

0002

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

785015

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10000/136/49

0003

Declassified E.O. 12356 Section 3.3/NND

No.

785015

10000/136/49

MTUSA CIRCULARS
NOV. 1946 - JAN. 1947

LIST OF PAPERS

Office of the
Chief Commissioner

ALLIED COMMISSION

~~RESTRICTED~~

Vol. V

[illegible]3733

Instructions.—When papers on a subject become numerous they will be numbered serially and brief entries made on this form.

RESTRICTED

Staff Officer to C.C.
JAN 30 1947

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
IMMEDIATE)

27 January 1947

TERMINAL LEAVE FOR MILITARY PERSONNEL AND WAR DEPARTMENT
CIVILIAN EMPLOYEES IN THIS THEATER

1. Circular Number 45, this headquarters, dated 2 April 1946, is rescinded and the policies given below will govern.

2. Military Personnel:

a. Officers and enlisted men to be separated from the service in this theater are entitled to terminal leave in accordance with the provisions of AR 600-115 dated 20 August 1946. Overseas separation is currently authorized by War Department Readjustment Regulations 1-1 dated 13 March 1946.

b. The military status of officers and enlisted men on terminal leave and who will be separated from the service in this theater is the same as that of military personnel on ordinary leave.

c. There is no authorization (except as provided in d below) for the use of government transportation, petroleum, oil and lubricants or accommodations for military personnel on terminal leave for separation from the service in this theater.

d. Military personnel on terminal leave and who will be separated from the service within this theater for the purpose of accepting employment as War Department civilian employees or by agencies authorized War Department support are entitled, after signing contract of employment, to such services and accommodations as are attendant to civilian employee status.

e. Military personnel on terminal leave and who will be separated from the service in this theater for the purpose of accepting employment by agencies other than indicated in d above should arrange for food, lodging and petroleum, oil and lubricants through the organization by which they are employed.

373 f. Military personnel on terminal leave who will be separated from the service in this Theater for reasons other than those in d above are not eligible for quarters or accommodations afforded at requisitioned hotels or billits by the United States Army. After separation their status becomes that of a United States citizen tourist. United States citizens in this status should report to the nearest American Consulate for any aid they desire.

Hq MTOUSA Circular No 7, dtd 27 Jan 1947 (Cont'd)

3. War Department Civilian Employees:

a. United States citizen employees of the War Department when completely separated from service in this theater revert to a United States tourist, or resident of Italy status, and are not eligible for any services or accommodations afforded by the United States Army. United States citizens in this status should report to the United States Consulate for any aid desired. (See Paragraph 12 Section III, MTO CPI No. 11, 1946).

b. Civilian employees, other than United States citizens, when separated from service in this theater, are not eligible for any services or accommodations afforded by the United States Army.

4. Military Personnel placed on terminal leave for the purpose of separation from the service in this theater and War Department civilian employees separated from service in this theater will, at time of the granting of terminal leave or separation, as the case may be, be required to sign a certificate that they have read and understood the provisions of this circular.

5. A copy of this circular will be kept posted at the Registration Desk of every hotel in the theater under United States Army control, and upon the bulletin boards of all Army or War Department units or installations.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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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JAN 30 1947

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Staff Officer to C.C.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 6)

25 January 1947

CASUALTY

1. Effective this date paragraph 9a, Circular 13, this headquarters, 1946, is superseded as indicated:

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

a. "Missing" and "Interned" personnel of the Air Forces will be reported on "Missing Air Crew Reports" (see Appendix P for prescribed form), in compliance with War Department letter, AG 360-33 (5-21-43) OF-S-AF-M, subject: "Missing Air Crew Reports", dated 23 May 1943. These reports will be rendered within 48 hours after the individuals have been officially dropped as "Missing". Reports will be forwarded to this headquarters addressed to the attention of the Casualty Branch, Adjutant General's Section and will be unclassified".

2. Circular 13, this headquarters, 1946, is amended by adding thereto Section VIII:

"VIII. DISPOSITION OF REMAINS:

29. Report:

a. Action by Casualty Branch (Adjutant General's Section) MTOUSA

- (1) Upon receipt of death report in AG Casualty Branch, Headquarters MTOUSA, a report of death will be made to The Adjutant General, Washington, D. C. by the most expeditious means of communication available (see paragraph 4, AR 600-550), and an information copy of this report will be furnished AGCS/MTZ. When it is definitely established that remains are present, the report will, in addition to reporting the facts of death, contain this statement: "Reference 4a 10 AR 600-550, AGCS/MTZ submitting report regarding remains." If no remains are present, the statement indicated will be eliminated and the War Department so advised.

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Hq MTOUSA Circular Number 6, 25 January 1947 (Cont'd)

- (2) Casualty Branch will maintain a suspense file pending receipt of information from American Graves Registration Service, Mediterranean Theater Zone, that remains are prepared for shipment, and information from Peninsular Base Section, that remains were shipped.

b. Action by American Graves Registration Service, Mediterranean Theater Zone.

Within five days after receipt of information copy of report of death, American Graves Registration Service, Mediterranean Theater Zone, will make direct radio report to the Adjutant General (Cite AGIC and QMGIC) regarding the advisability and possibility of shipping remains to the United States and request shipping instructions. (If preparation of remains requires more time, and report to the Adjutant General must be delayed, an interim report will be forwarded stating to The Adjutant General that further information will be forthcoming). Upon receipt of shipping instructions from the War Department, American Graves Registration Service, Mediterranean Theater Zone, will contact Peninsular Base Section, for date shipment can be made. American Graves Registration Service, Mediterranean Theater Zone will then transport them to port for shipment. (Hq MTOUSA, Attention: Adjutant General, will be furnished information copies of these reports).

30. Shipment.

a. Action by Peninsular Base Section

- (1) Peninsular Base Section will furnish, upon request from American Graves Registration Service, Mediterranean Theater Zone for shipment, the date and name of vessel upon which shipment can be made.
- (2) Remains of deceased personnel will be shipped to the United States by first available Government transportation (other than air).
- (3) When shipment of remains is made, Peninsular Base Section will send cable to American Graves Registration Service, Mediterranean Theater Zone, information to AG MEO, showing date of sailing, name of vessel, estimated time of arrival in the United States and port of entry.

b. Action by American Graves Registration Service, Mediterranean Theater Zone.

When shipment is made the Quarter Master General will be notified by cable showing the date of shipment, name of boat, port of entry United States and scheduled time of arrival there.

Hq MTOUSA Circular Number 6, 25 January 1947 (Cont'd)

31. Escorts

a. Action by American Graves Registration Service, Mediterranean Theater Zone.

It is the responsibility of American Graves Registration Service, Mediterranean Theater Zone, to make certain that the responsible port authority is furnished with proper briefing instructions to furnish each appointed escort.

b. Action by Major Command.

When escorts are not available from the parent unit for complete journey, the Commanding Officer at place of birth will provide escort to overseas Port of Embarkation.

c. Action by Peninsular Base Section.

- (1) When personnel are not available for complete journey, an escort will be designated by Peninsular Base Section for the overseas journey. (Message WOL 35450 from AGWAR dated 13 August 1946).
- (2) Peninsular Base Section will make certain escort receives and understands briefing prior to departure for overseas destination. (See paragraph 31a above).
- (3) Escorts will be furnished four (4) copies of certificate of internment allowance (for accomplishment by the person incurring internment expenses and assuming responsibility for their payments). Escorts will also be instructed to have such person return completed certificate to the port from which shipment was made. (See AGWAR cable WOL 35450 dated 13 August 1946).

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d. Action at United States Port of Entry.

War Department cable WOL 35450 provides that "Custody and responsibility will be accepted by Master Transportation Agent or Transport Commander from QMCYC upon arrival at Port of Entry, Zone of Interior".

32. Code Words.

Following message indicators and meanings are published for use in radios when appl cable to American Graves Registration Service activities, (see AGWAR (QMGYA) cable WOL 41506, date 6 September 1946):

Hq MTOUSA Circular Number 6, 25 January 1947 (Cont'd)

BELLOW: Advise whether remains can be shipped to United States on first available transportation other than air.

PERK : If remains can be returned, OCMG will furnish individual shipping instructions when received from next of kin.

LAUREL: Ship remains to United States by first available transportation other than air.

LEIGO : Advise date of shipment, name of boat, port of entry, scheduled time of arrival and name and rank of agent if furnished.

STALOW: Request radio advice burial, location and air mail copy of report of interment.

CASPER: Furnish information copy of shipping document of following shipments when shipment is made.

PANTON: Take NO action pending receipt of further instructions from OCMG.

MOAT : Advise reason if remains can NOT be returned.

WARR : Utilize Government transportation if available, otherwise commercial.

ERNIE: Next of kin desires remains consigned to..."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tully
RALPH C. TULLY
Colonel, AGD
Adjutant General

DISTRIBUTION:

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JAN 20 1947

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Staff Officer to C. C.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 5)

25 January 1947

ADMINISTRATION OF SURRENDERED ENEMY PERSONNEL

So much of paragraph 7b Circular Number 192, this headquarters, 1946, as reads, "34th Finance Disbursing Section", is amended to read, "47th Finance Disbursing Section".

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tilly
RALPH C. TILLY
Colonel, AGC
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 912

CIRCULAR)
NUMBER 4)

18 January 1947

TIRE REGISTRATION

PRIVATELY OWNED VEHICLES

1. PURPOSE:

To provide ready means of identification and restoration to proper owner of tires in case of theft

2. SCOPE:

a. Tires which must be registered: Tires on all privately owned vehicles of individuals who are:

- (1) Personnel in United States Army units that are assigned or attached to MTOUSA.
- (2) Civilian War Department Employees assigned to any United States Army unit in MTOUSA.
- (3) Official Technical Observers who are assigned to any United States Army unit in MTOUSA.
- (4) Dependents of any person included in any of the above listed groups.

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

- (1) Other individuals who own motor vehicles which are located in Italy, and who possess identification as belonging to one of the groups listed below, may register their tires with the Provost Marshal if they so desire.
- (2) United States Army personnel who do not belong to Army units that are assigned or attached to MTOUSA.
- (3) United States Navy, Marine Corps, or Public Health Service personnel.
- (4) Personnel who are official Technical Observers with the United States Armed Forces, who are not connected with any United States Army unit that is attached or assigned to MTOUSA.

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Hq, MTOUSA Circular No. 4, dtd 12 January 1947 (Cont'd)

(5) United States Citizens with:

- (a) Foreign Liquidation Commission.
- (b) United States Political Adviser's Staff
- (c) American Red Cross
- (d) United Service Organizations
- (e) United States Maritime Commission
- (f) Dependents of a person in any of the above listed groups.
- (g) External Security Detachment Number 33.
- (h) American overseas airlines' contract personnel stationed in this theater.

3. PROCEDURE:

a. Tires will be checked at points designated by Provost Marshal of each Major Command by teams of military police.

b. The serial number of each tire will be noted by the military police on the back of the owner's "Registration of Motor Vehicle" card.

c. A form, Appendix A, will be accomplished in triplicate, one copy to be kept in file in the Provost Marshal's Office, one copy kept at the Central Police Headquarters, and one copy forwarded to the Office of the Theater Provost Marshal, where a control file will be maintained.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

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

1 Incl:
Appendix A

DISTRIBUTION:

"2"

Appendix A to Hq MTO Circular No. 4, dtd 13 Jan 19

TIRE REGISTRATIONPRIVATE VEHICLES

Owner _____ ASN or Passport No. _____

Organization
or Address _____

Make of Vehicle _____ Year _____ Body Type _____ Color _____

MAKE OF TIRE	Size	PLY	Serial Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of MF Inspector _____

Organization _____

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30 JAN 21 1947

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Staff officer to CC

ALCOM

CIRCULAR)

NUMBER 3)

17 January 1947

RECORDS ADMINISTRATION PROGRAM

Paragraph 5, Section II, Circular Number 35, this Headquarters, dated 12 March 1946, is amended by the addition of sub-paragraph c thereto.

"II--GENERAL PRINCIPLES--5. Disposition of files of Installations changing Status --

c. Transfer of noncurrent records of organizations and installations in this theater to custodians other than MTOUSA Records Depot is prohibited. When the transfer of functions from one organization or installation to another requires the transfer of current records in order to continue the administration of the function, the order directing the transfer of functions will so state. A copy of all such orders or directives will be furnished to the MTOUSA Records Depot.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

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

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DISTRIBUTION:

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Plus
50 copies to MTOUSA Records Depot.

RESTRICTED

Staff Officer

C. C.

JAN 20 1947

Last Circular
in 1946 Series
was Number 209.

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 1)

1 January 1947

MTOUSA CIRCULARS

Revision of 1945 and 1946 series	I
Distribution	II
Status of 1945 circulars	III
Status of 1946 circulars	IV

I. REVISION OF 1945 and 1946 SERIES

The 1945 and 1946 series of MTOUSA circulars are being revised. All instances of more than one circular on a subject will be consolidated and issued as one circular. Revision of 1945 and 1946 circulars will be made when possible and republished in the 1947 series.

II. DISTRIBUTION

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

2. As requirements change each office or unit shown on the distribution list will examine its distribution needs and report desired changes to this headquarters, attention: Operations Division, AG Section, as often as is necessary, to maintain the flow of distribution at the minimum number of copies required. Major Commanders will promptly report distribution changes desired as brought about by activation, inactivation or other changes effecting the distribution list.

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Amend our files

III. STATUS OF 1945 CIRCULARS

Section	Circular		Circular	
	2	rescinded	by	135 1946
II	2	rescinded	by	20 1945
III	2	rescinded	by	18 1945
IV	2	rescinded	by	23 1945
V	2	rescinded	by	47 1946
ALL	3	rescinded	by	145 1946
II	4	superseded	by	69 1945
III	4	rescinded	by	88 1945
ALL	5	rescinded	by	46 1945
ALL	6	rescinded	by	204 1946
ALL	7	superseded	by	37 1946
ALL	9	rescinded	by	204 1946
ALL	10	superseded	by	107 1945
ALL	12	rescinded	by	27 1946
I	13	rescinded	by	92 1945
ALL	14	rescinded	by	122 1945
I	15	rescinded	by	84 1945
ALL	16	rescinded	by	83 1945
I	17	rescinded	by	49 1945
I	18	rescinded	by	115 1945
ALL	19	rescinded	by	22 1946
ALL	20	rescinded	by	103 1946
ALL	21	superseded	by	74 1945
I	22	rescinded	by	38 1945
Per. 12	II	22	amended	by 110 1945
I	23	rescinded	by	39 1946
ALL	24	rescinded	by	82 1945
Per. 1 (a)	I	25	superseded	by 58 1945
Per. 2	I	25	superseded	by 37 1946
I	26	rescinded	by	74 1945
II	26	rescinded	by	124 1945
III	26	rescinded	by	127 1946
I	27	superseded	by	55 1945
I, II, III	28	amended	by	55 1945
VIII	28	added	by	62 1945
ALL	29	rescinded	by	141 1946
ALL	30	superseded	by	30 1946
ALL	31	rescinded	by	83 1945
II	32	rescinded	by	37 1946
III	32	rescinded	by	80 1945
IV	32	rescinded	by	40 1945
II	33	rescinded	by	55 1945
III	33	rescinded	by	53 1945
Per. 1	IV	33	rescinded	by

III. STATUS OF 1945 CIRCULARS (Cont'd)

Section	Circular		Circular	
I	34	superseded by	103	1945
II	34	rescinded by	50	1945
III	34	rescinded by	39	1946
I	35	rescinded by	84	1945
II	35	rescinded by	100	1945
III	36	superseded by	175	1946
IV	36	superseded by	137	1946
V	37	rescinded by	61	1945
II	38	rescinded by	70	1945
ALL	39	rescinded by	25	1946
I	40	superseded by	52	1945
IV	40	rescinded by	141	1946
VI	40	rescinded by	71	1945
ALL	41	rescinded by	133	1945
II	44	rescinded by	124	1945
IV	44	rescinded by	22	1946
ALL	45	rescinded by	132	1946
ALL	46	rescinded by	70	1945
ALL	47	rescinded by	1	1946
Para. 1, 15, 16, 17---	48	amended by	121	1945
I	49	rescinded by	84	1945
IV	49	rescinded by	123	1945
ALL	50	superseded by	76	1946
I	51	rescinded by	102	1945
II	51	rescinded by	74	1945
I	52	rescinded by	22	1946
I	53	rescinded by	47	1946
II	53	rescinded by	37	1946
II	54	amended by	119	1946
IV	54	amended by	119	1946
V	54	amended by	113	1945
II	55	rescinded by	39	1945
I	57	superseded by	152	1946
III	57	rescinded by	116	1945
I	58	rescinded by	74	1945
II	58	rescinded by	122	1945
Para. 1, 2---	59	amended by	105	1945
ALL	60	rescinded by	94	1945
ALL	62	rescinded by	167	1946
ALL	63	superseded by	204	1946
ALL	64	rescinded by	35	1946
I	65	rescinded by	113	1945
III	65	rescinded by	83	1945

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III. STATUS OF 1945 CIRCULARS (Cont'd)

	Section	Circular		Circular	
	III	66	rescinded by	75	1945
	III	66	rescinded by	102	1945
	III	67	rescinded by	12	1946
Par. 38	II	68	amended by	75	1945
	II	69	rescinded by	1	1946
	III	69	rescinded by	48	1946
	III	70	rescinded by	107	1945
Par. 40 (1)	---	71	rescinded by	36	1945
Par. 40 (3)	---	71	rescinded by	85	1945
Par. 74	---	71	amended by	126	1945
Par. 5	---	71	amended by	37	1945
Par. 8	---	72	amended by	39	1945
	III	73	superseded by	32	1946
	I	74	amended by	91	1945
	II	74	superseded by	58	1946
	I	76	rescinded by	107	1945
	II	76	rescinded by	37	1946
	II	77	rescinded by	37	1946
Par. 15	IV	77	amended by	80	1945
	II	78	rescinded by	98	1945
	III	78	rescinded by	89	1945
	II	79	rescinded by	103	1945
	III	79	superseded by	52	1946
	I	80	superseded by	141	1946
	II	80	rescinded by	99	1945
	I	82	rescinded by	107	1945
	II	82	rescinded by	112	1945
	III	82	amended by	36	1946
Par. 34	---	83	rescinded by	107	1945
	III	84	superseded by	94	1946
	I	85	rescinded by	173	1946
	II	85	rescinded by	12	1946
Par. 1	III	85	amended by	102	1945
	VI	85	superseded by	35	1946
	I	86	rescinded by	103	1945
	III	86	rescinded by	102	1945
	III	87	rescinded by	126	1945
	I	88	superseded by	54	1946
	II	88	superseded by	103	1946

III. STATUS OF 1945 CIRCULARS (Cont'd)

Section	Circular		Circular	
I	89	superseded by	72	1945
II	89	superseded by	141	1946
ALL	90	rescinded by	167	1946
III	91	rescinded by	103	1945
IV	91	rescinded by	107	1945
ALL	92	rescinded by	117	1945
I	93	rescinded by	126	1945
III	93	superseded by	175	1946
IV	93	rescinded by	127	1945
V	93	rescinded by	103	1945
ALL	94	superseded by	75	1946
III	95	rescinded by	128	1945
ALL	96	rescinded by	192	1946
ALL	97	superseded by	60	1946
I	98	amended by	103	1946
I	99	rescinded by	112	1945
II	99	rescinded by	26	1946
III	100	rescinded by	1	1946
IV	100	rescinded by	110	1945
I	101	superseded by	141	1946
III	101	rescinded by	107	1945
I	103	rescinded by	110	1945
III	103	superseded by	58	1946
ALL	104	superseded by	96	1946
I	105	superseded by	141	1946
I	106	superseded by	94	1946
II	106	superseded by	74	1946
II	107	rescinded by	1	1946
II	108	superseded by	96	1946
III	109	superseded by	58	1946
ALL	110	superseded by	74	1946
Para 1a, 2a, 4d, 6b, 6c, 6e,	111	rescinded by	121	1945
Par 7b, ---	111	rescinded by	7	1946
I	112	rescinded by	119	1945
III	112	rescinded by	36	1946
IV	112	rescinded by	127	1945
I	113	rescinded by	131	1945
II	113	superseded by	75	1946

III. STATUS OF 1945 CIRCULARS (Cont'd)

Section	Circular		Circular	
ALL	115	rescinded by	136	1945
II	116	superseded by	82	1946
II	117	superseded by	175	1946
I	118	superseded by	74	1946
V	118	rescinded by	12	1946
I	119	rescinded by	1	1946
II	119	superseded by	94	1946
ALL	120	rescinded by	20	1946
ALL	122	superseded by	67	1946
II	123	rescinded by	126	1946
I	124	superseded by	53	1946
II	124	superseded by	60	1946
III	124	rescinded by	4	1946
ALL	125	superseded by	74	1946
Par. 2, I	126	rescinded by	10	1946
II	126	superseded by	82	1946
III	126	rescinded by	37	1946
II	127	rescinded by	38	1946
III	127	superseded by	58	1946
ALL	128	superseded by	175	1946
I	129	rescinded by	30	1946
II	129	superseded by	82	1946
III	129	superseded by	141	1946
ALL	130	superseded by	74	1946
ALL	132	superseded by	74	1946
ALL	133	superseded by	136	1946
ALL	134	superseded by	141	1946

IV. STATUS OF 1946 CIRCULARS

Status of 1946 Circulars is:

	Section	Circular		Circular	
Par. 3a	---	1	superseded	by	81 1946
Par. 4c	---	1	amended	by	189 1946
Par. 7	---	1	superseded	by	110 1946
Par. 5	---	2	amended	by	18 1946
Par. 8	---	2	amended	by	11 1946
Par. 4	---	3	superseded	by	8 1946
	I	5	rescinded	by	20 1946
	II	5	superseded	by	75 1946
	IV	5	superseded	by	59 1946
	ALL	8	amended	by	9 1946
	ALL	10	rescinded	by	146 1946
	II	11	rescinded	by	186 1946
	III	11	rescinded	by	186 1946
	IV	11	rescinded	by	186 1946
	V	11	rescinded	by	186 1946
Par. 6	II	12	superseded	by	92 1946
Par. 17, 19	IV	12	rescinded	by	126 1946
	ALL	20	rescinded	by	186 1946
	ALL	21	rescinded	by	33 1946
	ALL	22	rescinded	by	46 1946
	ALL	25	superseded	by	82 1946
	ALL	26	superseded	by	142 1946
	ALL	28	rescinded	by	46 1946
	ALL	29	superseded	by	204 1946
	ALL	31	rescinded	by	91 1946
Par. 9	---	32	amended	by	43 1946
	ALL	33	superseded	by	60 1946
	ALL	35	amplified	by	85 1946
	I	37	superseded	by	95 1946
Par. 13a(4), 13a, 13b	II	37	superseded	by	61 1946
Par. 14h(1)	III	37	superseded	by	61 1946
	ALL	38	rescinded	by	153 1946
	ALL	40	superseded	by	142 1946
	ALL	42	superseded	by	63 1946
	ALL	44	superseded	by	142 1946
	ALL	48	superseded	by	88 1946
		49	not published		
	ALL	50	superseded	by	141 1946
	ALL	53	superseded	by	144 1946
	ALL	58	superseded	by	93 1946
	ALL	59	superseded	by	183 1946
	II	60	superseded	by	121 1946
Par. 17	VI	60	superseded	by	128 1946
Par. 20	VI	60	superseded	by	188 1946
Par. 29, 30	IX	60	superseded	by	200 1946

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IV. STATUS OF 1946 CIRCULARS (Cont'd)

	Section	Circular			Circular	
Par. 37	XII	60	superseded	by	128	1946
Par. 37.5	XII	60	amended	by	203	1946
Par. 39	XIV	61	superseded	by	164	1946
Appendix	F	60	amended	by	196	1946
	ALL	62	rescinded	by	192	1946
	ALL	64	superseded	by	163	1946
	ALL	65	superseded	by	163	1946
	ALL	67	amended	by	77	1946
	ALL	69	superseded	by	204	1946
Par. 3c	I	70	amended	by	84	1946
Par. 4b	II	70	amended	by	84	1946
Par. 1		72	amended	by	137	1946
Par. 13	IV	73	rescinded	by	97	1946
Par. 42	XI	73	rescinded	by	104	1946
	ALL	75	amended	by	79	1946
Par. 7b		81	superseded	by	116	1946
Par. 4		82	rescinded	by	176	1946
	ALL	83	superseded	by	137	1946
	ALL	85	rescinded	by	133	1946
	ALL	90	superseded	by	204	1946
	ALL	93	supplemented	by	169	1946
	ALL	99	superseded	by	159	1946
	ALL	100	superseded	by	183	1946
Par. 7		104	amended	by	201	1946
	ALL	105	rescinded	by	165	1946
	ALL	108	rescinded	by	194	1946
Par. 6	I	109	superseded	by	120	1946
Par. 8	II	109	superseded	by	120	1946
	ALL	111	rescinded	by	153	1946
	ALL	112	superseded	by	142	1946
	ALL	113	rescinded	by	165	1946
	ALL	115	superseded	by	142	1946
Par. 2a, 2b		116	amplified	by	139	1946
	ALL	123	rescinded	by	186	1946
Inclosure		126	revised	by	138	1946
Par. 37	XII	128	rescinded	by		
	ALL	130	rescinded	by	153	1946
	ALL	131	superseded	by	204	1946
	ALL	132	rescinded	by	192	1946
	ALL	134	rescinded	by	165	1946
Par. 1	I	136	superseded	by	162	1946
Par. 5, 6, 7, 8, II		136	superseded	by	197	1946
Par. 2a, (6) (b)		139	rescinded	by	155	1946
Par. 4c	II	141	superseded	by	182	1946
Par. 5c (2) and (3) II		141	superseded	by	182	1946
Par. 5c (2) (a) 4 II		141	amended	by	182	1946

MINUSA Supply Direc-
tive Number 22, 1946.

IV. STATUS OF 1946 CIRCULARS (Cont'd)

	<u>Section</u>	<u>Circular</u>		<u>Circular</u>
	ALL	142	superseded	by 161 1946
	ALL	148	superseded	by 204 1946
	ALL	150	revoked	by 154 1946
Par. 4c (1),	---	153	amended	by 156 1946
Par. 4a, 4c, 5,	---	153	amended	by 177 1946
	ALL	159	superseded	by 204 1946
Par. 7b, 8,	---	161	amended	by 187 1946
Inclosure No. 1,	---	161	amended	by 187 1946
	II	165	supplemented	by 180 1946
Par. 12	---	165	amended	by 201 1946
Par. 3a, (2)	I	167	amended	by 207 1946
	ALL	168	superseded	by 204 1946
	ALL	170	rescinded	by 192 1946
	ALL	171	rescinded	by 185 1946
	ALL	172	superseded	by 204 1946
Par. 18,	IV	183	amended	by 207 1946
Par. 6, Sec. III,	---	183	amended	by 207 1946
Inclosure No. 1				
Par. 2, 3,	---	183	amended	by 202 1946
		208	not published	

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

Ralph C. Tilley
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 Colonel, LCD
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 Major General, United States Army
 Chief of Staff

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MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 512

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CIRCULAR)

NUMBER 207)

30 December 1945

Nonappropriated Funds..... I
MTOUSA Motion Picture Service..... II

I NONAPPROPRIATED FUNDS

1. MTOUSA Circular Number 167, 1946, is amended by the addition of paragraph 3a (2) as indicated:

"3a (2) MTOUSA Motion Picture Service Funds authorized in for the provisions of MTOUSA Circular Number 183, 1946"

II MTOUSA MOTION PICTURE SERVICE

2. MTOUSA Circular Number 183, 1946, is amended by the addition of paragraph 18.

"18 AUDITS

Motion Picture Service Funds will be audited not less frequently than once each six months by, or under supervision of, the major commander. All audits will be made as of the close of business for a fiscal period. A copy of each audit will be submitted by the major commander direct to the Special Service Officer, MTOUSA, stating the action taken to correct discrepancies or carry out recommendations."

3. Paragraph 6, Inclosure 1 (MANUAL FOR ARMY THEATER OPERATION) to MTOUSA circular number 183, 1946, is amended to read:

"6. The Special Service Officer of the major command concerned is responsible for the sale of admissions, collection of money and accounting therefor and the forwarding of these funds to the Special Service Officer, Mediterranean Theater of Operations, United States Army, APO 512, and is the custodian of MTOUSA Motion Picture Service funds of his command.

BY COMMAND OF LIEUTENANT GENERAL LEM:

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Major General, United States Army
Chief of Staff

OFFICIAL:

Ralph C. Tilley
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATION
UNITED STATES ARMY
APO 512

DEC 23 1946

CIRCULAR)

NUMBER 22)

20 December 1946

SALE OF CLOTHING AND EQUIPMENT

TURN-IN OF T/E 21, CLOTHING AND INDIVIDUAL EQUIPMENT I
PROCEDURE OF TURN-IN II
FUTURE SALES OF T/E 21, CLOTHING AND INDIVIDUAL EQUIPMENT III

I. TURN-IN OF T/E 21, CLOTHING AND INDIVIDUAL EQUIPMENT.

1. Effective on or before 31 December 1946, all items of T/E 21, Clothing and Individual Equipment, except items of mandatory purchase and optional purchase by officers, now in possession of Army Exchange Service, either in sales stores or warehouses will be turned in to the Quartermaster Sales Officer of the Major Command responsible for the Army Exchange Service. The Quartermaster Sales Officer will, upon receipt of the property as listed, prepare a credit to the Current Account of the Army Exchange Service.

II. PROCEDURE OF TURN-IN.

2. Prior to turn-in of items, the Army Exchange Service will list all such articles by stock number, nomenclature, and quantity on a priced War Department Shipping Document, WD AGO Form 450-5-E, with unit price based on current Army Service Forces Catalog entered and extension computed. Items will be turned in whenever possible in Original Container. Broken lots will be segregated as to kind and size and packed or bundled accordingly.

III. FUTURE SALES OF T/E 21, CLOTHING AND INDIVIDUAL EQUIPMENT.

3. As of 1 January 1947, all future sales of T/E 21, Clothing and Equipment, except items of mandatory purchase and optional purchase by officers, will be through the Quartermaster Sales Officer.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

S.O.
to
L. C. Jaynes
DEC 23 1946

CIRCULAR)
NUMBER 205)

20 December 1946

SUBSISTENCE

MTOUSA Circular Number 60, 1946, is amended by the addition of paragraph 37.5, as indicated below:

"37.5--Schools operated for American Children

Major Commanders may authorize schools operated for American children to purchase from the Sales Commissary, from funds made available by parents, items required to serve a hot drink to American children at school with their noon lunch. Items and quantities will not exceed:

<u>ITEM</u>	<u>AMOUNT PER</u> <u>100 CHILDREN PER MONTH</u>
Milk, evaporated	625 cans
Sugar	58 pounds
Cocoa	58 pounds"

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

CIRCULAR)

NUMBER 294)

20 December 1946

UNIFORM REGULATIONS

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Wearing of Service Uniform by American Civilians.....	X
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I SUPERSEDED PUBLICATIONS

1. The publications indicated below are superseded by this circular:

MTUSA Circular Number 7, 1945
MTUSA Circular Number 10, 1945
MTUSA Circular Number 63, 1945
MTUSA Circular Number 29, 1946
MTUSA Circular Number 69, 1946
MTUSA Circular Number 90, 1946
MTUSA Circular Number 131, 1946
MTUSA Circular Number 148, 1946
MTUSA Circular Number 159, 1946
MTUSA Circular Number 163, 1946
MTUSA Circular Number 172, 1946

II GENERAL

2. The Service Uniform will be worn by members of this command as prescribed in pertinent Army Regulations. The uniform will be properly fitted and should be worn and maintained so as to reflect credit upon the service and the individual wearing it.

3. Commanders of all grades will take such action as may be necessary to insure that all members of their commands comply fully with uniform regulations. All references to Army Regulations in this publication cite only the basic regulation, hereinafter the reference will be construed to include all current changes. Major Commanders may authorize the substitution

Hq MTOUSA Circular No. 204 (Cont'd)

of certain uniform items within their commands as a replacement for unobtainable items.

a. Proper wearing of the uniform is mandatory at all times. Unit commanders are responsible for the proper instructions of their commands in uniform regulations. Particular emphasis will be given to the wearing of the uniform while on leave, traveling, or at leave and rest centers.

b. All officers and non commissioned officers are required to take immediate corrective measures when violations of uniform regulations are noted.

c. When personnel leave this theater, the scarf will not be worn in lieu of the neck tie.

