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MTUSA, ADMINISTRATIVE MEMORANDA
MAR. 1944 - SEPT. 1946

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LIST OF PAPERS

Office of the
Chief Commissioner

ALLIED COMMISSION

File under No. 57 MTOUSA ADMINISTRATIVE MEMORANDA

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PART I

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS
3654				

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Maj Sullivan
MMH

R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

US Army

ADMINISTRATIVE MEMORANDUM)

NUMBER

5)

9 September 1946

SCHOOLS FOR CHILDREN OF U. S. ARMY PERSONNEL

SECTION

GENERAL	I
RESPONSIBILITY	II
SCHOOL POSSIBILITIES	III
PROSPECTUS	IV
LANGUAGE ADVANTAGES	V

I GENERAL

1. The establishment of adequate school facilities for children of United States Army personnel is of vital importance to the general welfare of this command.

II RESPONSIBILITY

2. The Major Commands will be responsible for:

- a. Survey of local facilities
- b. Advising parents
- c. Assisting in placing children
- d. Determining texts needed, and procure them through I & E channels
- e. Surveying prospects for available teachers and furnishing the name, qualification, experience and availability to the Theater Information and Education Office.

f. Organizing and operating local American Schools.

3. The Theater Information and Education Office will be responsible for:

- a. Representing the Commanding General, MTOUSA on matters pertaining to the education of children of United States Army personnel.
- b. Co-ordinating arrangements for schools.
- c. Procuring texts through Information and Education channels.

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Hq MTOUSA Administrative Memo. No. 5 (Cont'd)

d. Procurement of teachers.

e. Advising Major Commands.

III SCHOOL POSSIBILITIES

4. The types of schools listed below are available or in prospect for enrolling children of United States Army personnel:

a. Boarding schools.

b. British Army Childrens' Schools.

c. Convent Schools.

d. United States Army Childrens' Schools.

e. Home Study.

IV PROSPECTUS

5. The prospectus for the enrollment of children in schools listed in paragraph 4 above are:

a. Boarding Schools.

(1) Switzerland

(a) High scholastic standards

(b) Classes are taught in English in a few schools

(c) Classes are taught in the language of the community, which may be French, German, or Italian, in almost all Swiss schools.

(d) A student without basic knowledge of the foreign language used in the school usually begins study in a lower grade or enrolls where the language and sentence structure is basic in specially conducted language classes to more rapidly learn the community language. If the lower grade method is used as the student progresses in the new language he advances to higher grades.

(e) The cost of tuition is approximately \$1,000.00 (U.S.) per school year.

(2) Italian convent schools

(a) Boarding students are accepted in a few schools

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Hq MTOUSA Administrative Memo. No. 5 (Cont'd)

- (b) Classes are taught in English in a few schools
 - (c) No religious instruction for non-Catholics, unless requested
 - (d) The cost of tuition is approximately 4,000 Lire per month.
- (3) Rome and Florence English speaking schools
- (a) None, at present, accept out-of-town boarding students
 - (b) Arrangements for board must be made by individuals concerned at local pensions
 - (c) The cost of tuition is approximately 4,000 Lire per month
 - (d) The cost of board is approximately 400 Lire per day
- b. British Army Childrens' Schools.
- (1) Located in Naples, Caserta, Rome, Bologna, Venice (Lido), Udine, Lignano, Grado, and Trieste
 - (2) Operated by British Army with courtesy of participating extended American children
 - (3) Teachers imported from England, or procured locally, with approximately one teacher per twenty children
 - (4) Fall school term began 2 September 1945
 - (5) Where American children participate we will be obliged to provide additional teachers to maintain the teacher-to-child ratio
 - (6) Provide all text for grades in which we enter our children
- c. Convent schools (Day schools - non boarding).
- (1) Operated by religious teaching orders
 - (2) No religious instruction for non-Catholics, unless requested
 - (3) Academic standards are high, but differ from those in United States
 - (4) Close supervision
 - (5) Qualified teachers - Italians and other nationals

R E S T R I C T E D

Hq MTOUSA Administrative Memo. No. 5 (Cont'd)

- (6) Language in use in most schools is Italian, English or French in use in a few only. Some English speaking instructors may be obtained for Italian schools.
- (7) Preliminary instruction in Italian language will be available during month of September
- (8) Fall school term will begin 2 October 1946
- (9) The cost of tuition is approximately 500 Lire per month
- d. United States Army Childrens' Schools.
 - (1) Locally organized "American" schools may be established where there is sufficient demand, and facilities and teachers are available.
- e. Home Study.
 - (1) The "Calvert-School" type of study guide and course is recommended
 - (2) The course may be conducted by parent or private teacher
 - (3) Study time can be arranged for convenience of teacher or pupil
 - (4) Quality of instruction will vary with ability of instructor
 - (5) The cost of tuition is approximately \$100.00 (U.S.) per course. If private teacher is engaged the cost of course will be increased by the amount paid in salary.

V LANGUAGE ADVANTAGES

- 6. The advantages of bi-lingualism are:
 - a. Young children learn a new language with ease.
 - b. The practicability of learning Italian in Italy is obvious.
 - c. A student with basic knowledge of a foreign language can continue education in that language with additional effort.
 - d. It may be difficult to maintain the normal education progress as experienced in the United States.

