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

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MTOUSA CIRCULARS
AUG. 1944;
JULY – OCT. 1946

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

1738

Form 553 (Old No. 490)
July 26, 1918

56/CC

LIST OF PAPERS

Office of the
Chief Commissioner

Allied Commission

File under No. 56 MTOUSA CIRCULARS 1946

From: 31 July 1946 (Cir 128)
To : 29 Oct 1946 (Cir 182)

~~RESTRICTED~~

Part IV

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS

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

1739

OCT 31 1946

R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
: 29 October 1946
NUMBER 182)

POSTAL REGULATIONS

1. Circular No. 141, this headquarters, dated 27 August 1946, is amended as indicated:

a. Paragraph 4c is superseded by this paragraph:

"c. Weight Limitation.

Mailable official matter of the War Department within the prescribed limits of 70 pounds in weight and 100 inches in length and girth combined may be transmitted free of postage under the penalty privilege."

b. Paragraphs 5c (2) and (3) are superseded bythese paragraphs:

"c. Money Orders.

(2) Personnel authorized to use the facilities of the Army Postal Service for the trans-action of money order business are:

(a) Personnel of the United States Armed Forces.

(b) War Department civilian employees.

(c) Representatives of the American Red Cross who are United States citizens.

(d) Personnel of the War Shipping Administration or Maritime Commission.

(e) Technical observers with the Army and Navy.

(f) Dependents of personnel listed in paragraph 5c (2) (a), (b), (c), (d), and (e) above.

(g) USO tour personnel.

(h) Personnel accredited tothe United States Armed Forces by War Department or Theater Orders.

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R E S T R I C T E D

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Hq MTOUSA Circular No. 182, dtd 29 Oct 1946 (Cont'd)

(i) United States citizens employed by the Army Exchange Service,

(j) Such other personnel who are directly in support of the United States Armed Forces and are authorized by the theater commander.

(3) The maximum for which a single money order may be issued is fixed at $100, but there are no restrictions as to the number of domestic money orders which may be issued to the same remitter."

c. Delete "APO 790" from paragraph 5e (2) (a) 4 and substitute therefor "APO 698."

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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25 - AG Postal

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

S.O. [illegible]

OCT 31 1946

CIRCULAR)
:
NUMBER 181)

28 October 1946

Remuneration to Italian Witnesses before Military Courts and Commissions.

Section II, NATOUSA Circular Number 70, 1944, is rescinded by this circular.

1. Persons not subject to military law when called as witnesses before United States Military Courts, commissions or boards will be allowed, for subsistence and lodging, the sum of Lira 60 for each day or part of a day of travel and Lira 80 for each day or part of a day of attendance.

2. Transportation by military air, ground or water transport is authorized in the interest of expediency and when utilized, no mileage is authorized. Should military air, ground or water transport be unavailable, mileage will be allowed witnesses in going from their place of residence to the place of trial or hearing and in returning to their place of residence, at the rates prescribed below:

a. Actual expense of transport by the most economical and quickest means available, such expense to be determined by a receipt from the carrier showing the exact amount paid.

b. When a witness uses his own means of transport, the allowance is fixed at Lira 3 for each kilometer or fractional part thereof such mileage to be determined by certificate of the commander of the carabinieri at the situs of the trial or hearing or by reference to such official mileage charts in use before the Italian courts.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3626

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
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Adjutant General

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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)
: 24 October 1946
NUMBER 180)

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

1. Section II of MTOUSA Circular 165, 1946 is supplemented by the addition of paragraphs 3 and 4 which provide:

"3. Petroleum products, the purchase of which is authorized to certain personnel by this circular, will be used by the individual making the purchase in his own privately owned motor vehicle solely for personal pleasure or for personal convenience.

4. Any person abusing the privileges extended by this circular, either by the purchase of excessive quantities of petroleum products or by using such products for purposes other than those specified in paragraph 3 above, will be deprived, by the Major Commander concerned, of the privilege of purchasing such products for the period of time determined by the Major Commander."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 26 1946

CIRCULAR)
:
NUMBER 179)

22 October 1946

PROCEDURE FOR PROCUREMENT OF MILITARY PAYMENT CERTIFICATES BY ELIGIBLE PERSONNEL WHO ARE NOT NORMALLY PAID IN THIS TYPE OF MONEY

1. All personnel who are eligible to purchase supplies or services from agencies operated by the Army in MTOUSA, but who are not normally paid in Military Payment Certificates will follow the procedures herein stated in order to obtain the United States Military Payment Certificates required for making purchases from Army agencies.

2. Eligible personnel. Besides United States armed forces personnel, all persons specified by MTOUSA cable C-50893, dated 27 June 1946, or by later directives, are eligible to make purchases from Army agencies.

3. Any eligible person not normally paid in United States Military Payment Certificates will apply by letter to the Fiscal Director, MTOUSA, through the proper major command, stating that _____ dollars worth of United States Military Payment Certificates is desired per month by that individual for the purpose of buying goods or services at Army agencies.

4. The major command concerned will check the eligibility of the individual requesting United States Military Payment Certificates and the reasonableness of the amount of the certificates requested by the individual, and if approval is intended, will forward the request to the Fiscal Director, MTOUSA, stating:

a. "Basic request is approved in the amount of _____ dollars per month."

b. "It is recommended that this request be approved for a period of _____ months."

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5. The Fiscal Director, MTOUSA, upon receipt of such an approved request, will issue a letter to the individual concerned authorizing that individual to procure from Army Finance Offices, in exchange for dollar instruments, the amount of United States Military Payment Certificates specified in the major commander's indorsement. These letters of authority will be sent to the requesting individual through military channels.

6. Whenever a Disbursing Officer converts dollars into United States Military Payment Certificates under the authority of a letter as described in

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Hq MTOUSA Circular No. 179 (Cont'd)

paragraph 5, he will make an initialed entry on the copy of the letter carried by the individual concerned, stating the date and amount of the transfer effected.

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

OCT 28 1946

CIRCULAR)
:
NUMBER 178)

22 October 1946

FISCAL ORGANIZATION AND FUNCTIONS

Purpose I
Duties of Fiscal Officers II
Prohibitions. III
Miscellaneous IV

I -- PURPOSE

1. To provide for the appointment of a Fiscal Officer in each Major Command to control, supervise, and account for appropriated funds allotted by this headquarters.

II-- DUTIES OF A FISCAL OFFICER

2. Act as advisor to the Major Commander on all fiscal matters.

3. Prepare and defend such budgetary estimates as may be required in respect to anticipated fiscal year, quarterly, or other periodic requirements from appropriated funds to cover operations of the installations.

4. Advise with the heads of appropriate units at the installation in respect to fiscal requirements and initiate action to secure, augment, or adjust appropriated funds required for accomplishment or furtherance of required work or service objectives at the installation.

III- PROHIBITIONS

5. Fiscal Officers will act directly under and be responsible solely to the Major Commander. They will not act under the jurisdiction or direction of, or be subordinated to any other staff unit, division, or section on fiscal activities.

6. The fiscal organization will not be merged with any other organizational unit at the operating agency or field installation, except in those cases where, in the opinion of the Major Commander, the total volume of fiscal and disbursing functions is too small to justify segregation, in which case fiscal and disbursing activities may be combined under one head.

7. The fiscal officer will not act as purchasing or contracting officer, nor will he act under the latter's supervision or direction, in the performance of their respective staff duties.

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Hq MTOUSA Circular No. 178 (Cont'd)

8. The fiscal officer will not act in a capacity involving accountability for public property.

9. Neither the fiscal officer, not any officer under his jurisdiction, will act in the capacity of custodian of any nonappropriated fund, the audit responsibility for which has been assigned to personnel in the fiscal office.

10. The fiscal officer will not issue orders to, nor exercise jurisdiction over disbursing officer except as indicated in paragraph 6, above.

IV-- MISCELLANEOUS

11. Funds allotted by this headquarters will not be sub-alloted to any subordinate command without prior approval of the Theater Commander.

12. Technical matters pertaining to budgetary procedures and the accounting for public funds will be published from time to time in the Budget and Accounts Section of MTOUSA Finance Circular Letters.

13. Direct correspondence on technical matters is authorized between the Fiscal Officers of Major Commands and the Fiscal Director, MTOUSA.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

OFFICIAL:

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

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S. O. for Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 25 1946

CIRCULAR)
: 21 October 1946
NUMBER 177)

INTRA AND INTER THEATER TRAVEL

Circular 153, this headquarters, 1946, is amended as indicated:

1. Paragraph 4a, is amended by adding:

"(12) CO 6600 Engineer Construction Group"

2. Paragraph 4c is deleted and the following substituted therefor:

"Authority to issue travel orders on patients and required attendants when evacuation is by rail or motor ambulance within this theater is necessary, is delegated to:

a. 34th Station Hospital

b. 55th Station Hospital

c. 61st Station Hospital

d. 391st Station Hospital

e. 392nd Station Hospital

f. 336th Med Detachment (operational control of 9304th General Hospital - GSU)."

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3. Paragraph 5 is added as shown below:

"5. Commanders authorized to issue orders will insure that:

a. Orders involving travel will cite the proper allotment numbers to which the cost of the travel is chargeable as stated in TM 14-750.

b. Orders directing a permanent change of station include correct EDCMR. See AR 345-60, dated 16 April 1946.

c. Authority to issue orders is not delegated to subordinate units.

d. Commercial air transportation chargeable to the War Department is not authorized or directed without prior approval of this headquarters.

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Circular No. 177, Hq MTOUSA (Cont'd)

e. Orders involving travel into restricted areas of Italy or to countries outside the boundaries of Italy will include the statement.

'Authority granted to enter (name of country or area) per (headquarters granting the authority) cable number _____ dated_____'."

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

OCT 25 1946

CIRCULAR)
: 19 October 1946
NUMBER 176)

Rocission of Paragraph 4, Circular 82 I
Army Commendation Ribbon. II

I RECISSION:

1. Paragraph 4, Circular 82, Headquarters, Mediterranean Theater of Operations, United States Army, 1946, is rescinded.

II ARMY COMMENDATION RIBBON:

1. Reference:

Section I, War Department Circular No. 281, 18 September 1946.

2. Requirements:

The Army Commendation Ribbon is awarded to members of the armed forces of the United States who, while serving in any capacity with the Army, distinguish or have distinguished themselves by meritorious achievement (or service) not in military operations against the enemy nor in direct support thereof. The meritorious achievement (or service) required is less exceptional than that required for award of the Legion of Merit, but nevertheless must be accomplished with distinction. Exactly the same degree of meritorious achievement (or service) is required as that for which the Bronze Star Medal and/or the Air Medal are awarded. It is particularly desired that the Army Commendation Ribbon be awarded to outstanding company-grade officers, warrant officers, and enlisted men whose achievement or service meets these requirements.

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3. Restrictions:

a. The Army Commendation Ribbon will not be awarded in the Mediterranean Theater of Operations for:

(1) Services performed from 7 December 1941 through 8 May 1945.

(2) Services covered by an award of the Distinguished Service Medal, Legion of Merit, Bronze Star Medal, or Air Medal.

b. Only one award of the Army Commendation Ribbon may be made to an individual for service performed in the same assignment. Subsequent

RESTRICTED

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

Hq MTOUSA Circular Number 176, dated 19 October 1946 (Cont'd)

awards of the Army Commendation Ribbon for service performed in different duty assignments will be represented by Oak-Leaf Clusters to be attached to the ribbon.

4. Awards based on previous commendations:

a. Individuals who have certificates or letters of commendation which meet the requirements of this circular and were written prior to 1 January 1946, may make application for award of the Army Commendation Ribbon as indicated in (1) and (2).

(1) Until 2 March 1947, to The Adjutant General, Washington 25, D.C., or to the general who issued such letter or certificate of commendation.

(2) After 2 March 1947, to The Adjutant General, Washington 25, D.C.

b. Each application for award of the Army Commendation Ribbon will include information as indicated below:

(1) The date or period of service covered by the commendation, if not stated in the letter or certificate.

(2) A list of other awards indicating the dates covered and the authority for each award.

(3) A statement that the period of service covered by the letter or certificate is not included in the period of service for which another decoration (excluding awards for heroism) has already been awarded.

5. Authority to Award:

a. The authority to award the Army Commendation Ribbon is not delegated to any subordinate command.

b. Recommendations for service performed subsequent to 2 March 1946 will receive final action by this headquarters provided:

(1) Personnel is below the grade of Major, and

(2) Period of service is greater than six (6) months.

c. In all other cases, recommendations will be forwarded through this headquarters to the War Department for final action.

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6. Recommendations:

a. Recommendations for award of the Army Commendation Ribbon will be forwarded so as to reach this headquarters in duplicate.

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

c. Each recommendation will list all previous awards made to the individual and the period covered by such awards, including designation of the headquarters and general orders announcing the award. Information will also be furnished as to any outstanding recommendations for other awards to the individual and the period of service covered by such recommendation.

d. Grade and assignment at the time service was rendered, as well as grade and assignment at the time recommendation is made, must be shown. If the recommendation is being resubmitted, that fact will be shown.

e. Recommendation will give the period and limiting dates of the service for which the award is proposed. Recommendation will also bear the statement of the originator of his personal knowledge of the service rendered, otherwise supporting papers testifying to the service will accompany the recommendation.

f. Recommendations will be submitted in a form similar to that shown in Appendix "A", and will be forwarded through proper command channels. Each commander will personally sign the recommendation, indicating his recommended approval or disapproval.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3629

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"

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R E S T R I C T E D

Appendix "A" to Hq MTOUSA Circular No. 176, 1946

201 _____ _____ Date _____ _____

SUBJECT: Recommendation for Award of the Army Commendation Ribbon

THROUGH:

TO : Commanding General, Hq, MTOUSA, APO 512, U. S. Army.

1. Under the provisions of Section I, WD Circular No. 281, 18 September 1946, it is recommended that _____ (name), _____ (grade), _____ (ASN), _____ (Arm or Service), _____ (Organization), (including Staff Section if on duty at a headquarters), be awarded the Army Commendation Ribbon for meritorious achievement (or service) (indicate which) during the period _____ to _____ (limiting dates).

2. Detailed narrative description of meritorious achievement (or service).

3. Statements as to personal knowledge of the facts by the initiating officer. (If initiator has no personal of the achievement (or service), two affidavits from eye witnesses or persons having knowledge of the facts must be inclosed).

4. Statement that all subsequent service of the proposed recipient has been honorable.

5. Statement showing the exact status of the proposed recipient at the time the achievement or service was performed, with grade and assignments; also grade and assignment at the time the recommendation is made.

6. List of previous awards, to include general order number and headquarters of issue, and period covered by the award. Information will also be furnished as to any outstanding recommendations for other awards to the individual, and the period of service covered by such recommendations.

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7. Proposed citation:

By direction of the Secretary of War, under the provisions of Section I, WD Circular 281, 1946, an Army Commendation Ribbon for meritorious achievement (or meritorious service) during the periods indicated was awarded (posthumously) to the following-named officer (or enlisted man):

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Appendix "A" to Hq MTOUSA Circular No. 176, 1946 (Cont'd)

Captain John L. Doe, 0456999
Infantry, Army of the United States
to
(inclusive dates)

(A second paragraph to be included, giving a concise summary of the services for which the recipient is being recommended.)

SIGNATURE OF ORIGINATOR

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

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S. L. to Lt. Col. Brown

RESTRICTED

OCT 23 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 175)

17 October 1946

ACCIDENTS AND CLAIMS

Rescisions. I
Investigation and Reports of Accidents and Incidents. II
Injuries to or Death of Civilian Employees of the United States III
United States Claims Service. IV

I RECISSIONS

1. This Circular Supersedes

Circular 74, NATOUSA 1944
Section I, Circular 126, NATOUSA 1944
Section IV, Circular 132, MTOUSA 1944
Section II, Circular 16, MTOUSA 1945
Section I, Circular 85, MTOUSA 1945
Section III, Circular 93, MTOUSA 1945
Section III, Circular 95, MTOUSA 1945
Section IV, Circular 112, MTOUSA 1945
Section II, Circular 117, MTOUSA 1945
Circular 128, MTOUSA 1945.

II INVESTIGATION AND REPORTS OF ACCIDENTS AND INCIDENTS:

2. Scope of Circular

a. The provisions of this Circular will be controlling with respect to the investigation of all accidents or incidents occurring within this theater and the processing thereof, inappropriate provisions in AR 25-20, AR 25-25 or AR 25-90 to the contrary notwithstanding.

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b. The reports of investigation required hereby will provide adequate basis for all official or administrative action properly required by the circumstances, including approval or disapproval of any resulting claim in favor of or against the Government, determination of any line of duty question involved, accomplishment of survey of loss, damage or destruction of Government property, and initiation of appropriate disciplinary measures.

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

Hq MTOUSA Circular Number 175 (Cond't)

3. Investigation Required:

a. An investigation of accidents or incidents will be made where:

(1) A claim is made, or

(2) Government property is damaged, lost or destroyed in cases where survey is required (See Cir. 23 MTOUSA 1946 and letters this headquarters (AG 600.91/058 JA-O) dated 30 September 1946 referring to requisitioned real estate, improvements and appurtenances), or

(3) Private property is damaged, lost or destroyed, or

(4) Injury or death results to any civilian, other than a United States civilian employee of the Government acting within the scope of his employment and covered by the United States Employees Compensation Act; or

(5) Directed by competent authority; or

(6) Death or injury results to military personnel when an investigation is required under AR 345-415 and AR 600-550 or Circular 48 MTOUSA 1945; or

(7) Government property is lost, damaged or destroyed or injury or death results to military personnel under circumstances which indicate the existence of a claim in excess of $25.00 in favor of the Government under AR 25-220.

b. Such investigations will be made by the personnel and in the manner hereinafter provided.

4. Responsibility for Investigations: The immediate responsibility for the investigation of an accident or incident resulting in personal injury, death or property damage rests upon the Commanding Officer of the detached company, battalion, regiment, post, camp or station, or higher echelon directly concerned with such accident or incident, provided that where two or more such units are concerned, the senior of the commanding officers involved will decide which will have immediate responsibility for the investigation to be made in accordance with the provisions of paragraph 7 of this Circular.

5. Preliminary Report of Accident:

a. In accidents or incidents involving motor vehicles reports required by Circulars 136 and 147 MTOUSA 1946 will be made.

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Hq MTOUSA Circular Number 175 (Cont'd)

b. In accidents or incidents other than those mentioned in the preceding paragraph, the military or civilian personnel employed by the United States Armed Forces involved will immediately submit a report on WD AGO Form 438 or 439 as the case may be, as provided in Section II Circular 136, MTOUSA 1946, and in addition will submit an additional copy thereof to the United States Claims Service, Rome, Italy, APO 794, United States Army.

c. Reports of preliminary investigation will be submitted to the commanding officer referred to in paragraph 4, above, who will refer said preliminary report to this investigating officer hereinafter referred to in paragraph 6, and will also comply with Section II, Circular 136, MTOUSA, 1946.

d. When the accident or incident occurs at some point distant from the command or station of the person involved, he will submit the forms and reports referred to in subparagraphs a and b, above, to the nearest traffic control point or unit in the vicinity. The commanding officer of such control point or unit to which such reports are submitted will transmit the same to the commanding officer of the nearest base section who, upon receipt of such reports, will refer them to his investigating officer for the action required by paragraph 7 below.

6. Appointment of Investigating Officers:

a. The commanding officer of each major command, post, camp, station, regiment, battalion, detached company or similar unit, or corresponding air corps unit, will designate in orders an officer of his command as investigating officer for the purpose of conducting the investigation and performing the duties prescribed in paragraph 7, below. Wherever necessary, in the discretion of the commanding officer, additional investigating officers may be appointed.

b. The commanding officer will designate such officer in orders as the board of one officer in any case within the provisions of Article of War 105, and will likewise constitute the investigating officer as the board of officers or surveying officer required by Army Regulations for the investigation of any accident involving death, personal injury, or property loss or damage.

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7. Duties of Investigating Officer:

a. It shall be the duty of the investigating officer to investigate each accident or incident of a character mentioned in paragraph 3, above. His investigation will cover all phases of the accident or incident and its possible future bearing on the interests of the service, including possible claims for or against the Government, the line-of-duty status of injured service personnel, and the question whether the circumstances properly call for disciplinary action; but this investigation will not take the place of any general investigation of charges required under Article of War 70.

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Hq MTOUSA Circular Number 175 (Cont'd)

b. No assessment of the monetary value of any damage sustained by any civilian will be made and no statements as to, or offers of, payment in settlement of claims will be made nor will any admission be entered into with any claimant as to the sum which such claimant would be willing to accept in settlement of his claim, except in cases where action under Article of War 105 is resorted to for settlement of a claim after consultation with the United States Claims Service as provided in subparagraph c of paragraph 8, below, except in those instances where directives relating to real estate require establishing of values.

c. All investigations of the investigating officer shall be conducted in the manner and be of the scope and character provided by applicable provisions of paragraph 8, AR 25-20 and the regulations pertinent to the particular accident or incident being investigated, (See par. 9, AR 25-20).

d. The reports of investigation of investigating officers will normally be made in triplicate but such additional copies will be prepared as may be required for any and all purposes for which such report may be used, including particularly those mentioned in paragraph a, above

8. Disposition of Reports of Investigation and Claims:

a. (1) The investigating officer, upon the completion of his investigation, will submit his original report and the copies thereof to the commanding officer by whom he was appointed.

(2) The report of investigation will take the place of WD Form Number 30 referred to in AR 850-15.

b. Upon receipt of such report by the commanding officer, he will process the same in the indicated manner:

(1) In the event that such report discloses damage to or loss or destruction of property belonging to, or personal injury or death of, persons other than American employees of the United States Government or members of the United States Armed Forces, the commanding officer will forward one copy of the report and all exhibits thereto, without delay to Regional Office XI, United States Claims Service, APO 88, United States Army, if the incident occurred in the provinces of Gorizia, Fiume, Trieste, or Pola, or if the incident occurred elsewhere within the Theater to United States Claims Service, Rome, Italy, APO 794, United States Army or Theater Judge Advocate, Headquarters MTOUSA, APO 512, United States Army.

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

c. In the event that Survey (Cir. 23 MTOUSA 1946 and letter, this Hqs. (AG 600.91/058 JA-O), dated 30 September 1946 relating to requisitioned property) line-of-duty status (AR 345-415, AR 600-550), Article of War 105 (AR 25-80) or disciplinary action is involved, he will retain the original and copies of the report (after complying with paragraph b when that paragraph is applicable) and take such administrative and disciplinary action as may be required by the regulations applicable in each of the above instances. Article of War 105 will not be resorted to until the commanding officer has been advised by the United States Claims Service that it has not taken jurisdiction of and adjusted the claim under AR 25-90 or comparable procedure.

d. In the event such report, in addition to its application to any of the instances mentioned in subparagraphs b and c above discloses loss of or damage to property of military personnel or American civilian employees of the War Department (AR 25-100), he will retain one copy and forward the original and all remaining copies to the officer exercising general court-martial jurisdiction over the command. The latter will refer the report to his Staff Judge Advocate, who will review the said report for legal sufficiency. After corrective or supplemental action found necessary has been taken, the commanding officer exercising general court-martial jurisdiction over this command will approve or disapprove the report and forward the same, with the review of his Staff Judge Advocate to United States Claims Service, Rome, Italy, APO 794, United States Army or Theater Judge Advocate, Headquarters MTOUSA, APO 512, United States Army.

e. In the event the investigation, in addition to any of the foregoing, discloses a claim in favor of the Government, the original report and copies thereof required by AR 25-220 will be forwarded through channels to the Commanding General, MTOUSA, for appropriate action.

III INJURIES TO OR DEATH OF CIVILIAN EMPLOYEES OF THE UNITED STATES:

9. Claims of United States Civilian Employees of the United States Forces:

In the event of a claim for injury to or death of a United States civilian employee, the same should be forwarded at once to Civilian Personnel Division, Adjutant General Section, Headquarters, MTOUSA, APO 512, United States Army.

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10. Claims of Civilian employees in Italian territory:

a. In the event of a civilian employed locally by the United States Forces in Italy, sustaining death, injury or illness arising out of and in the course of such employment, the commanding officer of the employing unit will:

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(1) Cease paying his salary or wages as from the date he stops work.

(2) Give him, or his dependents, a certificate of injury in the form set out in subparagraph c, below.

(3) Advise him, or his dependents, to apply to the local office of the Istituto per l'Assicurazione Contro Gli Infortuni sul Lavoro, for such medical attention and/or compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the doctors employed by them can be ascertained from the Major (Podesta').

b. No compensation or medical attention (other than first-aid treatment) should be given, as the above Istituto is organized to deal with them. It has an office in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.

c The certificate of injury referred to in subparagraph a, above will be in the indicated form. It will be made in quadruplicate and signed by the commanding officer of the employing unit. The first copy, on which neither his rank or his unit will be shown, will be given to the injured person or his dependents, to be handed to the Istituto. The second copy, on which the rank, unit and its location will be added, will be sent to the appropriate regional office of the United States Claims Service (See paragraph 8b, Section II, this circular). The third copy, similarly completed, will be sent to the headquarters of the base section in which the employing unit is located. The fourth copy will be kept for unit records.

"CERTIFICATE OF INJURY

"1. I certify that Signor_____
of _____(address)_____ born on _____(date)_____
the son of _____(Father's name)_____ and of _____(mother's name)_____
was killed incapacitated at _____ hours on _____(date)_____
at _____(exact location of the accident)_____
in an accident arising out of and in the course of his employment
with the United States Forces as _____(exact nature of employment)_____

"2. The accident occurred in the following circumstances:

(Give short particulars and state whether the accident was attributable to any willful or negligent act of the employee).

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"3. His daily earnings for each of the fifteen days immediately prior to the accident were as follows.

Day Date	Gross Earnings (including overtime)	Day Date	Gross Earnings (including overtime)	Day Date	Gross Earnings (including overtime)
1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	

Signature of the Commanding Officer _____
Name in block letters _____
Serial Number _____
Date _____

11. Claims of Civilian employees in Greece:

a. In the event that a civilian employed locally by the United States Forces in Greece sustains death, injury or illness arising out of and in the course of such employment, the commanding officer of the employing unit will:

(1) Cease paying his salary or wages as from the date he stops work.

(2) Give him or his dependents a certificate of injury in the form set out in subparagraph c, below.

(3) Advise him, or his dependents, to apply to the local office of the Social Insurance Institute (Kinonikos Asfalissis) for such medical attention and/or compensation as he or his dependents are entitled to receive.

3615 b/ No compensation or medical attention (other than first aid treatment) should be given, as the above Institute is organized to deal with them. It has offices in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.

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c. The certificate of injury referred to in sub-paragraph a, above, will be in the form indicated. It will be made in triplicate and signed by the commanding officer of the employing unit. The first copy, on which neither his grade nor his unit will be shown, will be given to the injured person or his dependents to be handed to the Institute. The second copy, on which the grade, unit and its location will be added, will be sent to the headquarters of the Base Section in which the employing unit is located. The third copy will be retained for unit files.

"CERTIFICATE OF INJURY

I certify that _____ _____ of (address) _____

born on (date) the son of (father's name) and of (mother's name)

was killed/incapacitated at ___ hours on (date) at (exact location

of the accident) in an accident arising out of and in the course of his

employment with the United States Forces as (exact nature of employment)"

d. Offices of the Social Insurance Institute are located at the following centers, Athens, Piraeus, Elefsis, Chalandri, Amerussion, Kiffissia, Salonika, Patras, Volos, Kalamata, Messina, Joannina, Cavalla, Chania, Heraklion, St. Nicolaos, Rethymnon, Aegion, Verria, Edessa, Naoussa. The address of the officer and of the doctors employed by it can be ascertained from the local authorities.

12. Claims of Civlian Employees in Other Areas of the Theater:

In the event of a civilian employed in areas other than those mentioned immediately above sustaining death, injury or illness arising out of and in the course of their employment with the United States Forces, the commanding officer will immediately forward complete details to the Theater Judge Advocate, Headquarters MTOUSA, APO 512, U. S. Army, together with the report of investigation required in Section II of this Circular.

IV United States Claims Service

13. Establishment Under Operational Control of Chief Claims Officer:

a. The administration of claims shall, subject to the direction of this headquarters, be under operational and technical control of the Theater Judge Advocate who shall be the Chief Claims Officer.

b. In order that a uniformly descriptive term may be employed which is easily recognized by local inhabitants and at the same time distinguished from like services of other forces, the administration of claims shall be conducted under the name of "United States Claims Service".

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c. Personnel of the Theater Judge Advocate section detailed thereby to perform functions in the United States Claims Service will be attached to Major Commands or units within or under the jurisdiction of this theater, as may be requested by the Theater Judge Advocate, for rations and housing, transportation, suitable billets, office space and supplies. The officer in charge of any regional or branch office of the United States Claims Service may requisition from the Major Command, or unit of issue in the area in which operations are conducted, stationery, office supplies, equipment and services necessary to the efficient operation of the claims service in the territorial area of the Major Command or unit, without reference to this headquarters. Commanders of all units will cooperate to the fullest extent to assist members of the United States Claims Service in the accomplishment of their mission.

d. Travel and other orders will be issued to personnel of the United States Claims Service by this headquarters, which orders will be honored by all commands and installations within this theater.

e. Direct communication with any unit or installation within this theater or with The Judge Advocate General, or with any organization outside this theater, in connection with claims matters, is authorized.

