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Hq MTOUSA Circular No. 91 (Cont'd)

6. All doses of diphtheria toxoid will be recorded on WD AGO Form 8-117 (Immunization Register). If a reaction occurs of such severity as to preclude further doses, this fact will be noted on the form. Schick test results will also be recorded, if performed.

7. Supplies for this program will be obtained through regular medical supply channels.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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MTOUSA CIRCULARS
MAY – OCT. 1946
(2 OF 2)

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 90)

7 June 1946

Uniform and Insignia I
Wearing of Summer Uniform II

I - UNIFORM AND INSIGNIA

Paragraph 8, Section III, Circular Number 7, this headquarters, 1945, is superseded by this circular:

"8. Wearing of Cap Insignia

a. When the garrison (overseas) cap is worn by enlisted personnel, distinctive insignia, as specified below, will be worn on the left side, centered on the curtain, with the center of the insignia 1½ inches from the front.

b. Enlisted personnel assigned to organizations that have distinctive insignia, approved by the War Department as prescribed in AR 600-40, will wear that insignia as directed in paragraph 8a above.

c. All other enlisted personnel will wear, as prescribed above, the metal disk bearing the letters 'US'."

II - WEARING OF SUMMER UNIFORM

So much of paragraph 2, Circular Number 69, this headquarters, 1946, as reads:

"Insignia, collar, US, EM (for wear by EM on cap, garrison)", is amended to read:

"Insignia, collar, US, EM, or authorized Unit Insignia (for wear by EM on cap, garrison)".

BY COMMAND OF LIEUTENANT GENERAL LEE:

3424 -

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

CIRCULAR)
:
NUMBER 89)

5 June 1946

AUTHORITY TO ISSUE AIR TRAVEL ORDERS

1. a. Authority to issue air travel orders for military personnel and Category I Civilians, assigned, attached or attached unassigned, for travel on official business within this theater, only, is herein delegated to:

COMNAVMED
CG, 88th Inf Div
CG, ACC Bulgaria
CO, PBS
CO, RA MTOUSA
CO, HAFGD
CO, AGRS/MTZ
CO, Hq Comd, MTOUSA
CO, Foggia AAB
CO, 149th Repl Bn

b. Authority to issue air travel orders on patients requiring evacuation by air to hospitals within the theater or in the United States is delegated to the commanding officers of:

34th Station Hospital
55th Station Hospital
61st Station Hospital
391st Station Hospital
392nd Station Hospital

This authority includes the issuance of air travel orders for necessary attendants to accompany patients being evacuated by air and for Medical Department personnel required for medical emergency duties.

2. The commanders authorized in paragraph 1a above, to issue orders for air travel within the theater, are hereby authorized to issue orders for travel by air to any other theater, or to the United States, when:

a. Prior authorization and clearance is obtained from this headquarters for the travel of the individual concerned to perform the travel.

b. Such authorization and clearance is stated in the orders in accordance with paragraph 3c, MTOUSA Circular Number 38, 1946.

3. a. Orders involving air travel will cite the proper allotment numbers as stated in Technical Manual 14-700, to which the cost of the travel is chargeable.

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Hq MTOUSA Circular No. 89 (Cont'd)

b. Air travel orders directing a PCS will indicate the correct EDCMR as covered in AR 345-60, 16 April 1946.

4. The authority contained herein will not be redelegated to subordinate units.

5. Previous directives or letters issued by this headquarters, in conflict with the above, are hereby rescinded.

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

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CIRCULAR)
:
NUMBER 88)

JUN 7

31 May 1946

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

Circular Number 48, this headquarters, 1946, is superseded by this circular.

1. INTRA-THEATER TRAVEL

a. For normal travel between two or more points, all within the geographical limits of this theater, no per diem is authorized except as indicated herein.

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 allowances in travel orders. In all instances of this nature authority must be obtained from this headquarters prior to commencement of the travel. Retroactive determination is not authorized.

5-6/cc

c. Major commands which have been delegated authority by this headquarters to issue travel orders may prescribe per diem not to exceed $7.00 per day as authorized by paragraph 26a AR 35-4820, for officers and travel allowances for enlisted men, not to exceed $5.00 per day, as authorized by paragraph 12, AR 35-4810, where travel and/or official temporary duty in Albania, Bulgaria (except Sofia), Greece, and Jugoslavia is involved. This authority is delegated to such major commands and will not be redelegated to subordinate commands. Administrative determination that per diem is payable must be made prior to commencement of travel. Retroactive determination is not authorized.

2. INTER-THEATER AND TRAVEL TO AND FROM THE UNITED STATES

The travel prescribed in sub-paragraph 1a 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, AR 35-4820, governing Per Diem payable on inter-theater travel apply for the entire travel involved.

3422

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

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".

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Hq MTOUSA Circular No. 88 (Cont'd)

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 87)

31 May 1946

REIMBURSEMENT FOR TRANSPORTATION OF DEPENDENTS OF MILITARY PERSONNEL

1. General

a. Method of Payment.

During the Fiscal Year 1946, under the provisions of War Department Circular 360, 1945, payment in lieu of transportation in kind or movement at Government expense, as authorized by law, may be made to military personnel entitled thereto for the transportation of their dependents at the rate of 4¢ per mile for dependents twelve years of age or over and 2¢ per mile for dependents between five and twelve years of age.

b. Rates Apply to Land Travel Only.

The above rates are applicable to land travel only. In the event fare was paid by the claimant for water travel, claim for reimbursement for such water travel should be submitted directly to the General Accounting Office, Claims Division, Washington 25, D. C., after that portion of the travel from the Port of Debarkation to permanent station has been paid. This claim should have cross reference showing name of Disbursing Officer, Voucher Number, and date of payment made for reimbursable land travel in connection with permanent change of station.

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2. Payments - By Whom Made.

a. Vouchers covering claims for reimbursement for travel of dependents of military personnel for travel completed, will be submitted by mail or delivered in person to Finance Officer, 47th Finance Disbursing Section, APO 782, U. S. Army.

b. Where claimant calls at the above finance office in person to receive payment, such payment will be made in local currency. Where voucher is submitted by mail, payment will be made by U. S. Treasury check mailed to address shown on voucher.

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3. Preparation of Vouchers.

a. General.

In the preparation of vouchers covering claims for reimbursement of travel of dependents, claimants will exercise care to see that vouchers are properly prepared, and supported by proper orders, certificates, and other

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Hq MTOUSA Circular No. 87 (Cont'd)

required supporting documents, as set forth in Section IV, AR 35-4895, as amended, and will also prepare and submit as a supporting document, two copies of attached form, "Basic Information Reimbursement for Travel of Dependents". Finance officers in this theater will be prepared to assist claimants in the preparation of vouchers prior to submission of such vouchers to the Finance Officer specified in paragraph 2a above for payment. Vouchers will be prepared on Standard Forms 1012 and 1012A. Care should be taken to show the name, rank or grade, serial number, and address to which check is to be mailed, in the space provided on the face of the voucher.

b. Signature and Certificates.

The original voucher only will be signed by the claimant in the space provided therefor. The signature will consist of the first name, additional initial if any, and last name of the claimant. Vouchers covering payments to those authorized to certify their own pay vouchers need not be approved. Vouchers covering payments to enlisted personnel, will contain, in addition to the signature of the claimant, the certificate of the officer having custody of their service records. The claimant will be the officer or enlisted man whose dependent performed the travel.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

OFFICIAL:

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Colonel, AGD
Adjutant General

1 Incl.
FD Form 107, 15 Dec. 1945: "Reimbursement for travel of Dependents".

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Inclosure to Hq MTOU... Circular No. 87, 1946.

BASIC INFORMATION
REIMBURSEMENT FOR TRAVEL OF DEPENDENTS

INSTRUCTIONS: In addition to executing the face of Standard Form 1012 and 1012a, the following BASIC INFORMATION WITH PROPER CERTIFICATES will be furnished with ALL claim for reimbursement for travel of dependents. Consult index and check type of claim. Requirements for reimbursement will be found under appropriate paragraph. Use typewriter, ink or indelible pencil in preparing all forms.

1. Reimbursement claimed on this voucher is not prohibited by the one-move restricti between 1 Sept. 1942 and 1 Nov. 1945. (See Sec X, WD Cir. 287, 20 Sept. 1945, as amended.)

2. Old Permanent Station

3. New Permanent Station

4. Location of dependents on date of receipt by me of change of station orders

5. Travel actually performed by my dependents:

FROM:

TO:

6. Travel of my dependents was actually performed between the dates of
From (date)
To (date)

7. Transportation in kind (namely, transportation furnished by the Government by transportation requests, Government transport, military aircraft, or Government owned automobile), including parlor-car or sleeping-car accommodations, has not been and will not be requested for my dependents except as follows:

NOTE: (Either state no exceptions or explain in detail as the facts may be. If transportation in kind has been furnished for a part of the journey or for any dependents, copies of WD AGO Form 55-101 (old WD TC (QMC) Form 207) (Transportation Certificate for Passenger Travel) must be attached.)

8. My dependents for whom claim is made are as follows:

DEPENDENTS (State given name)

	Lawful wife
	Mother
	Father

3420

MARRIED CHILDREN UNDER 21 YEARS
(Give age on effective date of order)

	Age	Sex

9.

CERTIFICATION

I certify that the child-children a listed is-are my legitimate, step or adopted child-children.
(Strike out the words not applicable.)
(See paragraph 4.)
I further certify that the statements herein are true and correct.

10. Signature of Claimant

11. Grade of Claimant

12. Organization

FD Form 107 15 Dec 1945

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 86)

31 May 1946 .

OFFICERS' FOREIGN SERVICE PAY

1. Decision of the Comptroller General of the United States, reference officers' foreign service pay, is published for the information and guidance of all concerned:

"Officers - Foreign Service Pay - Terminal Leave Outside Continental Limits of United States: Additional pay for foreign service, unlike additional pay for flying or submarine duty, accrues primarily because of the place at which it is performed, and not because of the nature of the duty performed. Cf. 3 Comp. Gen. 671. Where an officer otherwise relieved from foreign assignment and duty is authorized to delay en route to his home until expiration of the leave which the law allows him, clearly, under the decision of the Court of Claims (48C. Cls. 367, 370), he is to be considered as continuing to serve in a foreign duty status for foreign service pay purposes while outside the continental limits of the United States. It follows that the foreign service pay increase authorized by Section 2 of the Pay Readjustment Act of 1942 (AR 35-1490), is properly payable to an officer who enters upon a terminal leave status outside the continental limits of the United States or in Alaska for so much thereof as is taken outside the continental limits of the United States. B-56446, 11 April 1946."

2. The foregoing decision is applicable to enlisted men under the same conditions and circumstances.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

3419 RALPH C. TILLEY
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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 85)

29 May 1946

RECORDS ADMINISTRATION PROGRAM FOR PROPERTY RECORDS

Purpose I
References II
General III
Disposition of Property Records IV

I -- PURPOSE

1. The purpose of this circular is to amplify provisions of Circular Number 35, this headquarters, 1946, which pertain to the disposition of property records under the Records Administration Program of this theater.

II-- REFERENCES

AR 35-6700, 1945
MTOUSA Circular 23, 1946
MTOUSA Circular 35, 1946

III--GENERAL

2. Formal property accountability and the procedures for auditing of propert accounts in all commands of this theater have been prescribed by Circular Number 23, this headquarters, 1946. Earlier instructions regarding the disposition of property records of this kind, in letter, this headquarters, file AG 313/718 -O, dated 12 July 1945, Subject: "Disposition of Property Records", were rescinded by Circular Number 35, this headquarters, 1946.

3. As pertaining to property accountability, continuing and periodic disposition (destruction, or retirement to the MTOUSA Records Depot) of noncurrent property records is essential in carrying out an efficient records administration program in this theater. It is directed that such records be disposed of under the standards prescribed in AR 35-6700 and Circular Number 35, this headquarters, 1946, to the fullest extent practicable, in order that only those records required to be retained after audit, or after inactivation of an installation, will be retired to the MTOUSA Records Depot.

IV -- DISPOSITION OF PROPERTY RECORDS

4. The general categories of records ordinarily accumulated in the receipt, storage and/or distribution of supplies and property, with appropriate disposition standards, are:

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Hq MTOUSA Circular No. 85 (Cont'd)

a. Unit and organizational property records: Destroy upon approval of appropriate commander after annual inspection, or upon inactivation after examination, as directed by AR 35-6700 and paragraph 33b, Appendix "A", Circular Number 35, this headquarters, 1946.

b. Station, depot and installation property accounting records including stock record accounts (with documents filed with vouchers to the stock record account): Generally these records may be destroyed two years after audit and clearance as directed by AR 35-6700; Circular Number 23, this headquarters, 1946; and paragraph 33c (1), 33d (1) (5), 33e (3) (4), Appendix "A", Circular Number 35, this headquarters, 1946.

c. Station, depot and installation property records created or accumulated in conjunction with the receipt, storage and/or distribution of supplies and property other than property accounting records including stock record accounts (as mentioned in b above): Destruction may be effected after varying retention periods, or based upon other factors, as directed by paragraph 33c (2) (3); 33d (2) (3) (4) (6); 33e (1) (2) (5) (6) through (21), Appendix "A", Circular Number 35, this headquarters, 1946.

5. The terms "post, camp or station commanders" in the above cited directives will be construed to include the commanders of the major commands in this theater in the matter of duties and functions delegated therein regarding disposition of property records.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

CIRCULAR)
: 28 May 1946
NUMBER 84)

PHYSICAL RECLASSIFICATION OF OFFICERS

Circular Number 70, this headquarters, 1946, is amended as indicated:

1. Paragraph 3c amended to delete "300th General Hospital".

2. So much of paragraph 4b as reads "his Commanding Officer will order the said officer to either of the hospitals mentioned in paragraph 3c above", is amended to read: "his Commanding Officer will order the said officer to hospital mentioned in paragraph 3c above".

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 83)

24 May 1946

SAFEGUARDING OF WEAPONS

1. To insure proper safeguarding of weapons, prevention of accidents and unauthorized use thereof, no individual will have in his personal possession knives with blades over three (3) inches in length, pistols, revolvers, rifles, carbines and/or any other type of weapon, including ammunition therefor, excepting when properly armed in line of duty. This includes those privately owned or procured from captured enemy sources or from government issue sources.

2. All weapons and all ammunition will be properly safeguarded in the unit supply room and will be issued only by authorization of the unit commander when actually required for the proper performance of duty by the individual concerned.

3. All privately owned weapons, including war trophies, will be tagged with the owner's name and a unit record maintained of all such weapons. This record will indicate final disposition in each instance.

4. War trophies, less ammunition, will be released to their owners only when definite orders for redeployment or transfer to another unit have been issued. Weapons, in such cases, will be issued to the officers or enlisted men concerned immediately prior to their departure from the unit. Live ammunition of any type will not be carried either on the person or in the luggage of personnel upon departure from this command.

5. The War Department and Theater policy and instructions pertaining to shipment or transportation of weapons by individuals, including government issue and war trophies, is presented in WD letter, AG 524 (18 August 1944) OD-S-SPMOT-M, dated 29 August 1944, subject: "Processing of Baggage from Overseas", reproduced and distributed by Hq NATOUSA, 5 October 1944, as amended by WD letter, AG 524 (11 June 1945) dated 19 June 1945, same subject, reproduced and distributed by Hq MTOUSA, 9 July 1945, and MTOUSA Circular 75, 1946.

6. Commanders will immediately bring this circular to the attention of all personnel under their command and initiate necessary action to insure compliance.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Chief of Staff

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Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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CIRCULAR)
NUMBER 81)

24 May 1946

MARRIAGES

Paragraph 3a and 7 b, Circular Number 1, this headquarters, 1946, are superseded by this Circular.

"3a. Final authority to approve or disapprove marriage applications (except where adverse information is revealed) of US military personnel and US civilians subject to military law who are members of their commands and to issue Theater Permits to marry containing either the declaration called for in paragraph (3) of Article II of Italian Decree Number 430 of 28 December 1944, or the certificate called for in Article II of French Ordinance of 16 April 1943, is hereby delegated to the Commanders indicated:

(1) Commanding General, 88th Infantry Division

(2) Commanding Officer, Rome Area, MTOUSA

(3) Commanding Officer, Peninsular Base Section

(4) Commanding Officer, Headquarters Command, MTOUSA

(5) Commanding Officer, Naples Air Forces General Depot."

"7b. When adverse information is revealed, the application will be returned to the individual, setting forth the facts discovered, and authorizing resubmittal if the applicant attaches to the application an affidavit stating that he is aware of the facts and after consideration of same is still desirous of marriage. The application, with recommendation by the major command, will then be forwarded to this headquarters for final action."

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 80)

22 May 1946

ASSIGNMENT OF STATION NUMBERS

1. In order that this headquarters may maintain adequate control over the obligations and expenditures of budgetary funds allotted within the theater, a station number will be assigned to each command or organizational unit of a command which maintains, or is expected to maintain, accounting records and prepare reports on the status of funds allotted or suballotted to that command or unit.

2. Effective immediately, the station number assigned to a command or organizational unit, will be shown as additional accounting code on all contracts, purchase orders, payment vouchers and payrolls prepared and processed by that command or unit. In addition, an extra copy of the face sheet of vouchers for the payment of purchases, contracts, and civilian payrolls will be forwarded with the original and duplicate to the Finance Officer to whom presented for payment. It will not be necessary to prepare extra copies of vouchers or payrolls chargeable to open allotment accounts. At time of payment, the Finance Officer will insert all pertinent payment data on the extra copies of face sheets of vouchers and payrolls and return them to the command or organizational unit, identified by the station number, where the face sheets will be used to maintain the accounting records of allotted funds.

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3. Tabulated lists of expenditures by station numbers, will be prepared from Finance Officers Accounts by the Office, Chief of Finance, Army Regional Accounting Office, St. Louis, Missouri, and furnished monthly to the Fiscal Director and the various Fiscal Officers of this theater. These tabulated lists will be used by the Office of the Fiscal Director, MTOUSA and the various Fiscal Officers of the theater to audit the Report of Status of Funds submitted monthly by the major commands and organizational units.

4. a. Station numbers presently assigned to the Major Commands and Organizational Units of Commands are:

MEDITERRANEAN THEATER OF OPERATIONS:

Headquarters Command	61-101
Civil Service Personnel Division	61-102

NAPLES AIR FORCE GENERAL DEPOT:

Capodichino	61-121
Runway	61-122

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

Hq MTOUSA Circular No. 80 (Cont'd)

PENINSULAR BASE SECTION:

Headquarters Command	61-131
Quartermaster	61-132
Chief Transportation Officer	61-133
Adjutant General's Department	61-134
Special Service Officer	61-135
Surgeon	61-136
Signal Officer	61-137
Provost Marshal	61-138
Ordnance Officer	61-139
Engineer Officer	61-140
Deputy Chief Officer, US Claims Service	61-141
149th Replacement Battalion	61-142
442nd Regimental Combat Team	61-143
2633rd Service Company	61-144
6686th Railhead Group	61-145

ROME AREA, MTOUSA 61-171

88TH INFANTRY DIVISION: 61-181

GRAVES REGISTRATION SERVICE: 61-191

AIR TRANSPORT COMMAND:

1419 AAF EURD-Rome	61-201
1419 AAF EURD-Athens	61-202

AIR COMMUNICATION SERVICE: 61-211

EUROPEAN AIR TRANSPORT SERVICE-ITALY: 61-221

b. The first two digits of the station number represent the theater identification and the last three digits indicate the station within the theater.

5. Major Commands will notify this headquarters of any necessary revisions or additions to the above list.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MAY 2 1946

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CIRCULAR)
NUMBER 79)

22 May 1946

WAR TROPHIES

1. So much of Circular Number 75, this headquarters, 1946, as reads, "'United States Government Property Mailed to United States by members of the Armed Forces Overseas' file AG 332.2/034 -O," is amended to read, "'United States Government Property Mailed to United States by members of the Armed Forces Overseas', file AG 400.73/662 -O".

2. Circular Number 75, this headquarters, 1946, is further amended:

a. Paragraph 3, delete, "Section VIII, War Department Circular 267, 1945,"

b. Paragraph 6, so much as reads, "Section VI, paragraph 8a of War Department Circular Number 155, 1945," is amended to read, "paragraph 2, Section IV, War Department Circular Number 107, 1946".

c. Inclosure Number 1, sample certificate, authority for Retention of War Trophy, Certifying Officers Certificate, delete, "War Department Circular 155, dated 28 May 1945, War Department Circular 267, dated 5 September 1945," and on owner's certificate delete, "Section IV, War Department Circular 155, dated 28 May 1945, War Department Circular 267, dated 5 September 1945,".

d. Inclosure Number 2, sample certificate, Authority for Mailing of War Trophy, delete, "Section IV; War Department Circular 155, 1945; Section VIII, War Department Circular 267, 1945;"

3. Attention is invited to Section IV, War Department Circular Number 122, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley

RALPH C. TILLEY
Colonel, AGD
Adjutant General

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

SHAEF

R E S T R I C T E D

/rjh

MAY 2 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
:
NUMBER 78)

20 May 1946

HOSPITALIZATION OF NON U.S. ARMY PERSONNEL

General I
Priority for Service and Cost for Different Classes of Patients II
Procedure for Paying for Subsistence III
Special Issues of Subsistence IV
Procedure for Paying for Medical Supply V
Procedure for Paying for Medical Service VI
Uncollectable Accounts VII

I -- GENERAL

1. Charges for subsistence and medical care of other than US Army personnel treated in American Medical Installations in this theater will be made in accordance with the rates given herein. References:

AR 40-590 dated 21 January 1946
Ltr. WD, AG 705 (18 October 1945) OB-S-D, subject: "Medical care of Foreign Personnel", dated 14 November 1945.
Circular Number 97, Hq MTOUSA, 1945, as amended by Circular Number 33 Hq MTOUSA, 1946.
Supply Directive Number 79, Hq MTOUSA, 1945.
Supply Directive Number 3, Hq MTOUSA, 1946.

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2. The provisions of this circular supersede all those previously published on the subject of hospitalization of Non US Army Personnel.

II-- PRIORITY FOR SERVICE AND COST FOR DIFFERENT CLASSES OF PATIENTS

3. Under no circumstances will non-military patients be admitted to American Military Hospitals to the extent of overcrowding or interfering with the treatment of US Military patients. Personnel will, for purposes of establishing priority for service and for the purposes of determining charges for services, be classified into seven classes:

a. Class I - US Navy, US Coast Guard, and US Marine Corps.

(1) Subsistence:

(a) Officers: $1.10 per day

(b) Enlisted Personnel No charge

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(2) Medical Service: No charge

(3) Medical Supply: No charge

b. Class II - Civilian (US Citizen) employees of the War Department and of organizations exclusively engaged in furnishing supplies and/or services to the Military establishment (i.e., Personnel of Red Cross, Military Welfare, USO, WSA, Technical Observers), and persons sponsored by the War Department.

(1) Subsistence: $1.10 per day

(2) Medical Service: No charge

(3) Medical Supply: No charge

c. Class III - Bonafide dependents (US Citizen or alien) of US Military personnel and of persons in Classes I and II above.

(1) Subsistence:

(a) Dependents of Officers: $1.10 per day

(b) Dependents of Enlisted Personnel $0.75 per day

(2) Medical Service: No charge

(3) Medical Supply: Any unusual expenses, such as transfusions, when the hospital has to pay for the item.

d. Class IV - Civilian (US Citizen) employees and members of their families, of US Government Departments or Agencies, other than the War Department, such as the State Department, employees of quasi-Governmental Agencies or organizations such as UNRRA, ECITO and members of groups representing charitable organizations supported by US public contributions, (in emergency only).

(1) Subsistence: $1.10 per day

(2) Medical Service: No charge

(3) Medical Supply Any unusual expenses, such as transfusions, when the hospital has to pay for the item.

e. Class V - Civilian employees of the US Government compensable by the United States Employees Commission, as authorized by paragraph 6, m. AR 40-590, (in emergency only).

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Hq MTOUSA Circular No. 78 (Cont'd)

(1)	Subsistence:	$1.10 per day
(2)	Medical Service:	No charge
(3)	Medical Supply:	Any unusual expenses, such as transfusions when the hospital has to pay for the item.

f. Class VI - Authorized foreign personnel, such as Allied Military Patients.