BY COMMAND OF MAJOR GENERAL JAYNES:

DISTRIBUTION:

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

JAN 9 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

1)

5 January 1946

LEND-LEASE

1. In order to effect the necessary changes in reporting Lend-Lease transactions required as a result of the discontinuance of certain special staff sections MTOUSA, and the transfer of such responsibilities to other sections, Administrative Memorandum Number 2, dated 3 April 1945, subject: Lend-Lease, is amended as outlined below:

a. Paragraph 3. References

delete

- (b) War Department Memo 35-44 dated 22 September 1944
(Rescinded by WD Memo 35-45 dated 21 August 1945)

add

- (d) War Department Memo 35-45 dated 20 August 1945
(Reproduced Hq. MTOUSA, 29 August 1945)
- (e) War Department Memo 35-45 dated 21 August 1945
(MTOUSA letter AG 400.3295/424 D-0 dated 10 October 1945)
- (f) War Department Memo 35-45 dated 3 October 1945
(MTOUSA letter AG 400.3295/424 LIB-0 dated 10 October 1945)
- (g) War Department Memo 35-45 dated 22 October 1945
(MTOUSA letter AG 400.3295/424 LIB-0 dated 31 October 1945)
- (h) War Department Memo 35-45 dated 8 November 1945
(Reproduced Hq. MTOUSA, 5 January 1946)

3751

b. Paragraph 6c (1) is revised to read, "Original and one copy through channels to the appropriate Base Section or Major Command for accounting purposes as set forth below."

c. Paragraph 6 is revised to read, "Base Section or Major Command will:"

d. Paragraph 8a is revised to read, "Segregate receipts received from issuing agencies in accordance with paragraph 6c above by services and by countries and forward them to the appropriate Special Staff Section of Peninsular Base Section with a covering letter."

e. Paragraph 9 is revised to read, "The Chief of each Service or Special Staff Section of Peninsular Base Section will:"

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Hq MTCUSA Adm Memo Number 1 (cont'd).

2. It will be noted that the above revisions change the routing of Shipping Tickets covering Lend-Lease Transfers from the Special Staff Sections MTCUSA to the Special Staff Sections P.B.S. where the Report of Lend-Lease Transfers, Form No. DD47B will be prepared and forwarded to the Office of the Fiscal Director MTCUSA.

3. Special attention is directed to the procedure prescribed in War Department Memo 35-45 dated 22 October 1945 transmitted as attachment to MTCUSA letter AG 400.3295/124 LIE-O dated 31 October 1945 which specifies the preparation of two series of Forms DD47B, Report of Lend-Lease Transfers, for each reporting period. The first series will reflect transfers accomplished prior to 2 September 1945 while the second series will reflect transfers accomplished on or subsequent to 2 September 1945. The effective cut off date for Lend-Lease is definitely interpreted to be 0001 hours, 2 September 1945.

4. The second series of Forms DD47B referred to in paragraph 3 above are further divided into four sections as described in War Department Memo 35-45 dated 8 November 1945. The headings of the respective sections will be as follows:

Section 1. Material Transferred Under Authority of Presidential Policy Applicable to "Hardship" Cases.

Section 2. Material Transferred for the Purpose of Maintaining Lend-Lease Equipment.

Section 3. Material Previously Programmed and Subsequently Transferred in Accordance with Current Agreement Between United States and Recipient Foreign Government.

Section 4. Material Transferred Under "Q" Requisitions.

5. Present procedure prescribes the preparation of Forms DD47B on a cumulative basis. Because of the transfer of the preparation of this report from MTCUSA to P.B.S. it may not be possible for all the Services of P.B.S. to prepare DD47B on a cumulative basis. In such event the Services of P.B.S. may prepare Forms DD47B on a non-cumulative basis. The first reports to be submitted will be for the bi-monthly period of November and December 1945, which are due in the Office of the Fiscal Director MTCUSA, APO 512, on or before the 15 January 1946.

6. In order to recover the cost of intra-theater transportation of materials and equipment transferred under the terms of lend-lease or transferred on a cash reimbursable basis subsequent to the termination of lend-lease it will be necessary to add three and four tenths percent (3.4%) to the cost of all materials transferred. This increase plus the increase of twenty-five percent (25%) added to cover transportation costs to the theater amounts to a total increase of twenty-eight and four tenths percent (28.4%) which is to be added to the cost of all material transferred. The Office of the Fiscal Director MTCUSA has added the percentages stated above to the cost of all material transfers reported up to and including the 31 October 1945. The various Services of P.B.S. are requested to add the same percentage increase to all transfers of material and equipment transfers

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Hq HTOUSA Adm Memo Number 1 (cont'd).

reported on Forms DDA7B for the months of November and December 1945 and all subsequent bi-monthly reports.