14. Functioning in Italian Territory (Except Venezia-Giulia):

a. In Italian territory, the United States Claims Service will investigate, consider, adjust and determine claims of the same kind and nature as would be considered, adjusted, determined and paid under the Act of Congress approved 2 January 1942 (Foreign Claims Act, AR 25-90), as amended, as if said Act were applied in Italian territory; but the Act referred to will not be applied in the determination of claims by inhabitants of Italian territory. Such claims will be investigated, considered, adjusted, determined and paid in the manner hereinafter provided.

b. The United States Claims Service may investigate, consider, adjust and determine claims asserted by inhabitants of Italian territory against the United States either under the agreement made in January 1944 or under that made 20 December 1945 between the United States Forces and the Minister of the Treasury representing the Italian Government, as the Chief Claims Officer shall direct.

c. Claims by inhabitants of Italian territory, when investigated, considered, adjusted and determined by the United States Claims Service under said agreement of January 1944 shall, when found meritorious and approved for payment by the Chief Claims Officer, or Theater Commander, be certified for payment by the Chief Claims Officer to the representative designated by the Italian Minister of Finance for the purpose, who shall acknowledge notification of receipt of such certification and, at the same time, the claimant shall be notified by the Chief Claims Officer that the claim has been approved

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for payment. On presentation by the claimant of the notice received from the United States Claims Service to the representative of the Italian Treasury nearest to claimant's residence, the claimant will be paid by the Italian Treasury in the approved amount upon simultaneous delivery by him to the Treasury's representative for onward transmission to the United States Claims Service of the notice of allowance bearing a release discharging any claim against the United States arising out of the incident on which the claim was based. The Italian Treasury will transmit such document to the Chief Claims Officer for file with the claim record.

d. Claims by inhabitants of Italian territory when not found meritorious by the Chief Claims Officer or Theater Commander shall be notified to the claimant by the Chief Claims Officer as having been disallowed.

e. In the case of claims by Italian inhabitants so determined, adjusted and paid under the agreement of January 1944, the Chief Claims Officer is authorized finally to approve for payment any claim in any amount provided, however, that any claim in any amount in excess of $2,500.00 may be approved only after concurrence by the Theater Commander who will, after taking action, return the file to the Chief Claims Officer for certification to the Italian authorities or for notice of disallowance as above provided and for file.

f. Claims referred to above will not be considered by the United States Claims Service unless presented within one year after the occurrence of the accident or incident out of which the claim arises, provided that if exceptional circumstances are shown which prevented the filing of a claim within the one-year period the Chief Claims Officer may, in his discretion, allow the waiver of the limitation herein provided.

g. The United States Claims Service, in lieu of itself investigating, considering, adjusting, determining and certifying for payment or disallowing any claim or class of claims by one or more inhabitants of Italian territory, may refer such claim or class of claims to the Italian War Ministry for investigation, consideration, adjustment, determination and payment, or to the Genio Militare, as the Chief Claims Officer shall direct, under the provisions of the agreement of 20 December 1945, and such other subsequent agreements supplementary thereto as may be made between Italian Government representatives and the Chief Claims Officer.

h. In accordance with the agreement of 20 December 1945, the United States Claims Service will, on request from the Italian authorities, furnish to them such information from United States sources as may be reasonably necessary and available to assist the Italian authorities in the investigation and adjustment of claims investigated and adjusted by them under the terms of said agreement.

i. Under the terms of the agreement of 20 December 1945, the Italian authorities adjusting the claims of Italian inhabitants, will not pay to any one claimant or to any group of claimants whose claims arise out of one incident common to all, any sum in excess of 250,000 Lire without the prior

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concurrence of the United States Claims Service. The Chief Claims Officer, is authorized to concur or not concur for the United States Claims Service in any such payments proposed to be made by the Italian authorities.

j. Claims on account of the authorized use of movable property and claims on account of the authorized procurement of supplies, equipment, facilities and services of all kinds will not be investigated or considered for adjustment by the United States Claims Service. They will be handled as procurement matters in accordance with existing procurement directives. Claims on account of unauthorized use or procurement as mentioned above will be fully investigated by the United States Claims Service and, if final investigation reveals that these claims are just charges against the United States Forces, the United States Claims Service will turn over all papers in connection therewith to the procurement agency for final processing. Claims on account of the authorized or unauthorized use of real estate, improvements thereon and contents thereof, and appurtenances thereto will not be handled by the United States Claims Service but will be processed by the appropriate real estate service. However, claims on account of damage, loss or destruction of real property occasioned by or attributable to the authorized or unauthorized use of real estate, improvements or appurtenances, including contents of such improvements, will be handled by the United States Claims Service in accordance with letters this headquarters (AG 600.91/058 JA-O), dated 22 July 1946 and 11 September 1946 and 30 September 1946, subject "Real Estate." Such claims when investigated will be certified, under existing directives on the subject, to the Genio Militare, or other agency established for that purpose, for payment.

15. Functioning in Venezia-Giulia:

a. Excepted from the Agreement of 20 December 1945 are the Italian provinces of Gorizia, Fiume, Trieste, and Pola, consitituting "Venezia-Giulia".

b. Claims by inhabitants of Venezia-Giulia shall be investigated, considered, adjusted and determined as provided in paragraphs 14a through 14f and paragraph 14j of this Section IV, but, when found meritorious, shall be paid under arrangements established for the purpose in Venezia-Giulia by the United States Service with and through Allied Military Government in the area.

3613 16. Functioning in territory other than in Italy and Venezia-Giulia:

a. In territory throughout the theater other than Italian or Venezia-Giulia, the United States Claims Service will investigate, consider, adjust and determine claims by civilian inhabitants in accordance with the provisions of the Foreign Claims Act.

b. Claims by inhabitants of territory other than Italian or Venezia-Giulia shall be considered, adjusted, determined, and when found meritorious be paid by one or more Foreign Claims Commission constituted for the purpose

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in the United States Claims Service in accordance with the provisions of said Act and Army Regulations 25-25 and 25-90.

c. All claims of this category will be forwarded to United States Claims Service, Rome, Italy, APO 794, United States Army or to the Theater Judge Advocate, Headquarters MTOUSA, APO 512, United States Army.

17. Submission of Claims:

Claims will not be solicited, but a civilian who, either directly or through the police or other local authorities, requests information concerning the submission of a claim would be informed that he may submit his claim in writing to the commanding officer of any United States Army unit or to the United States Claims Service or Theater Judge Advocate. A commanding officer who receives a claim should transmit it without delay to the United States Claims Service or the Theater Judge Advocate for further action.

18. Claims of Prisoners of War and Surrendered Enemy Personnel:

Claims submitted by Prisoners of War, Surrendered Enemy Personnel and Displaced Persons will be handled as required by letter, this headquarters (AG 151/002 JA-O), dated 3 July 1946, subject: "Claims of Prisoners of War, Surrendered Enemy Personnel and Displaced Persons for money or property surrendered on incarceration", and such future regulations as may be published regarding such personnel.

19. In case of doubt as to the manner of handling claims in accordance herewith, direct correspondence with the Theater Judge Advocate is authorized.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

OFFICIAL:

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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 16 1946

CIRCULAR)
NUMBER 174)

12 October 1946

OFFICIAL DESIGNATION OF INSTALLATIONS - AAF

Extracts from General Orders Number 61, Headquarters European Air Transport Service, 19 September 1946, are quoted for the information of this headquarters:

"1. Effective this date, installations under this Command are designated as indicated below, in conformance with policy in effect at Headquarters United States Air Forces in Europe:

Eschborn Army Air Base
Tempelhof Army Air Base
Bremen Army Air Base
Munich Army Air Base
Tulln Army Air Base
Capodichino Army Air Base
Illesheim Army Air Base
Rhein/Main Army Air Force Station
EATS Terminal, Orly
EATS Terminal, Istres
EATS Terminal, Bovingdon
EATS Terminal, Furth Army Air Base
EATS Terminal, Wiesbaden Army Air Base
EATS Terminal, Ciampino
EATS Terminal, Stuttgart
EATS Terminal, Cazes

"2. The present designation of 'United States Air Force Station', as applied to installations under this Command, will no longer be used, (Authority: 1st Indorsement Headquarters, United States Air Forces in Europe, 17 September 1946 to letter, file 600.05, Headquarters, European Air Transport Service, subject: 'Official Designation of EATS Installations', 9 September 1946)."

3612 - BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 173)

11 October 1946

TRANSPORTATION OF REMAINS TO THE UNITED STATES

References: AR 55-120, AR 55-155, AR 55-370, AR 260-10

1. Preparation of Remains for Shipment. All deceased persons will be prepared for shipment to the United States by Graves Registration Service in accordance with current regulations.

2. Information to be furnished Port by Graves Registration Service.

a. Graves Registration Service will keep Port Commander, 10th Port of Embarkation, Leghorn, Italy, informed of number of bodies available for shipment to the United States.

b. Name, rank, and Army Serial number of each deceased person available for shipment to United States will be furnished Port Commander in sufficient time to permit issuance of proper orders designating attendants to accompany remains.

3. Delivery to Port of Embarkation. Upon notification by Port Commander that vessel is available for shipment of remains, Graves Registration Service will deliver remains to the Port Intransit Depot.

4. Storage. Remains will be stored temporarily at Port Intransit Depot until vessel is in suitable condition to receive them. Storage space provided will be maintained in a manner befitting the memory of the deceased.

5. Loading. When advised that vessel is in suitable condition to receive the remains, the Commanding Officer, Intransit Depot will deliver the remains to [illegible] for loading. Loading will be accomplished in a manner befitting the memory of the deceased.

6. Flags.

a. The Flag of the United States will cover the casket at all times until after it has been lowered into the vessel. After casket is lowered, the flag will be removed and folded in the manner prescribed in AR 260-10 and returned to Graves Registration Service.

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Hq MTOUSA Circular No. 173 (Cont'd)

(1) The Flag of the United States will be placed lengthwise of the casket with the union at the head and over the left shoulder of the deceased.

b. Masting of the vessels' flag. The vessel will half-mast the national ensign in accordance with AR 55-370.

7. Documentation.

a. War Department Shipping Documents will be prepared by Graves Registration Service and 12 copies will be furnished Intransit Depot commander upon delivery of remains to the depot.

b. Information that remains are aboard, with names of individual, will be placed on the ships manifest prepared by the Port of Embarkation.

8. Attendants. Attendants to accompany remains will be designated from personnel returning to the United States on the same vessel.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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UNITED STATES ARMY
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OCT 16 1946

CIRCULAR)
NUMBER 172)

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11 October 1946

UNIFORM - WEARING OF SCARFS

1. During the period when the winter uniform is worn the wearing of a scarf, of the prescribed color, is authorized for optional wear in lieu of a necktie.

a. BY ENLISTED PERSONNEL - At any time when the necktie is not specifically prescribed.

b. BY OFFICERS -

(1) When the Shirt, Wool, is the outer garment.

(2) When the Field Jacket, Wool, (Eisenhower) is worn.

(3) When the overcoat is worn over the shirt or Field Jacket, Wool.

(4) When the Field Jacket, M-1945, Cotton is worn.

(5) The scarf will not be worn when the Coat Service is worn.

2. When the Field Jacket, Wool, is worn as the outer garment and the scarf is worn, the collar of the shirt will be folded smoothly over the outside of the collar of the jacket, and the scarf will be worn under the shirt collar in the prescribed manner.

3. With the Field Jacket, Cotton, M-1945, and the overcoat, the shirt collar will be worn inside the collar of the Jacket or Overcoat.

4. Reference: Section III, MTOUSA Circular Number 7, 1945 and MTOUSA Circular Number 131, 1946.

5. The instructions contained herein supplement the provisions of paragraph 2, MTOUSA Circular Number 131, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 171)

10 October 1946

RAIL TRAVEL ON U.S. MILITARY TRAINS NO. 88 AND NO. 400

1. Service on military trains No. 88 and No. 400 was established for the transportation of Military Personnel and their dependents only, and certain civilian personnel traveling on valid orders.

2. No authority for rail travel of civilian employees will be granted for any trains except the 88 and 400 and then only on authority of properly issued orders by organizations concerned. For all other trains or carriers, travel by employees will be procured from Italian State Railway's regular train service and at expense of individual.

3. The issuance of permanent or semi permanent passes by Major Commands is pro ibited. All passes previously issued will be taken up by employing organizations.

4. Organizations employing civilians will have orders published by the AG covering each individual for whom travel is desired.

5. Orders will be issued only in cases required by military necessity and not for compassionate, political or good will reasons.

6. Travel orders published by the AG will be presented to the Rail Transportation Officer who will issue the necessary tickets for travel and only on that authority.

7. Rail Transportation Officers are instructed to issue no tickets for travel except upon presentation of orders published by the command concerned.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 170)

9 October 1946

PAY CREDIT FOR WORKING SURRENDERED ENEMY PERSONNEL

1. PURPOSE

The purpose of this circular is to establish procedures for pay credits to Surrendered Enemy Personnel in United States custody in this Theater.

2. AMOUNT

a. Current appropriations for pay credits to Prisoner of War, not to exceed 80 cents per day, may be used to include working Surrendered Enemy Personnel, effective 1 July 1946.

b. Funds are available from open allotment 2170425 701-68 P419-01 S 121-999.

3. METHOD OF PAYMENT

a. The method of payment to Surrendered Enemy Personnel shall, in general, follow the regulations for payment of Prisoners of War as stated in Chapter 4, TM 19-500.

b. Individual Pay Data Record, WD AGO Form 19-13, will be instituted as early as is practicable and kept current for ready reference. Payrolls will be prepared on WD AGO Form 19-25, with appropriate changes, and will be submitted to the disbursing officer who regularly pays the accounts for the camp. Sums credited will be taken up as a voucher collection to the prisoners' trust fund account and held until repatriation.

c. Military Payment Orders will be the only method whereby SEP will receive funds, and this payment will be made upon repatriation, or by transferring all or a portion of such funds to the families of SEP's in Germany and Austria. Plans are now being made whereby the transfer of funds to SEP's families can be effected. Such plans and instructions pertinent thereto will be announced later.

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4. DAILY PAY CREDIT

a. Surrendered Enemy Personnel will receive pay credits for work performed in this Theater of Operations retroactive from 1 July 1946. "Work", for the purpose of this circular, is hereby defined as "performance of assigned tasks in the interests of the United States Government and not routine policing, sanitation details or labor performed as punishment".

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b. SEP assigned to T/O positions in German Service Units, and Casual SEP performing assigned tasks, will receive a pay credit of eighty cents ($0.80) per day.

5. WORKING HOURS

a. The work week shall consist of six (6) eight (8) hour days with one day in each week, Sunday when practicable, being a rest day.

b. If a working SEP is prevented from working due to injury or sickness sustained in line of duty and not attributable to fault or negligence on the part of the SEP, he shall continue to receive pay credit at the rate of 80 cents per day for the entire period of non-working status caused by such injury or sickness. In the event a SEP is repatriated prior to the termination of this non-working status, pay as provided herein will terminate at date of repatriation.

c. No pay credit will accrue to any working SEP who is prevented from working by injury or sickness found to be due to fault or negligence on the part of the SEP. For pay purposes, a SEP will be considered at fault if the injury or sickness is caused by intoxication, unauthorized use of narcotics, or other misconduct on the part of SEP.

6. Major Commands will maintain work records of all Surrended Enemy Personnel control. Upon release of SEP, such records will be forwarded to the Central Records Section, Auxiliary Troops Command, APO 782, Hq. PBS, who will be responsible for executing vouchers and bringing work records up to date.

7. PENALTY WITHHOLDINGS

Whenever it is established that a SEP is responsible for loss, damage, or destruction of property, disciplinary action will be taken; and the estimated value of the property lost or destroyed or the estimated cost of repairing the damage done will be charged against and deducted from accrued and accruing pay allowances of such SEP and from any other funds belonging to such SEP which were impounded upon his surrender, until such claim is fully satisfied. This provision shall not be construed to authorize the retention of a SEP otherwise eligible for repatriation, in order to collect any such charge against him.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

12 1946

CIRCULAR)
NUMBER 169)

7 October 1946

APPREHENSION PROGRAM

Circular 95, this Headquarters dated 12 June 1946, is supplemented by this circular.

1. Paragraphs 2a, b, and c, War Department Circular 274, dated 10 September 1946, are quoted for information and compliance by all subordinate commands:

"a. All personnel will be thoroughly instructed in their duty to apprehended unauthorized absentees, and those performing military police duty as town patrols, on trains, or in stations, will be especially instructed and alerted to exert every possible effort with respect to the apprehension of absentees. Attention will be directed to paragraph 12a, AR 615-300, which authorizes and directs all personnel to arrest absentees whatever may be the grade of the person making the arrest or of the person arrested.

b. Every suspected absentee will be reported at once to the military police or to the nearest military post. Every known absentee will be taken into custody.

c. Commanding Officers will insure that copies of WD AGO Form 46 (Report of Return of Absentees from the United States Army), are prepared and distributed within 24 hours after receipt of notice that the absentee has returned to military control."

2. All subordinate commanders will take vigorous appropriate action to insure compliance with Paragraph 1 above and Circular 95 this Headquarters, 1946.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3607

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UNITED STATES ARMY
APO 512

CIRCULAR)
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NUMBER 168) 7 October 1946

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

Circulars Number 64 and 65, both this headquarters, 1946, 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 27, AR 600-40 as changed by Change Number 10, 24 August 1946, for period of ninety (90) days from date of discharge, or release from active duty.

c. 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, as changed by Changes Number 10, dated 24 August 1946.

3606 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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*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 comparative 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. The uniform will be worn without insignia except that the shoulder sleeve insignia as prescribed in AR 600-35 will be attached permanently to the outer half of the left sleeve of the outer garment, the top of the insignia to be one-half inch below the top of the shoulder seam.

b. When the uniform is worn by members of the United Services Organization Camp Shows (U.S.O.), insignia will be worn as indicated:

(1) Shoulder Sleeve: As prescribed in paragraph 14a, AR 600-36

(2) Cap Insignia: As prescribed in paragraph 14a, AR 600-36

(3) Lapel Insignia: As prescribed in paragrdph 14b, AR 600-36

c. The wearing of insignia of grade, arm or service, military awards, Service Ribbons, and decorations, overseas chevrons, and/or Divisional or other unit insigia, is prohibited, except on occasions of ceremony, as authorized in paragraph 3, above.

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III--SALE OF UNIFORMS TO AMERICAN CIVILIAN

5. See provisions of MTOUSA Circular Number 63, dated 7 May 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, MD
Adjutant General

DISTRIBUTION:
"Z"

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

OCT 14 1946

NUMBER 167)

4 October 1946

NONAPPROPRIATED FUNDS

General I
Classes of Funds II
Administration of Funds III

Section I, Circular Number 21, 1944, Circular Number 29, 1945, Circular Number 62, 21 April 1945 and Circular Number 90, 27 June 1945, this headquarters, are rescinded and the following substituted therefor:

SECTION I

GENERAL

Paragraph
Scope 1
Definitions 2
Funds Authorized 3
Legal Immunity 4

1. SCOPE - This circular governs nonappropriated funds of all organizations of the United States Army within the limits of MTOUSA, except those of transient units or organizations.

2. DEFINITIONS

a. Nonappropriated Funds. Nonappropriated funds consist of cash, investments, or other assets accumulated in the conduct of revenue-producing, welfare, and certain other activities. For purposes of these regulations, the following nonappropriated funds are excluded:

(1) Funds of Army Emergency Relief.

(2) Funds of the American Red Cross.

(3) Prisoner of War Funds.

(4) Civilian Welfare Funds.

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b. Classes of nonappropriated funds:

(1) Revenue-producing funds. Certain activities, established primarily to furnish merchandise and services to military and authorized civilian personnel within the theater are operated as commercial enterprises and produce revenue; they require accumulations of cash, investments, and other assets for the conduct of their business; the aggregate of such cash, securities, and other assets are revenue-producing funds. Some welfare activities produce incidental revenues in the discharge of their primary function and therefore have aspects of revenue-producing activities.

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(2) Welfare Funds - Welfare funds are those funds established and maintained from income derived from revenue-producing activities of the Army, from voluntary contributions. Welfare funds are used to defray the expenses of providing athletic, recreational, and welfare services and facilities for military personnel.

(3) Sundry Funds - Funds of clubs, mess funds, or funds of other associations organized by military personnel will be classified as sundry funds. Because of the relationship to the Army of the activities financed by such funds, such activities will be supervised by the commander of the unit or installation in which they are operated and in compliance with provisions set forth herein.

3. FUNDS AUTHORIZED

a. The following types of revenue-producing funds are authorized:

(1) The Theater Exchange Fund.

b. The following types of welfare funds are authorized:

(1) The MTOUSA Central Welfare Fund.

(2) Hospital Funds.

(3) Major Command Welfare Funds.

(4) Headquarters funds of the headquarters of organizations larger than a company or air force squadron.

(5) Unit funds of companies, troops, batteries, air force squadrons, bands, detachments, and similar units.

c. The following types of sundry funds are authorized:

(1) Funds of associations of military personnel, such as officers' clubs, noncommissioned officers' clubs, EM clubs, rest hotels and camps, restaurants, etc.

(2) Mess Funds.

(3) Religious funds.

(4) Class VI Special Merchandise Fund.

d. Submit application to Theater Commander for authorization for funds not included above.

e. The following trust funds are authorized:

Major Command Trust Fund.

4. LEGAL IMMUNITY

Activities and funds authorized in these regulations are Government

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instrumentalities and are entitled to the immunities and privileges of such instrumentalities, unless otherwise provided.

SECTION II

CLASSES OF FUNDS

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MTOUSA Central Welfare Fund	6
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Sundry Funds	12

5. REVENUE-PRODUCING FUNDS

a. Purposes - Revenue-producing funds are established to finance activities involving the sale of services and merchandise. Reasonable profits under prescribed limitations are permissible. No projects, other than the basic business of the revenue-producing agencies will be entered into without prior approval from the Commanding General, MTOUSA.

b. In addition to the direct benefits accruing to military personnel resulting from the sale of merchandise and services at low prices, such profits as are produced will be devoted to welfare activities primarily, for the benefit of the MTOUSA Theater as a whole.

c. Administration - The revenue-producing funds will be administered in accordance with basic policies determined by the War Department and in accordance with provisions set forth herein. Funds of Theater Exchanges and the Theater Exchange Fund will be administered in accordance with AR 210-65 and provisions set forth herein, and will be under the staff supervision of the Theater Exchange Officer.

6. MTOUSA CENTRAL WELFARE FUND

a. Purposes and Beneficiaries - The MTOUSA Central Welfare Fund is established to facilitate control of non-appropriated funds and their proper redistribution among welfare funds of units, installations, and activities within the Theater, based upon the need of such installations, or to other welfare funds.

b. Administration.

(1) The Board of Directors, MTOUSA Central Welfare Fund, will consist of the Assistant Chief of Staff, G-1, MTOUSA, Chairman; the Inspector General MTOUSA; The Theater Special Service Officer, MTOUSA; the Assistant Chiefs of Staff, G-1, Rome Area Command; 88th Division; Peninsular Base Section; and the S-1 of Headquarters Command MTOUSA and Graves Registration Service, MTZ.

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(2) The MTOUSA Central Welfare Fund will be administered by a custodian in accordance with policies established by the Board of Directors.

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(3) (a) Regular meetings of the Board of Directors will be held monthly.

(b) Special meetings may be called by the Chairman or on the request of any two (2) members of the Board.

(4) Requests for special grants (see e (4) below) shall be addressed to the Chairman, Board of Directors, and sent to the Custodian, MTOUSA Central Welfare Fund, in care of G-1 MTOUSA, APO 512, U. S. Army, who will present such requests to the Board of Directors. Requests for special grants will include:

(a) A detailed description of the project.

(b) Complete justification for the project.

(c) Detailed estimate of costs.

(d) A statement of what funds, materials and/or labor are available, and the balance required as a grant.

c. Function - The function of the Board of Directors primarily is to make recommendations to the Theater Commander relating to any matters in connection with nonappropriated funds. The Board will:

(1) Recommend the distribution of monies from the MTOUSA Central Welfare Fund to funds of organizations or units within the Theater through a Major Command Trust Fund.

(2) Recommend reporting systems as may be necessary for the exercise of adequate controls.

(3) Recommend the payment into the MTOUSA Central Welfare Fund of amounts of cash or securities in excess of reasonable current requirements of sundry funds, such as those of clubs and associations of military personnel.

(4) Appraise from time to time the financial statements of revenue-producing activities, to determine funds in excess of their needs and to recommend the transfer to the MTOUSA Central Welfare Fund of such excess funds (see paragraph 4a (1), (2), (3) above).

(5) Recommend requests for funds which may be desired from the War Department Army Central Welfare Fund.

(6) Recommend the disposition of accumulations of cash and securities in the MTOUSA Central Welfare Fund in excess of the prospective needs or means of utilizing that fund for the welfare of troops in this theater.

(7) Make recommendations which are within the scope of its function and which are not specifically mentioned above.

d. Revenue - The following monies will be transferred to the MTOUSA Central Welfare Fund:

(1) Monies or other assets determined to be in excess of the

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needs of revenue-producing activities. (See c (3) above).

(2) All cash, securities and proceeds from sale of property remaining in the fund of any organization upon its inactivation or in any sundry fund of an activity which is terminated, except in the case of a hospital fund (see paragraph 22a (2)) and except as otherwise provided under paragraph 22a (4) hereof.

(3) Contributions or donations for the welfare of the military personnel in the theater, not otherwise designated by the donors.

(4) Proceeds obtained from theatrical, entertainment or athletic events conducted on a theater-wide basis.

(5) Assets in excess of $10,000 of clubs, messes, restaurants, etc. with a membership of 500 to 700 members will be turned into the MTOUSA Central Welfare Fund.

(6) Assets in excess of $7000.00 of clubs, messes, restaurants, etc. with a membership of 200 to 500 members will be turned into the MTOUSA Central Welfare Fund.

(7) Assets in excess of $5000.00 of clubs, messes, restaurants, etc. with a membership of less than 200 members will be turned into the MTOUSA Central Welfare Fund.

e. Expenditures - The MTOUSA Central Welfare Fund may make expenditures for expenses incurred in the operation of the fund, and, when approved by the Theater Commander, it may make transfers of funds to:

(1) Trust Funds of Major Commands.

(2) To organizations not a part of a major command.

(3) To any revenue-producing activity, when in the opinion of the Board of Directors, the revenue-producing activity requires additional capital.

(4) As grants to Major Command and to Headquarters Funds for projects, provided that any surplus from a grant for a specific project will revert to the MTOUSA Central Welfare Fund after the project is terminated or completed.

7. HOSPITAL FUNDS

a. Purposes and beneficiaries - Hospital funds are established to provide for the procurement of facilities, equipment or services which contribute to the comfort, pleasure, contentment, mental and physical improvement of the patients in hospitals. Incidental use or enjoyment of such facilities, equipment or services by medical detachment on duty at hospitals is, however, permissible. Medical Corps units or detachments may have unit funds which are administered in accordance with the provisions set forth herein for unit funds.

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b. Revenues.

(1) Voluntary contributions or donations. (See paragraph 17a (2)).

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(2) Proceeds from the sale of property of the fund on inactivation of a hospital.

(3) Incidental revenue resulting from the sale of products of gardens or articles produced by patients, or from the operation of minor amusement facilities.

c. Expenditures from hospital funds may be made for:

(1) The welfare of patients in accordance with policies established by the Theater Surgeon. Expenditures will not be made for purposes for which appropriated funds are available, except for the purchase of articles which are immediately necessary and are not available for issue at the time or place where required.

(2) Expenditures may be made for those types of services, facilities or equipment which may be purchased by other nonappropriated welfare funds (see paragraph 18). The hospital fund may be used for the purchase of supplies, equipment or services specially designed to improve the conditions or contribute to the welfare of the sick in the hospital.

d. Administration - The senior medical officer of each hospital, or a subordinate officer designated by him, will act as custodian of the fund and will administer it with the advice of the hospital fund council.

(1) The hospital fund council shall consist of three officers present and on duty with the hospital to which the fund pertains or such lesser numbers as are present and on duty. At regular or special meetings of the council, authorizations will be made for the expenditure of funds. When hospital funds decline to levels inadequate to permit discharge of the purposes specified above, requests may be made with the approval of the Commanding Officer of the hospital to the MTOUSA Central Welfare Fund for grants.

(2) Except as specified in b above, no revenue-producing activities may be conducted by hospital funds.

(3) Where there is both a hospital fund and one or more unit funds for the detachment or detachments of a hospital, expenditures may be made from both the hospital fund and a unit fund for facilities, equipment, or services jointly enjoyed by enlisted men and patients. In the event of any disagreement as to the proper apportionment of expenses, the decision shall be made by the senior medical officer.

(4) Where there is a unit fund at a hospital, the unit fund shall receive no monies from the hospital fund.

8. MAJOR COMMAND TRUST FUNDS

a. Purposes and Beneficiaries - A Major Command Trust Fund provides a central depositary into which dividends or payments received from revenue-producing activities will be paid initially, the fund to redistribute such receipts to the Command Welfare Fund, Headquarters Funds, Unit Funds and the MTOUSA Central Welfare Fund.

b. The limitations on distribution to Major Command Welfare Funds are:

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(1) The Major Command Trust Fund is the only fund which may receive dividends or payments initially from major revenue-producing activities. Distributions to the Command Welfare Funds from the Command Trust Fund will be made under provisions stated herein, except where funds are available, Command Trust Funds are authorized to make initial distributions to Welfare Funds or newly activated organizations or installations based upon strength reported. Such initial distribution will be made at the following rates:

(a) Headquarters Funds, 20 cents per man.

(b) Unit Funds, $2.00 per man.

(c) Command Welfare Funds, $1.00 per man.

(2) No distribution will be made to Unit Funds which had net working capital of $3.00 or more per man as of the last day of the preceding month nor will any amount be paid into such funds which would cause the net working capital thereof to exceed $3.00 per man.

c. Expenditures - Expenditures will be made monthly from the Command Trust Fund to specified funds in the following manner:

(1) On or before the 5th day of each month, the custodian of the Command Welfare Fund, of each headquarters fund of the highest echelons of command, and of each unit fund will report to the custodian of the Command Trust Fund the net working capital of the fund of which he is custodian and the strength of the installation, headquarters, or unit to which the fund pertains. Net working capital is defined as the aggregate of cash and securities less total liabilities.

(2) Average strength during the preceding month will be reported for this purpose.

(3) On or before the 12th day of each month, the custodian of the Command Trust Fund will determine the total amount which may be distributed to claimant Command Welfare Funds, headquarters and unit funds. The custodian will also determine the cash balance in the Command Trust Fund and will divide such balance into two equal parts called Part A and Part B.

(4) On or before the 15th day of each month

(a) The custodian will transfer from Part A to the Command Welfare Fund amounts not in excess of $1.00 per man, based upon strength. In no event will any amounts transferred cause the Command Welfare Fund to exceed currently imposed limitations of the maximum net working capital of $2.00 per man.

(b) From Part B, the custodian of the Command Trust Fund will pay to unit funds pro rata amounts, not in excess of $2.00 per man, provided that no payment will increase any unit fund beyond the currently imposed limitation of $3.00 per man and provided further that such payment is not prohibited by (6) below.

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(c) Of amounts remaining in Part B, the custodian of the Command Trust Fund will pay to the headquarters funds of the installation and

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the highest independent organizational unit prorate amounts, not in excess of 20 cents per man, provided that no payment will increase the currently imposed limitation of 60 cents per man and provided further that such payment is not prohibited by (6) below.

(d) Amounts remaining in either part A or B may then be used for additional payments either to the Command Welfare Fund or to headquarters or unit funds, provided that such additional payments will neither increase such funds beyond current limitations nor increase the aggregate payment for the Command Welfare Fund $1.00 per man and $2.00 per man for unit funds or 20 cents per man for headquarters funds.

(5) There may be retained in each Command Trust Fund, when periodic settlement with the MTOUSA Central Welfare Fund is made, an amount equal to the authorized distribution to Command Welfare Funds in the latest month. Cash in excess of that amount remaining in a Command Trust Fund, after distributions to Command Welfare Funds within current limitations have been made, will be transmitted quarterly to the MTOUSA Central Welfare Fund. Cash remaining in the Command Trust Fund after distributions have been made to Command Welfare Funds in the months of January, February, April, May, July, August, October and November, may be retained for distribution to Command Welfare Funds in succeeding months of the calendar quarter within current limitations. After distributions to Command Welfare Funds have been made in the months of March, June, September, and December, cash in excess of an amount equal to the authorized distribution to Command Welfare Funds in those months remaining in the Command Trust Funds will be transmitted with the prescribed monthly report to the MTOUSA Central Welfare Fund. The balance in the Command Trust Fund upon inactivation of the major command will be transmitted to the MTOUSA Central Welfare Fund.