5. Army Air Force Personnel.

Where these regulations are in conflict with Army Air Force Uniform Regulations, the latter will apply.

III WEARING OF SERVICE UNIFORM

6. The wearing of the service uniform in this theater is covered by the indicated Army Regulations, including changes as listed:

a. Officers, Warrant Officers, Flight Officers and Enlisted Men, as prescribed in AR 600 35, 08; 600 40, 010, and War Department Circular Number 288, 1946.

b. Women personnel of the Army, as prescribed in AR 600 37, 06, including:

- (1) Women Army Corps, (officers and enlisted)
- (2) Army Nurse Corps
- (3) Physical Therapist
- (4) Dietitians
- (5) Women Medical Officers.

c. Army Hostess and Librarian Service, and USO Personnel, as prescribed in AR 600 36, 01.

d. Red Cross Personnel, as authorized by paragraph 19, AR 350 75, 00.

e. Civilians, as prescribed in paragraph 20, AR 600 40, 010. (See Section X this circular)

f. Former military personnel.

- (1) 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.

Hq MTCUSA Circular No. 204 (Cont'd)

as prescribed in paragraph 27, AR 600-40, while on terminal leave. After expiration of terminal leave the provisions of paragraph 20, AR 600-40 will apply.

- (2) Nothing contained herein will be construed to prohibit the wearing of the service uniform by honorably discharged personnel on occasions of ceremony as prescribed in paragraph 25, AR 600-40.

7. Prohibited Articles.

Articles of uniform will not be worn unless of standard pattern as prescribed in AR 600-35, or as issued by US Army Supply agencies. The wearing of items listed below by members of the Army of the United States in this theater is prohibited:

- a. Service hat (Campaign hat).
- b. Cloth belt, officers style, on service coat by enlisted men.
- c. Belt buckles, other than of standard pattern.
- d. Sox, of color other than brown, tan, or olive drab.
- e. Service cap by enlisted men. (See Fig 3, Appendix A)
- f. Miniature insignia except by general officers.
- g. Any articles of uniform of a foreign nation except in an emergency.
- h. Combinations of various articles of the uniform other than as prescribed in appropriate Army Regulations.
 - i. Jacket, field, cotton, M-1941, or any field jacket other than M-1941, or any jacket with knit wristlets or fur collar, or trimmings. (Except in organizations in which the jacket, combat, is prescribed for issue.)
 - j. Jerkins, sweaters, or vests by male or female personnel, as outer garments.
 - k. Seersucker sports clothing by female personnel except during sports or physical labor.
 - l. "Cairo type" boots.
 - m. Civilian clothing, except:
 - (1) Appropriate sports clothes when dressed for exercise (walking and driving not included).

Hq MTOUSA Circular No. 204 (Cont'd)

- (2) All women members of the Army are authorized to wear civilian clothing, both on and off military installations, when off duty.

IV INSIGNIA

9. Insignia will be worn in accordance with the appropriate regulations as indicated: (See Appendix A)

a. Officers, Warrant Officers, Flight Officers, Enlisted Men: AR 600-32, 600-40, WD Circular Number 294, 1945, and WD Circulars 345 and 335, 1946

b. Women personnel of the Army (including: See paragraph 6, b, this publication), Section III, AR 600-37.

c. Personnel are authorized to wear on the right shoulder sleeve insignia of a unit to which they were assigned while serving overseas, with such assignment limited to the dates, 7 December 1941 to 2 September 1945, both dates inclusive. (Section 1, WD Circular, 345, 1946)

d. Army Hostess and Librarian Service and USO Personnel, Section III, AR 600-35 and paragraph 20, Section II, AR 600-40.

e. Civilians: AR 600-35 and paragraph 20, AR 600-40

f. Red Cross: Paragraph 19, AR 650-75.

V SCARFS

9. The wearing of a scarf of prescribed color is authorized for optional wear in lieu of a necktie in accordance with the provisions of this circular.

10. Colors for scarfs to be worn by major commands are:

a. Headquarters MTOUSA and Headquarters Command, MTOUSA, Military Police-excepted.	WHITE
b. Military Police, Headquarters Command, MTOUSA	YELLOW
c. Rome Area, MTOUSA	GREEN
d. Peninsular Base Section	RED
e. 86th Infantry Division	BLUE
f. All Air Force Units	YELLOW
g. American Graves Registration Service, Mediterranean Theater Zone	GREEN

Hq MHOUSA Circular No. 204 (Cont'd)

11. When the scarf is worn the shirt collar will be unbuttoned, the shirt button immediately below the collar will remain buttoned, the scarf will be worn around the neck, tied in front, Ascot style, the ends tucked neatly within 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.

12. The scarf will NOT be worn when the Coat, Service, is worn, (this includes winter or summer uniform). When the Coat, Service, is worn the wearing of the shirt and necktie is mandatory.

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

a. By Enlisted Personnel: At anytime when the necktie is not specifically proscribed.

b. By Officers:

When the Shirt, Wool, is the outer garment.

When the Field Jacket, Wool (Eisenhower) is worn. (Fig 1, Appendix A)

When the Overcoat is worn over the shirt or Field Jacket, Wool.

When the Field Jacket, M-1943, cotton, is worn, (See paragraph 37, Section III, AR 600-40, and paragraphs 15, and 22, a, (2), this circular) (Fig 2, Appendix A)

14. 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, the scarf being worn under the shirt collar in the proscribed manner.

15. With the Field Jacket, cotton, M-1943, and the overcoat, the shirt collar will be worn inside the collar of the jacket or overcoat.

16. For the period when the summer uniform is proscribed, the wearing of a scarf of proscribed color is authorized for optional wear by officers and enlisted personnel only when the shirt is worn as the outer garment.

37A

17. The wearing of the scarf will be optional with the individual. Personnel will not be required to procure a scarf for wear. Scarfs procured by individuals under this authority must be of suitable color and material. Scarfs purchased from Army Exchange Stores are for sole use of the purchaser and will not be resold or disposed of as a gift except to military personnel as authorized.

Hq MCMC Circular 204 (Cont'd)

18. Major Commanders will prescribe such additional appropriate orders as may be required for the wearing of scarves within their commands.

VI. EFFECTIVE DATE OF WEARING SUMMER AND WINTER UNIFORM

19. a. Unless otherwise prescribed by a major commander the effective dates for wearing of summer or winter uniform in this theater are:

- (1) Summer uniform: 15 May, with optional wear (except for formation with troops) 1 May to 31 May.
- (2) Winter uniform: 1 October with optional wear (except for formation with troops) 15 September to 15 October.

b. In the event circumstances necessitate variation of effective date for uniform change, the necessary announcements will be made by this headquarters.

VII. UNIFORM

20. a. Male Officers, Warrant Officers and Enlisted Men.

Cap, garrison cotton, khaki.
 Shirt, service, cotton, khaki.
 * Necktie, cotton mohair, khaki.
 Trousers, service, cotton, khaki.
 Sox, wool or cotton, tan or brown.

**Shoes, service; or boots, service combat (When boots, service combat are worn the trousers will be tucked in the boot tops).
 Raincoat (optional during inclement weather, unless prescribed).
 Insignia of rank and arm or branch of service (Officers and Warrant officers)

Insignia, collar, EM, W and Arm or Service for wear by EM on shirt and cap, garrison; or authorized distinctive unit insignia for cap, garrison. (Appendix A)

Insignia, shoulder sleeve, left shoulder as authorized (Shoulder insignia of former unit served with overseas, optional on right shoulder, same relative position) (See paragraph 8, c, this circular).

* Card may be worn as provided in Section V, this circular.

**For off-duty wear, low quarter shoes, tan, brown or russet, of military type, may be worn by enlisted men.

- (1) Substitutions for the above are authorized as indicated, except when in formation with troops, for wear by officers and warrant officers:

- (a) Cap, garrison, and cap service, of fabrics prescribed in AF 600-35 for wear with matching shirt and trousers.

Hq MICOLA Circular No. 204 (Cont'd)

(b) Shirt, of fabrics prescribed in AR 600-35, for wear with matching trousers.

(c) Coat, service or jacket, field, summer, of fabrics prescribed in AR 600-35, for wear with matching trousers. (optional for off-duty wear).

(d) Shoes, tan, brown or russet (high or low quarter).

(2) The wearing of the coat, service, wool OD, jacket, field, wool OD and trousers, wool OD (Coat, jacket and trousers dark green or trousers, pink, for officers), is optional during off-duty hours in the summer months.

b. All women of the army, enlisted and officers, will wear the summer uniform as prescribed in AR 600-37, and when mandatory as outlined below.

(1) The wearing of the Winter Uniform "A" is optional during off-duty hours in the summer months.

c. Neckties, or scarfs as authorized by Section V this circular, will be worn:

(1) By all personnel on duty in major commands or similar headquarters.

(2) By all individuals when in town, on or off duty.

(3) By all individuals after 1800, except as specified in d below.

d. Neckties will not be required.

(1) For troops at training.

(2) For troops performing normal work, fatigue or guard.

(3) For personnel when at ease in immediate area of their billets.

(4) For truck drivers when on hauling jobs (this does not include drivers of staff cars or passenger vehicles).

e. When the necktie is not worn the top button of the shirt will be unbuttoned and the collar pressed down smoothly.

Hq MTOUW Circular No. 204 (Cont'd)

F. The Summer Uniform as prescribed above will be the habitual wear for all personnel except:

- (1) For "Field Duty" the uniform will be as prescribed in paragraph 2, AR 600-40.
- (2) Trousers, jackets and caps, EPT (fatigue clothing) may be worn when actually engaged in training or work that would cause damage to the uniform. Fatigue clothing will not be worn to or from quarters to place of work, except by fatigue details.
- (3) Appropriate sports clothing may be worn when actually engaged in sports or exercising. (walking and driving not included)
- (4) All women members of the Army are authorized to wear civilian clothing, both on and off military installations, when off duty.

VIII. WINTER UNIFORM "A"

1. a. Male officers and Warrant Officers.

Cap, garrison, Wool, OD.
 Shirt, service, cotton OD.
 *Hocktie, cotton waist, khaki.
 Jacket, field, wool, OD (Eisenhower Jacket)
 Trousers, service wool, OD.
 Socks, wool or cotton, tan or brown.
 Shoes, tan, brown or russet (high or low quarter); boots, service combat. (When boots, service combat are worn the trousers will be tucked in the boot tops)
 Raincoat, optional during inclement weather.
 Overshoes, optional during inclement weather.
 Overcoat, officers, field or short (optional).
 Insignia of rank and arm or branch of service.
 Insignia, shoulder, sleeve.
 *Scarf may be worn as authorized by Section V of this circular.

- (1) Substitutions for the above are authorized, at option of the individual:
 - (a) Cap, service.
 - (b) Shirt, service, wool.
 - (c) Coat, service.
 - (d) Jacket, field, dark green (Eisenhower).
 - (e) Trousers, wool, dark or light shade.

Hq MPOUSA Circular No. 204 (Cont'd)

b. Enlisted men.

Coat, garrison, OD, with insignia, collar, EM, US, or distinctive insignia. Shirt, flannel, OD (with insignia, EM, collar US and Arm or Service when shirt is worn as outer garment).

(Fig 10, Appendix A)

Jacket, wool (Eisenhower) with insignia, US and arm or branch or service. (Fig 9, Appendix A)

Trousers, wool OD.

Belt, web waist, EM (with belt buckle).

*Shoes, service; or boots, service, combat (when boots are worn trousers will be tucked in the boot tops).

Socks, wool or cotton, tan or brown.

Raincoat (optional during inclement weather, unless prescribed).

Overcoat, wool or coat, mackinaw as issued (optional unless prescribed).

Gloves (optional, unless prescribed).

Shoulder insignia, sleeve, left shoulder as authorized (shoulder insignia of former unit served with overcoat, optional on right shoulder, same relative position). (See paragraph 3, c, this circular.)

Decorations service medals, and badges as prescribed and authorized.

*Scarf may be worn as provided in Section V, this circular.

*Shoes, low quarter, tan, brown, or russet, military type may be worn off duty, or if prescribed, on duty.

c. All women of the army, enlisted and officers, will wear the uniform A as prescribed in AR 600-37 and when mandatory as outlined in the paragraph below, except that civilian clothing is authorized for wear both off and on military installations when off duty.

d. The Winter Uniform "A" for all military personnel will be worn:

After duty hours;

When outside, the immediate vicinity of barracks or quarters;

At formal occasions;

At evening meals, except when mess is at place of duty;

When on leave or pass.

e. For "Field Duty" the uniform will be as prescribed in Paragraph 3, AR 600-10.

3713 WINTER UNIFORM "B"22. a. Male Officers and Enlisted Personnel

- (1) Uniform "B" is the same as Uniform "A" except that neither the jacket, field, wool nor the coat, service is worn. The shirt, service, wool is mandatory with Uniform "B".

Hq MTOUSA Circular No. 204 (Cont'd)

- (a) Enlisted personnel will wear collar insignia as prescribed in WD Circular 355, 1946. (Fig 10, Appendix A)
- (2) The Jacket, field, cotton M-1943 (see Fig 3, Appendix A) may be worn out of doors in conformance with the provisions of paragraph 37, Section III, AR 600-40, except that officers on office duty at Headquarters MTOUSA and at Headquarters of Major Commands will not wear the field jacket, cotton.
- (3) Uniform "B" may be worn at the option of the individual except where Uniform "A" is mandatory.

b. Women of the Army.

- (1) Uniform "B" is the same as Uniform "A" except that neither the jacket, wool, OD, women officers, or the jacket, service, enlisted, or the jacket, WAC, winter, is worn. The waist, wool OD is mandatory with uniform "B".
- (2) The jacket, field, M-1943, women's, may be worn out of doors during duty hours, except that officers on duty at Headquarters MTOUSA and at Headquarters of Major Commands, may not wear the jacket, field, M-1943.
- (3) Uniform "B" may be worn at the option of the individual except when Uniform "A" is prescribed.

c. The scarf may be worn by male and female officers and enlisted personnel as authorized in Section V, this circular.

23. While on office duty at Headquarters MTOUSA and at Headquarters of Major Commands, the Uniform "A" or "B" will habitually be worn by all military personnel.

IX GUARD, MP, AND US ARMY SUPERVISORY PERSONNEL24. a. Guard Uniform, Summer:

Guard personnel will wear summer uniform as modified by Par. 204 (a) this circular, except, with combat boots, trousers tucked in boots and belt, web, cartridge or pistol. If raincoat is worn, belt will be worn on the outside. Arms or helmet, steel as and if prescribed.

WFO Circular No. 204 (Cont'd)

b. Guard Uniform, Winter:

Guard personnel will wear winter Uniform "A" except, with combat boots, trousers tucked in boots and belt web, cartridge or pistol. If raincoat or overcoat is worn, belt will be worn on outside. Arms or helmet, stool as and if prescribed.

c. Military Police.

Military Police will wear uniforms while on duty to conform with current instructions from the Theater Provost Marshal.

d. U.S. Army Supervisory Personnel for Italian and German Laborers.

Army personnel supervising Italian or German labor will wear Uniform "B" unless work is such as to necessitate fatigues. If fatigues are worn the web belt will be worn and Class A head dress. Such fatigues will be clean and neatly pressed.

X WEARING OF THE SERVICE UNIFORM BY AMERICAN CIVILIANS

25. 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.

26. The prescribed uniform, when worn, will be:

a. (1) War Department United States Civil Service Employees and War Department Civilian Technical Observers:

*Winter

*Cap, garrison, wool (See fig 6, Appendix A)
Coat, service, winter
Shirt, wool OD (or shirt cotton, khaki, when coat is worn)
Trousers, wool OD (for male employees)
Shirt, wool, OD women's (for female employees)
Shoes, service, low
Overcoat, field, officer's (Optional)
3. *Tie, wool, OD (Optional)
*Stocking

*Summer

*Cap, garrison, cotton, khaki
Shirt, cotton, khaki
Trousers, cotton, khaki (for male employees)
Shirt, cotton, khaki, (for female employees)
Shoes, service, low

*Stocking

*The wearing of the Cap, service, both summer and winter is prohibited.
**The scarf may be worn in lieu of a necktie in conformance with Section Y this circular. (See figs 5, 6 and 7, Appendix A.)

Hq. RETOUER. Circular No. 204 (Cont'd)

- (2) 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.
 - (3) Members of United 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 head dress.
 - c. Mixed uniform and civilian dress is prohibited.

27. 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. (See Fig 4, Appendix A.)

- (1) Lapel or collar insignia will not be worn by WD civilian employees. (Paragraph 20, AR 600-40)
- 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 paragraph 14b, AR 600-36.
 - (4) Insignia will not be worn on the shirt collar.

c. The wearing of insignia of grade, arm or service, military awards, Service Ribbons, and decorations, overseas chevrons, and/or Divisional or other unit insignia, is prohibited, except when complete military uniform is worn on occasions of ceremony, as authorized in paragraph 6, f (2), this circular.

HHq MTOUSA Circular No. 204 (Cont'd)

RE SALES OF UNIFORMS TO AMERICAN CIVILIANS

23. The provisions of MTOUSA Circular Number 63, dated 7 May 1946, apply in the sale of uniforms to American Civilians

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

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

1 Incl:
Appendix A

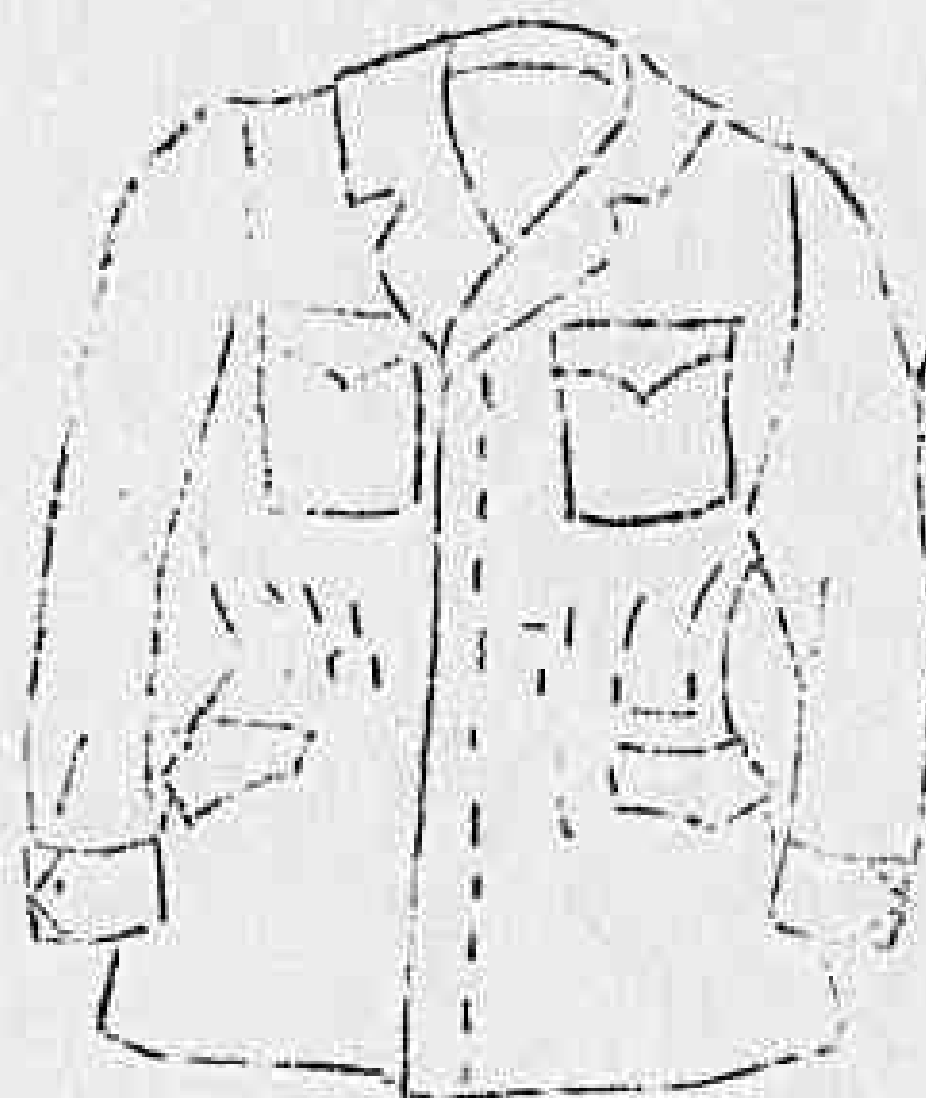
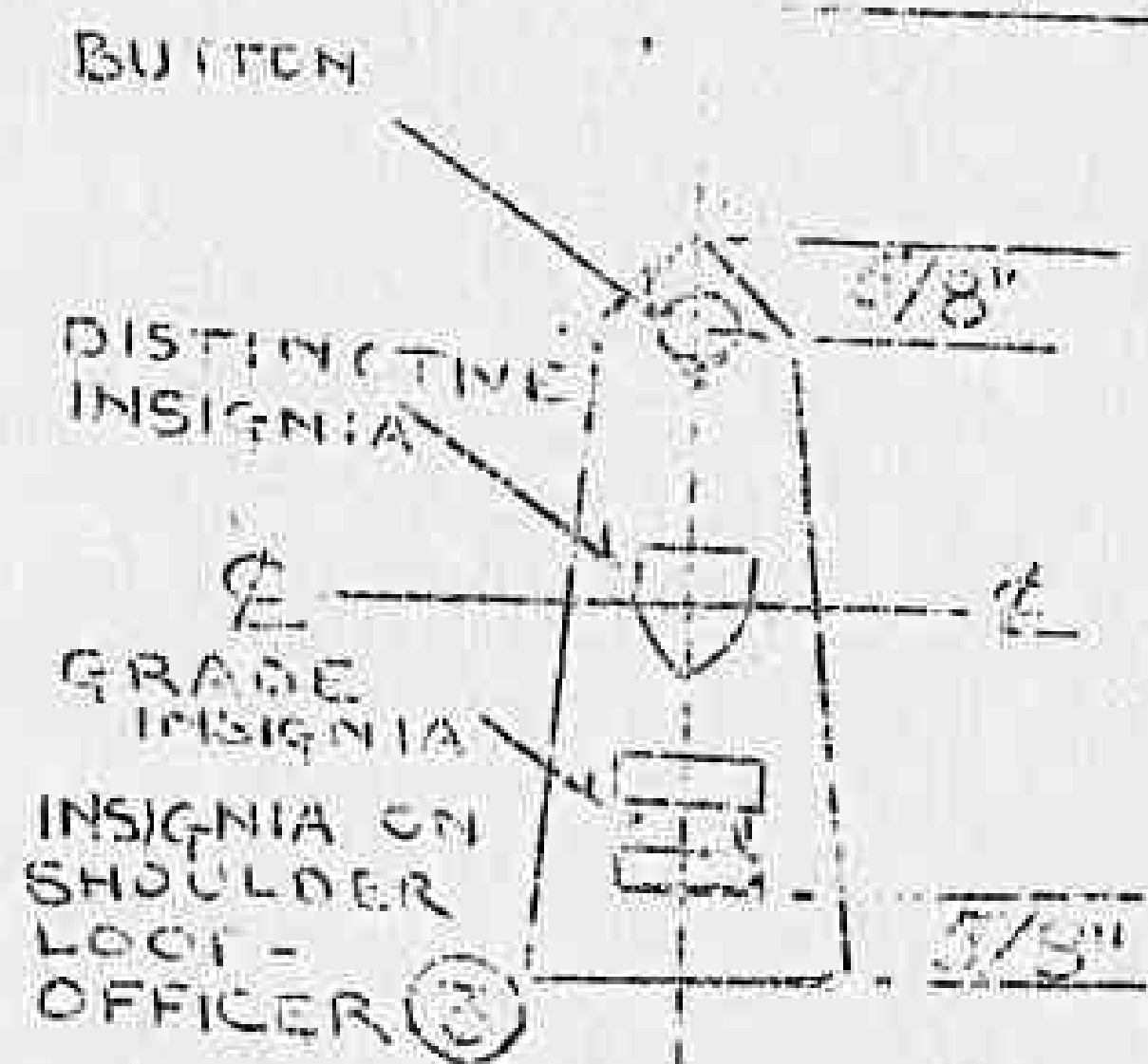
DISTRIBUTION:
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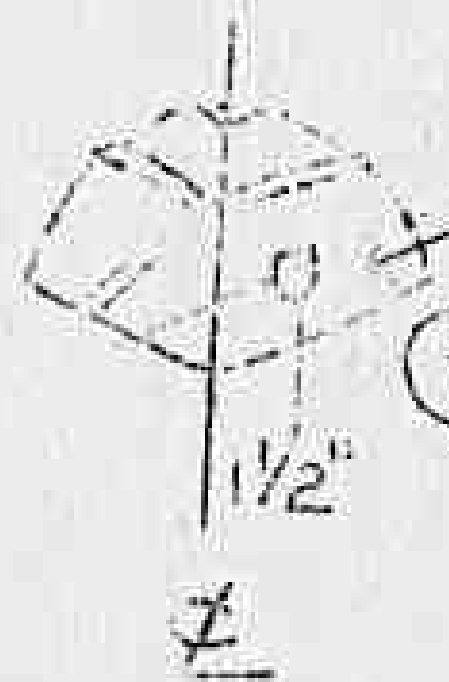
APPENDIX A - MTCUSA CIR NO 204, 1946.

JACKETS, FIELD

① JACKET FIELD, WOOL (EISENHOWER)

② JACKET,
FIELD,
COTTON
M-1943WEARING OF INSIGNIA

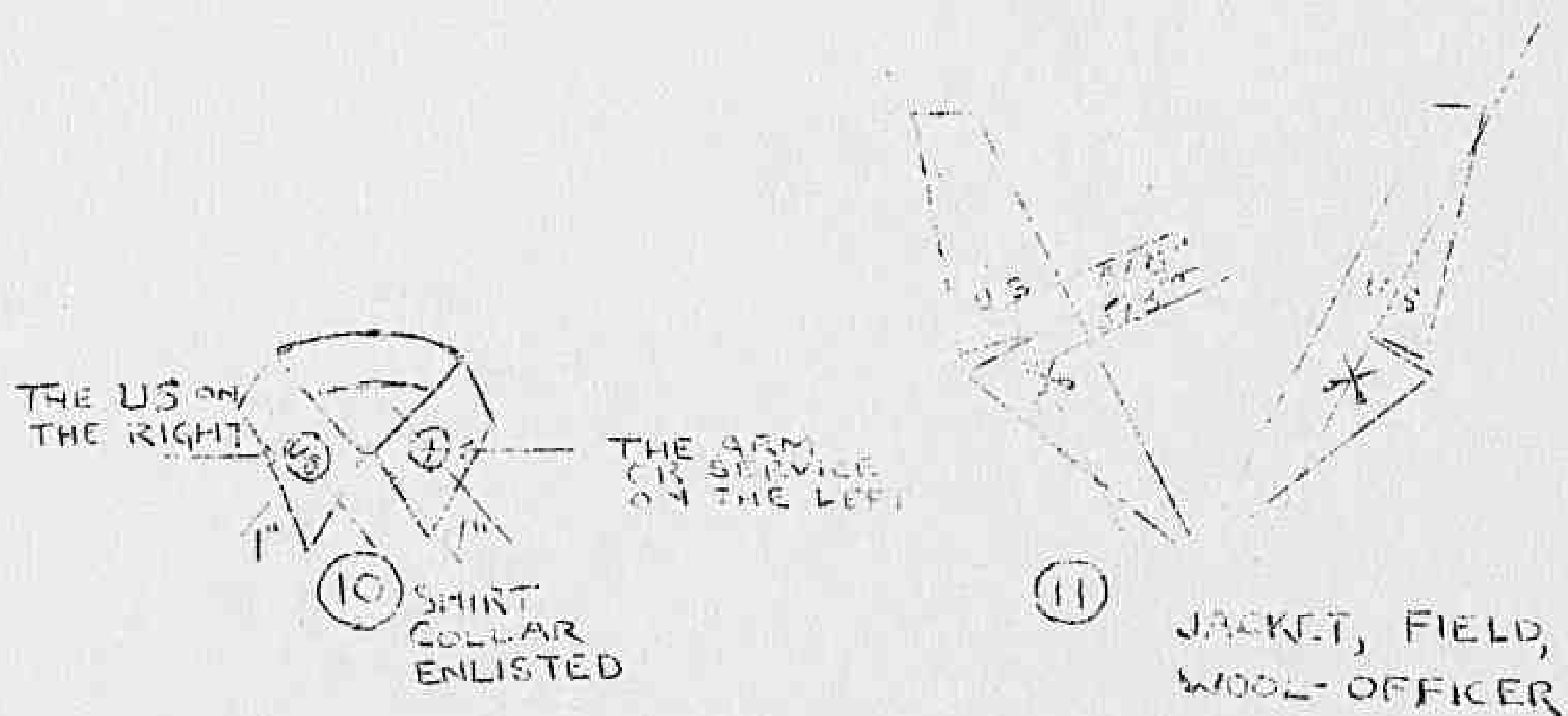
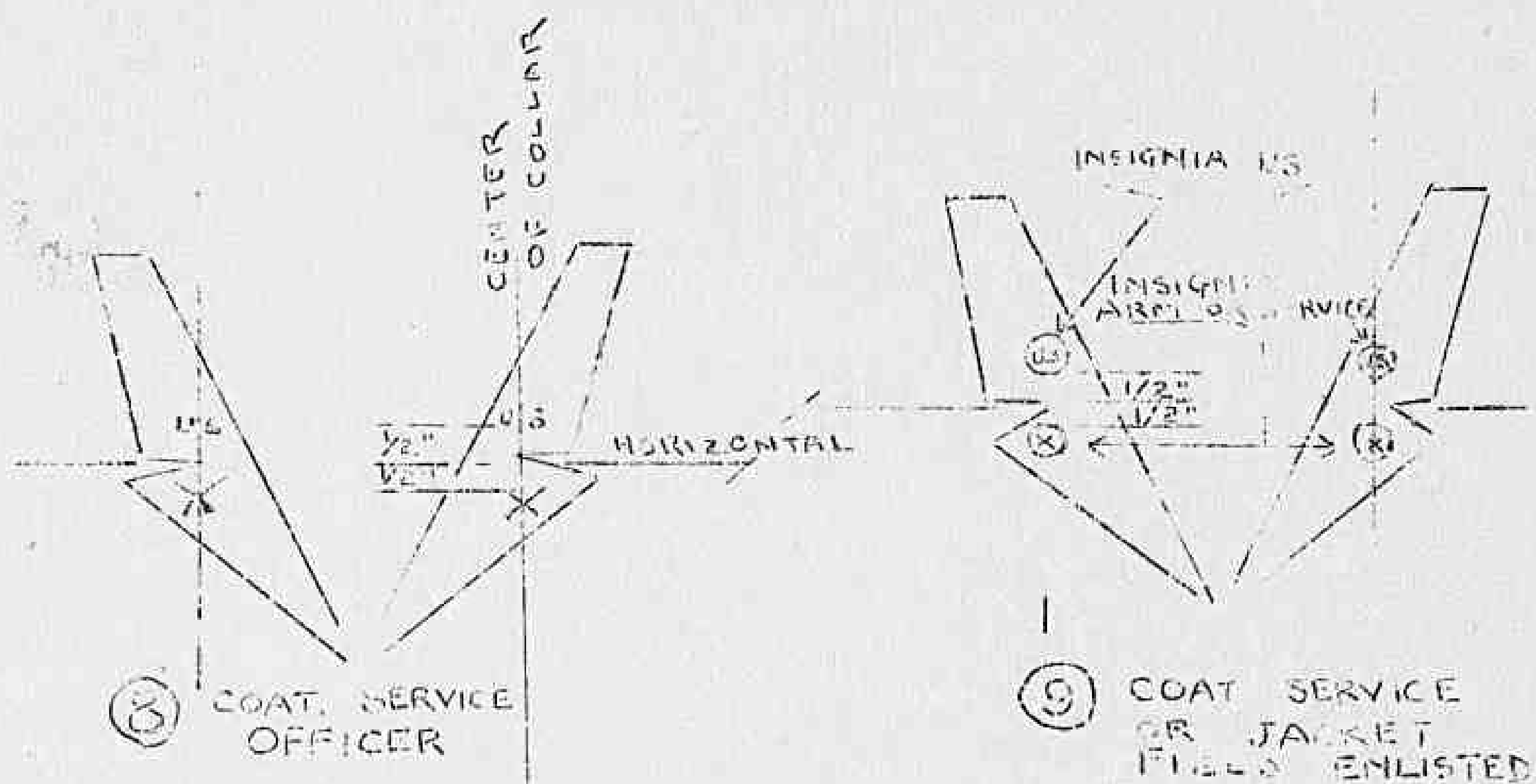
⑤ CAP, SERVICE

⑥ GARRISON CAP
OFFICERDISTINCTIVE
INSIGNIA OR
METAL DISK
W/US⑦ GARRISON CAP
ENLISTED

NOTE:
NO OTHER
INSIGNIA IS
AUTHORIZED
FOR WEAR
BY
CIVILIANS
EXCEPT
ARC, USO
& ARMY
LIBRARIAN
SERVICE

④ CIVILIAN
SLEEVE INSIGNIA

WEARING OF INSIGNIA



HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

DEC 20 1946

CIRCULAR)
NUMBER 203)

17 December 1946

BONDING OF ALIEN CIVILIAN EMPLOYEES

1. It is impracticable to publish a list of American Surety Companies that will execute bonds or specify conditions under which such bonds will be executed for alien civilian employees of the War Department.