BY COMMAND OF LIEUTENANT GENERAL LEE:

Edmund R. Singlet
EDMUND R. SINGLET
Colonel, AGD
Adjutant General

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ALLIED FORCE HEADQUARTERS
APC 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

54)

31 December 1945

ALLIED Force Local Resources (Italian) Board.	I
Local Resources in Italy, Mainland and Islands.	II
Electric Power.	III
Industrial Coordination.	IV
ALLIED Force Local Resources Section.	V

I -- ALLIED FORCE LOCAL RESOURCES (ITALIAN) BOARD

1. AFHQ Administrative Memorandum Number 41, 1944 is rescinded.
2. The Allied Force Local Resources (Italian) Board and the various Committees established by it are dissolved.
3. Matters, which formerly required the decision of the Board, will be referred, for final action, through G-5 Section to the Office of the GAO which will be responsible for the necessary Allied and/or Italian coordination.

II - LOCAL RESOURCES IN ITALY, MAINLAND AND ISLANDS

1. The following instructions are hereby rescinded:

Section III, AFHQ Administrative Memorandum No. 42, 1944
 Section III, AFHQ Administrative Memorandum No. 46, 1944
 AFHQ Administrative Memorandum No. 52, 1944
 Section I, AFHQ Administrative Memorandum No. 2, 1945
 Section I, AFHQ Administrative Memorandum No. 13, 1945
 Section II, AFHQ Administrative Memorandum No. 24, 1945
 Section I, AFHQ Administrative Memorandum No. 29, 1945
 Section II, AFHQ Administrative Memorandum No. 32, 1945

2. Consequent upon the termination of the activities of the Allied Force Local Resources (Italian) Board the procedures outlined herein will be adopted in obtaining local commodities within Italian territory.

3840 The following definitions as applied to commodities/materials required by the procurement services and agencies of the Allied Forces will be adopted in all communications regarding local resources.

a. Controlled Items are those items which are not available to the civilian population until the Allied Forces needs have been satisfied.

b. Restricted Items are those which can only be procured by the Allied Forces after the essential needs of the civilian population have been met.

Schedules of controlled and restricted items are attached at Appendix "A".

RESTRICTED

R E S T R I C T E D

AFHQ Adm Memo # 54 (cont'd).

4. Procedure

Any known stocks of controlled items will be made available by the appropriate Ministry of the Italian Government to meet the needs of US/Br Military Services.

Procuring agencies desirous of obtaining supplies of restricted items in any portion of Italy except VENEZIA GIULIA will approach the appropriate Ministry of the Italian Government to ascertain whether surpluses exist above essential civilian needs. If in the opinion of the Italian Authorities there are no surpluses no purchase will be made without prior reference to the CAO's Office as set forth in paragraph 3, Section I. In VENEZIA GIULIA, all transactions relative to the procurement of local resources will be handled by the military procuring agencies directly with the proper AMG representatives in that area. Detailed procedure in respect of locally produced foodstuffs is given in paragraph 5 below.

5. Allocation of Locally Produced Foodstuffs

a. In principle, locally produced foods which are readily stored or transportable, and for which transportation can be secured, will not be made available for allocation to the Allied Forces. Specifically, the following are not so available:

Dried Vegetables
Dried Fruits

b. Priorities and Procedure

(1) Hospital Requirements. The certified minimum requirements for hospitals for patients only, both British and American, will be met, and nothing in this instruction is to be read as limiting the necessary minimum supply of locally produced products to hospitals.

(2) Ship's Crews, Italian Armed Forces and Midshift Meal Requirements.

The requirements of foodstuffs for:

- (a) The victualling of the Allied Navies which are operating from Italian ports and are unable to obtain their requirements elsewhere.
- (b) The provision of the locally produced element of the mid-shift meal for Italian civilian employees of the Allied Forces, will be made available as a second priority after meeting the needs of hospitals (see sub-paragraph (1) above. S & T, GHQ JTF, and GHQ, PBS, (both incorporating the needs of such other Allied services as they supply) will notify the Ministero Alimentazione of the Italian Government by the 10th of each month of their intended purchase during the following month of foodstuffs to meet the priority requirements as authorized in sub-paragraphs (1) and (2) above, stating quantities and areas of requirement.

- 2 -

R E S T R I C T E D

RESTRICTED

AFHQ Adm Memo # 54 (cont'd).

- (3) Normal Maintenance. The Ministero Alimentazione will forward to S & T, GHQ CMF, and QM, PBS, by the 20th of each month a declaration of the anticipated surpluses of foodstuffs above the essential needs of the civilian population, after deduction of the amounts notified in sub-paragraphs (1) and (2) above. The Ministero Alimentazione will not withhold from declared surpluses any commodities for use outside the area in which they are produced unless it has been established that they can be delivered in good condition in the areas in which they are required. Such surpluses may be purchased by Allied procuring agencies to meet the normal maintenance requirements of the Allied Forces. Allied Naval shore personnel, MWT and WSA vessels, and Allied Naval ships which can obtain their requirements elsewhere, will be considered in the same priority as the Allied Armies. S&T, GHQ CMF, and QM, PBS, will agree the proportions which each will obtain, taking into account the needs of other consumers (i.e. RM, USN, EFL, etc.) and will notify the Ministero Alimentazione of the allocations so made. Any case of dispute on allocations will be submitted to the office of the CAC, AFHQ for settlement.