(1)	Subsistence:	$1.10 per day
(2)	Medical Service:	$6.00 per day hospitalization $1.00 each out-patient treatment. Any unusual expenses such as transfusions, when the hospital has to pay for the item.

g. Class VII - All other American Civilians authorized hospitalization and treatment, such as photographers, business men, on authorized travel, (in emergency only).

(1)	Subsistence:	$1.10 per day
(2)	Medical Service:	$3.00 per day
(3)	Medical Supply:	Medicines at $0.50 prescription; Any unusual expenses, such as transfusions, when the hospital has to pay for the item.

III--PROCEDURE FOR PAYING FOR SUBSISTENCE

4. The mess officer will be the custodian of all subsistence accounts.

5. For hospitalized patients charges will be made by the full day's ration and not by the individual meal. The day of admission will be charged for at the full rate, and the day of departure will not be counted, regardless of the number of meals served the patient in those days. Patients being treated on an out-patient status who do not eat a full day's ration will be charged $0.25 per meal. A small additional charge for service may be made, as authorized by Section VI, paragraph 23, Circular Number 60, MTOUSA, 1946.

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6. Where possible all subsistence charges will be collected by the mess officer at the termination of hospitalization or treatment. When patients are hospitalized for more than one month, accounts will be made out at the end of the month. On the first day of each month, when collections have been made, the mess officer will make out shipping tickets in quadruplicate for each sub-group of the classes mentioned above. These sub-groups are, for example, the ARC, Russian and American

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

Hq MTOUSA Circular No. 78 (Cont'd)

Embassies. The shipping tickets will be made out to the Quartermaster Sales Officer of the major command concerned and forwarded to him with the money. They will state the number of rations, cost per ration, total cost, and the type of ration (e.g. Hospital ration). They will be signed by the mess officer and accompanied by a signed nominal roster of the hospitalized patients of each group with the number of days of hospitalization of each patient.

7. Where it is not possible to collect cash from a civilian Government employee or a dependent thereof, the charges will be reported as prescribed in paragraph 12a, (2), (c) AR 40-590. Where it is not possible to collect cash payment from authorized foreign personnel, 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, type of ration, cost per ration, total cost, and be supported by a signed copy of nominal roll of hospitalized foreign personnel. Shipping tickets will be forwarded in quadruplicate to the Surgeon, Medical Section, Headquarters, Peninsular Base Section, APO 782, where shipping tickets from all hospitals within the theater will be consolidated by governments, and a consolidated monthly statement prepared and forwarded in quadruplicate with the shipping tickets in quadruplicate to the Office of the Fiscal Director, MTOUSA, APO 512, for inclusion in the amounts to be billed to the respective foreign governments.

IV-- SPECIAL ISSUES OF SUBSISTENCE

8. For artificial feeding of infants during the first nine months after discharge from the hospital the items indicated may be purchased from the Quartermaster on presentation of certificate of necessity signed by medical officer in charge of the case.

a. One can of condensed milk daily.

b. Two ounces of sugar daily.

c. One half ounce dry cereal daily.

d. Chipped or strained vegetables as required.

9. In the case of infants needing a vitamin supplement, the items indicated may be drawn from the Hospital or Dispensary on presentation of a prescription signed by the physician in charge if such are not available for resale at Post Exchange or Commissary.

a. Vatamin "C", 2.5 grams daily.

b. One half ounce cod liver oil daily.

10. Other special issues as deemed necessary in the treatment of pregnant dependents or children on a non hospital status, and which are available, may be purchased from the Quartermaster on presentation of a certificate of necessity signed by the medical officer in charge as in paragraphs 8 and 9 above.

11. A charge will be made for the above items in accordance with current price lists of the Quartermaster, and the value thereof refunded to the Quartermaster.

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Hq MTOUSA Circular No. 78 (Cont'd)

V -- PROCEDURE FOR CHARGING FOR MEDICAL SUPPLY

12. The Mess Officer of the installation will be the custodian of accounts for medical supplies sold to patients.

13. Where patients are to be charged for medical supplies, at the termination of hospitalization or treatment the Mess Officer will collect, when possible, cash payment from the patient. See Annex A for form to be used. When cash is received, the Mess Officer will mark the voucher "paid" and sign it. These vouchers will be kept on file at the hospital. At the end of each month the Mess Officer (using standard form 1044) will deposit, without delay, the net amount collected during the preceding month with the nearest finance or disbursing officer for deposit in a United States Depository to the credit of the Treasurer of the United States under the special fund "Replacing Medical Supplies". The net amount collected is the gross amount collected less the expenses of deposit, if any, such as the cost of a money order to make remittance at a distance. Original and two copies of Form 1044 with the cash collected will be delivered to the Finance Officer. One copy will be receipted by the Finance Officer and returned to the Mess Officer for his files. Two copies of Form 1044 should also be forwarded to the Surgeon, Medical Section, Headquarters, Peninsular Base Section, APO 782, and one copy to the Office of the Fiscal Director, Central Field Fiscal Office, Army Regional Accounting Office, 4300 Goodfellow Boulevard, St. Louis 20, Missouri.

14. Where it is not possible to collect cash for charges made, vouchers will be prepared and filed at the installation. On the first day of each month shipping tickets will be prepared in quadruplicate for the previous months charges and processed in the same manner prescribed in Section III above. It will not be necessary to attach a nominal roster of hospitalized personnel.

VI -- PROCEDURE FOR PAYMENT FOR MEDICAL SERVICE

15. The Mess Officer will be the custodian of the accounts for medical service

16. When possible, charges for medical service will be collected at the termination of hospitalization or treatment. The form outlined in Annex "B" will be used. When cash payment is made, the Mess Officer will mark the voucher "paid" and sign it. These vouchers will be kept on file at the hospital. At the end of each month these collections will be turned in to the nearest Finance Officer as outlined in paragraph 13 above.

3410 17. Where it is not possible to collect cash for charges made, the Mess Officer will, on the first day of each month, consolidate the charges by the Governments on the form outlined in Annex "C", in quadruplicate, and forward same, through channels, to the Surgeon, Medical Section, Headquarters, Peninsular Base Section, APO 782, where they will be processed in the manner stated in Section III above.

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

Hq MTOUSA Circular No. 78 (Cont'd)

VII--UNCOLLECTABLE ACCOUNTS

18. Where subsistence accounts are deemed uncollectable, they may be written off by authority of the Commanding Officer of the Hospital.

19. Medical Supply or Service charges will not be levied against civilians who are authorized treatment and who, in the opinion of the Commanding Officer of the Hospital, are destitute and unable to pay.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

RALPH C. TILLEY
Colonel, AGD
Adjutant General

3 Incls:
Appendices "A", "B", "C"

DISTRIBUTION:
Z
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30 - PBS
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10 - Rome Area, MTOUSA
5 - Hq Command, MTOUSA
20 - Hq MTOUSA
10 - US POLAD
2 - ECITO

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

SALE OF MEDICAL SUPPLY

Date 6 June 1946

SOLD BY 55th Station Hospital

SOLD TO John L. Jones (US Business man on authorized trip)

DATE	QUANTITY	ITEM	UNIT COST	TOTAL COST
1 Jun 46	4	Prescription	$ 0.50	$ 2.00
2 Jun 46	4	Transfusions 500 cc Each	$10.00	$40.00
				$42.00

I certify that I (have) (have not) received cash payment.

NAME Arthur Mometer

RANK 1st Lt., MAC
Mess Officer
55th Station Hospital

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ANNEX A

Annex "A" to MTOUSA Circular No. 78

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

CHARGES FOR MEDICAL SERVICE

Date 2 August 1946

RENDERED BY 15 th Field Hospital

RENDERED TO Capt. A.F.L. Thomas, 74th LAA Reg (British)

DATE	No. OF DAYS	RATE	TOTAL COST
31 July to 2 August	4	$6.00	$24.00

I certify that I (have) (have not) received cash payment.

NAME I. N. TERNIST

RANK Capt, MAC
Mess Officer
15th Field Hospital

ANNEX B

Annex "B" to MTOUSA Circular No 78

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

CHARGES FOR MEDICAL SERVICE

Date 3 October 1946

RENDERED BY 34th Station Hospital

RENDERED TO (Name of Country)

DATE	No. OF DAYS	RATE	TOTAL COST
2 - 3 Oct	2	$4.00	$8.00

I certify that I have not received payment for the above Medical Services rendered.

NAME R. U. JENKINS

RANK Capt, MAC
Mess Officer
61st Station Hospital

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ANNEX C

Annex "C" to MTOUSA Circular No. 78

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

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 76)

18 May 1946

SETTLEMENT OF FINAL ACCOUNTS

Circular Number 50, this headquarters, 1945, is superseded by this Circular.

1. Duty of Commanding Officers in the Event of Death of an Officer:

a. Immediately upon determination that an officer is deceased, the commanding officer concerned will notify the disbursing officer regularly paying the officer's account, furnishing a certificate in duplicate similar to that shown in Inclosure No. 1. Necessary certificates will be reproduced locally and may be modified to include or exclude certificates pertaining to flight pay, parachute pay, glider pay, as the particular circumstances warrant.

b. Particular care will be exercised in preparing such certificates to assure that the facts listed below are correctly stated:

(1) Any information regarding known unpaid credits (i.e., uniform allowance, per diem, travel vouchers), will be indicated.

(2) The current practice in this theater results in all collections for ration charges being one calendar month in arrears. Therefore, the number of field rations to be charged and collected on the final voucher will normally be the number of days in the calendar month for which the officer was last paid, plus the number of days in the interim period.

(3) If the officer was in a status entitling him to flight pay, the applicable portion of the certificate will be executed. It is not necessary to furnish copies of personnel orders and flight certificates.

(4) If the officer was on duty entitling him to parachute, diving or glider pay, certificates and schedules pertaining thereto will be attached. References: AR 35-1475; AR 35-1485; AR 35-1495; AR 775-50.

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(5) Pay due as "Non flying officer" will be supported by copies of orders requiring participation in flights and certification of the commanding officer that such requirements were not.

(6) If indebtedness or accountability exists as a result of the findings of a board of officers, a copy of the proceedings of such board, if available, or a brief statement as to present status of the proceedings, including reference to the amount of indebtedness involved, will be appended to the certificate.

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

Hq MTOUSA Circular Number 76 (Cont'd)

Likewise, in event a report of survey is in process a brief statement as to the present status of such report and the amount of money involved will be furnished.

2. Duty of Disbursing Officer in the Event of Death of an Officer:

a. Upon receipt of notification that an officer is deceased, the disbursing officer will prepare Transcript Statement of Account, WD Form Number 380, covering last payment made in full to the officer. The listing of payments made during the preceding eight (8) months, and the furnishing of the Signature Card, WD Form Number 35 are no longer required. The Transcript Statement of Account (original and one (1) copy), together with the completed certificate and any other pertinent supporting papers will be forwarded, without delay, by letter of transmittal by air to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

b. Disbursing officers will perform administrative audit of certificates furnished in accordance with paragraph 1 above, and will assure that such additional data as may be considered pertinent is attached. Special reference is made to the data explained in sub-paragraphs (1) through (5) below, which is required and will be checked against the records of the disbursing officer.

(1) For an officer in a flying status, the disbursing officer will state the date to which flight pay was last paid where the period is different from that covered by the Transcript Statement of Account.

(2) Available information pertaining to partial payments will be noted. Reference is made to AR 35-1360, 14 February 1946.

(3) Notation of any debit or credit information including unpaid travel accounts or other data which might affect the current or final settlement of the individual's account.

(4) The number of years, months and days of complete service for longevity purposes on the day the individual is reported as a casualty will be shown.

(5) Each Transcript Statement of Account issued on the death of an officer will show date and place of death and will be conspicuously marked as such at the top of the form.

3. Duty of Commanding Officer in the Event of Death of Enlisted Personnel:

a. Immediately upon the death of an enlisted person, or persons, the Commanding Officer concerned will cause the unit Personnel Officer to prepare the Final Payment Roll in quadruplicate, and submit such Final Payment Roll in triplicate to the disbursing officer who regularly pays the unit. Final Payment Roll (WD Form 371) will be prepared for each deceased enlisted person. The Final Payroll will be prepared from the original Service Record, Temporary Service Record, or any other information available to the officer having custody of same. The source or basis of remarks, if other than the Service Records, will be indicated therein. (See AR 345-475)

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

b. In cases of deceased persons, there will be entered on the final payment voucher in the spaces "Discharged on _____ 19___" and "Honorably Discharged by reason of:" the statement "died (Date)". Nothing will be entered regarding the cause of death, whether or not death occurred in line of duty, or on account of the enlisted persons' own misconduct. Where deposits are due there will be entered in remarks the amount and date of each deposit, the AFO where made and the name and grade of the disbursing officer with whom deposited. Soldiers' Deposit Book, WD AGO Form 14-38 will be submitted with the Final Payroll to the Disbursing Officer. Notation of submissions of the Final Payment Voucher will be entered in the enlisted man's service record as prescribed in TM 12-230.

c. If the deceased enlisted person was in a flying status entitling him to flight pay, the following certificate will be entered on the Final Payment Roll: "I certify that during the period for which aviation pay is claimed, the enlisted person was, by competent authority, required to participate regularly and frequently in aerial flights; and in consequence of such orders, did participate in regular and frequent aerial flights, while in a duty status, sufficient to meet the requirements of Executive Order Number 9195, 7 July 1942. (AR 35-1480)

d. If the deceased enlisted person was on parachute duty entitling him to parachute pay, certificate (TM 14-502) so stating will be furnished the disbursing officer.

e. If the deceased enlisted person was in a glider flight pay status, the certificate shown in AR 35-1475 will be furnished the disbursing officer.

f. If the deceased enlisted person was assigned to diving duty by orders of competent authority, such orders, together with Schedule of Dives performed, showing the date and number of dives and the total depth and period of each dive, will be furnished. The schedule will be certified by the Commanding Officer. Reference: AR 35-1485 and AR 775-50.

g. If the deceased enlisted person was in a status entitling him to monetary allowance in lieu of quarters and/or rations, in his own right, or, entitled to monetary allowance in lieu of quarters because of dependents such claims will be included in the Final Payment Roll.

h. If the deceased enlisted person was entitled to any unpaid travel allowances, proper vouchers (together with supporting travel orders) will be prepared and certified by the Unit Personnel Officer and will accompany the Final Payment Roll

j. In event a report of survey and/or a statement of charges are in process or preparation and a probable pecuniary charge is pending, a brief statement regarding the present status of such matters will be furnished together with the amount of money involved.

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

Hq MTOUSA Circular No. 76 (Cont'd)

4. Duty of Disbursing Officer in the Event of Death of Enlisted Personnel:

a. Regular Army: Upon receipt of Final Payment Roll of deceased enlisted personnel of the Regular Army, an expenditure and corresponding collection will be made as prescribed in paragraph 7b(1), AR 35-2480, 2 February 1945. In making distribution of the collections, any balance due an enlisted person of the Regular Army will be designated for deposit to the credit of "Trust Fund 21X9220 Proceeds from Estates of Deceased Soldiers, Regular Army (Fiscal year and name of soldiers) (date of death)." Immediately after settlement, one copy of such Final Payment Roll together with supporting papers will be forwarded by letter of transmittal by air to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

b. Other than Regular Army

(1) Upon receipt of final statement of a deceased enlisted person other than those of the Regular Army, when indebtedness to individuals or Government instrumentalities is not involved, the following provisions of paragraph 7b(2)(a), AR 35-2480 will govern: "No expenditure or collection will be made and such a final statement need not be computed or taken up in the accounts of the disbursing officer." The original copy only of such final payment roll, with supporting papers, will be forwarded by letter of transmittal by air to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

(2) Upon receipt of final payment roll of a deceased person other than those of the Regular Army, when indebtedness to individuals or Government instrumentalities is involved and where it is necessary that a check be drawn in payment of the amount due, disbursing officers will effect settlement of final payment roll as provided in paragraph 7b (2)(b), AR 35-2480. The balance remaining, if any, after authorized collections have been made in their order of precedence, will be left in the appropriation and a statement showing such amount withheld will be entered on the voucher by the disbursing officer. One (1) copy of such final payment roll will be forwarded by letter of transmittal by air to the office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

5. Upon death of US Civilian Employees: (other than local or native laborers) Vouchers will be prepared in accordance with CPR 120, and will be forwarded by air to the Office of Special Settlement Accounts, 27 Pine Street, New York 5, New York.

6. Allotments of Casualty Personnel:

a. Deceased Personnel

(1) The preparation and submission of the following forms for discontinuance of allotments and deduction of deceased military personnel are not required, provided casualty reports have been properly submitted.

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

Hq MTOUSA Circular No. 76 (Cont'd)

(a) WD AGO Form Number 141, Allotment for Pay Notification Form, (see paragraph 33, Section VII, AR 35-5520, 11 March 1946).

7. Responsibilities - Commanding Officers will be held responsible that every effort is made to expedite the forwarding of the information required in order that there will be no delay in the submission of those final papers to the Office of Special Settlement Accounts.

8. Letters of transmittal referred to in foregoing paragraphs will list each inclosure separately by name, grade, serial number and status of individual to whom such inclosure pertains.

BY COMMAND OF LIEUTENANT GENERAL LEE:

1 Incl:
Certificate

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

OFFICIAL:

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

DISTRIBUTION:
Z

3404

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

Inclosure No. 1 to Hq MTOUSA Circular Number 76, 1946.

NAME & ADDRESS OF ORGANIZATION

_____ 194__

C E R T I F I C A T E

1. I certify that to the best of my knowledge _____ (Name, Grade and ASN) is not accountable nor responsible for public funds or property, that he is not indebted to the United States or to any of its instrumentalities except as listed below:

_____ Field Rations @ .75¢ each from _____ to _____ inclusive.

_____

_____

_____

2. I further certify _____ (Name, Grade and ASN) held an aeronautical rating (s) as _____; that, during the period for which aviation pay is claimed, he was, by competent authority required to partipate regularly and frequently in aerial flights; and in consequence of such orders, did participate in regular and frequent flights, while in a duty status, sufficient to meet the requirements of Executive Order Number 9195, 7 July 1942, and that he entered foreign service on _____ (date).

The officer concerned was reported _____ (Casualty Status) at APO _____ on _____ (Date)

_____
(Commanding or Unit Personnel Officer)

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Inclosure No. 1

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

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MAY 21 1946

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 74)

17 May 1946

DISCHARGE AND RELEASE FROM ACTIVE DUTY OF ENLISTED PERSONNEL

Section I, Circular Number 89; Section II, Circular Number 106; Circular Number 110; Section I, Circular 119; Circular Number 125; Circular Number 130; and Circular Number 132, all this headquarters, 1945, are superseded by this Circular.

1. REFERENCES

a. AR 615-360 to 615-369 inclusive; AR 35-2490; AR 35-4810; WD RR 1-1, as changed.

b. WD Circulars 472, 1944; 188; Section II, 207; Section I, 233; Section V, 269; Section I, 320, Section III, 363, 1945.

c. WD letter, AG 200.8 (17 July 1944) OB-SAAF-M, Subject: "Discharge Option for Certain Former Army Air Force CAA-WTS Instructor Course Trainees", dated 26 July 1944.

d. WD letter, AGMP-M 210.8 (18 Aug 44) PE-A-A, dated 29 August 1945, subject: "Discharge of Enlisted Men", and 1st indorsement, this headquarters, AG 220.8/014 P-O, dated 8 September 1945.

e. WD letter, AGPE-A-WDGAP 220.8 (16 June 1945), dated 7 July 1945, subject: "Personnel for Foreign Service Establishments, Department of State", and 1st indorsement, this headquarters, 220.801/042 A-O, dated 24 July 1945.

f. WD letter, AGMP-M 220.8 (7 Feb 46) PE-A-A, subject: "Discharge of Enlisted Men", dated 11 February 1946.

g. AGWAR Cable WCL 31858, dated 9 April 1946, subject: "Separation of Enlisted Men in Other Than Zone of Interior or Theater in Which Assigned to Accept Employment."

h. MTOUSA letter, AG 370.5/476 PIRS O, subject: "Procedure for Return of Individuals", dated 6 October 1944, as amended.

2. GENERAL

a. Authority to approve discharges from the Army, as distinguished from relief from active duty, is delegated to commanders specified in paragraph 6, AR 615-360 and to commanders exercising general court martial jurisdiction, except as specified in paragraph d below.

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

Hq MTOUSA Circular No. 74 (Cont'd)

b. Commanders finally approving discharge will issue appropriate orders transferring the individual to the 149th Replacement Battalion for transshipment to the United States or overseas command (Paragraph 7c, Section III, WD Circular 1[illegible], 1945) where actual discharge will be accomplished.

c. (1) Enlisted personnel over 38 years and those over 35 who have completed a minimum of two (2) years of active military service in the Armed Forces of the United States subsequent to 16 September 1940, and who apply in writing to their commanding officers for discharge under the provisions of Section V, WD Circular 269, 1945, as amended by Section I, WD Circular 320, 1945, will be transferred immediately, subject to conditions outlined in paragraph (2) below, to the 149th Replacement Battalion for transshipment to the United States. Necessary action will be taken to insure that enlisted men eligible for discharge for age be given an equal priority for return as men eligible because of points, and that they not be held for 90 days as authorized in regulations, unless there is an important requirement for them. All cases in which retention of personnel is considered essential will be referred to this headquarters with full particulars, for final approval or disapproval.

(2) Prior to transfer of individuals to the 149th Replacement Battalion, major commanders concerned will contact the Battalion to insure available accomodations.

d. Cases to be forwarded to this headquarters:

Applications for honorable discharge, other than to accept appointments

(1) Reversion - all applicable under paragraph 2b, AR 615-363, Section I, WD Circular 385, 1945, as amended by Section I, WD Circular 85, 1946, reclaimable cases.

(2) Release from active duty - all applicable under AR 615-363.

e. Applications should contain:

(1) Specific reason for discharge.

(2) Evidence of suitable employment in the form of a letter from the employing agency or person, or, if no employment, a statement that applicant is financially able to support himself.

(3) Age, ASR3 (critical score), and such other relevant information will also be stated.

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Hq MTOUSA Circular No. [illegible] (Cont'd)

3. RELEASE AND DISCHARGES OF PERSONNEL TO REMAIN OVERSEAS

a. Enlisted personnel who do not desire return to United States or theater of residence may submit request for discharge or release from active duty in this theater through channels to this headquarters, where final action will be taken, including issuance of letters of introduction. Actual discharge will be effected by the Commanders of those units, who will forward to the State Director of Selective Service parts 6 and 7 of WD AGO Form 53 (Report of Separation). WD AGO Forms 20 and 24 will be forwarded to the Adjutant General:

88th Infantry Division
Rome Area, MTOUSA

PENBASE
149th Replacement Battalion

(All personnel of other commands will be transferred to the 149th Replacement Battalion for discharge.)

b. Enlisted personnel who desire discharge in a theater other than the theater in which assigned, to accept employment, may submit request for discharge or release from active duty through channels to this headquarters, where final action will be taken, including the obtaining of clearance for transfer to another theater for discharge. The transfer of enlisted personnel to a theater other than in which assigned, for discharge, to accept employment will be approved provided it is in country where United States troops are stationed and to which United States maintains transport service, and the distance is no greater than that to country or theater of entrance into military service.

c. Requests for discharge may be submitted under the provisions of AR 615-365 or paragraph 7, RR 1-1, dated 13 March 1946, if the applicant has an adjusted service rating score equal to or above the critical score or is otherwise eligible for discharge.

d. Applications submitted by enlisted personnel will contain:

(1) Name, grade, Army Serial Number, organization, date and place of birth, nationality, proposed place of residence, statement as to applicant's reasons for requesting discharge or release in this theater.

(2) Evidence of suitable employment in the form of a letter from the employing agency or person, or, if no employment, a statement that applicant is financially able to support himself.

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(3) If for a school, statement from such school that applicant is qualified and acceptable to that institution.