2. Should it become necessary to appoint an alien civilian employee to a bonded position, the application for the bond will clearly indicate the appointee's citizenship and selection of surety will be omitted. The application will be accompanied by the first annual premium, at the rate of two dollars and fifty cents (\$2.50) per each one thousand dollars (\$1,000) penalty.

3. Remittance will be made by United States Treasury check, issued in exchange for cash, and made payable to, or indorsed in favor of, the Chief of Finance, United States Army.

4. Appointment of alien citizens to bonded positions will be avoided if possible. Where such appointments are unavoidable, they will be restricted to positions where money is handled in a minor capacity only and under the direct supervision of an accountable officer.

5. Appointment of an alien as Special Agent, Accountable Property Agent, or like position where he would be accountable for property or funds in his own name is prohibited.

6. Whenever the bonding of an alien is necessary, the provisions of this circular will be strictly complied with.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3709

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

OFFICIAL:

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

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DEC 20 1946
S.O.
to L. JonesR E S T R I C T E D

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 202)

17 December 1946

TRANSMISSION OF EARNINGS OF SURRENDERED
ENEMY PERSONNEL TO THEIR DEPENDENTS

So much of paragraphs 2 and 3, MTOUSA Circular Number 193, 1946, as pertains to WD AGO Form 19-25, (old PMG Form 23) is amended to read, "WD AGO Form 19-25 (old PMG Form 23) modified so as to provide for the signature of the SEP, or WD AGO Form 19-15."

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, AGC
Adjutant General

DISTRIBUTION:

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DEC 20 1946

S. C. to
L. L. Lamm

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 201)

17 December 1946

- Procedures pertaining to the purchase of petroleum products for vehicles
owned privately by United States Armed Forces Personnel and United States
Army supported personnel within MTOUSA. I
Motor Vehicle Registration II

I PROCEDURES PERTAINING TO THE PURCHASE OF PETROLEUM PRODUCTS FOR VEHICLES
OWNED PRIVATELY BY UNITED STATES ARMED FORCES PERSONNEL AND UNITED
STATES ARMY SUPPORTED PERSONNEL WITHIN MTOUSA

Paragraph 7, MTOUSA Circular Number 104, 1946, is amended by the addition
of subparagraph "a" as indicated:

- "a. (1) Major Commands are responsible for the cancellation of
"Registration Cards and Stickers" of personnel of their
commands who are separated from the service (personnel
listed in paragraph 3, MTOUSA Circular 104, e.s.) in Italy.
- (2) The Major Command issuing orders separating such military
or civilian personnel from the service (personnel listed in
paragraph 3, MTOUSA Circular 104, 1946) in Italy, will
furnish the Provost Marshal of that command a copy of such
orders issued.
- (3) The Provost Marshal will, upon receipt of orders, contact
the person concerned on actual date of separation, secure
"Registration Card" which will be stamped "Cancelled" and
placed in file in the office of the issuing Provost Marshal.
The Sticker will be destroyed by the Provost Marshal.
- (4) The instructions contained herein pertain only to those
persons separated from the service in Italy."

3707 MOTOR VEHICLE REGISTRATION

Paragraph 12, MTOUSA Circular Number 105, 1946, is amended by the addition
of subparagraph "c" as indicated:

D

Hq MTOUSA, Circular No. 201 (Cont'd)

"c. The owner (personnel listed in paragraph 3, MTOUSA Circular Number 104, c.s.) is separated from the service in Italy."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 200)

13 December 1946

FOOD SERVICE PROGRAM

I. DISPOSITION:

1. Effective this date paragraphs 29 and 30 Circular 60, this headquarters, 1946, are superseded by this Circular.

II. REFERENCE:

2. Section II, WD Circular 322, "Food Service program", dated 1 November 1946.

III. PURPOSE:

3. To implement the provisions of Section II, WD Circular 322 1946; to effect conservation of food and the improvement of Army food activities throughout the theater.

IV. IMPLEMENTATION:

4. Personnel:

a. A Theater Food Supervisor has been appointed.

b. The Commanding General, Peninsular Base Section will provide the necessary enlisted assistance for the Theater Food Supervisor as directed in Paragraph 3b, Section II, WD Circular 322, 1946.

c. The Commanding General, Peninsular Base Section is authorized to detail the Theater Food Supervisor the additional duty of Peninsular Base Section Food Supervisor.

d. All units, down to and including separate battalions, will assign Food Supervisors and enlisted assistants, as directed in Section II, WD Circular 322, 1946.

e. The selection of personnel for the above duties will be in strict compliance with the provisions of Section II, WD Circular 322, 1946.

f. Personnel assigned to the above duties will be allotted to all echelons within the present troop basis strength. There will be no increase in approved troop basis.

Hq MTOUSA Circular No. 200 (Con't)

5. Duties of the Theater Food Service Supervisor:

- a. As directed in Paragraph 2b, Section XI, WD Circular 322, 1946.
- b. Take steps to insure that commanders of all echelons operating messes give the conservation of Army food activities and the standard of mess operation their personal and continuous attention.
- c. Compile monthly reports indicating:
- (1) Progress of food conservation program.
 - (2) Savings or losses effected by messes operating under their supervision.
 - (3) Forwarding the above reports through channels to the Theater quartermaster for consolidation and transmission to G-4, MTOUSA.

6. Commanders who are unable to comply with the provisions of this circular will report such facts to this Headquarters, giving the reasons therefor.

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, AGF
Adjutant General

DISTRIBUTION:
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Please file this
where we can
find it again. *17 Dec 1946*

to b. Barry

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 199)

12 December 1946

EFFICIENCY REPORTS

General I
Preparation of WD AGO Form 67 (Efficiency Report) II

I GENERAL

1. Conceded Publications:

MTUSA Letter, Subject: "Officers' Efficiency Reports", AG 201.61/302
PERS 6, 4 December 1945.

2. The procedures prescribed herein are designed to provide uniform preparation of efficiency reports throughout this theater. They are based upon and supplement AR 600-185, dated 15 November 1944 and all changes thereto. Particular attention is called to changes No. 1, 31 Oct 1946, AR 600-185.

3. Purpose.

a. The purpose of efficiency reports is to afford the War Department information that will permit accurate evaluation of the qualifications of each individual officer in comparison with others of similar grade and service.

b. Meticulous attention must be given to the preparation of efficiency reports to insure fairness to both the officer being reported upon, and to the service.

c. Reporting officers must have the same understanding and interpretation of the terms used in the report. This is particularly true in completing paragraphs D (Brief general estimate of officer) and G (Ratings). *3705* Before entries in these two paragraphs can be properly completed the reporting officer must have carefully studied paragraphs 11c and d of AR 600-185, this is most important.

4. On When Rendered:

Efficiency reports will be rendered on all commissioned officers (including general officers), warrant and flight officers as prescribed in AR 600-185. See paragraph 6 below.

Hq MPOHEM Circular No. 199 (Cont'd)

5. Form to be Used:

a. General Officers:

Reports will be made in letter form embodying the information required by paragraph 2, a, AR 600-135.

b. Other Than General Officers:

Efficiency reports on officers, other than general officers will be rendered in triplicate, on WD AGO Form 67, and in accordance with paragraph 2, b. (1), AR 600-135.

6. When Rendered: (Paragraph 3, AR 600-135)

a. Routine efficiency reports will be rendered:

- (1) When, after a period of duty greater than one month, the rated officer ceases to serve under the immediate command of the reporting officer, or
- (2) On 30 June and 31 December, (hereafter known as "semi-annual reporting days") when no efficiency report has been rendered during the preceding two months.

b. Period covered:

- (1) Routine reports will cover all service since the date of last previous efficiency report of any type.
- (2) Academic efficiency report periods are prescribed in paragraph 2, b, (2), AR 600-135.

c. General officers' efficiency reports will be rendered for periods as prescribed by paragraph 3, c, AR 600-135.

d. Special efficiency reports may be rendered at any time as provided in paragraph 3, d, AR 600-135. The period covered by such report is prescribed in paragraph 3, b, (3), AR 600-135. (Also see par 7c below)

e. Initial Regular Army Efficiency Reports:

- (1) Within the probationary period of three years after initial appointment in the Regular Army, the usual routine efficiency reports will be rendered, but will be marked, "Initial Regular Army Appointment", (See par 3, c AR 600-135).
- (2) In addition to the routine efficiency report, an efficiency report will be rendered each time a manner of performance rating is entered on the officers' qualification card (see Section IV, paragraph 6, WD Circular No. 281, 1946).

Hq MTOUSA Circular No. 199 (Cont'd)

f. Delayed reports.

- (1) Efficiency reports will be prepared and forwarded promptly. Where combat conditions or serious emergencies render such reports temporarily impracticable, such reports will be prepared at the earliest opportunity thereafter. (Paragraph 3, e, AR 600-135).
- (2) Each Command will install such a system of controls and checks as will insure submission of efficiency reports at the proper time.

g. Special Cases:

Paragraph 3, h. AR 600-135 denotes special cases including:

- (1) Routine efficiency reports on students.
- (2) Officers assigned to detachment of patients.
- (3) Officers attached, unassigned, to replacement depots.
- (4) Officers assigned to officer replacement pools.
- (5) Officers on detached service.
- (6) Officers on temporary duty or detached service for less than 60 days.
- (7) When entry less than 1.00 is made on officers qualification card (see paragraph 7c below).

7. Entries on Officers Qualification Record

a. Whenever an efficiency report is rendered on an officer or warrant officer, an appropriate entry will be made on the officer's qualification record. (Paragraph 3, i, AR 600-135). Where changes are made by an increase or decrease in the numerical rating the entry on the officer's qualification record will be changed to indicate the changed rating.

b. Manner of performance ratings, (but not efficiency reports) will be entered on officer's qualification record for duty periods of not less than one month when new principal duty assignment is made under direct command of the same rating officer. (Paragraph 3, j, (1), AR 600-135). These ratings will be entered as separate items under paragraph 9 of next efficiency report rendered.

c. Whenever an entry is made on officers' qualification card showing a manner of performance rating of less than 1.00, a special efficiency report is required. (Paragraph 3, j, (2), AR 600-135).

Hq MTCUSA Circular No. 199 (Cont'd)

8. By Whom Rendered:

Efficiency reports will be rendered by the individual's immediate superior, except no chaplain will render a report on another chaplain. (Paragraph 4, AR 600-135).

9. Unfavorable entries:

- a. (1) Whenever an efficiency report contains entries (except under paragraphs D and F, WD AGO Form 67) which may be considered in any sense unfavorable, the reasons for the entry will be clearly stated, and the reporting officer will refer the entire report by indorsement to the officer reported upon for remark. Unfavorable entries of opinion under paragraphs D and F, Form 67, need not be referred to the officer being rated.
- (2) In all cases the rating of "unsatisfactory" will be considered as unfavorable.
- (3) Reference will not be made to charges preferred against an officer that have not been finally disposed of at the time the report is rendered or to trial by general courts martial that resulted in the acquittal of an officer on all charges and specifications, unless remark relative thereto is made by the officer reported upon.
- b. (1) When a report is referred to the officer reported upon, he will return it by indorsement with the least practicable delay to the reporting officer with whatever remarks he may desire to make relative to the unfavorable entries only.
- (2) The report will then be forwarded by the reporting officer to the next military superior by indorsement with any remarks he may desire to make with reference to the statements of the officer reported upon.

c. The provisions of a (1) and (2) above are equally applicable to the remarks of military superiors. If the forwarding indorsement of the next higher military superior contains any new matter unfavorable to the officer reported upon, or if a military superior reduces to "unsatisfactory" any rating of "satisfactory" or above, the entire report, including indorsements, will be referred to the officer reported upon. (Paragraphs 5 and 13, b, (1), (c), AR 600-135).

d. All reports containing unfavorable entries (except under para. D and F, WD AGO Form 67) will be forwarded through channels to the Commanding General, AFMTC, Attention Adjutant General, APO 312.

Hq MTOUSA Circular No. 199 (Cont'd)

10. Channels for efficiency reports:

a. Efficiency reports of officers below the grade of colonel will be forwarded direct to The Adjutant General by the officer accomplishing the first indorsement or by the reporting officer if there is no intermediate superior between himself and The Adjutant General. In regiments, separate battalions, or similar organizations reports will be forwarded through the headquarters of the command concerned.

b. Efficiency reports on officers of the grade of colonel or higher will be forwarded through intermediate command channels to this headquarters.

11. Army Air Force Personnel:

Officers holding aeronautical ratings will have the additional data included in their efficiency report as required by paragraph 7, AR 600-185.

II. PREPARATION OF WD AGO FORM NUMBER 67 (Efficiency Report)

12. Preparation.

a. WD AGO Form No. 67 will be prepared in triplicate.

b. All erasures or "strike overs" must be initialed by the reporting officer.

c. Paragraphs of the WD AGO Form 67 are designated by capital letters, "A" to "O". Careful review of the efficiency report, with consideration given paragraph 11, AR 600-185, and the supplemental information applicable to this theater given below, will assist in the preparation of these sections and will eliminate errors. In the interests of efficient administration and impartial and accurate reports it is essential that this matter be given careful study and attention. The appearance of obvious errors in a report will indicate that the reporting officer has not carefully studied the regulations or given proper attention to preparation of the report.

d. Paragraph A, WD AGO Form 67:

(1) Theater or Command: "MTOUSA"

(2) Organization and Unit: Designation of unit with which officer reported upon is serving. (Unit of the Reporting Officer).

(3) Date of Report: The date of preparation.

e. Paragraph B, WD AGO Form 67:

(1) Name: The name of the officer reported upon as it appears in official records. (66-1, 66-2, 66-3 or Official Army Register.)

(2) Serial Number: Will be entered as prescribed in paragraph 2, AR 345-1, e.g., O 385 721.

Hq MTOUSA Circular No. 199, (Cont'd)

- (3) Grade: Present grade in which officer is serving.
- (4) Arm or service: That in which the officer is currently detailed or commissioned. (Inf-GMC CMLC-AGD).
 - (a) For Warrant Officers, other than Bandmasters or Army Mine Planter Service, and officers not assigned or detailed to any branch, the entry will be "None".
- (5) Component: Enter the one applicable: RA, CRC, AUS or NG.
- (6) Date of Birth: Indicate day, month, year.
- (7) Service: (Limited or General): Indicate by marking "X" in the appropriate section.
- (8) Official Status of officer: The actual status of the officer reported upon to the reporting officer. ("Supply officer of a battalion", "Lieutenant in my company", "Plans and Training")
- (9) Period covered by report:
 - (a) From: Date one day after the date of last report.
 - (b) To: Last date which this report covers.
- (10) Examples covering subparagraphs (1) to (9) above:

<u>Doc, John J. Jr.</u>	<u>01 234 567</u>	<u>Capt</u>	<u>Inf</u>	<u>AUS</u>
(1)	(2)	(3)	(4)	(5)

SERVICE		From	To
Limited	General		
	X		

<u>19 July 07</u>		<u>Adjutant in my regiment</u>	<u>1 Jul 46 31 Dec 46</u>
(6)	(7)	(8)	(9)

f. Paragraph C, WD AGO Form 67:

- (1) Station: Stations at which reported officer served during the period covered by the report, e. g., Hq PBS, APO 782
- (2) Duty assignments: All principal duty assignments must be listed.

See para 7 b above.

Hq MFOUSA Circular No. 199 (Cont'd)

- (a) Non-duty periods (e.g., leave) will be shown separately. If more than one period of leave was taken, the total number of days leave will be indicated. See paragraph 11 b (7) AR 600-185.
- (3) Days: The actual number of days duty was performed. (The total number of days listed for each of the "Duty Assignments" must equal the number of days covered by the report). (Note: 1 Jul to 31 Dec 46 equals 184 days, this has been one of the most common and obvious errors in the past. Care will be taken to accurately record data in this paragraph).
- (4) Classification of duty: (Paragraph 11 b (8) AR 600-185 will assist the reporting officer in recording proper classification of duty):
 - (a) "Staff" or "Command", will depend upon the type of duty performed by the reported officer. No entries will be made under "Combat."
 - (b) Training: Would apply if the reported officer was receiving training in the capacity of a student.
 - (c) Administrative and executive: Will be indicated when the assigned duty is purely of an administrative and/or executive nature. Care must be taken to insure proper distinction between staff and administrative categories.
 - (d) When entries are made from officer's qualification card (WD AGO Form 66-1, 66-2, or 66-3), such entry will be as prescribed in paragraph 11, b, (6), AR 600-185. (Change No. 1, 31 Oct 1946.) It will be noted that this change to AR 600-185 now provides that principal duty assignments of one month or more under the direct command of the same rating officer are to be separately recorded on officer's Qualification Record and separately reported under paragraph C of the next efficiency report rendered on the officer concerned. See paragraph 7, b, above).

g. Paragraph D, WD AGO Form 67:

Brief general estimate of the officer: A short, complete word picture of the officer. Points of weakness, as well as strength, should be included. The word picture must be consistent with the other entries on the report. (See paragraph 11, c, AR 600-185). Also see paragraph 3, c, above.

h. Paragraph E, WD AGO Form 67:

All entries on the report are based on personal observation or official reports or records. The specific basis of each report is indicated in paragraph E. Mark "X" in the appropriate section.

Hq MPOUSA Circular No. 199 (Cont'd)

1. Paragraph F, WD AGO Form 67:

Attitude of the reporting officer to having the reported officer serve under his command. Mark "X" in the appropriate section.

2. Paragraph G, WD AGO Form 67:

- (1) Particular attention must be given to paragraph 11, d, AR 600-185 in preparing this paragraph.
- (2) Each rating has a definite valuation. The rating of "satisfactory" should not be used because of lack of information of the reporting officer. If information is not available and cannot be obtained, the "unknown" column should be used. Paragraph 9, AR 600-185 provides detailed information as to the War Department policy in this matter. The entry "Unknown" has no evaluation. When the reporting officer cannot give definite rating based on personal knowledge or official records, the "Unknown" column should be used. This is essential to insure fairness to both the service and the individual.
- (3) It should be noted that two numerical ratings are assigned within the rating of "Very Satisfactory", "Excellent", and "Superior" to permit greater accuracy in rating on borderline cases.
- (4) The rating desired will be indicated by marking "X" in the appropriate space.

(a) Rating guide:

	<u>Minus rating</u>	<u>Plus ratings</u>
Unsatisfactory	-4	
Satisfactory		1
Very Satisfactory		2 - 3
Excellent		4 - 5
Superior		6 - 7
Unknown	Not rated	

- (b) The total of the ratings (plus and minus) will be entered in the space provided.

3. Paragraph H, WD AGO Form 67:

If the officer reported upon has been mentioned favorable or unfavorable, the appropriate section will have "yes" entered. Three certified true copies of each communication will be attached to the report. If no report,

Hq MTOUSA Circular No. 199 (Cont'd)

Favorable or unfavorable, has been made, "No" will be entered. Both sections of paragraph H must be answered "Yes" or "No" as the case may be.

1. Paragraph I, WD AGO Form 67:

During the period of the report was the officer subject to any disciplinary action? If not, indicate "No". If affirmative indicate "Yes" and include a separate statement, in triplicate, of nature and circumstances.

2. Paragraph J, WD AGO Form 67:

Indicate by entering "Yes" or "No", that, in the event of unfavorable entries, (other than in D and/or F) the deficiencies were or were not brought to the officer's attention. If no deficiencies exist enter "No entries". In this paragraph the reporting officer is required to state whether he has called any deficiencies to the subordinate's attention. In case the reporting officer has failed to bring an individual's deficiencies to his attention prior to the rendition of the report, he will make the necessary explanation under "Remarks". Junior officers should have their deficiencies pointed out to them when they occur and the report should indicate the degree to which the deficiencies were corrected. When these deficiencies are such as to be embodied in the efficiency report, it is advisable to make them a matter of record in an official communication prior to their entry on the report.

3. Paragraph K, WD AGO Form 67:

Net value: The net numerical rating is determined by totaling the individual numerical ratings (paragraph 12, j, (3), above given in paragraph on form. (See paragraph 10, AR 600-185 and paragraph 7.a. above.)

4. Paragraph L, WD AGO Form 67:

- (1) Outstanding Specialities of Value in Military Service: Specialities not generally thought of in connection with the military profession, but which frequently add materially to the officer's value to the service.
- (2) Aeronautical ratings held by the officer will be entered regardless of whether the officer is performing flying duty.
- (3) All remarks entered in this paragraph must be based on personal knowledge or official records, not hearsay.

5. Paragraph M, WD AGO Form 67:

Numerical Rating: Determined by dividing the Net Value (Paragraph K of form) by the total number of entries for which a numerical rating was given in paragraph G of form, not including "Unknown". See paragraph 10, AR 600-185).

Hq MPOUSA Circular No. 199 (Cont'd)

q. Paragraph N, WD AGO Form 67:

Adjectival ratings. This rating will be determined by applying the "Numerical rating" (Paragraph M of form) to the rating code which is included in Paragraph N, WD AGO Form 67, and quoted below for your information:

"(1) Below 0 (-4)	Unsatisfactory (Unsat)
(2) 0.0 to 1.00	Satisfactory (Sat)
(3) 2.0 to 3.49	Very Satisfactory (V.S.)
(4) 3.5 to 5.49	Excellent (Exc)
(5) 5.5 to 7.0	Superior (Sup)"

r. Paragraph O, WD AGO Form 67:

Certification of reporting officer: This paragraph includes:

- (1) Inclosures (give number, if any; or enter "None").
- (2) Signature of reporting officer. All three copies of the efficiency report must be signed. Failure to sign all copies has been a most common fault in the past.
- (3) Typed name, grade and organization of reporting officer.
- (4) "Commanding what?" Unit designation, or when the reporting officer is not in a command position the "Commanding what?", will be lined out and the official capacity of the reporting officer entered. (i.e., AC of S G-2, Adjutant General, or other appropriate title.)

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Hilkey
RALPH C. HILKEY
Colonel, AG
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

DEC 16 1946

CIRCULAR)
:
NUMBER 198)

12 December 1946

CLEARANCE CERTIFICATES

1. Each major commander will require the establishment in his command of such procedures as are necessary to insure that appropriate clearance of records and property and financial responsibility is obtained by each individual transferred from the command.
2. Each individual transferred from a command will obtain appropriate clearance prior to departure therefrom.
3. Clearances of individuals will be recorded on attached clearance form which may be modified by commanders concerned to include the deletion of non pertinent entries. One copy thereof will be incorporated in the officer's 201 file and three copies will be carried by the officer to his next station.

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

37 10
1 Incl:
Clearance Form

DISTRIBUTION:

"Z"

R E S T R I C T E D

OFFICER'S CLEARANCE CERTIFICATE

(3 copies to Officer, 1 copy to Officer's 201 File)

(Installation)

(Date of Departure)

194

Name (Last, First, Middle Initial) (Serial No.) (Organization or Section)

Authority for Departure (Order No. For, Date, Etc.) (New Duty Station)

CHECK LIST (Check or initial facilities used and cleared)

PROVOST MARSHAL (CAR	OFFICERS CLUB OR BOQ	OFFICERS REGISTER
TAGS-PASSENGER)	OFFICERS MESS	CLASSIFIED DOCUMENTS
QUARTERMASTER	FINANCE OFFICER (PAY	EFFICIENCY REPORTS
ADVANCE OFFICER	DATA CARD)	SPECIAL ORDERS
DEPLY OFFICER	ORDER TERMINATING	WD AGO FORM 66-1
SPECIAL SERVICE	QUARTERS ASSIGNMENT	COMMISSARY CARD
ENGINEER	RECEIVED	POST EXCHANGE CARD
LIBRARY	SIGNAL OFFICE (PHONE	FIELD MILITARY
TELETYPE OFFICER	& TELEGRAPH	201 FILE
	CUSTODY TRANSFERRED	POSTAL OFFICER
	ON NON-APPROPRIATED	
	FUNDS VIZ	

REMARKS:

CERTIFICATION

I CERTIFY THAT I HAVE TURNED IN ALL CLASSIFIED DOCUMENTS FOR WHICH I AM RESPONSIBLE, EXCEPT THOSE WHICH ARE MY PERSONAL PROPERTY; THAT I HAVE LIQUIDATED ALL PERSONAL DEBTEDNESS IN THIS AREA OR HAVE MADE ARRANGEMENTS SATISFACTORY TO MY CREDITORS; THAT I HAVE MADE SETTLEMENT OF ALL PUBLIC FUNDS, PROPERTY ACCOUNTS, AND DEBTS DUE ALL AGENCIES AND INSTRUMENTALITIES OF THE UNITED STATES, INCLUDING THE ABOVE. THERE ARE NO CHARGES AGAINST ME AT THE AGENCIES LISTED WHERE NO CHECKS OR INITIALS APPEAR.

SIGNATURE

RANK AND ORGANIZATION

3699

CERTIFICATE OF NONDEBTEDNESS

194

THIS IS TO CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE-NAMED OFFICER IS NOT INDEBTED AT THIS DATE TO THE UNITED STATES OR ANY OF ITS AGENCIES OR INSTRUMENTALITIES FOR ANY DEBTS INCURRED WHILE ON DUTY AT THIS STATION, WITH THE FOLLOWING EXCEPTIONS:

FOR THE COMMANDING OFFICER:

RANK

CLEARANCE OFFICER

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

19 1946

CIRCULAR)

NUMBER 157)

11 December 1946

MOTOR VEHICLE CONTROL AND SAFETY
AND ACCIDENT PREVENTION

1. Paragraphs 5, 6, 7, and 8 MTOUSA Circular Number 136, 1-46, are superseded by this circular.

2. In addition to the procedures prescribed by MTOUSA Circular number 175, 1946, the reports indicated below will be submitted in all cases of accidental injuries to United States military and civilian employees, Italian military and civilian employees and Surrendered Enemy Personnel, and motor vehicle accidents involving preceding mentioned personnel. This directive does not affect reports currently required for submission to the Claims Section, Civilian Personnel Division. Reports required by this circular, and disposition thereof, are:

a. WD AGO Form 438, "Report of Injury". Report will be submitted for each fatal or disabling injury case. Prepared in triplicate:

- (1) Original and one copy will be forwarded to the major command within 72 hours after the accident.
- (2) Triplicate copy will be retained in unit file.

b. WD AGO Form 439 "Monthly Injury Summary Report". Report will be prepared, in duplicate, by each reporting agency:

- (1) Original copy will be forwarded to the major command so as to be received not later than the 5th of the month succeeding the month covered by the report.
- (2) Duplicate copy will be retained in the unit file.

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c. WD AGO Form 441, "Monthly Motor Vehicle Summary Report". Prepared in triplicate by reporting unit.

- (1) Original and one copy will be forwarded to reach the Commander of the major command not later than the 5th of the month succeeding the month to which the data pertains.
- (2) Triplicate copy will be retained in the unit file.

d. The commanders of the major commands will prepare, in duplicate, a consolidated report containing all information contained in WD AGO Forms 438 received during the month.

Hq MTOUR Circular No. 197 (Cont'd)

- (1) The original copy together with the duplicate copy of each WD AGO Form 439 received during the month, will be forwarded to the Commanding General, Peninsular Base Section, attention: Safety Director, to reach that office not later than the 10th of the succeeding month to which the report pertains.
- (2) The duplicate copy of the consolidated report together with the supporting original individual reports will be retained in the major command files.

c. WD AGO Form 441, "Monthly Motor Vehicle Summary Report".
Prepared in triplicate by reporting unit from data obtained from Standard Form Number 26, "Driver's Report Accident".

- (1) The original and one copy of the WD AGO Form 441 will be forwarded to the major command to reach that office not later than the 5th of the month succeeding that to which the report pertains.
- (2) The triplicate copy will be retained in the unit file.

d. WD AGO Form 441, "Monthly Vehicle Summary Report" will be prepared in triplicate by the commanders of the major commands. This report will be a consolidation of all reports on WD AGO Form 441 received for the month.

- (1) The original copy will be forwarded to the Commanding General, Peninsular Base Section, attention: Safety Director, to reach that office no later than the 10th of the month succeeding that to which the data pertains.
- (2) The duplicate copy will be forwarded to the United States Claims Service as prescribed in paragraph g below.
- (3) The triplicate copy will be retained in the major command files.

g. Commanders of major commands will furnish, to the United States Claims Service, JFO 794, United States Army, one copy each of WD AGO Form 438, "Injury Report", and WD AGO Form 441, "Consolidated Monthly Vehicle Summary Report", at the time of mailing reports to the Commanding General, Peninsular Base Section.

3. The Commanding General, Peninsular Base Section, will furnish this Headquarters, Attention G-1, one copy each of statistical data and consolidated reports prepared and/or submitted under sub paragraphs 2, d, and f, above.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

Stanley R. Hilley
STANLEY R. HILLEY
Colonel, AGC
Adjutant General

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

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

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DEC 11 1946

S. O. to Lt. General

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 196)

6 December 1946

SUBSISTENCE

Appendix F, MTOUSA Circular Number 60, 1946, is amended to reduce the amount of bread allowance for 100 persons for 1 day from 60.75 pounds to 56.25. The total amount of bread for 100 persons for 10 days is reduced from 607.5 pounds to 562.5 pounds.

BY COMMAND OF LIEUTENANT GENERAL LEE:

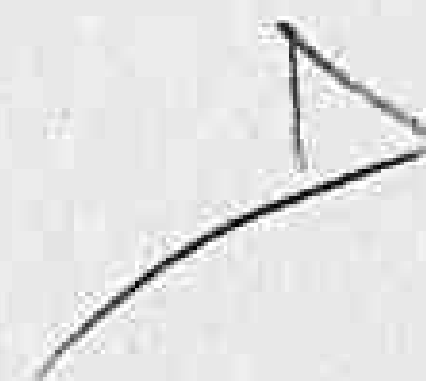
L. C. JAYNES
Major General, United States Army
Chief of Staff

OFFICIAL:

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

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3697



R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 612

DEC 8 1946

CIRCULAR)

NUMBER 194)

4 December 1946

PROCESSING OF ALIEN DEPENDENTS FOR SHIPMENT TO UNITED STATES

1. Effective 1 November 1946, responsibility for processing of Alien Dependents in this theater, for shipment to the United States was assigned to the Commanding General, Peninsular Base Section, APO 782.

2. a. The provisions of War Department Circular Number 83, dated 22 March 1946 as amplified by this directive will govern procedures established by Peninsular Base Section to accomplish this mission.

b. Rescissions. Letter AG 014.31/032 A-C dated 15 January 1946 and Circular Number 108, Headquarters MTOUSA, dated 26 June 1946 are rescinded.

3. General Provisions:

a.. Applications. Request for transportation of dependents will be in the form specified in paragraph 3 d (2) of Circular Number 83, 1946; otherwise, dependents will not be processed.

b. Priorities. Dependents will be shipped in priorities indicated in paragraph 3 d (3) of Circular Number 83, 1946, except that dependents in a "medical" category will receive priority over all others. "Medical" category includes cases where wives must be shipped prior to reaching sixth month of pregnancy, or any other case wherein a United States Army Medical Officer certifies that early shipment is necessary for reasons of health.

c. Processing:

(1) A tentative list of dependents to be embarked will be furnished by air mail, in six (6) copies, to the Commanding General, port of destination, to arrive three (3) weeks prior to ETA in United States. This list will include:

(a) Name, age, sex, nationality of dependents, and if colored.