(6) The following procedures will apply to organizations which are disbanded or leave a command subsequent to the submission of their strength reports but prior to date on which distributions are made:

(a) No payments will be made to an organization which is disbanded on or after the last day of a month and prior to the date of distribution.

(b) Where a check cannot be forwarded to an organization because it has been disbanded or because a forwarding address is not available, The Adjutant General will transmit the check to the custodian of the MTOUSA Central Welfare Fund who is empowered to and will indorse such checks for deposit to the credit of the MTOUSA Central Welfare Fund.

d. Administration - The Command Trust Fund will be administered by a custodian designated by the major commander, except that any officer who is charged with audits of nonappropriated funds or whose duties entail the disbursement of public funds will not be assigned additional duties as custodian nonappropriated funds.

9. COMMAND WELFARE FUNDS

a. Purposes and Beneficiaries:

(1) The purposes of Command Welfare Funds will be to provide

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welfare facilities, equipment, and services for the general use of the military personnel of the installation as a whole when appropriated funds are not available, and to satisfy the needs of units for such facilities and equipment. While expenditures may be made for the purchase of facilities or equipment for specific units or for furnishing athletic or recreational facilities which by reason of their location may be enjoyed chiefly by a specific organization, in general, expenditures should be limited to purposes benefiting the command as a whole.

b. Limitations on net working capital of Command Welfare Funds:

The net working capital of welfare funds as of the last day of each month will be limited on the basis of strength reported to the amounts indicated below:

(1) Command Welfare Fund, $1.00 per man, except as provided in (c) below.

(2) Headquarters Funds, 60 cents per man provided in 8c (4c) above.

(3) Unit Funds, see paragraph 8b (2) and 8c (4c) above.

c. Net working capital of the Command Welfare Fund at or as it pertains to any of the installations outlined above will be limited to $2.00 per man based upon the strength of each installation for the last day each month.

d. When the net working capital of any Command Welfare or Headquarters Funds exceeds the prescribed limitation, cash and securities in an amount equal to such excess will be forwarded:

(1) To the Command Trust Fund when the amount is less than $10.00.

(2) To the custodian MTOUSA Control Welfare Fund when the amount is $10.00 or more.

e. Administration:

(1) The Command Welfare Fund will be administered by a custodian with the advice of the Command Welfare Fund council. The major commander or a subordinate officer designated by him will be the custodian. The exchange officer, athletic and recreation officer or any officer whose designation is prohibited by paragraph 8d above will not be designated as the custodian of this fund.

(2) The council will consist of not less than seven or more than nine members. The major commander will be the presiding officer of the council. In addition to the major commander, the council will consist of the Commanding Officer of subordinate units of the Command.

3609 (3) The custodian of the Command Welfare Fund will call upon the major command fiscal officer for advice with regard to the receipt of monies, the maintenance of bank accounts, and the accounting for funds.

(4) Subject to the approval of the commanding officer, the custodian may employ the accounting services of civilian employees of the Army

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Exchange to maintain the accounts and records of the fund. Where such services are employed, the Army Exchange may be reimbursed for the cost thereof.

10. HEADQUARTERS FUNDS

a. Purposes and Beneficiaries - Headquarters funds provide commanders of organizations and units larger than companies, batteries, squadrons, with funds to be expended in connection with athletic, recreation or welfare activities benefiting the command. Commanders of major commands, or of the largest independent organization in the theater may establish headquarters funds for their own headquarters and permit the establishment of headquarters funds in subordinate headquarters within their commands, provided that no unit or command having a command welfare fund may establish also a headquarters fund.

b. Revenues:

(1) The headquarters funds of the highest echelons of command may receive distributions from the Major Command Trust Fund and/or MTOUSA Central Welfare Fund on a strength basis and subject to limitations prescribed in paragraph 8b (1) (a). Headquarters funds of subordinate units may receive monies, by allocation on a strength basis subject to prescribed limitations, from the headquarters funds of higher units.

(2) Revenues may be received from interest on deposits, from the proceeds of the sale of property from the headquarters fund , and from such other sources as are authorized by Army Regulations.

(3) Headquarters funds may obtain grants from the MTOUSA Central Welfare Fund for specific projects approved by the Board of Directors, MTOUSA Central Welfare Fund.

c. Expenditures:

(1) Expenditures may be made by headquarters funds for the purposes specified in a above. In general, expenditures will be limited to the procurement of such articles or services as are not ordinarily made available through the operation of appropriated funds, Command Welfare or Unit Fund or to supplement procurement of such articles or services.

d. Administration - The commander of the organization to which a headquarters fund pertains or a subordinate officer appointed by him shall be custodian and is charged with the administration of the fund with the advice of the fund council. (See paragraph 14)

11. UNIT FUNDS

a. Purposes and beneficiaries - To supply funds for the procurement of articles or services, not available from appropriated funds nor from the welfare fund of any higher headquarters, which contribute to the welfare of the personnel of the unit to which the fund pertains and to supplement the procurement of such articles or services.

b. Revenues and expenditures:

(1) Unit funds may receive monies from:

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(a) Distribution on a strength basis from funds of higher headquarters, within any prescribed limitations.

(b) Revenues derived from minor profit-making activities, such as barbershops, tailor shops, etc., conducted by the unit.

(c) Proceeds resulting from the sale of property of the unit fund, and from interest on bank deposits and such investments as are held at the effective date of this circular.

(2) The custodian will be responsible that all expenditures made from the fund are within the purposes of the fund. (Also, see paragraph 17).

c. Administration - The officer in command of a unit to which a fund pertains will be the custodian and is charged with the Administration of the fund with the advice of the fund council of which he will be a member. (See paragraphs 13 and 14).

12. SUNDRY FUNDS

a. Funds of clubs and similar associations:

(1) The commanding officer of any unit, installation, or activity, when such action is in the interest of the service, may authorize the establishment, maintenance, and operation of funds of clubs and similar associations for military personnel, subject to any required approval which may be stipulated by the commanding officer of a higher echelon. For purposes of these regulations, the following definitions apply:

(a) Funds of clubs - Funds pertaining to any clubs, such as officers', noncommissioned officers', or enlisted men's clubs, which are organized by and for the personnel of individual units of company, battalion, regimental or similar size.

(b) Funds of associations - Funds pertaining to any clubs, restaurants, hotels, camps, or similar activities, whether for officers, noncommissioned officers, or enlisted men, which are organized for or patronized by:

1. The personnel of organizations or units larger than a regiment, such as a division or a wing.

2. The personnel of a specific branch of the Army, such as Quartermaster, Ordnance, Transportation, etc.

3. Transient personnel primarily, such as the transient officers' or transient enlisted men's messes and hotels in various cities.

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4. Personnel on temporary duty, leave or furlough at rest hotels, rest camps, recreation areas, etc.

(2) Such clubs and associations will be established, operated, or disbanded in accordance with the provisions of regulations of this headquarters, and any provisions of the constitutions, charters, and bylaws of such clubs and associations, including all existing clubs and associations, which

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is inconsistent therewith, will be inoperative. The activities of such clubs and associations, so far as not otherwise controlled by regulations of this headquarters, will be controlled and supervised by the appropriate major commander of the installation. Nothing in these regulations will be construed, however, as eliminating the necessity and desirability of the existing practice of members of such clubs and associations conducting their immediate operations in accordance with the provisions of their constitutions, charters, or bylaws as approved by the commanding officer of the unit, installation, or activity, through club officers, duly elected from the membership thereof, boards of governors, and appropriate committees, and otherwise managing the affairs and activities of such clubs and associations consistent with the regulations of this headquarters and directives of the commanding officer of the installation.

(3) When the commanding officer of group regimental or higher determines that the establishment of such a club or association is in the interest of the service, he shall fix the amount of necessary capital, including funds necessary for the purchase of equipment and for initial operations. Such capital may be obtained by borrowing from any appropriate source, or by deposits, or by contributions; provided that arrangements are made for the prompt repayment of loans from the revenues of the club or association; all contributions are accepted only as gifts to the club or association; and all contributions are accepted with the express condition that no person making a deposit or contribution will thereby acquire or own any funds or property of the club or association or possess any enforceable right or interest therein. No member of such club or association will have, by reason of his participation either with or without the making of a deposit, any enforceable right or interest in any fund or property of the club or association; provided that, as long as the financial condition of the club or association warrants, the commanding officer of the installation or organization may provide by general regulations for the refund of any deposit, in whole or in part, without any exception whatever, at the termination of such member's participation in the club or association.

b. Mess Funds. Mess funds (except unit messes) will be administered in accordance with the provisions of these regulations as they apply to clubs and associations.

c. Religious funds - Religious funds may be established by chaplains under authority of the commanding officer of the appropriate unit or organization. Such funds may be estabished according to denomination. Revenues will consist only of voluntary contributions made in connection with religious observance or services, and of transfers from headquarters funds. Expenditures will be for the general purpose of improving military religious activities within the Theater. Under no circumstances will these funds be donated or used for civilian welfare or religious activities, but this prohibition does not preclude the collection of donations for such designated purposes provided such collections are kept separate. Areligious fund will not be comingled with other funds and it will be administered by a Chaplain who will be the custodian.

d. Class VI Special Merchandise Fund. - The class VI Special Merchandise is established under authority of the Commanding General MTOUSA. The Special Merchandise Fund will be administered by a custodian appointed by the Commanding General MTOUSA. Operating policies pertaining to this fund will be governed by the Board of Directors MTOUSA Central Welfare Fund.

e. Administration - Sundry funds will be administered under the general supervision of the commanding officer of the unit, installation or activity to

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which the fund pertains except as indicated in d above.

SECTION III

ADMINISTRATION OF FUNDS

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13. DESIGNATION OF FUNDS

The official designations of welfare funds will be:

a. MTOUSA Central Welfare Fund, MTOUSA.

b. _____ Command Welfare Fund. (For headquarters funds of major commands).

c. Hospital Fund, _____ Hospital.

d. Headquarters Fund, _____ Corps or Division.

e. Headquarters Fund, _____ Regiment, Battalion or separate detachment.

f. Unit Fund _____ Company, _____, Battalion, _____ Regiment.

g. _____ Club Fund, _____ Restaurant Fund, _____, Hotel Fund, _____ Rest Camp Fund.

h. Any other appropriate designation not provided above. Substitute troop, battery, squadron, band, detachment, etc. where necessary.

14. CUSTODIAN OF WELFARE AND SUNDRY FUNDS

a. Incumbent - With respect to each class of fund, see sub-paragraph "Administration" in paragraph 12c above. In addition to the aforementioned provisions, the following apply:

3598 - (1) Except for unit funds, it is not required that the custodian be a member of the council or board.

(2) No officer who is charged with audits of nonappropriated funds or whose duties entail the disbursement of public funds will be assigned

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additional duties as custodian of a nonappropriated fund.

b. Duties of Custodians - The custodian of a fund will receive, safeguard, disburse and account for the fund in accordance with the provisions of regulations of this headquarters, and in observance of the policies and procedures prescribed by the Board of Directors, Council, or Command authority having jurisdiction over the respective fund.

c. Absence of Custodians - In the event the custodian of any fund is absent from his post of duty, on leave or otherwise, for a period exceeding 6 days and not exceeding 10 days, the officer or agency having jurisdiction of such fund will appoint a substitute custodian to act in his place. The original custodian will entrust the case or other assets of the fund to such substitute and will take a memorandum receipt therefore, in duplicate, one copy of which will be filed with the fund account during the period of regular custodian's absence and will be returned to the substitute custodian receipted, with duplicate, upon return of the fund to the regular custodian. If a custodian is absent for a period exceeding 10 days, a regularly appointed successor to whom the fund will be transferred will be designated by the appointing authority or commanding officer. (See paragraph 22b). For major funds, special authority may be given to extend the time stated herein.

15. COUNCILS OR BOARDS OF WELFARE AND SUNDRY FUNDS

a. There will be a council or board for each of the following classes of funds.

(1) Command Welfare Fund.

(2) Hospital Funds.

(3) Unit Funds.

(4) Sundry Funds other than religious funds.

b. The council for a headquarters or unit fund will consist of not less than three nor more than five members except that, if less than three officers are present for duty, the council shall consist of the lesser number present for duty. (See paragraph 7d (1) with respect to the council for a hospital fund). (See paragraph 9e (1) with respect to Major Command Welfare Fund). Councils or boards for sundry funds will consist of such membership as is prescribed by the constitution of the organization, but in no event will there be less than three members. The senior member of a council or board will be the president or chairman, and may also be the custodian, unless otherwise prescribed by the by-laws of a sundry fund. One officer other than the president or chairman, or the custodian will be designated as recorder or secretary.

c. The duties of the council or board are to:

(1) Ascertain that the fund is being properly administered, that all proper revenues have been received, and that expenditures are within the purposes of the fund.

(2) Approve such proposed expenditures from the fund as may be deemed proper.

(3) Insure that audit of the fund is made not less frequently

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than once each quarter.

d. Proceedings of all councils or boards of funds listed in paragraph "a" above, will be recorded; will indicate the members in attendance; and will include copies of the most recent financial statements of the fund properly certified. The record of the proceedings of the council or board will be signed by the president or chairman and by the recorder or secretary.

e. Disagreements between the councils and commanding officers will be decided by the commander of the next higher headquarters.

16. SAFEGUARDING OF WELFARE AND SUNDRY FUNDS

a. Removal of funds - Except as may be otherwise prescribed by these regulations, the custodian of a fund will not permit the removal of any of the cash or other assets of the fund from the location of the organization or other agency to which it pertains. Payments in the conduct of business or deposits in banking institutions under the official designation of the fund are not included in this prohibition.

b. Working Balance - Cash in amounts approved by the commanding officer may be kept at the risk of the custodian in his personal possession for necessary cash payments, but under no circumstances will cash be permitted to remain in any unprotected place or unduly long on the person of the custodian.

c. Cash in excess of amounts required in the working balance will be safeguarded in the most practicable way by the following means:

(1) Deposited in any branch of the Bank of Italy, upon approval of the Fiscal Officer.

(a) When funds are deposited in a depository they will be placed under the designation of the fund and not to the credit of the custodian in his individual capacity. Monies which do not pertain to the funds in question will not be deposited in the account.

(2) Purchase of Postal Money Orders at any US APO. The cost of the money orders is a legitimate expenditure from the fund. Money orders will be drawn in favor of the official designation of the fund and not in favor of the custodian in his individual capacity. (See also Section XIV, paragraph 31, "Unit Funds - Money Orders", Circular 30, "Postal Regulations", this headquarters, dated 16 February 1945).

(3) Treasury Checks issued in exchange for cash at any US Army Finance Office. Checks will be drawn in favor of the official designation of the fund and not in favor of the custodian in his individual capacity.

d. Investments:

3597 - (1) United States Government bonds, notes or certificates of indebtedness may be purchased for investment purposes by the MTOUSA Central Welfare Fund.

(2) All other nonappropriated funds will make no investments. (This prohibition does not require the sale of securities purchased prior to publication of this circular.)

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e. Surety bonds AR 210-50 - At the discretion of the respective boards of directors or councils of nonappropriated funds, custodians and their assistants may be bonded at the expense of the funds in amounts that will protect the fund from loss in case of defalcation. Position schedule forms of bonds covering the position and not the individual by name will be used. Only corporate securities approved by the War Department and qualified with the Treasury Department may furnish such bonds.

f. Loss of funds - In case of loss of cash or other assets of a fund, other than financial losses incurred in normal operations, the circumstances will be carefully investigated by a board of three disinterested officers appointed by the organization or unit commander of the next higher headquarters having jurisdiction over the fund. The board will include in its report its opinion as to responsibility for the loss and recommendations as to appropriate action. The proceedings of the board will be transmitted through channels to the commander responsible for the annual general inspection of the organization or fund concerned for his decision and final action. Stoppage against the pay of an officer in case of an indebtedness to a nonappropriated fund is not authorized.

17. CONTRIBUTIONS, DONATIONS, AND LOANS, WELFARE AND SUNDRY FUNDS

a. Receipt of voluntary contributions and donations - The acceptance by nonappropriated welfare and sundry funds of contributions or donations of either property or money, and whether or not limited as to specific purposes or uses, will be confined to such contributions or donations which do not exceed the value of $1,000 voluntarily profferred by bona fide benevolent or fraternal societies or organizations. Such gifts should not be confused with gifts to the United States and may be accepted subject to the following approvals:

(1) In the case of the MTOUSA Central Welfare Fund: By the Board of Directors of that fund.

(2) In the case of hospital funds: By the Theater Surgeon.

(3) In the case of Major Command Trust Fund or Welfare Fund: By the Major Command, Commander or council whichever is applicable.

(4) In the case of headquarters funds, unit funds, and sundry funds except religious funds: By the Commander of the next higher administrative headquarters commanded by a general officer.

(5) In the case of religious funds: By the Theater Chaplain. The provisions of this paragraph do not apply to offeratory collections or to other donations normal to religious practice.

b. Other offers of contributions or donations - All other offers of contribution or donations to nonappropriated welfare and sundry funds will be rejected and the profferer informed of the provisions of the act approved 27 March 1942 (See AR 35-190) relating to gifts to the United States to further the war program.

c. Making of contributions or donations - Nonappropriated welfare and sundry funds will make no contributions or donations, except as authorized here-

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in or where given prior approval by the Board of Directors, MTOUSA Central Welfare Fund.

d. Loans - Loans from nonappropriated welfare and sundry funds are prohibited.

18. EXPENDITURES AUTHORIZED FROM NONAPPROPRIATED FUNDS

a. General - Expenditures from nonappropriated funds may be made for any of the purposes for which such funds are established. (See Section II) The following restrictions apply:

(1) Funds will be disbursed solely for the benefit of military personnel.

(2) Cash, securities, or other property of a nonappropriated fund will at no time be distributed to individuals except as provided in paragraph 5f below.

(3) Articles which may be obtained on requisition from a supply service will not be purchased by nonappropriated funds unless such articles are immediately necessary and are not available for issue at the place where required.

(4) Bills will be paid promptly, and no obligation will be incurred which cannot be met in full from funds on hand or to be received during the current month, unless previously approved in writing by the major commander.

b. Types of expenditures authorized - In addition to the provisions in the applicable paragraphs in Section II, the following are cited as examples of types of authorized expenditures:

(1) Enlisted personnel may be paid compensation for services rendered in connection with revenue-producing, welfare or sundry activities if performed in addition to regular duties. The rate of such payments will, in each instance, be approved by the commanding officer or the respective fund council, but in no event will such compensation exceed $60.00 per month for each enlisted person so employed.

(2) Expenditures from the Command Welfare Fund are authorized for:

(a) Expenses of the Command Trust Fund.

1. Bank charges.

2. All other necessary expenses.

(b) Expenses related to athletic, recreation, and other activities:

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1. Payment of tuition for children of enlisted personnel.

2. Payment for the establishment and maintenance of schools on military reservations.

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3. Additional hostesses and librarians required in the operation of service clubs at rates not in excess of those provided for permanent employees of this class.

4. The purchase of facilities, equipment and services for recreational or entertainment activities and libraries:

(a) Generally available to the military personnel at the installation, or

(b) Available to personnel of organized units.

(3) Expenditures from welfare funds are authorized for:

(a) Purchase of musical instruments and other supplies and equipment for the use of musical organizations.

(b) Purchase of athletic, recreational, or welfare equipment for military personnel.

(c) Purchase of labor-saving devices and articles not obtainable from a supply service, or to the extent that appropriated funds are not available therefor.

(d) Purchase of such materials or services as may be required for the protection, care and preservation of fund-owned property, including cleaning and preserving materials, spare parts, and repair services.

(e) Purchase of mess and kitchen equipment not obtainable from the quartermaster.

(f) Property, cash, or the equivalent may be awarded as prizes for proficiency in military pursuits such as marksmanship and for athletic, recreational, or similar contests conducted by a welfare fund in which all members of the organization or installation to which the fund pertains are given an equal opportunity to participate. The value of such awards will be limited to $10.00 for each individual prize and $50.00 for each team prize.

(g) Purchase of supplies, materials, equipment, and services for the purpose of furnishing, repairing or decorating the interior of mess halls, theaters, day rooms, and recreation rooms.

(h) Payment of premiums on custodians' surety bonds, and on fidelity bonds of Army mail clerks and assistant Army mail clerks, cashiers and Finance Disbursing Officers.

19. ACCOUNTING FOR NON-APPROPRIATED FUNDS

a. Accounting procedures - The custodians of all welfare and sundry funds are responsible for the maintenance of the necessary books and records to reflect the current status and conditions of the respective funds, and to provide current data for reporting procedures. Transactions pertaining to a fund will be entered in the accounting records promptly. Bank statements will be reconciled monthly with the cash balance shown by the books of account.

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Accounting records, including bank statements, will be retained for one (1) year after they are audited and will then be destroyed, provided that no claim, criminal action, or disciplinary action has been initiated with respect to any entry or omission of an entry and records have been inspected by the headquarters having an Inspector General. A certified listing of the records destroyed, together with the Inspector General's report, will be filed with the current records.

b. Accounting records - Records will be accurate, legible, and neat. Corrections of entries will be initialed by the custodian of the fund. Records will include, but are not limited to, the following where applicable:

(1) Vouchers - Vouchers ordinarily will be accomplished with respect to collections and expenditures, and will include, a brief statement identifying the account or listing the articles purchased, and the amount stated in dollars. They also will be dated and will be numbered in sequence, beginning with number 1 for each month and with the same series of numbers regardless of whether the vouchers are for receipts or payments and regardless of any change in custodians. Expenditures vouchers should, whenever possible, be supported by dealers' invoices, delivery tickets, etc. The vouchers will be bound in an orderly manner and so that they are readily accessible for inspection. (See Appendix "A" for a sample form of voucher) In the event that preparation of a voucher is not practicable, the custodian will obtain or prepare a memorandum evidencing the transaction and will submit it to the council or board for their approval to be indorsed thereon. A separate voucher is not required for transactions such as sales of coupon books and payments of mess accounts, provided the voucher covering such transactions for a day or a week is supported by a payment certificate embodying a list of the individuals amounts and signatures. Items of an expendable nature and purchased for consumption or distribution will be so certified on the voucher, otherwise, they will be entered on the property record.

(2) Cash record - A record will be kept in dollars of all monetary receipts and expenditures.

(3) Property record - A record will be kept of all property and a separate record of any investments (see paragraph 16d), owned by the fund. Purchase cost will be shown in dollars, and the date of acquisition will be entered. A separate record will be kept of services, including magazine subscriptions, being provided under contract to the activity to which the fund pertains. Separate records also will be kept of property donated and of property loaned to the fund. Property which is lost or damaged through the fault or neglect of no person or persons from whom reimbursement may be obtained or which is unserviceable as the result of fair wear and tear, will be dropped from the accounts on a certificate approved by the council or board and filed with the vouchers. The entry of such property in the property record will be red-lined and the date of the certificate will be noted under a column headed, "Disposition". The entry for property sold or otherwise disposed of will similarly be red-lined and the date of the voucher or certificate will be noted under "Disposition".

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(4) Accounts receivable - A record will be kept of all amounts due to the fund.

(5) Bills payable - A record will be kept of all amounts owed by the fund. Financial reports also will state any deferred liabilities or

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committments of the fund.

(6) Inventories - A stock record will be kept of any materials, merchandise, and supplies on hand, and will be checked by monthly physical inventory.

(7) Coupons - Where coupons ("chits") are used, as in clubs to facilitate the handling of cash in connection with the sale of food or drinks, a register will be kept of the coupons on hand (not sold). Sales of coupons, and refunds for coupons redeemed by repurchase, will be evidenced by vouchers. Where the prevailing practice is to sell books of coupons which are not promptly used by the purchaser, the outstanding liability will be accounted for by posting to "Accounts Payable" the net sales of books and off-sets representing the value of the chits collected for merchandise.

(8) Bank deposit slips - Bank deposit slips will be prepared in duplicate, and the duplicate copies, stamped or receipted by the bank, will be retained in a separate file.

(9) Bank statements will be obtained, and filed with bank deposit receipts.

(10) Financial reports such as statements of conditions (balance sheets) and operating (profit and loss) statements.

(11) Certificates of transfer (see paragraph 22).

c. Accounting Systems:

(1) General - Systems of accounts for the respective funds will be such as to facilitate the keeping of the records, to provide data for desired reports, to reflect fully current status and condition, and to facilitate control. Without compromise with these requirements, simplicity will be sought.

(2) The system of accounts will be prescribed by:

(a) The Theater Exchange Officer, MTOUSA, subject to the provisions of AR 210-65, for the Theater Exchange Fund and for funds of the base Exchanges, and for funds of branch and unit exchanges.

(b) The Board of Directors, MTOUSA Central Welfare Fund, for the MTOUSA Central Welfare Fund.

(c) The Surgeon MTOUSA for hospital funds.

(d) The council or board for the Welfare Fund of Major Commands, subject to the staff supervision of Headquarters, MTOUSA.

(e) Class VI, Special Merchandise Fund, subject to the Board of Directors, MTOUSA Central Welfare Fund.

(f) Headquarters, MTOUSA, for all other funds. (See paragraphs (3) and (4) below).

(3) Syutem of accounts for headquarters funds except welfare

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funds of major commands, unit funds, and religious funds. These funds will utilize Council book, WD AGO Form 10-4 (WD QMC Form 15), and the systems provided therein, as a means of recording the cash receipts and expenditures and the balance thereof. The Council Book also contains forms on which the proceeding of the council will be recorded, and pages on which the property record will be kept in the manner prescribed in "b (3)" above. The custodian's certificate will be executed, and a copy of any financial statement prepared and certified correct by the custodian will be securely fastened in the book. Certificates of transfer likewise will be fastened in the book. Other records maintained will include vouchers, memoranda of accounts owed to or by the fund, bank deposit slips, bank statements.

(4) System of accounts for sundry funds, except religious funds - All sundry funds, except religious funds, will use the double entry system of accounting described in Appendix B.

d. Closing Accounts - By the 5th of each month, the custodian of each welfare and sundry fund will prepare a statement of the condition of the fund as of the last day of the preceding month. Accounts will also be closed when a unit or organization is inactivated; when it is departing from the Theater; when there is a change of custodian; or when the activity to which a sundry fund pertains is terminated.

e. Receipts required to be turned over to a Finance Officer; such as meals served to military personnel authorized to mess separately and receipts from sale of meals or hotel service to civilians and dependents are not nonappropriated funds and will be accounted for in such manner as to avoid commingling with the nonappropriated portion of the fund of the mess, club, or association to which pertinent.

20. AUDITING OF NONAPPROPRIATED FUNDS

a. The funds of the Theater Exchange will be audited at least semi-annually by the Fiscal Director, MTOUSA. Accounts of the Base Branch Exchanges will be audited, however, by Headquarters Army Exchange Service, MTOUSA, in accordance with AR 210-65.

b. Welfare Funds, Hospital Funds, headquarters funds, unit funds and all sundry funds will be audited at least quarterly by disinterested commissioned personnel designated by the appropriate commander.

c. In addition to the periodic audits prescribed above, an audit will be made when the accounts are closed by reason of a change of custodian, inactivation of the unit or organization, departure from the Theater, or termination of the activity to which a sundry fund pertains.

3594 21. REPORTS OF NONAPPROPRIATED FUNDS - (Also see paragraphs 15d and 19d)

a. Revenue-producing funds - Revenue-producing funds and sundry funds will prepare a balance sheet and profit and loss statement monthly and transmit one copy to the Command Trust Fund and one copy to the Secretary to the Board of Directors, MTOUSA Central Welfare Fund, in care of G-1, MTOUSA. Exhibit B-1.

b. Headquarters and Unit Funds:

(1) Custodians of headquarters and of unit funds will be required

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to forward not later than the 5th day of each month a report as of the last day of the preceding month in the form shown in Appendix D to the custodian - Command Trust Fund. The instructions contained therein are made a part hereof.

(2) A copy of a financial statement of the status of each headquarters and each unit fund, and a summary of its revenues and expenditures, will be given publicity monthly in order that the men of the installation to which the fund pertains may be apprised of its conditions. Such publicity will be obtained through appropriate media or by display of such statements on bulletin boards.

c. Funds of clubs and associations - The following reports are required of clubs and associations defined in paragraph 12a (1):

(1) When the establishment of a club or association is approved, a notice will be sent through channels to the attention of the secretary of the Board of Directors, MTOUSA Central Welfare Fund, in care of G-1 MTOUSA and will state the name of the club or association, the class of membership, and the organization or group from which members will be derived, the purpose of the club or association, and the facilities which exist or are planned for the use of the members.

(2) When a club or association is being disbanded, a notice to that effect will be sent through channels to the attention of the Secretary to the Board of Directors, MTOUSA Central Welfare Fund, in care of G-1, MTOUSA, and will state the estimated date when the monetary balance remaining in the fund will be transmitted to the MTOUSA Central Welfare Fund. (See paragraph 22a (4).

(3) A report on the financial status of the fund and of its revenues and expenditures will be given publicity through a circulation to members or display on bulletin boards monthly in order that the members may be apprised of the condition of the fund. This provision does not apply to transient messes and hotels, or to rest centers, where the membership consists of transient personnel or personnel on temporary duty for rest.

d. Mess Funds - The provisions of (2) and (3) above also apply to mess funds.

e. Religious Funds - The custodian of a religious fund will send through administrative chaplains' channels to the Theater Chaplain a monthly report summarizing the transactions of the fund during the preceding month and showing its status as of the end of the preceding month.

f. Class VI Special Merchandise Fund - Custodian of this fund will submit such reports to custodian MTOUSA Central Welfare Fund.

22. TRANSFERS OF WELFARE AND SUNDRY FUNDS

a. Transfer of funds:

(1) For the duration of the present war and six months thereafter, no part of the cash or other assets of nonappropriated welfare or sundry funds will be transferred to other nonappropriated welfare or sundry funds when only a portion of the personnel of an organization is transferred to or reconstituted

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in another organization, except as provided under paragraph (4) below. If an entire organization is transferred to, reconstituted in, or redesignated as another organization, the assets and liabilities of the unit or headquarters fund pertaining to that organization, including distributions due but unpaid, will also be transferred.

(2) When a unit or organization in inactivated, or an activity is terminated, the monetary balances in all welfare and all sundry funds pertaining thereto will be transferred to the MTOUSA Central Welfare Fund, except:

(a) In the case of a hospital fund (see paragraph (3) below).

(b) When the entire unit or organization is transferred to, reconstituted in, or designated as another organization (see paragraph (1) above), and:

(c) As provided under paragraph (4) below.