c. Spot Surpluses

Surpluses additional to the declared anticipated surpluses referred to in paragraph b(3) above may arise in some localities. These will be known as "spot" surpluses. SPERALS (Sezione Provinciale Alimentazione) in Italian Government Territory and the Regional Supply Officers in AMG/AC Territory are responsible for ascertaining whether spot surpluses are required or not for civilian consumption in other areas and can be moved. If they are not required or cannot be moved, Allied Purchasing Agencies may procure such surpluses without reference to the Ministero Alimentazione.

d. Exchanges

When the surplus of green or root vegetables above civilian needs is inadequate to meet Allied Force requirements, Allied Services may offer the equivalent food value of preserved vegetables to the Ministero Alimentazione in substitution for such green and root vegetables as they require to be made available.

6. Italian Government Controlled Materials

The Italian Government is exercising a control over certain materials which do not necessarily appear on the "Controlled" or "Restricted" list of AFHQ.

3748 A list of all materials controlled by the Italian Government is given at Appendix "B".

It is not the intention that the control by the Italian Government of the items enumerated should in any way prevent duly authorized agents of the Allied Forces from obtaining supplies as required.

To assist the Italian Government in its task and to avoid delay, all purchasing orders or similar documents of authority issued by Services in respect of any of the items listed at Appendix "B" must be endorsed prior to presentation to the person or firm holding the item concerned, by the Italian Provincial Offices of Industry and Commerce (Uffici Provinciali dell'Industria e Commercio).

RESTRICTED

AFHQ Adm Memo # 54 (cont'd).

7. Italian Civil Import Programme

No items which are included in the Italian Import Programme or articles manufactured from items included in the Import Programme will be procured without prior reference to the CAO as set forth in paragraph 3, Section I.

III- ELECTRIC POWER

1. The control of electric power in Central and Southern Italy will be returned to the Italian Government by 30 November 1945 subject to priority of military requirements.

2. Interested sections of this headquarters, when necessary, initially will deal directly with the proper agency of the Italian Government on controversial matters relating to electric power. Those sections may, if deemed necessary, convene such committees as may be desired to consider electric power matters. Matters having Allied implications will be submitted, for final action, to the Office of the CAO which will be responsible for the necessary Allied and/or Italian coordination.

3. The following HQs and Services will be represented on any central committee which may be established by the Italian Government to coordinate the distribution and utilization of electric power:

PBS (representing both PBS and MTOUSA)
 HQ XID Corps
 HQ 3 District
 HQ 2 District
 HQ Rome Area Allied Command
 HQ Allied Commission
 Director of Works GHQ CMF
 Director of Military Railway Service

IV - INDUSTRIAL COORDINATION

1. Controversial matters formerly handled by the Industrial Coordination Committee of AFHQ Board will be referred, for final action, through the C-5 Section to the Office of the CAO which will be responsible for the necessary Allied and/or Italian coordination.

2. To effect the procedure outlined in paragraph 1 immediately above, subparagraphs c, d and e of paragraph 4 of AFHQ Administrative Memorandum Number 14, 1945 are rescinded, and the following substituted therefor:

"c. Allied Commission then may submit the matter, for final action, to the Office of the CAO which will be responsible for the necessary Allied and/or Italian coordination."

3. AFHQ Administrative Memorandum Number 14, 1945 is amended as follows:

So much of paragraph 2, as reads, "Section III AFHQ Administrative Memorandum Number 14, 1945", is amended to read, "Section II of AFHQ Administrative Memorandum Number 14, 1945".

- 4 -
RESTRICTED

R E S T R I C T E D

AFHQ Adm Memo # 54 (cont'd).

So much of paragraph 5b, AFHQ Administrative Memorandum Number 14, 1945 as reads, "Surplus materials, as declared under the provisions of Section III, AFHQ Administrative Memorandum Number 46, 1944, are subject to allocation as set forth in that Memorandum", is amended to read, "Controlled or restricted materials as specified in Section II of AFHQ Administrative Memorandum Number 54, 1945 are subject to allocation as set forth therein".

V -- ALLIED FORCE LOCAL RESOURCES SECTION

1. The Allied Force Local Resources Section will be inactivated by 31 December 1945.
2. Upon inactivation of AFLRS, Section II of AFHQ Administrative Memorandum Number 20, 1945 is rescinded.
3. Matters formerly referred to the AFLRS will be taken up initially with that section of AFHQ, GHQ CMF or MICUSA having primary interest therein. Matters having Allied implications will be submitted, for final action to the Office of the CAO which will be responsible for the necessary Allied and/or Italian coordination.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:



EDMUND R. SHUGART
Colonel, AGD
Adjutant General

2 Incls:
Appendix "A"
Appendix "B"

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APPENDIX "A" to AFHQ Adm Memo # 54.

CONTROLLED ITEMS

1. Standing timber in the two areas reserved for British services in CALABRIA.
2. Timber in that part of the Province of UDINE lying to the north of UDINE plus the area enclosed by map references B 8460 - B 7360 - B 8030 - C 0320 (Sheet 3, ITALY Road Map 1/200,000), subject to local industry being maintained.