(b) Degree of pregnancy, if any, by showing number of months pregnant, e.g., "Mrs Irene Jones, P 4" indicating 4 months pregnant.

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R E S T R I C T E D

R E S T R I C T E D

Hq MTOUSA Circular No. 194 (Cont'd)

- (c) All passengers in patient category.
 - (d) Name, rank, serial number and service (Army, Navy, Marine, or Coast Guard) of personnel for whose dependents transportation is authorized.
 - (e) Exact address in the United States to which transportation is desired.
 - (f) Name of persons residing at the United States address, if different from that of person requesting transportation for said dependents.
- (2) Orders will be issued for each Army dependent to include name of dependent, name and age of children, United States destination, date of departure, baggage allowance (200 pounds each adult, 50 pounds each child), and procurement authority. Eight (8) copies will be furnished each dependent.
- (3) Baggage (hold and hand) will be inspected and processed as prescribed for Army personnel in "War Department letter, file AG 524 (13 Aug 45) CB-S-D-M, subject: "Processing of Baggage", except as changed:
- (a) Owner's customs declaration will show name, rank, serial number and address of person of whose family owner is dependent member.
 - (b) Data will be indicated by owner on tag (see figure 9 above War Department letter), and certificate of retention and customs declaration (see figure 10 above War Department letter) with both signed by owner.
 - (c) Owner of prohibited articles withdrawn pursuant to paragraph 23 above War Department letter is required to dispose of them prior to departure from station where inspected.
 - (d) Inspecting Officer's certificate for accompanied (hand) baggage will be in the form outlined in figure 11, above War Department letter, with inclusion of date above, and for unaccompanied (hold) baggage in the form prescribed in paragraph 26, above War Department letter, except that in paragraph 26b, insert "Dependents of" before "Members of the United States Armed Forces".

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Hq MTOUSA Circular No. 194 (Cont'd)

- (c) Declarations will be prepared by transport commander as prescribed in paragraph 30, above War Department letter, except that in figure 19, insert "Dependents of" before "Members of the Armed Forces of the United States".

d. Household Effects. Shipment of household effects is as authorized in paragraph 6, War Department Circular 83, 1946, except that not more than 1500 pounds may be taken, unless the head of the family is still in service and entitled to shipment of a greater allowance under the provisions of AR 55-160. Commanders will render all possible assistance in packing, crating, marking, and delivering to the agency designated by the Commanding General, Peninsular Base Section, for shipment to the United States.

e. Subsistence in Staging Area. Dependents will be furnished subsistence during their stay in the staging area, for which they will be charged at the rate of 75 cents per day for each person over one year of age. No charge will be made for infants less than one (1) year of age.

f. Quarters in Staging Area. Dependents will be furnished suitable living accommodations in the staging area, for which they will be charged a service charge of not more than 50 cents per day for each person over one year of age. No charge will be made for infants less than one (1) year of age.

g. Identification Tag. Issue to each dependent prior to embarkation a suitable identification tag.

h. Baggage Identification. Insure that each piece of baggage for embarkation has a large stencil or sticker on outside showing first letter of dependent's last name.

i. Report on Embarkation. An embarkation message will be dispatched no later than 24 hours after departure showing:

- 3695
- (1) Sailing time and expected time of arrival of vessel at Port of Embarkation.
 - (2) Additions and deletions to original list in c (1), above.
 - (3) Identity of dependents not wanting Government transportation beyond United States port.
 - (4) Distribution by hold number of hold baggage, showing number of pieces and approximate total weight.

- 3 -

RESTRICTED

Hq MFOUSA Circular No. 194 (Cont'd) RESTRICTED

j. Restrictions:

- (1) Women beyond the sixth month of pregnancy will not be embarked for the United States, unless authorized by the Theater Surgeon to be shipped as a hospital patient aboard a General type vessel.
- (2) Persons suffering from acute communicable diseases and infants suffering from acute nutritional disorders will not be embarked.
- (3) Children under six (6) months of age will not be embarked unless authorized by the Theater Surgeon to be shipped as a hospital patient aboard a General type vessel.

k. Return of Dependents to Their Homes. If dependents are called to the staging area and it is found that they are temporarily excluded from shipment due to restrictions imposed by paragraph 3 j, above, they may be returned to their homes at Government expense for subsequent recall to the staging area at such time as they become eligible for travel.

l. Information to be furnished dependents:

- (1) Hand baggage will be limited to that which the individual can handle and should consist of minimum needed for entire trip to destination. All other effects will be held baggage and will not be available until final destination in the United States.
- (2) Ships will be stocked with adequate baby food including fresh evaporated and condensed milk, but mothers will be responsible for any special formulas. Ships commissary will have items of personal hygiene for sale such as baby supplies, etc.
- (3) Acceptance of United States Army quarters and messing facilities and medical service while at staging area is optional with the dependent. Dependents who accept United States Army provided accommodations and facilities are expected to pay the required charges and to conform to the applicable United States Army health and other rules and regulations governing such establishments and facilities.
- (4) Emergency medical service will be provided. Other medical service will be provided to the extent facilities permit as authorized for dependents of military personnel. Medical service; except in emergencies, required physical examinations and measures for control of infectious disease; is made available on request of the dependent while residing in the staging area and is not an obligation of the United States Army.

Hq MTOUSA Circular No. 194 (Cont'd) RESTRICTED

4. Special Provisions:

- a. Provide such military support as authorized.
- b. Call dependents to the staging area for processing.
- c. Establish or verify identity of dependents.
- d. Issue Identification cards.
- e. Process and mark baggage.
- f. Collect head tax.
- g. Assist the United States Consul, where appropriate, in the preparation and issue of visas.
- h. Assist the United States Immigration officials in the preparation of necessary immigration forms.
- i. Supervise pre-embarkation physical examinations.
- j. Prepare shipping lists.
- k. Issue travel orders to the United States.
- l. Insure that unauthorized personnel are not embarked.
- m. Supervise the loading of personnel and baggage.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3694
OFFICIAL:

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

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGO
Assistant General

DESTRUCTION:
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DEC 8 1946

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 195)

3 December 1946

CURRENCY CONTROL AND IMPORTATION AND SALE OF COMMODITIES

1. Due to the advent of many dependent and newly arrived personnel in this theater, the low and fluctuating value of the lire, the wide-spread "black market" activities, and the many directives published on this subject, this circular is a collation of the many directives and is published as a compact reference for reference, information and guidance. References cited are in full force and effect and the violation of their provisions renders the violator(s) subject to disciplinary action.

a. WD Circular No. 64, dated 5 March 1946, limits the amount of United States currency that can be brought into any foreign theater to \$50.00.

b. WD Circular No. 256, dated 23 August 1946, controls the use of Military Payment Certificates and dictates that they be used only in authorized military establishments by United States authorized personnel.

c. MTOUSA Circular No. 71, dated 8 May 1945, directs that United States currency in possession of an individual upon arrival in foreign theaters must immediately be exchanged at the first available Finance Office for the type of currency used by United States troops in that particular locality. This circular further prohibits the indirect exchange of currency through acquisition and disposal of gold coin, bullion or rare objects of value for profit. The possession of such currency or rare objects are not legal within this theater.

d. MTOUSA Circular No. 141, dated 27 August 1946, enumerates those individuals who are authorized the use of facilities of the Army Postal Service. In connection thereto attention is directed to the fact that while the amount of United States currency that can be brought into the theater is \$50.00 there is no limitation on the amount of United States Military Payment Orders, United States Postal Money Orders, or Travellers Checks that may be in the possession of an individual.

e. MTOUSA Circular No. 146, dated 16 September 1946, lists the personnel authorized to use Military Payment Certificates and directs that Finance Officers within the theater will not accept such certificates from personnel other than those enumerated in this circular.

f. MTOUSA Circular No. 76, dated 15 May 1945, prohibits the importation of commodities into this theater by members of the United States Armed Forces and persons accompanying or serving with such forces for the purpose of sale or resale to or barter with the residents of countries within

RESTRICTED

Hq MTOUSA Circular No. 195 (Cont'd) R E S T R I C T E D

the theater, and the sale, resale or barter of such commodities to or with residents of countries within the theater is forbidden. The term "importation" as used herein includes, but is not limited to bringing, carrying, mailing, or otherwise transporting in any manner, or causing to be brought, carried, mailed or otherwise transported in any manner.

g. AFHQ Administrative Memorandum No. 3, dated 11 January, 1945 as amended by AFHQ Administrative Memorandum No. 22, dated 9 April, 1945 prohibits, except as otherwise duly authorized, personnel in this theater from:

- (1) Importing, holding, transferring, exporting, or in any way dealing in United States or British paper currency.
- (2) Participating in transactions involving the purchase, sale, or exchange of gold coin and bullion or any currency against any other currency, except through authorized agencies.
- (3) Importing or exporting gold coin and bullion or any currency, including transmission through mail or parcel post, except currency of small denomination as souvenirs.
- (4) Participating in any transaction involving gold coin and bullion, or the foreign exchange assets of any person in liberated or occupied territory not belonging to the Allied Forces.
- (5) Participating in the transfer of any currency against any other currency on behalf of persons not belonging to the Allied Forces in liberated or occupied territory, or on behalf of a person belonging to the unit of the Allied Forces of another nationality.
- (6) Participating in the importing or exporting of funds, securities, money or other financial assets on behalf of persons not belonging to the Allied Forces in occupied or liberated territory.

h. AR 210-65, dated 12 June 1945, prohibits the resale by military or civilian personnel of merchandise purchased in Army Exchanges.

i. AR 30-2290, dated 18 April 1946 covers the sale of Quartermaster property and service and lists in paragraph 4, thereof, the individuals and organizations authorized to purchase such property and/or services.

j. MTOUSA Circular No. 165, dated 4 October 1946 as amended by MTOUSA Circular No. 180, dated 24 October 1946, lists the procedure pertaining to the purchase of petroleum products for vehicles owned privately by United States Armed Forces personnel and United States supported Personnel within MTOUSA; and states the disciplinary action that will be imposed for the abuse of this privilege.

Hq MTOUSA Circular No. 195 RESTRICTED
(Cont'd)

2. Commanders of all echelons are responsible for bringing the provisions of the references quoted in this circular, and any changes or additions thereto, to the attention of all personnel (Military and Civilian) within their command.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

Ralph C. Tilley

RALPH C. TILLEY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

DEC 2 1946

CIRCULAR)
:
NUMBER 153)

27 November 1946

TRANSMISSION OF EARNINGS OF SURRENDERED
ENEMY PERSONNEL TO THEIR DEPENDENTS

1. SEPs are authorized to transmit earnings to their dependents in the American Occupied Zone of Germany by means of Military Payment Orders.
2. Once each month, based upon previously submitted individual requests of SEPs, the officer in charge of the camp will prepare a pay roll WD AGO Form 19-25 (old PMG Form 23) as prescribed in TM 19-500, indicating thereon the name of the SEP, the name and address of the dependent, and the amount of money in even dollars to be transferred. Pay rolls may be prepared more frequently than once a month, if in the opinion of the camp commander, conditions warrant. No Military Payment Order will be issued in an amount less than \$5.00. This amount will be limited to the earnings of the SEP and no other money will be included. The camp commander will check the earnings records of the individual desiring the transfer of funds and determine that sufficient money has accrued to the credit of the SEP to cover the transfer.
3. The pay roll (Pay roll Form WD AGO Form 19-25) (old PMG Form 23) will be submitted to the Disbursing Officer with a certification over the signature of the authorized certifying officer, stating "I certify appropriate deductions have been made on the earnings records of the individuals listed hereon, and that all amounts shown were derived from earnings as authorized under AGMAR Cable W-93362 and in no case exceeds the amount due."
4. Upon presentation of the pay roll, the Disbursing Officer will prepare one Military Payment Order for each dependent listed, and will forward these Military Payment Orders to the officer in charge of the camp. The officer in charge of the camp will distribute the Military Payment Orders and instruction sheets, (see attached copy) to the SEPs whose names appear on the pay roll. Individual SEPs will be responsible for sending the Military Payment Order and instructions for cashing to their dependents.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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

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

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1 Incl - Instruction Sheet. RESTRICTED

Instruction to be forwarded to Dependents of Surrendered Enemy Personnel

1. The attached Military Payment Order, Serial # _____ is
Drawn to the order of _____ and represents a charge made against
earnings _____ in the amount of _____.

2. This Military Payment Order together with this instruction sheet is
to be transmitted to the person designated as payee, by the individual against
whose earnings the Military Payment Order is drawn.

3. In order to cash this Military Payment Order, it will be necessary
for the payee to appear in person at one of the authorized branches of the
Reichsbank and present such identification as is required by the bank. The
Military Payment Order must be signed in the presence of the person making
the payment at the time payment is made. This Military Payment Order can
not be cashed except by the person designated as payee. Military Payment
Orders should be presented for cashing as soon as practicable after being
received by the payee.

NOTE: These instructions are to be reproduced in English and in the language
of the country to which forwarded.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

0050
DEC 16 1946
to
to
to

CIRCULAR)
NUMBER 192)

27 November 1946

ADMINISTRATION OF SURRENDERED ENEMY PERSONNEL

I. GENERAL

Purpose	Paragraph 1
Jurisdiction.	" 2

II. ADMINISTRATION

SEP Facilities.	Paragraph 3
Processing.	" 4
Personal Effects, Funds, & Claims	" 5
Organization.	" 6
Supplies and Subsistence.	" 7
Medical Attention & Sanitation.	" 8
Welfare.	" 9
Military Courtesies.	" 10
Discipline & Control.	" 11
Loss or Damage to Property.	" 12
Postal Privileges & Procedures.	" 13
Death & Burial.	" 14
Repatriation.	" 15

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III. EMPLOYMENT AND COMPENSATION

General Policy.	Paragraph 16
Responsibility for Employment	" 17
Pay Credit for Working SEP.	" 18
Injuries.	" 19

I - GENERAL:

1. a. Purpose: These regulations are published for the information and guidance of those concerned with the military custody of Surrendered Enemy Personnel, hereafter referred to as "SEP". The term "Prisoner of War" will not be utilized to designate the status of any member of the German surrendered or captured forces.

b. These references are, to the extent applicable, incorporated herein:

AFHQ Letter (AG 387/147 OCT-O) dated 1 May 1945, Dis. & Adm. of SEP in Italy.

AFHQ Letter (AG 383.6/163 GAP-O) dated 13 June 1945.

AFHQ Letter (AG 386.3/163 LOG-O) dated 7 July 1945, Adm. of SEP in Italy.
Subject "Instructions for Documentation of Enemy Surrendered Personnel".

AFHQ Letter (AG 383.6/195 GEG-O) dated 12 July 1945, Currency holdings & Pay of SEP, as amended by letter AFHQ 383.6 GEG-O, 14 Oct 1945.

AFHQ Letter (383.6/195 GEG-O) dated 12 July 1945, Currency holdings & Pay of SEP as amended by AFHQ Letter AG 383.6 GEG-O, dated 14 Oct. 1945.

AFHQ Letter (AG 383.6 SACS-O) dated 7 October 1945.

AFHQ Letter (AG 383.6 GAP-O), 15 June 1946, German Personnel in Italy.

AFHQ Administrative Memo #9, February 1944 as amended.

AFHQ Administrative Memo #35, 1945.

AFHQ Circular No. 2, 1946, Military Courtesy and Discipline.

ETO Letter (AG 151/002 JA-O) 3 July 46, Claims of POW, SEP's, DP's.

ETOUSA Circular 60, 1946.

AGWAR Cable WX-98420, 23 Aug. 1946 - Confinement of SEP in ETO.

AGWAR Cable W-93362, 3 July 1946 - Pay of Working SEP.

Hq MTOUSA Circular . 192 Cont'd

R E S T R I C T E D

c. These directives are rescinded:

MTO Letter AG 383.6/450 C-O, dated 10 Aug. 45, Employment of POW/SEP in Italy.

MTO Letter AG 383.6/736 PMG-O, 22 May 1945, Subject International Red Cross - German POW's.

MTO Letter AG 383.6/314 A-O, 25 June 1945, Subject: Repatriation of German Prisoners of War & Surrendered Personnel.

MTO Letter 383.6/734 PMG-O, 23 July 1945 "Administration of SEP".

MTO Letter AG 323.6/748 D-O, 25 May 1945, Subject: "Employment of German Prisoners of War".

MTO Letter 383.6/734 A-O, 29 Nov. 45, amends 383.6/734 PMG-O, 23 July 1945 "Administration of SEP".

MTO Letter AG 400.93/156 PMG-O, 1 September 1945, Disposition of Currency and other valuables seized from Enemy Forces in Italy.

MTOUSA Letter AG 062.2/098 SSS-O, dated 20 July 1946, "Administrative Instructions for POW Enclosures in MTOUSA or MTOUSA".

MTOUSA Letter AG 383.6/102 A-O, 18 July 1946.

MTOUSA Letter AG 383.6/002 A-O, 27 July 1946.

MTOUSA Letter AG 383.6/002 A-O, 29 August 1946.

MTOUSA Letter AG 383.6/022 A-O, 29 August 1946.

MTOUSA Circular No. 62, 1946 - Discipline.

MTOUSA Circular No. 132, 1946 - Dog Tags.

MTOUSA Circular 96, 1945.

MTOUSA Circular No. 170, 1946.

MTOUSA Administrative Memo No. 41, 1945.

AFHQ Circular No. 2, 1946.

Supply Directive No. 66 MTOUSA 1945.

Hq MTOUSA Circular No. 192 RESTRICTED
Cont'd

Supply Directive No. 18 MTOUSA 1946.

Supply Directive No. 20 MTOUSA 1946.

2. Jurisdiction:

a. The Assistant Chief of Staff, G-1, Headquarters, MTOUSA, is charged with the determination of broad, basic plans and policies concerning SEP.

b. The Commanding General, FBS, is charged with all matters pertaining to SEP within this Theater including their custody, control, utilization, location, care, treatment, repatriation and security except as specified in paragraph 2c. Included among these responsibilities are:

- (1) Supervision and execution of MTOUSA policies.
- (2) Formulation of rules and regulations from announced policies relative to the control of prisoners.

(3) Establishment of a Surrendered Enemy Personnel Information Bureau charged with the responsibility of maintaining complete information relative to SEP and to obtain from SEP and retain safely all valuables and currency belonging to such persons and issue appropriate receipts therefor. This Bureau replaces Prisoner of War Information Bureau.

c. Major Unit Commanders, other than the Commanding General, FBS, to whose command SEP personnel and units are attached, are charged with the custody, security, control and utilization of such SEP personnel while so attached. Camp Commanders under the jurisdiction of the Major Commands will command the Surrendered Enemy Personnel corps, and will be responsible for camp maintenance, operation, administration, management, and the control and treatment of the prisoners in their care.

d. Commanding Officer, Auxiliary Troop Command shall, subject to the supervision of Commanding General, FBS, carry out the above-mentioned duties and functions.

II. ADMINISTRATION:

3. Facilities for Surrendered Enemy Personnel:

a. Camps or enclosures will be established in such areas and at such places as may be agreed upon by the Commanding General, FBS, and other Major Commanders desiring to utilize Surrendered Enemy Personnel.

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5. SEP will be accommodated under field conditions. A scale of accommodation is prescribed herein for the guidance of all concerned in providing for the security and accommodation of SEP.

(1) Unless the Commanding Officer, AXIC, approves exceptions specifically, security will be accomplished by:

- (a) Security Fence. The unit area will be surrounded by an 8' high fence constructed of barbed wire or other suitable material.
- (b) Warning Fence. A 3' high warning fence will be erected 10' inside the security fence. This warning fence will consist of single strand No. 10 wire on 5' drive type pickets spaced 20' on centers.
- (c) Guard Towers. A minimum number of guard towers will be erected to give full vision over the 10' lane between the security fence and the warning fence.
- (d) Electric Lighting. Electric lights will be mounted on poles approximately 20' high positioned along the outside of the security fence at 100' intervals; 200 watts of illumination will be provided on each pole.

(2) Area. (a) No particular size or shape is prescribed for compounds but each one should be staked off to suit the terrain and to insure a minimum expenditure of construction materials.

(b) Final determination of the space to be provided will be left to the discretion of the Commanding Officer concerned. It is recommended that a total of 150 sq. ft. per man be provided for recreation, administration and bivouac, based on the area enclosed by the warning fence.

(c) SEP may be accommodated in areas vacated by other troops if the necessary security features are provided. If existing buildings or facilities constructed from expendable supplies in such vacated areas exceed the Scale of Accommodations prescribed herein and if it is not feasible to remove the excess items and return them to depot stocks, said facilities may be left in place.

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- (3) Minimum Sanitary and Health Facilities. (a) Latrines. Pit type fly proof latrines will be provided on the basis of one (1) seat per twenty (20) men.
- (b) Bathing and showers. Enclosed hot water showers will be provided on a basis of one (1) shower head per thirty (30) men. Taps will be provided on a basis of one (1) tap per forty (40) men.
- (c) Dispensary. One (1) pyramidal tent, framed, floored and screened will be provided for each unit of battalion size (1000 men).
- (4) Kitchen area. (a) Space for food storage and preparation will be provided in site constructed, or existing buildings utilized on the following scale:
- | | | | | | |
|---------|-----------|-----------|-----------|-----------|-----------|
| No. Men | 200 | 400 | 600 | 800 | 1000 |
| | 20' x 20' | 20' x 28' | 20' x 35' | 20' x 44' | 20' x 50' |
- (b) Cooking will be done either on the range, field M1937 or pit type stoves using wood or oil burners. A roof and if possible side walls will protect the ranges.
- (c) Mess hall facilities will be provided for enlisted men when practicable. Floored and screened inclosures with sitdown tables will be provided for officers on a basis of seven (7) square feet per officer.
- (5) Recreation. Two (2) framed and floored pyramidal tents, or equivalent space in existing structures, will be provided for each unit of company (200 enlisted men) size and a similar additional tent for each battalion (1000 men). Theater accommodations for the presentation of plays and the showing of motion pictures will be provided when possible.
- (6) Quarters. (a) No construction is authorized for quarters.
- (b) All SEP will be quartered in pyramidal tents. Floors and other winterizing facilities may be installed when found necessary, and when salvage material is obtainable. Capacity: 8 enlisted men or 4 officers per tent.

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- (7) Administration. One each framed and floored pyramidal tent will be provided for Company Headquarters, Company supply room, and Battalion Headquarters.
- (8) Electric lighting. Electric lighting (in addition to security lights) will be provided on the following basis:

	Max. Watts per sq. ft.
Food preparation & storage	.5
Administration Tents	.5
Dispensaries	.5
Recreation tents	.5
Supply tents	.2
Living tents	.2

- (9) Water supply. Effort will be made to locate installations to take advantage of existing water supply systems. Where no existing system is available and the permanency of the installation warrants, water supply system of wells, pumps, elevated tanks, etc., may be constructed. Such systems will be designed if possible on the basis of the maximum consumption rate of 10 gallons per man per day for camps.

4. Processing and documentation of Surrendered enemy personnel:

a. All surrendered enemy personnel will be registered on Form CR-1 by American personnel and a remark will be made on each individual's record card (WDPMG Form 2 or 2-1 or other record) to indicate such registration. Form CR-1 will be made in triplicate, one signed copy of which will be forwarded to GRCWAGS, APO 387, U. S. Army.

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b. In addition to registration on Form CR-1 each individual will be documented on WDPMG Form 2 and assigned serial numbers as indicated in paragraph c hereof. These forms will be prepared in triplicate, being forwarded to SEPIB and one being retained by the administrative unit having custody of records of the individual.

c. Surrendered enemy personnel received after 1 November 1946 will be assigned serial numbers:

- (1) The figures "81" (representing MTOUSA) followed by a dash.
- (2) The letters "SP" (representing surrendered personnel) followed by a dash.
- (3) Individual numbers assigned consecutively.

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- (4) A letter to denote arm of service:
- (a) Germans: "H" for army, "M" for navy, "L" for air force.
 - (b) Italians: "RE" for army, "RM" for navy, "RA" for air force.
 - (c) If the person is in the category of "protected personnel" as that term is used in PW matters, the letter "P" will be added to the letters referred to in (1) and (2).

5. Personal effects and funds: a. Surrendered enemy personnel will be permitted to retain their soldbucher, personal letters or papers, and objects of personal use or value such as rings, watches, jewelry, fountain pens and decorations. Weapons and items considered dangerous to security, such as large knives, will be confiscated.

b. No monies or currency will be retained by the individual. Such Reichmarks as have been allowed in possession of the individual previous to this time will be surrendered to S.E.P.I.B. against receipt prior to 1 January 1947. Other currency or monies and contraband articles will be retained by S.E.P.I.B. until repatriation and thereupon returned to the individual upon surrender of such receipt prior to his departure.

c. Claims. Claims of former prisoners of war and surrendered enemy personnel for money and property taken from or surrendered by them should be disposed of as follows:

(1) All claims for money and for property made by or on behalf of prisoners of war or surrendered enemy personnel will be forwarded direct to Auxiliary Troops Command, attention Surrendered Enemy Personnel Information Bureau, Headquarters, Peninsular Base Section, APO 732, U.S. Army. Upon receipt of such claims the Information Bureau will process the claims in accordance with established procedures, and, in connection with claims for jewelry, the Information Bureau will inquire of Allied Financial Agency whether that agency is in possession of same.

(2) All claims not falling within the provision of (1) above will be forwarded to the Theater Judge Advocate, Headquarters, MTOUSA, APO 512, U.S. Army, for processing.

6. Organization: Normal segregation will be maintained between officers and enlisted men held at enclosures, and when feasible in work camps. Officers and persons similar to "protected personnel" will be accorded treatment consistent with their rank and status.

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7. Supplies and subsistence: a. Procurement and issue of supplies.

(1) Procurement and issue of all types of supplies for SEP will be through normal supply channels. The obligation of U.S. appropriated funds is not involved. Separate purchase orders and vouchers and separate accounting records will be maintained. Primary responsibility for obtaining supplies for surrendered enemy forces rests upon the major command having operational control over such forces.

(2) Organizational equipment of enemy or US origin is a responsibility of the employing agency. Material in Hands of Troops Report, covering US type equipment only, will be submitted by each major command.

(3) Insofar as stocks permit, supplies required for surrendered enemy forces will be obtained from captured and surrendered enemy material and equipment, and through the use of SEP labor. Maximum economy will prevail.

(4) There will be instances when bulk purchases will be made or services will be rendered for the combined usage of the US Armed Forces, and SEP. In such instances separate vouchers must be prepared for that portion of the charges that are applicable to the SEP.

(5) All procurement instruments and vouchers for supplies and services for SEP which require settlement by U.S. Army Disbursing Officers will be conspicuously marked at the top, "Surrendered Enemy Personnel Account" and the customary appropriation, allotment and purpose coding proscribed by the War Fiscal Code will be omitted.

(6) All procurement instruments and vouchers for supplies and services for Surrendered Enemy Personnel for which payment is prohibited in compliance with paragraph 9 of AFHQ Administrative Memorandum Number 21, 1945, "Procurement and Payment Policy in Italian Territory for Supplies and Services" will be conspicuously marked at the top "For Surrendered Enemy Personnel - Not Payable by the U.S. Army Disbursing Officers." Vouchers so marked shall be processed and routed through channels as proscribed in letter from this headquarters dated 11 April 1945 File AG 158/574 D-O, subject: "Disposition of Unpaid Bills."

b. Payment. (1) All vouchers which require payment as stated in Paragraph (5) above, will be processed by U.S. Army Disbursing Officers in the usual manner and the same degree of diligence will be exercised in scrutinizing and auditing these vouchers

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as is done in the case of appropriated fund vouchers. However, these vouchers will not be taken into the accounts of Disbursing Officers. Instead, the original and duplicate of each paid voucher will be transferred as cash, on Form 326-327, on the last day of each month, to the Finance Officer, 34th Finance Disbursing Section, APO 794, U.S. Army. A letter of transmittal, in triplicate, will accompany each transfer, listing the vouchers by Bureau Voucher Number, name of vendor and amount paid. The total amount shown on the transmittal letter shall be in agreement with the amount of the transfer. The triplicate copy of the letter of transmittal will be receipted and returned to the Disbursing Officers by the Finance Officer of the 34th Finance Disbursing Section. The quadruplicate copy of the letter of transmittal will be forwarded promptly by the Disbursing Officer to the Office of the Fiscal Director, MTOUSA, APO 512, U.S. Army, attention Accounts Branch, and the quintuplicate copy will be retained by the Disbursing Officers.

(2) Inasmuch as vouchers in payment for supplies and services for Surrendered Enemy Personnel are not taken up in the accounts of the Disbursing Officers, a separate series of continuous Bureau Voucher Numbers, commencing with number one (1) will be used thereon by Disbursing Officers. The space provided on the voucher for Disbursing Officers' Voucher Number is reserved for the use of the Finance Officer, 34th Finance Disbursing Section and will not be used by Disbursing Officers.

c. Subsistence. SEP will be subsisted as prescribed in paragraph 8c and 8f, Circular 60 MTOUSA, 1946, and appendix "G" and "H" thereof, which references are amended by substituting for the phrase "Prisoners of War," wherever that phrase appears, the phrase "Surrendered Enemy Personnel."

(1) For the purpose of rations all SEP sent to EWE 339 specifically for repatriation or reassignment will be considered as performing hard labor.

d. Quartermaster resale items. (1) Issue of the indicated items is authorized:

ITEM	UNIT	ALLOWANCE PER 1 INDIVIDUAL FOR 15 DAYS
Blades, razor, Gillette Type, DE (Gen stock until exhausted then other than Gillette Brand in event US stocks are used)		
Package of 3 blades	Pkg	.450
Brush, tooth, professional type (a substitution)	ea	.120

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Cream, shaving, Brushless, 2 1/2 oz tube	ea	.250
Comb, pocket	ea	.02
Mirror, non-metallic	ea	.020
Pipe, smoking, 30% grade (until exhausted)	ea	.020
Powder Tooth 2 oz	can	.200
Razor, safety, Gillette type	ea	.000
Soap, toilet 3 3/4 oz	cake	.750
Towels, bath or bath	ea	.020
Glasses, sun	ea	.050
Files, nail	ea	.020
Belt, sanitary (for female only)	ea	.125
Napkins sanitary (Box of 12)	ea	.50

(2) Issue of the indicated items is authorized to SEP:

ITEM	UNIT	ALLOWANCE PER INDIVIDUAL PER WEEK
*Tobacco smoking	oz	1
or		
Cigarettes, Pkg of 20	pkg	1
or		
Cigar ULM (large)	ea	5
or		
Cigars CSM (small)	ea	8
Matches (box)	ea	.05
**Paper Cigarette (box of 100 sheets)	ea	.25

*Two (2) ounces for each SEP on work status.

**To be issued only when cigarettes are not issued.

No initial issue will be made of above items.

(3) Insofar as practicable, issue should be weekly. No charge will be made by the issuing agency. Record of issues to individuals is not required. Designated leaders of surrendered enemy troops, when authorized to distribute the above items will execute the following certificate (written in the appropriate language, which will be placed on, or attached to the tally-out of the United States Army Officer last handling the supplies):

"I certify that the items in quantities as indicated were received by me and to the best of my knowledge and belief, the individual issues were equitably and properly made."

(4) Upon evacuation of surrendered enemy personnel from this Theater, resale type items within the above scale as may be

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necessary during the journey, will be issued to SER at the same time they receive their travel rations.

c. Clothing and Individual equipment. (1) General - Except as circumstances warrant, or climate requires, items of clothing and individual equipment will be issued only after that in the possession of the individual has become unfit for use.

(2) Issue of individual clothing and equipment will be made from captured or surrendered enemy stocks. When exhausted, Class "X" items from United States stocks may be issued. Issues from stocks other than Class "X" will be made only when approved by this headquarters.

(3) Scale of issue: The scale of allowances for clothing and equipment will be the minimum quantity necessary and adequate for the service upon which the individual is engaged. The table listed below is the maximum authorized. This does not mean that every item listed must be issued each individual.