(d) A request for reallocation of a sundry fund may be made to the MTOUSA Central Welfare Fund when the activity operating the fund is terminated and funds are needed for a new but similar activity. A fund will not be recklessly dissipated in anticipation of inactivation of the unit or organization, or termination of the activity, nor will any unusual expenditures or benefits be made or provided in such a case. After a fund has been closed and audited, and the balance has been transferred to the MTOUSA Central Welfare Fund, the fund records will be filed with the organization records.

(3) Cash and securities remaining in funds of numbered medical units concerned, be transferred to the Central Hospital Fund, Office of the Surgeon General, War Department, Washington 25, D. C., and not to MTOUSA Central Welfare Fund, MTOUSA, in accordance with paragraph (2) above.

(4) Inspectors General and Air Inspectors are authorized to modify the requirements of paragraphs (1) and (2) above, with respect to the disposition of funds (except hospital funds) of inactivated units, in accordance with the provisions of letter, this headquarters, file AG 123/512 IG-O, subject: "Funds of Inactivated Units", dated 8 June 1945, and with any further instructions which may be issued by this headquarters.

b. Transfer of funds to successor custodians - (See also paragraphs 14c, 19d and 20c). The transfer of a nonappropriated welfare or sundry fund from one custodian to a successor will be accomplished by the custodian preparing the following financial statement:

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(1) Assets and liabilities.

(2) A statement of revenues and expenditures since the last closing of the account.

(3) A statement of the bank balance as of the date of transfer and a reconciliation with that balance showing outstanding checks not yet paid.

(4) The above statements will carry the following certificate:

"I certify that to the best of my knowledge and belief the

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attached statements are a complete and accurate record of the status of the _____ Fund, revealing all outstanding liabilities and sums due, and that the property owned by the fund is on hand." When necessary, the foregoing form of certificate will be changed to be in accordance with the facts. The successor custodian will receipt for the fund property after satisfying himself of the accuracy of the above statements.

c. Transfer of funds when organization goes into combat:

(1) When an organization goes into combat and, in the opinion of the commanding officer of the organization to which a welfare or sundry fund pertains, funds might be lost, such funds will be left with an Adjutant who will give a receipt for the funds and all papers pertaining thereto. The Adjutant will have no authority to make disbursements. Upon the relief of the organization, the fund will be returned to its custodian.

(2) If the custodian of the fund has become a casualty, the fund will be closed by the Adjutant, inspected by an officer of field grade, and then turned over to the succeeding custodian.

23. DISPOSITION OF PROPERTY OF WELFARE AND SUNDRY FUNDS

a. Property (except donated property) of a welfare or sundry fund which becomes surplus such as through inactivation or disbandment of the organization, or which may be transported when there is a change of location, or which is no longer desired, will be disposed of as follows:

(1) By sale to other welfare and sundry funds as preferred bidders.

(2) By sale to other purchasers, provided that no military bidder can be found and then only with the approval of the next higher commander.

(3) In the event that no military purchaser can be found, by transfer (except cash and securities) to the custodian Command Welfare Fund of the major command or base section concerned for reissue to other US Army personnel, by donation to other welfare and sundry funds, or by turnover to a salvage officer for disposition. No property will be deliberately abandoned. A receipt will be taken and will be kept to show the disposition of the property.

(4) By transfer of cash and securities to the MTOUSA Central Welfare Fund, except in the case of a hospital fund (see paragraph 22a (3)). Any balance properly carried in a ration savings account, however, will be turned in to a disbursing officer for deposit to the credit of the appropriation "Replacing Quartermaster Service, Army". Transfers from any rations savings account to any nonappropriated funds are unauthorized.

b. Donated property will not be disposed of without the prior approval of the donor unless the donor is not available. Any property donated by the American Red Cross will be returned upon its request.

24. INSPECTIONS

a. Inspections will be made when deemed appropriate or necessary by commanding officers of organizations or units, or by commanders of higher echelons of command over such organizations or units. Officers making inspec-

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tions will inquire into all matters affecting the financial status of the fund inspected, will ascertain the propriety of expenditures made, and will ascertain that all appropriate revenues have been received and recorded. Where irregularities are found to exist they will be reported to the Commanding Officer who ordered the inspection.

b. Inspections will be made by officers of the Inspector General's Department as required by regulations and orders, and as prescribed in paragraph 19a above.

c. Inspection of the MTOUSA Central Welfare Fund will be made quarterly by the Inspector General, MTOUSA.

d. Inspection will be made of all welfare and sundry funds pertaining to units, organizations and activities, upon their inactivation or termination, by Inspectors General or Air Inspectors having appropriate jurisdiction, reference being made in this connection to paragraph 6d (2) and 22a, above.

e. None of the provisions of this paragraph 24 will be construed to change any existing requirements regarding audit of nonappropriated funds which appear elsewhere in this circular.

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

6 Incls:
1 - Appendix "A"
2 - Appendix "B"
3 - Exhibits "A" to Appendix "B"
3592 - 4 - Exhibit "B" to Appendix "B"
5 - Exhibit "C" to Appendix "B"
6 - Exhibit "D" to Appendix "B"

DISTRIBUTION:
"Z"

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R E S T R I C T E D

APPENDIX "A" to Hq MTOUSA Circular #167

Sample Form of Voucher

_____Fund

_____

_____19____

I certify that I have this day (paid to) (received from)_____

_____the amount of

_____and____/100 Dollars ($)

for:

_____

_____

_____

_____

_____

_____

Paid by check #_____,Account #_____ _____

_____

Custodian

_____

_____19____

I certify that I have this day (received) (paid) the above amount, that the account as stated is correct, and that payment previously was not made.

Voucher No._____ _____

_____19___ _____

3591#_____(Expenditures) (Receipts) _____

_____

R E S T R I C T E D

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APPENDIX "B" to Hq MTOUSA Circular No. 167

Double Entry System of Bookkeeping

1. A simple double entry system of bookkeeping suitable for a club, or association, is described in this appendix. Records maintained include:

a. Accounting Sheet. (Exhibit A) (For this form, use sheets ruled with horizontal lines and vertical columns and - if necessary - paste sheets together to obtain a form with the desired number of columns).

b. Balance Sheet and Operating Statement. (Exhibit B)

c. Coupon or Chit Register. (Exhibit C).

d. Property Record. (Exhibit D)

Other records maintained but not shown herein include voucher files, ledger, bank deposit slips, bank statements, cancelled checks, and certificates of transfer. An explanation of the accounting sheet will serve to describe the system. The other records are discussed elsewhere in this Circular or, are self-explanatory.

2. The account sheet will be explained by an example and type entries, using as an example a club whose activities include the operation of a bar and a "snack bar". (Refer to Exhibit A)

a. General - At all times entries in odd numbered columns (debits) must equal entries in even numbered columns (credits). The columns "Cash" through "Surplus" represent balance sheet items, while the columns "Membership" through "Miscellaneous" are used to obtain information required to compile an operating statement. The number of columns used depends upon the number of departments and the extent to which it is desired to separate the data in order to facilitate preparation of the financial statements. Furthermore, the bookkeeping procedures are determined, in part, by the control measures adopted.

b. Controls

(1) Cash - To facilitate control of cash, coupons ("chits") are required for all purchases made at the bar and snack bar. Coupons are sold by the book and are accounted for by means of the Coupon Register (Exhibit C). Each coupon sold is a liability until used by the club patron to obtain drinks or merchandise from the bar or snack bar, or until redeemed by re-purchase by the club. To account for this liability, sales of coupon books are recorded in column (4) and the amount of coupons collected over the bar and snack bar is recorded in column (3). Bills payable and bills paid are also recorded in columns (4) and (3), respectively, and therefore it is necessary to determine by inspection of the items the amount of bills remaining unpaid and the amount of coupons outstanding when preparing the required balance sheet (Exhibit B). Ledger accounts (not shown herein) may also be maintained to show the status of accounts with individual venders.

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(2) Inventories - It is desired to have the stock room inventory record show the amount of bottled goods (other than beer and Coca Cola) on hand at all times. The cost of bottled goods put into the stock-room is entered in column (5), and the cost of any bottled goods taken out of stock is entered in column (6). The current balance then is checked by a physical inventory at least

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once every week. With respect to beverages and merchandise carried for sale at the bar (columns (7) and (8)), security measures are taken, but it is impractical to credit the bar inventory account as the refreshments are dispensed. However, to detect the existence of free dispensing and "knocking down", a temporary memorandum is made of the value computed at selling prices of the beverages and merchandise when placed in the bar, and at least once a week this value is checked for agreement with the value of the coupons collected and of the bar stock as determined by physical inventory. Food placed in the snack bar is entered at cost in column (9), and a physical inventory is made when it is desired to determine the cost of merchandise sold. The value of beer and Coca Cola is entered at cost in column (7) or (9) when placed in the bar or snack bar, depending upon where they are sold, and the value of bottles and cases is included if these are to be used for credit or resale.

(3) Profits - It is desired to know the amount of profit or loss developed by the bar and the snack bar, separately, as well as the profit on bottled goods sold from stock. It is necessary, therefore, to count separately the coupons collected at the bar and the snack bar.

c. Type transactions

(1) To open the books, the cash is counted and physical inventories are taken of all merchandise on hand. Any amounts due the fund are ascertained, and any amounts owed by the fund are determined, including the amount of coupons outstanding. The number of coupon books on hand is counted but is recorded only in the Coupon Register. Furniture and equipment must appear in the Property Record (Exhibit D) at prices paid, but will not appear in the balance sheet because it is advisable in the Theater of Operations to charge off such items; any such purchases, therefore, are debited to Surplus. Assuming that the following items are found, the amounts are entered in the columns indicated by the numbers within parentheses:

Cash on hand and in bank	$1500.00	(1)		
Inventories (Stock Room)	300.00	(5)		
(Bar)	100.00	(7)		
(Snack Bar)	15.00	(9)		
Accounts Payable (QM)			$ 200.00	(4)
Coupons Outstanding			100.00	(4)
TOTALS	$1915.00		300.00	
Surplus			1615.00	(12)
	$1915.00		$1915.00	

It will be noted that the coupon liability is recorded separately in order to have the coupon account visible.

(2) Assume that monthly dues in the amount of $1500.00 are collected from members. The entry is:

Column (1)	1500.00
Column (14)	1500.00

(3) Assume that beer is purchased for $100.00 from the PX on credit. The entry is:

Column ( )	100.00
Column (7)	100.00

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Appendix "B" to Hq MTOUSA Circular No. 167 (Cont'd)

(4) Assume that bottled goods which cost $250.00 are transferred from stock to bar. The entry is:

Column (6)	250.00
Column (7)	250.00

(5) Assume that bottled goods are purchased for cash in the amount of $1800.00. The entry is:

Column (2)	1800.00
Column (5)	1800.00

(6) Assume that the receipts from sale of coupon books during the week amount to $600.00. They are reported on a single voucher, and the entry is:

Column (1)	600.00
Column (4)	600.00

(7) Assume that bar sales for the week, as represented by the coupons collected by the bar, amount to $120.00. The entry is:

Column (3)	120.00
Column (18)	120.00

(8) Assume that the coupons collected during the week by the snack bar amount to $20.00. The entry is:

Column (3)	20.00
Column (20)	20.00

(9) Assume that new members pay initiation fees totaling $300.00. The entry is:

Column (1)	300.00
Column (14)	300.00

(10) Assume that $50.00 worth of food is purchased on credit from the Quartermaster to be resold at the snack bar. The entry is:

Column (4)	50.00
Column (9)	50.00

(11) Assume that the $100.00 owed the PX for beer (Item (3) above) is paid. Of that amount, $75.00 was for the liquid and $25.00 was for the containers, and the bill is paid by $75.00 in cash and the return of bottles valued at $25.00. It will be noted that when the beer was purchased, the total cost of 3559 the liquid and the containers was charged to the bar column (7). When bottles are used towards payment of the bill, therefore, the bar account must be credited with the value of the bottles withdrawn and the entry is:

Column (2)	75.00
Column (3)	100.00
Column (8)	25.00

(12) Assume that bottled goods costing $300.00 are sold for $400.00.

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Appendix "B" to Hq MTCUSA Circular No. 167 (Cont'd)

In accordance with the prescribed procedure of maintaining a current running account of the stock-room inventory, the stock-room column (6) is credited with the cost of the merchandise removed and the cost is charged against the bottled goods sales. The latter are credited with the price received in the sale, and the cash received is charged to the cash account. The entries are:

Column (6)	300.00
Column (15)	300.00
Column (16)	400.00
Column (1)	400.00

(13) Assume that ₱500.00 worth of coupon books are sold during the week. The entry is:

Column (1)	500.00
Column (4)	500.00

(14) Assume that coupons amounting to ₱350.00 are collected at the bar during the week. They are reported on a single voucher, and the entry is:

Column (3)	350.00
Column (18)	350.00

(15) Assume that ₱25.00 worth of coupons are collected at the snack bar during the week. The entry is:

Column (3)	25.00
Column (20)	25.00

(16) Assume that beer is purchasedfor ₱150.00 in cash from the PX. It is not sold but the entire amount is used at a party for members. The entry is:

Column (2)	150.00
Column (21)	150.00

(17) Assume that bottle goods costing ₱10.00 are accidentally broken in the stock room, through the fault or neglect of no one concerned. Such a loss at the bar might be considered a normal loss and charged to cost of goods sold. Occurring in the stock room, however, it could not be charged against any particular department. It is charged, therefore, to the miscellaneous column (21), and the entry is:

Column (6)	10.00
Column (21)	10.00

A notation "(charge off)" is made in order that the item may be readily classified when the operating statement is being prepared.

(18) Assume that the bar store-room is replenished by transferring bottle goods costing ₱500.00 from the stock room. The entry is:

Column (6)	500.00
Column (7)	500.00

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(19) Assume that furniture is purchased for $100.00 for cash. In the Theater, the cost of furniture and equipment is charged off, and the entry is:

Column	(2)	100.00
Column	(21)	100.00

This purchase must then be recorded in the Property Record (Exhibit D) at price paid. It will not be included in any merchandise inventory or in the balance sheet.

(20) Assume that it is the end of the month and each week the amount of coupon books sold, and the amount of coupons collected at the bar and at the snack bar were determined and entered. In the example, theseentries should be made as of August 22 and 29, but are omitted in order to conserve space. So that the financial statements as of the end of the month will be up to date and correctly show the status of the fund, the coupon book sales and the collections of coupons at the bar and at the snack bar are determined for the days subsequent to the last full week. Assuming that receipts from sale of coupon books amounted to $400.00, the entry is:

Column	(1)	400.00
Column	(4)	400.00

(21) Assuming that bar sales as represented by coupons collected at the bar during the last days of the month (see (20) above) amounted to $700.00, the entry is:

Column	(3)	700.00
Column	(18)	700.00

(22) Assuming that snack bar sales as represented by coupons collected at the snack bar during the last days of the month (see (20) above)amounted to $20.00, the entry is:

Column	(3)	20.00
Column	(20)	20.00

(23) Assume that the Quartermaster is paid $250.00 in cash for the bill rendered (Item (1) above) in the amount of $200.00 and for the food purchased (Item (10) above). The entry is:

Column	(2)	250.00
Column	(3)	250.00

3582 (24) Assume that salaries in the amount of $200.00 are paid. The entry is:

Column	(2)	200.00
Column	(21)	200.00

(25) Assume that an orchestra is paid $100.00. The entry is:

Column	(2)	100.00
Column	(21)	100.00

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Appendix "B" to Hq MTOUSA Circular Number 16, (Cont'd)

(26) It is now desired to know the profit for the period and to close the books. The following steps are taken:

(a) An inventory is taken of all merchandise on hand at cost, including Coca Cola and beer bottles and cases. The inventories are taken separately for the stock room, the bar, and the snack bar. Assume that the stock room inventory is found to be $1040.00. This amount agrees with the balance indicated by columns (5) and (6), the balance having been frequently checked by means of physical investories and adjustments made currently. Assume that the bar inventory is valued at $125.00 and the snack bar inventory at $10.00. These amounts are entered as follows:

Column (6)	1040.00
Column (8)	125.00
Column (10)	10.00

They also are entered on the first line of the account for the new period, shown in Exhibit "A" as "Sept 1 - Balance Brought Fwd", as follows:

Column (5)	1040.00
Column (7)	125.00
Column (9)	10.00

(b) To determine the cost of goods sold at the bar, columns (7) and (8) are totaled and an entry is made in column (7) or (8) to make the columns balance. In this case, the balancing figure is $800.00 in column (8). In order to charge this cost against the bar sales, this amount is also entered in column (17). The same procedure is followed with respect to columns (9) and (10) in order to determine the cost of goods sold at the snack bar. In this case, the balancing figure is $55.00 and it is transferred to column (19) in order to charge it against snack bar sales.

(c) To determine the profit on operations of the various departments, their respective columns, (15) and (16), (17) and (18), and (19) and (20), are now totaled and balancing figures inserted. By this method, it is found that the profits were $100.00 on the sale of bottled goods, $370.00 on the bar operations, and $10.00 on the snack bar operations. These amounts are entered in column (12) in order to transfer the profits to surplus.

(d) The miscellaneous expenses and charge offs entered in column (21) are now totaled and entered separately in column (22), and in order to charge them against surplus the amounts are transferred to column (11). These totals are $450.00 for the expenses, and 110.00 for the charge offs.

(e) All remaining columns are now totaled and entries made (in red ink, if available) to balance them. These entries are:

Column (2)	2525.00
Column (3)	365.00
Column (11)	3335.00

These amounts also are carried forward to columns (1), (4) and (12), respectively, in order to open the books for the next period. At this time, the total of the odd numbered columns must equal the total of the even numbered columns for

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Appendix "B" to Hq MTOUSA Circular No. 16/ (Cont'd)

the new period.

(27) It now is desired to present a balance sheet and operating statement. Exhibit "B" shows the statements. An analysis of surplus (net worth) is prepared as an additional check on the accuracy of the operating statement which is incorporated therein. These financial statements are readily prepared from the accounting sheet.

SUPPORTING EXHIBITS
"A", "B", "C", "D"

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EXHIBIT A
ACCOUNTING SHEET

Organization 384th FA Off. Club Account for Month of August 1944

DATE	EXPLANATION	VOUCHER NO.	CASH 1 DR	CASH 2 CR	A/C PAYABLE 3 DR	A/C PAYABLE 4 CR	STOCK ROOM INVT. 5 DR	6
						100.00		
Aug. 1	To open books	1	1500.00			200.00	300.00	
4	Members Dues	2	1500.00					
5	Purchase of Beer	3				100.00		
5	Stock to Bar	4						250
7	Purchase of Bottled Goods	5		1800.00			1800.00	
8	Sale of Bar Coupons	6	600.00			600.00		
8	Bar Sales	7			120.00			
8	Snack Bar Sales	8			20.00			
10	New Members	9	300.00					
11	Quartermaster Food	10				50.00		
12	Paid PX for Beer	11		75.00	100.00			30
14	Sale of Bottled Goods	12	400.00					
15	Sale of Bar Coupons	13	500.00			500.00		
15	Bar Sales	14			350.00			
15	Snack Bar Sales	15			25.00			
19	Paid PX for Beer for Party	16		150.00				1
20	Bottled Goods Broken	17						50
24	Stock to Bar	18						
25	Purchase of Furniture	19		100.00				
31	Sale of Bar Coupons	20	400.00			400.00		
31	Bar Sales	21			700.00			
31	Snack Bar Sales	22			20.00			
31	Paid Quartermaster	23		250.00	250.00			
31	Salaries	24		200.00				
31	Dance Orchestra	25		100.00				
31	Inventories at cost							10
	Cost of Merchandise Sold							
	Profit on Sales							
	Misc. Chgs. & Crs. to Surplus							
	To Balance			(2525.00)	(365.00)			
	To close books		5200.00	5200.00	1950.00	1950.00	2100.00	21
Sept. 1	Balance Brought Fwd		2525.00			365.00	1040.00	

(Parentheses indicate that fig

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EXHIBIT A
ACCOUNTING SHEET

th of August 1944 — Page No. 1

CASH		A/C PAYABLE		STOCK ROOM INVT.		BAR INVENTORY		SNACK BAR INVENTORY	
1 DR	2 CR	3 DR	4 CR	5 DR	6 CR	7 DR	8 CR	9 DR	10 CR
			100.00						
1500.00			200.00	300.00		100.00		15.00	
1500.00									
			100.00			100.00			
					250.00	250.00			
	1800.00			1800.00					
600.00			600.00						
		120.00							
		20.00							
300.00								50.00	
			50.00						
	75.00	100.00					25.00		
100.00					300.00				
500.00			500.00						
		350.00							
		25.00							
	150.00								
					10.00				
					500.00	500.00			
	100.00								
400.00			100.00						
		700.00							
		20.00							
	250.00	250.00							
	200.00								
	100.00								
					1040.00		125.00		10.00
							800.00		55.00
	(2525.00)	(365.00)							
5200.00	5200.00	1950.00	1950.00	2100.00	2100.00	950.00	950.00	65.00	65.00
2525.00			365.00	1040.00		125.00		10.00	

(Parentheses indicate that figures therein are written in red ink)

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EXHIBIT A to Appendix "B", Hq MTOUSA Circular No. 167 (Cont'd)

EXHIBIT A (Cont'd)

SURPLUS		MEMBERSHIP		BOTTLED GOODS SALES		BAR SALES		
11 DR	12 CR	13 DR	14 CR	15 DR	16 CR	17 DR	18 CR	19
	1615.00							
			1500.00					
							120.00	
			300.00					
				300.00	400.00			
							350.00	
							700.00	
						800.00		
	10.00							
	370.00					370.00		
	100.00			100.00				
450.00								
110.00	1800.00	1800.00						
(3335.00)								
3895.00	3895.00	1800.00	1800.00	400.00	400.00	1170.00	1170.00	
	3335.00							

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rcular No. 167 (Cont'd)

EXHIBIT A (Cont'd)

	BOTTLED GOODS SALES		BAR SALES		SNACK BAR SALES		MISCELLANEOUS	
	15 DR	16 CR	17 DR	18 CR	19 DR	20 CR	21 DR	22 CR
00								
				120.00				
						20.00		
	300.00	100.00						
				350.00				
						25.00		
							150.00	
							10.00	(charge off)
							100.00	(charge off)
				700.00				
						20.00		
							200.00	
							100.00	
			800.00					
	100.00				55.00			
			370.00					
					10.00			
								450.00
								110.00
	400.00	400.00	1170.00	1170.00	65.00	65.00	560.00	560.00

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EXHIBIT "B" to APPENDIX "[illegible] to Hq MTOUSA Circular No 167

BALANCE SHEET (as of 31 August 1944)

ASSETS		LIABILITIES AND NET WORTH	
Cash in Bank	$ None	Accounts Payable	$ None
Cash on Hand	2525.00	Coupons Outstanding	365.00
Postal Money Orders	None	Deferred Liabilities	None
Accounts Receivable	None	commitments, etc. (detail on reverse side)	
Inventory (at cost)	1175.00	(Net Worth)	3335.00
TOTAL ASSETS	$ 3700.00	Total Liabilities and Net Worth	$ 3700.00

Furniture and equipment charged off and does not appear in above statement; however, appears in the property record at prices paid.

ANALYSIS OF SURPLUS (NET WORTH)
Month of August, 1944

Net Worth as of beginning of month - $ 1615.00

	Sales	Cost of Sales	Profit (Loss)		
Bottled Goods	$ 400.00	$ 300.00	$ 100.00		
Bar	1170.00	800.00	370.00		
Snack Bar	65.00	55.00	10.00		
Profit on Sales -			$ 480.00		
Membership Dues and Fees -			1800.00	$ 2280.00	
Expenses -			450.00		
Charge-offs -			110.00	560.00	
Increase in Net Worth				$ 1720.00	1720.00
Net Worth as of end of month					$ 3335.00

Cash Balance during month: Maximum - $3075.00; Minimum - $1200.00

I certify that the above Balance Sheet and Operating Statement (included in Analysis of Surplus) for the month of August 1944, is true and complete.

/s/ John L. Doe
Captain, 384th F.
Custodian

The council of the administration met 5 Sept 1944 and audited the foregoing account for the month of August 1944. The council found the account correct, approved the expenditures made, and authorized the [illegible]

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Bottled Goods	$ 400.00	$ 300.00	$ 100.00	
Bar	1170.00	800.00	370.00	
Snack Bar	65.00	55.00	10.00	
Profit on Sales -			$ 480.00	
Membership Dues and Fees -			1800.00	$ 2280.00
Expenses -			450.00	
Charge-offs -			110.00	560.00
Increase in Net Worth				$ 1720.00
Net Worth as of end of month				1720.00
				$ 3335.00

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Cash Balance during month: Maximum - $3075.00; Minimum - $1200.00

I certify that the above Balance Sheet and Operating Statement (included in Analysis of Surplus) for the month of August 1944, is true and complete.

/s/ John L. Doe
Captain, 384th F.A.
Custodian

The council of the administration met 5 Sept 1944 and audited the foregoing account for the month of August 1944. The council found the account correct, approved the expenditures made, and authorized the usual expenditures for the next month. The certificate of the responsible officer was examined and the cash balance in his personal possession and other evidences of property were exhibited to the council and verified.

Additional Remarks: Appropriated $700.00 for club building improvements.

/s/ William C. Brown
1st Lt. 384th F.A.
(Recorder)

/s/ Henry R. Smith
Major, 384th F.A.
(President)

12 October 1944

I certify that I have this day inspected the foregoing account for the period from 1 Aug 1944 to 31 Aug 1944 inclusive and find it correct with the following exceptions:

None

Cash and evidences of property were verified.

/s/ Alfred D. Williams
Major, 261st Inf.

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R E S T R I C T E D

EXHIBIT "C" to APPENDIX "B" to Hq MTOUSA Circular Number 167

SAMPLE COUPON REGISTER

Number of blank Books on Hand _____ Date _____ 19_____

Date	Serial No.	Value	Signature	Repurchase
21 Aug 44	178	$5.00	John Doe	
22 Aug 44	179	5.00	Floyd Henry	
23 Aug 44	178		John Doe	$2.00
24 Aug 44	180	5.00	George Tate	
25 Aug 44	181	5.00	Peter Sand	
26 Aug 44	182	5.00	Larry Smith	
27 Aug 44	183	5.00	Ben Hoch	
28 Aug 44	184	5.00	Henry Nole	
29 Aug 44	181		Peter Sand	1.00
30 Aug 44	185	5.00	John Brown	
31 Aug 44	186	5.00	Donald Smith	
	Total	$ 45.00		$ 3.00
	Less Repurchase	3.00		
	Net Sale	42.00		

Balance Blank Books on hand carried forward 491.

This register sheet should be attached to proper voucher each week or fortnight as the council directs. Net sales will be posted to accounts payable column (4). Chits collected over bar will be valued by the custodian at least once each week and that value posted to Column (3), accounts payable. The chits will then be carefully destroyed.

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R E S T R I C T E D

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"F"

R E S T R I C T E D

Exhibit D to Appendix "B" to Hq MTOUSA Circular No. 16,
HEADQUARTERS
APO _____, U.S. ARMY

_____ 19___

SUBJECT: Special Report of Fund.

TO : Custodian, Command Trust Fund, APO 512, U. S. Army

1. The following report as of _____ 19___ is made in
(last day of preceding month)
compliance with _____

a. Designation of Fund: _____

b. Assets (exclusive of ration savings):

Cash (including money orders and checks) . . . . . $___

Securities . . . . . $___

Receivable (explain on reverse side) . . . . . $___

TOTAL . . . . . $___

c. Liabilities (aggregate amount of unpaid bills, purchase orders, contracts, and similar commitments; detail on reverse side). . $___

d. Net working capital (Item "b" minus Item "c") . . . . . $___

e. Strength of Command (number entitled to mess): (1) _____ (enlisted); (2) _____ (total)

f. Net working capital per individual: (1) $_____ ("d" ÷ "e(1)"); (2) _____ ("d" ÷ "e(2)")

g. Next higher headquarters: _____

h. Major Command in Mediterranean Theater of Operations exercising administrative jurisdiction: _____

_____
(Name)

3582 _____
(Rank)
Custodian

INSTRUCTIONS

1. Submit single copy only.
2. Headquarters of battalion level will transmit the reports prepared by the custodians of the unit funds of the command and of the headquarters fund. No letter of transmittal will be used. Other reports will be sent direct.

R E S T R I C T E D

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Col Ross
Notify all Units
8/X WS
cc

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 8 1946

CIRCULAR)
:
NUMBER 166)

4 October 1946

ACCEPTANCE OF FOREIGN AWARDS

1. Second Indorsement, WD AGO, dated 14 June 1946, AGPD-C 200.62 is repeated for information and guidance:

"The War Department has no objection to the acceptance by United States Army personnel of the Imperial Order of Saint George of Carinthia and the Order of the Knights of Malta. However, inasmuch as these are not official decorations of the Italian Government, they may not be worn on the uniform.

"Since the Order of St. Stephan is not recognized by the Italian Government, this award is not authorized to be accepted by United States Army personnel in view of Paragraph 33b, AR 600-45, which states that foreign decorations may be accepted only from the Government of co-belligerent nations and other American Republics.

"The only foreign decorations which are authorized to be worn on the uniform are those which have had prior concurrence of the War Department or appropriate commanders designated in Paragraph 8b (3), AR 600-45."

2. Attention is directed to the provisions of Paragraphs 32, 33 and 34, AR 600-45 as amended. All requests for the acceptance of an award proffered by an American Republic or a co-belligerent nation must be forwarded to this Headquarters for prior approval of the Theater Commander. No Italian Orders or decorations other than official awards of the Italian Government, or the two Orders described in War Department 2nd indorsement above, will be approved for acceptance by this Headquarters. Request for acceptance of any decorations not included in the above will be disapproved by the Major Commander concerned without forwarding to this Headquarters.

3. All personnel who have previously accepted private Orders other than the Imperial Order of Saint George of Carinthia and the Order of the Knights of Malta will return such unauthorized awards to the donors without delay.

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Hq MTOUSA Circular No. 166, dtd 4 Oct 46 (Cont'd)

4. Attention is directed to Paragraph 16, Circular 82, this Headquarters, 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

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

R E S T R I C T E D

Staff Officers To Chief Comm.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 8 1946

CIRCULAR)
:
NUMBER 165)

4 October 1946

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

I. RESCISSION:

Effective this date Circulars Number 105, 27 June 1946; Number 113, 10 July 1946; and Number 134, 9 August 1946, all this headquarters, are rescinded.

II. PURPOSE:

1. This circular establishes the procedure to be followed by authorized personnel to purchase petroleum products for privately owned vehicles in this theater.

2. The rationing of petroleum products is not contemplated. Individuals who purchase comparatively excessive amounts of these products will be required to account for their disposition of the quantities purchased.

III. ELIGIBLE PERSONNEL:

3. 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, except as noted in Section VIII below.

b. Possess identification showing that he 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.

(3) Personnel who are official technical observers with the US Armed Forces.

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Hq MTOUSA Circular Number 165 (Cont'd)

(4) US citizens with:

(a) Foreign Liquidation Commission.

(b) US Political Advisors Staff.

(c) American Red Cross.

(d) United Service Organizations.