RESTRICTED ITEMS

1. Phosphate Rock.
2. Tanning Materials.
3. Cellulose for paper making.
4. Soap.
5. All foodstuffs including olive oil but excluding wine and salt.
6. Carbon Bistulphide.
7. Poplar Wood.

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APPENDIX "B" to AFHQ Adm Memo #54

MATERIALS CONTROLLED BY THE ITALIAN GOVERNMENTMETALS

1. Iron bars, iron plates, tin plates.
2. Steel - in blooms, ingots, billets and slabs - other than special machine and tool steel.
3. Structural steel, sectional dimension of 150 mm or less.
4. Aluminum in pig, ingots, plates or semi-finished materials, (rolled, drawn, powders, grains, etc.).
5. Scrap metals other than copper and lead.
6. Aluminum scrap.

BUILDING MATERIALS

7. Trunks only of - fir, larch, pine and chestnut trees, average sectional dimension not less than 15 cms.
8. Sawn timber of the above mentioned trees (small boards, planks, big planks, cants, etc.) with a thickness of 20 mm. or more.
9. Beams of the above mentioned trees regardless of manufacture (axed or sawn), sectional dimension not less than 15 cms. x 15 cms.
10. Small beams of the above mentioned trees regardless of manufacture (axed or sawn), sectional dimension not less than 7 cms. x 7 cms.
11. Slats of the above mentioned trees regardless of their sectional dimension and length.
12. Glass (sheet).

GREASES AND SOLVENTS

13. Greases for industrial purposes, excluding petroleum products.
14. Solvents (carbon tetrachloride, trichlorine) excluding petroleum products.

TEXTILE FIBRES

15. Artificial textile fibres.
16. Cotton, cloth and other textile products.
17. Binder twine and 3rd, 4th and 5th quality rope.

MISCELLANEOUS

18. Sulphuric Acid (pure, to be employed for electrical accumulators).
19. Sulphur Rock and processed sulphur.

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

5)

20 December 1945

CHRISTMAS BONUS (1945) FOR ITALIAN CIVILIANS EMPLOYED BY THE
UNITED STATES IN ITALY, SICILY AND SARDINIA

1. General - Following the established policy of keeping conditions of employment and wage scales for Allied Force employees in step with those prevailing in Italian Industry, a Christmas Bonus will be paid Italian Civilian employees of the United States for Christmas 1945.

2. Entitlement and Rate - Italian civilian employees in the employ of the United States on 20 December 1945 are entitled to receive a Christmas Bonus.

The amount of the bonus for each employee will be two days' current basic pay and cost of living bonuses for each completed month of continuous service during the year of 1945 with the present employing unit or the predecessors thereof.

For the purpose of this computation all Italian Civilian employees in employ as of 20 December 1945 will be deemed to be continuing in employment for the balance of the month of December.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

3745

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Chief
Commissioner

ADMINISTRATIVE MEMORANDUM)

NUMBER 4)

MAY 23 1945
20 May 1945

SCALE OF ACCOMMODATIONS AND STANDARDS OF CONSTRUCTION
FOR ENEMY PERSONNEL IN LADOR CAMPS

1. Tent facilities for enemy personnel housed in small groups at other than regular PW enclosures are authorized within the limit of the following scale, when no existing buildings are available:

<u>Type of Accommodation</u>	<u>Unit</u>	<u>Amount</u>	<u>Electric Lights</u> <u>Watts per sq ft</u>
*Kitchen	sq ft/person	3	.5
*Offices	" " "	1	.5
*Storerooms	" " "	1	.2
Latrines	" " "	1	
Showers w/screen	" " "	1.25	
*Dispensaries 20' x 40'	Per 1 M per	1	.5

2. Living space - Construction of buildings either site constructed or portable for living space is not authorized. Heavy tentage when available supplemented by shelter halves will be used.

3. Kitchens - Space allowance includes space for supplies. Water taps are authorized on basis of two maximum per kitchen depending on size of kitchen.

4. Insect screening is authorized for the following facilities:

- Kitchens.
- Latrines - latrine boxes will be made flyproof.

Note: Cloth screening or salvago mosquito bar material is suitable.

5. 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 consisting of wells, pumps, elevated tanks, etc, may be constructed. Such systems will be designed if possible on the basis of total maximum consumption rate of 10 gallons per man per day for camps.

6. Electric lighting is not authorized for living quarters. Where authorized, it will be provided from local sources where power is available and lines are adjacent to site.

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Hq MTOUSA Adm Memo #4 (cont'd)

7. Where tentage is not available, sandwich type construction of chicken wire and roofing paper may be used to provide facilities listed in paragraph 1 and marked by (*).

BY COMMAND OF GENERAL MCMAHNEY:

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

2)

3 April 1945

LEND.-LEASE

General	.I
Transfer Procedure	.II
Reporting Procedure	.III
Transfers to Brazilian and French Troops	.IV
Return of Lend-Lease Material	.V
Diversion of Earmarked Shipments	.VI
Effective Date	.VII

Administrative Memorandum Number 12, this headquarters, 1943, and any other directives or instructions heretofore issued which are in conflict with the provisions below are rescinded.