GERMAN MILITARY
INDIVIDUAL CLOTHING AND EQUIPMENT
SPECIAL TABLE OF BASIC ALLOWANCES

ITEM	UNIT	ALLOW- ANCE	BASIS OF ISSUE	REMARKS
			CLOTHING	
			Per Ind.	
Belt, Web, waist	ea. 1			
Cap, garrison, cotton			" "	
or cap, garrison wool	ea. 1		" "	
Cap, denim blue or HBT	ea. 1		" "	(Except Officer)
or Hat denim blue HBT	ea. 1		" "	" "
Drawers cotton shorts	pr. 2		" "	
or Drawers, wool	pr. 2		" "	
Gloves wool or gloves				
leather heavy	pr. 1		" "	(When necessary)
Handkerchief, cotton	ea. 2		" "	
Jacket, field	ea. 1		" "	
Jacket denim blue or HBT	ea. 2		" "	(Except Officer)
Trousers denim blue or HBT	pr. 2		" "	" "
or Suit working				
1 pc, HBT	ea. 2		" "	" "
Overcoat, wool, RC, or	ea. 1		" "	(When necessary)
Coat, mackinaw	ea. 1		" "	" "
Raincoat	ea. 1		" "	
Shirt, cotton, khaki, or	ea. 1		" "	(Additional per officer)
Shirt, wool, OD	ea. 1		" "	" " "

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ITEM	UNIT	ALLOWANCE	BASIS OF ISSUE	REMARKS
Shoes, service	pr. 1	Per Ind.		(A 2nd pr is authorized for issue when deemed necessary by the Peninsular Base Section or Major Commanders to safeguard health of prisoners against inclement weather.) (Per pr shoes)
Laces, shoe	pr. 1	" "		
Socks, cotton or wool	pr. 2	" "		
Trousers, cotton, khaki, or	pr. 1	" "		(Additional per Officer)
Trousers, wool, OD	Pr. 1	" "		
Undershirt, summer, sleeveless	ea. 2	" "		
or Undershirt, wool	ea. 2	" "		
Bag, barracks	ea. 1	" "		
Bar, insect, field or mosquito	ea. 1	" "		(when conditions dictate the necessity)
*Blanket, wool, OD, or	ea. 3	" "		(2 in summer)
comforter cotton, filled	ea. 1	" "		(in lieu of 2 blankets)
Bag, sleeping, wool, w/case	ea. 1	" "		(may be issued in lieu of two blankets)
Canteen	ea. 1	" "		
Can, meat	ea. 1	" "		
Cover, mattress	ea. 1	" "		
Cup, canteen, M1919	ea. 1	" "		
Spoon, M26	ea. 1	" "		
Fork	ea. 1	" "		
Tent, shelter half. e/w pins	ea. 1	" "		(when not quartered in buildings or other tentage)

*2 ea blankets Class "X" or CEM or 1 ea comforter, Class "X" in addition to above allowance may be issued where heating facilities are not available upon approval of Major Commander.

(4) A single identification tag, with supporting necklace of white tape, will be issued to all SEP in United States Custody. Tag will be embossed to show (1) full name, (2) rank, and (3) internment serial number. Tags may be secured by submitting requests giving information required in paragraph 2 above to Commanding General, Peninsular Base Section, attention: AYTC. These identification tags will be worn by SEP at all times, without exception, in a manner similar to that of United States Army identification tags. SEP who fail to comply with these instructions will be subject to appropriate disciplinary action.

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(5) Upon evacuation of SEP from this theater, the items below in quantities listed in paragraph (3) above, will be in the possession of the individual:

Shoes, service	Jacket, field or coat
Trousers, (of any kind)	Bag, barracks
Shorts, (of any kind)	Cup, canteen
Underdrawers	Canteen
Undershirts	Fork
Socks	spoon
Hat, (of any kind)	
Can, meat	

Additional items may be authorized by the evacuating agency within the scale listed in paragraph (3) above, if weather conditions or length of journey makes such issue mandatory.

(6) Women's Clothing. Insofar as items of women's clothing are available from captured enemy stocks or from Class "X" United States stocks, issue will be made to surrendered enemy women on a scale corresponding to similar men's items. When women's items of clothing are not available, men's items will be issued in lieu thereof. In addition, the following items are authorized, when available, from enemy stocks, or Class "X" United States stocks: Slip, WAC ea 2; Brassiere ea 1. Special instructions published separately will provide for requirements of children and pregnant women. In emergencies, Army manufacture or local manufacture from material available in United States Quartermaster salvage stocks may be used.

(7) Conservation. To conserve stocks:

(a) All commanders concerned will stress first and second echelon maintenance of clothing and equipment. Unit commanders will be responsible that every effort will be made within their units to accomplish all repairs possible to clothing and equipage.

(b) Needles, thread and shoe repair materials may be drawn by using agencies for use within SEP organizations. Issue will be restricted to captured material insofar as quantities are available.

(c) Issuance of following clothing repair items is authorized (based on Company of 200 men):

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Initial		
Shears, tailor	ea	2
Needles, hand sewing	ea	25
Thread, cotton	yd	150

Monthly		
Needles, sewing hand	ea	25
Thread, cotton	yd	150

(d) Issuance of shoe repair supplies will vary with conditions, type, (American or German) etc., of shoes being used in organizations. Requisitions will be submitted for supply only after being approved by officer in charge of nearest Quartermaster Salvage Installation.

(e) Disposition of records and effects. All clothing and individual equipment left behind by an escapee will be placed immediately in the custody of the enclosure supply officer, where all except personal items will be released. If the escapee has not been apprehended within fifteen (15) days, his personal effects will be forwarded to SERID.

(f) Barber kits. Essential barber facilities are authorized on the basis of one set per 250 SEP. When captured items to make up this set are not available, a requisition may be submitted to the Base Section for needed items. When no surrendered items are available, issue of Kit, barber, is authorized from United States stocks. In those instances where the SEP enclosure holds less than 250 persons, one set of barber equipment will be made available for each enclosure.

(g) Accounting. Individual record of clothing and equipment will be maintained in a manner similar to that required for enlisted personnel of the United States Army. Disciplinary action will be taken when items are lost, destroyed, or illegally disposed of.

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(11) Insignia and markings. (a) Surrendered enemy personnel will be permitted to wear the ribbons of Wehrmacht medals, of campaign medals, or decorations for merit, of long service and insignia of rank, provided all Nazi Emblems (for example, swastikas) are obliterated or removed. The following are not authorized: Hohenabzeichen, Nazi insignia, Nazi emblems, Nazi decorations, and kokade on caps. Upon evacuation from this Theater for discharge, no decorations or insignia of rank are permitted to be worn.

(b) Buttons bearing distinctive markings will be removed

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from items of the United States uniform prior to issue and replaced with buttons from enemy uniforms or with bone or plastic buttons without distinctive markings. Clothing furnished of United States origin will not be dyed, but any dyed clothing available will be utilized.

(c) As stocks become available, clothing will be issued without markings, such as POW and SEP and articles which may be worn as an outer garment will be replaced by clothing with colored circle, $1\frac{1}{2}$ inches in diameter on the left shoulder. This insignia may be of blue cloth, if such material is available, or stenciled in blue on the garment itself. Priority in the issue of this clothing will be given SEP whose work and conduct has been outstanding.

(1e) Organizational equipment. (a) Organizational equipment for housekeeping and work purposes will be obtained from captured enemy equipment plus such equipment of U.S. origin as becomes surplus to needs of U.S. units in Theater. T/E authorized for similar U.S. units will be used as a guide but in no case will be exceeded without prior approval of the Commander of the major command concerned. Equipment will be drawn on a basis of actual necessity and not merely because it appears on the T/E for a unit. Commanding General, Ponbase, will be responsible for distributing available equipment equitably among major commands. Request from major commands for equipment considered essential to operations which cannot be provided from above sources will be submitted with full justification:

(1) CIR items - Commanding General, MTOUSA.

(2) All other items - To Commanding General, Ponbase, who is hereby authorized to take final action.

(b) All organizational equipment will be issued to a U.S. unit which will account for same in a unit property book. Issue to CSU will be on memo receipt from the U.S. unit supply officer to the German officer in command of the CSU. Captured enemy equipment is the property of the U.S. Army, therefore, property accountability and responsibility will apply. In cases of losses, damages, and/or fair wear and tear the certificate of captured officers, will be accepted in the absence of certificate of Allied officers.

(c) (1) Heating facilities may be furnished SEP based on Theater availability. Major Commanders will utilize all CFM stocks available before making issues from U.S. Army stocks. The allowances are:

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Stove, tent M-41	1 per 8 individuals or fraction thereof occupying tent quarters.
Stove, tent M-41	1 per 3000 cubic ft. or major fraction thereof for permanent or semipermanent quarters other than tents.
Heater, space, Army No. 1	1 per 6000 cubic ft. or major fraction thereof for day rooms, recreation rooms or mess halls.

(2) Solid or liquid fuels may be issued on the basis of allowances set forth by MTOUSA Supply Directive No. 12, 1945.

(13) Expendable Supplies. In accordance with WD letter, file AG 400 (1 Nov. 45) CB-S-D-M, dated 5 November 1945, subject: "Quartermaster Expendable Supplies for Prisoners of War Located Outside Continental United States," allowances of expendable supplies for PW are established:

(a) Appropriate allowances contained in Table IV, AEF Catalogue OM 4, "Allowances of Expendable Supplies."

(b) Appropriate additional allowances:

Item	Unit	Allowance	Basis of Issue
Candles	lb	1	Per 5 individuals per mo.
Kits, sewing	ea	10	per 250 individuals per yr.
Matches, safety	box	50	per 250 individuals per mo.
Paper, toilet (100 Sheets)		1	Per 2 individuals per mo.
Soap, hand, grit	cake	1	Per 10 individuals per mo.
Soap, ordinary, issue	lb	1	Per individual per mo.
Soda-ash, powder	lb	$\frac{1}{2}$	Per lb soap, ordinary issue per mo.
3681 Sodium-Carbonate (Mono-hydrate crystals)	lb	$\frac{1}{2}$	Per lb of soap, ordinary issue per mo. (as a substitute for soda-ash powder)

Other expendable items will be utilized to the extent considered essential to provide for the health of the SEP. Army Service Forces Catalogue OM 4 will be used as a guide only. Minimum essential quantities will be requisitioned and in no instance will the allowance as set forth for United States Troops be exceeded. Spare Parts and maintenance material for use on authorized equipment will be drawn on the same basis as for United States Troops.

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(14) Welfare supplies. (a) All salvage and surplus U.S. welfare supplies will be made available to SEP.

(b) Enemy stocks will be utilized for provisions of recreational equipment and reading materials and enemy welfare services may be permitted to function under supervision.

(15) Blank forms. (a) War Department prisoner or War Blank forms are obtainable from PBS by requisition through normal channels. When unobtainable from PBS, directions for reproduction will be furnished.

(b) Unless other means of procurement is indicated for specific forms, theater originated forms will be reproduced by the using agency.

(16) Publications. Requisitions for publications not available from normal sources of major commands will be submitted to this headquarters.

8. Medical attention and sanitation:

a. General. (1) Medical treatment will be rendered within regularly established SEP enclosures where able-bodied prisoners of war are confined to the greatest possible extent.

(2) So far as practicable, enemy medical personnel, equipment and supplies will be utilized in the treatment of SEP's. Its use in the U.S. Hospitals is subject to the discretion of the Theater Surgeon.

(3) A U.S. hospital will be designated in each area where SEP's are confined as described in 3 below for the hospitalization of SEP whose treatment require facilities beyond that available in the regular SEP enclosure.

b. Hospitalization within the SEP enclosure.

(1) An SEP infirmary will be established in each SEP enclosure or camp, where practicable, by the Commanding Officer thereof with a capacity of 1% of the SEP strength and will be operated by him through the medical personnel assigned to his unit.

(2) It will be maintained in accordance with established medical procedure and all necessary administration, records, and reports will be accomplished as required by the Theater Surgeon.

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(3) Inspection of the enclosure medical facilities for SEP will be made by the Theater Surgeon or his designated representative for proper operation and a report rendered thereon to the Major Commander in whose jurisdiction such facility is located.

(4) Whenever a regularly constituted hospital is established within the enclosure, its operation is the responsibility of the Hospital Commander unless specific arrangements are otherwise made between the Theater Surgeon and the Major Commander concerned.

c. Hospitalization in U.S. hospitals.

(1) In every area where SEP are confined the surgeon of the major command will be requested to designate a U. S. hospital for the care of SEP. The hospital designated should, whenever possible, be in the vicinity of the camp to insure proper liaison between the enclosure and hospital.

(2) The commanding officer of the hospital will be responsible for the security and administration of all SEP who may be confined therein for medical attention or duty and will maintain such records and render such reports as may be required.

(3) The commanding officer will select the wards or area to be used for SEP and he will construct such barriers and safeguards as he may reasonably deem necessary to insure their security and prevent escape. SEP will be segregated from other patients.

(4) The CG, FBS will instruct the hospital personnel in the preparation of records and reports, furnish such guards as the hospital commander may deem necessary, and advise on any other matter which may arise pertaining to SEP.

36399. Welfare of SEP:

a. Specified zones and areas will be designated by Major Commanders within which German personnel will be permitted freedom of movement during nonworking hours. British and American Commanders of SEP units operating in close proximity to each other will coordinate their instructions in this respect to insure that equal privileges are given all SEP's.

b. Athletic and recreational activities will be encouraged to the maximum consistent with facilities locally available.

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c. A supply of GI weeklies, forty-five minute reel entertainment films, have been secured and a schedule set up for the showing of these films to SEP personnel in Italy. Distribution will be through regular Special Service film distribution libraries of each major command and distribution will be available at film exchanges on 1 August 1946. This distribution will provide ninety minutes of entertainment film per week. These showings may be supplemented by the major commands by the showing of Signal Corps Training Films obtained through normal Signal Corps training film libraries as well as the showing of any captured enemy film which may be available through auxiliary troop command channels.

d. Distribution of books, magazines and newspapers will be made subject only to security objection on the part of G-2. Special Service, MTOUSA, will expedite the collection of used English language periodicals and use every effort to obtain German and Swiss publications.

e. Representatives of YMCA and of the International Red Cross may visit camps or enclosures where SEP in U.S. Custody are held upon prior arrangement with Hqs, MTOUSA, and whenever deemed necessary, will be accompanied by representatives of the State Department and this Headquarters.

f. SEP in U. S. custody should be advised they may continue to correspond with the IRC regarding the conditions of their detention.

g. Religion: SEP will enjoy freedom of religion including attendance at services of their respective faiths held within the SEP camps. In no event, however, will SEP and U. S. personnel worship together. SEP who are clergymen may minister freely to SEP who voluntarily request their ministrations, and may freely visit camps but will discuss only matters that pertain to their religious duties and will receive no article, paper or document from an SEP.

h. Marriage: SEP will not be permitted to marry while they are in the custody of the United States. This does not preclude an SEP from contracting marriage by proxy with a person residing in the Country which the prisoner was serving at the time of capture or surrender.

10. Military Courtesies:

a. Military courtesy may be defined as the expression of consideration and deference accorded to a nation, to the national symbol of a nation, or to an individual by virtue of his rank or

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position in the military service of such nation. The rules governing military courtesy must be clearly stated so as to preclude the possibility of their being misunderstood.

b. Prompt observance and smart execution of military courtesies signify recognition of the consideration and deference to which the nation, or individual is entitled; recognition of the authority of that nation or individual; and willingness to obey the valid and proper orders thereof.

c. Slovenly, grudging, careless or perfunctory execution of military courtesies indicate discourtesy, lack of respect, and unwillingness to obey valid and proper orders.

d. Surrendered Enemy Personnel shall render the prescribed salutes and honors set forth herein:

(1) Indoors:

(a) They will assume the position of attention and uncover when an officer of any of the United Nations military forces enters the room.

(b) They will uncover, stand at attention and salute when reporting to an officer of any of the United Nations military forces, and shall again salute upon dismissal.

(2) Out of doors:

(a) They will assume the position of attention and salute when:

(1) An officer of any of the United Nations military forces approaches.

(2) Reporting to an officer of any of the United Nations military forces, and shall again salute upon dismissal.

(3) Passing, or being passed by, the National color or standard of any of the United Nations.

(4) The National Anthem of any of the United Nations or "To the Color" (or similar music) is played.

(5) Flourishes, ruffles, march or other personal honors are rendered.

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(6) When in formation the position of attention will be assumed by all; only the individual in charge will salute.

(b) When passed by a caisson or hearse bearing the remains of United Nations military personnel in a military funeral procession, and/or when they are in the area in which military funeral services are being conducted, they shall assume the position of attention and uncover.

(3) Officer: Officers shall render the salutes and honors prescribed above, except that salutes to individuals are not required unless the officer being saluted is of equal or higher rank to the officer rendering the salute.

(4) All officers of any of the United Nations military forces are expected to return all salutes rendered by Surrendered Enemy Personnel as required above; American officers will be punctilious in this regard.

e. SEP will continue to render to their own officers the appropriate courtesies and salutes in effect prior to 1933 except as indicated herein:

(1) The Nazi salute and the "Heil Hitler" greeting are forbidden.

(2) No German National anthem "To the Color" or similar will be played or sung at any time.

(3) No Nazi anthems will be played or sung at any time.

(4) Public or private display of the Swastika, Nazi flags, or other paraphernalia of the Nazi party or any of its affiliated organizations is prohibited.

(5) Flourishes, ruffles, and similar personal honors will not be rendered German officers.

(6) Military funerals for SEP may be permitted at the discretion of the commanding officers of Major Commands under such limitations and with such restrictions as may be deemed necessary.

f. In order to maintain proper discipline:

(1) SEP will be marched at attention from compounds to

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places of work and return.

(2) SEP will not be permitted to smoke while riding in vehicles, while marching between compounds and place of work, or while at work. They may be permitted to smoke during rest periods, during meal times, and upon completion of work. Violators will be subject to loss of tobacco ration for one week, or such disciplinary action as may be deemed appropriate.

6. Movement of German vehicles and German operated vehicles outside compounds or enclosures will be restricted to specifically authorized journeys or trips. On such occasions, where practicable, each vehicle will be accompanied by a German officer or non-commissioned officer, who will be responsible for its proper use and for the discipline of all German personnel therein.

11. Discipline and control:

a. Enforcement of discipline: (1) Surrendered Enemy Personnel are within the jurisdiction of courts-martial and are liable to punishment by the Army of the United States and, if trial is advisable, the SEP will be tried before a court-martial and not a civil court except upon the written consent of the Commanding General, MTOUSA.

(2) Disciplinary powers will not be delegated to SEP's. All military personnel having immediate custody of SEP's will be firm and exact in enforcing military discipline and courtesy. The fraternization of Army and civilian personnel with SEP's will not be tolerated and proper attitude and decorum in all contacts with the public will be required, especially where women are concerned.

(3) Collective punishment will not be imposed for the misconduct of an individual, although collective punishment may be resorted to if such is deemed advisable by the Commanding General, PBS. SEP may not be deprived of their rank, and will be confined only in the same manner as confinement is imposed on members of our own forces. SEP sentenced to long term confinement will be confined in the European Theater. Arrangements for place of confinement will be made through Headquarters, MTOUSA.

(4) Food restrictions as an increase in punishment of SEP confined in stockades undergoing disciplinary punishment is authorized. In no event shall a restricted diet be imposed in excess of 14 continuous days, nor will it

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be repeated until an interval of 14 days shall have elapsed, and it will not exceed 84 days in one 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 4 of section II.

1. Administrative measures. (1) The American camp commander, in discharging his responsibility to utilize and control SEP labor and to administer and maintain his camp in a satisfactory manner, will employ administrative measures wherever practicable. The administrative measures may include:

- (a) Admonition, reprimand, or other oral or written reproof.
- (b) Withholding of privileges, including restrictions on diet.
- (c) Restrictions to certain specified limits.
- (d) Overtime work, not to exceed four hours a day and for not over one week, without pay.
- (e) Withholding PX rations authorized for one month.
- (f) Demoting to the end of the list of eligible repatriates.
- (g) Denying the privilege of withdrawals of work pay for the purpose of sending to homeland for one month.
- (h) Discontinuance of work pay.

(2) The measures specified in the preceding paragraph may not be applied indefinitely but only during periods in which SEP are failing to comply with the necessary provisions for labor or enclosure 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

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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.

(3) The restrictions on diet referred to in Par. 11 a (4) constitute a "no work - no eat policy." In applying the policy, compliance will not be considered to have been obtained until the SEP 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 SEP 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.

c. Disciplinary measures. (1) The foregoing provisions concerning administrative measures are not intended to exclude the imposition in individual instances of disciplinary punishment upon SEP as provided by the 104th Article of War, or of penalties as the result of court-martial proceedings. The 104th Article of War permits imposition of the following disciplinary punishments:

- (a) Admonition.
- (b) Reprimand.
- (c) Withholding of privileges for not exceeding one week.
- (d) Extra fatigue for not exceeding one week.
- (e) Restrictions to certain specified limits for not exceeding one week.
- (f) Hard labor without confinement for not exceeding one week (except officers and non-commissioned officers).
- (g) Overtime work, not to exceed 4 hours a day for not over 1 week, without pay, in order to accomplish work not performed because of a strike.

(2) International law recognizes the right of commander to 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 11 a (4), Section II. Officer SEP confined under the above powers may not be required to work and non-commissioned officers may be required to do supervisory work only.

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(3) SEP, other than officers, are subject to trial by summary court-martial. The sentence imposed upon an SEP by summary court-martial will be limited to 30 days in duration. Summary courts-martial are useful in order to bring about a forfeiture of not to exceed two-thirds of a prisoner's total pay and allowances, or to require a non-commissioned officer prisoner to perform hard labor.

(4) Officer and non-commissioned officer SEP 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 11 b above or the 104th Article of War.

(5) Any SEP who disobeys a lawful order, including an order to work, given by an officer, non-commissioned officer or guard, may in an appropriate case, be tried under the 64th or 65th Article of War. Any SEP who incites other SEP to strike may be tried under the 66th Article of War. A thorough investigation will be made in every case of a strike, refusal to work, or a slow down, in order to identify the ringleader and to bring him to trial under the 66th Article of War.

d. Court-Martial procedure. (1) SEP may be tried by general or special court-martial under the procedures prescribed by the Manual for Courts-Martial, U. S. Army 1928 (as corrected). In the case of a death sentence, however, notice of the sentence will be furnished the International Red Cross as a matter of courtesy.

(2) At least one American officer will serve as defense counsel in every general or special court-martial of an SEP.

(3) In all trials by general or special court-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 SEP request that another SEP serve as assistant defense counsel at such trial, every reasonable effort will be made to enable such SEP to serve in that capacity unless in the discretion of the officer exercising court-martial jurisdiction, he is too far distant from the place of trial and it would be unduly inconvenient 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,

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whether one was present and available throughout the trial.

(4) In all trials by 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.

(5) 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.

(6) German commanders will be promptly and fully informed of the disciplinary action taken against their personnel. Where possible and appropriate German commanders, or representatives designated by them, will be permitted to be present at investigations, trials or hearings.

- a. Escapes. (1) If an SEP attempts to escape or pass a defined limit, the sentinel or any member of the guard who sees him will shout "Halt". If the SEP fails to halt immediately, the sentinel or guard will shout "Halt" a second time and, if necessary, a third time. Thereafter, if there appears to be no other effective means of preventing his escape the sentinel or guard will fire at him. No warning shot will be fired. An SEP will not be fired at unless he is actually over the inside of the fence, if there be one, or boundary of an area clearly defined, and deliberately or obviously trying to go over, under, through or around it. The test will not be the SEP's proximity to the fence, but his behavior as prescribed. The term "Halt" will be explained to the SEP. An SEP attempting escape will, upon recapture, be placed under the additional surveillance deemed necessary to prevent repetition of the attempt. An organized attempt to escape will be put down by force of arms if necessary.

(2) Upon escape of an SEP, action will be taken by the camp or enclosure commander for the recapture of the escapee by circulating to all major commands, local civil

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and military police a complete description of the escapee.

(3) A reward of 2000 lire will be made to any civilian or group of civilians who, by his or their means, recaptures or by his or their information, facilitates recapture of an escaped SEP or returns an escaped SEP to U.S. military authorities. Only one payment will be made for the return of any one SEP. In cases where one individual appears instrumental in returning a group of escaped SEP, the total reward will be 2000 lire.

(4) Whenever possible, without delaying the payment of the reward, the recaptured SEP will be turned over to the authorities of the power from whom he escaped. The reward may be paid by either British or U. S. authorities for the recapture of an escaped SEP even though he did not escape from their custody or is one of the enemy who has been successfully hiding and had escaped capture to that date.

(5) Payments and the method prescribed are fully set forth in Administrative Memorandum No. 9, ATRQ 1944.

f. In the event of the escape of Surrendered Enemy Personnel, the stockade commander will submit a Descriptive List of escapee, together with an incident report giving the circumstances surrounding the escape, to the appointing authority, who, upon finding of unusual circumstances such as negligence or misconduct on the part of any officer or enlisted man of the United States Army or of any other Army on similar duty, or whether any civilian was guilty of negligence or misconduct or contributed in any manner to the escape, shall appoint an officer to conduct a formal investigation. In the event that there are no unusual circumstances, an approved copy of the report of incident will be forwarded to Headquarters, Auxiliary Troops Command, Peninsular Base Section, APO 792, U. S. Army, for final approval.

g. In each SEP service unit there will be provided weekly a period of at least one hour during which any SEP may present his complaints. Company and specially detailed American officers will hear all complaints which will be answered promptly, based upon published policies. In each instance where there is doubt as to the correct answer to be made or where Theater publications do not cover the subject complaints, the complaint will be noted and forwarded to the Headquarters of the major command for information upon which to base a reply. Compilation of doubtful questions will be forwarded to the Commander of Auxiliary Troops Command on Monday of each week.

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12. Loss or Damage to Property:

a. Each SEP will be held responsible for the loss or damage of any Government property resulting from his negligence or wrongful act. Reports of survey or statements of charges required under these instructions will be processed under the provisions of Circular 23, MTOUSA, 1946. Whenever it is established that an SEP is responsible for loss, damage, or destruction of property, disciplinary action will be taken, and the value or estimated values 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 surrender, until such claim is fully satisfied. This provision shall not be construed to authorize the retention of an SEP otherwise eligible for repatriation, in order to collect any such charge against him.

13. Postal Privileges and Procedures:

a. All outgoing mail from SEP will be forwarded to Central Records Section, Auxiliary Troops Command, FBS, for eventual dispatch to nearest Army Postal Unit and forwarding to proper address.

(1) Mail will be forwarded to Central Record Section UNSEALED.

(2) Officers' mail will be segregated from that of enlisted personnel.

(3) Each of these categories will be separated as to language in which written and by Country of destination.

(4) Each separation will be tied in bundles labelled by "routing slips."

b. All incoming mail for SEP will be received and processed by Central Records Section, Auxiliary Troops Command, FBS, prior to dispatch through Army Postal Service to SEP.

(1) Central Records Section will separate all letters by German Service Units.

(2) After separation mail will be tied securely and labelled with the appropriate "routing slip."

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(3) Bundles will be then pouched to the "Using Service" and turned over to the nearest Army Post Office.

(4) The accepting APO will route these closed pouches to the APO serving the "Using Service".

(5) The serving APO will turn over closed pouches to the "Using Service's" authorized U. S. Army Mail orderly.

(6) "Using Service" will turn over bundles to respective German Service Units.

c. Surrendered enemy personnel will be permitted to mail not more than two letters and one postal card in any one week. The non-availability of postal cards will not operate to authorize an increase in the number of letters which may be mailed.

(1) Letters will be limited to twenty-four lines and postal cards to seven lines of writing, exclusive of address, salutation, and writer's signature.

(2) Only the regular War Department Prisoner of war stationery forms or authorized theater reproduction thereof will be used. These are obtainable, upon request, from the Central Records Section.

d. For purposes of address at which the individual receives mail, as well as his return address, the numerical designation of the German Service Units will be indicated as a U. S. PWE, and the location thereof will be shown as "Naples, Italy." For example, an individual assigned to the 9153 Quartermaster Company (Service) will have his mail addressed to him at U. S. PWE 9153, Naples, Italy. The names or numbers of U. S. hospitals, U. S. Army APO numbers, U. S. Army Unit designations, or the names of cities other than Naples, will not be used as an address.

e. Incoming and outgoing pouches of German SEP mail are ordinarily transported by EATS aircraft between Naples and Frankfurt.

14. Death and Burial:

a. A letter report of death, in quadruplicate, containing the following details when known and pertinent remarks will be submitted to SEFIB through PES in the event of death of SEP:

(1) Name, rank, date of birth, identity tag details and ISN.

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- (2) Organization.
- (3) Place, date and hour of death.
- (4) Circumstances surrounding death.
- (5) Next of kin and address.

b. In addition to letter report of death, where death of SEP occurs in regular enclosures, hospitals, or work camps and burial is by U. S. authorities, report of burial and effects other than clothing will be forwarded SEPIB.

c. Burial will be handled by Graves Registration Service. Notification will be given to that service by the commanding officer concerned.

15. Repatriation:

a. The purpose of this directive is to establish a repatriation program based upon individual priority.

b. No SEP will be returned against his expressed desire to remain under United States custody in Mediterranean Theater of Operations.

c. Repatriation will be effected in the three groups:

- | | |
|---|-------|
| (1) Austrians | 5,281 |
| (2) Non-Germans | 2,033 |
| (3) Germans | 9,658 |
| (4) Remaining Germans as they become surplus. | |

d. Dependent upon availability of transportation and guard personnel, shipments will be made as rapidly as possible.

e. All personnel will be repatriated as individuals, not as units. In all cases where replacement for repatriated personnel are necessary to continue the jobs, such replacement must be selected and trained before SEP are released.

(1) German SEP will be repatriated in this order:

- (a) Physically unfit personnel will become immediately eligible for repatriation upon the recommendation of the medical authorities. Such personnel will be released

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as soon as possible after they are declared to be physically unfit.

(b) Not to exceed 1% of the total number of SEP held by a major command may be selected each month for immediate release by the major commander as a reward for outstanding performance of work. Personnel selected under this provision will be informed of their selection and be required to train their replacement before release. Major commands will furnish a roster of such persons immediately upon selection to PBS. PBS will forward such roster to this headquarters immediately identifying the fact that personnel thereon are for release under the authority of this paragraph.

(c) Individuals who are 45 years of age or over.

(d) Fathers with not less than two dependents. Fathers with the greatest number of dependents will be repatriated first.

(e) Other excess personnel by age, the older going first.

(f) Female SEP will be repatriated as soon as cleared.

(2) At such time as a German Service Unit is inactivated, the Commanding General, Peninsular Base Section, will take necessary action to reassign personnel of such units who are not eligible for repatriation on the individual priority basis to other German Service Units remaining in the Theater.

(a) Commanding General, PBS, is authorized to effect exchanges of SEP between major commands which have surplus personnel and those major commands which are understrength.

(b) (1) SEP whose attention to assigned duties and conduct have in all respects been outstanding may at the discretion of CG, PBS, be given the certificate shown below upon repatriation from this Theater.

"(NAME) while serving as SEP in United States custody, has performed all his duties in an exemplary manner and has not been the subject of any disciplinary action."

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(2) Major commanders will submit names to CG, PBS, who will issue certificates in approved cases.

(3) Recommendations for the award of these certificates will contain the following information:

- a. Full name, rank and ISN.
- b. German Service Units to which assigned.
- c. Length of time covered by proposed certificate.
- d. A statement of work performed.

III. EMPLOYMENT AND COMPENSATION:16. General Policy:

a. It is the policy of this headquarters to make full use of SEP. At the same time due consideration of the effect of such labor on Italian labor and economy will be given, provided it does not impede the progress of the redeployment program. To insure uniformity of procedure and policy the following will govern:

(1) Presently hired civilians will not normally be discharged in order to permit replacement by SEP. This is not intended to prevent replacement with SEP in the case of employees who are discharged for cause or who leave employment voluntarily.

(2) Where an Italian business, factory or facility is presently operating or may in the future be operated by or for the U. S. forces the civilian employee of such concern will not in general be replaced by SEP. Augmentation of labor may be by civilian labor or SEP as considered preferable.