(4) A signed statement by the applicant: "I acknowledge that I have been offered government transportation to the United States (or theater of residence) and I decline same with the understanding that I will not be furnished such government transportation at a later date". To individuals

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

Hq MTOUSA Circular No. 74 (Cont'd)

separated overseas it is considered that the government has discharged its obligation and will not furnish government transportation at a later date. This statement will be kept with the discharge application and will be filed in the individual's field military 201 file. (This does not affect monetary travel allowances to which individuals are entitled upon separation in accordance with AR 35-4810).

(5) If discharged to accept civilian employment with the War Department, a statement will be furnished the organization with whom individual is to be employed at time of discharge: "Transportation costs covering land transportation only (were) (were not) paid to (name of person and Army Serial Number), for distance from : place of separation (specify name of port and geographic location), or from port of debarkation (specify name of port and geographic location), to place of enlistment or induction (specify geogrenhic location), at the rate of (cents) per mile".

(6) Age, ASR3 (critical score), and such other relevant information will be specified.

(7) First forwarding indorsement will include a statement from the immediate commanding officer as to the desirability of applicant's discharge or release in this Theater and a statement of opinion as to applicant's ability to maintain himself in this theater.

d. Application for discharge or release from active duty approved by this headquarters will be returned to the initiating unit with a letter of introduction to the American Consul General, American Consulate, (nearest city where Consul's office is located), Italy. The letter of introduction, in duplicate, will be given to the individual, who will be advised to present it to the Consul to establish identity, considering a future time when return to the United States may be desired. Such contact with the United States Consul is not mandatory but should be encouraged.

e. In the case of enlisted personnel transferred to the 149th Replacement Battalion for separation, all administrative functions such as obtaining approval for separation from this headquarters will be accomplished by the individual's parent unit. Individuals arriving at the Battalion will have in their possession copies of orders, service records and allied papers, and complete correspondence relative to discharge.

f. The field military 201 file will be disposed of as prescribed in War Department Circular Number 96, 1945, as amended.

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Hq MTOUSA Circular No. 74 (Cont'd)

4. MISCELLANEOUS - Major and subordinate Commanders will maintain accurate records of all personnel whose discharge or release from active duty is authorized with the reasons therefor. These records may be kept by card file or other similar device.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
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Adjutant General

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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 73)

15 May 1946

POLICY PERTAINING TO US ARMY SERVICE TO DEPENDENTS OF US MILITARY AND WAR DEPARTMENT (US CITIZEN) PERSONNEL IN MEDITERRANEAN THEATER

I - PURPOSE

1. The purpose of this circular is to amplify previously published directives of this headquarters relative to services to dependents of US Military and War Department Personnel in the Mediterranean Theater of Operations. All previous instructions in conflict herewith are rescinded.

II - REFERENCE

2. References:

a. WD Circular #360, 1945 as amended.
" " #391, 1945
" " # 83, 1946
" " # 98, 1946
AR 55-160 as amended.
MTOUSA Circular #12, 1946, as amended.
MTOUSA " #38, 1946 " " .
MTOUSA " #52, 1946
MTOUSA " #58, 1946
MTOUSA " #60, 1946
MTOUSA Supply Directive #79, 1945
MTOUSA " " # 3, 1946
MTOUSA Letter AG 430/016-D-O, 26 March as amended by 430/016-D-O 6 April 1946. Subject: "Sales of Subsistence Stores to Individual Families and Establishment of Sales Stores in Connection Therewith".
MTOUSA Letter AG 292/022-O 7 March 1946 as amended by 292/022-O, 30 March 1946. Subject: "Information for Dependents of United States Military and War Department Personnel who Plan to Proceed to the Mediterranean Theater".
MTOUSA Cable FX 64705 of 13 April 1946, Accommodations for EM Grades 4-7.

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b. In addition to the above, MTOUSA directives are now being prepared and will be published in the near future pertaining to:

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Transportation within the theater.
Hospitalization of Non-Military US Citizen Personnel.
Gas, Oil and Lubricants for Privately owned Vehicles.
Army Exchange Stores.

III. GENERAL

3. Unless otherwise specifically indicated, these instructions are applicable to the personnel listed below:

a. US Military (Army, Navy, Air Force).

b. US Citizen Civilian Employees of War Department.

c. Personnel sponsored by the War Department.

d. Their Dependents (as defined in par. 2 AR 35-4880 as amended).

4. Transportation to an overseas area is authorized subject to instructions contained herein and in WD Circular Number 98, 1946.

5. Subject to approval of the commanders of Major Commands, personnel (Military or War Department) with dependents presently in the Mediterranean Theater of Operations, whether volunteers for extended overseas duty or not, will be accorded the same privileges for their dependents as those bringing their dependents from the United States.

6. The use of War Department appropriated funds or shipment of materials from the zone of interior for construction or rehabilitation of facilities for dependents is not authorized.

7. The utilization of materials locally available without additional expenditure of appropriated War Department funds for construction and rehabilitation of facilities for dependents is authorized. Excluded from locally available materials are United States Army stocks which are not excess to theater requirements.

8. Present staffs of military and Italian civilian personnel employed by Utilities of Major Commands or Separate Units may be used to accomplish such construction and rehabilitation of facilities as is necessary to provide accommodations for subject dependents. The increase of such staffs for this work is prohibited.

9. Operating personnel may be obtained for facilities such as messes, hotels, apartments, Post Exchanges, and Commissarion, by using civilian labor. Over-head charges will take into consideration the restrictions on expenditures from appropriated funds.

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Hq MTOUSA Circular Number 73 (Cont'd)

10. The supplies, facilities, and services authorized herein must not exceed limitations imposed by existing Army regulations.

11. Planning responsibilities for dependents are assigned as indicated below:

a. G-1

(1) Furnishing and keeping current the estimates of the numbers of dependents to be accommodated.

(2) Preparation and publication of instructions pertaining to dependents including legal jurisdiction, recreation, visas, passports and related matters.

(3) Preparation of priority lists for movements of dependents.

b. Public Relations Office

(1) Publicity.

c. G-3

(1) Local establishment of schools for children.

(2) Collection and dissemination of information on availability of civilian schools for children.

d. G-4

(1) Primary responsibility for coordination and supervision of all supplies and services for dependents.

e. Adjutant General (Under G-1 policy supervision)

(1) SOP for informing dependents as to requirements preparatory to their overseas movement.

(2) SOP for processing records and reports on dependents upon arrival in theater.

3398 f. Judge Advocate General (Under G-1 policy supervision)

(1) Prepare policies and instructions pertinent to legal status of dependents.

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Hq MTOUSA Circular Number 73 (Cont'd)

g. Fiscal

(1) Prepare policies and instructions on transfer and exchange of currency by dependents and in handling changes of allotments to dependents moving overseas.

h. Commanding Officer, Peninsular Base Section --(Under G-4 MTOUSA policy supervision)

(1) Handle reception of dependents at ports of debarkation including:

(a) Temporary quartering and messing.

(b) Transportation to new station.

(c) Processing upon arrival.

IV- QUARTERS

12. The Commanders of Major Commands are authorized to requisition quarters subject to approval of this headquarters. Request for approval of new requisition must contain certificate that other suitable requisitioned or governmental housing is not available, and that there is no infringement on the local Italian civilian necessities.

13. The payment of rental allowance during occupancy of requisitioned properties and in cases of privately negotiated rental agreements has not yet been clarified. For the present Disbursing Officers have been instructed to make no change in present payments.

14. One or more officers will be appointed by each Major Command to be responsible for the quartering accommodations for dependents within the Command.

15. War Department Civilian personnel and their dependents will be furnished quarters subject to availability on either a housekeeping or a non-housekeeping basis and charged accordingly as indicated below:

a. Non-housekeeping rates:

In accordance with CPR 125: $13.00 per month per room single occupancy, $8.00 per month per room per occupant double occupancy, $6.00 per month per room per person for 3 or more occupants per room. An additional charge of $2.00 per month per person if maid service is furnished will be made.

b. Housekeeping rates:

As prescribed in paragraph 6 MTOUSA Supply Directive Number 79, 1945, as amended. While allocation of living quarters will be guided by priority of rank of individuals concerned, size of family (number of dependents) must be given consideration.

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Hq MTOUSA Circular No. (Cont'd)

16. Enlisted personnel below the first three grades may be assigned requisitioned quarters when available and charged for same in accordance with MTOUSA cable FX 64705 dated 13 April 1946.

V - SUBSISTENCE

17. Maximum use will be made of central messes. Individual family messes may be authorized by the commander of a major unit in individual cases if special circumstances justify.

18. Regular messes will be established serving army rations and operated in accordance with MTOUSA Circular Number 60, dated 30 April 1946.

19. Commanders of Major Commands are authorized to establish special mess rates for children pursuant to instructions contained in MTOUSA Circular Number 60, 1946.

20. Commissaries or Quartermaster sales stores will be provided for the use of personnel authorized private messes, pursuant to MTOUSA Letter AG 430/016 D-O, 26 March 1946, subject: "Sales of Subsistence Stores to Individual Families and Establishment of Sales Stores in Connection Therewith", and in accordance with AR 30-2290.

21. Stocks of rations will be as prescribed in WD Circulars.

22. Fresh fruits and vegetables in season will be purchased for stocking and subsequent sale by PBS Quartermaster.

23. Evaporated milk supplemented by whole milk powder will be made available to sales stores by PBS Quartermaster in sufficient supply to meet dietary requirements of infants and small children.

VI - LAUNDRY AND DRY CLEANING

24. Present laundry and dry cleaning facilities in operation under control of Quartermaster will be sufficient to furnish all services contemplated by Section II, paragraph 5b, WD Circular No. 354, dated 1 April 1944 and AR 30-2135. Special starching, ironing, and servicing of such articles as lace curtains, fine woolen blankets, childrens garments, ladies underwear, fancy linen and any other articles requiring special care and handling will not be processed by Quartermaster laundries. Quartermaster will arrange for servicing of special items at owner's risk.

3347 ARMY-EXCHANGES

25. Quartermaster commissary supplies will be carried by Army Exchange Stores where commissaries are not available or where dependents, subsisted in central messes and not authorized commissary privileges, can purchase commissary items required for infant's and children's diet.

26. Clothing necessities for both women and children will be stocked by Army Exchange stores. Special purchasing or ordering arrangements with Army Exchange stores in New York City (i.e., mail order, catalogues) will be provided for women's and children's items not carried in the theater exchange.

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Re MTOUSA Circular No. 73 (Cont'd)

27. Special ration cards for male, female, and child dependents will be provided by the Theater Army Exchange Store officer to control equitably the sale of Post Exchange items peculiar to women and children. The Theater Army Exchange Store officer will be responsible for deleting from ration cards items not applicable to dependents.

28. Application for ration cards will be made to the US Area Commander who will be responsible for the issue and proper use of such cards in accordance with AR 210-65.

VIII-FUEL AND ELECTRICITY

29. Liquid fuel for government vehicles will be furnished, if available, for recreational purposes on same basis as for Army personnel, and such vehicles will be serviced as a military responsibility. Coupons for gasoline, grease, and oil for privately owned vehicles may be purchased at Quartermaster Sales stores. The actual distribution of these products will be made in accordance with MTOUSA Supply Directive (To be published, Par. 2a.).

30. Solid and liquid fuels for heating and cooking will be furnished through usual Quartermaster channels.

31. Gas and electricity where available will be furnished by United States to occupants of requisitioned accommodations.

IX - MEDICAL CARE

32. Medical care and hospitalization while overseas will be provided by the United States Government.

33. Each Major Commander will provide adequate medical and dental care for dependents in his respective area, in form of hospital, dispensary and clinical facilities on the same basis as for army personnel and in accordance with MTOUSA Circular. (See par. 2a)

X - TRANSPORTATION TO THEATER

34. Transportation to an overseas area is authorized subject to instructions contained herein for civilian dependents of all military personnel without regard to rank of the military personnel upon whom they are dependent and for dependents of War Department civilian employees, in accordance with WD Circular Number 98, March 1946.

35. It is expected that necessary legislation will be obtained at an early date to authorize transportation at government expense of dependents and household baggage of all military personnel without regard for grade. Personnel who are NOT now entitled to transportation at government expense will be informed that pending approval of legislation referred to herein, their dependents will be furnished water transportation only and that all other costs must be defrayed by the applicant.

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Hq MTOUSA Circular No. 78 (Cont'd)

36. Dependent members of the applicant's immediate family, including wife, children or completely dependent father or mother are entitled to government transportation (AGWAR WCL Cable 49706, dated 26 February 1946).

37. The War Department policy does not contemplate providing transportation for dependent mother-in-law or dependent father-in-law However, individual cases may be submitted to the War Department for determination. Complete details should be forwarded with each request for exception. Only water transportation can be authorized for dependent mother-in-law or dependent father-in-law, and all expenses in connection with travel from home to port of embarkation must be borne by the individual.

38. Application for transportation of dependents to Overseas Theater will be made on inclosure to AG 292/022-0, (MTOUSA) dated 27 February 1946 (Transportation of Dependents to Overseas Theater), as amended and will be forwarded to this Headquarters.

39. Copies of MTOUSA letter AG 292/022-0, dated 7 March 1946, as amended, "Information for Dependents of United States Military and War Department Personnel who plan to Proceed to the Mediterranean Theater", will be given to applicants for transportation of dependents to MTO for their information with the recommendation that a copy be sent to the applicant's dependents. This letter contains information pertaining to passports, immunization, finance, baggage, schools, postal, regime of facilities, etc.

40. a. Dependents will be debarked at Leghorn when practicable. When vessel carrying dependents is of greater draft than can be accommodated at Leghorn, the Port of Naples will be utilized for debarkation. Wherever debarked the Commanding Officer, Peninsular Base Section will be responsible for temporary quartering, messing and other services pending transport to areas where applicant is located.

b. Major Commanders will send reception groups to meet dependents at staging areas, coordinating the size and composition of such groups with the Commanding Officer Nonbase, who will provide quartering, messing and other services for such number of persons as desired by Major Commands to the extent of available facilities. When it does not interfere with duty, applicants are authorized to meet dependents at port of debarkation.

c. Notification will be furnished by this Headquarters to all Major Commands prior to arrival of vessels transporting dependents. This information will include list of passengers destined for each command and expected time of arrival. Dependents may be transported by individual vehicles from staging area to destination only upon approval of major commanders concerned.

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XI - TRANSPORTATION WITHIN THE THEATER

41. Transportation within the theater will be in accordance with MTOUSA Directive. (See paragraph 2b.)

42. Privately owned motor vehicles will be registered with Provost Marshal of Major Command concerned.

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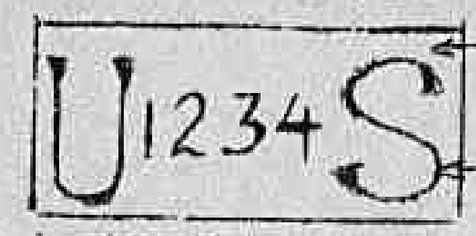
Hq MTOUSA Circular No. 73 (Cont'd)

Private vehicles will operate on state license plates if in possession of owners. Vehicles arriving without plates will be furnished by the Theater Provost Marshal with locally procured plates. Plates will be white on OD as diagrammed:



Registration Fee to cover cost of windshield sticker and/or license plate will be charged.

XII- COMMUNICATIONS (TELEPHONE, TELEGRAPH, POSTAL)

43. Telephone and Telegraph

a. Adequate telephone facilities are now available either of military or civilian commercial type.

b. Military service will be provided in individual quarters only upon personal approval of commanders of Major Commands concerned, subject to availability of equipment in theater.

c. When required and commercial service is available, arrangement may be made for telephone services through the local signal officer upon payment of necessary charges.

d. Long distance telephone and telegraph facilities to the United States will be available for the use of dependents in the same manner as for personnel upon whom they depend.

44. Postal

a. Mail for dependents will be handled through present APO system.

b. All mail destined to dependents of US Military personnel in MTOUSA will be addressed in care of military personnel upon whom they are dependent. Complete military and return address will be used.

c. Mail for dependents will not be addressed to a geographical location outside continental limits of the United States (i.e. Caserta, Italy) as mail so addressed is dispatched as international mail.

d. (1) Postage rates for dependents of military personnel in MTOUSA are the same as for military personnel except that dependents are not entitled to the free mailing privilege.

(2) If mail is addressed to dependents of military personnel bearing a geographical location, the International Postage Rate applies and such mail will be dispatched through International Mail channels.

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Hq MTOUSA Circular No. (Cont'd)

c. Parcel Post will be addressed and dispatched as per paragraphs 44a, b, c and d above.

f. Money Orders will not be issued to dependents. Military or War Department civilian, member of family, must purchase Money Orders.

g. Out-going mail:

(1) All out-going mail will be deposited in the APO's in the same manner as that for military personnel.

(2) Any collection service for mail will be the responsibility of the Major Command where the dependents are located.

h. All incoming mail will be dispatched to the military address.

i. Locator Cards:

(1) NAP Forms 11 and 12 will be submitted to the Postal Directory for each dependent showing a complete forwarding address as indicated in paragraph 44b above.

(2) Upon a change of station by member of the military a NAP Form No. 11 and 12 will be prepared for each dependent and turned in at the APO.

(3) The completion of the NAP Forms will be the responsibility of the officer or soldier concerned.

XIII-SCHOOLS

45. The War Department assumes no obligation for schooling of dependent children overseas (AGWAR Cable 49706, dated 26 February 1946).

46. Private schools may be established where feasible and subject to availability of civilian instructors, as a responsibility of Commanders of Major Commands.

XIV- WELFARE ACTIVITIES

47. Dependents will be afforded the same privileges of participation in welfare and recreation as are now afforded the military or civilian personnel upon whom they are dependent.

3395 Dependents of eligible personnel are authorized to be included in tours and recreation facilities within the quotas allotted to each major command.

49. Arrangements will be made, if possible, to permit dependents to accompany the person upon whom dependent on all authorized inter-theater tours. As requirements become more definite, additional recreational facilities of appropriate types will be made available.

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Hq MTOUSA Circular Number 73 (Cont'd)

XV - IDENTIFICATION

50. Identification for dependents will be in accordance with MTOUSA Circular Number 58 dated 29 April 1946.

XVI- FINANCIAL

51. MTOUSA Circular Number 52, dated 18 April 1946, covers financial matters pertaining to dependents.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

DISTRIBUTION:
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R E S T R I C T E D

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 71)

15 May 1946

COMPUTATION OF ENLISTMENT ALLOWANCE

1. Decision of the Comptroller General of the United States reference enlistment allowance is published for the information and guidance of all concerned:

"Enlistment Allowance - Computation pursuant to Armed Forces Voluntary Recruitment Act of 1945.

Under the provisions of section 8 of the Armed Forces Voluntary Recruitment Act of 1945 (Sec. 11, WD Bul. 10, 1945), the enlistment allowance of persons who have been paid a previous enlistment allowance and who enlist or reenlist in the Regular Army on or after 1 June 1945, is for computation on the basis of all continuous active Federal service honorably performed since payment of the last previous enlistment allowance otherwise was due and payable--not the date payment actually was effected; and the enlistment allowance of such persons who have not been paid a previous enlistment allowance is for computation on the basis of all such service performed immediately preceding such enlistment or reenlistment.

"No part of the 3 months' grace period, continued by section 8 of the Armed Forces Voluntary Recruitment Act of 1945, during which an enlisted man may reenlist and be paid the authorized enlistment allowance, is authorized to be counted as a period of "continuous active Federal Service" in computing the enlistment allowance. Nor may prior intervening periods of non-service of not more than 90 days each be credited as active enlisted service in computing the allowance, notwithstanding that such periods are not to be regarded as breaking the continuity of service so as to cut off credit for prior actual service.

"While the payment of enlistment allowances was suspended by various appropriation acts during the period 1 July 1933 to 30 June 1939, in computing the enlistment allowance, pursuant to section 8 of the Armed Forces Voluntary Recruitment Act of 1945, of an enlisted man who reenlisted in the Regular Army on or after 1 June 1945, there may be included "all continuous active Federal service" from the time his last enlistment allowance was paid to the date of such reenlistment.

"A fractional part of a year's service may not be included in the computation of enlistment allowance pursuant to section 8 of the Armed Forces Voluntary Recruitment Act of 1945.

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Hq MTOUSA Circular Number 71 (Cont'd)

"The provisions of section 8 of the Armed Forces Voluntary Recruitment Act of 1945, approved 6 October 1945, having been made retroactive in effect with respect to all enlistments or reenlistments in the Regular Army on or after 1 June 1945, the fact that an enlistment allowance for an enlistment entered into on or after that date may have been paid prior to the enactment of the act would not affect the enlisted man's right to the increased benefits provided under said act.

"Active service as an appointed Army aviation cadet may be regarded as "active Federal service" in the Army for the purpose of computing an enlistment allowance, pursuant to section 8 of the Armed Forces Voluntary Recruitment Act of 1945, upon enlistment in the Regular Army subsequent to 1 June 1945, irrespective of whether such service be considered as having more the attributes of commissioned or enlisted service.

"While the payment of enlistment allowances was suspended by various appropriation acts during the period 1 July 1933 to 30 June 1939, time served during such period under an enlistment entered into during that period which expired subsequent to 30 June 1939 was authorized to be counted in determining the enlistment allowance payable upon reenlistment following such enlistment.

"The statutory provisions contain no limitation with respect to the maximum years of service that may be credited or the maximum payment that may be paid in any particular case otherwise within the terms and conditions specified therein. B-54632, 23 January 1946."

2. Paragraph 5, AR 35-2420 being amended accordingly.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 15 May 1946
NUMBER 70)

PHYSICAL RECLASSIFICATION OF OFFICERS

General I
Procedure for Hospitalization II
Action by Disposition Board III
Action by Commanding Officer of Hospital Subsequent to Board Action IV
Action by Commanding Officers on Return of Individuals V
General Officers VI

Circular 139, this headquarters, 1944, is superseded by this Circular.

I -- GENERAL

1. The provisions of War Department Circular Number 313, 1945, as amended by Section III, War Department Circular 338, 1945, and War Department Circular Number 81, 1946, as modified herein, will govern in this theater.

2. In this theater an officer may be reclassified from a general service status to a limited service status, from a limited service status to a general service status or evacuated to Zone of Interior, as required by his physical status. A limited service officer is defined as one who is disqualified under current physical standards for general military service, but who has been classified, following a thorough physical examination, as physically fit for certain types of active military assignments commensurate with his physical qualifications. Reference is made to AR 40-100, 40-105, and 40-110 as amended by Section I, War Department Circular Number 430, 1944 and Section I, War Department Circular 41, 1945, for physical standards.

3. a. Officers with physical defects may be assigned to limited service in this theater provided the defect is of a static nature, non-progressive, and not subject to the development of complications. Such defects include defective vision, defective hearing, dental defects, and static orthopedic conditions.

b. Officers who have such chronic conditions as to preclude their being considered for any military duty in this theater of operations will be evacuated to the United States through medical channels.

3393 c. Changes of classification of officers may be made in this theater by disposition boards at the 300th General and 61st Station Hospitals.

d. These instructions will not be so literally interpreted that the Army will be deprived of the services of capable officers who are already in the theater and who, in the course of routine examination or during hospitalization for other causes, are found to have nerve deafness, hypertrophic arthritis, and similar defects, the presence of which would not preclude a service expectancy of several years.

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II-- PROCEDURE FOR HOSPITALIZATION

4. a. Whenever it is believed that an officer is becoming permanently incapable of performing the duties of his office, due to physical or mental causes (other than those of mental indifference, inaptitude, or incompetence, to which AR 605-230 applies), or it is believed that an officer classified as limited service may perform duty equivalent to general military service, his commanding officer will cause the officer to be given a thorough physical examination by a Medical Officer.

b. If, as a result of the above examination, it is found:

(1) that an officer now assigned general military duties is considered physically incapable of performing such duties or

(2) that an officer now classified as limited service is considered as physically incapable of performing limited service duties or

(3) that an officer now classified as limited service is believed capable of performing general military service,

his Commanding Officer will order the said officer to either of the two hospitals mentioned in paragraph 3c above.

c. Action as outlined in paragraph 4a above may be initiated by an officer himself by submitting to his immediate commander a statement in writing to that effect.

d. Whenever an officer is sent to a hospital under the provisions contained herein, the hospital will be notified whenever practicable of the expected time of arrival. Medical report on WD AGO Form 63, WD AGO Form 66-1, 66-2 or 66-3, and previous Disposition Boards proceedings when appropriate, will accompany the officer in a sealed envelope marked "Confidential", addressed to the Commanding Officer of the hospital to which ordered. The WD AGO Form 63 will show clearly in what manner the physical incapacity was incurred, its cause, if ascertainable, and whether or not a physical incapacity is considered incident to the service. A detailed statement by the organization commander will also be furnished, showing the manner of performance of duty by the officer concerned, to include any factors which might indicate mental sluggishness or physical incapacity under stress.