(e) War Shipping Administration.

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

IV. PROCEDURE:

4. a. Eligible personnel may purchase gasoline coupon books and lubricant coupon books at any Quartermaster Sales Store upon presentation of their AGO card, identification tag, or passport, and their MTOUSA vehicular registration card or special letter of authority provided for in Section VIII below.

b. Purchasers of gasoline or lubricant coupon books will be required to write in the required data, 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. Quartermaster Sales Stores are located at:

(1) Leghorn (Peninsular Base Section).

(2) Rome (Rome Area, MTOUSA).

(3) Naples (Bagnoli Railhead).

(4) Foggia (Foggia Army Air Base).

(5) Lido (Venice) (88th Division area)

V. COUPON BOOKS:

5. a. Gasoline coupon books contain 20 coupons, each coupon being good for 10 liters, for a total of 200 liters per book.

b. Lubricant coupon books contain 20 coupons, each coupon being good for 1 liter, for a total of 20 liters per book.

6. 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.

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Hq MTOUSA Circular Number 165 (Cont'd)

7. 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.

VI. ISSUE OF PETROLEUM PRODUCTS:

8. Issue of petroleum products will be made to owners of coupon books at authorized depots of the Comitato Italian Pertoli, hereinafter referred to as CIP depots, and at US Army gasoline supply points designated by the major commander concerned.

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

b. The location of all US Army gasoline Supply points authorized to dispense petroleum products to privately-owned vehicles has been published in MTOUSA Circular Number 160, 1946.

c. 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, except as provided in Section VIII below.

d. Proper identification will be required at CIP Depots and Army gasoline supply points by presentation of the MTOUSA vehicular registration card and the AGO card, identification tag or passport.

e. Owners of coupon books will write in the required data, insofar as applicable, on the proper number of coupons and surrender them to the dispensing agency at the time of each issue of petroleum products. These coupons will constitute full payment for the products received.

f. 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. Any services rendered, such as filling the radiator or battery or wiping the windshield, should be paid for in lire according to the judgement of the purchaser.

VII. INSTRUCTIONS FOR SALES OFFICERS:

9. a. Petroleum coupon books will be obtained by Sales Officers from the Quartermaster, Peninsular Base Section, who will keep records of the serial numbers of books issued to each Sales Officer.

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b. To effect the sale of each coupon book:

(1) Verify identification of purchaser by inspection of the AGO card, identification tag or passport, and the MTOUSA vehicular registration card or special letter of authority provided for in Section VIII below.

(2) Require purchaser to write in required data, 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 listed.

VIII. SPECIAL PROVISIONS FOR UNREGISTERED VEHICLES:

10. Owners of private vehicles which have not been registered with the Provost Marshal may be authorized to purchase petroleum coupon books and to receive issues of petroleum products from dispensing agencies herein mentioned, under conditions set forth in this section when:

a. The vehicle has been newly purchased and registration has not been completed.

b. The owner is from another theater and is authorized to travel in this theater under proper orders.

c. The owner has been otherwise specially authorized by Headquarters, MTOUSA.

11. a. The owner of such privately-owned vehicle must have in his possession proper identification, and, in the case of persons covered by paragraphs 10 b and c supra, properly-authenticated orders or other authority from Headquarters, MTOUSA for the specific period applicable.

b. The major command thereupon authorizing the purchase of petroleum products by owners of unregistered vehicles will furnish the applicant a letter worded:

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

Hq MTOUSA Circular Number 165 (Cont'd)

"1. In accordance with Section VIII, MTOUSA Circular Number 165, dated 4 October 1946, Name, Rank, ASN) is hereby authorized to present this letter in lieu of:

a. MTOUSA vehicular registration card.

b. Vehicular windshield sticker.

"2. The purchase of petroleum coupon books and the issue of petroleum products to the holder of this letter is limited to the period date to date."

IX. PROVISIONS FOR TRANSFER OF UNUSED PETROLEUM COUPONS:

12. MTOUSA Petroleum coupons may be transferred by an owner to any other authorized person when:

a. The vehicle for which the coupons were issued is sold.

b. The owner is transferred to another theater on permanent change of station.

13. To effect this transfer of coupons, the owner will present:

a. Unused coupon books to any Sales Officer listed in paragraph 4c above.

b. Informal evidence that new owner will accept such coupons.

c. Vehicular registration card of new owner.

14. The Sales Officer will prepare a letter in triplicate as shown in paragraph 15 below, all copies of which must be signed. He will mail one copy to Petroleum Division (PBS), APO 794, U.S. Army, at close of day. The transferrer will be furnished two copies of this letter, one of which must be delivered to the new owner along with the transferred coupons. The new owner must present his copy of the letter to the gas dispensing agency whenever transferred coupons are used.

15. A letter showing complete information will be prepared by the Sales Officer worded:

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"1. Under provisions of Section IX, MTOUSA Circular number 165, dated 4 October 1946, the transfer of petroleum coupon books indicated below is authorized.

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Hq MTOUSA Circular Number 165 (Cont'd)

"2. a. ____ Coupon Book Serial No. _____, containing _____ coupons. (Note: Repeat if for more than one coupon book.)
Former owner _____
Rank _____ ASN or Passport _____
Organization _____ APO _____

"b. New owner _____
Rank _____ ASN or Passport _____
Organization _____ APO _____

MTOUSA Vehicular Registration No. _____
Make _____ License No. _____
Type _____ Motor No. _____

"3. Coupons described in paragraph 2a above will be honored when presented by new owner for vehicle described in paragraph 2b above.

_____
Name and Rank
Sales Officer"

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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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 7 1946

CIRCULAR)
:
NUMBER 164)

3 October 1946

SUBSISTENCE

Paragraph 39, Circular 60, 1946 this headquarters is superseded by this paragraph:

"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 a 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)."

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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S. to Sp. Staff Divisions

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 7 1946

CIRCULAR)
:
NUMBER 163)

3 October 1946

SALUTING

1. IN THIS THEATER THE SALUTE IS REQUIRED AT ALL TIMES EXCEPT WHEN INDOORS, OR WHILE AT TRAINING OR WORK.

2. Section VI, WD Circular 208, 1946, providing that the hand salute will not be required off military installations, except in Occupied Territory, has been amended by WD cable WCL 35608, 13 August 1946:

> "The hand salute may be required in any foreign country when deemed advisable by the Theater Commanders or Military Attaches."

3. It is most important that the hand salute be continued throughout the Mediterranean Theater. Any instructions to the contrary given at Reception Centers, Staging Areas, or Camps in the Zone of the Interior, or by Commanders in this Theater, while based initially upon the provisions of Section VI, WD Circular 208, are herewith rescinded as provided in the WD cable quoted in paragraph 2, this circular.

4. Saluting at present is seriously below the high standard desired by the Theater Commander. This is directly attributable to the failure of both senior and junior officers to correct individuals who fail to salute or who salute incorrectly. Emphasis on instruction is required of every officer.

5. a. Each Major Command will include instruction in this subject in the training program of the command.

b. This training will insure a thorough knowledge, by all officers and men, of Chapter 3, FM 22-5, February 1946, on how and when to salute.

c. Instruction will emphasize that:

(1) Soldierly bearing and saluting is indicative of the individual's self-respect, pride of organization and of the fact that he is a member of the Army.

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(2) A well dressed, neat soldier will generally render the proper salute and almost invariably is a member of a good organization.

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Hq MTOUSA Circular No. 163, dtd 3 October 1946 (Cont'd)

d. It will be impressed upon each officer that it is his personal responsibility to correct every failure to salute, or to salute properly, that he observes. Senior officers will take immediate measures to correct junior officers who fail in any respect to fulfill these requirements.

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

OCT 7 1946

CIRCULAR)
:
NUMBER 162)

2 October 1946

MTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

Paragraph 1, Circular Number 136, this headquarters, 1946 is superseded by this paragraph:

"1. The MTOUSA Safety and Accident Prevention Program is designed to eliminate unsafe conditions and unsafe acts which result in injuries or occupational diseases to military personnel, United States citizen civilian employees of the War Department, civilian employees of the United States Army and Prisoners of War, or which cause damages to Government or other equipment and property or interrupt military operations, or which results in injuries to persons or damage to property of any nationality whatsoever."

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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S.D. to Capt Bowers

R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

OCT 7 1946

CIRCULAR)
: NUMBER 161)

2 October 1946

AUTHORIZED ABSENCES

Circular Number 142 this headquarters, 1946, is superseded by this circular.

1. General

a. The provision of AR 600-115, 20 August 1946 as supplemented by this circular will govern the granting of all leaves of absence, delays, and passes to military personnel in this theater.

b. Personnel will not be granted authorized absence unless they have received adequate instructions in military courtesy, the wearing of the uniform and have sufficient funds to defray anticipated expenses. A suitable procedure will be established in each organization to assure that individuals on authorized absences are correctly attired.

c. Personnel on authorized absence must have in their possession at all times:

(1) Orders, leave certificate, or pass.

(2) Officers' Pay Data Card or Soldier's Pay Book.

(3) War Department AGO Identification Card for all officers.

(4) Identification tags.

d. Any special instructions given personnel departing on an authorized absence which limit the place to be visited must be entered on orders, leave certificate, or pass.

e. Commanders authorized to grant leaves of absence and passes will insure that quotas to rest areas are not exceeded.

f. Requests for leaves of absence to countries outside of Italy (except established Special Service Tours) will be submitted to this headquarters 3774 for action.

g. Absence will not exceed thirty (30) days except as provided in paragraphs 5 and 6 below.

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

Hq MTOUSA Circular No. 161, dtd 2 October 1946 (Cont'd)

2. Accrual of Leave

a. Effective 1 September 1946 officers and enlisted personnel are entitled to accrued leave at the rate of 2½ calendar days per month credited as of the last day of the month, not to exceed 60 days, and such leave must be taken prior to separation or discharge.

b. Leave in advance of the 2½ days accrual may be granted in the last 6 months of obligated service but will not exceed maximum potential leave.

3. Delegation of Authority. Subject to the restrictions imposed in this circular, authority to grant leaves of absence, off-duty permits and passes to personnel assigned or attached to their respective commands and to redelegate this authority to such of their subordinate commands as they may designate is granted to the commanders of:

a. 88th Infantry Division.

b. Peninsular Base Section.

c. Rome Area, MTOUSA.

d. Headquarters Command, MTOUSA.

e. American Graves Registration Service - MTZ.

f. 6699 Foggia General Depot.

g. United States Army Air Force Station, Capodichino.

h. 1419th Army Air Force Base Unit.

4. Leaves of Absences to the United States.

a. Requests for leave to visit the United States will be referred to this headquarters for approval.

(1) Personnel selected must:

(a) Be officers of the Regular Army, Category I, II, VI, VII or VIII volunteers; or

(b) Be enlisted men of the Regular Army or Class I or II volunteers; and

(c) Have completed the normal tour of overseas duty; except in emergencies, or when at the discretion of the theater commander it is deemed necessary to return individuals for morale purposes.

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Hq MTOUSA Circular No. 161, dtd 2 October 1946 (Cont'd)

(2) Travel to the United States and return will normally be by surface transportation.

(3) Movement of individuals will be through the 149th Replacement Battalion.

(4) Only the interval in the United States between departure from and arrival at United States port or aerial port of embarkation will be charged as leave.

b. Intra - and inter - theater. Travel time to destination and return will be charged against leave, e. g. a person granted ten days leave to Frankfurt with one day travel time each way would have a total of twelve days charged against his leave.

5. Reenlistment Leave.

a. Not exceeding 30 days leave in advance of accrual may be granted at time of 3 year enlistment period only, and is chargeable as leave.

b. Any leave accrued and not taken during previous enlistments may be combined with enlistment leave (a. above) not to exceed 90 days. For Example- An enlisted man is discharged with a balance of 60 days accrued leave. He re-enlists for a period of three (3) years and desires a 90 day leave. A 90 day leave may be granted, by using the 60 days accrued leave and borrowing the 30 days leave that will accrue in first year of new enlistment (paragraph 4h (1) and (2) AR 600-115 dated 20 August 1946).

c. Enlistment shall be deemed continuous (for the purpose of carrying over leave) if occurring within 90 days after termination of previous enlistment.

6. Sick Leave: Sick leave may be granted in accordance with provisions of Section III, AR 600-115.

7. Off-Duty Permits for Officers.

a. Written off-duty permits will be issued covering periods of absence under the provisions of paragraph 4c AR 600-115. The form attached hereto as Inclosure Number 1 will be used. Absences of not more than 72 hours not in addition to holiday or leave periods are not chargeable to leave. If the period of absence from duty or station taken under par 4c AR 600-115 exceeds 72 hours the entire period of absence must be charged as leave.

3 5 7 ?

b. The use of off-duty permits to obtain transportation by military aircraft at the expense of the individual is authorized.

c. The use of off-duty permits in lieu of orders for Rest and Recuperation for the purpose of obtaining hotel accommodations is authorized.

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

Hq MTOUSA Circular No. 161, dtd 2 October (Cont'd)

d. Officers desiring hotel accommodations in Rest Centers and who are traveling on Off-Duty Permits will obtain billeting slips from the unit Special Service Officer. Officers assigned to this headquarters will obtain their billeting slips from the Visitors' Bureau.

e. Officers traveling in connection with assigned missions to Rome or other designated Rest Centers, will NOT be required to obtain billeting slips prior to departure.

8. Passes for Enlisted Personnel.

a. 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 Number 2 for absences not involving overnight stay or form, shown as Inclosure Number 3 for absences involving overnight stay. No other pass forms will be recognized.

b. 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.

c. Passes of 72 hours duration or less may be granted under the provisions of paragraph 4c AR 600-115 and will not be charged to accrued leave time or recorded in service records. If such periods of absence from duty or station exceed 72 hours duration, the entire period of absence must be charged against accrued leave and so recorded in the service records.

d. A pass may be cancelled by any commissioned officer for violation of regulations requiring reprimand or disciplinary action by the soldier's unit commander and in such cases:

(1) The reverse side of the pass will be completed according to the directions thereon.

(2) The half marked "Cancellation of Pass" will be detached and returned to the soldier with directions that he immediately return to his unit and deliver the pass to his unit commander.

(3) The half marked "Pass" will be retained by the cancelling officer until it can be turned over to the Military Police or mailed to the Provost Marshal having jurisdiction over the soldier concerned.

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

Hq MTOUSA Circular No. 161, dtd 2 October 1946 (Cont'd)

(4) In offenses requiring summary court action, the pass will be taken up and the offender turned over to the Military Police.

9. Delays Enroute.

a. Delay enroute other than authorized travel time, for all personnel will be chargeable as leave of absence unless it is stated in the orders authorizing the delay that delay is in performance of military duty.

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

3 Incls:
1 - Off-Duty Permit
2 - Pass (Day)
3 - Pass (Overnight)

DISTRIBUTION:
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3572 -

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

INCLOSURE NUMBER 1 TO HQ MTOUSA CIRCULAR NUMBER 161, 1946
"AUTHORIZED ABSENCE"

OFF-DUTY PERMIT

_____
(Headquarters)

_____
(Date)

_____ _____ _____ _____
(Rank) (Name) (ASN) (Organization)

is hereby authorized to be absent from his organization and station from

_____ to _____
(Hour & Date) (Hour & Date)

for the purpose of visiting in _____
Travel by military aircraft is authorized, at the expense of the individual.

BY COMMAND OF

3571 -

(Incl No. 1)

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

INCLOSURE NUMBER 2 TO HQ MTOUSA CIRCULAR NUMBER 161, 1946
"AUTHORIZED ABSENCE"

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)

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(Incl No. 2 page 1)

CANCELLATION

This 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)

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

CANCELLATION OF 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:

_____

_____

_____

_____

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)

_____

(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.

(Incl No. 2 page 2)

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

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

INCLOSURE NUMBER 3 TO HQ MTOUSA CIRCULAR NUMBER 161, 1946
"AUTHORIZED ABSENCE"

PASS (OVERNIGHT)

_____
(Headquarters of Issue)

_____
(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 made billeting arrangements at

_____
(Street) (City)

_____
(Signature of Unit Commander)

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(Incl No. 3 page 1)

CANCELLATION

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

_____

_____

_____

_____

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

_____
(Name of Person Making Arrest)
(Print)

_____
(Grade) (Organization)

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

CANCELLATION OF 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.

(Incl No. 3 page 2)

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

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

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 160)

27 September 1946

UNITED STATES ARMY PETROLEUM SUPPLY POINTS FOR PRIVATELY OWNED VEHICLES

United States Army petroleum supply points designated by major commands to issue petroleum products to owners of private vehicles in exchange for MTOUSA petroleum products coupons, are:

1. 88th Division

   a. QM Class III Dump (Gorizia)
   b. 350th Reg't. Motor Pool (Tarcento)
   c. 351st Reg't. Motor Pool (Tarvisio)
   d. 3rd Bn, 351st Reg't Motor Pool (Trieste)
   e. 88th QM Co. Motor Pool (Udine)

2. Hq Command MTOUSA

   a. 204th QM Car Co. Central Motor Pool (Caserta)

3. Hq Rome Area MTOUSA

   a. Hq and Serv. Co., RA/MTO Motor Pool (15 Via Guido Reni, Rome)

4. Peninsular Base Section

   a. Leghorn area: Depot 8L51
   b. Naples area: Depot 8N55 (Railhead Operations Area in Bagnoli)
   c. Bari area: Detachment A, 3372 Engineer Petroleum Distribution Company
   d. Foggia area: Detachment B, 696 Engineer Petroleum Distribution Company.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3352

OFFICIAL:

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

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 159)

26 September 1946

WEARING OF CIVILIAN DRESS BY WAC AND ANC PERSONNEL

Circular Number 99, this headquarters, 1946, is superseded by this Circular.

All women members of the Army are authorized to wear civilian clothes both on and off military installations, when off duty.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

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S.O. to Chief Engrs.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 158)

25 September 1946

PAYMENT OF CIVILIAN ORDERLIES AND MAIDS AND OF CIVILIAN MESS ATTENDANTS IN OFFICERS' MESSES

1. Rescission:

Effective this date paragraph 2a(6)(b) Circular Number 139 this headquarters, 1946, is rescinded.

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 157)

25 September 1946

CONTRIBUTIONS OR GIFTS

1. Paragraph 2c (6) AR 600-10, as amended, is quoted for the information, guidance and strict compliance by all Personnel, both Military and Civilian, on duty in this theater.

"(6) Contributions or gifts.

(a) No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials of clerical superior receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. See R. S. 1784.

(b) The acceptance by an officer or contributions or gifts from persons not in the Military Establishment or in the employ of the Government in recognition of services rendered or from firms, or their representatives, with whom the officer has negotiated as an agent of the Government is prohibited. (see also (2) (c) 1 above.) Officers will exercise their influence over members of their immediate families to insure that contributions or gifts are not received or accepted from such persons or firms.

(c) Appropriate action will be taken once each year by those concerned to bring the provisions of (a) and (b) above to the individual attention of all military and civilian personnel under their immediate control."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

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OFFICIAL:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 26 1946

CIRCULAR)
NUMBER 156)

24 September 1946

INTRA AND INTER THEATER TRAVEL

So much of paragraph 4, c, (1), MTOUSA Circular Number 153, 1946, as reads "TM 14-750" is amended to read "TM 14-700".

BY COMMAND OF MAJOR GENERAL JAYNES:

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

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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 26 1946

CIRCULAR)
:
NUMBER 135)

24 September 1946

FIRE PREVENTION WEEK

1. The President of the United States has proclaimed the week beginning 6 October 1946 as Fire Prevention Week.

2. All commands of this theater will make plans and publish directives for appropriate observance of Fire Prevention Week. It is essential that all be made properly cognizant of the tremendous waste, damage and inconvenience caused by fires. Fires are more likely with the approach of the heating season; they can be prevented by proper appreciation of hazards, by timely and effective action to eliminate common causes, by measures for surveillance and alarm and organization for the prompt fighting of fire in its initial stages.

3. The disastrous effects of fire is a matter of grave concern. It merits earnest consideration of all commanders.

4. Perfunctory observance of Fire Prevention Week will not be tolerated.

5. a. Plans for observance will be furnished this headquarters by each major and separate commander prior to 6 October.

b. Report of results accomplished will be furnished by 20 October in similar manner with pertinent recommendations for better fire prevention procedure.

BY COMMAND OF MAJOR GENERAL JAYNES:

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Major General, United States Army
Chief of Staff

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CIRCULAR)
:
NUMBER 154)

21 September 1946.

REVOCATION OF MTOUSA CIRCULAR NUMBER 150, 1946, "DISCIPLINE OF GERMAN SET"

Circular Number 150, this headquarters, 1946, is revoked.

BY COMMAND OF MAJOR GENERAL JAYNES:

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Chief of Staff

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SEP 26 1946

CIRCULAR)
NUMBER 153)

[See Circular #153 of 21 Oct 46]

20 September 1946

INTRA AND INTER THEATER TRAVEL

1. Recissions

a. MTOUSA Circular Number 38, dated 16 March 1946.

b. MTOUSA Circular Number 89, dated 5 June 1946.

c. MTOUSA Circular Number 111, dated 5 July 1946.

d. MTOUSA Circular Number 130, dated 2 August 1946.

e. MTOUSA letter dated 8 April 1946, file AG 200.4/044 A-O, Subject: "Travel of United States Press Correspondents".

f. MTOUSA letter dated 10 June 1946, file AG 580/030, Subject: "Authority to Issue Air Travel Orders Within this Theater".

g. MTOUSA letter dated 12 July 1946, file AG 200.4/044 A-O, Subject: "Travel Clearance into Greece".

h. MTOUSA letter dated 16 July 1946, file 580/030, Subject: "Authority to Issue Travel Orders Within this Theater".

2. General

a. Military orders are required for the travel of these persons only:

(1) Military Personnel and Category I Civilians.

(a) On Permanent Change of Station.

(b) On Temporary Change of Station.

(c) On Special Service organized tours.

(2) Press correspondents.

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(a) When authorized to use United States transportation facilities because engaged in specific news coverage of United States Army activities as provided in paragraph 3c, AFHQ Administrative Memorandum Number 45, 1945.

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Hq MTOUSA Circular No. 153, 1946 (Cont'd)

(b) When travel is to restricted areas in Italy.

(3) Dependents, when travelling:

(a) At Government Expense.

(b) To restricted areas in Italy.

(c) To areas outside the boundaries of Italy.

(d) On Special Service Organized tours.

(e) In connection with permanent change of station of those upon whom they are dependent. Such orders will contain statement that no additional expense to the Government other than that specified by existing laws and regulations will accrue as a result of the PCS.

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

b. Clearances

(1) Clearance is the authority granted by a Military Headquarters authorizing an individual by name or within blanket authority to travel into the specific area controlled by that headquarters. Requests for clearance into restricted areas of Italy or to countries outside the boundaries of Italy will be submitted to this headquarters for approval, except as indicated in paragraph 3h, and will include in all cases destination, length of time involved and reason for travel. Additional information is required as indicated if traveling to:

(a) Italy Restricted area of Venezia-Giulia and Udine Province, or such other areas as may in the future be classified as restricted: Name, rank, organization, (headquarters or agency) ETA, reason, length of stay, and method of travel.

(b) Rumania Full name, year and place of birth, nationality, citizenship, type of work in which engaged (explained fully), object of visit, length of stay, point of origin and final destination in Rumania, and by what route and mode of transportation trip is to be accomplished.

(c) Greece A statement that the trip is essential, the traveler has sufficient funds for all expenses, the exact places to be visited and whether they are in remote sections of the country.

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(d) Jugoslavia United States passport and Jugoslav visa. Compassionate leave is not authorized.

(2) Travel to any other country will be contingent upon the issuance of passport and visa, or military orders authorized by this headquarters, or both.

c. Military personnel traveling by privately owned conveyance on temporary or permanent change of station or official business and under competent orders are entitled to reimbursement for travel involved at the rate of 3¢ per mile under authority contained in Pay Readjustment Act of 1942.

d. Travel on other than official business will be on a leave basis, including travel time, and at the expense of the traveler.

e. Clearance, passport and visas are not required for Special Service organized tours, but personnel must proceed in accordance with MTOUSA Circular 66, 1946, and Special Service Bulletins and such other directives as may be placed in effect.

3. Special Provisions for Dependents.

In addition to other instructions contained herein, these provisions apply to dependents.

a. Dependents as used herein means the dependents of all military personnel and Category I Civilians.

b. 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 they are in possession of travel orders.

c. All usual means of Government transportation (motor, rail, water and air) are authorized under the conditions contained herein.

d. Individual Government motor transportation is not authorized except for emergency medical or dental reasons, or when accompanying 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. They may use established government bus facilities or authorized group transportation. Waiver of liability as required by MTOUSA Circular 126, 1946, must be completed in all cases.

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

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f. They may travel by Military Aircraft at Government expense:

(1) 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.

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

(3) When they must travel from port of debarkation to the station of the person upon whom they are dependent, in which case no deviation from the most direct routes will be authorized.

g. They may travel by military aircraft at no expense to the government, provided:

(1) Personnel upon whom they are dependent are authorized air transportation in connection with temporary duty on official business or leave and when dependents are in possession of competent air travel orders and accompany the person upon whom dependent. This does not preclude their departure from the aircraft at any point of the journey and continuing unaccompanied in authorized areas, and by other modes of authorized transportation.

(2) Such orders will:

(a) Contain the statement that the cost of travel performed by the dependents will be at the expense of the individual and:

(b) Indicate route to be followed including delays enroute, if any, and no deviation therefrom will be permitted except in case of emergency.

h. The Commanding General, 88th Infantry Division is authorized to take final action on requests from Military Personnel assigned to that Command or under its administrative control for travel of dependents in restricted areas within the 88th Infantry Division zone.

4. Orders

a. Authority to issue travel orders for military personnel and Category I Civilians assigned, attached, or attached unassigned, and dependents to destinations in Italy other than restricted areas; and subject to prior approval of this headquarters, to restricted areas in Italy and to countries outside the boundaries of Italy, is delegated to:

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

Hq MTOUSA Circular No. 153, 1946 (Cont'd)

(1) COMNAVMED

(2) CG, 88th Inf Div

(3) CG, ACC Bulgaria

(4) CG, PTS

(5) CO, RA MTOUSA

(6) CO, AGRS/MTZ

(7) CO, Hq Com'd, MTOUSA

(8) CO, Foggia General Depot

(9) CO, 149th Repl Bn

(10) CO, USAAF Station Capodichino

(11) CO, 6603 Railway Supervisor Group (Ovhd)
(Except air travel orders)

b. Authority to issue air travel orders on patients and required medical attendants when evacuation by air to hospitals within this theater or in United States is necessary, is delegated to:

(1) 34th Station Hospital

(2) 55th Station Hospital

(3) 61st Station Hospital

(4) 391st Station Hospital

(5) 392nd Station Hospital

c. Commanders issuing orders will insure that:

(1) Orders involving travel will cite the proper allotment numbers to which the cost of the travel is chargeable as stated in TM 14-700.

3559 - (2) Orders directing a permanent change of station include correct EDCMR. See AR 345-60, dated 16 April 1946.

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

Hq MTOUSA Circular No. 153, 1946 (Cont'd)

(3) Authority to issue orders is not delegated subordinate units.

(4) Commercial air transportation chargeable to the War Department is not authorized or directed without prior approval of this headquarters.

(5) Orders involving travel into restricted areas of Italy or to countries outside the boundaries of Italy will include the statement.

"Authority granted to enter (name of country or area) per (headquarters granting the authority) cable number _____ dated _____".

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
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Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 23 1946

CIRCULAR)
:
NUMBER 152)

18 September 1946

PROPERTY ACCOUNTABILITY

1. Circular No. 45, Hq MTOUSA, dated 21 March 1945, is rescinded. (Circular No. 45, Hq MTOUSA, 1945, was superseded by Circular No. 23 dated 26 February 1946).

2. Section I, Circular No. 57, this headquarters, 1945, is superseded by this section:

"I---PROPERTY ACCOUNTABILITY

Accountability for sales of Army Exchange Service property will be in strict accordance with AR 210-65 dated 12 June 1945, and changes thereto. The audit of accounts of Exchanges will be performed by a representative of this headquarters not less frequently than quarterly in accordance with the provisions of paragraph 28, AR 210-65, dated 12 June, 1945, and changes thereto."

BY COMMAND OF MAJOR GENERAL JAYNES:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
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APO 512

SEP 23 1946

CIRCULAR)
NUMBER 151)

17 September 1946

INFORMATION AND EDUCATION PUBLICATIONS

I. GENERAL.

1. The provisions of this circular prescribe the procedures and fixes responsibility for the dissemination of Information and Education publications.

II. PROCEDURES AND RESPONSIBILITY.

2. Procurement.

a. The Theater Information and Education Office will requisition through Information and Education channels such stocks of Information and Education publications as may be required for reissue to organizations or units of this theater.

b. The Theater Information and Education Office will provide for the production of such Information and Education publications as may be necessary to have reproduced in this theater, through their own reproduction facilities or by commercial contracts arranged through Information and Education channels.

c. The AG Publication Depot, PBS, will advise the Theater Information and Education Office as to the status of stock of Information and Education publications, when, in their opinion, replenishment is required.

3. Storage.

The AG Publications Depot, PBS, will store for approved distribution, Information and Education publications, received on requisitions of, or produced by the Theater Information and Education Office.

4. Requisitions.

a. Organization or unit requisitions for Information and Education publications will be submitted by their Information and Education office to the appropriate Information and Education office of the Major Command concerned.

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b. The Information and Education Office of the Major Command will screen, consolidate where practical, and forward approved requisitions for their command to the AG Publications Depot, PBS, for issue.

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Hq MTOUSA Circular Number 151, dtd 17 Sept 46 (Cont'd)

5. Distribution.

a. Distribution List. The Theater Information and Education Office will provide the AG Publication Depot, PBS, with a distribution list for the automatic initial distribution of Information and Education publications received in the depot for stock.

b. Initial Distribution. The AG Publication Depot, PBS, will make automatic initial distribution, from the approved distribution list, of all new or revised Information and Education publications received for stock.

c. Requisitions. The AG Publication Depot, PBS, will supply from stock, Information and Education publications on approved requisitions by the Information and Education office of major commands.

6. Security.

The AG Publication Depot, PBS, will take action necessary to insure that Information and Education publications requiring security are properly safeguarded.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

SEP 19 1946

CIRCULAR
NUMBER 150

16 September 1946

DISCIPLINE OF GERMAN SEP

1. The purpose of this directive is to define normal process of law as involves SEP in United States custody in this theater.

2. ADMINISTRATIVE MEASURES

Commanders supervising SEP performing duties for the United States Army will employ proficient remedies whenever necessary in effectuating his responsibilities to utilize and control SEP labor and to administer his German Service Units in a satisfactory manner. These administrative measures may include; (1) Admonition, reprimand or any other verbal or written re-proofs. (2) Withholding of privileges including restrictions on diet (TM 19-500). (3) Discontinuance of work record credit for a definite period of time.