(3) SEP and civilian labor will not be intermingled in work gangs. SEP work gangs may, however, work on the same job with civilian laborers provided it is practicable to avoid close contact. Individual SEP may work on administrative and char duties in offices provided avoidance of close contact with civilian employees is practicable.

(4) On new projects the use of SEP will be the general rule. Consideration will be given the local civilian unemployment situation in all such cases. If such situation is acute, civilian labor should where practicable be

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employed at least on a supplementary basis, but the mere availability of local labor imposes no urgent obligation to hire.

b. When specific questions arise which are not covered by these instructions, the following generalities will be given consideration. Italian civilian labor has been of great assistance to the U. S. Forces. Faithful workers should not suffer by the introduction of SEP labor. The U. S. Forces are definitely concerned that there shall be no widespread disturbances because of Italian unemployment. The adoption of a fair employment policy and consideration of the right of the individual will do much not only to inculcate a receptive attitude toward democratic institutions but also to introduce such policies into Italian labor relations.

17. Responsibility for Employment:

a. Duties of PBS: The duties of PBS are to:

- (1) Organize and dispatch to Major Commands SEP Service Units as are specifically requested by those Commands and to accept and break up SEP Service Units no longer required by Major Commands.
- (2) Guard and administer SEP Service Units under PBS.
- (3) Guard all theater holding cages.
- (4) Repatriate SEP, insuring that they are classified, documented, and screened as directed.
- (5) In the event an SEP Service Unit is released by a Major command, to notify all other commands including this headquarters and indicate a specific date on which the SEP Service Unit is to be broken up unless one of the other major commands indicate a desire to use it.
- (6) Supply SEP directly under operational control of PBS.

b. Duties of Major Commands: The duties of Major Commands are to:

- (1) Guard and administer SEP in Service Units assigned to their command.
- (2) Furnish transportation and escort guards in movement of SEP to or from PBS cages.

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(3) Transfer Service Units between commands only with specific approval of PBS.

(4) Be responsible for the procurement and issue of supplies to SEP units assigned to them.

c. Administration: The administrative responsibilities of Major Commands for SEP include:

(1) Documentation of SEP under the general supervision and with the technical assistance of PBS, when requested.

(2) Maintenance of work record forms of SEP under their control and to forward records to PBS when SEP are released and returned to PBS.

(3) Maintenance of individual clothing and equipment records (modified Form 32a) and Company Property books.

(4) Maintenance of individual Pay Data record (WDAGO Form 19-13).

(5) Maintenance of individual immunization and accident reports and reports of Escape.

(6) Prepare monthly payroll for all working SEP (WDAGO Form 19-25).

d. Guard and parole system:

(1) SEP Service Units may be worked under token guards if the guards are sufficient to prevent fraternization with civilians and assumption of unauthorized privileges among SEP's.

(2) In addition to the foregoing, SEP may be employed by Major Commands during daylight hours without guard provided the personnel are under U. S. work supervision. Counts of SEP and work inspections will be made at irregular intervals. Movements to and from enclosure or camp will, however, be made under such guard as is necessary. A token guard may be used where deemed proper.

(3) Using commands are authorized to accept limited paroles from SEP and under such parole, parolees may be employed under the U. S. supervision during any hours. Absolute paroles are not authorized. The parole will be printed or mimeographed in German in the following form,

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and the execution of the parole will be approved by the senior German officer of the work unit and the U. S. officer in charge of the supervision of the work unit:

Unit Designation

Date

I hereby promise that, while employed by the U. S. Military authorities, I will not escape or undertake anything which would make easy an escape by myself or another or encourage any escape.

I further undertake to obey all orders and regulations issued by the U. S. military authorities.

I realize that violation of this parole will subject me to trial by court-martial. I sign this parole voluntarily and understand all the foregoing.

Approved:

Senior SEP Officer

Parolee

U.S. Supervising Officer

(4) The following parole form will be used for officers:

Unit Designation

Date

I hereby promise that while employed by U.S. Military authorities I will not escape or undertake anything which would make easy an escape by myself or another or encourage any escape.

I further undertake to obey all orders and regulations issued by U.S. Military authorities and to exact strict compliance with all orders, regulations and paroles by the enlisted men of the unit to which I am assigned.

I realize that violation of this parole will subject me to trial by court-martial. I sign this parole voluntarily and understand all the foregoing.

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Approved:

Senior German Officer

Parolee

U.S. Supervising Officer

10. Pay credit for working SEP:

- a. Amount. (1) Current appropriation for pay credits to POW, not to exceed 80 cents per day, may be used to include working SEP, effective 1 July 1946.

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

- b. Method of payment. (1) The method of payment to SEP shall, in general, follow the regulations for payment of PW as stated in Chapter 4, TM 19-500.

(2) 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 and account and held until repatriation.

(3) 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 families can be effected. Such plans and instructions pertinent thereto will be announced later.

- c. Daily pay credit. (1) SEP 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."

(2) SEP assigned to T/O positions in German Service Units,

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and Casual SEP performing assigned tasks, will receive a pay credit of eighty cents (\$0.80) per day.

- d. Working hours. (1) 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.

(2) 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 an SEP is repatriated prior to the termination of this non-working status, pay as provided herein will terminate at date of repatriation.

(3) 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, an 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.

- e. Major Commands will maintain work records of all SEP under their control. Upon release of SEP, such records will be forwarded to the Central Records Section, Auxiliary Troops Command, APO 82, Hq. PBS, who will be responsible for executing vouchers and bringing work records up to date.

- f. Payrolls. (1) Payrolls will be prepared monthly by the using services of PBS and other major commands on WDAGO Form 19-25 complete with all extensions and submitted to the respective disbursing officers by the 10th of each month who will verify these payrolls and forward one copy to the administrative headquarters responsible for the maintenance of the records of their respective SEP. In the case of SEP assigned to PBS, payrolls will be forwarded to the Central Records Section, Auxiliary Troops Command. The Central Records Section will enter the amount due each SEP upon the individual pay data record, WDAGO Form 19-13.

(2) Upon release of SEP by major commands WDAGO Form 19-25 will be prepared to include the last day of work performed by SEP being released and will forward same to the respective disbursing officer who will verify the payrolls

Hq MTOUSA Circular 1 RESTRICTED
192 cont'd

and forward one copy to the Central Records Section, Auxiliary Troops Command, APO 782 within 72 hours after receipt.

(3) Central Records Section, Auxiliary Troops Command, will be responsible for preparation of WDAGO Form 19-15 on each SEP from the data available on the WDAGO Form 19-13 at the time the individual is scheduled for repatriation. This payroll will be forwarded to the 30th Finance Disbursing Section who will prepare necessary Military Payment Orders and submit same to Central Records Section for delivery to the individual SEP.

(4) Transmittal of funds to SEP families has been approved. Instructions on transmittal of funds to families will be published separately.

19. Injuries:

a. No compensation, except as described in Paragraph 18d, is payable in case of injuries, and no compensation is payable in case of death.

b. In the event an SEP sustains injuries, the provisions of Circulars 136 and 175, MTOUSA 1946 will be followed.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

3670

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

NOV 20 1946

CIRCULAR)

NUMBER 191)

25 November 1946

A METHOD OF PAYMENT FOR ATTENDANCE OF DEPENDENT
CHILDREN FOR SCHOOLS IN SWITZERLAND

I -- PURPOSE

1. To provide a method of paying for attendance of dependent children for schools in Switzerland.

II -- SCOPE

2. The method described in this Circular is available to personnel eligible to use United States Army facilities.

III--INTENT

3. It is the intent of this Circular to provide only a means for paying for attendance of dependent children for schools in Switzerland and compliance with it is not required.

4. Parents having other satisfactory ways of paying for attendance of their dependent children should continue with their arrangements.

IV---METHOD

5. The parent will purchase a United States Treasury check from a United States Army Disbursing Officer for the correct amount of dollars. The check will be made out to:

Custodian, Education Fund
Chief MTOUSA Liaison Officer
Berne, Switzerland.

6. The check will be mailed to Chief MTOUSA Liaison Officer, Berne, Switzerland, together with a letter of instructions.

7. The Custodian, Education Fund, will cash the check at the legal rate of exchange, pay the proper amount in Swiss Francs to the school official designated in the letter of instructions. The Custodian, Education Fund, will obtain a receipt from the school official receiving payment and will forward to the payee.

R E S T R I C T E D

Hq MTOUSA Circular No. 191 RESTRICTED
(Cont'd)

V.---DESIGNATION OF CUSTODIAN OF THE EDUCATION FUND

8. The Chief MTOUSA Liaison Officer, Berne, Switzerland is designated as custodian of the Education Fund. He is authorized to receive and disburse funds received from parents of dependent children eligible to use United States Army facilities for payment of tuition of United States Army Children in Swiss schools.

VI.---AUTHORIZATIONS

9. The Public Relations Officer, Headquarters MTOUSA, is authorized to disseminate the information contained herein through the medium of English-language newspapers in Italy.

10. The Fiscal Director, Headquarters MTOUSA, is authorized to issue the instructions necessary to put the plan in operation.

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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Chief of Staff

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

23 November 1946

CIRCULAR)
NUMBER 190)

FIRE S.O.P.

1. Fire orders are essential for each installation to acquaint all personnel with the plan of action. Action to be taken in case of fire must be based on careful study; response must be prompt and orderly. Command responsibility at the fire is the key to quick and effective results.

2. a. The Theater Engineer as Fire Marshal (GO No. 201, this headquarters, 13 November 1946) will provide technical staff supervision of fire defense measures.

b. Civilian and military fire departments and U.S. ships in port will be utilized to augment local fire facilities.

3. a. Each major and separate commander is responsible for installation, maintenance and co-ordination of fire defense measures in areas under his control.

b. Each major and separate command will submit to this headquarters by noon of 10th of each month a report on each fire occurring the preceding month with estimated dollar losses therefrom. Negative reports will be submitted if applicable.

c. Fire fighting equipment will be located so as to provide maximum effectiveness. Fire points should be plainly marked. Drills will be held at frequent and irregular intervals to include daylight, dark and holidays. Timely inspections are necessary to insure that defense measures are adequate, fire crews trained, equipment is serviceable and hazardous conditions are eliminated.

4. Annexes herewith are part of this SOP:
- Annex "A" Fire Officers, Fire Orders, Fire Prevention
 - Annex "B" Fire Drills
 - Annex "C" Inspection Guide
 - Annex "D" Investigation and Report of Survey Guide

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD-4
Adjutant General

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

4 Inclosures - as shown

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Annex "A"

SECTION I

FIRE OFFICERS

The unit engineer can provide his major commander with trained personnel for use as fire officers. Par 2b(4)(h) AR 100-80. Fire officer will perform the indicated duties:

1. Advise commander of all fire defense planning.
2. Provide technical advice and generally supervise fire prevention measures.
3. Insure adequacy of fire defense measures.
4. Direct, locate and co-ordinate mobile fire fighting units.
5. Establish priorities for simultaneous fires.
6. Inspect periodically for:
 - a. Adequacy, accessibility and maintenance of fire equipment.
 - b. Adequacy of trained personnel.
 - c. Effectiveness of fire fighting measures.

SECTION II

FIRE ORDERS

1. Fire orders are to be written for all installations to acquaint all personnel with the plan of fire suppression.
2. Fire orders will give information as to:
 - a. Instructions for sounding the alarm and reporting the fire.
 - b. Chain of command at the fire.
 - c. Duties of the guard.
 - d. Action of local fire-fighting squad.
 - e. Movement of unnecessary personnel to clear the area.

SECTION III

FIRE PREVENTION

Prevention is the most important step in fire effort. Prevention factors that may be used as a guide:

1. Cleanliness.
2. Storage and disposal of inflammable or combustible material.
3. Dispersal of fuels and lubricants, ammunition, paint and other combustibles.
4. Signs and receptacles.
5. Safe electric wiring and fuse boxes.
6. Stove discipline.
7. Indoctrination of personnel.
8. Emergency measures.

3657

Annex "E"

FIRE FIGHTING DRILLS AND TRAINING

1. Frequent drills at irregular intervals with fire fighting appliances are essential. Instruction of troops insures proficiency.

2. Drills will include the hook-up and operation of trailer pumps on moving into a new station and for at least one drill monthly thereafter.

3. Training: To prevent loss of military supplies and equipment and possible loss of life, all personnel require training in fire prevention, use of first aid fire equipment and reporting fires.

a. Action on outbreak of fire.

- (1) By person discovering fire: Shout "Fire" until the alarm is sounded. Notify the guard, and attack the fire with hand appliances. Use the nearest telephone to call fire station and identify exact location.
- (2) By guard commander or officer of the day: Sound alarm, turn out fire details and equipment and call fire control center. Warn adjacent units. A list of calls to be made in the case of fire will be posted at the switchboard and the operator instructed to make the calls automatically, in order of priority, as soon as a fire is reported.
- (3) By other personnel: Assemble as prescribed in local fire orders.

b. Units furnished with fire trailer-pumps will have sufficient personnel trained in their operation and maintenance to insure that a minimum of five trained men are available for each at all times.

c. Training schedules will include these topics:

- (1) Recognition of fire hazards and methods of elimination.
- (2) Operation and maintenance of all types of first aid fire equipment.
- (3) Methods of attacking fires.
- (4) Local fire alarm system and action to be taken on sounding of alarm.

d. To be included in the instruction:

- (1) Fires may be divided into three classes:
 - (a) Class A: Fires in ordinary combustible materials.
 - (b) Class B: Fires in inflammable liquids & greases.
 - (c) Class C: Fires in electrical equipment.
- (2) Fires may be extinguished by three different methods -- suffocation, smothering and cooling or by a combination of such methods.

Annex "B" cont'd.

- (3) Stirrup-pumps, water buckets, sand and soda-acid, foam and carbon tetrachloride extinguishers are extinguishing agents in common use in U.S. Army installations.
- (a) Water is used only on Class A fires. It is applied with buckets, stirrup-pumps, hand pumps or motor driven pumps.
 - (b) Sand is used to smother a Class A or Class B fire and is applied either with the hands, a sandbag, a bucket or a shovel.
 - (c) Soda-acid extinguishers are used for the same purpose as water--to smother and cool a fire. They will be used only on Class A fires. These extinguishers are usually available in the 2½-gallon and 40-gallon sizes and are used where water supplies are inadequate.
 - (d) Foam extinguishers are used to smother and cool a fire. Foam is effective on Class B fires. They are available in 2½-gallon and 40-gallon sizes.
 - (e) Carbon tetrachloride extinguishers are used primarily on Class C fires but may be used to smother all classes of fires. However, precautions must be taken when using in a confined space to prevent injury to personnel from the gas generated when carbon tetrachloride strikes hot surfaces.
- (4) Safety precautions in the use of extinguishers:
- (a) Never use water or soda-acid extinguishers on Class B or Class C fires.
 - (b) Use foam on Class B fires but never on Class C fires.
 - (c) Try to cut off any electrical current near a fire before attempting to extinguish.
- (5) These rules will be used as a guide in fire fighting:
- (a) The first consideration when fire crews arrive at a fire is to insure that all personnel are evacuated; second, attack the fire; and last, protect the surrounding buildings or materials from catching fire.
 - (b) Enter buildings through doors wherever possible. If doors are locked, break the window pane nearest window lock and enter through the window.
 - (c) Direct water from appliances at the base of the fire, driving the fire back on itself wherever possible.
 - (d) If a Class B fire, direct the foam at the edge of the fire and work around, gradually covering the entire surface of the burning oil, grease or gasoline.
 - (e) These training aids are available or may be procured for instructing personnel:
 - (1) Class IV fire equipment available for installation protection.
 - (2) Copies of these fire instructions.
 - (3) TM 5-317, 23 March 1944.
 - (f) Assistance in the demonstration of fire equipment and in training may be secured through fire officers and Engineer Fire Fighting Platoons.

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Annex "C"

INSPECTION GUIDE

Guide for inspections of fire defense measures:

1. Are fire orders posted?
2. Has a fire officer been appointed?
3. Are members of fire squad familiar with their duties?
4. Are exits marked--particularly in places of assembly?
5. Are static measures (sand, shovels, stirrup pumps, & buckets) well located?
6. Are gasoline stoves refuelled outside of buildings?
7. Is gasoline used for washing floors, vehicles or clothes?
8. Are open cans of gasoline permitted in barracks & shops indoors?
9. Are gasoline and paint storage places adequately posted and protected?
10. Does each electric line have at least one fuse? Fuse should not be over 20 amp.
11. Is telephone wire used for 110 volt current?
12. Are stove pipes at least 12" from nearest exposed wood?
13. Are metal heat-guards properly insulated from wood surfaces?
14. Are appropriate fire signs installed conspicuously in all garages, shops and other likely fire hazards?
15. Are signs and orders enforced?
16. Record in your report actual time required for response to the test fire alarm you turned in. If more than one was tried, record each to show faults and if remedied.
17. Are chemical fire extinguishers being inspected, tagged and initialed each quarter?
18. Has commander a water distribution plan showing location of all hydrants in area?
19. Is provision made for increasing water pressure for major fires?

Annex "D"

REPORTS OF INVESTIGATION AND SURVEY

1. Listed are questions to be answered in preliminary investigation and copy submitted to the Chief Engineer, MTC, if fire loss exceeded \$2,000.

- a. Location of fire.
- b. Description of premises (Military? Requisitioned? Private?)
- c. Date and hour of fire.
- d. Were unit fire orders published and posted?
- e. When and by whom was the fire first discovered?
- f. What immediate action was taken?
- g. When was the fire alarm sounded?
- h. What action was taken by local guards or other persons?
- i. Who was in charge of fire fighting activities?
- j. Were the appliances and water supplies locally available efficient and sufficient?
- k. When was the fire control center notified? When did the fire fighting team arrive? What was the extent of their assistance?
- l. When was the fire extinguished?
- m. What was the probable cause of the fire?
- n. Who was responsible?
- o. Number and character of casualties, if any.
- p. What was the extent of the damage, in dollars, to: Military supplies and equipment? Property?
- q. Any defect in fire department equipment revealed by preliminary examination?
- r. Additional pertinent information not already covered.

2. A Report of Survey in accordance with AR 35-6640, as amended, will be made on any government property destroyed or damaged by fire. Reports of Survey will be processed in accordance with Chap IV, TM 14-904, April 1945.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 139)

21 November 1946

MARRIAGES

Paragraph 4, c, MTOUSA Circular Number 1, 1946, is amended by the addition of Subparagraph (6), which reads:

"(6) Signed statement indicating his understanding of the War Department policy of non-provision of quarters for enlisted personnel of the 4th, 5th, 6th and 7th grades."

BY COMMAND OF LIEUTENANT GENERAL LEE:

OFFICIAL:

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Adjutant General

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)

NUMBER 130)

20 November 1946

Paragraph 20, Circular Number 60, this headquarters, 1946 is superseded by this paragraph:

VI -- REIMBURSEMENT FOR MEALS SERVED IN UNITED STATES ARMY MESSES.

"20. Individuals of categories not entitled to United States Army support such as those not included in pars 17, 18 and 19 above, may be permitted to eat occasional meals in United States Army messes when accompanying as a guest an individual for whom messing is authorized. The host or hostess in such cases will be required to pay in cash for meals taken by guests at the rate of 25¢ per meal in addition to service charges.

a. Major commanders will designate the messes at which guests may be admitted and will prescribe such limitations as the local situation may dictate on the number of guests, the meals at which admissible, and the conditions for admission in order to insure proper decorum and prevent inadequate serving of military and other authorized regular patrons of the mess.

b. Rations consumed by guests may be replaced by inclusion of amounts actually consumed on the daily telegram; provided that guest rations may not exceed 10% of the total number of rations otherwise authorized. Guest rations in excess of 10% thus authorized will be paid for in cash but will not be replaced.

c. Rations consumed by guests and authorized to be replaced in accordance with 20b, above, will be entered on line 14 of the Daily Request for rations. An additional entry showing the number of guest meals paid for in cash will be made as line 30: 'Guest rations paid for in cash at 75¢ for each 3 meals _____."

BY COMMAND LIEUTENANT GENERAL LEE:

3683

OFFICIAL:

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Colonel, AGO
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 187)

17 November 1946

AUTHORIZED ABSENCE

1. Paragraph 7b LTOUSA Circular Number 161, 2 October 1946 is rescinded and substituted therefor is paragraph 7b indicated below:

7. Off-Duty Permits for Officers.

- b. The use of off duty permits to obtain transportation by military aircraft at the expense of the individual is NOT authorized. Military personnel will obtain orders from their immediate headquarters authorized to issue such orders; travel orders stating that "travel by mil/airt authorized at the expense of the individual." Dependents traveling with such personnel by air must be included in the same order.

2. Paragraph 8 LTOUSA Circular Number 161, 2 October 1946 is amended to include paragraph c. indicated below:

3. Passes for Unlisted Personnel.

- c. Provisions of paragraph 7b above also apply to enlisted men.

3. The OFF-DUTY PERMIT page Number 1, Inclosure Number 1, LTOUSA Circular Number 161, 2 October 1946 is amended to delete so much as reads "Travel by military aircraft is authorized, at the expense of the individual."

BY COMMAND OF LIEUTENANT GENERAL LEE:

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Chief of Staff

3682

OFFICIAL:

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Adjutant General

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APO 512

CIRCULAR)
:
NUMBER 136)

13 November 1946

PROMOTIONS

Reference	I
Promotion of Officers	II
Promotion of Field Grade Officers	III
Promotion of Warrant Officers	IV
Promotion of Enlisted Personnel	V

Section II, III, IV and V. Circular Number 11, 23 January 1946, Circular Number 20, 23 February 1946, and Circular Number 123, 24 July 1946, this headquarters are rescinded.

I - REFERENCES

1. AR 605-12, 13 August 1946 as amended, War Department Circular Number 283, 19 September 1945 as amended, and Section IV War Department Circular Number 178, 18 June 1946.

II - PROMOTION OF OFFICERS

2. Recommendations for promotion of officers who meet requirements of cited references, and are assigned to Category I units, will be submitted to this headquarters for consideration. (All units now in this theater are Category I until changed by orders of this headquarters).

3. a. WD Circular Number 283, 19 September 1945, as amended, prohibits the promotion of military personnel of these four categories:

- (1) Those who become surplus for any reason, including a lack of position vacancies in reduced troop strength forecasts.
- (2) Those who are assigned to other than Category I (Occupational) units.
- (3) Those designated as non-essential.
- (4) Those who are under consideration for immediate discharge or relief from active duty.

b. The requirements of Paragraph 5 and 8 of War Department Circular Number 283, 1945, as amended, are waived in the case of 2d Lieutenants, under the provisions of paragraph 4d (4), AR 605-12, 13 August 1946, and Medical, Dental and Veterinary Corps Officers in grade of First Lieutenant under provisions of Paragraph 6a, AR 605-12, 13 August 1946, as amended.

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Hq MTOUSA Circular No. 136 RESTRICTED

c. Officers who are eligible for separation under announced War Department Criteria (length of service) are not eligible for promotion unless they have volunteered in writing under current Category statement I VI, VII, or VIII, paragraph 4 Section VI, War Department Circular Number 366, 1945, as amended, and their continued service is assured for a minimum of six (6) months from date of initiation of promotion recommendation.

d. Officers who have less than six months to serve subsequent to date of initiation of promotion recommendation are not eligible for promotion, except those submitted under provisions of Paragraph 4 h (1) and (2), AR 605-12.

4. Recommendations for promotion of Medical Department Officers will include a statement of approval or disapproval, with reasons therefor, by the Surgeon of each echelon of command, including the Theater Surgeon.

5. a. Military personnel assigned to other than Category I (Occupational) units may be recommended for promotion as exceptions to the provisions of paragraph 3, when the individual concerned otherwise meets all of the requirements of the applicable regulations, this Circular, and provided these conditions are met:

- (1) The individual is performing duties appropriate to the higher grade.
- (2) An authorized vacancy exists in the unit in which serving.
- (3) The individual concerned has been definitely selected for reassignment to a specific position in a Category I (Occupational) unit, either on a specified date, or when the organization in which currently serving is inactivated or becomes non-operational.
- (4) There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished.
- (5) The promotion has the concurrence of the Commander of the Major Command to which transfer is contemplated.

b. Each recommendation for promotion submitted under a, will clearly state that it is submitted as an exception under the provisions of this paragraph, and in addition to the information normally required will state the specific Category I (Occupational) unit and position to which transfer is contemplated, and the approximate date on which assignment will be effected. Each recommendation will be forwarded to the commander of the major command to which transfer is to be made, who will indicate by indorsement his concurrence in the recommended promotion and whether or not an appropriate vacancy will exist at the time reassignment takes place. If the proposed transfer will take place within the same major command, statement as to the existence of a vacancy in the new assignment will be included in the basic recommendation or forwarding indorsement by the major command, whichever is appropriate.

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Hq MTCUSA Circular No. 186 Cont'd

6. Recommendations for promotion will be submitted in duplicate on the form attached as Inclosure No. 1, through command channels to this headquarters, and will include in or attached to the recommendation, the grade and arm or service breakdown in figures, of the major command on the overall authorized and assigned strength of Colonels, Lieutenant Colonels, Majors and Captains of the command except for recommendations of Medical, Dental and Veterinary Corps officers submitted under provisions of Paragraph 6a, AR 605-12 as amended. All recommendations for promotion and all indorsements thereto will be personally signed by the Commanding General or Commanding Officer.

III PROMOTION OF FIELD GRADE OFFICERS

7. a. Each recommendation for promotion of officers to the grade of Colonel, Lieutenant Colonel, and Major, and each subsequent indorsement thereto, submitted to this headquarters, will include the statements:

(1) Relative rank:

Officers rank in relation to all other officers of like grade within the organization to which officer is assigned is _____.
(NOTE: Express "2 out of 20" or "2/20").

(2) There is no Colonel, Lieutenant Colonel or Major of subject officers arm or service, surplus in the command. (NOTE: If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4c, AR 605-12).

b. The Commanding General or Commanding Officer of major commands will in addition to statements in 7a (1) & (2), include this certificate:

(1) I certify that I have personally interviewed _____ (Grade) _____ and recommend _____ (Name) _____ (ASN) _____ this officer for promotion to the grade of _____ (Grade).

c. All recommendations submitted for field officers occupying non-Table of Organization positions will be accompanied by an organization chart, showing the actual grade of all key officers within the agency, activity, or installation.

8. Each officer recommended for promotion to the grade of Colonel will be personally interviewed by the Theater Commander.

RESTRICTED

R E S T R I C T E D

Hq MFOUSA Circular No. 186 (Cont'd)

IV PROMOTION OF WARRANT OFFICERS

9. Promotion of WOJG to CWO will be made under the provisions of AR 610-15, as amended, subject to the policy above for the promotion of officers. Each recommendation for promotion of WOJG to CWO will be submitted in duplicate on the form attached as Inclosure Number 1, with appropriate modifications, except that paragraph 2k thereof will indicate separately the number of WOJG and CWO assigned. Each forwarding indorsement will indicate approval or disapproval and total number of WO authorized within the command concerned, and the number of WOJG and CWO assigned shown separately.

V PROMOTION OF ENLISTED PERSONNEL

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

b. Recommendation for promotion to the first grade will be submitted through command channels to this headquarters for final action on the form attached as Inclosure Number 2. Enlisted Personnel must have occupied the position and performed the duties of the higher grade for a period of at least ninety (90) days immediately preceding date of recommendation. (See Section IV, WD Circular No. 148, 16 June 1946). Each forwarding indorsement will indicate approval or disapproval, and will show total number of the first grade authorized and assigned within the command concerned.

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

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

BY COMMAND OF LIEUTENANT GENERAL JAYNES:

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

OFFICIAL:

Ralph C. Tilley
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Colonel, AGD
Adjutant General

6 Incls:

- | | |
|---------------------------------|--|
| 1 - Draft Promotion Ltr, Off/WO | 4 - Draft Ind - 1st Lt to Capt; Capt to Maj. |
| 2 - Draft Promotic Ltr, Enl | 5 - Draft Ind - 2 Lt to 1st Lt |
| 3 - Draft Ind - Field Grade | 6 - Work Sheet, Promotion of Officers, w/a |

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HEADQUARTERS

1946

(Date)

TO : Commanding General, (Thru Channels)
 DTICUSA

(Rank)

(1st Name)

(Middle Name)

(Last Name)

(ASN)

(Branch)

$$\overline{(Age)}$$

(Component)	Value
1. C_1	100
2. C_2	100
3. C_3	100
4. C_4	100
5. C_5	100
6. C_6	100
7. C_7	100
8. C_8	100
9. C_9	100
10. C_{10}	100
11. C_{11}	100
12. C_{12}	100
13. C_{13}	100
14. C_{14}	100
15. C_{15}	100
16. C_{16}	100
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27. C_{27}	100
28. C_{28}	100
29. C_{29}	100
30. C_{30}	100
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33. C_{33}	100
34. C_{34}	100
35. C_{35}	100
36. C_{36}	100
37. C_{37}	100
38. C_{38}	100
39. C_{39}	100
40. C_{40}	100
41. C_{41}	100
42. C_{42}	100
43. C_{43}	100
44. C_{44}	100
45. C_{45}	100
46. C_{46}	100
47. C_{47}	100
48. C_{48}	100
49. C_{49}	100
50. C_{50}	100
51. C_{51}	100
52. C_{52}	100
53. C_{53}	100
54. C_{54}	100
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56. C_{56}	100
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59. C_{59}	100
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61. C_{61}	100
62. C_{62}	100
63. C_{63}	100
64. C_{64}	100
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66. C_{66}	100
67. C_{67}	100
68. C_{68}	100
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77. C_{77}	100
78. C_{78}	100
79. C_{79}	100
80. C_{80}	100
81. C_{81}	100
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83. C_{83}	100
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85. C_{85}	100
86. C_{86}	100
87. C_{87}	100
88. C_{88}	100
89. C_{89}	100
90. C_{90}	100
91. C_{91}	100
92. C_{92}	100
93. C_{93}	100
94. C_{94}	100
95. C_{95}	100
96. C_{96}	100
97. C_{97}	100
98. C_{98}	100
99. C_{99}	100
100. C_{100}	100

(**) _____, be promoted to the rank of _____ under
(Months of Service)

the provisions of AR 605-12. This officer is presently assigned as

2. Basis for promotion:

a. Date of entrance into active commissioned service:

b. Rank held upon entrance into active duty as commissioned officer:

c. Total length of active commissioned service (Inactive commissioned service in ORO or NG ROU to be included) _____.

c. Date of present rank:

c. Authority and date of promotion to present grade:

f. Time in grade:

(1) Time in present grade in continental United States:

From

to

(Years, Months, Days)

(2) Time in present grade outside continental United States or in Alaska: From _____ to _____ :

(Years, Months, Days)

(3) Total equivalent time in grade:

(Years, Months, Days)

7

R E S T R I C T E D

R E S T R I C T E D

Inclosure #1 to MTOUSA Circular No 186, 1946 Cont'd

g. Relative rank:

Officer's rank in relation to all other officers of like grade within the organization to which the officer is assigned is _____

NOTE: Express "2 out of 20", or "2/20". Required only with recommendation to Major, Lieutenant Colonel, and Colonel.

h. Position vacancy occupied or to be occupied by officer recommended and date position is to be created if not already in existence: _____

i. For a period of _____ months this officer has clearly demonstrated his fitness for the responsibilities and duties of the position and grade for which recommended. Duty assignments, with inclusive dates and manner of performance to date of recommendation are: (For promotion to and in Field Grade indicate duties for past two years, or since E.A.D., if less than two years. For all other officers, indicate duties and manner of performance by numerical rating commencing not later than 1 July 1945).

DUTY AND ASSIGNMENT	INCLUSIVE DATES	GRADE AUTHORIZED FOR VACANCY OCCUPIED	MANNER OF PERFORMANCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

k. Officers authorized per paragraph j, assigned and attached as of _____ (Date)

	<u>Authorized</u>	<u>Assigned</u>	<u>Attached</u>
Colonels	_____	_____	_____
Lieutenant Colonels	_____	_____	_____
Majors	_____	_____	_____
Captains	_____	_____	_____
Lieutenants	_____	_____	_____
Total Officers	_____	_____	_____

l. Date required by paragraph 4c or 4f, if applicable.