III--ACTION BY DISPOSITION BOARD

5. Upon completion of observation and treatment officers will be classified by disposition boards in one of the categories shown herein:

a. Fit for general military service at once or,

b. Fit for temporary limited service status or,

c. Fit for permanent limited service status or,

d. To be evacuated to Zone of Interior for further hospitalization and disposition.

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

Hq ATCUSA Circular No. 70 (Cont'd)

6. In the event an officer has a non-progressive physical defect, of such a slight degree as to not adversely affect the performance of duties commensurate with the officer's grade and branch, he may be classified as "A", upon the signing of a proper waiver. This waiver states that the officer will make no claim against the government in the event that his disease or injury is aggravated during his tour of duty.

7. Officers who have been classified as class "B", may remain in that category for a period not to exceed 6 months. The length of time must be specified in the board proceedings. (An officer who was previously classified as "C", and who is considered for reclassification to "A" may not be so classified until period of ninety days has elapsed from his previous disposition).

8. The action of the disposition board will be recorded on WD AGO Form 8-118, Disposition Board Proceedings.

a. In the case of an officer reclassified from "A" to "C", or from "C" to "A", a brief clinical history will be completed on blank white paper 8 by 10½ inches in size, and will be considered an integral part of the board proceedings. This form will be executed in septuplicate, the original being signed and the duplicate initialed.

Original

(1) The Adjutant General for inclusion in the 201 file, for officers other than those under the Command Jurisdiction of the Commanding General, Army Air Forces.

(2) For officers under the command jurisdiction of the Commanding General, Army Air Forces, to the Adjutant General through the Commanding General, Army Air Forces, accompanied by the quintuplicate copy.

Duplicate

The Commanding Officer of the officer concerned, mailed in a sealed envelope, marked Confidential.

Triplicate

Attached to the clinical records pertaining to the patients.

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Quadruplicate

To remain on file in the hospital concerned.

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Hq MTOUSA Circular No. 70 (Cont'd)

Quintuplicate

To the Commanding General, Army Air Forces, with the original in the cases of officers coming under the jurisdiction of the Commanding General, Army Air Forces. For all other officer personnel this copy will be forwarded to the Commanding General or Commanding Officer of the major command in this theater to which the officer is assigned for duty.

Sextuplicate

To be entered in the individual's 201 file.

Septuplicate

To be forwarded for approval to the Theater Surgeon, Peninsular Base Section.

b. In the case of an officer being disposed of under Class "B" or "D" the original copy of the proceedings will be attached to the patients individual medical records, the duplicate filed at the hospital and the triplicate forwarded to the Theater Surgeon, Headquarters Peninsular Base Section.

c. All changes in classification of flying officers, except those being classified as "D", may only be determined by a board having a flight surgeon as a member.

d. All board proceedings will be approved by the Theater Surgeon, Headquarters, Peninsular Base Section, before final action is taken.

IV-- ACTION BY COMMANDING OFFICER OF HOSPITAL SUBSEQUENT TO BOARD ACTION

9. a. If an officer has been disposed of in Class "D", he will be transferred from his unit to attached unassigned to the Detachment of Patients of the hospital concerned and returned to the Zone of Interior as outlined in Letter, AG 704.11/254 SURG O, Hq MTOUSA, Subject: "Evacuation of Patients to the United States", dated 25 July 1945, as amended.

b. If an officer is reclassified from "A" to "C", the hospital commander will contact the commanding officer of the individual concerned and ascertain whether suitable assignment exitst for the individual in his original organization. If the individual's commander has suitable assignment for the officer and wishes his return, the commanding officer will certify so in writing to the hospital commander. If suitable assignment does not exist, the hospital commander will contact by radio the Commanding General or officer of the major command to which the individual's unit is assigned for disposition of said officer. The major commands (as mentioned above) in this theater are considered to be the 88th Infantry Division, Peninsular Base Section, Rome Area MTOUSA, Naples Air Force General Depot, American Graves Registration Service-Mediterranean Theater Zone, and Headquarters Command MTOUSA. If again no suitable assignment exists for the individual, the case will be referred to the Commanding General, MTOUSA, for disposition.

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Hq MTOUSA Circular No. 70 (Cont'd)

c. If an officer is reclassified from "A" to "B", a letter so stating the patient's diagnosis, disposition, and length of time he is to be classified as "B" will be forwarded to the individual's commanding officer. The officer will return to his unit in either case. Any pertinent facts concerning duties he is to perform will be stated.

d. If an officer is reclassified from "C" to "A", appropriate remarks will so be made on his WD AGO Form 66-1, 66-2, or 66-3 if he is assigned to the detachment of patients of the hospital concerned. A letter will also be written to the officer's commanding officer stating the change in classification.

V — ACTION BY COMMANDING OFFICERS ON RETURN OF INDIVIDUALS

10. c. If an officer who has been reclassified from "A" to "C", or "C" to "A", has not been transferred from his original unit to the Hospital Detachment of Patients, and has been returned to his original unit, the change in classification will be entered on the officer's WD AGO Form 66-1, 66-2, or 66-3 by his commanding officer on receipt of notification from the hospital.

b. Commanding officers will also make certain that a copy of the Disposition Board Proceedings is in the individual's 201 file.

VI -- GENERAL OFFICERS

11. Any change in classification of a general officer from "A" to "C" will be approved by the War Department before final action is taken. The findings of the board will be forwarded to the Surgeon, Peninsular Base Section, and will be used for this purpose.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley

RALPH C. TILLEY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 15 May 1946
NUMBER 72)

RELIEF OF OFFICER, WARRANT OFFICER AND FLIGHT OFFICER PERSONNEL TO REMAIN IN THIS THEATER

Section I, Circular Number 89, this headquarters, 1945, is superseded by this Circular. WD Circular Number 290, 1945, as amended by Section IV, WD Circular 376, 1945, is applicable in its entirety in this theater. Further reference is made to AR 35-4820, RR 1-1 dated 18 March 1946 and War Department Letter, file AGOS-P-A 210.8, Subject: "Personnel for United Nations Relief and Rehabilitation Administration", dated 23 March 1945.

1. Officer, Warrant Officer and Flight Officer personnel who do not desire immediate return to the United States or theater of residence may submit requests for relief from active duty in this theater through channels to this headquarters under the provisions of any one of these authorities:

a. Section III, WD Circular 290, 1945.

b. Section V, WD Circular 290, 1945.

c. WD RR 1-1, dated 18 March 1946.

2. The individual must forward with the application confirmation of the fact that suitable employment has been obtained or that he is financially able to support himself.

3. If release is to attend school, a statement is required from such school that applicant is qualified and acceptable to that institution.

4. Volunteer category status of officer. If Category IV, insert pertinent data entered on the officer's qualification card "Remarks" section - Item 31.

5. a. To individuals separated in this theater it is considered that the government has discharged its obligation and will not furnish government transportation at a later date. Each such individual will submit with his application for separation a signed statement:

"I acknowledge that I have been offered government transportation to the United States (or theater of residence) and decline same with the understanding that I will not be furnished such government transportation at a later date."

A copy of this statement will be filed with the individual's personnel records.

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

Hq MTOUSA Circular No. 72 (Cont'd)

b. Requests for relief from active duty will contain or have attached thereto a signed certificate in form indicated which will be accepted as conclusive evidence for mileage purposes of the officer's home address and place from which ordered to active duty.

"I certify that my permanent home address was (show town and state) when I entered on extended active duty during the present emergency and I was ordered to active duty from (show town and state)".

c. Certificates in paragraph a and b above do not affect monetary travel allowance to which individuals are entitled upon separation in accordance with AR 35-4420.

6. Statement as to whether officer is classified as General Service, Limited Service, or Permanent Limited Service. If Permanent Limited Service, indicate authority.

7. Statement that the officer is not accountable for Government funds or property, or indebted to the Government beyond any amount which will accrue prior to separation from the service.

8. The first indorsement will contain a statement that action has been initiated to comply with the provisions of paragraph 6f, AR 35-1340, as changed.

9. If request for relief from active duty is submitted under the provisions of Section III, WD Circular 290, 1945, a true copy of officers 66-1, 66-2, or 66-3 will be attached as an inclosure.

10. All applicants requesting relief from active duty, because of age, under the provisions of Section V, WD Circular Number 290, as amended, whose military occupational specialty appears on the critical list of scarce categories of officer specialists (published in WD Circular 321, 1945, as amended by WD Circular 48, 1946), may be retained in service for a maximum of six months. Those held under each specialty will be limited to requests for that specialty.

11. Disapproved applications will be forwarded to this headquarters for final action and include:

a. A statement as to reason for disapproval.

b. A statement that a replacement (is) (is not) available.

c. A statement as to the approximate date officer could be relieved, and

d. A statement as to the actual position occupied and to be occupied.

12. Provisions of this Circular do not apply to officers requesting retirement from active service.

13. Relief from active duty under the provisions of this Circular will be accomplished at the 149th Replacement Battalion.

14. Prior to transfer of personnel to the 149th Replacement Battalion, Administrative functions, such as the approval of the separation by this headquarters, and bringing individual personnel records up to date, will be accomplished by the

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Hq MTOUSA Circular No. 72 (Cont'd)

individual's parent unit. Clearance of State Director of Selective Service and other subsequent administrative functions will be accomplished by the 149th Replacement Battalion.

15. Upon relief from active duty, approved by this headquarters, letters of introduction, in duplicate, to the American Consul General, American Consulate, (nearest city where consul's office is located) Italy, will be furnished by the 149th Replacement Battalion to the applicant. The 149th Replacement Battalion will then advise individuals to report to the United States Consul to establish identity, considering a future time when return to the United States may be desired. Such contact with the United States Consul is not mandatory but should be encouraged.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilley
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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 66)

13 May 1946

CONSERVATION OF SUPPLIES AND EQUIPMENT

1. Attention is invited to Section II War Department Circular 92 dated 28 March 1946, subject: "Conservation of Supplies and Equipment".

2. Major Commanders will take necessary action to maintain effective conservation programs during the month of May 1946 and all subsequent months, utilizing lectures, examinations, inspections, exhibits, films or other available means to maintain effective instruction in and enforcement of the general principles of conservation.

3. In furtherance of the War Department Conservation Policy a monthly list of items, to receive special emphasis during the following month, will be published in War Department Circulars. The items so listed will be those having a seasonal nature. Although these items will receive special emphasis in the months designated, conservation efforts will continue to be made with respect to other items included in previous War Department Conservation Circulars.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MAY 13 RECD

CIRCULAR)
NUMBER 67)

11 May 1946

RELIEF OF OFFICERS, WARRANT OFFICERS AND FLIGHT OFFICERS FROM ACTIVE DUTY

Circular Number 122, this headquarters, 1945, is superseded by this circular.

1. War Department Circular Number 290, 1945, as amended by Section IV, WD Circular Number 376, 1945, is applicable in its entirety in this theater. Further reference is made to AR 35-4820.

2. Subject to the provisions of above cited War Department directives, and the conditions outlined below, recommendations and/or applications for relief from active duty will be submitted to this headquarters through command channels.

3. There will be included in or accompany each recommendation and/or application for relief from active duty in addition to the information required by WD Circular Number 290, 1945, as amended:

a. Statement that the officer is not accountable for government funds or property, or indebted to the Government beyond any amount which will accrue prior to separation from the service.

b. Statement that action has been initiated to comply with the provisions of paragraph 6f, AR 35-1740.

c. Certificate in form indicated which will be accepted as conclusive evidence for mileage purposes of the officer's home address and place from which ordered to active duty:

"I certify that my permanent home address was (show town and state) when I entered or extended active duty during the present emergency and I was ordered to active duty from (show town and state)."

d. In the event officer's home address has changed since his entry into the service, or officer has received an offer of employment at a locality other than that of his permanent residence at the time of his entry into the service, officer will submit satisfactory evidence to that effect.

e. Statement as to whether officer is classified as General Service, Limited Service, or Permanent Limited Service. If Permanent Limited Service, indicate authority.

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Hq MTOUSA Circular Number 67 (Cont'd)

f. Volunteer category status of officer. If Category IV, insert pertinent data entered on the officer's qualification card "Remarks" section, paragraph 31.

4. All applicants requesting relief from active duty, because of age, under the provisions of Section V, WD Circular Number 290, as amended, whose military occupational specialty appears on the critical list of scarce categories of officer specialists (published in WD Circular 321, 1945, as amended by WD Circular 48, 1946), may be retained in service for a maximum of six months. Those held under each specialty will be limited to requests for that specialty.

5. Disapproved applications will be forwarded to this headquarters for final action and include:

a. A statement as to reason for disapproval.

b. A statement that a replacement (is) (is not) available.

c. A statement as to the approximate date officer could be relieved.

d. A statement as to the actual position occupied and to be occupied.

6. Where applications are not properly supported by affidavits, letters, and other documentary evidence, application will not be returned for same. Supporting papers will be secured by fastest means of communication and forwarded at earlist practicable date to this headquarters. If officer will become eligible for release in the near future under some other criteria, officers request will not be held up pending such eligibility, but the forwarding indorsement will call attention to the fact of such eligibility.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ALCOM

CIRCULAR)
NUMBER 66)

13 May 1946

THEATER AND INTER THEATER TOURS

General Plan I
Responsibilities II
Eligibility for Tour of Participation III
Rations and Billeting Charges IV
Transportation V
Determination of Quotas VI
Allocation of Quotas VII
Orders VIII

I -- GENERAL PLAN

1. Purpose of the MTOUSA Special Service tours is to afford military and eligible civilian personnel with ample facilities for rest and recuperation, and to give them the opportunity of broadening their education through travel, and personal contact with peoples of different religious, political, geographic and economic circumstances.

II -- RESPONSIBILITIES

2. The Tours Branch, MTOUSA, Special Service Section is charged with the responsibilities listed below:

a. Exploring rest facilities and possible tours for US military personnel their dependents, and Category I, US Civilians.

b. Conducting investigations as to the practicability of establishing tours and rest camps for the above mentioned personnel.

c. Submitting recommendation to the MTOUSA Special Service Officer upon completion of these investigations.

3386 -d. Computing quotas for all major subordinate commands and allocating and coordinating these quotas to make for the most efficient operation of Special Service Tours.

e. Recommending revision of allocated quotas when there has been any decided change in the troop strength of the major subordinate commands.

f. Consolidating weekly tour reports and determining whether or not the commands are utilizing their allocated quotas.

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

Hq MTOUSA Circular No. 66 (Cont'd)

(1) When it is found that quotas are not being utilized to the fullest extent, MTOUSA Tours Branch will reallocate existing quotas so that the fullest participation will be effected.

3. Each major subordinate command is charged with the responsibilities listed below:

a. Establishing a tours branch within the Special Service Section of the command for the purpose of obtaining closer coordination and more efficient operation of the MTOUSA, Special Service Tours.

b. Endeavoring at all times to utilize the full quotas as allocated by MTOUSA.

c. Controlling the percentages of officers and Category I civilians that attend each tour in accordance with policies established by MTOUSA.

d. Reporting weekly by cable to the Special Service Officer MTOUSA, stating the number of personnel attending each tour for that week, and supplementing this report with a copy of all rest orders for that period by mail.

III - ELIGIBILITY FOR TOUR PARTICIPATION

4. In accordance with theater policies and MTOUSA Supply Directive Number 79, dated 15 November 1945, as applied to Special Service activities, participation on tours is restricted to the personnel listed below:

a. All US Military personnel and their dependents.

b. All US citizens employed by the War Department or classified as Category I personnel, and their dependents.

c. All officers and enlisted personnel of the US Navy and their dependents.

IV - RATIONS AND BILLETING CHARGES

5. Charges for Category I civilians will be the same as for US Army officer personnel when their rations are on a payroll deduction basis. Dependents will reimburse the US Government for rations consumed and such other charges as are established by G-4 MTOUSA Directives.

6. Collection of all charges will be made by the servicing unit in accordance with the current MTOUSA Supply Directive.

V - TRANSPORTATION

7. Army leave trains will, in general, be utilized by personnel ordered on tour.

8. Air transportation may be used in cases of absolute necessity or emergency.

9. All personnel listed in Section III above are authorized to travel on all Army leave tours operating within the theater.

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Hq ITOUSA Circular No. 66 (Cont'd)

VI - DETERMINATION OF QUOTAS

10. Quotas for each major command are determined by G-1 ITOUSA, on the basis of troop strength of that particular command in relation to total theater strength and will vary from time to time with the change of strength within the command.

11. Generally it is the policy that no more than fifteen (15) per cent of officers and Category I civilians will attend any one particular tour.

a. On certain tours, such as the Swiss Tour, where no differentiation in accommodations is made, the policy of fifteen (15) per cent officer personnel will in general be followed, however, each major command may deviate to the extent necessary to fill the allocated quotas at all times.

b. US Civilians of Category I, and dependents of US Military personnel are included in the allocated quotas of each major subordinate command within the fifteen (15) per cent mentioned above.

VII - ALLOCATION OF QUOTAS

12. Allocation of tour quotas will be announced by the ITOUSA Special Service Officer in the form of a cable sent to each major command from time to time.

VIII - ORDERS

13. Each major command will include US Civilians of Category I and eligible dependents on the same orders as military personnel.

a. Detailed information concerning present tours is published in Special Service Bulletins Numbers 2, 3, 4, 5, and 6, all 1946.

b. Additional Bulletins will be published as new tours or arrangements are added.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MAY 13 1946

CIRCULAR)
NUMBER 65)

10 May 1946

UNIFORM REGULATIONS FOR AMERICAN CIVILIANS

So much of Circular Number 64, this headquarters, 1946, which reads: "paragraph 4, Section II, Circular Number 7, 1945" is corrected to read:"paragraph 4, Section III Circular Number 7, 1945."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Hugh C. Tilley

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 7 May 1946
NUMBER 64)

UNIFORM REGULATIONS FOR AMERICAN CIVILIANS

Rescission I
Wearing of the Service Uniform by American Civilians II
Sale of Uniforms to American Civilians III

I -- RESCISSION

Letter AG 420/454 SSS-O, dated 7 August 1945; letter AG 421.1/996 D-O, dated 31 October 1945; paragraph 4, Section II, Circular Number 7, 1945, and Section I, Circular Number 10, 1945, all this headquarters are superseded by this circular.

II -- WEARING OF THE SERVICE UNIFORM BY AMERICAN CIVILIANS

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

b. Former enlisted or officer personnel discharged in this Theater for the purpose of accepting employment with any civilian agency, are authorized to wear the service uniform as prescribed in paragraph 3 and 4 below, for period of ninety (90) days from date of discharge.

c. Civilians employed by any agency other than those mentioned in paragraph 1a, above are authorized to wear the service uniform, if now in their possession, in accordance with these instructions, until 31 July 1946.

d. Members of the American Red Cross are authorized to wear the distinctive uniform prescribed in paragraph 19, AR 850-75, 30 June 1943, as changed by Changes Number 2, February 1945.

2. Nothing contained herein will be construed to prohibit the wearing of the service uniform by honorably discharged military personnel on occasions of ceremony, as prescribed in paragraph 25, AR 600-40, 31 March 1944, and changed by Changes Number 2, dated 28 November 1944.

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

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

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Hq MTOUSA Circular No. 64 (Cont'd)

*Winter	*Summer
**Cap, garrison, wool	**Cap, garrison, cotton, khaki
Coat, service, winter	Shirt, cotton, khaki
Shirt, wool, OD (or shirt cotton, khaki, when coat is worn)	Trousers, cotton, khaki (for male employees)
Trousers, wool, OD (for male employees)	Skirt, cotton, khaki (for female employees)
Skirt, wool, OD women's (for female employees)	Shoes, service, low
Shoes, service, low	Necktie
Overcoat, field, officer's (Optional)	
Gloves, wool, OD (Optional)	
Necktie	

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

**The wearing of the Cap, service both summer and winter is prohibited.

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

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

c. Mixed uniform and civilian dress is prohibited.

4. Insignia:

a. Shoulder Sleeve:

(1) When the uniform is worn by War Department United States Civil Service Employees and by War Department Civilian Technical Observers, a shoulder sleeve insignia as prescribed in paragraph 36b, AR 600-35, 31 March 1944, as changed in Changes Number 2, 28 November 1944, will be worn permanently attached to the left shoulder sleeve of the outer garment, the top of the insignia one-half inch below the top of the shoulder seam.

(2) When the uniform is worn by Members of the United Services Organization-Camp Shows (U.S.O.), a shoulder sleeve insignia will be worn as prescribed in paragraph 14, AR 600-36, 25 February 1944.

b. Lapel:

When the service coat is worn as an outer garment by War Department United States Civil Service Employees and War Department Civilian Technical Observers, cloth or metal letters "U.S." will be worn on both sides of the lapel; and when the service coat is worn as an outer garment by members of the United Services

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

Hq MTOUSA Circular No. 62 (Cont'd)

Organization-Camp Shows (U.S.O.), the lapel insignia prescribed in paragraph 14b, AR 600-36, 25 February 1944, will be worn on both sides of the lapel.

c. Collar:

When the service shirt is worn as an outer garment by War Department United States Civil Service Employees and War Department Civilian Technical Observers, the letters "U.S." will be worn on both sides of the collar; and when the service shirt is worn as an outer garment by members of the United Service Organization-Camp Shows (U.S.O.), the insignia prescribed in paragraph 14b, AR 600-36, 25 February 1944, will be worn on both sides of the collar.

d. Cap:

(1) For War Department United States Civil Service Employees and War Department Technical Observers:

The letters "U.S." will be worn on the left side of the garrison cap, centered on the curtain, with the center of the insignia one and one-half inches from the front.

(2) For members of the United Services Organization-Camp Shows (U.S.O.) As prescribed in paragraph 14a, AR 600-36, 25 February 1944.

e. The wearing of insignia of grade, arm or service, military awards, Service Ribbons, and decorations, overseas chevrons, and/or Divisional or other unit insignia, is prohibited, except on occasions of ceremony, as authorized in paragraph 3, above.

III--SALE OF UNIFORMS TO AMERICAN CIVILIANS

5. See provisions of MTOUSA Circular Number 63, dated 7 May 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

OFFICIAL:

Ralph C. Tilley
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Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 512

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CIRCULAR)
NUMBER 63)

7 May 1946

REVISION OF MTOUSA CIRCULAR NUMBER 42

Circular Number 42, this headquarters 1946, is superseded by this Circular.

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 cards 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 United States Civilians listed are assigned to, and present with, the organization. Clothing ration cards issued to United States Civilians will be limited to War Department Civil Service Employees, members of American Red Cross, United Services Organization Camp Shows (U.S.O.) and War Department Technical Observers. 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 civilian employees will be as prescribed by War Department Circular Number 282, 18 September 1945, and MTOUSA Directives.

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 will also be presented at time of making purchases.

3381 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 Number 282, 1945, as amended by War Department Circular Number 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.

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6. Under exceptional circumstances where a civilian employee, designated in paragraph 2 above, has lost clothing or equipage through fire or theft, or where an emergency exists, a sale beyond the ration will be made upon signed statement of need by the civilian. A statement so signed will be returned by the Army Exchange Store to the Unit Commander, Civilian Supervisor, or American Red Cross Supervisor, under whose supervision the individual is assigned, 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 civilian, mark it "Void", and make 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 LEE:

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

OFFICIAL:

Ralph C. Tilley
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Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MAY 9 RECD

CIRCULAR)
NUMBER 62)

4 May 1946

MAY 6 1946

MILITARY COURTESY AND DISCIPLINE FOR PRISONERS OF WAR AND SURRENDERED ENEMY PERSONNEL

1. The purpose of this circular is to prescribe rules governing military courtesy to be observed by Prisoners of War and Surrendered Enemy Personnel in the Mediterranean Theater of Operations.