3. PUNISHMENT

Punishment which may be accorded SEP is disciplinary or judicial.

a. Disciplinary punishment: This punishment may be inflicted under provisions of the 104th Article of War or by a summary court-martial as limited by the Articles of War. Punishment under the 104th Article of War will be administered only by officers of the United States Army so authorized by said article. Summary court-martial will be composed of officers of the United States Army. German commanders will be promptly and freely informed of disciplinary action taken against their personnel. Where possible, German commanders, or representatives designated by them, will be permitted to be present at investigations, trials or hearings. Summary court punishment may include a maximum of thirty (30) days confinement with restriction or diet as outlined in paragraph 58 J, section X, change 7, TM 19-500, 29 August 1945.

b. Judicial punishment: This punishment will be awarded by special or general court-martial composed of officers of the United States Army pursuant to normal court-martial procedure. After trial a statement will be forwarded to this headquarters giving the time and place of trial, the charges and specifications, the sentence of the court, the action of the reviewing authority, and designated place of confinement.

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4. In all cases of conviction by special or general court-martial PWE 339 will serve as the place of confinement unless a sentence greater than two years confinement is imposed in which case the place of confinement will be the MTOUSA Disciplinary Training Center. Request for confinement together with a copy of the court-martial order, when published, will be forwarded to the Commanding General PBS, Attn: Auxiliary Troops Command.

5. The term "recalcitrant" will not be applied to SEP for disciplinary purpose.

BY COMMAND OF MAJOR GENERAL JAYNES:

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Adjutant General

1 Incl: Extract from TM 19-500

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

Inclosure to Hq MTOUSA Circular No 150.

EXTRACTS FROM
TM 19-500

* * *

"58. ENFORCEMENT OF DISCIPLINE

* * *

e. Prisoners will not be exposed to cruel or inhuman treatment. No prisoner will be handcuffed or tied, except when prescribed by the responsible medical officer as necessary in order to control medical cases requiring restraint.

f. Collective punishment will not be imposed for the misconduct of an individual.

* * *

h. Prisoners may be confined temporarily in a jail as an indispensable measure to safeguard the life of a prisoner, or in other extreme emergency, but only while the circumstances which necessitate the measure continue to exist.

* * *

j. Section V, AR 600-375, permits food restrictions as an increase in punishment to prisoners confined in guardhouses undergoing disciplinary punishment. In no event shall a restricted diet be imposed in excess of 14 continuous days, nor will it be repeated until an interval of 14 days shall have elapsed, and it will not exceed 84 days in 1 year. A restricted diet may be ordered only if the state of health of the prisoner to be punished permits it. The minimum food allowance will include 18 ounces of bread each day and as much water as the prisoner may desire. The limitations on food restrictions listed above do not apply to administrative measures discussed in paragraph 59.

59. ADMINISTRATIVE MEASURES

a. The camp commander, in discharging his responsibility to utilize and control prisoner of war labor and to administer and maintain his camp in a satisfactory manner, will employ preventive measures wherever practicable. The administrative measures may include:

(1) Admonition, reprimand, or other oral or written reproof.

(2) Withholding of privileges, including restrictions on diet.

(3) Restriction to certain specified limits.

* * *

(a) Discontinuance of 10 cents daily allowances up to $2 a month.

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(Inclosure No. 1)

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(b) Depositing in the prisoner's individual trust fund any or all compensation earned from the date of last payment to the date of application of administrative measures and denying the privileges of any withdrawals from the trust fund until the expiration of the period of administrative measures.

b. The measures specified in the preceding paragraph may be applied indifinitely but only during periods in which prisoners are failing to comply with the necessary provisions for labor or camp administration. When compliance is clearly obtained, administrative pressure must cease, for thereafter it becomes disciplinary punishment. These measures are not limited to a single individual. They may be applied simultaneously to all individuals who are failing to comply with the administrative provisions. They are not to be applied as individual or mass discipline or as punishment, nor are they in any sense to be considered as such.

c. In simple language the restrictions on diet referred to in a (2) above, constitute a "no work-no eat policy." In applying the "no work-no eat policy," compliance will not be considered to have been obtained until the prisoners not only agree to discontinue the strike but also actually engage in work. If the strike has disrupted the normal work program to such an extent that it is impracticable to resume work as soon as the prisoners signify their willingness to work, restrictions on their diet may be continued for 72 hours or until it is practicable to resume work, whichever period is shorter.

60. DISCIPLINARY MEASURES

a. The foregoing provisions concerning administrative measures are not intended to exclude the imposition in individual instances of disciplinary punishment upon prisoners as provided by the 104th Article of War and by Articles 54-59, inclusive, of the Geneva Convention, or of penalties as a result of court-martial proceedings, provided such punishments or penalties are not in violation of the provisions of the Geneva Convention concerning penalties and punishments. The 104th Article of War permits imposition of the following disciplinary punishments:

(1) Admonition.

(2) Reprimand.

(3) Withholding of privileges for not exceeding 1 week.

(4) Extra fatigue for not exceeding 1 week.

(5) Restriction to certain specified limits for not exceeding one week.

(6) Hard labor without confinement for not exceeding 1 week (except officers and noncommissioned officers).

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(7) Overtime work, not to exceed 4 hours a day and for not over 1 week, without pay, in order to accomplish work not performed because of a strike.

b. Under authority of Article 59 of the Geneva Convention of 1929, Relative to the Treatment of Prisoners of War, camp commanders are authorized to exercise "disciplinary powers" in respect to prisoners under their control. In the exercise of these disciplinary powers, camp commanders may impose disciplinary punishments upon prisoners as authorized by Articles 54,55,56,57, and 58 of the Geneva Convention.

c. The powers granted camp commanders by b above include a maximum disciplinary punishment of 30 days confinement, 14 of which may be on bread and water, provided that any restriction in diet conforms to the provisions of paragraph 58h of this chapter. Officer prisoners confined under the above powers may not be required to work. Noncommissioned officer prisoners may be required to do supervisory labor only. Other enlisted prisoners may be required to perform hard labor.

d. Prisoners, other than officers, are subject to trial by summary court martial. The sentence imposed upon a prisoner by summary court martial will be limited to 30 days in duration. In view of the scope of the powers granted the camp commander under Article 59 of the Geneva Convention, summary court procedure is useful particularly in two situations: in order to bring about a forfeiture of not to exceed two-thirds of a prisoner's total pay and allowance, or to require a noncommissioned officer prisoner to perform hard labor.

e. Designated leaders, including officer and noncommissioned officer prisoners, who fail to perform properly the duties of supervision of the personnel under them or any other duty with which they may be entrusted, may be punished in accordance with paragraph b and c above or the 104th Article of War.

f. Any prisoner who disobeys a lawful order, including an order to work, given by an officer, noncommissioned officer, or guard, may in an appropriate case, be tried under the 64th or 65th Article of War. Any prisoner who incites other prisoners to strike may be tried under the 66th Article of War. A thorough investigation will be made in every case of a strike or refusal to work in order to identify the ringleader and to bring him to trial under the 66th Article of War.

61. COURT-MARTIAL PROCEDURE

a. Notice of each case to be tried by a general or special court martial (summary court martial excluded) will be submitted to The Provost Marshal General in time to permit notification to the appropriate Protecting Power 3 weeks before trial. It is necessary that The Provost Marshal General receive a copy of the charge sheet and notice of the date and place of trial and court to which the matter is referred not less than 4 weeks before trial. The acknowledgment or receipt of notice by the Protecting

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Power will be forwarded by The Provost Marshal General to the appropriate service command to be made a part of the court-martial records.

b. Information as to the regularly appointed defense counsel and of any other defense counsel in the case will be forwarded to The Provost Marshal General as soon as available for transmittal to the Protecting Power. A list of American officers qualified to represent the accused will also be forwarded as soon as possible. Any change in this list or in defense counsel should be communicated by telegram to The Provost Marshal General.

c. Since V-E Day the requirements of paragraphs a and b of this paragraph need no longer be followed as to German prisoners of war. German prisoners of war may be tried by general or special court-martial at any convenient date without giving formal notice comparable to that required by a and b above. A copy of the charge sheet in each case will be forwarded to The Provost Marshal General's Office at least 2 weeks prior to the trial. Particular care will be taken to insure that the provision contained in the preceding sentence is complied with before any trial in which the imposition of the death sentence upon a German prisoner is possible, or in which an offense growing out of political differences between German Prisoners is involved. After the trial a statement will be forwarded to The Provost Marshal General giving the time and place of trial, the charge and specifications, the sentence of the court, the action of the reviewing authority, and the designated place of confinement. The provisions of d, e, f, g, and h below, remain applicable to court-martial trials of German prisoners.

d. At least one American officer will serve as defense counsel in every general or special court martial of a prisoner. It is desirable that officers appointed to defend accused prisoners speak the language of the accused.

e. In all trials by general or special courts-martial, the accused will be informed "in due time before the trial" of his right to assistance by a qualified counsel of his choice. If the accused prisoner requests that another prisoner at the same or different camp serve as assistant defense counsel at such trial, every reasonable effort will be made to enable such prisoner to serve in that capacity unless, in the discretion of the service commander, he is too far distant from the place of trial and it would be unduly inconvient for him to serve. The court-martial record of such trials will show clearly that the accused was informed "in due time before the trial" of his right to counsel of his choice, whether he requested one, and if so, whether one was present and available throughout the trial.

f. In all trials in general, special, or summary court martial, the accused will be informed "in due time before the trial" of his right to have an interpreter. The record of trial will show that he was so informed. An interpreter will be employed and present at the trial whenever requested by the accused.

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

g. The interpreter appointed for and sworn by the court will render the official translation of all court proceedings. He should not be the trial judge advocate, defense counsel, assistant to either, a witness, or have any bias or interest in the case. The interpreter will translate language of the accused into English for the benefit of the court. The court-martial record should show that the interpreter was instructed by the court as outlined above, and that he complied with such instructions.

h. One complete, authenticated copy of the court-martial record and action of the reviewing authority in each general or special court-martial case will be forwarded to The Provost Marshal General as soon as available, except in court-martial proceedings against prisoners in which the death sentence is imposed. In the latter case, two complete, authenticated copies of the record will be forwarded to the Office of The Provost Marshal General. Accordingly, in courts martial where there is a possibility of imposing the death sentence, arrangements will be made for the preparation of two copies of the record.

* * *

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

E.A. Sr. Chief Comm'd.

R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 28 1946

CIRCULAR)
NUMBER 149)

16 September 1946

SHIPMENT OF PERSONAL PROPERTY TO ZONE OF THE INTERIOR - SURPLUS PROPERTY

1. Reference:

a. AR 55-160.

b. CPR 155.

c. Section VIII, War Department Circular Number 98, 1946.

d. War Department Cable WCL 28497, dated 18 July 1946.

e. War Department Cable WCL 33101, dated 3 August 1946.

2. Legally acquired War Department Surplus Property, or articles of foreign manufacture, purchased by military personnel or War Department civilian personnel may be shipped from this theater to the Zone of the Interior as part of the authorized baggage allowance at Government expense:

a. If the military person requesting shipment is ordered to the Zone of the Interior on Permanent Change of Station.

b. When, in the case of War Department civilian employees, such employee is being returned to the Zone of the Interior under competent orders pursuant to Civilian Personnel Regulations (CPR 155).

c. When, if applicable, the person requesting shipment has complied with pertinent regulations of the United States Custom Service.

d. When such shipment is within the weight allowances for military personnel set forth in AR 55-160.

(1) Enlisted men below the fourth grade are permitted shipment of personal baggage in the same weight as those of the fourth grade. (Authority: AGMAR WCL 33101, dated 3 August 1946)

3. Subject to the foregoing provisions, private automobiles, or automobiles purchased from surplus Government stocks, may be shipped, at no expense to the owner, on United States Army Transports or Army chartered vessels to Zone of the Interior Ports only, on a space available

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R E S T R I C T E D

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

MTOUSA Circular No. 149 (Cont'd)

basis. Automobiles will be transported on Army Vessels only when Army Cargo will not be displaced thereby.

4. Persons who desire to ship privately owned automobiles to the Zone of the Interior on an Army vessel will deliver vehicle to the T.C. Baggage Depot, Warehouse 11-L-51, Leghorn, presenting, at the same time, two (2) copies of Permanent Change of Station Orders, and two (2) copies of Vendors Shipping Document, or other instrument, as proof of ownership.

5. The shipment of personal property other than automobiles will be made in accordance with the provisions of those authorities cited in paragraph one (1) hereof.

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

SEP 23 1946

CIRCULAR)
:
NUMBER 148)

14 September 1946

WEARING OF WINTER UNIFORM

1. The change from summer to winter uniform will be made in this theater, except as noted below, on 1 October 1946.

2. Commanders of Major Commands, at their discretion, may authorize the change to winter uniform between 15 September and 15 October 1946 for individuals not in formation, for subordinate units, or for the entire command.

BY COMMAND OF MAJOR GENERAL JAYNES:

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

OFFICIAL:

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SEP 17 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR
NUMBER 147

10 September 1946

MOTOR VEHICLE CONTROL AND SAFETY REGULATIONS

Reference: Section X, Circular 210, WD, 15 July 1946

I. PURPOSE:

1. The accident toll now being suffered by both personnel and vehicles in the Theater makes it imperative that specific regulations covering the operation of motor vehicles be defined and rigidly enforced. This Circular sets forth the minimum standards to be observed by United States military personnel, War Department civilian employees, dependents of United States Military personnel and War Department civilian employees, whether driving Government or privately owned vehicles. The Commanding Officers of the various major commands and the Theater Provost Marshal, together with Provost Marshals of the major commands, are authorized to amplify these regulations to whatever degree may be necessary to insure the greatest possible safety on the highways throughout the Theater.

II. SCOPE:

2. These regulations are applicable to all military and privately owned vehicles registered by the Provost Marshal in accordance with MTOUSA Circular Number 104, "Motor Vehicle Registration", dated 27 June 1946.

III. DEFINITIONS:

3. Military Vehicles - Vehicles possessed by United States Army including army vehicles, captured enemy vehicles and requisitioned vehicles.

4. Privately Owned Vehicles - Military type vehicles purchased through Office of The Foreign Liquidation Commissioner, personally owned civilian type vehicles imported into the Theater or procured locally.

5. Civilians - Refers only to War Department civilian employees, dependents of military personnel or of War Department civilian employees, and civilian drivers employed to operate military vehicles.

IV. RESPONSIBILITY:

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6. Responsibility for conservation, operation, preventive maintenance and security of military motor vehicles is a Command function which devolves directly upon the unit Commanding Officer. Although this responsibility

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

cannot be delegated, each unit commander will appoint an officer to inspect dispatch and maintenance records before they are filed in order to insure compliance with all regulations pertinent to dispatch and maintenance. Inspecting officers will countersign such records and they will be filed for a period of not less than three (3) months.

7. Responsibility for operation, preventive maintenance and security of privately owned vehicles lies with the individual owners, either military personnel or civilian, and no maintenance service will be provided or authorized from army facilities other than such as may be incidental to the purchase of POL products as provided in MTOUSA Circular Number 134, "Sale of Gasoline and Lubricants", dated 9 August 1946.

8. Responsibility for issue of vehicle registrations, performance of mechanical inspection of privately owned vehicles, road blocks and spot check points lies with the Provost Marshals of the Major Commands.

9. Responsibility for issue of Motor Vehicle Operator's Permits lies with the Transportation Officers of the Major Commands.

V. CONSERVATION:

10. All unit commanders will instruct their personnel in the use, care, and maintenance of military motor vehicles, to insure that they are ready for service at all times, and that they are used only for authorized missions.

11. Each unit will pool motor vehicles under a motor officer to insure planning of vehicle usage and to effect a minimum of empty hauls.

12. Usage of vehicles will be in accord with MTOUSA Circular Number 101, "Use of Motor Vehicles", dated 20 June 1946.

VI. OPERATION:

13. Military Vehicles

a. Driver assignment. Insofar as practicable, each vehicle will be assigned to a regular driver (or drivers when vehicle is used on more than one shift) and will not be operated by any other person.

b. Dispatch. Standard operating procedures set forth in Section I MTOUSA Circular Number 66, dated 2 May 1945 will be rigidly adhered to. Gate guards will be posted at all motor dispatch pools and will check trip tickets of all vehicles entering or leaving pool.

c. Convoys and motor marches. All movements will be governed by provisions of WD FM 25-10 and TM 21-305 with such amplification as may be established by major commanders.

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

Hq MTOUSA Circular Number 147, dated 10 Sept 46 (Cont'd)

14. Privately Owned Vehicles

a. Operators of privately owned vehicles must have in their possession Owner's Registration Card covering particular vehicle, and operator's permit.

b. Privately owned vehicles will not be furnished dispatch tickets.

VII. SECURITY:

15. The security of military vehicles will be carried out in accordance with regulations set forth in MTOUSA Circular Number 12, "Vehicles & Accessories", dated 28 January 1946.

16. Operators of privately owned vehicles will not be required to carry out these security measures.

17. Privately owned vehicles may be permitted to use Controlled Parking Lots whenever parking space permits but neither the Government nor the Officer in Charge of the lot will be held responsible for any loss from pilferage, loss of or damage to privately owned vehicles left in a parking lot.

VIII. MOTOR VEHICLE OPERATOR'S PERMIT:

18. No personnel, either military or civilian, will be allowed to operate a vehicle unless they are in possession of a Theater Motor Vehicle Operator's Permit as stated below except that civilians possessing Statesside operators licenses may have until 1 October 1946, or 30 days after date of arrival in Theater, to procure Theater Operators Permits.

19. The Transportation Officer of the various commands in the Theater will arrange for examinations, including physical, written and driving tests to be given both Military and Civilian personnel operating Government owned vehicles who are required to have a driver's permit, unless records are available to indicate vehicle operators were examined within the last six months. These examinations are based on those set forth in TM 21-300, modified to meet Theater conditions. Every six months, drivers of government owned vehicles will be re-examined.

20. All military personnel and civilian personnel employed to drive military vehicles who have successfully completed their driver's examination will be issued a Motor Vehicle Operator's Permit (QMC Form 228 or WD AGO Form 9-74).

21. a. All civilian personnel who have a Statesside operators permit will be issued a Civilian Motor Vehicle Operator's Permit (Inclosure No. 1,a) for operation of a privately owned vehicle.

3549 b. Where civilian operators do not possess a Statesside drivers's permit, they will be required to successfully complete a driver's test similar

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

Hq MTOUSA Circular Number 147, dated 10 Sept 46 (Cont'd)

to Theater tests modified to meet civilian requirements prior to issue of a civilian Motor Vehicle Operator's Permit.

22. All personnel, either military or civilian, in possession of an Operator's permit for driving military vehicles, must be thoroughly instructed by the Transportation Officer in the use of a Standard Form 26 or 26a (Driver's Report-Accident-Motor Transportation).

23. Where records are not available to establish that operators of Government vehicles have successfully complied with these standards of selection, examination and driving proficiency, a re-examination will be conducted and completed prior to 15 October 1946. Currently valid permits will be continued in force pending re-examination.

24. When an accident or other cause so warrants the permit will be suspended by the Major Commanders in civilian cases and Unit Commanders in military cases.

IX. VEHICLE INSPECTION:

25. The Provost Marshal will, before registration and once each year thereafter, make a check of privately owned vehicles to determine, whether or not the vehicle is in a safe driving condition, including inspection of brakes, lights, horn and steering assembly.

a. Vehicles passing the Provost Marshal inspection will be given an "Inspected Vehicle" sticker denoting the fact and bearing date of issue (Inclosure No. 1,b).

b. Vehicles not bearing this sticker and vehicles found in operation with sticker more than one year old will be impounded and the owner subject to disciplinary action.

26. It shall be the responsibility of the owner of each privately owned vehicle in the Theater to present the vehicle to the Provost Marshal for initial and yearly inspection.

X. REGISTRATION OF MOTOR VEHICLES:

27. Motor vehicles will be registered in accordance with MTOUSA Circular Number 104, dated 27 June 1946.

28. Military or civilian personnel must have a valid Motor Vehicle Operator's Permit and vehicle equipped with "Inspected Vehicle" sticker before vehicle will be registered.

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

Hq MTOUSA Circular Number 147, dated 10 Sept 46 (Cont'd)

XI. EXCEPTION FROM PROVISIONS OF SECTIONS IX AND X:

29. In the case of a privately owned vehicle purchased in Theater or vehicle arriving from Zone of Interior, the possession by the owner of a letter as specified in MTOUSA Circular Number 113 will permit operation of vehicle by owner without registration sticker or "Inspected Vehicle" sticker for a period not to exceed 30 days.

XII. TRANSPORTATION OF CIVILIANS:

30. The transporting of civilians in military vehicles will be governed by regulations set forth in MTOUSA Circular 126, dated 29 July 1946.

31. The transporting of civilians in privately owned vehicles is the owner's responsibility.

XIII. SAFETY REGULATIONS:

32. The driver of a military vehicle is prohibited from racking while the vehicle is in motion.

33. No person will drive a vehicle while intoxicated.

34. All military vehicles having safety straps as standard equipment will have straps fastened at all times when vehicle is in motion.

35. Tail gates on all military cargo trucks will be kept either horizontal or all the way up while the vehicle is in motion or parked, except when it is necessary to lower the gate for loading or unloading operations.

36. Military vehicles with semi-permanent tops will, when operated with a passenger load, have tops and/or tarpaulins properly lashed down, except when field operations or operations in wooded country make it impracticable.

37. Parking is prohibited along main supply routes and along roads where "No Parking" signs are posted. Parking on sidewalks is prohibited except for emergency operational necessity.

38. Maximum permissable passenger loads, including operation personnel, for all military vehicles in this theater are as follows:

TYPE OF VEHICLE	MODEL	MAXIMUM LOAD
Truck, ¼ ton	Reconnaissance car	4 persons
Truck, 3/4 ton	Command car	6 persons
Truck, 3/4 ton	Weapons carrier	10 persons
Truck, 3/4 ton	Carryall	7 persons
Truck, 3/4 ton	Panel delivery	10 persons
Truck, 1½ ton	Cargo	15 persons

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

Hq MTOUSA Circular Number 147, dated 10 Sept 46 (Cont'd)

Truck, 1½ ton	Cargo personnel	20 persons
Truck, 1½ ton	Panel delivery	12 persons
Truck, 2½ ton	Cargo	25 persons
Motorcycle solo	Cargo	1 person
Motorcycle w/side car		2 persons

39. Not more than two persons will ride in the front seat of any military vehicle except in the 3/4 ton Command car, where a maximum of three (3) persons are permitted to ride.

40. In privately owned vehicles a maximum of three (3) adult persons will be permitted in the front seat and no more in other seats than will permit safe driving or the safety of passengers.

41. All drivers will comply rigidly with safe and courteous driving instructions at all times, and will exercise extreme caution to avoid accidents and injury to pedestrians.

XIV. SPEED LIMITS:

42. No person, military or civilian, shall operate a vehicle at a greater speed than is reasonable and prudent, having due regard to the traffic surface and width of the road, and hazards at intersections.

43. All vehicles, military or privately owned, will adhere to traffic regulations signs where United States or British Army signs are posted, and to all Italian signs where no Army signs are posted.

44. In case neither Army or Italian traffic regulations signs are posted the following maximum speed regulations will govern:

a. In built up or populated areas; during daylight hours: 25 MPH

b. In built up or populated areas; during hours of darkness: 20 MPH

c. In tunnels, at all times: 15 MPH

d. In open or unpopulated areas the following maximum speeds will govern at all times:

Military passenger cars (Sedans or coupes)	55 MPH
Privately owned passenger cars (except Jeeps)	45 MPH
Trucks, ¼ ton (Jeeps)	40 MPH
Motorcycles	40 MPH
Trucks, ½ and 3/4 ton	35 MPH
Trucks, 1½ and 2½ ton	30 MPH
Half-tracked vehicles	30 MPH
Trucks, 4 and 6 ton	30 MPH
Tanks, light and medium	20 MPH

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

Hq MTOUSA Circular Number 147, dated 10 Sept 1946 (Cont'd)

XV. RIGHT OF WAY:

45. The following regulations regarding right of way will be observed at all times by both military and civilian drivers:

a. In built up or populated areas:

(1) At main highway intersections, vehicles coming from the right have the right of way.

(2) All vehicles will come to a complete stop before entering a main street or highway.

b. In open or unpopulated areas, vehicles emerging from side roads and bivouac areas will be brought to a complete stop before entering any main highway.

c. All drivers will give the right of way to all military vehicles responding to emergency calls, such as ambulances, fire fighting vehicles, and military police vehicles and to all vehicles under military police escort.

d. All pedestrians have the right of way.

XVI. ACCIDENTS:

46. All vehicles will carry a Standard Form 26 or 26a at all times, , which will be used for recording all accidents.

47. All military personnel will report accidents as directed in MTOUSA Circular 136, dated 14 August 1946.

48. All civilian personnel will report accidents to the nearest Provost Marshal, and will turn in completed Standard Form 26 or 26a.

49. All personnel, military or civilian, will, when coming on the scene of an accident, stop and render such aid as necessary.

50. All the pertinent data covering any accident will be entered upon Standard Form 26 or 26a and also in space provided on Motor Vehicle Operator's Permit.

XVII. ACCESSORIES AND PAINTING OF PRIVATELY OWNED VEHICLES:

51. No privately owned vehicle will be permitted to have either a siren or red spot light.

3547 52. No privately owned military type vehicle will be painted red or repainted OD.

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

Hq MTOUSA Circular Number 147, dated 10 Sept 1946 (Cont'd)

XVIII. IDENTIFICATION OF PRIVATELY OWNED VEHICLE:

53. All privately owned vehicles will have the letter and number of their registration painted on the left front and right rear bumper in 3" white letters and numbers on a black background.

54. In those cases where it is impractical or undesirable to paint such identification on bumper, metal plates may be attached to the front and rear of vehicle bearing identification in 3" white letters and numbers on black background. The reverse of existing statesside plates may be utilized for this purpose.

XIX. VEHICLE CONTROL POINTS:

55. The Provost Marshals of the various commands will set up and maintain Motor Vehicle Control Points, manned by a minimum of two (2) Military Policemen.

56. Military Policemen at Vehicle Control Points will:

a. Check trip tickets on all United States Military vehicles.

b. Check registration cards or authority for operation of all drivers of privately owned and registered vehicles.

c. Make a spot check on the safe driving condition of all vehicles bearing a Provost Marshal Registration Sticker.

d. Check cleanliness and appearance of military vehicles.

XX. SPEED CONTROL POINTS:

57. Periodically, whenever personnel is available, speed control points will be operated.

XXI. CENTRAL CONTROL RECORD SYSTEM:

58. A central control record system as directed in paragraph 2 d, Section X, War Department Circular Number 210, dated 15 July 1946, will be maintained by each Major Command.

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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Incl:
(Form)

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CIVI N MOTOR VEHICLE OPERATORS PERM

No._____ Expires_____

CIVILIAN
MOTOR VEHICLE OPERATOR'S
PERMIT

_____
Operators Signature

_____
Operators Name Typed

_____
Category of civilian Dependent WD Employee, etc.

_____
Address - Office or residence

ISSUED BY

_____
Officers name

_____
Unit

Obverse

RECORD OF ACCIDENTS

First Accident

Date_____
Type_____
Collision with vehicle, pedestrian, bicycle, ran off road, etc.
Degree:
Property damage; Slight__ Serious__
Personal injury; Slight__ Serious__ Fatal
Report filed with_____

Second Accident

Date_____
Type_____
Collision with vehicle, pedestrian, bicycle, ran off road, etc.
Degree
Property damage; Slight__ Serious__
Personal injury; Slight__ Serious__ Fatal
Report filed with_____

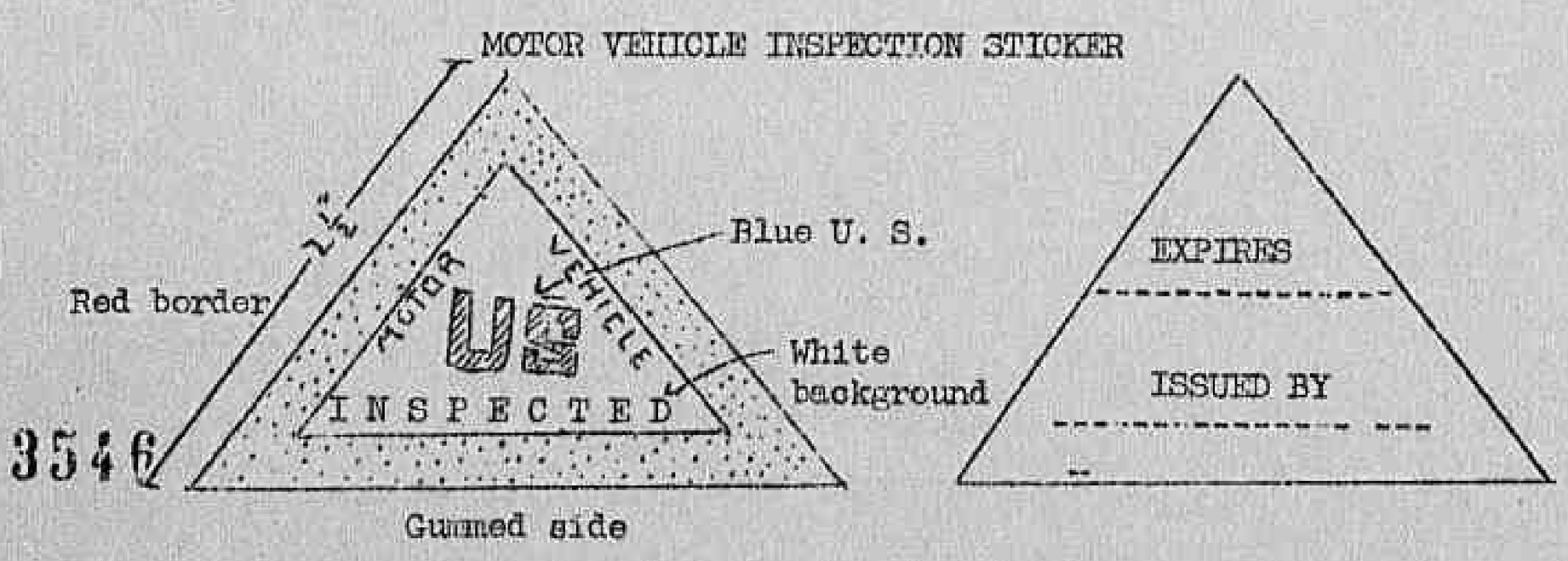
Third Accident

Date_____
Type_____
Collision with vehicle, pedestrian, bicycle, ran off road, etc.
Degree:
Property damage; Slight__ Serious__
Personal injury; Slight__ Serious__ Fatal
Report filed with_____

Reverse

Inclosure 1,a. This form to be printed on card 2½" x 3 3/4"

MOTOR VEHICLE INSPECTION STICKER



Incloure 1,b. To be printed on gummed paper for installation on windshield

Inclosure to Hq MTOUSA Circular No. 147

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

S.O., to Chief Censors.