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

Incl # 1

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R E S T R I C T E D

RESTRICTED

Inclosure #1 to AFMPC Circular No 136, 1946 Cont'd

4. There is no Colonel, Lieutenant Colonel or Major of subject officers and or service surplus in the command. (If surplus exists, attach list of surplus Colonels, Lieutenant Colonels and Majors as required by paragraph 4c, AR 609-12)

5. The officer recommended herein:

a. Has active Federal Military service since 16 September 1940, as indicated:

Enlisted: _____ Commissioned: _____
(Years, Months, Days) (Years, Months, Days)
Total: _____
(Years, Months, Days)

b. Is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion or commendation, and has signed category _____ relative to his retention on active duty. Under current category statement this officer is eligible for release from active duty on _____.

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

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

e. All officers under my assignment jurisdiction, serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have reported as surplus to the needs of this command.

6. For officers assigned to other than Category I (occupational) units:

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

b. Officer has been definitely selected for reassignment to a specific position in a Category I occupational unit on _____, or when this organization is inactivated or becomes non-operational. (Date)

3652 c. There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

7. The officer recommended herein meets all the requirements of AR 609-12, as amended and War Department Circular Number 283, 1945, as amended.

8. When recommendation for promotion to field grade is originated by the major command the certificate of interview will be included in the basic letter.

Incl #1

3
RESTRICTED

RESTRICTED

Inclosure # 1 to MTCUSA Circular No 136, 1946 Cont'd

(NOTE: I certify that I have personally interviewed _____
(Grade) (Last Name)
and recommend this officer

(ME) (Last Name) (ASN)
for promotion to the grade of _____.)

2. Any additional details or remarks considered necessary for a proper presentation of the case. Paragraph (f), AR 605-12.

(Signature) _____

NOTE: Forwarding indorsement will be prepared in accordance with Paragraphs 1h and 9, AR 605-12 as amended, Paragraphs 3 and 4, WD Circular 283, 1945, as amended; Paragraphs 7a, b and c, this Circular.

Incl #1

4
RESTRICTED

R E S T R I C T E D
Inclosure #2 to MTOUSA Circular No. 186, 1946
HEADQUARTERS

AG 201 - P-

1946
(Date)

SUBJECT: Promotion of Enlisted Personnel.

TO : Commanding General, MTOUSA (Thru Channels).

1. It is recommended that _____
(Grade) (1st Name) (Middle Name)

(Last Name) (ASN) (Type Volunteer and Date of Expiration)
be promoted to the grade of _____ under the provisions of AR 615-5,
as amended, and Section IV, War Department Circular No. 176, 18 June 1946.
2. This enlisted man has occupied the position of _____
(Duty assignment)
and performed the duties of the grade of _____ since _____
and during this time has clearly demonstrated his fitness for the responsibilities
and duties of the position and grade to which promotion is recommended.
3. Table of Organization or Allotment under which recommending unit is
authorized to recommend promotions: _____ (T/O number
and date or "Special". If "Special T/O" or letter authority of War Department
or this Headquarters, attach a true copy or cite reference to copy previously
furnished).
4. Enlisted personnel of the first grade authorized per paragraph 3
above assigned and attached as of _____.

Authorized Assigned Attached

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

3657 6. There is no Master Sergeant, or First Sergeant, surplus in the command
who is qualified to fill the position vacancy for which this enlisted man is
recommended. (If surplus exists attach list of same, indicating MOS in each
case).

7. The enlisted man recommended herein:

a. Is not under consideration for immediate separation.

Incl #2

1
R E S T R I C T E D

RESTRICTED

Inclosure #2 to MTCUSA Circular No. 128, 1946 Cont'd

- b. Is not assigned to a unit scheduled for inactivation.
- c. If promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
- 8. For enlisted personnel assigned to other than Category I (Occupational) units:
 - a. This enlisted man is performing duties appropriate to the higher grade and an authorized vacancy exists in organization in which currently serving.
 - b. Enlisted man has been definitely selected for reassignment to a specific position in a Category I (Occupational) unit on _____, or when this organization is inactivated or becomes non-operational.
 - c. There is reasonable assurance that a vacancy will exist in the higher grade in the proposed new assignment at the time the transfer is accomplished, and the promotion has the concurrence of the commander of the major command to which transfer is contemplated.

(Signature) _____

RESTRICTED

Inclosure #3 to MTCUSA Circular No. 186, 1946

Model indorsement on promotion recommendations to and within field grade to the War Department.

1. Recommend approval.
2. The officer recommended herein meets all the requirements of AR 605-12 dated 13 August 1946, as amended.
3. This officer is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion recommendation; is not a member of a unit scheduled for inactivation; and if promoted will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
4. A vacancy in grade and arm or service exists in the command and will exist after the promotion of all other officers previously recommended on whose recommendations final action has not been taken.
5. All officers under assignment jurisdiction of this headquarters serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have been reported as surplus to the needs of this command.
6. There is no Colonel, Lieutenant Colonel, or Major surplus in the command who is qualified to fill the position vacancy for which this officer is recommended.
7. Attached as inclosure is copy of WD AGO Form 66-1 of subject officer.

3656

Inclosure #3

RESTRICTED

R E S T R I C T E D

Inclosure #4 to MICUSA Circular No. 156, 1946 .

Model indorsement on promotion recommendation of First Lieutenant to Captain
and Captain to Major

1. Approved.
2. There is no surplus officer of appropriate grade and branch available for assignment to the vacancy which promotion is intended to fill.
3. A vacancy in grade and arm of service exists in the command and will exist after the promotion of all other officers previously recommended on whose recommendations final action has not been taken.
4. This officer is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion recommendation; is not a member of a unit scheduled for inactivation; and if promoted will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
5. All officers under my assignment jurisdiction, serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have been reported as surplus to the needs of this command.
6. Officers authorized and assigned to this command as of _____

(Date _____)

of Indorsement)

Auth

Agd

Atchd

Colonels
Lt Colonels
Majors
Captains
TOTAL

3655

Incl #4

R E S T R I C T E D

R E S T R I C T E D

Inclosure #5 to MTOUSA Circular No. 186, 1946

Model indorsement on promotion recommendation of 2nd Lieutenant to 1st Lieutenant;

1. Approved.
2. This officer has completed 18 months as Second Lieutenant, and is eligible for promotion under the provisions of paragraph 4d, (4) AR 605-12, dated 13 August 1946, as amended.

Model indorsement on promotion recommendation of First Lieutenant to Captain of Medical Corps officer under provisions of Paragraph 6a, AR 605-12, 13 August 1946, as amended.

1. Approved.
2. This officer is not under consideration for relief from active duty within 6 months subsequent to date of initiation of this promotion recommendation.
3. Officer has completed 12 months active commissioned service in grade and is eligible for promotion under the provisions of Paragraph 6a, AR 605-12, dated 13 August 1946, as amended.
4. This officer is not a member of a unit scheduled for inactivation; and if promoted, will continue to occupy the position for which recommended or a similar position commensurate with a higher grade.
5. All officers under my assignment jurisdiction serving in grades higher than are warranted by the duties and responsibilities of their positions, have been reassigned or have been reported as surplus to the needs of this command.

Incl # 5

R E S T R I C T E D

R E S T R I C T E D

Inclosure #6 to MFCUSA Circular 186, 1946

WORK SHEET PROMOTION OF OFFICERS

(Date) _____

(Rank)	(Name)	(Branch)	(Rank Recommended)
1.	Time in grade to present date	(Yrs)	(Mos) (Days)
2.	Portion of 1, above overseas to 30 April 1946	(Yrs)	(Mos) (Days)
3.	Oversess credit (1/2 of 2 above)	(Yrs)	(Mos) (Days)
4.	Total equivalent time in grade	(Yrs)	(Mos) (Days)
5.	Does he meet WD Time in grade requirements of _____ mos?	(Yes or No)	
6.	Has he served in position for which promotion is recommended, or an equivalent for 3 mos or more?	(Yes or No)	
7.	Does an actual T/O vacancy exist? (Material in 1st Lt to Capt of Medical Corps)	(Yes or No)	
8.	Position: _____		
	Rating (Average) _____	No of mos he will be retained in service (from date of recommendation): _____	
	Category: _____		
9.	Actual and Authorized Strength of recommending unit:		

	Colonels	Lt Colonels	Majors	Captains
Auth:	_____	_____	_____	_____
Asgd:	_____	_____	_____	_____
Atchd:	_____	_____	_____	_____

TOTAL:

Actual and Authorized Strength of Major Command:

3653

Auth:	_____	_____	_____
Asgd:	_____	_____	_____
Atchd:	_____	_____	_____

TOTAL:

10. Recommend: *Approval
 *Disapproval
 (*Strike out inappropriate word)

Initials _____

Incl #6

HEADQUARTERS
INTERMEDIATE THEATER OF OPERATION
UNITED STATES ARMY
ATO 512

NOV 13 1946

CIRCULAR)

NUMBER 185)

8 November 1946

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

WFOUSA Circular Number 171, 1946 is rescinded by this circular.

1. Service on military trains No. 88 and No. 400 was established for the transportation of military personnel and their dependents, Category I personnel and certain other 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 the individual.

3. The issuance of permanent or semi permanent passes for rail travel by Major Commands is prohibited. 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, leave or furlough orders in possession of military personnel, official recreation passes in possession of enlisted men or leave of absence passes in possession of officers, will be honored by Rail Transportation Officers for the issuance of the necessary rail travel tickets. Dependents of military personnel included on any of the above mentioned orders or passes will be permitted to travel with those upon whom they are dependent.

7. Rail Transportation Officers are instructed to issue no tickets for travel except upon presentation of orders as set forth in paragraph 6 hereof.

BY COMMAND OF LIEUTENANT GENERAL LEE:

3652

OFFICIAL:

Robert C. Tilley
RAE H C. TILLEY
Colonel, AGO
Adjutant General

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

DISTRIBUTION:

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

NOV 22 1946

CIRCULAR)

NUMBER 134)

7 November 1946

SCHOOLS FOR CHILDREN OF UNITED STATES ARMY PERSONNEL

GENERAL	I
TEACHERS	II
SCHOOL STANDARDS	III
EDUCATIONAL INSTRUCTION	IV
SCHOOL HOLIDAYS	V
FINANCES	VI

I - GENERAL

1. The purpose of this circular is to assist Major Commands to provide uniform schools for dependent children in this theater.

II - TEACHERS

2. To set up, or continue a school for dependent children an enrollment of more than five pupils should be required.

3. Size of Classes:

a. For classrooms in which all pupils are in same grade, the teacher-to-pupil ratio should be 1/20.

b. To warrant a separate class, there should be an enrollment of ten or more pupils in that class.

c. For classrooms in which pupils are in different grades, the teacher-to-pupil ratio should be larger - for instance a classroom containing children in three grades should have a teacher-to-pupil ratio of approximately 1/3.

4. Salaries in general should depend upon the qualifications of the teacher, and the duties required of the teacher.

a. For United States Citizens, salary range in Military Payment Certificates, of \$70 to \$125 per month is authorized.

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- (1) Supervisor-and-Teacher, with faculty of four or more teachers, may be paid \$125 per month.
- (2) Supervisor-and-Teacher, with faculty of two or three teachers, may be paid \$100 per month.
- (3) Other United States teachers, may be paid from \$70 to \$90 per month.

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Hq MTOUSA Circular No. 184 (Cont'd)

b. For other than United States Citizens, salaries will be paid in Lira, obtainable from local United States Army Finance Officers.

III- SCHOOL STANDARDS

5. School standards should approximate those existing in the Public School Systems of our States.

6. School texts should be uniform throughout Theater.

a. To this end, only texts from attached list are approved by this office. (See Inclosure number 1)

b. Other texts may not be purchased from Major Command Education Funds.

c. The use of these standard texts will serve to provide uniform instruction throughout the Theater.

d. Full advantage must be taken of the small size of the classes to encourage rapid progress. The teacher must gauge the progress to the ability of the class.

7. The Italian language will be a part of the curriculum for all grades.

8. System of grading will be:

A	92% to 100%
B	85% to 91%
C	75% to 84%
D	Below 75% - Unsatisfactory

9. a. Every child who satisfactorily completes the prescribed course of study will be issued a Certificate of Satisfactory Completion, (MTOUSA I & E Form No. 1-S), by the Theater I & E Office. The Certificates will be issued to Major Command I & E Officers upon requisition to AG Publication Depot, Peninsular Base Section.

b. I & E Officers of the Major Commands will be responsible for the insertion of proper information in the spaces provided on the MTOUSA I & E Form No. 1-S.

c. Certificates of Satisfactory Completion (MTOUSA I & E Form No. 1-S) in duplicate will be forwarded to the Theater I & E Office for authentication.

10. No diploma will be issued by this headquarters. The Certificate of Satisfactory Completion may be used by parents concerned to secure State Equivalency Diplomas from the pertinent State Boards of Education.

R E S T R I C T E D

Hq MTOUSA Circular No. 184 (Cont'd)

11. a. Monthly Report Cards, (MTOUSA I & E Form No. 2-S), will be furnished parents.

b. I & E Officers of the Major Commands will requisition on AG Publication Depot, Peninsular Base Section for sufficient Monthly Report Cards (MTOUSA I & E Form No. 2-S) to meet their needs.

12. School Week:

- | | |
|--|----------|
| a. (1) Kindergarden, First and Second Grades | 20 Hours |
| (2) Other Grades | 24 Hours |

b. 6-day, or 5-day week, to attain above, is authorized.

13. Facilities:

a. Playground material will normally be available through Special Service channels. Major Command Educational Fund may be used to supplement Special Service material.

b. A piano is desirable. It is expected that any individual piano lessons will be by private arrangement, and outside of normal school hours.

IV- EDUCATIONAL INSTRUCTION

14. Major Commands will make certain that every child in his Command, (or parents covered by MTOUSA Cable C 50893, inclosure number 2) is provided opportunity for educational instruction of a satisfactory standard.

V - SCHOOL HOLIDAYS

15. In general, school holidays will conform to Army holidays. Additional holidays authorized are:

- | | |
|-------------------------|-----------------------------|
| a. Thanksgiving Holiday | - Thurs, Fri, Sat, Sun |
| b. Christmas Holiday | - 20 Dec. to 6 Jan. (incl.) |
| c. Easter Holiday | - Thurs, Fri, Sat, Sun, Mon |

VI- FINANCES

16. Major Commands may request financial assistance for operation of United States Army Children's Schools.

3671 a. Request will be addressed to "Commanding General, MTOUSA, attention Theater I & E Officer."

b. Request will be based upon operation of Schools for Dependent Children within their commands, of United States Army personnel, and personnel as set forth in MTOUSA Cable C 50893, dated 27 June 1946.

R E S T R I C T E D

Hq MTCUSA Circular No. 184 (Cont'd)

c. Requests may include:

- (1) Salaries of teachers.
- (2) Purchase of necessary texts for use in schools (texts will be selected from lists prepared by Theater I & E Officer and will be procured through Theater I & E Office).
- (3) Purchase of necessary supplies.
- (4) Purchase and installation of any general items of equipment.
- (5) Maintenance and upkeep of buildings, including "use" fee for buildings or utilities not requisitioned.

d. Estimates will be submitted by quarter, first request to include September to December, inclusive.

e. Major Commanders will justify, in detail, their requests.

17. A tuition fee of \$4.00 (United States) per month, will be paid by officers, and civilians covered in MTCUSA Cable C 50893, for each of their children attending United States Children's Schools.

18. No charge will be made for tuition of children of enlisted men.

19. A Major Commander may authorize children of other civilians to attend United States Army Children's Schools within his Command. In such cases, a charge will be made to parents concerned for the pro rata cost of conducting the school in question. This tuition charge should not exceed \$15.00 (United States) per month.

20. All funds received - including grants, and payments for tuition - will be in United States Dollar instruments, and will be deposited to the credit of the Major Command Education Fund.

21. Payments from the Major Command Education Fund will be in dollar instruments to United States citizens, or the United States business concerns.

22. Payments, to other than United States citizens or United States business concerns, will be in Lire obtained from local United States Finance Officers.

R E S T R I C T E D

R E S T R I C T E D

Hq MTOUSA Circular No. 184 (Cont'd)

23. The courtesies of United States Army Children's Schools will be extended to British Army children, as per par 17 and 18 above. British parents whose children attend these schools will be permitted to pay in Lire, until such time as arrangements are completed for them to obtain Military Payment Certificates.

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

2 Incls:

- 1 - Approved School Texts
- 2 - Copy - Cable C 50693

DISTRIBUTION:

"Z"

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R E S T R I C T E D

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

INFORMATION AND EDUCATION OFFICE

APPROVED SCHOOL TEXTS

1. Education Manuals listed are approved for use as basic texts in the United States Army Children's School, Mediterranean Theater of Operations:

EM 160	Meet Pvt. Pete
EM 161	Learning to Read
EM 157	Improving your Reading Book Three
EM 158	Improving your Reading Book Four
EM 300	Review Arithmetic Book I
EM 301	Review Arithmetic, Practice Book I
EM 155	Improving your Reading Book I
EM 302	Review Arithmetic Text Book II
EM 303	Review Arithmetic Practice Book III
EM 162	Instruction Manual
EM 100	English Grammar
EM 101	Mechanics of English
EM 102	Building Good Sentences
EM 246	World History
EM 200	American History
EM 219	World History
EM 103	Spoken Italian
EM 222	Economic Geography

This list does not preclude the addition of Education Manuals when it is deemed necessary to meet the needs of special situations which may arise during the school year.

2. List of approved texts books for use as supplementary texts in the United States Army Children's School, Mediterranean Theater of Operations are:

Subject: Reading Publisher: The MacMillan Company
Authors: Gates, Huber, Ayer and Pearson

All Aboard - pre-reading book
Beginning Days - pre-reading book
Teacher's Manual - pre-reading book
Preparatory Book for Off to Go
Off to Go - pre primer
Now Go Go again - supplementary
Teacher's Manual for Off to Go and Now Go Go again
Preparatory Book for Primer
Jim and Judy - primer
Teacher's Manual for Jim and Judy
Preparatory Book for First Reader
Down Our Street - First Reader

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Inclosure No. 1

R E S T R I C T E D

Incl to Hq MTOUSS Circular No. 184 "Approved School Texts" (Cont'd).

Teacher's Manual for Down Our Street
 Preparatory Book for Second Reader
 We Grow Up - Second Reader
 Teacher's Manual for We Grow Up
 Preparatory Book for Third Reader
 Wide Wings - Third Reader
 Teacher's Manual for Wide Wings
 General Manual for the first three grades
 Preparatory Book for Fourth Reader
 Let's Look Around
 Teacher's Manual for Let's Look Around
 Preparatory Book for Fifth Reader
 Let's Travel On - Fifth Reader
 Teacher's Manual for Let's Travel On
 Preparatory Book for Sixth Reader
 Let's Go Ahead - Sixth Reader
 Teacher's Manual for Let's Go Ahead

Subject: History Publisher: The MacMillan Company
 Authors: Edna McGuire, Thomas Portwood

A Full-Grown Nation
 A Brave Young Land
 The Rise of Our Free Nation

Subject: Spelling Publisher: The MacMillan Company
 Authors: Gates, Bineland, Satterhouse, Pearson

Pupil's Own Vocabulary Spellers,
 Grade 2, 3, 4, 5, 6, 7, 8
 Teacher's Manual

Subject: Geography Publisher: Ginn and Company
 Authors: Atwood and Thomas

Neighborhood Stories
 Workbook for Neighborhood Stories
 Teacher's Manual for Neighborhood Stories
 Home Life in Far Away Lands
 Teacher's Manual for Home Life in Far Away Lands
 Workbook for Home Life Beyond the Seas
 The Americas Revised
 Teacher's Manual for the Americas, Revised
 Workbook for the Americas, Revised
 Nations Beyond the Seas (Revised)
 Teacher's Manual for Nations Beyond the Seas
 Workbook for Nations Beyond the Seas
 The World at Work
 Teacher's Manual for the World at Work

RESTRICTED

Incl to HQ WFOUSA Circular No. 184 "Approved School Texts" (Cont'd).

Teacher's Book (World at Work)
 Key to exercises texts & map studies for the
 World at Work
 Workbook for the World at Work
 The United States Among the Nations
 Teacher's Manual for the U.S. Among Nations
 Key to Exercises " "
 Workbook " "

Subject: Music (World of Music Series) Publisher: Ginn and Company
 Authors: Glenn, Levitt, Rebmann, and Baker

Sing a Song (Kindergarten)
 Tuning Up (enlarged edition)
 Piano Accompaniments for Tuning Up
 On Wings of Song
 Piano Accompaniment for On Wings of Song (Teacher's Manual)
 Music Activities and Practices in Kindergarten and
 Elementary Grades (Glenn)

Subject: English Publisher: American Book Company
 Authors: Stoddard, Bailey, and Lewis

First Steps in English (grades I and II)
 English One, two, three, four, five, six
 Teacher's Manual for each
 English Workbook One with Tests
 English Workbook, Two, Three, Four, Five, Six, with tests
 Teacher's Manual for each

Subject: Handwriting Publisher: American Book Company
 Authors: Cavanah and Myers

Teacher's First Book - Handwriting Readiness Unit
 Pupil's First Book - Pencil and Paper Unit
 Pupil's Second Book - Size Reduction Unit
 Pupil's Third Book - Pen and Ink Unit
 Pupil's Fourth Book - Fluency Unit
 Pupil's Fifth Book - Final Size Unit
 Pupil's Sixth Book - Diagnostic Individual Remedial
 Alphabet Ruler
 Diagnostic Handwriting Score Card (set of 12)
 Teacher's Manual

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R E S T R I C T E D

Incl to Hq WFOUS. Circular No. 134, "Approved School Texts" (Cont'd).

Subject: Arithmetic Publisher: Scott Foresman and Company
Authors: Stuebner, Findley, Knight, Gray

Number Stories, Book 1, 2, 3
Number Stories, Workbook, 1, 2, 3

Subject: Science Publisher: Scott Foresman and Company
Authors: Beauchamp, Crampton, Melrose, Blough, Mayfield, West

Discovering Our World, Book, 1, 2, 3
Science Problems Book 1
Study Book for Science Problems, Pupil's Edition
" " " " Teacher's Edition
Science Problems, Book 2
Study Book for Science Problems 2, Pupil's Ed.
" " " " Teacher's Ed.

Subject: Dictionary Publisher: Scott Foresman and Company
Authors: E. L. Thorndike

Beginning Dictionary
Junior Dictionary (revised)
Getting Places with Words
Senior Dictionary

Subject: Algebra Publisher: Scott Foresman and Company
Authors: Rieck and Knight

Standard Service Algebra

Subject: Literature Publisher: Charles Scribner's Sons
Authors: Lyman, Moore, Hill and Young

Treasury of Life and Literature, Volume 4 and 5

Subject: Arithmetic Publisher: World Book Company
Authors: Clark et al

Arithmetic for Young America
Grades 4, 5, 6, 7, 8

This list does not preclude the addition of supplementary texts when it is deemed necessary to meet the needs of special situations which may arise during the school year.

Enclosure to Hq, MTOUSA Circular Number 184

TO FOR ACTION: FBS 88 INF DIV ROME AREA MTOUSA
FAAB ACRS/MTZ 6686 R/H

INFO : EATS UNRRA US EMBASSY ROME

REF : C 50893

Subject Supplies and Service furnished by the UNITED STATES Army to non-United States Armed Forces Personnel.

1. Implementing announced War Department policy concerning withdrawal of UNITED STATES Army aid to civilians within MTOUSA, Army Quarters, subsistence rations, medical service, and transportation will be made available beyond 30 June 1946, only to those civilians who possess the required identification establishing them as a member of 1 of these groups.

2. Class I, UNITED STATES citizens who are:

1. Personnel of the Foreign Liquidations Commission.
2. War Department employees.
3. Personnel of the UNITED STATES political Advisors Staff.
4. Technical Observers.
5. Personnel of the USC.
6. Personnel of the American Red Cross.
7. Personnel of the War Shipping Administration.
8. Others who are traveling on military orders, for the period covered by the orders. Required identification for foregoing class I civilians will consist of the individual's WD AGO Form 65 identification card or US passport, and a letter from the Commanding Officer of the Major Command or the Headquarters of the group concerned stating that the individual is a member of that group. Major Commanders will furnish this letter to War Department employees of their Commands.

3. Class II UNITED STATES Citizens and aliens who are:

1. Dependents of UNITED STATES Military Personnel.
 2. Dependents of Class I personnel indicated herein.
- Identification required for individuals listed above in Class II will consist of WD AGO Form 65 identification card or an Officer's Certificate as to dependent status.

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INCLOSURE No. 2

Inclosure to Hq, MTOUSA Circular Number 134 (Cont'd)

4. Class III, on approval of Headquarters MTOUSA only, foreign military personnel who are:

1. Personnel of the Brazilian Army.

2. Accredited to and performing duty with UNITED STATES army installation in MTOUSA.

5. Class IV, limited, on approval of Headquarters MTOUSA only, aliens who are:

1. Accredited to and active members of Allied Commission within MTOUSA.

2. Accredited to and active members of Advisory Council ITALY within MTOUSA. MTOUSA will inform RM LTO the number of individuals in ALCOM and ACI who are to be supported with aid herein mentioned. ALCOM AND ACI will in turn inform RM LTO the names of individuals, up to the number specified by this Headquarters, who are to receive this support.

6. In cases where required ID AGO Form 65 cards have NOT been received, a letter from the Major Command concerned, stating that an AGO card is in process for the individual concerned, will be accepted in lieu of the card.

7. In cases of emergency, medical service will continue to be made available to any UNITED STATES citizen in MTOUSA.

8. Previous instructions in conflict with the contents of this message are rescinded.

9. It is desired that all Major Commanders reproduce this cable in sufficient copies for forwarding to the offices within their area, of all civilian groups affected by the provisions of this cable.

AUTH: E D SEACH, Lt. Col.

ORIGINATOR: G-4

CONCURRENCE: G-1 G-5

INFORMATION: C/S MTO

G-1

G-4

G-5

AG

MC OUT 995 27 June 46 UNCLASSIFIED

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

NOV 12 1946

CIRCULAR)
NUMBER 103)

7 November 1946

MTUSA MOTION PICTURE SERVICE (16mm & 35mm)

Regulation	I
General	II
Personnel	III
Accounting for Motion Picture Property	IV

I - REGULATION

Circular Number 59, Inclosure I, Manual, and Circular Number 100, both this headquarters, 1946, are superseded by this circular.

II - GENERAL1. Scope

These regulations will govern the operation of the Motion Picture Branch, Special Service Section, Mediterranean Theater of Operations, United States Army, and all Army theaters established for the exhibition of entertainment motion pictures within the Mediterranean Theater, effective 16 November 1946.

2. Definition

a. MTUSA Motion Picture Branch is operated under the Theater Special Service Officer, MTUSA. The Motion Picture Branch is charged with staff supervision, as defined in succeeding paragraphs, of all Army theaters in MTUSA.

b. An Army theater is any theater where 35mm motion picture service has been authorized. An Army theater is also any authorized 16mm show location under the command of the Commanding General, MTUSA, or areas for which he is logistically responsible and at which 16mm entertainment films are exhibited.

3645 c. A requisitioned theater is a civilian theater or building which has been requisitioned for use as an Army theater.

3. Mission

a. The mission of the Motion Picture Branch is to make available to authorized personnel 16mm and 35mm entertainment motion pictures.

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R E S T R I C T E D

Hq MTOUSA Circular No. 183 (Cont'd)

b. The Motion Picture Branch will act as technical adviser to the Theater Special Service Officer, in developing policies, plans and procedures for the operation of the Motion Picture Branch and Army theaters.

c. The Motion Picture Branch provides 16mm and 35mm service at Army posts, subject to approval of the Theater Special Service Officer, where such device has been requested and approved by the major subordinate commands.

4. Responsibilities

a. The Motion Picture Branch, MTOUSA, is specifically charged with:

- (1) Developing and establishing procedure for the accounting for attendance at Army theaters and the distribution of and accounting for tickets of admission and the funds received therefrom to the MTOUSA Central Welfare Fund.
- (2) With respect to 35mm equipment, exclusive of equipment at requisitioned theaters, the Motion Picture Branch is charged with purchasing, installing, inspecting, servicing, and repairing of the equipment; purchasing theater supplies and repair parts; and disposing of surplus, worn out and obsolete equipment, supplies, and repair parts.
- (3) Recruiting and employing such administrative and technical civilian personnel as may be necessary in operation of the Motion Picture Branch.
- (4) (a) Distribution to unit level of all 16mm and 35mm entertainment film through a distribution exchange system.
(b) Distribution of film includes all functions pertaining to the control, circuiting and booking of film to all authorized theaters.
- (5) Procurement and distribution of advertising motion picture material.
- (6) Publishing a MTOUSA Manual for Army theater operation and such other manuals or publications as may be necessary.
- (7) Operating a central warehouse for Motion Picture Branch equipment, repair parts and supplies.
- (8) Maintaining a repair and machine shop unit for motion picture branch 35mm equipment.

R E S T R I C T E D

Hq. MTOUSA Circular No. 183 (Cont'd)

- (9) Supervision of establishment of such distribution exchanges at strategic locations as may be necessary for efficient distribution of entertainment films.
- (10) Making periodic visits to posts to inspect the operation of Army theaters.
- (11) Accounting for and control of all MTOUSA Motion Picture Property (35mm), including installed and in stock or storage.
- (12) Upon discontinuance of motion picture service at any location, such action as necessary will be taken to transfer the equipment to another location or remove it to the central warehouse.
- (13) With respect to equipment at requisitioned theaters the Motion Picture Branch will ascertain that the equipment is adequate for the showing of 35mm film by initial and periodic inspection.
- (14) Direct communication is authorized between the Motion Picture Branch and major commands and/or units within such commands as may be necessary in the accomplishment of the above responsibilities.

b. The Commanders of major commands are charged with:

- (1) Making proper collection and accounting for (in accordance with MTOUSA Circular Number 167, 4 October 1946, and directives of the Motion Picture Branch, MTOUSA) admission to each major title showing of 35mm and 16mm (where 16mm service has been established on a paid admission basis, with the approval of the Theater Special Service Officer as outlined in paragraphs 4b(5) and 5b, this circular,) on a basis of \$0.15 per admission of authorized military and their dependents as outlined in paragraphs 8a(1) and 8a(2) and \$0.30 admission of authorized civilians as outlined in paragraphs 8a(3) and 8a(4).
- (2) Designating a commissioned officer to be known as theater officer who will be charged with the operation of the motion picture section of the major command.
- (3) Establishing entertainment motion picture service for authorized personnel (16mm or 35mm) at locations, subject to approval of the Theater Special Service Officer. 35mm service will be installed only where the population of authorized personnel is sufficient to justify said service. No 16mm showings will be authorized within three miles of a 35mm theater except on the same paid admission basis as for 35mm service when specifically authorized and/or designated by the Theater Special Service Officer, MTOUSA.

R E S T R I C T E D

Hq MTOUSA Circular No. 183 (Cont'd)

- (4) Maintaining such supervision of Army theaters as will assure efficient operation in accordance with this circular, the MTOUSA Manual for Army Theater Operation and other pertinent directives.
- (5) Determining the number of performances per day and number of days operation at 16mm and 35mm theaters.
- (6) Supervising accounting control at Army theaters and taking such action as may be necessary to restrict admission only to authorized personnel.
- (7) Appoint for Army Theaters (16mm and 35 mm) the number of authorized positions necessary for operation, within the authorized prescriptions in Section II, paragraph 5n, and Section IV, paragraph 17, Manual for Theater Operation, 1 November 1946.
- (8) Reviewing and approving all requests for 16mm entertainment motion picture service and forwarding such requests to the MTOUSA Special Service Officer for review.
- (9) Providing adequate housing facilities for the film exchanges (16mm and 35mm) which will be operated by their commands.
- (10) Negotiating for requisitioning of civilian facilities to be used as Army theaters.

5. Supply of films

a. All entertainment motion pictures will be secured solely from the Motion Picture Branch, Special Service Section, Headquarters, Mediterranean Theater of Operations, United States Army, and exhibited only in Army theaters as defined in paragraphs 2b and 2c.

b. No 16mm entertainment showings will be made within three miles of an Army operated 35mm theater or to a unit whose audience averages less than twenty-five (25) per showing except 16mm showings may be authorized on a paid admission basis as set forth in paragraph 4b(3) above and in compliance with pertinent War Department policy. With the exception of exhibition for patients at hospitals no deviation from this policy will be made unless authorized in writing from the Theater Special Service Officer, Headquarters MTOUSA.

c. The most expeditious means of government transportation for motion picture film and equipment is directed and authorized.