2. a. Military Courtesy may be defined as the expression of consideration and deference accorded to a Nation, to the National symbol of a Nation, or to an individual by virtue of his rank or position in the Military service of such Nation. The rules governing Military Courtesy must be clearly stated so as to preclude the possibility of their being misunderstood.

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

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

3. Saluting.

a. Saluting constitutes a form of greeting or sign of recognition between members of recognized military establishments, or an indication or respect for authority. There will be no exchange of salutes between Prisoners of War and Surrendered Enemy Personnel and personnel of the United Nations military forces, as a form of greeting or sign of recognition. Prisoners of War and Surrendered Enemy Personnel will, however, salute officers of the United Nations military forces, in acknowledgment of receipt of orders; such salutes will be returned.

b. In lieu of saluting, on other occasions where salutes are ordinarily exchanged between military personnel, those Prisoners of War and Surrendered Enemy Personnel having military status will conduct themselves:

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(1) Indoors.

(a) If standing, they will assume the position of attention when an officer of any of the United Nations military forces enters the room or is in the same room; if seated, they will rise and stand at

(enemy)

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attention. Prisoners of War and Surrendered Enemy Personnel below the rank of officer will conduct themselves in a similar manner in the presence of a member of the military forces of the United Nations below the rank of officer.

(b) When reporting to a member of the United Nations military forces for instructions, they will uncover and stand at attention.

(2) Out of doors.

(a) If standing, they will assume the position of attention when an officer of any of the United Nations military forces approaches or is in their vicinity; if seated, they will rise and stand at attention.

(b) There will be no formal sign of recognition between Prisoners of War and Surrendered Enemy Personnel having military status and officers of United Nations military forces when they pass each other, both being in motion.

4. When passing the national color or standard of any one of the United Nations, Prisoners of War and Surrendered Enemy Personnel will uncover; when being passed by such color or standard they will stand at attention, uncovered.

5. Prisoners of War and Surrendered Enemy Personnel will stand at attention, uncovered --

(a) When the National Anthem of one of the United Nations or "To the Color" (or similar music) is played.

(b) When flourishes, ruffles, march, or other personal honors are rendered.

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

6. Except as modified in this circular, courtesies among the Prisoners of War and Surrendered Enemy Personnel themselves will conform to the provisions listed below:

(a) Prisoners of War and Surrendered Enemy Personnel will continue to render to their own officers the appropriate courtesies and salutes in effect prior to 1933. The Nazi salute and the "Heil Hitler" greeting are forbidden.

(b) No German National Anthem, "To the Color" or similar military music will be played or sung at any time.

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

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

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

(f) Military funerals for Prisoners of War and Surrendered Enemy Personnel may be permitted at the discretion of the Commanding Officers of major commands under such limitations and with such restrictions as may be deemed necessary.

7. In order to maintain proper discipline:

(a) Prisoners of War and Surrendered Enemy Personnel will be marched at attention from compounds to places of work and return.

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

8. The above instructions will be disseminated to all military personnel, as well as to the Prisoners of War and Surrendered Enemy Personnel.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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DISTRIBUTION:
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R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 61)

2 May 1946

OFFENSES, CONFINEMENT, AND COURTS-MARTIAL

Paragraph 9a (4), 13a and b, and 14 h (1), MTOUSA Circular Number 37, 14 March 1946, are superseded as indicated:

"9. a. (4) In designating a disciplinary barracks in the United States as a 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, or elsewhere, as the Secretary of War may direct." 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."

"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 MTOUSA 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 149th Staging Area Battalion. 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 MTOUSA Disciplinary Training Center, or upon arrival of an officer sentenced to dismissal only at the 149th Staging Area Battalion, the Commanding Officer, Peninsular Base Section, will immediately notify the Theater Judge Advocate, Headquarters, MTOUSA, APO 512, by cable direct."

3378 "14. h. (1) All record of trial by general courts-martial, after

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being acted upon by the convening authority will be sent to "The Commanding General, Army Service Forces, Washington 25, D.C., Attention: The Judge Advocate General." Through the Commanding General, ETOUSA, APO 512, Attention: Theater Judge Advocate."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

CIRCULAR)
NUMBER 60)

30 April 1946

SUBSISTENCE

General I
United States Army Messes II
Unit Forms and Records Required to be Prepared and Maintained in Connection with US Army Mess Operations III
Responsibility of Commanding Officers of Battalions or Similar Units in Connection with Mess Operations of Units Assigned or Attached thereto for Administrative or Operational Control IV
Issue of Subsistence V
Reimbursement for Meals served in United States Army Messes VI
Turn-in of Cash Collected from the Sale of Meals VII
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Cooks and Bakers School X
Preparation of Fresh Fruits and Vegetables XI
Special Authorizations XII
Issue of Subsistence Stores to Italian Civilians as an Operational Necessity XIII
Issue of Subsistence Stores to US State Department Agencies and Diplomatic Agencies of Foreign Governments XIV

I - GENERAL

1. Circular Number 97, 1945; Section II, Circular Number 124, 1945; Circular Number 33, 1946; all this headquarters, are superseded by this circular.

2. This circular and army regulations, War Department circulars and training manuals referred to herein, constitute the procedures to be followed by all concerned in effecting issues, shipments, transfers and sales of subsistence stores to authorized personnel as defined herein, and the accounting therefor.

3. For the purposes of this circular, the major commanders in this theater, are charged with the functions of post, camp and station commanders wherever the regulations require action by such commanders. These functions may be delegated, in proper cases, by the major commander.

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II - UNITED STATES ARMY MESSES

4. Persons who may be subsisted regularly in US Army messes are:

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a. United States Military personnel and their dependents.

b. United States Civilians and their bona fide dependents authorized by ITOUSA Supply Directive Number 79, 1945, as amended by ITOUSA Supply Directive Number 3, 1946.

c. Foreign Military liaison personnel serving with United States Army headquarters.

d. Mess attendants. (See paragraph 14c)

e. Other personnel upon submission of request to Theater Quartermaster, Peninsular Base Section, APO 782, for approval by this headquarters.

III - UNIT FORMS AND RECORDS REQUIRED TO BE PREPARED AND MAINTAINED IN CONNECTION WITH US ARMY MESS OPERATIONS

5. The unit Commander responsible for each mess will insure proper preparation and maintenance of:

a. Daily Request for Rations (see Appendix "A").

b. Mess Attendance Record (see Appendix "B").

c. Ration Record (see Appendix "C").

6. Instructions for preparation and maintaining of above forms and records are stated in the appendices cited above.

IV - RESPONSIBILITY OF COMMANDING OFFICERS OF BATTALIONS OR SIMILAR UNITS IN CONNECTION WITH MESS OPERATIONS OF UNITS ASSIGNED OR ATTACHED THERETO FOR ADMINISTRATIVE OR OPERATIONAL CONTROL

7. The Commanding Officer of each battalion or similar unit will:

a. Appoint a mess inspection team which will consist of a minimum of three commissioned officers, one of whom will be the battalion surgeon, or if there is no assigned medical officer, then a medical officer will be appointed by the next higher commander.

b. Insure that the mess inspection team inspects <u>each</u> unit mess in operation within the battalion or similar unit a minimum of <u>once</u> each week and that deficiencies and/or irregularities disclosed incident to such inspection are <u>immediately</u> corrected by the company or detachment commanders. Particular attention will be given to:

(1) Preparation and serving of food.

(2) Cleanliness and appearance of mess personnel.

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(3) Cleanliness of mess hall and equipment.

(4) Percentage of waste.

(5) Correct computations for drawing rations.

(6) Quantity of excess subsistence stores on hand.

(7) Whether any unauthorized personnel are being subsisted.

(8) Whether form and records referred to in Section III, this circular, are being properly prepared and maintained.

(9) Whether head count as outlined in War Department Circular Number 171, dated 2 May 1944, is being accomplished.

(10) Whether correct disposition of excess subsistence stores is being accomplished.

(11) Security measures employed to safeguard subsistence stores on hand.

c. Advise company and detachment commanders that they will be held pecuniarly liable for losses, spoilages and misappropriation of subsistence stores by individuals of their commands, unless absence of fault or negligence on the part of the commander is demonstrated.

V - ISSUE OF SUBSISTENCE

8. Rations issued in the theater, other than the normal military rations, are defined below:

a. Field Ration "B" (Less fresh meat, fresh butter and fresh eggs). This type of ration is authorized for foreign military or prisoner of war personnel and native civilians employed or utilized in the US Army Messes as cooks, waiters and mess attendants, providing the number of such cooks, waiters and mess attendants employed in any one mess is less than twenty (20).

b. Native Civilian ration: (See Appendix "D") This ration will only be issued after approval has been obtained as prescribed in paragraph 4c.

c. Native Civilian ration: Midshift meal for office workers (See Appendix "E").

3376 d. Native Civilian ration: Midshift meal for other than office workers (See Appendix "F").

e. Prisoner of War ration: Hard Labor (2900 Calory)(Appendix "G")

f. Prisoner of War ration: Other than hard labor (2000 Calory) (Appendix "H").

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9. Issue, sale or transfer of subsistence from US Army stocks:

a. Daily Request for Rations: There is attached hereto as Appendix "A" the prescribed daily request for rations or requisition for rations, to be used by all organizations, units and messes drawing rations in this theater, except those authorized to draw rations on a meal basis. (See paragraph 13)

b. Prescribed rations: Rations will be drawn according to the classification outlined in this circular.

c. Field rations "C", "D" "K" and 10-in-1 rations will only be issued to units in this theater when it is definitely determined by the major commanders that it would be impracticable to supply or prepare the modified field ration "B". Request and issue of special type rations will be effected on a property issue slip (WD, AGO form No. 446) as prescribed by paragraph 50, TM 10-215. A copy of the special orders, travel orders or other approved authority will be attached to the property issue slip.

10. To whom issues are made: The number of issues made by the Quartermaster will be held to the absolute minimum. Field rations will be distributed in bulk to ration officers appointed by the major commander. In instances where such troops are equivalent to more than a group or regiment (three battalions), one officer may be appointed to draw rations for each such regiment or group. In all instances, however, the number of officers appointed to draw rations from the Quartermaster will be held to an absolute minimum. Officers appointed to draw rations will be furnished an adequate number of assistants by the appointing authority (Major Commander). Personnel required to break down rations will be provided on a detail basis by the organizations constituting the group. The Major Commander will designate the points at which bulk issues will be broken down and distributed.

11. Prescribed Reserves: A maximum reserve of one day of Type "B" rations is authorized for all organizations in this theater. Organizations are authorized to draw the prescribed maximum reserve of Type "B" ration initially on establishment of the messes. This reserve is exclusive of Type "B" rations required for the day's current consumption plus the rations drawn for the next day's consumption, or multiples thereof, when Type "B" rations are received from the depot or railhead in cycles of more than one day.

12. Preparation and Use of Consolidated Ration Request in the Issuing of Field Rations:

Use by the Quartermaster of the Major Command: The Quartermaster, as directed by the Major Commander, will publish each month a schedule of issues stating date on which strength return will be based, the time the ration request will be submitted, the date of consumption and the ration interval. This schedule will also include a statement of the days of double issue. The Quartermaster issue clerk will receive the consolidated ration requests from the consolidating headquarters and will enter the name of the organization and the net number of rations required on a field ration issue slip prepared for each point of issue. (Reference paragraph 42, TM 10-215 for further details).

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13. Issues on a Meal Basis: Where the number present for the different meals of a day are entirely disproportionate, a request may be made to Theater Quartermaster for authority to draw rations on a meal basis. When issues are made on a meal basis, the number of rations issued will be determined, for accounting purposes, by dividing the number of meals by three (3). Forms for requesting this type issue will be as prescribed by paragraph 41 and illustrated in Fig. 22 of TM 10-215, dated 1 November 1944.

14. Subsistence for other than US Army Personnel: Organizations, agencies, and individuals other than US Army personnel and prisoners of war in custody of the U.S. Forces, which may be furnished subsistence from US Army stocks, are:

a. United States Navy and Marine Corps - In accordance with letter this headquarters, subject: "Subsistence for United States Navy", dated 1 October 1943, file AG 430/178 OPD-O.

b. United States War Shipping Administration, including shore installations; this to include all United States Shipping Administration ships and those under United States Army Charter, in accordance with letter this headquarters, subject: "Subsistence for USA Ships", dated 7 October 1943, file AG 430/178 OPD-O. (See also paragraph 16 below)

c. American Red Cross - In accordance with ETOUSA Supply Directives Numbers 30 and 42, 1945.

d. Allied and Co-belligerent personnel:

Rations for the Italian Military based on approved rations scale will be handled as outlined in AFHQ letter, file AG 400/031 GDS-O, dated 6 October 1944, subject: "Supply Procedure and Accounting for Supplies and Equipment issued by Allied Depots to Italian Armed Forces (Army, Navy, and Air)".

e. Cooks, Waiters and Mess Attendants:

(1) US Army messes utilizing foreign military or prisoner of war personnel as cooks, waiters, or mess attendants are authorized to draw only the ration prescribed for those categories of personnel (See Appendices "G" and "H"). If the number of cooks, waiters and mess attendants in any mess is less than twenty, standard US rations may be drawn except fresh meat, butter and eggs.

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(2) Civilian cooks, waiters, and mess attendants employed in US Army messes other than outlined in paragraph 14f (3), below, are authorized rations as part of their compensation when paid from US disbursed funds. Messes employing less than a total of twenty (20) civilian cooks, waiters and mess attendants are authorized to draw standard US rations less fresh meat, fresh butter and fresh eggs for such employees. All messes

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employing twenty (20) or more civilian cooks, waiters and mess attendants will draw the native civilian rations outlined in Appendix "D". Requisitions and supporting papers covering these rations will cite this circular as authority for issue, and such vouchers shall be accepted by inspecting officers as sufficient support of entry on stock record account. Control will be exercised by major commanders to insure that the minimum essential number of personnel are hired for this purpose. Civilian food rations cards for these 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 ration cards will then be returned to their civilian owners.

f. Rest Camps, Hotels and Restaurants:

(1) When a major unit is authorized, in accordance with current MTOUSA Circulars and prevailing directives, to operate and maintain rest camps, hotels, and restaurants for use by military personnel, the number of civilian employees engaged in the operation of each camp, hotel, and restaurant will be the minimum essential number in each civilian classification required to operate satisfactorily and on the standard of reasonable comfort and convenience for the occupants. The command charged with the operation and maintenance of any rest camp, hotel, or restaurant will inaugurate and maintain close supervision of the same, in order to observe and enforce the provisions of this circular.

(2) Native civilian rations will be drawn for all native civilian employees in the installation. 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. A cost of thirty (30) lire per day will be deducted from the salaries of the employees furnished such rations.

(3) Where messes, hotels, or restaurants are operated on an international basis, such as those now under control of Allied Commission, the quantity of subsistence drawn from US Army stocks for military and authorized civilian personnel or civilian employees of the installation will be proportionate to the US personnel accommodated or engaged as employees. Issuing depots will be guided in this matter by official signed statements furnished by the officer in charge of each installation which will show the number of US personnel.

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c. Native Civilian Employees:

(1) Native civilian employees engaged in a supervisory capacity, as distinct from labor, on essential military projects, may, with the approval of this headquarters, be authorized native ration as part of their compensation (Appendix "D"). Application to subsist personnel in this category will be submitted as outlined in paragraph 4e and will show the pertinent information listed below:

(a) Number of personnel and number of rations desired.

(b) Nature of supervisory work being performed.

(c) Approximate duration of project.

(d) Reason why individual or individuals concerned cannot subsist themselves.

(2) When, in the opinion of major commanders, it is necessary to engage civilian labor on a daily basis as a replacement for troop labor, and Italian or German military or PW personnel are unavailable, application may be submitted as prescribed in paragraph 4e for issue of a part or all of the native ration as part of their compensation. If such application is made, it will show the information as requested in paragraph 14g (1) above.

15. Required Subsistence: Requests for all issue of subsistence to organizations, agencies, or individuals, or the use of US Army subsistence in the operation of messes not covered above, will be referred to this headquarters for approval prior to issuance of subsistence. When issued as an operational necessity, report will be submitted to Theater Quartermaster in accordance with paragraph 38 of this circular. In this connection, emergency or operational necessity is defined as a condition of extreme emergency which should not have been foreseen and arranged for by planning and that the supplies required are essential and cannot be obtained from any other source. When referring such requests, the information indicated directly below will be furnished:

a. Name and designation of units concerned.

b. Strength of unit or units concerned, officers and men.

3374 - c. Location of unit or units concerned.

d. Estimated time rations will be required.

e. Reason for requesting rations from US Army sources.

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16. Request for Issues of Subsistence to Ships not under United States Army Charter: All ships, exclusive of the United States Navy, Coast Guard, War Shipping Administration Ships, and ships under charter to the War Shipping Administration, will be provisioned from sources other than US Army stocks, the only exceptions being:

a. Those ships of other nationality, except Italian merchant ships, that are on shuttle service between two American operated ports and engaged in transporting American supplies, may be furnished essential subsistence supplies only while on such duty. These supplies will be furnished on a cash reimbursement basis only.

b. Subsistence stores for Italian merchant ships which will be supplied are:

(1) Subsistence requirements will be procured from Allied Commissic stocks imported for civilian consumption or MMT or USA stocks supplemented by local procurement.

(2) Only in emergencies and at ports where AC, MMT, or USA stocks referred to in sub-paragraph (1) above are unavailable will United States Army subsistence be furnished. Quantity furnishe under this authority will be the minimum essential necessary to maintain ship to next nearest port where AC, MMT, or USA stocks or stocks locally procurable can be obtained.

(3) Italian merchant ships operated by PSTO for MEDBO which require emergency provisioning from United States Army stocks under sub-paragraph (2) above, will be required to pay cash for supplies received.

c. Any ship not covered above requiring emergency rations while in an American operated port will be furnished only sufficient rations to enable it to reach the nearest port of its own nationality. Cash reimbursement will be required for all such supplies furnished.

d. All requests for issue of subsistence to ships not covered by the above will be reported to Theater Quartermaster as prescribed in paragraph 4c.

VI - REIMBURSEMENT FOR MEALS SERVED IN UNITED STATES MESSES:

17. Officers, warrant officers, flight officers, WAC officers, members of the Army Nurses Corps, dieticians and physical therapy aides, United States Army, will have deducted in their monthly pay vouchers the sum of seventy-five cents ($ .75) for each day's stay in this theater. However, upon entering or leaving the theater, when less than three meals are consumed, deductions will be made from pay vouchers at the rate of twenty-five ($ .25) cents for each meal furnish

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18. Lawful dependents of members of United States Military will pay to the mess officer, in cash, twenty-five cents ($.25) per person for each meal furnished. No charge will be made for preparation of special foods in Army messes for minor dependents when such food is furnished by the parents and no cost to the Government is incurred.

19. Members of the United States Navy, Marine Corps, Coast Guard, Public Health Service, American Red Cross (Military Welfare Service), personnel of USO, US Technical Observers, US civilian employees of the War Department and employees of organizations engaged exclusively in furnishing supplies or services to the military establishment, including the War Shipping Administration, will pay to the mess officer, in cash, seventy-five cents ($.75) per person per day.

20. All US citizen civilians that are not included in paragraph 18 and 19, above, and obtain meals in or from US Army messes, will pay the mess officer in cash the rates indicated below:

a. Two dollars ($2.00) per day. (50¢ for breakfast, 75¢ for lunch or dinner, 75¢ for supper)

b. Travel rations will be sold at the rate of one dollar and fifty cents ($1.50) per ration irrespective of the type of ration furnished, "C", "K" or any combination ration. These rations will be obtained only from US Army messes.

21. Subject to provisions of paragraph 22 below, all foreign military or naval personnel who are subsisted in United States Army operated messes, as distinguished from a combined Allied mess (paragraph 14f (3)) will be furnished United States Army rations and will pay the mess officer cash at the rate of twenty-five ($.25) cents per meal.

22. In the case of hospitalized foreign military and naval personnel, cash payment for issue to such personnel should, where possible, be effected as in paragraph 21 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 major commander to be included in a monthly statement of amounts to be billed to the respective foreign governments for reimbursement. This statement should be forwarded in quadruplicate by the major commander to the Surgeon Medical Section, Headquarters, Peninsular Base Section, who in turn will forward a consolidated monthly statement in quadruplicate to the Office of the Fiscal Director, Mediterranean Theater of Operations, United States Army.

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23. In addition to charges for meals effected by pay voucher deduction for personnel listed in paragraph 17, above, and cash collected for meals from individuals listed in paragraphs 18, 19, 20, 21 and 22, mess officers may collect in cash, at the time of furnishing meals to such individuals a service charge approved by the major commander not to exceed twenty-five cents ($.25) per day. Such additional funds will be retained by the mess officer and accounted for in accordance with ITOUSA Circular Number 62, 1945, and AR 210-50. The foregoing does not apply to Special Service entertainers and civilians whose terms of employment as stated in contracts or orders provide for subsistence at Government expense.

VII- TURN-IN OF CASH COLLECTED FROM THE SALE OF MEALS:

24. All cash collected from the sale of meals (Reference paragraphs 18, 19, 20, 21 and 22, this circular) will be turned in to the Sales Officer by the officer designated to draw rations in bulk at the end of each month, or more frequently if so directed by the major commander. The officer designated to draw rations in bulk will consolidate all cash received from unit commanders or mess officers and turn it in to the station sales officer on a property turn-in slip (WD AGO Form No. 447) listing thereon the number of meals sold by each unit or mess and the amount of cash collected. The property turn-in slip will be prepared in triplicate. The station sales officer will receipt all copies and retain copy number 1 for accounting purposes. Copies 2 and 3 will be returned to the officer turning in funds, who will retain copy number 2 for his files and forward copy number 3 to the station auditor. (WD Circular 158, dated 1944, par. 29 and AR 35-6660). The appointment of a station auditor is a command responsibility. (TM 14-1010, Jan. 1945).

VIII-TURN-IN OF EXCESS SUBSISTENCE SUPPLIES BY UNIT MESSES:

25. Excess subsistence stores will not be accumulated in unit messes. On the 10th and 25th day of each month, major commanders will appoint disinterested commissioned officers to physically inventory subsistence stores in unit messes. Excesses disclosed incident to such inventory will be reported to the major commander who will direct that such excess supplies be turned in to the Quartermaster on a property turn-in slip as required by paragraph 20, TM 10-215, providing that supplies are in original containers and fit for reissue. If such excesses are found to be over one day's supply of "B" rations, (in excess of prescribed reserve and current consumption requirements) the major commander, may at his discretion, direct the station menu board (see paragraph 31) to make inquiry as to the reason for the existence of such condition and report direct to him the reasons therefor and recommended corrective action.

26. Officers designated to draw rations in bulk will be directed by the major commander not to draw items that they do not require even though they may be entitled to such supplies listed in current menus. A separate listing will be attached to the Daily Ration Request stating therein items and quantities that are not required for consumption on a specified menu date.

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IX - FOOD SERVICE PROGRAM:

27. Purpose: The critical status of food supply and the effect of Army consumption upon the civilian economy place upon the War Department a responsibility to insure that food is not wasted in its distribution, preparation and consumption. The morale, health and efficiency of troops require that food be prepared in palatable form in such a manner that nutritive values are retained. War Department agencies within the continental United States, have already made considerable progress in the improvement of food service activities, therefore, it is of the utmost importance that a vigorous and aggressive program on food conservation be instituted in this theater immediately. The program, known as the food service program, has for objectives:

a. Observance of the highest possible standards of excellence in preparation and service of food.

b. Promotion of food conservation.

c. Elimination of unnecessary waste.

d. Maximum utilization and efficiency of operation of messing facilities, and to instill the motto of the theater in this connection: "Take what you want and eat what you take" in those operating and those patronizing the messes.

e. Proper training of food service personnel.

28. Command Responsibility:

Major Commanders will be responsible for the accomplishment of the objectives of the food service program at installations and units under their command, in accordance with policies, procedures, methods and standards directed in War Department publications and instructions as may be issued by this headquarters. Immediate responsibilities are as outlined in paragraphs 30 and 31 below.