I -- GENERAL

1. Definition - Lend-Lease is the transfer to an Allied Government under the provisions of the Lend-Lease Act, of defense articles, facilities, information, or services. The provisions of this memorandum are not to be confused with Reciprocal Aid (supplies and equipment received by the US Forces from an Allied Government), which is the subject of Administrative Memorandum Number 16, this headquarters, 1943. Transfers to the Italian Government or to any department or division thereof are not Lend-Lease, and are not included in this memorandum.

2. Statutory Requirements - In accordance with the Lend-Lease Act of 11 March 1941 (Public Law 11, 77th Congress; 55 Stat. 31; 22 US 411, and following sections), the War Department is required to maintain complete records of all defense articles, facilities, information, or services transferred to foreign governments under the provisions of the act.

3743 3. References

- War Department Circular Number 203, dated 23 May 1944, paragraph 11b.
- War Department Memo 35-44 dated 22 September 1944.
- War Department Memo 55-44 dated 29 August 1944.

4. Purpose - Final accounting for all Lend-Lease transfers is accomplished in Washington. The purpose of this memorandum is to define the records which will be maintained in the theater, establish the procedures for the transfer of Lend-Lease aid within the theater, and prescribe the reports required.

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Hq MTOUSA Adm Memo # 2 (cont'd)

II - TRANSFER PROCEDURE

5. Authority

a. All transfers of US property, facilities, services, or information to a Lend-Lease government within this theater will be as authorized and directed by the Commanding General, MTOUSA.

b. Authority is granted to subordinate commanders to make emergency transfers.

c. Except in cases of operational necessity prior approval will be obtained from the Munitions Assignment Board for Lend-Lease transfers. Requests for such approval will be submitted by this headquarters to "International Division, ASF, Washington, D.C."

6. Receipt

a. All Lend-Lease transfers except as specifically mentioned in paragraph 7 below will be acknowledged by a receipt signed by an officer or other authorized representative of the receiving government.

b. Normally such receipt will be in the form of a Shipping Ticket (GMC Form 432), but any other written evidence of transfer and receipt such as Tally Sheet, Issue Voucher, Manifest, or other document will be acceptable.

c. Receipt will contain the following information:

- (1) Country and Organization or Service to which transferred.
- (2) US Issuing Agency.
- (3) Date of transfer.
- (4) Authority for transfer.
- (5) Description of article, service or information transferred.
(Standard US nomenclature will be used when possible)
- (6) Condition. New or Used - Such information as will assist in fixing value.
- (7) Quantity transferred.
- (8) Certificate of US issuing officer as to correctness.
- (9) Signature of officer or other authorized representative of receiving country.

d. Receipts will not be finally priced by the issuing agency, but estimated values may be indicated to assist in final evaluation.

e. Receipts will be disposed of as follows:

RESTRICTED

Hq AFHQUSA, Adm Memo # 2 (cont'd)

(1) Original and one copy through normal channels to the appropriate Base Section or AAFSC/ITO for accounting purposes as set forth below.

(2) One copy retained by issuing agency.

(3) One copy to receiving agency of Allied Government.

7. Exceptions - The normal method of receipt and accounting described in paragraph 6 will not be followed in case of the following transfers.

a. Common pool petroleum products - Accounting is accomplished on the basis of reports of AFHQ Petroleum Section, and receipts for separate transactions are not required.

b. Army Air Force Technical Supplies - Accounting will be accomplished in accordance with WD Letter AG 452 (9 June 1943) OB-S-D-M 23 June 1943, Subject: "Policy relating to Supply of Maintenance Parts for American Built Aircraft and Aeronautical Equipment Operated by Allied Forces."

c. Transportation furnished by Air Transport Command - Accounting is accomplished in accordance with paragraph 3 of WD Memo 35-44.

d. Earmarked Shipments - Shipments consigned to commanders of overseas theaters or separate bases earmarked for transfer to a specific Lend-Lease government after arrival are known as earmarked shipments or Commanding General Shipments. Accounting is accomplished in Washington.

e. Ocean Transportation furnished by the War Shipping Administration - Accounting is accomplished in accordance with WD Memo 35-44 of 29 August 1944.

f. Hospitalization of Allied Personnel - Rolls of Allied patients in US hospitals will be submitted as directed in Section III, Circular letter Number 1, Headquarters, AFHQUSA, Office of the Surgeon, dated 1 January 1945.

g. Transfers to Brazilian and French Troops - See special instructions in paragraph 12 below.

III - REPORTING PROCEDURE

8. Base Sections and AAFSC/ITO will:

a. Segregate receipts received from issuing agencies in accordance with paragraph 6 above by services and by countries and forward them to the appropriate Special Staff Section of this headquarters with a covering letter.

b. Verify the authority for transfer.

9. The Chief of each Service will:

a. Price the article, service or information or otherwise handle in accordance with Section III of WD Memo 35-44.

b. Extend and total the dollar value.

c. Summarize the dollar value by purpose classification (See inclosure Number 1) and by country.

d. Certify that the report is correct and in agreement with the records of that command.