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Eq MTOUSA Circular No. 183 (Cont'd)

6. Theater Building and Equipment Standards

- a. The showing of all 35mm films supplied by the Motion Picture Branch will be in a properly equipped building.
- b. Where showings of 16mm films are authorized on a paid admission basis, two projectors will be used and the light and sound reproduction will meet the standards of professional exhibition.

7. Exhibition

35mm and 16mm entertainment motion picture programs furnished by the Motion Picture Branch will be shown only at Army Theaters under the auspices of the United States Army and upon the play date schedule authorized by Motion Picture Branch. The programs will consist only of such subjects as are scheduled by the Motion Picture Branch.

8. Attendance Eligibility

- a. Those authorized to attend Army theaters are listed below:
 - (1) All United States Military Personnel and their dependents.
 - (2) Military personnel of the Armed Forces of the Allied Nations and members of their immediate families who are part of their immediate household, except that this privilege will not be extended to anyone within the country of his nationality.
 - (3) United States Civilians working for the United States Government in occupied areas and members of their immediate families who are part of their immediate household.
 - (4) Allied nationals employed by the United States Government in occupied areas.
- b. Any other persons or group not specifically referred to in paragraph 8a above may not attend.
- c. The theater officer of each Army theater will take such action as may be necessary to ascertain that only authorized persons are permitted to attend Army theaters.

9. MTOUSA Manual for Army Theater Operation

3643 All phases of the Army theater operations except motion picture productions are covered in a separate publication entitled "MTOUSA Manual for Army Theater Operation" dated 1 November 1946. All Army theaters will install the systems and procedures prescribed therein.

R E S T R I C T E D

Hq MTOUSA Circular No. 183 (Cont'd)

10. AMPS Projectionist's Manual (TM 28-410)

High standards of visual and sound projection are most important in the exhibition of motion pictures. The provisions of AMPS Projectionist's Manual (TM 28-410) will be adhered to in the projection of motion pictures and the care of equipment at Army theaters. Wherever references are made therein to a Service Command, they will be construed to mean Motion Picture Branch, Special Service Section, Headquarters MTOUSA, APO 512.

11. 16mm Motion Picture Equipment

All 16mm motion picture equipment used in Army theaters is procured, distributed and maintained by the Signal Corps, regardless of the extent to which it is used for entertainment purposes.

III-PERSONNEL

12. Commanding Officer

a. The Commander of each major command has jurisdiction over, and is responsible for, operation of the Army Theater(s) within his command in accordance with provisions of WD Circular Number 264, 30 August 1946, (in place of WD Circular Number 373, rescinded), the AMPS Projectionist's Manual (TM 28-410), and any other pertinent directives which may be issued from time to time by MTOUSA.

b. The Commanding Officer of each unit operating a theater will appoint a Theater Officer.

c. Warrant Officers may be assigned as Theater Officer or Assistant Theater Officer in situations where responsibilities of the position are such as would be appropriate to the grade.

13. Theater Officer

The unit theater officer is responsible for the management of the theater in accordance with directives referred to in paragraph 8c above.

IV- ACCOUNTING FOR MOTION PICTURE PROPERTY

14. In Commands

a. The unit Theater Officer will be charged with and hold responsible for all Motion Picture Branch property in Army theaters within his unit and will maintain appropriate stock record accountability.

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Hq MTOUSA Circular No. 183 (Cont'd)

b. Motion Picture Branch MTOUSA property received, stored and issued by the Motion Picture Branch, MTOUSA, will be charged to and accounted for by an individual designated by the Special Service Officer, MTOUSA, APO 512.

15. Classification of Motion Picture Property (35mm only)

a. Major units of sound, projection, theater and other equipment are classified as non-expendable.

b. Repair parts used in the repair of major units of equipment and supplies are classified as expendable.

16. Shipment of Motion Picture Property (35mm only)

a. All units of equipment will be moved from one location to another only upon receipt of instructions from the Chief, Motion Picture Branch, MTOUSA.

b. Upon receipt of motion picture property, the unit Theater Officer will pick up on his records all articles of equipment designated as non-expendable property. Expendable supplies and spare parts received at a unit will be dropped from accountability by a certificate of expenditure.

17. Disposition of Motion Picture Branch Property (35mm only)

Equipment, property and other supplies of the Motion Picture Branch which become surplus will be disposed of by the Chief, Motion Picture Branch, MTOUSA, APO 512.

BY COMMAND OF LIEUTENANT GENERAL LEE:

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

OFFICIAL:

Ralph C. Tilly
RALPH C. TILLY
Colonel, ASD
Adjutant General

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DISTRIBUTION:

- 7 Encls:
1 - Manual
2 to 7 - Forms

- 7 -

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Incl to Hq MTOUSA Circular Number 183

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

1 November 1946

MANUAL FOR ARMY THEATER OPERATION

General	I
Personnel	II
Function Special Service Officer Major Commands	III
Fire Safeguard	IV
General Management	V
Shipment of Films	VI
Reports and Forms	VII
1 - <u>GENERAL</u>	

1. Instruction:

a. Purpose and scope - The procedure contained in this manual will govern the operation of Army theaters (16mm and 35mm) established for the exhibition of entertainment motion pictures within Mediterranean Theater, effective 15 November 1946, and superseder manual, 2 May 1946, accompanying Circular Number 59, which is rescinded.

b. Interpretation - Questions involving interpretations of the provisions of MTOUSA Circular 183, this manual, or deviations therefrom will be referred directly to the Theater Special Service Officer, Headquarters MTOUSA, APO 512, through the appropriate major command.

2. Establishment of Service:

a. Request for motion picture service will be submitted to the Theater Special Service Officer, Headquarters, MTOUSA, APO 512, through the appropriate major command, Special Service Officer.

b. For 35mm theaters:

- (1) 35mm projector installation and use will be directed by Special Service Officer, MTOUSA. Major commands will be consulted prior to installation and furnish the information on recommended locations listed below:

- Name and geographical location of theater.
- Type of building.
- Seating capacity (excluding any folding aisle seats).
- Type and make of sound and projection equipment, if any.

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Incl to Hq. ETOUS. Circular No. 183 "Manual for Army Theater Operations"
(cont'd)

- (e) Voltage cycle and phase of electric power available.
- (f) Specific days of week theater will operate and number of performances per day.
- (g) Military population to be served by the theater and expected weekly attendance.

(2) Improvised Theaters: Where there is a concentration of troops in an area without a theater obtainable for 35mm operation, a limited number of 35mm sets are available for installation. This equipment can be installed in large buildings such as in a warehouse, dance hall or open air theater. When so installed, this equipment will be housed in a fire-proof Projectionist's Booth in accordance with AAPS Projectionist's Manual. As 35mm film is highly inflammable any improvised theater must meet the requirements of Fire Regulation set forth in paragraph 7, Section IV, of this Manual.

(3) Agreements or contracts for requisitioning of civilian theaters for Army use must include the furnishing by the theater owner, lessee or other contracting party when available, of:

- (a) Civilian house staff including projectionists.
- (b) Maintenance and operating supplies, including carbons, oils and all necessary supplies for the satisfactory operation of the projection and sound equipment.
- (c) Maintenance and servicing arrangements for the satisfactory upkeep and operation of the theater.

c. For 16mm service:

- (1) In requesting 16mm service, the information listed below will be forwarded to the Theater Special Service Officer, Headquarters ETOUS, APO 512.
 - (a) Geographical location of proposed theater.
 - (b) Seating capacity available.
 - (c) Type of building or facility available for showing of motion pictures.
 - (d) Distance from nearest 16mm or 35mm theater.
 - (e) Military population to be served by the theater and expected weekly attendance.

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Incl to HQ AFMAG Circular no. 183 "Manual for Army Theater Operations"
(cont'd)

(2) Basic requirements for authorized loan Army theaters are:

See AFMAG Circular Number 183,
dated 7 November 1946, paragraph 5,
Supply of Films.

3. Selections of Program:

The Army Motion Picture Service, Washington, D. C., procures from the motion picture industry the entertainment films made available for use in overseas theater, departments and bases. The product of all producers is available and selection is made entirely on quality basis with no attempt made to equalize the number of films secured from the various companies. Films are selected and scheduled in accordance with the quality available at the time required for shipment. Selections are made on the basis of experience of the Army Motion Picture Service in the Zone of Interior, supplemented by reaction reports compiled by the Motion Picture Branch, Special Service Section, AFMAG, and communicated periodically to the Army Motion Picture Service.

4. Attendance Eligibility:

The attendance eligibility regulations, AFMAG Circular Number 183, dated 7 November 1946, Section II, paragraph 8, will be strictly adhered to and every effort will be made to so conduct the operations of the Army Theaters so that no legitimate grounds will exist for charges of unfair competition by the motion picture industry. Appropriate identification cards of civilians not in uniform must be carefully scrutinized.

II - PERSONNEL

5. Theater Officer:

a. The Unit Theater Officer is, in effect, the theater manager. He is responsible for the operation of the theater in accordance with AFMAG Circular Number 183, this manual and other pertinent directives issued from time to time by Headquarters, AFMAG, APO 512. He should make every effort to provide the best exhibition possible with a maximum amount of comfort and satisfaction to the personnel attending.

3640 b. He is responsible for the management of the theater and the efficiency of operation, the determination and reporting of correct attendance figures on prescribed forms and submission of such other reports as may be required.

c. He will be responsible for collection of admissions as stated in paragraph 6 in this manual, and that only authorized personnel are admitted.

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Incl to Hq MTOUS. Circular No. 183 "Manual for Army Theater Operations"
(cont'd)

d. He is accountable for any Motion Picture Branch 35mm property and equipment in his unit and will maintain appropriate stock records.

e. He is responsible for the adequate care of all 35mm and 16mm film delivered to him and will immediately notify the Motion Picture Branch, Special Service Section, MTOUS, of any film received by him in poor condition.

f. He will be responsible for the proper advertising of programs.

g. He will ascertain that adequate stock levels are maintained on carbons and theater supplies for the operation of 35mm showings.

h. He will ascertain that adequate fire safeguards are maintained and that theater personnel are properly organized to provide for orderly exit of patrons in case of emergency (see paragraph 7).

i. With respect to 35mm and 16mm operations he will assign projectionists from the enlisted ranks or other qualified operators.

j. He is responsible for the inspections of the theater and the maintenance of a cleaning system. This is an authorized charge against appropriated fiscal funds.

k. He will accomplish and personally sign each attendance report. (See attached attendance report forms.)

l. He will appoint a non-commissioned officer as his assistant in the operation of the theater and the performance of the duties set forth above, except that the function of authentication of attendance reports (16mm and 35mm) will not be delegated.

m. In addition to the position of assistant manager such other positions as may be required are authorized subject to approval of the Theater Special Service Officer, MTOUS, with maximum rates of pay as follows:

Position	1st evening performance	Other performances morning, matinee or evening
Assistant Manager	\$ 1.25	\$ 0.85
Assistant Manager/Cashier	1.25	.85
Chief Projectionist	1.25	.85
Assistant Projectionist	1.00	.50
Ticket Cashier	1.00	.50
Ticket Taker	.75	.50
Usher	.50	.50
Janitor	\$1.00	----

*P - show day.

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Incl to Hq MTOUSA Circular No. 183 "Manual for Army Theater Operation"
(cont'd)

n. The pay authorized in m. above for military personnel employed in the Army theater is for only such services as they render on a voluntary basis outside normal duty hours. Such additional compensation will not exceed 60.00 per month for each such enlisted man.

o. Salary payments will be accomplished in accordance with the procedure set forth in Section VI below.

III - FUNCTION SPECIAL SERVICE OFFICER MAJOR COMMANDS

6. The Special Service Officer of the major command concerned is responsible for the sale of admissions, collection of money and accounting therefor and the forwarding of these funds to the Special Service Officer, Mediterranean Theater of Operations, United States Army, APO 512.

a. Procedure for Sale of admission:

- (1) Books of 400 admission of \$ 0.15 and \$ 0.30 each, four admissions per page, will be distributed by Special Service Officer, MTOUSA, APO 512, as requisitioned. Requisition will normally cover one fiscal period requirement.
- (2) The details of sale of admission is delegated to the Special Service Officer of the major commands. They will be sold at the theater and by such other means as practicable, so as to insure widest and convenient distribution to the commands.
- (3) The receipts of the sale of admissions less authorized theater salary deductions will be reported on Form "A" in duplicate and forwarded with Form "B" to the Theater Special Service Officer, MTOUSA, APO 512, by U. S. Treasury Check made payable to the Custodian, MTOUSA Central Welfare Fund, Headquarters, MTOUSA, APO 512, by the Special Service Officer of each major command not later than the 6th day after the last day of each fiscal period.
- (4) Fiscal Period Attendance Reports, Forms "B", supported by Forms "A", both in duplicate; Work Rosters, Form "C-1" and Form "C-2", both in duplicate; and Payroll Voucher, Form "C-3", will be forwarded to the Theater Special Service Officer, Headquarters, MTOUSA, APO 512, by the Special Service Officer of each major command not later than the 6th day after the last day of each fiscal period.

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R E S T R I C T E D

Incl to Hq MTOUSA Circular No. 183 "Manual for Army Theater Operations" (Cont'd)

- (5) The Theater Special Service Officer will submit to the Custodian, MTOUSA Central Welfare Fund, the consolidated receipt with attendance reports of the attendance of each motion picture company's films.

IV - FIRE SAFEGUARD

7. Fire Safeguard:

a. In formulating theater fire regulations and in organizing the theater personnel for safeguarding patrons, the theater officer will consult the unit fire marshal.

b. Theater aisles, foyer and lobby passage-ways will be kept clean and unobstructed. Waste material, cleaning fluids, and any other material of an inflammable nature, when not in use, will be kept in fire-proof containers.

c. Necessary fire-fighting equipment will be installed at suitable places throughout the theater building.

d. SMOKING will be PROHIBITED in all Army theaters, both 16mm and 35mm.

- (1) Large "NO SMOKING" signs should be prominently posted in the entrance and inside the theater. They should be placed at least six feet from the floor so as to be readily seen over heads of the crowd.

e. Access to the projection room will be restricted to those whose duties require their presence.

f. Standard of safety to be observed in 35mm booths contained in AMPS Projectionist's Manual will be followed.

V - General Management

8. Advertising:

a. Certain advertising material is made available with film subjects. Such material should be utilized to the greatest advantage, together with such additional display advertising material which may be created locally.

b. Screens and equipment of Army Theaters will not be used during, or in connection with, entertainment motion picture performances, for the showing of films or slides advertising commercial products or services.

9. Publicity:

Full utilization will be made of local advertising mediums such as newspapers, radio, bulletin boards, cards in Red Cross Clubs and Service Clubs, to publicize current motion picture programs. Directional signs should be strategically located in the areas serviced by the theater to assure facility in locating theater.

RESTRICTED

Incl to Hq MIOUSA Circular No. 183 "Manual for Army Theater Operation" (Cont'd)

10. Theater Maintenance:

a. Cleanliness of Theater: It is the responsibility of the Theater Officer to inspect the theater daily. Particular attention should be given to the toilets. The theater will be aired daily.

b. Lighting: Burned out light bulbs will be replaced immediately.

c. Sound and Projection Equipment (16mm and 35mm): In cases where poor projection is encountered (bad light on screen, poor sound, bad changeovers) or film is being damaged by the machine or operators, immediate action will be taken. When the condition cannot be remedied locally, the matter should be referred to the Special Service Officer of the major command concerned so that he can take action. If the trouble develops at requisitioned theater, the civilian owner or manager should first be required to attempt to rectify the condition.

11. Treatment of Patrons:

The theater personnel should be trained to follow the policy of treating those admitted to the theater with the same courtesy that patrons of civilian motion picture theaters expect.

12. Scheduled Showings:

Definite daily schedule of showings will be maintained. Showings will start exactly on time. Schedules will be publicized. Any necessary changes should be given publicity and as far in advance as possible.

13. Crowd Control:

a. Outside the theater, prospective patrons will be kept in orderly queues, so formed as not to block the side-walks or exits. Military personnel should be used to supervise such queuing. Military Police should be used only when found necessary to maintain order.

b. Inside the theater, over-crowding must also be avoided. All aisles and exits must be kept clear. Exit doors must not be locked at any time when the theater is open for business.

14. Exhibition:

a. During all showings, either the theater officer or his assistant should be constantly on the alert, checking the light on the screen, the volume and quality of the sound. Periodic checks should be made of the projection, noting that the change-overs from one reel to another are made smoothly, with no "blank spaces" or "nuffer" showing on the screen. Good sound and projection are the keynotes of "putting on" a good show.

R E S T R I C T E D

Incl to Hq MTOUSA Circular No. 183 "Manual for Army Theater Operation" (Cont'd)

b. All theaters should have a buzzer system for communication between the main floor and the booth, for the immediate correction of sound and projection flaws.

15. Discontinuance of Service:

When in the operation of a 35mm theater or in the case of a 16mm paid admission, the population has been so reduced that the 35mm or 16mm service is no longer justified, such action as may be necessary will be taken to request from the Special Service Officer, MTOUSA, APO 512, to discontinue this service and substitute such other service as may be warranted.

16. Authorized Positions:

The names of positions authorized for the operation of 35mm Army theaters are those listed in paragraph 5a. above. These positions and wage scales are not mandatory and positions for each theater installation will be appointed only on authorization of the Theater Special Service Officer, MTOUSA.

VI - SHIPMENT OF FILM

17. Shipment of Film from Film Exchange to Theater and Return:

a. General: Film programs will be made available to theaters by film exchanges established by the Motion Picture Branch, MTOUSA, Special Service Section. Approved 35mm and 16mm theaters will be assigned to the nearest exchange and will be included in the circuit booking of films for that exchange. Upon arrival in major command library, 16mm and 35mm film will be booked each unit serviced by that library.

b. Circuiting of Film Programs (16mm and 35mm): Notice of film booking will be sent in advance to individual major commands per "35mm and/or 16mm Film Master Routing Sheet." This form will include all the necessary information relative to the use of the film. Major commands on dates indicated will be responsible for shipment of film to the major command showing the film next.

c. 16mm film will be booked in each major command for definite period. Upon arrival in major command library, 16mm film will be booked to each subordinate unit on a definite schedule.

d. It must always be kept in mind that the booking and circuiting of film is precise and finely balanced procedure; that complete and prompt adherence to routing and play date instructions are conditions upon which film programs are furnished to theaters. Carelessness or failure to comply with instructions will result in cancellation of the film service.

VII - REPORTS AND FORMS

18. Reports and Forms:

RESTRICTED

Incl to Hq MTOUSA Circular No. 183 "Manual for Army Theater Operation"
(cont'd)

a. Form "A" Attendance Report:

- (1) Form "A" Attendance Report will be submitted in triplicate every Saturday for the preceding seven-day period, to the Special Service Officer, major command, by each unit or theater officer.
- (2) Consolidated report, Form "B", in duplicate, for each major command, supported by two copies of Form "A" from each unit or theater of that command will be forwarded to the Special Service Officer, MTOUSA, APO 512, not later than the 6th day after the last day of each fiscal period.
- (3) Reports on Forms "A" and "B" are to be submitted separately for 35mm and 16mm film.

b. Work Rosters (Forms "C-1", "C-2" and "C-3"):

- (1) Forms "C-1", Army, and "C-2", Civilian Personnel, work Rosters, will be submitted not later than the 3rd day after the last day of each fiscal period to the Special Service Officer of each major command by each theater officer, in triplicate.
- (2) Two of the three copies, paragraph 18b (1), above, of Form "C-1" and "C-2" received from each unit or theater will be forwarded by the Special Service Officer of each major command to the Motion Picture Branch, Special Service Section, MTOUSA, APO 512, not later than the 6th day after the last day of each fiscal period.
- (3) Form "C-3": When military personnel are employed in an Army theater on a voluntary basis outside normal duty hours as set forth in Section II above, salary payments will be made from the theater receipts and reported monthly on Form "C-3". This form will be accomplished by each theater officer in duplicate, the original forwarded to the Special Service Officer of the major command not later than three days after the last day of the fiscal period, who in turn will forward this original to the Theater Special Service Officer, Headquarters, MTOUSA, not later than six days after the last day of the fiscal period, the duplicate being retained in the unit theater file. The signature of each employer will be affixed in the space provided opposite the amount paid. Where civilians are employed a separate sheet, Form "C-3", will be used with appropriate adjustments made in the rate headings as approved by the Theater Special Service Officer, MTOUSA.

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RESTRICTED

Incl to Hq AFMUSA Circular No. 133 "Manual for Army Theater Operation"
(cont'd)

c. Letter of Transmittal

Form "D", letter of transmittal, in duplicate, of motion picture film admission receipts will be submitted by the Special Service Officer of each major command to the Theater Special Service Officer, Headquarters, AFMUSA, APO 512, not later than six days after the last day of the fiscal period together with U. S. Treasury Check made payable to Custodian, AFMUSA Central Welfare Fund, for the amount stated therein.

d. Fiscal Periods are:FISCAL YEAR 1947

1st	29 June 1946	26 July 1946
2nd	27 July 1946	23 August 1946
3rd	24 August 1946	20 September 1946
4th	21 September 1946	18 October 1946
5th	19 October 1946	15 November 1946
6th	16 November 1946	13 December 1946
7th	14 December 1946	10 January 1947
8th	11 January 1947	7 February 1947
9th	3 February 1947	7 March 1947
10th	8 March 1947	4 April 1947
11th	5 April 1947	2 May 1947
12th	3 May 1947	30 May 1947
13th	31 May 1947	27 June 1947

e. Instructions for Payroll Voucher Form "C-3":

- (1) The maximum rates per day and per performance and the designated maximum weekly compensation which can be paid to an employee for a given position are uniform for all Army theaters.
- (2) A payroll voucher signed by each employee must support the expenditures for salaries reported on all weekly financial statements. The model payroll voucher on the reverse side is designed to provide for the needs of the majority of the theater situations. Some posts may not need a voucher as extensive as the model and some of the larger posts may require a payroll on which to report a third performance or second actings; in these cases a suitable variation of the voucher illustrated will be designed by the addition or subtraction of the necessary columns. Variations should be accomplished by adjustment of column widths and not by an increase in the size of the form.

RESTRICTED

Incl to Hq MTOUS. Circular No. 133 "Manual for Army Theater Operation"
(cont'd)

- (3) The name of an employee will be listed only once on the voucher without regard to the various positions he filled on different days during a given period. The number of first, second, and matinee performances and individual works will be entered in the block under the performance and the position occupied. In this manner the positions, the number of performances and the total salary earned by each employee are shown on one line of the voucher. The number of performances entered under each position for each performance, when totaled, will serve as a means for the theater officer to check his payroll against his official personnel and performance designations.
- (4) A theater employee is prohibited from working more than six nights in any given week. To fill a given position on the evening the regular employee is off, it is necessary to employ a substitute or understudy who will be given the authorized rate of pay for the position occupied. Thus, the payroll voucher will indicate that the position was occupied for all performances during the week.
- (5) If a regular employee substitutes for another regular employee, for example, if the ticket cashier functions as assistant manager on the night the assistant manager is off, the substitute will be given, for that night, the rate of pay authorized for the position occupied instead of the rate authorized for his regular position.
- (6) The signatures of the theater officer and all employees are required on the voucher.

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16mm or 35mm FILM AMOUNT OF REPAIR (STRIKE OUT NUMBER NOT PRINTING)		FILM RECEIVED FROM	
THEATER, DEPARTMENT OR BASE		WEEK ENDING	
NAME OF UNIT		LOCATION	
DAY	STARTING TIME OF SHOWS	ATTENDANCE EACH SHOW MILITARY AND DEPENDENTS CIVILIANS	FEATURES TITLES & SHORTS AUTHOR- IZED AUDIENCE REACTION
(1)	(2)	(3)	(4) (5) (6)
SATURDAY	1st Show: 2nd Show: 3rd Show:		
SUNDAY	1st Show: 2nd Show: 3rd Show:		
MONDAY	1st Show: 2nd Show: 3rd Show:		
TUESDAY	1st Show: 2nd Show: 3rd Show:		
WEDNESDAY	1st Show: 2nd Show: 3rd Show:		
THURSDAY	1st Show: 2nd Show: 3rd Show:		
FRIDAY	1st Show: 2nd Show: 3rd Show:		
TOTAL NO. OF SHOWS:		GRAND TOTAL: (3) + (4)	
TOTAL ATTENDANCE :			

SATURDAY	1st Show:		
	2nd Show:		
	3rd Show:		
SUNDAY	1st Show:		
	2nd Show:		
	3rd Show:		
MONDAY	1st Show:		
	2nd Show:		
	3rd Show:		
TUESDAY	1st Show:		
	2nd Show:		
	3rd Show:		
WEDNESDAY	1st Show:		
	2nd Show:		
	3rd Show:		
THURSDAY	1st Show:		
	2nd Show:		
	3rd Show:		
FRIDAY	1st Show:		
	2nd Show:		
	3rd Show:		
TOTAL NO. OF SHOWS:		(3)	(4)
TOTAL ATTENDANCE :		(3)	(4)
GRAND TOTAL:		(3)	(4)

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

IMPORTANT

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

Date of Report.....19/..... Signed.....

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

Signify audience reaction by marking Excellent, Very Good, Fair, or Poor in Column 6. Amplify as necessary on reverse side.

ATOUSAS SSS
Form 100

RESTRICTED Organization

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
SPECIAL SERVICE SECTION
APO 512

Unit and Theater _____ Date _____ 194 _____
 Location _____

ROSTER OF ENLISTED PERSONNEL EMPLOYED EXCLUSIVELY FOR WORK WITH ENTERTAINMENT SUPPLIED BY THE ARMY MOTION PICTURE SERVICE.

FOR PERIOD: FROM _____ TO _____

ENLISTED PERSONNEL*

[illegible]

Total _____

*Total Pay including Allotment	_____	Name _____
**In case where personnel are employed as general theater workers amount will be representative of percentage of time devoted to entertainment motion pictures.	_____	Rank _____

Organization

Form "C-1"

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R E S T R I C T E D

Form "C-2"

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
SPECIAL SERVICE SECTION
APO 512

ARMY THEATER
PAY ROLL VOUCHERS

NAME OF POST

FISCAL PERIOD END

We, the undersigned, acknowledge to have received from the theater officer the amount set opposite our respect during the week.

NAME OF EMPLOYEE RATE OF PAY	FIRST PERFORMANCE						SECOND PERFORMANCE						ASSIST MGR
	ASST MGR	CHIEF PROJ	ASST PROJ	TICKET CASH	TICKET TAKER		ASST MGR	CHIEF PROJ	ASST PROJ	TICKET CASH	TICKET TAKER		
	1.25	1.25	1.00	1.00	.75		.85	.85	.50	.50	.50		.85
John Doe	20			4			20			4			8
James Smith	4			20			4			20			
Sam Jones				4	20					4	20		
Ed Brown					8						8		
Paul White		20						20					
Jake Whitaker		4	20					4	20				
William Green			8						8				
Tom Frye	4						4						
VARY THE LENGTH OF FORM ACCORDING TO NO. OF EMPLOYEES													
	28	28	28	28	23		28	28	28	28	28		8

I certify that I have this date paid the theater employees listed above for services rendered as indicated present and performed the duties for which payment was made.

TYPE NAME AND GRADE
FORM C-3

THEATER OFFICER

SIGNATURE

0175

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

785015

HEADQUARTERS
THEATER OF OPERATIONS
SERVICE SECTION
512

ARMY THEATER
PAY ROLL VOUCHERS

FISCAL PERIOD ENDING _____

have received from the theater officer the amount set opposite our respective names, for services rendered

PERFORMANCE					SECOND PERFORMANCE					ENTIRE					TOTAL
ASST PROJ	TICKET CASH	TICKET TAXES			ASST MGR	CHIEF PROJ	ASST PROJ	TICKET CASH	TICKET TAXES	ASST MGR	CHIEF PROJ	ASST PROJ	TICKET CASH	TICKET TAXES	
.00	1.00	.75			.25	.85	.50	.50	.50	.85	.85	.50	.50	.50	
	4				20			4		8					54.80
	20				4			20					8		42.40
	4	20						4	20					8	35.00
		8							0						10.00
						24					8				57.20
20						4	20					8			42.40
8							8								12.00
					4										8.40
VARY THE LENGTH OF FORM ACCORDING TO NO. OF EMPLOYEES															
28	28	28			28	28	28	28	28	8	8	8	8	8	262.20

paid the theater employees listed above for services rendered as indicated and that all employees were for which payment was made.

THEATER OFFICER

SIGNATURE

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R E S T R I C T E D
HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
SPECIAL SERVICE SECTION
APO 512

Date 194

SUBJECT: Transmittal of Check

TO : Special Service Officer, MTOUSA, APO 512, U.S. Army

Unit or Theater

Location

Date 194

TRANSMITTED HERewith U.S. GOVERNMENT CHECK FOR \$
PAYABLE TO CUSTODIAN MTOUSA CENTRAL WELFARE FUND, FOR
ADMISSIONS TO U.S. ARMY OPERATED THEATER, BOUGHT BY AUTHORIZED PATRONS
LESS \$ AUTHORIZED PAYROLL DEDUCTIONS FOR PERIOD: FROM
TO

NAME

RANK

ORGANIZATION

6 Incls.

- Incl. 1 - U.S. Government Check
- Incl. 2 - Form "B" w/Form "A" (in dupl.)
- Incl. 3 - Form "C-1" (in dupl.)
- Incl. 4 - Form "C-2" (in dupl.)
- Incl. 5 - Form "C-3"
- Incl. 6 - Form "D" (in dupl.)

Form "D"

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R E S T R I C T E D

8253/CC

LIST OF PAPERS

Office of the
Chief Commissioner

File under No. 8253 ITALIAN ARMY - GENERAL

ALLIED COMMISSION

From: 23 Aug 45

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323	Ltr Bastion	15 Nov 45	Stone	Directive CO Military Mission It Army
324	Cbl 8508 Exc. Comm.	19 Nov 45	RC Pie, Lig	Italian at Franco- Italian Frontier
324a	Cbl 8569 McCleary	20 Nov 45	RC Pie Lig	Cable 8508 is Top Secret
325	Ltr 8272/136/EC Lush	21 Nov 45	All RCs	Italian Army Vehicles
326	Cbl 8761 Exec. Comm.	26 Nov 45	AFHQ G-5	Italians at Franco-Italian frontier
326a	Cbl F 54812 SACMED	28 Nov 45	AC	Italians at Franco-Italian frontier
327	Cbl FA 55075 SACMED	30 Nov 45	DISTWO	Withdrawal Allied troops Franco-It lin
328	Cbl FX 55074 SACMED NAF 1096	30 Nov 45	ACWAR Wash.	Italians at Franco-Italy border
329	Ltr Q.005 Browning	30 Nov 45	Min of War	Italian Army Movement
330	Ltr 8273/34/EC Braybrooke	30 Nov 45	Polad A&B	Withdrawal of Allied Troops
330a	Cbl NAF1096 AFHQ G-3	30 Nov 45	ALCOM	Italians at Franco-Italian frontier
330b	Ltr Kirk	6 Dec 45	CC	French-Italian Border
330c	Dir MMIA	7 Dec 45	CC	MMIA Directive No. 2
331	AG 091.711 COT-O AG	3 Dec 45	AC(MMIA)	Directive to AC(MMIA)
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331b	Ltr Stone	10 Dec 45	Kirk	Franco-Italian Border
331c	Cbl NAF 1098 SACMED	11 Dec 45	ACWAR Wash.	Franco-Italian frontier
331d	Cbl 9181 P S HQ Piemonte	11 Dec 45	info CC	Franco-Italian Border
332	Cbl 9268 CC	13 Dec 45	AFHQ CS	Translation of article in Italian press
332a	Cbl 14 P S HQ Piemonte	12 Dec 45	info CC	Franco-Italian Border
333	Cbl 9267 Stone	13 Dec 45	AFHQ CS	Press Opinion
334	Cbl 9268 Stone	13 Dec 45	AFHQ CS	Franco-Italian Border
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335a	Ltr G/7 Maj Gen MMIA	7 Dec 45	LF S/C	MMIA Directive No. 2
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