29. Director of Food Service:

a. The Theater Director of Food Service is responsible for:

(1) Obtaining and furnishing Army Regulations, Technical and Training Manuals and Posters pertaining to the food service program to station menu boards, for distribution to units. Distribution of regulations, manuals and posters will be effected in accordance with existing procedures through Adjutant General channels.

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(2) Advising the theater commander as to the effectiveness of the food service program.

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(3) Final approval of monthly menus prepared by the MTOUSA Menu Board.

b. The Theater Surgeon is designated as Theater Director of Food Service.

30. Each Major Commander will appoint a Post Food Service Supervisor. The responsibility of the Post Food Service Supervisor to the Major Commander is to:

a. Establish schools where practicable for all mess personnel in the preparation of food, serving of food, and the maintenance of proper mess records.

b. Eliminate waste in unit messes.

c. Insure that messes do not accumulate excess subsistence stores. (See paragraph 25.)

d. Insure that adequate trained personnel are available and are on duty in each mess.

e. Insure that proper ration records are being maintained by each unit commander.

f. Insure that proper preparation and serving of food is being accomplished.

g. Instruct unit commanders that they will be held pecuniarily liable for losses, spoilages, or misappropriation through fault or negligence on their part.

h. Insure cleanliness of mess halls and equipment.

i. Determine percentage of waste.

j. Distribute training manuals, technical bulletins and posters pertaining to the food conservation program to each company, detachment or similar unit.

31. MTOUSA MENU BOARD:

A Theater menu board consisting of the Theater Quartermaster as Chairman, Quartermaster Depot Class I Supply Officer and a Dietitian will:

a. Review and to the extent deemed advisable, revise the master menu received from the Quartermaster General. After completion of the necessary revision, one copy of the master menu, as revised, will be forwarded to the Theater Director of Food Service for approval.

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b. The menu board will meet at the call of the Chairman. Meetings for the purpose of revising menus will be called at such a time to permit the approved menus to reach the using units at least five (5) days prior to the period the menu is to become effective.

X - COOKS AND BAKERS SCHOOL:

32. The Theater Quartermaster is responsible for the establishment and operation of a theater cooks and bakers school. The period of instruction is one month. Quotas for this school are established for each Major Command by the Theater Quartermaster. Personnel will be selected by the appropriate Major Commander.

XI - PREPARATION OF FRUITS AND VEGETABLES:

33. Locally purchased vegetables in their raw state have been found to be contaminated with fecal material. Hence, to prevent outbreaks of diarrhea and dysentery, the precautions to be followed in respect to the consumption of fresh fruits and vegetables in this theater will be:

a. Any fruits or vegetables may be eaten if cooked and served while hot or if after cooking they are preserved under proper refrigeration until served.

b. Uncooked fruits and vegetables may be eaten raw if they are prepared as follows:

(1) Leafy vegetables such as lettuce and celery should be separated prior to washing.

(2) All fruits and vegetables should be thoroughly washed in chlorinated drinking water and then soaked for 30 minutes in a solution containing 1 ounce (3 messkit spoonfuls) of high test calcium hypochloride (HTH or Perchloron) or 1 package of germicidal rinse (QM Item Number 51-C-1606) per 8 gallons of water (1/3 of G.I. can). After soaking, excess chlorine odor can be removed from fruits and vegetables by rinsing with plain chlorinated drinking water, and they are then ready to be served. (For greater detail, see MTOUSA Circular Number 54, dated 9 April 1945.)

(3) Fresh fruits and vegetables will be procured and distributed by purchasing and contracting officers to the maximum extent consistent with the availability of produce in excess of civilian and Italian Army requirements.

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XII -SPECIAL AUTHORIZATIONS:

34. Fresh Fruits and Vegetables

When fresh fruits and vegetables are issued, comparable reduction from amounts of the same or similar canned or dehydrated items for issue on a Standard Type "B" Ration will be made.

35. Hospital Rations

a. Commanding officers of hospitals and dispensaries are authorized to submit semi-monthly requisitions on ration distribution point for subsistence items in addition to the regular field ration, as may be available from existing stocks or obtainable by the Quartermaster as a result of local purchases. Requisitions will be limited to items and quantities actually required for patient diets, but in no case will monetary value of issues exceed thirty-five cents (.35¢) per patient ration. Additionnal issues are limited to patients in hospitals or bed patients in dispensaries and exclude all personnel assigned or attached that are not in a patient status. This additional money allowance for patients per day is intended to provide a means for the procurement of additional or special dietary foods when required; it is not intended as a blanket authority for a ration and a half per patient per day unless the need exists for additional or special foods. Commanding officers of hospitals or dispensaries will be required to submit a certificate stating that the additional food up to or all of the 35¢ per patient per day is necessary as an additional diet for cases other than hepatitis cases. For the latter type of cases, commanding officers of hospitals are authorized to expend up to 55¢ per patient per day, provided it is essential to the patient's recuperation. Certificates will include expenditures for hepatitis cases as well as that specified above.

b. Requisitions (Property Issue Slips, WD AGO Form 446) will contain: Designation and Army Post Office address of hospital or dispensary unit; the actual number of hospital patient rations due for the half-month preceding date of requisition; and quantity on hand and required of each item desired.

c. In computing money value of issues from ration distributing point, actual cost price for items purchased locally and latest available price list of ration item will be used.

d. When enlisted or commissioned personnel of other nations are patients in United States Army hospitals, additional rations may be drawn in the manner described in a above. The accounting procedure for rations so furnished will be as outlined in paragraph 22 of this circular.

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36. Snack Bars

a. Snack Bars operated by Air Transport Command and European Air Transport Service are authorized to draw subsistence items on a money value basis equivalent to twenty-five cents (.25¢) per meal for each person served in the snack bar. Subsistence drawn will be limited to quantities actually required to prepare snacks or light lunches for personnel traveling by air under orders. Items and quantities will not exceed:

Item	Pounds per 100 Persons Served
Bread	18
Coffee, R & G	4
or	
Cocoa	3
or	
Tea	1
Milk, Evap.	25
Milk, whole, powdered	6
Sugar	3
*Canned Meat (including pork luncheon meat, chicken, corned beef, canned bacon, canned pork sausage; canned sausage, Vienna)	30
Cheese	25 (per 10 days)
Eggs, dehydrated	5
Jam or marmalade	6
Butter (fresh or canned)	2
Fruit Juice	36
or	
Fruit, Canned	20
Soup, dehydrated	4
Cereal, uncooked	5
Lard Substitute	2
Condiments (e.g., salt and pepper)	In quantities not to exceed current menu allowances.

*Will be alternated so that no single meat item shall constitute more than 25 per cent of total meat issues over one month's period.

b. Rations desired from those listed above will be drawn daily, based on the snack bar's ration strength for the previous day. A list of such items and quantities will accompany the daily request for rations.

c. This Circular is the authority to draw rations for snack bars specified in paragraph 3a above. Ration records will be maintained as outlined 3370 Appendices.

d. Funds collected in connection with the sale of meals will be accounted for as specified in Sections VI and VII, this Circular.

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c. This paragraph is not to be construed as precluding operation of commissaries. This subject will be covered by separate directive.

37. US Army Officers', Non-Commissioned Officers', and Enlisted Men's Clubs

The sale of subsistence items to US Army Officers', Non-Commissioned Officers' and Enlisted men's Clubs for issue and resale to members thereof is authorized under the conditions indicated below:

a. The club has been officially sanctioned by the Commanding General, Officer of a post, camp or station.

b. Provided that Red Cross facilities of a similar nature are not and cannot be made available in the vicinity.

c. Items available for sale will be limited to those necessary for sandwich and beverage purposes. Items within this category will be as prescribed in letter this headquarters, dated 26 October 1945, subject: "Sales of Subsistence to United States Army Officers' and Enlisted Men's Clubs", file AG 430/39% QM-O.

d. All food items will be issued or sold to members or guests of the club for consumption only on the premises of the club.

e. Money value of sales of subsistence items from US stocks to a United States Army Officers', Non-Commissioned Officers' and Enlisted Men's Clubs will be limited to $3.00 per month per member.

f. Funds received by Sales Officer from sales of subsistence items to United States Army Officers', Non-Commissioned Officers' and Enlisted Men's clubs will be accounted for as prescribed in AR 35-6660 and TM 10-215.

XIII-ISSUES OF SUBSISTENCE STORES TO ITALIAN CIVILIANS AS AN OPERATIONAL NECESSITY:

38. Issues made to Italian civilians as an operational necessity (see paragraph 15), will be reported to Theater Quartermaster as of the last day of each month so that supplies may be recaptured. Reports will be rendered in the form indicated below* by each major commander to Theater Quartermaster, Peninsular Base Section.

*Report to include:

1. Individual, Agency, or Organization.
2. Location.
3. Number of rations or separate meals furnished (indicate which) or items and quantities furnished Italian civilians.
4. Reason.
5. Authority (applicable to paragraph 15)
6. Issues under paragraph 15.
7. Issues under operational necessity.
8. Issues to Italian civilians in emergencies.

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XIV - ISSUES OF SUBSISTENCE STORES TO US STATE DEPARTMENT, AND DIPLOMATIC AGENCIES OF FOREIGN GOVERNMENTS:

39. Bulk issues made to US State Department agencies will be accomplished on a reimbursement basis in accordance with paragraph 3, AR 35-880. Payment will be tendered in the form of lire, US State Department draft, or a US Treasury check drawn in favor of the Treasurer of the United States. Charges for bulk sales of rations will be in agreement with current prices plus a surcharge of ten (10) percent as provided in AR 35-900. (See also MTOUSA Supply Directive Number 79, 1945, as amended by Supply Directive Number 3, 1946

40. Bulk issues, when authorized to diplomatic agencies of foreign governments will be on a cash reimbursement. Such issues will be recorded on shipping tickets in quintuplicate, quoting authority for the issue certifying that the receiving foreign government is obligated to reimburse the United States in dollars, and signed by a competent official of the receiving government. In no case should lire be accepted in payment of rations issued to diplomatic agencies of foreign governments. Charges for bulk sales of rations will be based on current price list plus twenty-five (25) percent to cover "landed costs". The original and four (4) copies of the shipping ticket will be furnished this headquarters for forwarding to the Fiscal Director, Washington 25, D.C. for collection.

41. Issues of subsistence stores to the above mentioned agencies will not be made without prior authorization by this headquarters. Authorization will specify the method of payment or reimbursement to US Government, together with the percentage of overhead, surcharge or landed costs to be charged in each individual instance.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

8 Incls.
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DISTRIBUTION:
Z

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Appendix "A" to MTOUSA
Circular No. 60, 1946.

DAILY REQUEST FOR RATIONS

Note: Figures in parenthesis refer to explanatory notes on reverse side.

1. TO: QM Installation or Railhead STATION: (or Grid Coordinate) DATE: _____ 1946

2. Date rations to be drawn _____ 1946.
For consumption on _____ 1946.
(date)

		Unit Designation	Major Command (1)	Morning Report Strength (2)	Rations Requested Estimated Feeding Strength (3)*
3.	Basis for Issue:				
4.	Drawing Unit:				
5.	Attached Units:				
6.				TOTAL:	

7. AVERAGE MESS ATTENDANCE FOR RATIONS CONSUMED YESTERDAY (4)

8. US ARMY RATIONS:

9.	US Army	
10.	US Navy, Coastguard, Merchant Marine	
11.	Allied Military Patients in US Hospital (5)	
12.	US Civilian (Includes ARC, Correspondents, Civilian Wives of US Army personnel, etc)	
13.	Cooks, Waiters & Mess Attendants - Italian (6) - P.O.W. (6)	
14.	Others Authorized (7)	
15.	TOTAL U.S. ARMY RATIONS:	

16. SPECIAL RATIONS (Not Standard US Army Rations)

17.	P.O.W. Rations - Hard Labor (3900 Calory)	
18.	P.O.W. Rations - Other than Hard Labor (3000 Calory)	
19.	Native Civilian (8)	
	GRAND TOTAL (Equals Rations consumed yesterday)	
20.	Civilian Midshift Meal - Office Workers	
21.	Civilian Midshift Meal - Other than Office Workers	

22. BREAKDOWN OF RATIONS REQUESTED ON THIS DAILY REQUEST:

23.	Type "B" (9)	
24.	Native Civilian	
25.	P.O.W. Rations - Hard Labor (3900 Calory)	
26.	P.O.W. Rations - Other than Hard Labor (3000 Calory)	
27.	TOTAL:*	

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29	Civilian Midshift Meal - Office Workers	
	Civilian Midshift Meal - Other than Office Workers	

I certify that the above rations are authorized and correctly computed in accordance with MTOUSA Circular No. 60, 1946.

(Officers Name - Grade)

(Organization)

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NOTE: Explanation of figures shown in parenthesis on reverse side.

(1) Major Commands: Show major command to which unit requisitioning rations belongs, i. e., PBS, Hqs MTOUSA.

(2) Morning Report Strength: Enter actual strength, assigned or attached and PRESENT FOR RATIONS.

(3) Rations Requested, Estimated Feeding Strength: This is the average number expected to be present for meals next issue. If the number is greater than (2) above, explain reason. If additional rations are needed for travel or to cover a period longer than one day due to inability to draw daily, so state.

(4) Analysis of Rations Consumed: Enter on lines below, by classification, number of persons actually fed on previous day. Total should agree with column (2) of "Ration Record" form, MTOUSA Circular No. 60, 1946.

(5) Allied Military Patients in US Hospitals: State nationality.

(6) Cooks, Waiters & Mess Attendants: As authorized in paragraph 8a, and paragraph 13c, MTOUSA Circular Number 60, 1946.

(7) a. Wives and children of US Army personnel.
b. On all others, quote authority, i.e., Ltr. Hq. MTOUSA, file _____, date _____, subject: _____.

(8) Native Civilians: Mess Attendants, PCWs; see paragraph 8, MTOUSA Circular Number 60, 1946.

(9) Type "B" Rations Requested: Show total of rations requested for personnel reported on lines 9, 10, 11 and 12 of Daily Request for Rations form. Cooks, waiters and mess attendants, less than twenty (20) in number, are authorized to be included on this line. Actual number of rations requested for them to be reported on line 23 with this explanation: "Less fresh meat, butter and eggs for _____ cooks, waiters and mess attendants".

INSTRUCTIONS

1. Units drawing rations direct from the Quartermaster will prepare a Daily Request for Rations in duplicate. The duplicate copy will be retained by the unit and the original signed copy will be submitted to the QM issue point

2. Units or organizations assigned or attached to another organization or office for the purpose of drawing rations in bulk from the Quartermaster issue point will prepare a Daily Request for Rations form in triplicate. The triplicate copy will be retained for file by the unit or organization and the original and duplicate signed copies will be forwarded to the consolidating organization or office. The consolidating organization or office will prepare a consolidated Daily Request for Rations form in duplicate. The original signed copy of the consolidated Daily Request for Rations and the original signed copies of all attached or assigned unit Daily Request for Rations will be submitted to Quartermaster issue point. The duplicate copy of the consolidated Daily Request for Rations and the duplicate copies of the attached or assigned unit Daily Request for Rations will be retained by the consolidating organization or office.

3. Issue will be effected by the Quartermaster Sales Officer in accordance with the procedures outlines in Chapter IV, TM 10-215 dated 1 November 44.

4. When, for any reason, it becomes necessary to radio or telegraph the Daily Request for Rations to the issuing Quartermaster, signed Daily Request for Rations will be forwarded immediately as specified above, marked: "CONFIRMATION".

5. Issue points will maintain daily recapitulations of Daily Requests for Rations in order that an up-to-date record will be available to authorized inspectors.

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Appendix "B" to HTCUSA Circular Number 60, 1946.

MESS ATTENDANCE RECORD

Day and meal	April 3-9			April 10-16			April 17-23			April 24-30		
	Count	Initial of Counter	Comment	Count	Initial of Counter	Comment	Count	Initial of Counter	Comment	Count	Initial of Counter	Comment
Monday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												
Tuesday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												
Wednesday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												
Thursday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												
Friday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												
Saturday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												
Sunday:												
Breakfast												
Dinner												
Supper												
Average												
Rations drawn												
Rations estimated												

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*See reverse side for explanatory notes.

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Appendix "B" to Circular Number 60, 1946 (Cont'd)

1. The mess attendance count will be entered in the "Count" column opposite the appropriate meal each day by the person making the actual count, who will place his initials in the "Initials of Counter" Column. Total the three meals and divide by 3. Enter results opposite "Average". Enter total number of rations drawn for each day opposite "Rations drawn", and estimated number of rations required for each day opposite "Rations estimated". Enter in "Comments" column special influences such as pay day, bad weather, sports events in a nearby city, camp shows, or other special shows in town, extra duty, holidays, bivouacs, or other factors influencing attendance.

2. All entries made in columns "Count" and "Initials of Counters" will be made by a commissioned officer or a non-commissioned officer of the first three grades. All other entries will be made by the mess officer or company commander.

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APPENDIX "C" to MTCUSA
CIRCULAR NO. 60, 1945

Unit: Month:

(1) Date	(2) Total Ration Strength Daily Telegram	(3) Rations Drawn	(4) Average Daily Attendance (Counted)	(5) Over-Issues *	(6) Under-Issues **	(7) Cumulative Over-Issues ***	(8) Cumulative Under-Issues	(9) REMARK
Balance brought forward from previous month								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

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* When over-issues occur, succeeding daily telegrams will be reduced a corresponding amount below the number expected for the next day.

** Under-issues of Rations can be recaptured by increasing future estimates if not offset by over-issues, with the provision that recapture of under-issues will not be made for quantities that would result in maximum authorized reservoir being exceeded.

*** The number of rations requested must be regulated so that Column 7 is zero. First entry for month will be last entry of preceding month.

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INSTRUCTIONS

This form to be maintained by each unit operating a mess.

Balance brought forward from previous month.--The last figure in column (7) or column (8) for the month will be entered as the first figure in the corresponding column of the succeeding month.

Column (1) Enter days of month.

Column (2) Strength for rations as shown on daily request for rations.

Column (3) Enter the number of rations issued opposite the date they were consumed.

Column (4) Copy this figure from the unit Daily ration allowance return. Section II, for the date shown therein.

Column (5) Enter the number of rations issued in excess of the average number present for mess. This will be the excess of entry in column (3) over the entry in column (4) IF ANY.

Column (6) Enter the number of rations under-issued. The excess of entry in column (4) over the entry in column (3) IF ANY.

Column (7) and (8) Total both columns (5) and (6). If the total of column (5) is larger than the total of column (6), enter the difference in column (7) (cumulative over-issues). If the total of column (6) is larger than the total of column (5), enter the difference in column (8) (cumulative under-issues). If the total of columns (5) and (6) are the same, make no entry.

Column (9) Remarks optional.

This record may be destroyed after 6 months.

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Appendix "D" to Hq MTOUSA Circular No. 60, 1946.

N A T I V E C I V I L I A N R A T I O N

	OUNCES
BREAD	16
BEANS OR PEAS, DRIED	2
VEGETABLES, DEHYDRATED	2
MEAT OR FISH, CANNED	3
CHEESE	1
SUGAR	1
MACARONI	3
RICE	1
TOMATO CATSUP OR PASTE	1/2
COFFEE	1/2
PEPPER	1/200
SALT	1/2
*FRUIT, EVAPORATED	1-1/2
LEMON CRYSTAL OR ORANGE CONCENTRATE	1/2

*FRESH FRUIT AND VEGETABLES SHOULD BE SUBSTITUTED FOR EVAPORATED FRUIT AND DEHYDRATED VEGETABLES, RESPECTIVELY, WHEN AVAILABLE.

CIVILIAN MIDSHIFT MEAL (5¢)--FOR OFFICE WORKERS EMPLOYED 100% BY ALLIED FORCES

BASED ON:
AFHQ Adm Memo #43
dtd 2 Oct 1945

100 Persons for 10 Days

ITEM	UNIT	1	2	3	4	5	6	7	8	9	10	TOTAL
* Bread	lbs	11	11	11	11	11	11	11	11	11	11	110
* Carrots, Dehydrated	lbs	4.4				4.4						8.8
* Cabbage, Dehydrated	lbs		4.4				4.4			4.4		13.2
* Beets, Dehydrated	lbs			4.4				4.4			4.4	13.2
* Potatoes, Dehydrated	lbs				4.4				4.4			8.8
Soup, Dehydrated	lbs	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	44
Salt	lbs	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	11

* Fresh vegetables will be substituted for dehydrated vegetables whenever possible. Fresh vegetables will be issued at 37.5 lbs per 100 meals.

** If requested, macaroni or flour may be substituted in whole or in part for bread. Rate of substitution: 25 lbs of bread - 29 lbs of flour, or macaroni.

Appendix "E" to
Hq NTOUSA Circ.
No. 60, 1946.

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CIVILIAN MIDSHIFT MEAL -- FOR OTHER THAN OFFICE WORKERS EMPLOYED 100% BY ARMED FORCES

BASED ON:
AFHQ Adm Memo #43
dtd 2 Oct 1945

100 Persons for 10 Days

ITEM	UNIT	1	2	3	4	5	6	7	8	9	10	TOTAL
Bread	lbs	68.75	68.75	68.75	68.75	68.75	68.75	68.75	68.75	68.75	68.75	687.5
* Carrots, Dehydrated	lbs	7				7						14
* Cabbage, Dehydrated	lbs		7				7			7		21
* Beets, Dehydrated	lbs			10				10			10	30
* Potatoes, Dehydrated	lbs				6.5				6.5			13
Soup, Dehydrated	lbs	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	62.5
Salt	lbs	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	12.5

* Fresh vegetables will be substituted for dehydrated vegetables whenever possible. Fresh vegetables will be issued at 37.5 lbs per 100 meals.

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Appendix "F" to
Hq MTOUSA Circ.

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512
Office of the Chief Quartermaster

1 July 1945

AMENDMENT NUMBER 24)
to :
TECHNICAL BULLETIN)
:
NUMBER 4)

PRISONER OF WAR RATION

2900 CALORY RATION

Rations listed in this Amendment are to be issued to Prisoners of War who are engaged in manual labor. This ration becomes effective 5 July 1945.

As new ration scales from War Department do not provide for bread in the menu, flour is issued on a ten day basis and each unit will make their own bread.

JAMES M. LAMBERT
Colonel, GSC
Acting Chief Quartermaster

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PRISONER OF WAR 10 DAY ISSUE CHART - 2900 CALORIES

ITEM	UNIT	1st DAY	2nd DAY	3rd DAY	4th DAY	5th DAY	6th DAY	7th DAY	8th DAY	9th DAY	10th DAY	TOTAL
Fish	lb	12.5					12.5					25
Hash, corned beef	lb		25		25			25		25		100
Stew, meat and vegetable	lb			25		25			25		25	100
Eggs, dehydrated	lb	1.5	6.5	1	6.5	2.5	1	6.5	2	6.5	1	35
Cheese, processed	lb	2.6		2.6		2.6		2.6		2.6		13
Milk, dry, pwd., skin	lb	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	39
Lard substitute	lb	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	23
Wheat cereal	lb	6			6			6		6		24
Whole wheat cereal	lb		6			6						12
Oats, rolled	lb			6			6		6		6	24
Flour	lb	23	22	16	12	22	30.5	14	7	14	14.5	175
Macaroni	lb	14.2		14.2				14.2		14.2		56.8
Spaghetti	lb		14.2			14.2			14.2			42.6
Peas, dry	lb	10	10	10	10	10	10	10	10	10	10	100
Soup, dehydrated	lb	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	42
Potatoes, Julienne, dehyd.	lb	10	10	10	10	10	10	10	10	10	10	100
Beans, string	lb				9.19		9.19					18.38
Spinach, canned	lb	13.79		13.79				13.79			13.79	55.16
Carrots, dehyd.	lb			7								7
Cabbage, dehyd.	lb							7				7
Sauerkraut, canned	lb		11.14		11.14		11.14		11.14	11.14		55.7
Beets, dehyd.	lb					10.5						10.5
Tomatoes, canned	lb	14.44				14.44				14.44	14.44	57.76
Tomato Puree	lb										6.56	6.56
Lemon Crystals	lb	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	13.8
Peaches, evaporated	lb	5.25			5.25		5.25				5.25	21
Prunes, evaporated	lb	5	5	5		5		5	5	5		35
Raisins, evaporated	lb	4			4						4	12
Coffee	lb	5	5	5	5	5	5	5	5	5	5	50
Tea	lb	.5				.5					.5	1.5
Sugar	lb	10	10	10	10	10	10	10	10	10	10	100
Dessert Powder	lb		4	4	4		4		4			20
(Bouillon Cubes	lb											1.88
(Cornstarch	lb											3
(Pepper	lb											.5
(Powder, baking	lb											3
(Salt	lb											10

Every 10 da.