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 5 1946

CIRCULAR)
NUMBER 145)

31 August 1946

OUT OF BOUNDS AREAS

Section II, MTOUSA Circular Number 4, 9 January 1945 is superseded by this Circular.

All restaurants and eating houses in the mainland of Italy will be out of bounds to all United States Military personnel and War Department Civilians with the following exceptions:

a. Clubs and restaurants, organized or controlled by United States troops or Allied Military troops.

b. Cafes and bars where no foodstuffs are sold.

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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Draw for info
ETB

3545 noted — refer to
Lt. Behn.
Thanks Chief Jdean.
ETB

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S.O. to Chief Convoy.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 5 1946

CIRCULAR)
NUMBER 144)

30 August 1946

FUNDS

1. Circular Number 53, this headquarters, 1946 is superseded by this Circular.

2. Forwarding of "Advance Copies" of WD AGO Form 14-15 and Collection Vouchers.

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

Office of Special Settlement Accounts
213 Washington Street
Newark 2, New Jersey

Attention: "Soldiers Deposit Accounts Division"

22/53

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

Accounting Division
Army Finance Center, OCF
Building 204
4300 Goodfellow Blvd
St. Louis 20, Missouri

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

3544 Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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S. P. to Chief Comm.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 5 1946

CIRCULAR)
:
NUMBER 143)

30 August 1946

ISSUANCE OF UNITED STATES TREASURY CHECKS FOR USE BY DEPENDENTS OF MILITARY AND WAR DEPARTMENT CIVILIAN EMPLOYEES

1. United States Treasury checks are authorized for issuance by Disbursing Officers in this theater to military personnel and War Department employees who desire to send their children to school in Switzerland.

2. Personnel desiring to transmit funds by check will notify disbursing officer in cases of officers, and personnel officers in cases of enlisted men and War Department civilian employees, the amount and complete information as to payee so that proper entry and deduction may be made on individual voucher or payroll.

3. Information to be shown on individual voucher or payroll is: "Authority: MTOUSA Circular No. 143, 1946, Pay to Headmaster, name of school, complete address and amount."

4. Disbursing Officers will issue checks made payable to the Headmaster of Swiss schools and under object for which drawn will state "_____, dependent child of _____, _____." Checks will be forwarded to
Name of dependent / Name of remitter / ASN
addressee by Disbursing Officer drawing check.

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:
1 - Col Harrison Shaler, Hq PBS, APO 782

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S. O. 2 Hdqtrs Chief Commo Z,

R E S T R I C T E D

SEP 3 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 142)

29 August 1946

AUTHORIZED ABSENCES

Circulars Number 26, 40, 44, 112, and 115, all this headquarters, 1946, are superseded by this circular.

1. General

a. The provisions of AR 605-115, 9 November 1945, and AR 615-275, 2 September 1944, as amended and supplemented by this circular, will govern the granting of all leaves of absence, delays, and passes to military personnel in this theater.

b. Personnel will not be granted authorized absence unless they have received adequate instructions in military courtesy, the wearing of the uniform and have sufficient funds to defray anticipated expenses. A suitable procedure will be established in each organization to assure that individuals on authorized absences are correctly attired.

c. Personnel on authorized absence must have in their possession at all times:

(1) Orders, leave certificate, or pass.

(2) Officers Pay Data Card or Soldiers Pay Book.

(3) War Department AGO Identification Card for all officers.

(4) Identification tags.

d. Any special instructions given personnel departing on an authorized absence which limit the place to be visited must be entered on orders, leave certificate, or pass.

e. Commanders authorized to grant leaves of absence and passes will insure that quotas to rest areas are not exceeded.

f. Requests for leaves of absence to countries outside of Italy (except to the United States) will be submitted to this headquarters for action.

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

Hq MTOUSA Circular Number 142 (Cont'd)

g. Absence will not exceed thirty (30) days except as provided in paragraphs 4 and 5 below.

2. Delegation of Authority. Subject to the restrictions imposed in this circular, authority to grant leaves of absence and passes to personnel assigned or attached to their respective commands and to redelegate this authority to such of their subordinate commands as they may designate is granted to the commanders of:

a. 88th Infantry Division.

b. Peninsular Base Section.

c. Rome Area, MTOUSA.

d. Headquarters Command, MTOUSA.

e. American Graves Registration Service - MTZ.

f. Foggia Army Air Base.

g. United States Army Air Force Station, Capodichino.

h. 1419th Army Air Force Base Unit.

3. Leaves of Absence. Other Than Reenlistment.

a. To United States.

(1) Personnel selected must:

(a) Be officers of the Regular Army, Category I, II, VI, VII or VIII volunteers; or

(b) Be enlisted men of the Regular Army or Class I or II volunteers; and

(c) Have a minimum of thirty (30) months continuous overseas service immediately prior to selection and will be available for at least six (6) months service upon return to this theater.

(2) Travel to the United States and return will normally be by surface transportation.

(3) Movement of individuals will be through the 149th Replacement Battalion.

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(4) Only the interval in the United States between departure from and arrival at United States port or aerial port of embarkation will be charged as leave.

b. Intra - and inter - theater. Travel time to destination and return will be charged against leave, e. g. a person granted ten days leave to Frankfurt with one day travel time each way would have a total of twelve days charged against his leave.

4. Reenlistment leave: Reenlistment leave may be granted not to exceed ninety (90) days and such leave shall be chargeable against unused leave accrued during prior continuous enlisted service or against leave which will accrue during the first year of future service, or both.

c. (1) Any man enlisting for three years will be granted the full authorized reenlistment leave at such time as he desires. He will be authorized to spend such leave in this theater, in the Zone of Interior, or in such place as members of his immediate family reside, except that he will not be returned to the Zone of the Interior until he has completed the normal thirty (30) months tour of duty overseas.

(2) Any man with six months or more of consecutive overseas service enlisting for eighteen months or two years service will be granted the full authorized reenlistment leave at such time as he desires. Such leave will be spent only in this theater, unless he elects to take his leave at the completion of his term of enlistment. In the latter case he will be returned to the Zone of Interior in sufficient time to permit completion of his reenlistment leave prior to the expiration of his term of enlistment.

(3) Any man with less than six months consecutive overseas service enlisting for eighteen months or two years of service will be granted the full authorized reenlistment leave but such leave will be deferred until after the period of service. The enlistee will be returned to the Zone of Interior in sufficient time to permit completion of his reenlistment leave prior to the expiration of his term of enlistment.

(4) Any man who enlists for one year will not be granted a re-enlistment leave and his enlistment period will be for one year only.

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(5) Soldiers eligible under paragraphs 4a (1) and (2) above who desire to spend all or part of their reenlistment leave in countries open to compassionate leaves will be reported to

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this headquarters giving name; address, and relationship of relative to be visited and proposed length of stay. After securing clearance, orders will be issued by this headquarters.

b. In all cases appropriate notations will be made on the man's service record.

c. Regular Army enlistees who have taken 30 day reenlistment leaves within this theater and who are entitled to additional leaves under the above policy will be granted such additional leaves upon their request. Additional leaves will be taken in the theater and the total amount of leaves so granted will not exceed the amount authorized by War Department Circular 110, 1946, as amended.

5. Sick Leave: Sick leave may be granted in accordance with provisions of Section III, AR 605-115.

6. Off-Duty Permits for Officers

a. Written off-duty permits will be issued to officers covering periods of absence under the provisions of paragraph 27b, Army Regulations 605-115. The form attached hereto as Inclosure Number 1 will be used.

b. The use of off duty permits to obtain transportation by military aircraft at the expense of the individual is authorized.

c. The use of off-duty permits in lieu of orders for Rest and Recuperation for the purpose of obtaining hotel accommodations is authorized.

d. Officers desiring hotel accommodations in Rest Centers and who are traveling on Off-Duty Permits will obtain billeting slips from the unit Special Service Officer. Officers assigned to this headquarters will obtain their billeting slips from the Visitors' Bureau.

e. Officers traveling in connection with assigned missions to Rome or other designated Rest Centers, will NOT be required to obtain billeting slips prior to departure.

7. Passes for Enlisted Personnel

a. 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 Number 2 for absences not involving overnight stay or Inclosure Number 3 for absences involving overnight stay. No other pass forms will be recognized.

b. Passes will not be granted to visit areas which are declared "Off Limits" or "Restricted", and overnight passes will not be granted to

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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.

c. Passes of three (3) days duration or less will not be charged to accrued leave time nor will such absences be recorded in service records.

d. A pass may be cancelled by any commissioned officer for violation of regulations requiring reprimand or disciplinary action by the soldier's unit commander and in such cases:

(1) The reverse side of the pass will be completed according to the directions thereon.

(2) The half marked "Cancellation Liberty Pass" will be detached and returned to the soldier with directions that he immediately return to his unit and deliver the pass to his unit commander.

(3) The half marked "Liberty Pass" will be retained by the cancelling officer until it can be turned over to the Military Police or mailed to the Provost Marshal having jurisdiction over the soldier concerned.

(4) In offenses requiring summary court action, the pass will be taken up and the offender turned over to the Military Police.

8. Delays Enroute

a. Delay enroute for all personnel will be chargeable as leave of absence unless it is stated in the orders authorizing the delay that delay is in performance of military duty.

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

3 Incls
1 - Off-Duty Permit
2 - Liberty Pass (Day)
3 - Liberty Pass (Overnight)

35 1/2

DISTRIBUTION:
"Z"

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INCLOSURE NUMBER 1 TO HQ MTOUSA CIRCULAR NUMBER 142 1946
"AUTHORIZED ABSENCE"

OFF-DUTY PERMIT

_____
(Headquarters)

_____
(Date)

_____ _____ _____ _____
(Rank) (Name) (ASN) (Organization)

is hereby authorized to be absent from his organization and station from

_____ to _____
(Hour & Date) (Hour & Date)

for the purpose of visiting in _____
Travel by military aircraft is authorized, at the expense of the individual.

BY COMMAND OF

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INCLOSURE NUMBER 2 TO HQ MTOUSA CIRCULAR NUMBER 142 1946
"AUTHORIZED ABSENCE"

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)

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CANCELLATION

This 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)

COMPLETE AND TURN OVER TO A MEMBER OF THE MILITARY POLICE OR MAIL TO THE PROVOST MARSHAL, Hq, PES, APO 782.

CANCELLATION LIBERTY 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:
_____
_____
_____
_____
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)

_____
(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.

(Incl No. 2 page 2)

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INCLOSURE NUMBER 3 TO HQ MTOUSA CIRCULAR NUMBER 142 1946
"AUTHORIZED ABSENCE"

LIBERTY PASS (OVERNIGHT)

_____
(Headquarters of Issue)

_____
(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 made billeting arrangements at

_____
(Street) (City)

_____
(Signature of Unit Commander)

CANCELLATION

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

_____

_____

_____

_____

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

_____
(Name of Person Making Arrest)
(Print)

_____ _____
(Grade) (Organization)

COMPLETE AND TURN OVER TO A MEMBER OF THE MILITARY POLICE OR MAIL TO THE PROVOST MARSHAL, HQ PES, APO 782.

CANCELLATION LIBERTY 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.

(Incl No. 3, page 2)

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S, G. 2d Bkgd Command

RESTRICTED

SEP 3 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

SEP 5 1946

CIRCULAR)
NUMBER 141)

27 August 1946

POSTAL REGULATIONS

I RESCISSIONS

1. Circular Number 30; Section IV, Circular Number 40; Section I, Circular Number 80; Section II, Circular Number 89; Section I, Circular Number 101; Section I, Circular Number 105; Section III, Circular Number 129; and Circular Number 134; all of this headquarters, 1945 and Circular Number 50, this headquarters, 1946, are superseded by this circular.

II ARMY POSTAL SERVICE

2. Definition.

The Army Postal Service is an administrative service in the Adjutant General's Department. It supervises and coordinates mail operations throughout the military establishment.

3. Who may use.

The facilities of the Army Postal Service are available for use by United States Military personnel and units to include Navy and Merchant Marine when Naval postal facilities are not available, their dependents, to include alien civilian wives, and civilian nationals of the United States attached to the United States Armed Forces only. Other United States civilian nationals may use this service only when specifically authorized by this headquarters. United States Civilians so authorized include ARC, USO, WSA and OFLC. Foreign civilians, other than wives of United States military personnel, may not use the United States Army Postal Service or use United States military addresses regardless of employment by American organizations. Foreign civilians may not purchase United States stamps or Postal Money Orders and may not cash United States Postal Orders at United States APO's. All commanding officers concerned will take necessary action to insure that foreign civilian employees are instructed to deposit all mail addressed to American addresses, military or civilian, in their civil postal system. American military and authorized civilian personnel are subject to disciplinary action if they assist anyone to contravene these instructions. Complete information relative to service available may be obtained at any United States Army Post Office in the theater. This includes destinations to which mail may be sent bearing military return addresses, rates, conditions

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of mailing and restrictions.

4. Official Mail.

a. Definition.

Official mail is defined as any matter which is mailed by the military or other Government agency under penalty envelopes or labels, and matter in penalty return envelopes furnished by them for replies. Penalty envelopes and labels are to be used for official business only.

b. Classification.

(1) TOP SECRET matter may not be sent through the United States Army Postal Service. Top Secret documents will be handled by specifically designated persons only and prepared for dispatch in accordance with paragraphs 26, 27 and 28 of AR 380-5, dated 6 March 1946. It will only be transmitted by officer courier and it is mandatory that transmission and custody of such matter be covered by a receipt system.

(2) SECRET AND CONFIDENTIAL matter will be prepared for mailing in the same manner as Top-Secret Material and will be presented at the registry window of an APO for registration. Under no circumstances will such mail be sent without registration. There is no charge for registration of such classified mail when addressed to points served through Army Postal Service. A minimum registration fee of twenty (20) cents plus surcharges, if applicable, must be paid for all official registered mail addressed for delivery through United States domestic postal service.

(3) RESTRICTED AND UNCLASSIFIED matter need not be registered, but may be registered if the sender desires. However, the registration fee and applicable surcharges must be paid in all such cases regardless of delivery address.

c. Weight Limitation.

No article or package exceeding 4 pounds in weight will be admitted to the mails under the penalty privilege.

d. Postage.

Is not required on official mail addressed for delivery by the United States Army, Navy or domestic postal service except as indicated in subparagraph (b) below. Official letter mail (not including parcel post)

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that is mailable in penalty envelopes in the domestic mails of the United States may be mailed in penalty envelopes to those foreign countries:

Bolivia	Honduras
Canada	Mexico
Chile	Newfoundland (including Labrador)
Colombia	Nicaragua
Costa Rica	Panama
Cuba	Paraguay
Dominican Republic	Peru
Ecuador	Salvador (El)
Guatemala	Uruguay
Haiti	Venezuela

Note: Official mail addressed to countries other than those mentioned above will be sent by International Mail and International Mail Rates will apply.

e. Method of Transportation.

Official mail is given air dispatch to point of entry within the United States. From there it continues to destination via rail. If dispatch via air to a point within the United States is desired each piece, including letter size articles, must bear the stamped or typewritten indorsement in capital letters on the face of the envelope or container "WD ESSENTIAL OFFICIAL AIR MAIL" and have postage prepaid at the rate of six cents for each half ounce, (After 1 October 1946, the rate will be five cents per ounce).

f. War Department Essential Air Mail.

War Department Essential Official Air Mail in envelopes or containers exceeding 10 by 14 inches intended for transmission by air outside the theater, will bear the written signature, grade and arm or service of a commissioned officer under the identifying indorsement specified. Air mail will be used only when transmission is urgent. When ordinary postage stamps are used in lieu of air mail words "By Air Mail" will be written below the stamps.

5. Personal Mail.

a. Definition - Correspondence relating to personal affairs of an individual or groups of individuals.

3535 - b. Postage and Stamps.

Prepayment of postage on mail matter at time of mailing is required. Payment is generally made by means of stamps affixed. First-class letter mail admissible to the mails as ordinary mail matter which is sent by a member of the military or naval forces of the United States on active duty will be transmitted in the mails free of postage. The rate of postage on air

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mail to and from members of the armed forces, and civilian employees overseas who receive mail through an APO, is 6 cents for each ½ ounce or fraction thereof. (Effective 1 October 1946, rate will be 5 cents per ounce or fraction thereof).

c. Money Orders.

(1) The postal money order system offers a safe, inexpensive and convenient method of making remittances.

(2) The issuance of United States Postal Money Orders will only be made to individuals on presentation of their currency control book showing a conversion balance greater than the amount being converted into a dollar instrument.

(3) The maximum for which a single money order may be issued is fixed at $100, but there are no restrictions as to the number of domestic money orders which may be issued to the same remitter, providing his currency control book shows a conversion balance greater than the amount being converted into dollar instruments.

(4) Money Orders will not be paid at the office upon which drawn, or at the office of issue, after one year from the last day of the month of issue of such money orders. If the time limit for payment has expired it will be necessary to present the original money order at the nearest APO which will forward it, with an application from the holder for a warrant in the amount of the money order, to the Postmaster General, Division of Money Orders, Washington, D. C.

d. Size, Weight, Limitations.

(1) No article will exceed seventy (70) pounds in weight.

(2) No article will exceed 100 inches in length and girth combined.

e. Mail Addresses.

(1) Current Address.

(a) The current mail address for personnel in this theater consists of the essential elements presented below:

Grade or rank.
First name, middle initial, and last name.
Army serial number.

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Unit and organization (or section and headquarters).
APO number.
c/o Postmaster, New York, N.Y.

(b) The APO number of the major headquarters to which each unit in the theater is assigned will be used as the permanent APO number of the members of the unit. Members of postal organizations will use the APO number of the APO operated by their organization.

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

(d) Where it is necessary that personnel notify their correspondents of a new APO number, it is most important that the complete mail address be given. Mail addressed to an APO number, other than temporary APO numbers, without the organization and unit being given cannot be delivered without undue delay because of the necessity of processing through Central Postal Directory for entry of proper organization.

(2) Change of Address.

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

1. All correspondents and publishers.

2. APO to which mail was formerly addressed.

3. Mail Orderly of unit to which mail was formerly addressed.

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4. Central Postal Directory, APO 790, United States Army.

5. TAG on WDAGO Form Number 204 (For newly arrived casual officers only).

6. Port Postal Officer, NYPOE, New York City, N.Y. (For newly arrived casual personnel)

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* Civilian authorized to receive mail through the United States Army Postal Service see paragraph 3, Section II.

(b) NAP Form 11 for above required notifications are available at all APO's. Commanding Officers will take necessary action to bring the above requirements to the attention of all concerned.

f. Undeliverable Mail.

(1) AWOL Personnel.

(a) When a soldier is AWOL his mail will be retained by the unit mail clerk for 30 days from the date the unit records show the addressee to be AWOL. All mail on hand at the expiration of this period and all mail subsequently received for such addressee will be presented by the unit mail clerk to the unit commander, who will verify the status of the individual but will not make any written certification on the envelope or wrapper. After verification of the status of the addressee, the unit mail clerk will indorse each piece of letter mail, other first class mail or parcel post, "Absent without leave-current address unknown". To avoid inquiry from the senders in the United States, the initials "AWOL" will not be used in lieu of the words "Absent Without Leave" in the prescribed indorsement. Such mail will then be inclosed in another envelope or wrapper which will be addressed to the sender and dispatched thereto under penalty label. When several pieces of mail are from the same sender, they will be placed in one envelope or wrapper. The return address on the outer envelope or wrapper will be that of the unit commander.

(b) After verification of the status of the addressee, the unit mail clerk will place the indorsement "Absent Without Leave - Current Address Unknown" on each newspaper or magazine, and return such articles to the APO without further treatment.

(c) The foregoing does not apply to registered and insured mail. In the case of this type of mail, after verification of the status of individuals by the unit commanders, unit mail clerks will return

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the articles to the sender indorsed "unclaimed", and will not inclose them in an envelope or wrapper for dispatch to sender under penalty label. In each case the unit commander will advise the sender in a separate communication that it has been necessary to return the registered or insured article (which will be described in detail) indorsed "Unclaimed" because of the fact the addressee is absent without leave and his current address is unknown. The article will be returned in the registered or insured mails, as the case may be. The unit mail clerk will secure the usual receipts when returning the articles to the serving APO for dispatch to sender. Receipts will also be exchanged when it is necessary to leave articles in the possession of unit commanders incident to verification of the status of addressee.

(2) Casualty Mail.

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

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

Deceased
John Doe
Captain, Infantry

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

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Missing
John Doe
Captain, Infantry

(d) After the required certifications are placed on the mail matter, it will be returned to the serving APO for forwarding to casualty section of the Central Postal Directory for verification.

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

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

6. Hospitalized Personnel, Treatment of Mail.

(1) Patients in hospitals will not change their mail address as long as they remain assigned to their organizations. Immediately upon being transferred to the detachment of patients at any hospital the patient will adopt as a mail address the designation and APO number of the hospital in which he is confined. He will notify his correspondents on NAP Form 11 of his new address and continue to use that address until reassigned to another organization. If too ill the Registrar will be responsible that correspondents are notified of the patients new address.

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(2) Efficient delivery of mail to patients while confined in hospitals requires that prompt notice of their location be given to the patients assigned unit and to the Central Postal Directory. Two cards, Forms NAP 9, and NAP 10, may be used for this purpose, and are available at Postal Supply Depot, APO 790, United States Army. Unit commanders will give special attention to see that all mail for hospitalized personnel is forwarded promptly and correctly.

(3) The hospital mail clerk assigned to handle mails will be charged with the responsibility of completing three cards on arrival of each patient. One will be placed in the files of the hospital, one (NAP 10) forwarded to the unit to which the patient was assigned and one (NAP 9) forwarded to the Central Postal Directory, APO 790, United States Army Patients will not be expected to make out cards for themselves.

(4) When a patient is transferred from one hospital to another, three cards as directed in (3) above will be prepared and forwarded to the hospital from which patient was received.

(5) Mail received at a hospital after departure of patients whose forwarding addresses are not known, will be held for ten (10) days from the date of departure, pending receipt of Form NAP 10. After the ten-day period, if a forwarding address is still unknown, the mail will be indorsed "Evacuated-Address Unknown" and returned to the serving APO for forwarding to Central Postal Directory for search against complete theater locator file. The Commanding Officer of the Central Postal Directory, if he finds that the patient was transferred to another hospital in this theater will forward a form letter to the hospital from which transferred calling attention to failure to comply with (4) above.

(6) Mail received at hospitals for patients who are known to have been evacuated to United States, and left no forwarding address will be indorsed "Returned to United States", followed by date and initial of person making the indorsement and return to serving APO. Such mail will be returned to sender by CPDS.

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h. Transfers.

(1) To other Theaters.

(a) All orders issued in this theater transferring personnel from their assigned units (not replacement

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organizations through which they are processed enroute) to another theater as individuals will include these instructions: "Immediate notice will be given to emergency addressee, all correspondents and publishers to discontinue mailing letters, parcels, and publications until further advised as to the new address". WD AGO Form 204 may be used for this purpose if desired.

(b) Immediately upon arrival at destination in the new theater and assignment to an organization, individuals will so advise emergency addressee, correspondents, publishers, The Adjutant General, Washington 25, D. C., the Unit mail clerk of the old organization, and the Central Postal Directory APO 790 .

(c) Failure of individuals to submit forms promptly will result in long and unnecessary delay in receipt of mail.

(d) The unit mail clerk of the old organization will hold mail for personnel transferred as individuals to another theater for the first 30 days, if the new address is not known, pending receipt of the forwarding address from the addressee. If the forwarding address is still not known after 30 day period the mail will be indorsed "Departed for another Theater" and returned to the serving APO for further search. Such indorsements will include organization, date, and initials showing by whom made. Mail received for such personnel when the forwarding address is known will be readdressed and returned to the serving APO for onward dispatch to appropriate theater.

(2) Transfers to United States.

(a) All orders issued in this theater directing return of personnel as individuals (casuals) to the United States from their assigned units, as distinguished from replacement organizations or hospitals will include these instructions: "Immediate notice will be given to emergency addressee, all correspondents, and publishers to discontinue mailing letters, parcels and publications until further advised as to the new address". WD AGO Form 204 may be used for this purpose. This notice should be sent 15 days before departure date when possible.

(b) Prior to departure from the assigned unit, the Unit Mail Clerk and the Central Postal Directory, APO 790, will be furnished a forwarding address in the United

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States for each returning individual. Forwarding Addresses for personnel availing themselves of leave of absence or furlough immediately upon arrival in the United States or who are returning for separation are limited to home or other non-military addresses, Card Form NAP 11 (Available at any APO will be used in furnishing the forwarding address to the Central Postal Directory.)

i. Inactivated Units.

(1) Official and other mail received by the United States Army Postal Service addressed to units inactivated or disbanded in this theater will be forwarded to the next higher major command to which assigned or attached for administration at time of inactivation or disbandment. That headquarters will open such mail and take local action when appropriate. Mail which cannot be acted upon locally will be forwarded through channels, with an appropriate statement, until a headquarters is reached where action can be taken. Official mail addressed to units which have been redesignated will be accepted by the new unit when addressed to either the old or new designation and appropriate action taken.

(2) When orders are received directing the inactivation or disbandment of a unit, the commanding officer of the unit will prepare an NAP Form 11 for each member of the unit, including all personnel who have been members of the unit during the past 60 days, showing the unit to which he was or will be transferred. The completed forms will be delivered not later than the inactivation date to the postal officer of the APO serving the unit. All personnel of the unit will be required to notify their emergency addressee, correspondents and publishers of their new unit and APO address on WD AGO Form 204 as soon as it is known.

j. General.

(1) All mail received by a unit mail clerk that is undeliverable at unit mail call will be given one of the indicated indorsements, depending on the reason for non-delivery, and disposed of as noted in the listing below. Mail returned by a unit to the APO will not be accepted unless properly indorsed. Every effort will be made to furnish a forwarding address for mail of departed personnel. See paragraph 5g for special instructions on treatment of mail for hospitalized personnel.

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

Hq MTOUSA Circular Number 141, dated 27 August 1946 (Cont'd)

REASON FOR NON-DELIVERY	INDORSEMENT TO BE USED BY UNIT MAIL CLERK	DISPOSITION BY UNIT MAIL CLERK
Addressee Unknown	"No Record" followed by unit designation, initials of mail clerk and date.	Return to the APO for forwarding to Central Postal Directory.
Casualty: Accidentally killed, died or hospital dead.	"Deceased"	Turn over to unit CO for verification, signature, with rank and branch, and then return to APO for forwarding to the Central Postal Directory. (See paragraph 5f (2) (b) and 5f (2) (c) of Section II)
Missing	"Missing"	
AWOL	"Absent without leave - Current address unknown"	Hold for 30 days from date unit records shown addressee to be AWOL then turned over to unit CO for verification and return to APO (See paragraph 5f (1) of Section II)
Addressee departed on transfer, hospitalization, TDY or DS.	Give new military address	Return to APO immediately.
Addressee returned to United States on transfer or leave.	Give new military address or non-military address if known, otherwise indorse "Returning to United States - left no forwarding address" followed by unit designation, initials of unit mail clerk and date.	Return to APO immediately.

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

Hq MTOUSA Circular Number 141, dated 27 August 1946 (Cont'd)

Addressee returned to United States in arrest or for hospitalization.	Give new military address if known, otherwise indorse "Returning to United States - left no forwarding address", followed by unit designation, initials of mail clerk and date.	Return to APO immediately

III PROTECTION AND SECURITY

6. Unmailable matter.

All matter harmful in its nature, as poisons, explosive or corrosive articles, inflammatory matter and all other matter prohibited by United States Postal Laws and Regulations, is not acceptable by the Army Postal Service and presentation of such matter for mailing is forbidden. Violators will be punished to the fullest extent.

7. Protection of mail in transit.

a. Vehicles transporting mail will carry an armed guard at all times. Only closed type solidly built vehicles will be provided for the transporting of mail but in an emergency an open type vehicle may be used. In open vehicles the guard will ride in the rear and in closed type vehicles the guard will ride in the front seat next to the driver.

b. When any vehicle is being loaded or unloaded both guard and dispatcher will check to insure that all mail for loading or unloading is so handled prior to departure of vehicle that no mail is inadvertently overlooked, or compromised in any way.

c. Both driver and guard are charged with and must accept full responsibility for the protection of mail committed to their custody. The loss, damage, or compromise of mail through carelessness will result in disciplinary action for those involved, either directly or indirectly.

d. No person who has not been specifically authorized by the responsible officer dispatching the vehicle will be allowed to ride in postal trucks or other mail vehicles while mail is being carried thereon. A record will be maintained of the persons who were so authorized showing the particular trip covered by the authorization.

8. Protection of mail in Army installations.

3570 All personnel will be directed to exercise the utmost vigilance in protecting the mails. They must be on the alert at all times in order that mails do not get into the possession of unauthorized persons. No smoking

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will be allowed near where mails are being stored or handled nor where mail is being loaded or unloaded from vehicles or trains. No unauthorized persons will be allowed in the work rooms.

9. Unit Commanders responsibility.

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

10. Reports Covering Loss or Theft.

A report will be submitted to major headquarters in the echelon of command and copy forwarded direct to Postal Division in all cases involving depredation, rifling or loss of mail matters, loss of stamp stock, loss of blank money order forms or funds, burglary of an APO or damage to mail or equipment by fire or other causes. The local agent of CID will be immediately notified.

11. Post Office Inspection.

a. Reference is made to paragraph 48, TM 12-105, 7 May 1943, as amended which requires that the Theater Commander designate an officer to make a quarterly technical inspection of Army Post Office and money order units thereof. The required technical inspections will be made by officers assigned to this headquarters or under direction from this headquarters.

b. Surprise inspections covering security and functions other than technical will be made by Commanding Officer of the command to which the APO's are attached.

c. On the 20th of each month the audit of the accounts of the class "B" agents of the Postal Finance Officer, MTOUSA, must be made by two officers designated by the headquarters to which the APO is attached. Instructions and forms necessary to complete this audit are available at each APO.

12. Unit Mail Clerks.

a. Current instructions for regimental and unit mail clerks are contained in TM 12-275, dated 27 June 1944. All mail clerks in the theater will comply with the instructions contained therein as modified in this circular and future postal instructions published in these circulars. Particular attention is directed to the instructions relative to handling of registered and insured mail in TM 12 275. No pertinent unit records of

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

Hq MTOUSA Circular Number 141, dated 27 August 1946 (Cont'd)

registered, insured or Cash on Delivery mail may be destroyed unless specific authority is obtained from The Adjutant General. Such records on hand at units at the time of discontinuance, inactivation or disbandment will be included with the unit or organizations records, appropriately marked, and stored with and made a part thereof.

b. Each regimental or separate unit commander will furnish the postal officer at the APO serving his unit, a WD AGO Form 952 designating a unit mail clerk and one alternate by name, authorizing them to receive all mail for the organization, including registered and/or insured matter. This Form 952 will also bear the signature of those appointed unit mail clerks.

c. The unit mail clerks will keep an up-to date roster of all members of his organization, past and present for the purpose of furnishing directory service. See MTOUSA letter, file AG 311.1/028-0, subject: Company, Regimental and Separate Unit Post Offices, dated 21 May 1946.