R E S T R I C T E D

Hq HTOUSA Adm Memo # 2 (cont'd)

c. Submit the summarized report to the Fiscal Director on Form DDA-7B (See Inclosure Number 2).

10. The first report required in paragraph 9c above will cover the months of January and February 1945 and will be submitted to the Fiscal Director not later than 15 April 1945. Thereafter reports will be submitted bi-monthly on the 15th of May, July, September, November, January, and March covering the two previous calendar months.

11. The Fiscal Director will consolidate the reports and submit bi-monthly reports to International Division, ASF, in accordance with WD Memo 35-44.

IV - TRANSFERS TO BRAZILIAN AND FRENCH TROOPS

12. Lend-Lease transfers to Brazilian and French Troops in the theater will be accomplished and accounted for as follows:

- a. Marked Shipments - See paragraph 7d above.
- b. Initial issue of T/O and E Equipment in accordance with paragraphs 5, 6, 8, 9, 10, and 11 of this memorandum.
- c. Initial issue of ammunition - In accordance with paragraphs 5, 6, 8, 9, 10, and 11 of this memorandum.
- d. Ammunition Expenditure - Expenditures will be reported to PEMBARK in the Ammunition Supply Report, and accounting will be accomplished in Zone of Interior.
- e. Monthly Material Status Report Items - Losses will be reported in the Monthly Material Status Report and accounting accomplished in Zone of Interior.
- f. Common Pool Petroleum Products - In accordance with paragraph 7a above.
- g. ATF Technical Supplies - In accordance with 7b above.
- h. Hospitalization - In accordance with paragraph 7f above.
- i. Subsistence, Maintenance and Replacements
 - (1) Accounting is accomplished on the basis of a per capita per diem charge.
 - (2) Issues will be made through normal US supply channels, and such receipts and records will be maintained as are required from comparable US organizations in similar circumstances.
 - (3) The Adjutant General will report to the Fiscal Director not later than the 15th of May, July, September, November, January and March, the average daily strength of Brazilian and French troops in the theater for the two previous calendar months.

RESTRICTED

Hq PROUSA Adm Memo # 2 (cont'd)

(4) Fiscal Director will multiply the average daily strength by the established per capita per diem figure by the number of days in the period and include the dollar value in the bi-monthly report on Form DDA-7B under purpose classification 999 - Undistributed.

V -- RETURN OF LEND-LEASE MATERIAL

13. The principles set forth herein for the transfer and accounting of Lend-Lease material transferred to an Allied Government will govern in the case of the return to the US of such Lend-Lease material. This is not to be confused with Reciprocal Aid. (See paragraph 1 above)

14. A separate report on the Return of Lend-Lease Material will be made by the Fiscal Director on Form DDA-7B. The heading of the report will be changed to read "Report of Credit on Returns".

VI - DIVERSION OF EARMARKED SHIPMENTS

15. Earmarked Shipments which are diverted from the country for which originally intended will be reported separately by the Base Section or AMF/SC on Form DDA-7D. (See inclosure Number 3)

VII - EFFECTIVE DATE

16. These instructions will be effective as of 1 January 1945.

BY COMMAND OF GENERAL MCARNEY:

C. W. Christensen
C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

3 Incls:

- #1 - Purpose Classification for Lend-Lease Transfers
(Incl 3 to WD Memo 35-44)
- #2 - Form DDA-7B (Incl 1 to WD Memo 35-44)
- #3 - Form DDA-7D (Incl 2 to WD Memo 35-44)

DISTRIBUTION:

Y
20 - C-4 (extra)

Incl #1 to Hq FTOUSA Adm memo # 2

1. 010 Ammunition

(Include all types of ammunition, components for ammunition, explosives and propellants, pyrotechnics, aircraft bombs, mines, grenades, rockets, destructors).

2. 020 Ordnance Material

(Include all small arms and infantry weapons, aircraft armament, anti-aircraft weapons, tank and self-propelled artillery armament, field artillery, railway and seacoast artillery, fire control equipment and spare parts and accessories for all such items).

3. 110 Aircraft

(Include all types of complete aircraft with armament, radio and spare parts and accessories).

4. 120 Aircraft Engines, Spare Parts and Accessories

(Include all spare engines and engine parts, spare propeller parts, all other spare parts and accessories when supplied separately from the complete aircraft.)

5. 130 General Aeronautical Supplies

(Include all other aeronautical supplies of any nature).

6. 210 Ordnance Vehicles

(Include all Ordnance vehicles as Tanks and Other Combat Vehicles, landing vehicles, tractors, tractor cranes, combat service vehicles, other Ordnance special vehicles and all spare parts and accessories for such vehicles).

7. 220 Other Vehicles

(Include all trucks, automobiles, all other vehicles other than Ordnance vehicles and all spare parts and accessories for such vehicles).

3210 8. 330 Ocean Transportation of Property

(Include all transportation furnished as Lend-Lease aid for cargo carried on vessels owned by or under bare-boat charter to the War Department).