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PRISONER OF WAR 10 DAY ISSUE CHART - 2900 CALORIES (Cont'd)

ITEM	UNIT	1st DAY	2nd DAY	3rd DAY	4th DAY	5th DAY	6th DAY	7th DAY	8th DAY	9th DAY	10th DAY	TOTAL
(Soda	lbs											5
(Vinegar, conc.	lbs											1
(Yeast	lbs											.5
(Flour	lbs											795

Issue for 10 days

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 1st, 11th & 21st days

BREAKFAST	DINNER	SUPPER
Cereal, wheat	Macaroni and Cheese	Fish
Stewed Peaches	Boiled Peas	Soup
Milk	Stewed Raisins	Stewed Prunes
Hot cakes	Lemonade	Potatoes
Coffee	Tomatoes	Spinach
	Tea	Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Fish	lb			12.5	12.5
Eggs, powdered	lb	1	.5		1.5
Cheese, processed	lb		2.6		2.6
Milk, dry, pwd., skim	lb	1.9	1	1	3.9
Lard substitute	lb	1.3	1		2.3
Flour	lb	16	7		23
Cereal, wheat	lb	6			6
Macaroni	lb		14.2		14.2
Peas, dry	lb	10			10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	3	5	2	10
Potatoes, dehyd.	lb			10	10
Spinach, canned	lb			13.79	13.79
Tomatoes, canned	lb		14.44		14.44
Lemon Crystals	lb		1.38		1.38
Peaches, evap.	lb	5.25			5.25
Raisins, evap.	lb		4		4
Coffee	lb	2.50		2.50	5
Tea	lb		.5		.5
Prunes, evap.	lb			5	5

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 2nd, 12th and 22nd days

BREAKFAST	DINNER	SUPPER
Cereal, whole wheat	Hash, Corned Beef	Spaghetti
Milk	Soup	Boiled peas
Scrambled Eggs	Potatoes	Sauerkraut
Prunes, evaporated	Raised Rolls	Dessert Powder
Coffee	Lemonade	Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb		25		25
Eggs, powdered	lb	6	.5		6.5
Milk, dry, powd., skim	lb	2	.9	1	3.9
Lard substitute	lb	1	1	.3	2.3
Flour	lb		22		22
Cereal, wholewheat	lb	6			6
Spaghetti	lb			14.2	14.2
Peas, dry	lb			10	10
Soup, Dehyd.	lb		4.2		4.2
Sugar, granulated	lb	3	5	2	10
Potatoes, Dehyd.	lb		10		10
Sauerkraut, canned	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb	5			5
Coffee	lb	2.50		2.50	5
Dessert, powder	lb			4	4

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 3rd, 13th and 23rd days

BREAKFAST	DINNER	SUPPER
Oats rolled	Macaroni and Cheese	Meat and Vegatable Stew
Coffee Cake	Boiled pear	Soup
Coffee	Spinach	Potatoes
Milk	Stewed Prunes	Carrots
	Lemonade	Dessert powder
		Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Meat and Vegatable Stew	lb			25	25
Cheese, processed	lb		2.6		2.6
Milk, dry, powd, skim	lb	1.9		2	3.9
Lard substitute	lb	1.3	1		2.3
Oats, rolled	lb	6			6
Macaroni	lb		14.2		14.2
Peas, dry	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	4	4	2	10
Potatoes, dehyd.	lb			10	10
Carrots, dehyd	lb			7	7
Spinach, canned	lb		13.78		13.78
Lemon crystals	lb		1.38		1.38
Prunes, evaporated	lb		5		5
Coffee	lb	2.5		2.5	5
Flour	lb	16			16
Eggs, powdered	lb	1			1
Powder dessert	lb			4	4

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PRISONER OF WAR MENU

2900 CALORY RATION

For 4th, 14th and 24th days

BREAKFAST	DINNER	SUPPER
Cereal, wheat	Soup	Corned Beef Hash
Milk	Potatoes	Boiled Peas
Poaches, stewed	String Beans	Sauerkraut
Scrambled Eggs	Dessert Powder	Stewed Raisins
Coffee	Lemonade	Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb			25	25
Eggs, powdered	lb	6		.5	6.5
Milk, dry, powd. skim	lb	1.9	1	1	3.9
Lard substitute	lb	1.3		1	2.3
Cereal, wheat	lb	6			6
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	3	4	3	10
Potatoes, dehyd.	lb		10		10
Beans, string	lb		9.19		9.19
Sauerkraut, canned	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Peaches, evap.	lb	5.25			5.25
Raisins, evap.	lb			4	4
Coffee	lb	2.50		2.50	5
Flour	lb		12		12
Dessert powder	lb		4		4

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 5th, 15th and 25th days

BREADFAST	DINNER	SUPPER
Whole wheat cereal	Meat and Vegetable Stew	Spaghetti and Cheese
Milk	Boiled Pear	Soup
French Toast	Beets	Potatoes
Stewed Prunes	Raised Rolls	Tomatoes
Coffee	Lemonade	Coffee
	Tea	

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Meat and Vegatable Stew	lb		25		25
Eggs, powdered	lb	2	.5		2.5
Cheese, processed	lb			2.6	2.6
Milk, dry, pwd. skim	lb	1.9	1	1	3.9
Lard substitute	lb	1.3	1		2.3
Flour	lb		22		22
Whole wheat cereal	lb	6			6
Spaghetti	lb			14.2	14.2
Peas, dry.	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	3	5	2	10
Potatoes, dehyd.	lb			10	10
Beets, dehyd.	lb		10.5		10.5
Tomatoes, canned	lb			14.44	14.44
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb	5			5
Coffee	lb	2.5		2.5	5
Tea	lb		.5		.5

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 6th, 16th, and 26th days

BREAKFAST	DINNER	SUPPER
Rolled oats	Soup	Fish
Cereal	Potatoes	Boiled Peas
Hot cakes	String Beans	Sauerkraut
Milk	Lemonade	Powder dessert
Coffee	Peach Pie	Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Fish	lb			12.5	12.5
Eggs, powdered	lb	1			1
Milk, dry, pwd. skim	lb	2.9		1	3.9
Lard substitute	lb	1	1.3		2.3
Flour	lb	23	7.5		30.5
Rolled oats	lb	6			6
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	3.5	4	2.5	10
Potatoes, dehyd.	lb		10		10
Beans, string, canned	lb		9.19		9.19
Sauerkraut, canned	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Peaches, evap.	lb		5.25		5.25
Coffee	lb	2.5		2.5	5
Powder dessert	lb			4	4

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 7th, 17th, and 27th days

BREAKFAST	DINNER	SUPPER
Cereal, wheat	Hash, Corned Beef	Macaroni and Cheese
Stewed Prunes	Potatoes	Soup
Scrambled Eggs	Cabbage	Spinach
Milk	Stewed Raisins	Coffee Cake
Coffee	Lemonade	Boiled Peas
		Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb		25		25
Eggs, powdered	lb	4	1.25	1	6.25
Cheese, processed	lb			2.6	2.6
Milk, dry, pwd. skim	lb	2	.9	1	3.9
Lard substitute	lb	1.3	1		2.3
Flour	lb			14	14
Cereal, wheat	lb	6			6
Macaroni	lb			14.2	14.2
Peas, dry.	lb			10	10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	3	4	3	10
Potatoes, dehyd.	lb		10		10
Cabbage, dehyd.	lb		7		7
Spinach, canned	lb			13.79	13.79
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb	5			5
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 8th, 18th and 28th days

BREAKFAST	DINNER	SUPPER
Oats, rolled	Spaghetti	Meat and Vegetable Stew
French Toast	Soup	Boiled Peas
Milk	Stewed Prunes	Potatoes
Coffee	Lemonade	Sauerkraut
		Dessert powder
		Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Stew, meat and vegetable	lb			25	25
Eggs, powdered	lb	2			2
Milk, dry, pwd. skim	lb	2	1	.9	3.9
Lard substitute	lb	1.3		1	2.3
Oats, rolled	lb	6			6
Spaghetti	lb		14.2		14.2
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	3	4	3	10
Potatoes, dehyd.	lb		10		10
Sauerkraut	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb		5		5
Coffee	lb	2.5		2.5	5
Flour	lb		7		7
Dessert powdered	lb			4	4

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 9th, 19th and 29th days

BREAKFAST

Cereal, wheat
Scrambled Eggs
Milk
Coffee

DINNER

Hash, Corned Beef
Boiled Peas
Potatoes
Lemonade
Prune Sauce

SUPPER

Macaroni and Cheese
Soup
Tomatoes
Sauerkraut
Coffee Cake
Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb		25		25
Eggs, powdered	lb	4		2.5	6.5
Cheese, processed	lb			2.6	2.6
Milk, dry, pwd. skim	lb	1.9	1	1	3.9
Lard substitute	lb	1	1	.3	2.3
Flour	lb			14	14
Cereal, wheat	lb	6			6
Macaroni	lb		14.4		14.4
Peas, dry	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	3	3	4	10
Potatoes, dehyd.	lb		10		10
Sauerkraut, canned	lb			11.14	11.14
Tomatoes, canned	lb			14.44	14.44
Lemon Crystals	lb		1.38		1.38
Prunes, evaporated	lb		5		5
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2900 CALORY RATION

For the 10th, 20th and 30th days

BREAKFAST	DINNER	SUPPER
Oats, rolled	Soup	Meat & Vegetable Stew
Milk	Potatoes	Spinach
Coffee	Tomatoes	Stewed Raisins
	Peach Pie	Baked Peas
	Lemonade	Coffee
	Tea	

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Meat and Vegetable Stew	lb			25	25
Eggs, powdered	lb			1	1
Milk, dry, pwd., skim	lb	2	1	.9	3.9
Lard substituto	lb		2.3		2.3
Oats, rolled	lb	6			6
Peas, dry	lb			10	10
Soup, dehydrated	lb		4.2		4.2
Sugar, granulated	lb	3	4	3	10
Potatoes, dehyd.	lb		10		10
Spinach, canned	lb			13.79	13.79
Tomatoes, canned	lb		14.44		14.44
Lemon Crystals	lb		1.38		1.38
Peaches, evap.	lb		5.25		5.25
Raisins, evap.	lb			4	4
Coffee	lb	2.5		2.5	5
Tea	lb			.5	.5
Tomato Puree	lb			6.56	6.56
Flour	lb			14.5	14.5

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512
Office of the Chief Quartermaster

1 July 1945

AMENDMENT NUMBER 25
to
TECHNICAL BULLETIN
NUMBER 4

PRISONER OF WAR RATION

2000 CALORY RATION

Rations listed in this Amendment are to be issued to Prisoners of War who are not engaged in manual labor. This ration becomes effective 5 July 1945.

As new ration scales from War Department do not provide for bread in the menu, flour is issued on a ten day basis and each unit will make their own bread.

JAMES H. LAMONT
Colonel, QMC
Acting Chief Quartermaster

PRISONER OF WAR 10 DAY ISSUE CHART - 2000 CALORIES

ITEM	UNIT	1st DAY	2nd DAY	3rd DAY	4th DAY	5th DAY	6th DAY	7th DAY	8th DAY	9th DAY	10th DAY	TOTAL
Fish	lb	12.5					12.5					25
Hash, corned beef	lb		25		25			25		25		100
Stew, meat and vegetable	lb			25		25			25		25	100
Eggs, dehyd.	lb	.5	3	.5	3	.5	.5	3.5	.5	3		15
Cheese, processed	lb	2.5		2		2		2				8.5
Milk, dry, pwd., skim	lb	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	39
Lard Substitute	lb	1.46	1.46	1.46	1.46	1.46	1.46	1.46	1.46	1.46	1.46	14.6
Wheat Cereal	lb	8			8			8				24
Whole wheat cereal	lb		8			8				8		24
Oats, rolled	lb			6			6		6		6	24
Macaroni	lb	10		10		10		10		10		50
Spaghetti	lb		10		10		10		10		10	50
Flour	lb	15	15	15	12	15	15	14	7	14	15	137
Sugar	lb	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	75
Dessert powder	lb	2.5				2.5						5
Peas, dry	lb	10	10	10	10	10	10	10	10	10	10	100
Sour, dehyd.	lb	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	42
Potatoes, dehyd.	lb	7	7	7	7	7	7	7	7	7	7	70
Beans, string	lb				9.195		9.195					18.39
Spinach, canned	lb	13.79		13.79				13.79			13.79	55.16
Cabbage, dehyd.	lb		7									7
Carrots, dehyd.	lb								7			7
Beets, dehyd.	lb					10.5						10.5
Sauerkraut, canned	lb		11.14		11.14		11.14		11.14	11.15		55.71
Tomatoes, canned	lb	14.44				14.44				14.44	14.45	57.77
Tomato Puree	lb										6.56	6.56
Lemon Crystals	lb	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	13.8
Peaches, evap.	lb	3									3	6
Prunes, evap.	lb		3		3		3		3			12
Raisins, evap.	lb			3		3		3		3		12
Coffee	lb	5	5	5	5	5	5	5	5	5	5	50
Tea	lb	.5				.5					.5	1.5

OVER

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PRISONER OF WAR 10 DAY ISSUE CHART - 2000 CALORIES (Cont'd)

ISSUE EVERY 10 DAYS ITEM	UNIT	1st DAY	2nd DAY	3rd DAY	4th DAY	5th DAY	6th DAY	7th DAY	8th DAY	9th DAY	10th DAY	TOTAL
Bouillon Cubes	lb											1.88
Cornstarch	lb											3
Pepper, black	lb											.5
Powder, baking	lb											3
Salt	lb											10
Soda, baking	lb											5
Vinegar, conc.	lb											1
Yeast	lb											.5
Flour	lb											413

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 1st, 11th and 21st days

BREAKFAST

Cereal, wheat
Stewed Peaches
Milk
Hot cakes
Coffee

DINNER

Macaroni and Cheese
Boiled Peas
Tomatoes
Lemonade
Tea

SUPPER

Fish
Soup
Potatoes
Spinach
Coffee
Dessert powder

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Fish	lb			12.5	12.5
Eggs, powdered	lb	.5			.5
Cheese, processed	lb		2.5		2.5
Milk, dry, pwd., skim	lb	2	.9	1	3.9
Lard substitute	lb	1	.46		1.46
Flour	lb	12	3		15
Cereal, wheat	lb	8			8
Macaroni	lb		10		10
Peas, dry	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	2	3.5	2	7.5
Potatoes, dehyd.	lb			7	7
Spinach, canned	lb			13.79	13.79
Tomatoes, canned	lb		14.44		14.44
Lemon Crystals	lb		1.38		1.38
Peaches, evap.	lb	3			3
Coffee	lb	2.5		2.5	5
Tea	lb		.5		.5
Dessert powder	lb			2.5	2.5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 2nd, 12th and 22nd days

BREAKFAST	DINNER	SUPPER
Cereal, whole wheat	Hash, Corned Beef	Spaghetti
Milk	Soup	Boiled Peas
Scrambled Eggs	Potatoes	Sauerkraut
Prunes, evaporated	Cabbage	Coffee
Coffee	Raised Rolls	
	Lemonade	

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb		25		25
Eggs, powdered	lb	3			3
Milk, dry, pwd., skim	lb	2.9	.25	.75	3.9
Lard substitute	lb	1	.46		1.46
Flour	lb		15		15
Cereal, whole wheat	lb	8			8
Spaghetti	lb			10	10
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	3	3	1.5	7.5
Potatoes, dehyd.	lb		7		7
Cabbage, dehyd.	lb		7		7
Sauerkraut, canned	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb	3			3
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 3rd, 13th and 23rd days

BREAKFAST

Oats, rolled
Coffee
Milk
Coffee Cake

DINNER

Macaroni and Cheese
Boiled Peas
Spinach
Lemonade

SUPPER

Meat & Vegetable Stew
Soup
Potatoes
Stewed Raisins
Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Meat and Vegetable Stew	lb			25	25
Cheese, processed	lb		2		2
Milk, dry, pwd., skim	lb	2.9		1	3.9
Lard Substitute	lb	1	.46		1.46
Eggs, powdered	lb	.5			.5
Oats, rolled	lb	6			6
Macaroni	lb		10		10
Peas, dry	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	3.5	3	1	7.5
Potatoes, dehyd.	lb			7	7
Spinach, canned	lb		13.79		13.79
Lemon Crystals	lb		1.38		1.38
Flour	lb	15			15
Raisins	lb			3	3
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 4th, 14th and 24th days

BREAKFAST	DINNER	SUPPER
Cereal, wheat	Soup	Corned Beef Hash
Milk	Spaghetti	Boiled Peas
Prunes, stewed	Potatoes	Sauerkraut
Scrambled Eggs	String Beans	Coffee
Coffee	Lemonade	

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb			25	25
Eggs, powdered	lb	3			3
Milk, dry, pwd., skim	lb	2	1	.9	3.9
Lard substitute	lb	1		.46	1.46
Cereal, wheat	lb	8			8
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Spaghetti	lb		10		10
Sugar, granulated	lb	2	3	2.5	7.5
Potatoes, dehyd.	lb		7		7
Beans, string	lb		9.195		9.195
Sauerkraut, canned	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb	3			3
Flour	lb		12		12
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 5th, 15th and 25th days

BREAKFAST	DINNER	SUPPER
Whole wheat cereal	Meat & Vegetable Stew	Macaroni and Cheese
Milk	Boiled Peas	Soup
Stewed Raisins	Beets	Potatoes
French Toast	Raised rolls	Tomatoes
Coffee	Lemonade	Dessert Powder
	Tea	Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Meat and Vegetable Stew	lb		25		25
Eggs, powdered	lb	.5			.5
Cheese, processed	lb			2	2
Milk, dry, pwd., skim	lb	2	1	.9	3.9
Lard Substitute	lb	1	.46		1.46
Bread	lb	35	35	35	105
Flour	lb		15		15
Whole wheat cereal	lb	8			8
Macaroni	lb			10	10
Peas, dry	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	2	3.5	2	7.5
Potatoes, dehyd.	lb			7	7
Dessert powder	lb			2.5	2.5
Beets, dehyd.	lb		10.5		10.5
Tomatoes, canned	lb			14.44	14.44
Lemon Crystals	lb		1.38		1.38
Raisins, evap.	lb	3			3
Coffee	lb	2.5		2.5	5
Tea	lb		.5		.5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 6th, 16th and 26th days

BREAKFAST	DINNER	SUPPER
Cereal, rolled oats	Spaghetti	Fish
Milk	Soup	Boiled Peas
Hot Cakes	Potatoes	Sauerkraut
Coffee	String Beans	Coffee
	Stewed Prunes	
	Lemonade	

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Fish	lb			12.5	12.5
Eggs, powdered	lb	.5			.5
Milk, dry, pwd., skim	lb	3		.9	3.9
Lard Substitute	lb	1	.46		1.46
Flour	lb	15			15
Rolled Oats	lb	6			6
Spaghetti	lb		10		10
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	2.5	3	2	7.5
Potatoes, dehyd.	lb		7		7
Beans, string, cnd.	lb		9.195		9.195
Saucrkraut, cnd.	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb		3		3
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 7th, 17th and 27th days

BREAKFAST	DINNER	SUPPER
Cereal, wheat	Hash, corned beef	Macaroni
Stewed Prunes	Potatoes	Soup
Milk	Lemonade	Spinach
Coffee	Stewed Raisins	Coffee
Scrambled Eggs		Coffee cake
		Boiled Peas

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, corned beef	lb		25		25
Eggs, powdered	lb	3		.5	3.5
Cheese, processed	lb			2	2
Milk, dry, pwd., skim	lb	2	.9	1	3.9
Lard Substitute	lb	1	.46		1.46
Flour	lb			14	14
Cereal, wheat	lb	8			8
Macaroni	lb			10	10
Peas, dry	lb			10	10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	2	3.5	2	7.5
Potatoes, dehyd.	lb		7		7
Spinach, canned	lb			13.79	13.79
Lemon Crystals	lb		1.38		1.38
Raisins, evap.	lb		3		3
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 8th, 16th and 28th days

BREAKFAST	DINNER	SUPPER
Oats, rolled,	Spaghetti	Meat and Vegetable Stew
Milk	Soup	Boiled Peas
Coffee	Carrots	Potatoes
French Toast	Lemonade	Sauerkraut
	Stewed Prunes	Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Stew, meat and vegetable	lb			25	25
Eggs, powdered	lb	.5			.5
Milk, dry, pwd., skim	lb	2	1	.9	3.9
Lard substitute	lb	1		.46	1.46
Oats, rolled	lb	6			6
Spaghetti	lb		10		10
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	2	3.5	2	7.5
Potatoes, dehyd.	lb		7		7
Carrots	lb		7		7
Sauerkraut	lb			11.14	11.14
Lemon Crystals	lb		1.38		1.38
Prunes, evap.	lb		3		3
Coffee	lb	2.5		2.5	5
Flour	lb		7		7

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 9th, 19th and 29th days

BREAKFAST	DINNER	SUPPER
Cereal, whole wheat	Hash, Corned Beef	Macaroni
Milk	Boiled Peas	Soup
Coffee	Potatoes	Tomatoes
Scrambled Eggs	Raisin Sauce	Sauerkraut
	Lemonade	Coffee Cake
		Coffee

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Hash, Corned Beef	lb		25		25
Eggs, powdered	lb	3			3
Milk, dry, pwd., skim	lb	2	1	.9	3.9
Lard Substitute	lb	1	.46		1.46
Flour	lb			14	14
Cereal, whole wheat	lb	8			8
Macaroni	lb		10		10
Peas, dry	lb		10		10
Soup, dehyd.	lb			4.2	4.2
Sugar, granulated	lb	2	2	3.5	7.5
Potatoes, dehyd.	lb		7		7
Sauerkraut, canned	lb			11.15	11.15
Tomatoes, canned	lb			14.44	14.44
Lemon Crystals	lb		1.38		1.38
Raisins, evap.	lb		3		3
Coffee	lb	2.5		2.5	5

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PRISONER OF WAR MENU

2000 CALORY RATION

For the 10th, 20th and 30th days

BREAKFAST	DINNER	SUPPER
Oats, rolled	Soup	Meat and Vegetable Stew
Milk	Potatoes	Spinach
Coffee	Tomatoes and Spaghetti	Baked Peas
	Peach Pie	Coffee
	Lemonade	
	Tea	

INGREDIENTS - 100 MEN	UNIT	BREAKFAST	DINNER	SUPPER	TOTAL
Meat and Vegetable Stew	lb			25	25
Milk, dry, pwd., skim	lb	2	1	.9	3.9
Lard substitute	lb		1.46		1.46
Oats, rolled	lb	6			6
Peas, dry	lb			10	10
Soup, dehyd.	lb		4.2		4.2
Sugar, granulated	lb	2	3.5	2	7.5
Potatoes, dehyd.	lb		7		7
Spinach, canned	lb			13.79	13.79
Tomatoes, canned	lb		14.45		14.45
Spaghetti	lb		10		10
Lemon Crystals	lb		1.38		1.38
Peaches, evap.	lb		3		3
Tomato Puree	lb		6.56		6.56
Flour	lb		15		15
Coffee	lb	2.5		2.5	5
Tea	lb		.5		.5

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 59)

2 May 1946

MTOUSA MOTION PICTURE SERVICE (16mm & 35mm)

General I
Personnel II
Accounting for Motion Picture Property. III

I - GENERAL

1. Scope

These regulations will govern the operation of the Motion Picture Branch, Special Service Section, Mediterranean Theater of Operations, United States Army, and all Army theaters established for the exhibition of entertainment motion pictures within the Mediterranean Theater, effective 20 May 1946.