13. Army Postal Personnel.

a. The efficient operation of the postal service in the army requires trained personnel and continuous supervision.

b. It is desirable that duty, other than postal, by Army Postal Service personnel be minimized, concurrently, to the actual military requirements.

c. Careful adherence to regulations and instructions, with an excellent service to the personnel of the station, are the marks of a well-managed postal unit.

IV NOTIFICATION TO PERSONNEL

14. Copies of this circular will be posted in every postal installation and unit mail room and will be brought to the attention of all personnel handling mail, including replacement personnel, immediately upon their assignment.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

3529 OFFICIAL:

Ralph C Tilley

RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
"Z"
5 - each APO

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ALCOM

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AUG 26 1946

CIRCULAR)
NUMBER 140) 5

20 August 1946

INFORMATION AND EDUCATION PROGRAM

I. GENERAL

1. The Information and Education Program is one of the important objectives that our Army has today - and will have for the next five years.

2. I & E is a command responsibility. (Section II, WD Circular 18, 1946)

II. OBJECTIVE (WD Circular 18, 1946)

3. The United States soldier must be the best-informed soldier in the world.

4. The United States soldier must be afforded the opportunity of becoming the best-educated soldier in the world.

III. INSTRUCTORS

5. The best I & E Officer that a unit can have is the commander himself.

6. Enthusiastic interest in the I & E program must be the primery requisite in the selection of I & E Officers and Non-Commissioned Officers. They should have an efficiency rating of excellent, or better. Experience as an educator is desirable but not essential. (Paragraphs 34 and 35, TM 28-210.)

7. Full advantage should be taken of quotas to the USFET Information and Education Staff School. (Hoechst, Germany.)

IV. INFORMATION TRAINING

8. Every unit will have a high-type Information Center. Daily news items will be maintained and will be posted prior to noon of each day.

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9. Every officer and enlisted man present for duty will participate in a minimum of one-undivided-hour of training under the Troop Information Program (TIP) every week, (Section IX WD Circular 100, 1946). Company commanders should realize that additional TIP periods have proved

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effective in the control of VD, and other special problems.

10. Major Commanders will make certain that sufficient copies of Newspapers and News Periodicals are delivered to companies, or comparable units with minimum delay, (this delivery should be accomplished within six hours of receipt by Major Command Post Exchange).

11. Daily news will be discussed with each platoon, by the platoon leader. Where daily newspapers do not reach elements of a command, a daily news bulletin will be published by that command, and will be distributed by noon daily.

12. Each company, or separate unit, will keep posted at their Information Center, the hours at which News Broadcasts are made over the local American Expeditionary Forces Radio Stations. R-100 or other issue Radio Receivers should be available for these News Broadcasts.

13. All officers will familiarize themselves with:

WD Circular 360 (1944) paragraph 8f (1), and paragraphs 9 and 10
WD Circular 18 (1946) Section II (paragraphs 1, 2, 3, 4, and 6)
WD Circular 100 (1946) Section IX
WD Circular 195 (1946) Section I

V. EDUCATION TRAINING

14. All Military Personnel will be aided, and encouraged to take advantage of the opportunity afforded them in the United States Armed Forces Institute (USAFI).

15. Company Commanders will periodically inform their men of the wide scope of USAFI facilities: Correspondence courses, Home-Study courses and Group-Study Material.

16. The specific educational objectives will be emphasized, especially opportunity of obtaining scholastic credits for use upon return to school after the current period of Military Service. The General Educational Development (GED) tests, End-of-Course tests and credit for military service phases will be periodically explained.

17. Full advantage should be taken of existing facilities to give enlisted men on-duty and off-duty training, (WD Circular 291, 1945).

18. Battalion Commanders will make certain that their Information-Education Officers maintain all Educational Advisement materials listed in Section III of WD Circular 195, 1946, a supply of USAFI Form 47 (application for accreditation service) and USAFI Form 68 (application for GED tests). I & E personnel must be fully acquainted with their usage.

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

Incl: - I & E Bibliography

DISTRIBUTION:
"Z" & 1 each I & E Officer to include Bn

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

INFORMATION AND EDUCATION BIBLIOGRAPHY

TITLES	PUBLICATION	SECTION	DATE
I. INFORMATION			
Additional Equipment for I & E O	WD Cir 263	V	31 Aug 45
Armed Forces Radio Service	WD Cir 2	IV	3 Jan 46
Army Information School	WD Cir 28	I	29 Jan 46
Army Newspapers	WD Cir 310	VI	20 Jul 44
	WD Cir 466	I	9 Dec 44
	WD Cir 74	III	7 Mar 45
	WD Cir 21	V	22 Jan 46
Funds	WD Cir 103	I	6 Apr 46
Guide to Use of I&E Materials	WD Cir 34	I	29 Jan 45
Guide for Discussion Leaders	WD Pamp 20-3	All	Sep 44
GI Roundtable Discussion	EM-1	All	
Information-Education Officers	WD Cir 323	V	29 Oct 45
Information and Education	TM 28-210		Jul 45
Information and Education	WD Cir 360	All	5 Sep 44
Radio Receiver R-100	WD Cir 18	II	18 Jan 46
Stationery (News Bulletins)	WD Cir 424	III	30 Oct 44
Training Film Library	WD Cir 86	III	26 Feb 44
Troop Information Program	WD Cir 267	VII	5 Sep 45
	WD Cir 100	IX	3 Apr 46
II. EDUCATION			
Army Education Program	WD Cir 291	All	24 Sep 45
Army Education Program (Supply of Class and Group Materials)	WD Cir 15	III	16 Jan 46
Army Education Program (for Inactive Theaters)	WD Cir 8	I	9 Jan 46
Military Education (USAFI)	TM 28-205		Nov 44
Foreign Language Kits	AR 350-3100		17 Jul 45
Information & Education	WD Cir 461	IV	6 Dec 44
I & E Div, WD	WD Cir 360	All	5 Sep 44
ROTC, Advance Course Re-activated	WD Cir 18	II	18 Jan 46
Use of Non-Army Publications	WD Cir 300	All	3 Oct 45
	WD Cir 210	V	14 Jul 45
	USAFI Catalogue (2nd Edition)		Mar 44
	USAFI Information Bulletin #4		1 Feb 46
	USAFI Information Letter #14 (and later issues)		1 Mar 46
	USAFI FM-945		

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"Your Post War Career"

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TITLE	PUBLICATION	SECTION	DATE
II EDUCATION (Cont'd)			
"Class-Study & Self-Teaching Materials" American Council on Education's 1944 "Guide to the Evaluation of Educational Experiences in the Armed Forces." (Tuttle Handbook)	USAFI EM 1000		
III VETERANS' BENEFITS			
Armed Forces Voluntary Recruitment Act	WD Bull 19		22 Oct 45
Continuation of Nat'l Service Life Ins	Vet Adm		Jun 44
(Supplement to Above)	Ins Form 1535a		Jul 45
Gratuity upon Death	AR 35-1540		19 Apr 45
Mustering-Out Payments	AR 35-2490		15 Jun 44
Nat'l Serv. Life Insurance	AR 600-110		7 Sep 44
Nat'l Serv. Life Insurance	WD Bull 12		45
Regular Army Benefits - (Free Mail, Veterans' Benefits)	WD Cir 310	X	6 Oct 45
Separation, Classification & Counselling of Mil Pers	WD Cir 308	All	6 Oct 45
Servicemen's Rights & Benefits	House Doc #682	Gov't Prtng Office	44
Soldiers' Deposits	AR 35-2600		8 Jun 44
Questions & Answers about Loan Guaranty	Veterans's Administration		

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AUG 26 1946

CIRCULAR)
:
NUMBER 139)

19 August 1946

PAYMENT OF CIVILIAN ORDERLIES AND MAIDS AND OF CIVILIAN MESS ATTENDANTS IN OFFICERS' MESSES

1. Purpose: This circular defines method of payment for personal and mess attendant services and is an amplification of Paragraph 2, a and b, of MTOUSA Circular Number 118, 1946.

2. Scope:

a. Wages of orderlies, maids or personal servants employed in quarters occupied by:

(1) United States Military commissioned personnel.

(2) United States Military non-commissioned or enlisted personnel.

(3) United States citizens, employees of the War Department.

(4) United States citizens, employees of other governmental agencies supporting or affiliated with the United States Army.

(5) Dependents of (1), (2), (3), (4), above.

(6) Upon approval of Headquarters, MTOUSA:

(a) Foreign military personnel accredited to and performing duty with United States Army in the theater.

(b) Aliens accredited to and active members of Allied Commission and Advisory Council in Italy.

b. Wages of mess attendants employed in field ration messes.

3. Orderlies, Maids and Personal Servants:

a. In quarters provided by the government in hotels or apartment houses:

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(1) Civilians employed as members of the installation staff, will be paid on government payrolls.

(2) Personal servants will not be supplied at Government expense by the management of the installation; any such personnel engaged by occupants for personal services will be paid by individuals concerned.

R E S T R I C T E D

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b. In BOQs or group quarters for bachelor or married personnel, maintained and managed by the United States Army:

(1) Civilian orderlies and maids now employed on a payroll status will be replaced by SFPs on or before 31 August 1946, unless individuals specifically request that certain civilians be retained for private employment. In such event, or in the event that SFPs are not available, the individuals will assume the obligation of paying the civilians, under such procedure as may be determined by the management of the quarters. No civilians will be paid on Government payrolls for services of this type after 31 August 1946.

(2) Privately engaged servants, such as laundresses, maids, housekeepers and cooks, will be paid by the individual employing them. In event that any such payments have been made from government funds, the individuals benefiting thereby will reimburse the government for all such payments made for service rendered subsequent to 30 June 1946.

c. In separate houses or apartments, either furnished as quarters by the government or procured under authorized private rental agreements:

(1) No civilian servants or employees will be paid from government funds; the payment of such personnel is the obligation of the occupant.

(2) In the event that any such personnel have been paid from government funds, the individual benefiting therefrom will reimburse the government for the full amount of all such payments made for services rendered subsequent to 30 June 1946.

4. Mess Attendants:

a. Civilians employed as mess attendants in officers' field ration messes will be paid on government payrolls.

b. MTOUSA Circular Number 121 establishes all messes in the theater, exclusive of hospital messes, as field ration messes unless operating otherwise under specific authority of Headquarters, MTOUSA.

c. In the event that any messes are authorized to operate as other than field ration messes, the civilian attendants in such messes will not be paid from government funds, but will receive compensation from the mess management as privately engaged employees.

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Hq, MTOUSA Circular No 139, dated 19 August 1946 (Cont'd)

5. Compensation to be Paid to Privately Engaged Civilians:

a. All Italian orderlies and maids, now employed, who are to be retained and paid by individuals under provisions of Paragraph b (1), above, will be paid the same wage they have been currently receiving and will be entitled to any future increases in "cost of living bonus" as may be prescribed in any future revisions of current Allied Force Labor and Wage Committee Wage Scales.

b. All privately engaged Italian civilian servants will be paid a wage commensurate with current Allied Force Labor and Wage Committee Wage Scales and any future revisions of that scale.

c. The employing individual will procure an Unemployment Insurance Card at the local Provincial Labor Office for each Italian civilian employed by him and will purchase and affix stamps to cover each succeeding pay period. The card will be signed by the employer and given to the employee upon termination of employment.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

(s) Ralph C. Tilley
(t) RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
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REPRODUCED: Hqs Rome Area MTOUSA, APO 794, U. S. Army, 31 August 1946.

CBM/grs

3525 DISTRIBUTION:
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AUG 26 1946

CIRCULAR)
NUMBER 138)

19 August 1946

TRANSPORTATION OF CIVILIANS IN MOTOR VEHICLES

1. REFERENCE:

Paragraph 6, Circular Number 126, this headquarters, 29 July 1946.

2. WAIVER OF LIABILITY FORM, REVISED:

Waiver of Liability, revised 19 August 1946, copy attached as Inclosure Number 1, supersedes the original form distributed as Inclosure Number 1 to MTOUSA Circular Number 126, 1946. Immediate action will be taken to implement the use of the revised form.

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

1 Incl:
Revised Waiver Form
(English and Italian)

DISTRIBUTION:
"Z"
1 - each Officer, MTOUSA
50 - Hq Comd, MTO
3524 each Staff Section
5 - Transportation Officer

RESTRICTED

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

Inclosure to Hq MTOUSA Circular No. 138
(Supersedes Incl. No. 1, MTOUSA Cir. 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 the undersigned in any motor vehicles owned or operated by the United States Army or by an agency under its control, the undersigned non-military person 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
(1) _____	(1) _____	_____
(2) _____	(2) _____	
(1) _____		
(2) _____		

Instructions:

Personal signatures to be entered on lines marked (1); corresponding names to be typed or legibly printed on dotted lines marked (2).

Three copies of this form will be completely filled out for each civilian concerned, in accordance with Paragraph 6 c of MTOUSA Circular Number 126.

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Revised Form
19 August 1946

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

Allegato alla circolare N. 136
del Comando MTOUSA.
(Sostituisce l' Allegato N. 1 della circolare N. 126 del MTOUSA, 1946)

DECLINO DI RESPONSABILITA'

Per ed in considerazione del trasporto fornito o da fornirsi gratuitamente ed unicamente in linea di favore indipendentemente da servizio ufficiale per il Governo degli Stati Uniti, in qualsiasi tipo di automezzo di proprieta' o gestione sia dell'Esercito degli Stati Uniti che di un qualsiasi ente alle sue dipendenze, il sottoscritto civile dichiara 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
(1) _____	(1) _____	_____
(2) _____	(2) _____	
(1) _____		
(2) _____		

Istruzioni:

Le rispettive firme debbono essere apposte sulle linee complete (1); i nomi corrispondenti debbono essere scritti a macchina o a stampatello, in modo leggibile, sulle linee tratteggiate (2).

Di questo modulo saranno compilate in modo completo tre copie per ogni civile interessato, come disposto dal paragrafo 6 c della circolare N. 126 del Comando MTOUSA.

Modulo riveduto
19 agosto 1946

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AUG 26 1946

CIRCULAR)
NUMBER 137)

16 August 1946

POSSESSION AND CUSTODY OF WEAPONS AND AMMUNITION

This circular supersedes MTOUSA Circular Number 83, "Safeguarding of Weapons", dated 24 May 1946.

1. General. Personnel will not have in their possession (actual or constructive) knives with blades over three (3) inches in length, pistols, rifles, carbines or other type weapons, including government issue and personally owned captured enemy material or privately purchased weapons, nor any type of ammunition except when:

a. In the case of issue weapons. Possession is necessary for proper performance of duty of the individual, as authorized by Paragraph 3a below.

b. In the case of personally owned weapons. Possession is authorized by Paragraphs 3b and 3c below.

2. Custody. All weapons and ammunition, both government issue and personally owned will be safeguarded in unit supply room. All personally owned weapons will be tagged with owners' names, a record of such weapons maintained by Unit Commander and a copy of record submitted to the Provost Marshal.

3. Release from Custody.

a. Issue material. When weapons and ammunition are required by an individual for the proper performance of duty the Unit Commander will authorize release of such material to the individual. Upon termination of duty, weapons and ammunition will be immediately returned to unit supply room with written statement of any ammunition expenditures or losses.

b. Personally owned weapons. Personally owned weapons, including captured enemy material and privately purchased weapons, will be released to the individual owners upon written authority of Unit Commander, presented to Unit supply room in duplicate, one copy to be given individual upon release of weapon to him and to constitute his authority for physical possession.

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(1) When definite orders for redeployment or intra-theater transfer for the individuals have been issued and then

1914 Declassified E.O. 12356 Section 3.3/NND No. 785015

Hq MTOUSA Circular No. 137 (Cont'd)

only immediately prior to actual departure.

(2) When individual owners desire and, in cases of captured enemy weapons are authorized, to mail weapons out of the theater as provided in MTOUSA Circular Number 75, dated 17 May 1946.

(3) Periodically for short periods for purposes of care and maintenance.

(4) In case of sporting weapons, when circumstances governing their use have been justified to the satisfaction of the Unit Commander.

c. Ammunition to other than personnel on duty status. Ammunition will not be released except in connection with approved release and use of sporting weapons, see paragraph 3 b (4) above.

4. Confiscation of personally owned weapons.

a. Unit supply officers will check records covering personally owned captured enemy weapons in their custody and will report to the Provost Marshal for confiscation any such weapons held for personnel who were not on duty in the theater prior to cessation of hostilities and will notify owner of such action. Any such personnel having captured enemy weapons in their physical possession for any reason whatsoever will turn such weapons in to their unit supply room for confiscation by Provost Marshal.

b. Personally owned weapons of any category found in possession of any personnel not having authority for physical possession of weapon as set forth in this circular, will be confiscated by the Provost Marshal and the individual reported to higher authorities for disciplinary action.

c. Confiscated weapons will be disposed of by the Provost Marshals.

(1) United States issue weapons: To be turned over to appropriate Ordnance Officer or Depot.

(2) Other weapons: Those suitable for use of Italian Government to be retained and turned over to Italian authorities upon official request; all other weapons to be dumped at sea or other effective and secure location.

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

Hq MTOUSA Circular No. 137 (Cont'd)

5. Definition. "Privately purchased weapons" will be construed to mean other than captured enemy material. If any individual has purchased a captured enemy weapon, it is not considered a "privately purchased weapon", but remains "captured enemy weapon" and its possession will be governed 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

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RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 512

AUG 13 1946

CIRCULAR)
: 9 August 1946
NUMBER 134)

SALE OF GASOLINE AND LUBRICANTS AND SERVICES AND REPAIR FOR PRIVATELY OWNED MOTOR VEHICLES WHEN TRAVELING IN THIS THEATER UNDER AUTHORIZED CLEARANCES.

References

MTOUSA Circular Number 105, 1946

I. General

1. The provisions of this circular prescribe the procedures for sale of gasoline and lubricants for, and service and repairs to, privately owned motor vehicles when traveling in this theater under authorized clearances.

2. This applies to privately owned vehicles entering this theater from other areas or Theaters outside the jurisdictional area of the Theater Commander and when for such entry prior authorization or clearance is required.

II. Credentials

3. All operators of such privately owned vehicles must have in their possession while on such travel, either written permission, properly authenticated cables, or any other properly authenticated papers showing clearance authorization from this theater.

III. Sale of gasoline and lubricants

4. Gasoline Coupon Books and Lubricant Coupon Books will be available for purchase at any of the below listed Quartermaster Sales Stores upon presentation by the drivers of their theater vehicular registration cards together with proper papers authorizing entry into this theater:

Leghorn (Peninsular Base Section)
Rome (Rome Area Command, MTOUSA)
Bagnoli Railhead (Naples)
Foggia (Foggia Army Air Base)
Lido (Venice) (88th Division Area)

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5. a. Gasoline coupon books will contain twenty (20) coupons, each coupon having a value of 10 liters of gasoline.

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Hq, MTOUSA Circular No 134, dated 8 August 1946 (Cont'd)

b. Lubricant coupon books will contain twenty (20) coupons, each coupon having a value of 1 liter of lubricant.

6. a. These coupons may be used in any of the authorized depots of the Comitato Italiano Petroli ("CIP" Depots).

b. The location of all CIP Depots is printed on the back cover of each coupon book.

c. Since the CIP Depots are repaid in kind by the Army for gasoline and lubricants so issued, and are not realizing any profit on the transaction, payments in lire must be made by each driver for additional services such as filling the radiator or battery, wiping windshield, air in tires, or any other service desired.

IV. Services and Repair

7. There are no definite and satisfactory arrangements in force at the present time for the repair and servicing of privately owned vehicles in this theater. The FIAT Corporation, the largest organization with the widest distribution of agencies and repair facilities in Italy, has agreed to extend all courtesies to American private car owners, and has agreed to repair and service such cars in all of its service stations and garages to the extent of its capacity and availability of parts.

8. It will be the responsibility of the driver of a privately owned vehicle, when traveling in this theater under special authorization or clearance, to make his own arrangements in each case when repairs or services are required. Government owned facilities will not be permitted to service or repair privately owned vehicles.

9. FIAT garages equipped for handling of major repairs are located at:

UDINE (88th Division Area)
MESTRE (88th Division Area)
LEGHORN (Peninsular Base Section Area)
NAPLES (Caserta Area)
FOGGIA (Foggia Army Air Base Area)
ROME (Rome Area Command MTOUSA Area)

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Hq, MTOUSA Circular No. 134, dated 8 August 1946 (Cont'd)

10. The home address of the FIAT Corporation is:

DIRECZIONE COMMERCIALE FIAT
CORSO IV NOVEMBRE 300
TORINO (Turin), ITALY

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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R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 133)

9 August 1946

MAILING OF PROHIBITED ITEMS

1. The attention of all individuals authorized to mail through the Army Postal System is directed to Postal laws and regulations and to paragraphs 3 and 4a, letters this headquarters, dated 21 June 1945 and 21 August 1945, file AG 400.73/622 -O, subject: "United States Government Property Mailed to the United States by Members of the Armed Forces Overseas" which expressly prohibits the mailing of inflamables, explosives and other combustible materials.

2. Violations of these directives by unscrupulous and unthinking individuals have resulted in the wanton destruction of human lives, mail carrying conveyances and valuable official and personal mail.

3. Offenders will be punished to the fullest possible extent.

4. A copy of this circular will be conspicuously and permanently posted on all bulletin boards and in all unit mail rooms and Army Postal installations.

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 18 1946

CIRCULAR)
:
NUMBER 132)

8 August 1946

IDENTIFICATION TAGS FOR SURRENDERED ENEMY PERSONNEL

1. A single identification tag, with supporting necklace of white tape, will be issued to all Surrendered Enemy Personnel in United States custody.

2. Tag will be embossed to show (1) full name, (2) rank, and (3) internment serial number.

3. Tags may be secured by submitting rosters giving information required in paragraph 2 above to Commanding General, Peninsular Base Section, attention: AXTC.

4. These identification tags will be worn by Surrendered Enemy Personnel at all times, without exception, in a manner similar to that of United States Army identification tags. Surrendered Enemy Personnel who fail to comply with these instructions will be subject to appropriate disciplinary action.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

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AUG 12 1946

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 131)

6 August 1946

UNIFORM - WEARING OF SCARFS

1. Reference: Paragraph 6, Circular Number 69, this headquarters, dated 14 May 1946.

2. a. For the period during which the summer uniform is prescribed, the wearing of a scarf of prescribed color is authorized for optional wear in lieu of a necktie, when the shirt is worn as an outer garment.

b. When the coat is worn, the shirt and necktie will be worn.

c. When the scarf is worn, the shirt collar will be unbuttoned. The shirt button next below the collar will remain buttoned. The scarf will be worn around the neck and tied in front, Ascot style, with the ends tucked neatly into the shirt. The upper edge or fold of the scarf will be exposed one inch above the collar at the back and sides. The entire neck opening will be covered by the scarf.

3. Major Commanders will prescribe appropriate orders for the wearing of scarfs within their commands.

4. Colors for scarfs to be worn by major commands are:

Headquarters MTOUSA and Headquarters Command, MTOUSA, except Military Police	White
Military Police, Headquarters Command, MTOUSA	Yellow
Rome Area, MTOUSA	Green
Peninsular Base Section	Red
88th Infantry Division	Blue
All Air Force Units	Yellow
American Graves Registration Service, Mediterranean Theater Zone	Green

5. There is no material available from which scarfs may be made for free issue to personnel. Consequently, individuals must provide themselves with scarfs. The Army Exchange Service is attempting to secure scarfs of suitable color and material for sale. When procured, they will be placed on sale at Army Exchange Stores.

6. The Army Exchange Service may limit the sale of scarfs until stocks become adequate. Scarfs purchased from Army Exchange Stores are for the sole use of the purchaser and will not be resold or disposed of as a gift except to persons in the military service authorized to wear them.

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Hq MTOUSA Circular No. 131 (Cont'd)

7. The wearing of the scarf will be optional with the individual. No one will be required to procure a scarf for wear. Scarfs procured by individuals for wear under this authority must be of suitable color and material.

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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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 130)

2 August 1946

TRAVEL OF DEPENDENTS

Paragraph 14, Circular Number 111, this headquarters, 1946, is superseded by this Circular.

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, except that the Commanding General, 88th Infantry Division will take final action on requests from military personnel assigned to that command, or under its administrative control, for travel of dependents in "restricted areas" within the 88th Infantry Division Zone. Requests, with the above cited exception, will be submitted by the individuals, upon whom the travelers are dependent, through military channels to this headquarters. 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 Circualr Number 38, this headquarters, 1946, apply insofar as procedure in obtaining clearances is concerned.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Major General, United States Army
Chief of Staff

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Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 129)

1 August 1946

NATURALIZATION

Radio, WCL - 31839, received 31 July 1946, from the Adjutant General, Washington, D. C., is quoted for the information and compliance of all Commanders:

"Cite WDGPA.

Reference War Department Circular 382, 1944, and section 6, Circular 73, 1946.

It is desired that the provisions of the above references be called to the attention of all individuals eligible for naturalization under this authority in order that those who desire to take advantage of this privilege may submit their petitions prior to the expiration date, 31 December 1946.

(Desired Continental Army Area Commanders so inform all installations including Class 2 and 3 installations within geographical limits their areas. IBC GBC NBC BBC and ABC notified direct)."

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES
Major General, United States Army
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UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 128)

31 July 1946

SUBSISTENCE

Letter, Headquarters, Mediterranean Theater of Operations United States Army, file AG 430/394 QM-O, 26 October 1945, is rescinded. Paragraph 17, Section VI, and paragraph 37, Section XII, both of Circular Number 60, this headquarters 1946, are superseded by this circular.

"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 ($.75) for each day's stay in the Theater. Upon entering or leaving the Theater, when less than three meals are consumed, deductions will be made from pay voucher at the rate of twenty-five cents ($.25) for each meal furnished. However, military personnel referred to above and upon arrival of their dependents in the Theater who wish to mess separately, must submit request for such authorization in quadruplicate to the Major Commander concerned. All requests will contain a statement:

> "I hereby agree to pay the Mess Officer for all meals furnished at an Army Mess at the rate of twenty-five ($.25) cents per meal plus any service charge."

If approved, such approval will be indicated by indorsement, addressed to the disbursing officer responsible for paying the officer submitting the request, with carbon copies being furnished to the Mess Officer and officer submitting the request respectively. No deductions for rations taken will be made on an officer's pay voucher whose authorization to mess separately has been approved. Requests must be effective on first day of each month.

a. Mess officers will not be required to furnish individuals a statement of charges. Each officer will be responsible, without notification, for payment of meals furnished.

b. Effective 1 July 1946, enlisted personnel, when approved by competent authority to mess separately, will be paid allowances as authorized by current directives. Occasional meals provided by United States Army Messes to enlisted men who are authorized to mess separately will be collected for in cash by the mess officer in accordance with procedure outlined in War Department Directive 158, dated 21 April 1944 or changes thereto.

c. Money collected from enlisted men for sale of meals will be accounted for in accordance with procedure outlined in paragraph 24, Section VII, MTOUSA Circular 60, 1946.

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Hq MTOUSA Circular No. 128 (Cont'd)

d. Orders for leave tours will state when personnel enumerated above has been authorized to mess separately so that appropriate Special Service Officer will make collection in cash for each meal furnished.

e. The ration banking officer of each Major Command, at the time of issuing "Ration Currency Coupon Books" to personnel and their dependents who have been authorized to mess separately, will remove coupons from the "Ration Currency Coupon Book" for the total number of ration points to cover meals to be consumed in an authorized Army Mess for the ration period.

f. Personnel enumerated above who apply or have been authorized to mess separately will advise the ration banking officer of the total number of meals expected to be consumed in an authorized Army Mess by themselves and their dependents."

"XII SPECIAL AUTHORIZATIONS:

37. United States Army Officers', Non-commissioned Officers', and Enlisted Men's Clubs.

a. The sale of subsistence items to United States Army Officers', Non-commissioned Officers', and Enlisted Men's Clubs for issue and resale to members thereof is authorized under the conditions listed:

(1) That the club has been officially sanctioned by the Commanding General or Commanding Officer of a major command or a post, camp, or station.

(2) That all food items will be issued or sold to members or guests or members for consumption only on the premises of the club.

(3) That the money value of sales of subsistence items from United States Army stocks to United States Army Officers', Non-commissioned Officers', and Enlisted Men's Clubs will not exceed the total value of $3.00 per member per month.

(4) Club custodians will be responsible, and the certificate indicated below will be entered on each request for purchases of supplies from the post sales officer.

> "I certify that the total active membership of this club on this date is _____ and any change in total strength will be taken into account in the next request for purchase."

(5) Sales officers at each post, camp, or station in this theater will screen requests for purchase to insure strict compliance with the above provisions.

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Hq MTOUSA Circular No. 126 (Cont'd)

b. The subsistence items listed are authorized for sale to Officers', Non-commissioned Officers', and Enlisted Men's Clubs, subject to Theater availability, and quantities of any item will not exceed the quantity authorized, per ration, as outlined in War Department Master Menu, and supplements thereto:

Bacon, canned
Beef, corned canned
Bread, fresh
Butter, canned
Catsup, tomato
Chili con carne
Chicken, boned, canned
Cheese, canned
Cocoa
Coffee, R & G
Eggs, dried
Fish, canned
Jam, assorted
Juice, blended
Juice, grapefruit
Juice, pineapple
Luncheon meat, canned
Marmalade, canned
Margarine, canned
Milk, evaporated
Mustard
Oil, salad
Peanut Butter
Pepper
Relish, sweet
Salt
Salmon, canned
Sausage, bologna, fresh
Sausage, salami, fresh
Sausage, vienna, canned
Sugar, granulated
Tomato, paste or puree
Tea
Tongue, canned
Turkey, boned, canned

c. That the quantity of sugar, granulated, and milk, evaporated, will not exceed four (4) pounds and seven (7) cans respectively for each four (4) pounds of coffee purchased, or four (4) pounds of sugar, granulated, for each 3/4 pounds of tea, or eight (8) pounds of sugar, granulated, and thirty (30) cans of milk, evaporated, for each three (3) pounds of cocoa purchased.

d. Ice is authorized for sale to Officers', Non-commissioned Officers', and Enlisted Men's Clubs on a basis of one pound per member per day, except that, where the membership of such club is less than fifty (50) individuals, fifty (50) pounds per day per club may be sold.

e. The sale of subsistence items other than those listed in paragraph 37 b to Officers', Non-commissioned Officers', and Enlisted Men's Clubs is prohibited.

f. Funds received by sales officers from sales of subsistence items to authorized clubs enumerated above will be accounted for as prescribed in AR 35-6660 and TM 10-215.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3511 -

OFFICIAL:

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Colonel, AGD
Adjutant General

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Major General, United States Army
Chief of Staff

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Q. M. C. Form 353 (Old No. 490)
Revised July 26, 1918

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3519

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