9. 410 Quartermaster Equipment, Supplies and Material

(Include all items of Quartermaster supply other than agricultural products).

10. 420 Medical Equipment, Supplies and Material

(Include all items of Medical Department supply).

11. 430 Signal Equipment, Supplies and Material

(Include all items of Signal Corps supply).

Incl #1 to HQ TOUSA Adm Memo # 2 (Cont'd)

12. 440 Chemical Warfare Equipment, Supplies and Material

(Include all items of Chemical Warfare Service supply).

13. 450 Engineer Equipment, Supplies and Material

(Include all items of Corps of Engineers supply).

14. 460 Transportation Equipment, Supplies and Material

(Include all items of Transportation Corps supply).

15. 500 Facilities and Equipment

(Include all land, appurtenances, buildings, or other structures, productive, service or storage facilities, machine tools or other machinery and equipment not specifically identifiable by supplying service and all operation or maintenance expense incurred in connection with facilities or equipment furnished).

16. 610 Agricultural Products -- Foodstuffs

(Include all dairy products, eggs, meat, fish, fowl, fruits, vegetables, nuts, grain and cereal products, sugar chocolate, lard, fats, oils, and all other foodstuffs).

17. 620 Agricultural Products -- Other than Foodstuffs

(Include all agricultural items not classified under 610 above).

18. 661 Gasoline

19. 662 Petroleum Products other than gasoline.

20. 600 Miscellaneous Services and Expenses

(Include all miscellaneous expenses which may be incurred for the benefit of a Lend-Lease government such as storage, transportation (rail and other transportation, except transportation furnished on aircraft operated by or for the Air Transport Command, and ocean transportation), packing and handling, salvage and reclamation, administrative and overhead communications, utilities, rent).

21. 821 Ocean Transportation of Personnel

(Include all transportation furnished as Lend-Lease aid for personnel on vessels owned by or under bare-boat charter to the War Department).

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REPORT OF LEND-LEASE TRANSFERS

Organization reporting

Date _____

Period

Purpose classification		Military Use		Civilian Use		
No.	(1) Description	(2) This period	(3) To date	(4) This period	(5) To date	(6) This period
NOTE 1. - See paragraph 9 for instructions for preparation of form						
TOTAL						

785015

Organization reporting

Date _____

Period to

(2) This period	(3) To date	(4) This period	(5) To date	(6) This period	(7) To date
- See paragraph 9 for instructions for preparation of form					

1. - See paragraph 9 for instructions for preparation of form

03-23-05

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Government diverted to _____

[illegible]

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Military Use		Civilian Use		Total	
(2) Period	(3) To date	(4) This period	(5) To date	(6) This period	(7) To date
NOTE 1 - See paragraph 15.					

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

785015

CROSS - INDEX SHEET

MTOUSA Admin Memo #2

3 April

LEND - LEASE

DOCUMENT FILED IN 4606/CC

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

RHF/pcb

3 MAY 1944

28 April 1944

ADMINISTRATIVE MEMORANDUM)
NUMBER 5)

MORALE SERVICES1. REFERENCES:

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

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

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

3317. MISSION OF MORALE SERVICES SECTION. Under the concept stated in paragraphs 2 and 3 above, the mission of Morale Services Section, is:

- a. To furnish to all commanders information - historical and current - through the media of publications, radio, posters, moving pictures, and other material.
- b. To instruct and indoctrinate orientation personnel in the mission of Morale Services.
- c. To inform all orientation personnel of the services which can be supplied by the Morale Services Section and the method of employing material in the development and maintenance of attitudes.

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Hq MATUSA
Adm Memo No. 5

RESTRICTED

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

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

5. SERVICES FURNISHED BY MORALE SERVICES:

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

(2) Radio.

(3) Publications.

(4) Education.

(5) Research.

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

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

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

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

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

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

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

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

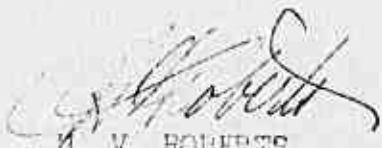
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Hq. NACSA
Adm Memo No 5

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

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

By command of Lieutenant General DEVERS:


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

DISTRIBUTION:

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 634

Hy ACC 20214

RHF/br

Deputy Army General

DCC

ADMINISTRATIVE MEMORANDUM

NUMBER

3

14 March 1944

TOP SECRET CONTROL PROCEDURE

1. Reference is made to letter this headquarters, file AG 300.01/435, subject: "Changes in AR 300-5 Affecting Security Classifications", dated 2 March 1944.

2. The following Top Secret control procedure will be adopted by all U. S. commands in this theater:

a. From 0001z, 15 March 1944, only persons especially designated will handle TOP SECRET documents, information and material.

b. Chiefs of sections in this headquarters and the commanding officer of each subordinate command will designate those persons to handle TOP SECRET documents, information and material who are likely to deal with matters listed under paragraph 11 of letter referred to in paragraph 1, above.

c. A list of persons designated in accordance with b, supra, will be maintained by the chief of each section of this headquarters and by the commanding officer of each subordinate command in this theater.

By command of Lieutenant General DEWEES:

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

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