2. Definition

a. MTOUSA Motion Picture Branch is operated under the Theater Special Service Officer, MTOUSA. The Motion Picture Branch is charged with staff supervision, as defined in succeeding paragraphs, of all Army theaters in MTOUSA.

b. An Army theater is ary theater where 35mm motion picture service has been authorized. An Army theater is also any authorized 16mm show location under the command of the Commanding General, MTOUSA, or areas for which he is logistically responsible and at which 16mm entertainment films are exhibited.

c. A requisitioned theater is a civilian theater or building which has been requisitioned for use as an Army theater.

3. Mission

a. The mission of the Motion Picture Branch is to make available to authorized personnel 16mm and 35mm entertainment motion pictures.

b. The Motion Picture Branch will act as technical advisor to the Theater Special Service Officer, in developing policies, plans and procedures for the operation of the Motion Picture Branch and Army theaters.

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c. The Motion Picture Branch provides 16mm and 35mm service at Army posts, subject to approval of the Theater Special Service Officer, where such device has been requested and approved by the major subordinate commands.

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4. Responsibilities

a. The Motion Picture Branch, MTOUSA, is specifically charged with:

(1) Developing and establishing procedures for the accounting for attendances at Army theaters and the distribution of and accounting for tickets of admission and the funds received therefrom to the MTOUSA Central Welfare Fund.

(2) With respect to 35mm equipment, exclusive of equipment at requisitioned theaters, the Motion Picture Branch is charged with purchasing, installing, inspecting, servicing and repairing of the equipment; purchasing theater supplies and repair parts; and disposing of surplus, worn out and obsolete equipment, supplies, and repair parts.

(3) Recruiting and employing such administrative and technical civilian personnel as may be necessary in operation of the Motion Picture Branch.

(4) (a) Distribution to unit level of all 16mm and 35mm entertainment film through a distribution exchange system.

(b) Distribution of film includes all functions pertaining to the control, circuiting and booking of film to all authorized theaters.

(5) Procurement and distribution of advertising motion picture material.

(6) Publishing a MTOUSA Manual for Army theater operation and such other manuals or publications as may be necessary.

(7) Operating a central warehouse for Motion Picture Branch equipment, repair parts and supplies.

(8) Maintaining a repair and machine shop unit for motion picture branch 35mm equipment.

(9) Supervision of establishment of such distribution exchanges at strategic locations as may be necessary for efficient distribution of entertainment films.

(10) Making periodic visits to posts to inspect the operation of Army theaters.

(11) Accounting for and control of all MTOUSA Motion Picture property (35mm), including installed and in stock or storage.

(12) Upon discontinuance of motion picture service at any location, such action as necessary will be taken to transfer the equipment to another location or remove it to the central warehouse.

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Hq MTOUSA Circular Number 59 (Cont'd)

(13) With respect to equipment at requisitioned theaters the Motion Picture Branch will ascertain that the equipment is adequate for the showing of 35mm film by initial and periodic inspection.

(14) Direct communication is authorized between the Motion Picture Branch and major commands and/or units within such commands as may be necessary in the accomplishment of the above responsibilities.

b. The Commanders of major commands are charged with:

(1) Making proper collection and accounting for admission to 35mm showings on basis of 0.15 per admission. For procedure see MTOUSA Manual for Theater Operation.

(2) Designating a commissioned officer to be known as theater officer who will be charged with the operation of the motion picture section of the major command.

(3) Establishing entertainment motion picture service for authorized personnel (16mm or 35mm) at locations, subject to approval of the Theater Special Service Officer. 35mm service will be installed only where the population of authorized personnel is sufficient to justify such service, and in such cases no 16mm showings will be authorized within three miles unless authorized by Theater Special Service Section.

(4) Maintaining such supervision of Army theaters as will assure efficient operation in accordance with this circular, the MTOUSA Manual for Army Theater Operation and other pertinent directives.

(5) Determining the number of performances per day and number of days operation at 16mm and 35mm theaters.

(6) Supervising accounting control at Army theaters and taking such action as may be necessary to restrict admission only to authorized personnel.

(7) Designating for Army Theaters (16mm and 35mm) the number of authorized positions considered necessary for efficient operation, within the authorized prescriptions in paragraph 17, Section IV, Manual for Theater Operation, 2 May 1946.

(8) Reviewing and approving all requests for 16mm entertainment motion picture service and forwarding such requests to the MTOUSA Special Service Officer for review.

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(9) Providing adequate housing facilities for the film exchanges (16mm and 35mm) which will be operated by their commands.

(10) Negotiating for requisitioning of civilian facilities to be used as Army Theaters.

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5. Supply of Films

a. All entertainment motion pictures will be secured solely from the Motion Picture Branch, Special Service Section, Headquarters, Mediterranean Theater of Operations, United States Army, and exhibited only in Army theaters as defined in paragraph 2c.

b. No 16mm entertainment showings will be made within three miles of an Army-operated 35mm theater, or to a unit whose audience averages less than twenty-five (25) per showing. With the exception of exhibition for patients in hospitals no deviation from this policy will be made unless authorized in writing from the Theater Special Service Officer, Headquarters, MTOUSA.

c. The most expeditious means of government transportation for motion picture film and equipment is directed and authorized.

6. Theater Building

The showing of all 35mm films supplies by the Motion Picture Branch will be in a properly equipped building.

7. Exhibition

a. 35mm and 16mm entertainment motion picture programs furnished by the Motion Picture Branch will be shown only at Army Theaters under the auspices of the United States Army and upon the playdate schedule authorized by Motion Picture Branch. The programs will consist only of such subjects as are scheduled by the Motion Picture Branch.

8. Attendance Eligibility

a. Those authorized to attend Army theaters showings are listed below:

(1) All US military personnel and their dependents.

(2) All Allied military and allied civilian personnel who are in uniform.

(3) All US citizens irrespective of uniform status, representing US Governmental agencies. Such US citizens, when not in uniform, will be required to present identification.

b. Those who are not included in the above stipulations and may not attend include:

(1) Allied military and civilian personnel not in uniform.

(2) Any other persons or group not specifically referred to in paragraph 8a above.

c. The theater officer of each Army theater will take such action as may be necessary to ascertain that only authorized persons are permitted to attend Army theaters.

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9. ETOUSA Manual for Army Theater Operation

All phases of Army theater operations except motion picture projections are covered in a separate publication entitled "ETOUSA Manual for Army Theater Operation" dated 2 May 1946. All Army theaters will install the systems and procedures prescribed therein.

10. AMPS Projectionist's Manual (TM 28-410)

High standards of visual and sound projection are most important in the exhibition of motion pictures. The provisions of AMPS Projectionist's Manual (TM 28-410) will be adhered to in the projection of motion pictures and the care of equipment at Army theaters. Wherever references are made therein to a Service Command, they will be construed to mean Motion Picture Branch, Headquarters ETOUSA, APO 512.

11. 16mm Motion Picture Equipment

All 16mm motion picture equipment used in Army theaters is procured, distributed, and maintained by the Signal Corps, regardless of the extent to which it is used for entertainment purposes.

II - PERSONNEL

12. Commanding Officer

a. The Commander of each major command has jurisdiction over, and is responsible for, operation of the Army theater (s) within his command in accordance with provisions of Circular Number 373, the AMPS Projectionist's Manual (TM 28-410), and any other pertinent directives which may be issued from time to time by ETOUSA.

b. The Commanding Officer of each unit operating a theater will appoint a Theater Officer.

c. Warrant Officers may be assigned as Theater Officer or Assistant Theater Officer in situations where responsibilities of the position are such as would be appropriate to the grade.

13. Theater Officer

The unit theater officer is responsible for the management of the theater in accordance with directives referred to in paragraph 8c above.

III - ACCOUNTING FOR MOTION PICTURE PROPERTY

3346 14. In Commands

a. The unit Theater Officer will be charged with and hold responsible for all Motion Picture Branch property in Army theaters within his unit and will maintain appropriate stock record accountability.

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Hq ITOUSA Circular Number 59 (Cont'd)

b. Motion Picture Branch, ITOUSA, property received, stored and issued by the Motion Picture Branch, ITOUSA, will be charged to and accounted for by an individual designated by the Special Service Officer, ITOUSA, APO 512.

15. Classification of Motion Picture Property (35mm only)

a. Major units of sound, projection, theater and other equipment are classified as non-expendable.

b. Repair parts used in the repair of major units of equipment and supplies are classified as expendable.

16. Shipment of Motion Picture Property (35mm only)

a. All units of equipment will be moved from one location to another only upon receipt of instructions from the Chief, Motion Picture Branch, ITOUSA.

b. Upon receipt of motion picture property, the unit Theater officer will pick up on his records all articles of equipment designated as non-expendable property. Expendable supplies and spare parts received at a unit will be dropped from accountability by a certificate of expenditure.

17. Disposition of Motion Picture Branch Property (35mm only)

Equipment, property and other supplies of the Motion Picture Branch which become surplus will be disposed of by the Chief, Motion Picture Branch, ITOUSA, APO 512.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

1 Incl
Manual for Army Theater Operations

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

MANUAL FOR ARMY THEATER OPERATIONS

General I
Personnel II
Function Special Service Officer Major Commands III
Fire Safeguard IV
Shipment of Film V
Reports and Forms VI

I - GENERAL

1. Instruction:

a. Purpose and scope - The procedure contained in this manual will govern the operation of Army theaters (16mm and 35mm) established for the exhibition of entertainment motion pictures within Mediterranean Theater, effective 20 May 1946.

b. Interpretation - Questions involving interpretations of the provisions of Circular Number 59, this manual, or deviations therefrom will be referred directly to the Theater Special Service Officer, Headquarters MTOUSA, APO 512, through the appropriate major command.

2. Establishment of Service:

a. Request for motion picture service will be submitted directly to the Theater Special Service Officer, Headquarters, MTOUSA, APO 512, through the appropriate major command, Special Service Officer.

b. For 35mm theaters:

(1) 35mm projector installation and use will be directed by Special Service Officer, MTOUSA. Major commands will be consulted prior to installation and furnish the information on recommended locations listed below:

(a) Name and geographical location of theater.

(b) Type of building.

(c) Seating capacity (excluding any folding aisle seats).

(d) Type and make of sound and projection equipment, if any.

(e) Voltage cycle and phase of electric power available.

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(f) Specific days of week theater will operate and number of performances per day.

(g) Military population to be served by the theater and expected weekly attendance.

(2) Improvised Theaters: Where there is a concentration of troops in an area without a theater obtainable for 35mm operation, a limited number of 35mm sets are available for installation. This equipment can be installed in large buildings such as in a warehouse, dance hall or open air theater. As 35mm film is highly inflammable any improvised theater must meet the requirements of Fire Regulation set forth in paragraph 7, Section IV, of this Manual.

(3) Agreements or contracts for requisitioning of civilian theater for Army use must include the furnishing by the theater owner, lessee or other contracting party of:

(a) Civilian house staff including projectionists.

(b) Maintenance and operating supplies, including carbons, oils and all necessary supplies for the satisfactory operation of the projection and sound equipment.

(c) Maintenance and servicing arrangements for the satisfactory upkeep and operation of the theater.

c. For 16mm service:

(1) In requesting 16mm service, the information listed below will be forwarded to the Theater Special Service Officer, Headquarters MTOUSA, APO 512.

(a) Geographical location of proposed theater.

(b) Seating capacity available.

(c) Type of building or facility available for showing of motion pictures.

(d) Distance from nearest 16mm or 35mm theater.

(e) Military population to be served by the theater and expected weekly attendance.

(2) Basic requirements for authorized 16mm Army theaters are:

See MTOUSA Circular Number 59, dated 2 May 1946, paragraph 5, Supply of Films.

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3. Selection of Programs:

The Army Motion Picture Service, Washington, D.C. procures from the motion picture industry the entertainment films made available for use in overseas theaters, departments and bases. The product of all producers is available and selection is made entirely on quality basis with no attempt made to equalize the number of films secured from the various companies. Films are selected and scheduled in accordance with the quality available at the time required for shipment. Selections are made on the basis of experience of the Army Motion Picture Service in the Zone of Interior, supplemented by reaction reports compiled by the Motion Picture Branch, Special Service Section, MTOUSA, and communicated periodically to the Army Motion Picture Service.

4. Attendance Eligibility:

The attendance eligibility regulations will be strictly adhered to and every effort will be made to so conduct the operations of the Army Theaters so that no legitimate grounds will exist for charges of unfair competition by the Motion Picture Industry. Appropriate identification cards of civilians not in uniform must be carefully scrutinized.

II- PERSONNEL

5. Theater Officer:

a. The Unit Theater Officer is, in effect, the theater manager. He is responsible for the operation of the theater in accordance with Circular Number 59, this manual and other pertinent directives issued from time to time by Headquarters, MTOUSA, APO 512. He should make every effort to provide the best exhibition possible with a maximum amount of comfort and satisfaction to the personnel attending.

b. He is responsible for the management of the theater and the efficiency of operation, the determination and reporting of correct attendance figures on prescribed forms and submission of such other reports as may be required.

c. He will be responsible for collection of admissions as stated in paragraph 6 in this manual, and that only authorized personnel are admitted.

d. He is accountable for any Motion Picture Branch 35mm property and equipment in his units and will maintain appropriate stock records.

e. He will be responsible for the proper advertising of programs.

f. He will ascertain that adequate stock levels are maintained on carbons and theater supplies for the operation of 35mm showings.

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g. He will ascertain that adequate fire safeguards are maintained and that theater personnel are properly organized to provide for orderly exit of patrons in case of emergency (see paragraph 7).

h. With respect to 35mm and 16mm operations he will assign licensed projectionists from the enlisted ranks or qualified civilian operators.

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i. He is responsible for the inspections of the theater and the maintenance of a cleaning system.

j. He will accomplish and personally sign each attendance report. (See attached attendance report forms.)

k. He will appoint a non-commissioned officer as his assistant in the operation of the theater and the performance of the duties set forth above, except that the function of authentication attendance reports (16mm and 35mm) may not be delegated.

III- FUNCTION SPECIAL SERVICE OFFICER MAJOR COMMANDS

6. The Special Service Officer of the major command concerned is responsible for the sale of admission, on basis of $0.15 equivalent to 33.75 lire per admission. Collection of money and accounting therefor and the forwarding of these funds to the Special Service Officer, Mediterranean Theater of Operations, United States Army, APO 512.

a. Procedure for Sale of Admissions.

(1) Books of 400 admissions, 4 admissions per page will be distributed by Special Service Officer, MTOUSA, APO 512, as requisitioned. Requisition will normally cover one month's requirements.

(2) The admissions will be sold only in multiples of four (4) at 135 lire per sheet of four admissions.

(3) The details of sale of admission is delegated to the Special Service Officer of the major commands. They will be sold at the theater and by such other means as practicable, so as to insure wide and convenient distribution to the command.

(4) The receipts of the sale of admission will be forwarded to the Theater Special Service Officer, MTOUSA, APO 512, by U.S. Treasury check made payable to the Custodian, MTOUSA Central Welfare Fund, Headquarters, MTOUSA, APO 512, by the Special Service Officer of each major command on the 10th of each month for the preceding calender month.

(5) Monthly attendance reports will be sent to the Theater Special Service Officer, Headquarters, MTOUSA, APO 512, by the Special Service Officer of each major command on the 10th of each month for the preceding calendar month together with the accounting of the receipts.

(6) The Theater Special Service Officer will submit to the Custodian, MTOUSA Central Welfare Fund, the consolidated receipts with attendance report of the attendance of each motion picture company's films.

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Incl. to Hq MTOUSA Circular No. 59. "Manual for Army Theater Operation" (Cont'd)

IV - FIRE SAFEGUARD

7. Fire Safeguard:

a. In formulating theater fire regulations and in organizing the theater personnel for safeguarding patrons, the theater officer will consult the unit fire marshal.

b. Theater aisles, foyer and lobby passage-ways will be kept clean and unobstructed. Waste material, cleaning fluids, and any other materials of an inflammable nature, when not in use, will be kept in fire-proof containers.

c. Necessary fire fighting equipment will be installed at suitable places throughout the theater building.

d. SMOKING will be PROHIBITED in all Army Theaters, both 16mm and 35mm.

e. Access to the projection room will be restricted to those whose duties require their presence.

f. Standards of safety to be observed in 35mm booths are also contained in AMPS Projectionists Manual.

8. Advertising:

a. Certain advertising material is made available with film subjects. Such material should be utilized to the greatest advantage, together with such additional display advertising material which may be created locally.

b. Screens and equipment of Army Theaters will not be used during, or in connection with, entertainment motion picture performances, for the showing of films or slides advertising commercial products or services.

9. Publicity:

Full utilization will be made of local advertising mediums such as newspapers, radio, bulletin boards, cards in Red Cross Clubs and Service Clubs, to publicize current motion picture programs. Directional signs should be strategically located in the areas serviced by the theater to assure facility in locating theater.

10. Theater Maintenance:

a. Cleanliness of Theater: It is the responsibility of the Theater Officer to inspect the theater daily. Particular attention should be given to the toilets. The theater will be aired daily.

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b. Lighting: Burned out light bulbs will be replaced immediately.

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c. Sound and Projection Equipment (35mm): In cases where poor projection is encountered (bad light on screen, poor sound, bad change-overs) or film is being damaged by the machine or operators, immediate action must be taken. When the condition cannot be remedied locally, the matter should be referred to the Special Service Officer of the major command concerned so that he can take action. If the trouble develops at a requisitioned theater, the civilian owner or manager should first be required to attempt to rectify the condition.

11. Treatment of Patrons:

The theater personnel should be trained to follow the policy of treating those admitted to the theater as patrons rather than as members of the Military.

12. Scheduled Showings:

Definite daily schedule of showings will be maintained. Showings will start exactly on time. Schedules will be publicized. Any necessary changes should be given publicity and as far in advance as possible.

13. Crowd Control:

a. Outside the theater, prospective patrons will be kept in orderly queues, so formed as not to block the side-walks or exits. Military personnel should be used to supervise such queuing. Military Police should be used only when found necessary to maintain order.

b. Inside the theater, over-crowding must also be avoided. All aisles and exits must be kept clear. Exit doors must not be locked at any time when the theater is open for business.

14. Exhibition:

a. During all showings, either the theater officer or his assistant should be constantly on the alert, checking the light on the screen, the volume and quality of the sound. Periodic checks should be made of the projection, noting that the change-overs from one reel to another are made smoothly, with no "blank spaces" or "number" showing on the screen. Good sound and projection are the keynote of "putting on" a good show.

b. All theaters should have a buzzer system for communication between the main floor and the booth, for the immediate correction of sound and projection flaws.

15. Smoking:

Large "NO SMOKING" signs should be prominently posted in the entrance and inside the theater. They should be placed at least six (6) feet from the floor so as to be readily seen over heads of the crowd.

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16. Discontinuance of Service:

When in the operation of a 35mm theater the population has been so reduced that the 35mm service is no longer justified, such action as may be necessary will be taken to request from the Special Service Officer, MTOUSA, APO 512, to discontinue this service and substitute 16mm motion pictures if warranted.

17. Authorized Positions:

The names of positions chargeable to non-appropriated funds for personnel employed in the operation of 35mm Army Theaters are:

Assistant Manager
Chief Projectionist
Assistant Projectionist
Usher (s)

V - SHIPMENT OF FILM

18. Shipment of Film from Film Exchange to Theater and Return:

a. General: Film programs will be made available to theaters by film exchanges established by the Motion Picture Branch, MTOUSA, Special Service Section. Approved 35mm and 16mm theaters will be assigned to the nearest exchange and will be included in the circuit booking of films for that exchange. Upon arrival in major command library, 16mm and 35mm film will be booked each unit serviced by that library.

b. Circuiting of Film Programs (35mm): Notice of film booking will be sent in advance to individual major commands per "35mm Film Master Routing Sheet." This form will include all the necessary information relative to the use of the film. Major commands on dates indicated will be responsible for shipment of film to the major command showing the film next.

c. 16mm film will be booked in each major command for a definite period. Upon arrival in major command library, 16mm film will be booked to each subordinate unit on a definite schedule. Film will be returned to the MTOUSA Master Exchange, Special Service Officer, MTOUSA, APO 512, on completion of this routing schedule or on the date prescribed by the MTOUSA Master Exchange, whichever is sooner.

d. It must always be kept in mind that the booking and circuiting of film is a precise and finely balanced procedure; that complete and prompt adherence to routing and play date instructions are conditions upon which film programs are furnished to theaters. Carelessness or failure to comply with instructions will result in cancellation of the film service.

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Incl. to Hq MTOUSA Circular No. 59. "Manual for Army Theater Operation" (Cont'd)

VI - REPORTS AND FORMS

19. Reports and Forms:

a. Form "A" Attendant Report.

(1) Form "A" Attendance Report will be submitted, on the 5th of each month for the preceding calendar month, to the Special Service Officer, major command by each unit or theater officer, in triplicate.

(2) Consolidated report, form "A" in duplicate for each major command, supported by two (2) copies of Form "A"from each unit or theater of that command will be forwarded to the Special Service Officer, MTOUSA, APO 512 on the 10th of each month for the preceding calendar month.

(3) These reports are to be submitted separately for 35mm and 16mm film.

b. Work Roster (Form B-1 and B-2)

(1) Form "B", Army and Civilian Personnel work roster, will be submitted on the 5th of each month for the preceding calendar month, to the Special Service Officer of each major command by each unit or theater officer in triplicate.

(2) Consolidated rosters, form "B" in duplicate, of each major command, will be prepared by the Special Service Officer of each major command on the basis of the reports he receives from each unit or theater. These consolidated rosters, Form "B", will be submitted in duplicate to the Motion Picture Branch, Special Service Branch, Special Service Officer, MTOUSA, APO 512, together with two (2) copies of Form "B" received from each unit or theater of that command.

c. Letter of Transmittal

Form "C", letter of transmittal in duplicate, of motion picture film admission receipts will be submitted by the Special Service Officer of each major command, to the Theater Special Service Officer, Headquarters, MTOUSA, APO 512, by the 10th of each month for the preceding calendar month together with U.S. Treasury check made payable to Custodian, MTOUSA Central Welfare Fund, for amount stated therein.

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Unit and Theater _____ Location _____ Date _____ 194 ___

* 16mm or 35mm

REPORT OF MOTION PICTURE FILM

REPORT PERIOD: FROM _____ TO _____

No.	Title	Prog. No. (35mm only)	Attendance	No. of showings	Company Producing Film

* Line out number not pertaining

_____
Name

_____
Rank

_____
Organization

Form "A"

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERSTIONS
UNITED STATES ARMY
APO 512

Date _____ 194

Unit and Theater _____ Location _____

ROSTER OF ENLISTED PERSONNEL EMPLOYED EXCLUSIVELY FOR WORK WITH ENTERTAINMENT SUPPLIED BY THE ARMY MOTION PICTURE SERVICE.

FOR PERIOD: FROM _____ TO _____

ENLISTED PERSONNEL*

Name	Rank	ASN	Amounts**

Total _____

*Total Pay including Allotment
**In case where personnel are employed as general theater workers amount will be representative of percent of time devoted to entertainment motion pictures.

_____ Name

_____ Rank

_____ Organization

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Form "B-1"

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Unit and Theater _____ Location _____ Date _____ 194

ROSTER OF CIVILIAN PERSONNEL EMPLOYED EXCLUSIVELY FOR WORK WITH ENTERTAINMENT FILM SUPPLIED BY THE ARMY MOTION PICTURE SERVICE.

FOR PERIOD: FROM _____ TO _____

CIVILIAN PERSONNEL

Name	Amount**	How paid, US Government payroll or otherwise

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 512

Date _____ 194__

SUBJECT: Transmittal of Check

TO : Special Service Officer, MTOUSA, APO 512, U.S. Army

_____ _____ Date _____ 194__
Unit or Theater Location

TRANSMITTED HEREWITH U. S. GOVERNMENT CHECK FOR $_____
PAYABLE TO CUSTODIAN MTOUSA CENTRAL WELFARE FUND FOR _____
Number
ADMISSIONS TO U. S. ARMY OPERATED THEATER BOUGHT BY AUTHORIZED
PATRONS FOR PERIOD: FROM _____ TO _____.

_____
Name

_____
Rank

_____
Organization

Form "C"

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Q. M. C. Form 353 (Old No. 490)
Revised July 26, 1918

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LIST OF PAPERS

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SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS

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INSTRUCTIONS.—When papers on a subject become numerous they will be numbered serially and brief entries made on this form.

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