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MTOLSA CIRCULARS
JUN. - DEC. 1945

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 133)

28 December 1945

MTMUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

Circular Number 41, this headquarters, 1945, is rescinded and the following substituted therefor:

I -- POLICY

1. The MTMUSA Safety Program is designed to eliminate unsafe conditions and unsafe practices which result in injuries or occupational diseases to military personnel, prisoners of war and civilian personnel, or which cause damage to Government or other equipment and property or interrupt military operations.

2. a. G-1, MTMUSA, is charged with General Staff supervision and the establishment of policies of the MTMUSA Safety Program.

b. The Commanding General, PES, is charged with the assembly and analysis of accident statistics for Headquarters MTMUSA.

3. Commanding Generals or Commanding Officers of the major commands are responsible for the Safety Program within their respective commands. They will:

a. Designate a qualified safety director who will be known as the Command Safety Director. The duties of the Command Safety Director at installations at which the major command is responsible for the Safety Program will generally include the following:

(1) Supervising and coordinating all safety activities with the command.

(2) Assisting commanding officers of subordinate units in selecting unit safety directors, arranging for systematic investigation of accidents involving military and civilian personnel, lending technical engineering assistance and providing posters, films and other safety promotional material as available.

(3) Assembling and summarizing accident statistics.

(4) Representing and advising the commanding general or commanding officer on matters pertaining to safety.

b. Institute appropriate corrective action at installations whose reports indicate serious trends in accidents or where hazardous conditions are known to exist, determine the adequacy of safety activities and organization, and submit to the installation recommendations when deemed necessary.

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R E S T R I C T E D

Hq MTOUSA Circular #133 (cont'd).

c. Supervise the assembly of information with regard to accidents, submitting reports at such time and in such form as directed by the Commanding General, PFS.

4. The Commanding Officer of each subordinate unit of major commands will be responsible for the operation of the Safety Program. He will appoint a unit safety officer and will determine the proportion of such officer's time to be devoted to safety work. There will be but one safety program at each installation; the program will include U.S. Military and Civilian personnel and Italian Military and Civilian personnel.

a. The duties of the unit safety officer will generally include the following:

(1) Establishing and coordinating a program to provide accident controls for all personnel.

(2) Compiling and maintaining a list of potential and actual safety hazards in and about the unit and making recommendation for the elimination of unnecessary hazards.

II - ACCIDENT REPORTING PROCEDURES

5. Report

a. The procedures set forth below will govern the reporting of data pertaining to disabling injuries to United States and Italian military personnel and United States and Italian civilian personnel and accidents involving motor vehicles operated by all units of the United States.

b. Report forms to be used in connection with these procedures are Forms A and B (inclosures 1 and 2), which will be reproduced locally.

c. Commanding Officers will prepare an Individual Injury Report (Form A) for each disabling injury, in duplicate, retaining one report in a file at the unit and forwarding one copy to major command or subordinate command headquarters, as directed, not later than 72 hours after hour of accident. In addition, they will prepare Monthly Accident Summary Report (Form B), in duplicate, and will forward one copy to the commanding general or commanding officer of their respective command to be received there not later than the fifth of the succeeding month.

d. Commanding Generals or Commanding Officers of major commands, upon the receipt of Monthly Accident Summary Reports (Form B) will prepare, in duplicate, Monthly Accident Summary Report (Form B) containing data from all Forms B received, and will forward one copy in time to reach the Commanding General, PFS, not later than the 12th of the month following the close of the month to which the data pertains.

e. The Commanding General, PFS, will furnish this Headquarters (Attn: G-1) one copy each of statistical data and consolidated reports prepared and/or submitted under paragraphs 2b and 5d, above.

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Hq. MTOUSA Circular #33 (cont'd).

6. Definitions

a. The following definitions will be used by all echelons of MTOUSA:

(1) Motor Vehicle - Any self-propelled vehicle used for transporting persons or property, except those vehicles designed exclusively for off-the-highway use.

(2) Motor vehicle accident - (See paragraph 18c, AR 350-15) An accident involving a motor vehicle and in which:

- (a) A claim is made, or
- (b) Government property is damaged, lost, or destroyed in excess of \$25, or
- (c) Private property is damaged, lost, or destroyed, or
- (d) Death or disabling injury results to military or civilian personnel.

(3) Injury - Any injury resulting from accident, damaging or harming the physical structure of the body.

(4) Disabling injuries (non-battle) are defined in (a) through (d) below. Deaths from natural causes will not be included.

- (a) Fatality - Any loss of life (non-battle) resulting from an injury.
- (b) Permanent total disability - Any injury (non-battle) other than death which permanently and totally incapacitates the injured person from following any gainful occupation. The loss of, or loss of use of, both hands, or both arms, or both legs, or both feet, or both eyes, or any two of the foregoing, suffered in one accident, will be considered a permanent total disability.
- (c) Permanent partial disability - Any injury (non-battle) other than death or permanent total disability, which involves:
 - 1. Complete loss of any member of the body or part thereof
 - 2. or Permanent impairment of any function of any member of the body or part thereof.
- (d) Temporary total disability - Any injury (non-battle) other than death, permanent total disability, or permanent partial disability, which, in the opinion of the doctor, makes it inadvisable for the injured person to return to duty the day following the one on which the injury occurred, or on some later day. The term "doctor", as used above, is defined as

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Re HHCUSA Circular #133 (cont'd).

the medical officer or authorized practicing physician whose opinion as to whether an injured person should return or should have returned, is acceptable to the reporting unit.

(5) Agency - Object or substance which was associated most closely with the injury and which, in general, could have been properly guarded or corrected.

(6) Unsafe condition - Condition of the selected agency which could have been guarded or corrected.

(7) Unsafe act - That violation of a commonly accepted safe procedure which resulted in the accident.

(8) Total Man-days (military) - Add the daily strength for duty reports for the period and divide the total by the number of days in the period.

(9) Total Man-hours worked (Civilian) - The total of all hours worked in a calendar month by all civilians engaged in the normal operation of the unit.

7. Instructions

a. Disabling injuries will be reported in the calendar month in which it is learned that the injury resulted in a disability, not the month in which the injury occurred. When a nondisabling injury develops into a disabling injury at a later date, it will be reported as a disabling injury and included in the current month's report. A disabling injury will be included in an accident frequency rate only once.

b. A motor vehicle accident will be included in the experience for the month in which any of the four factors stated in paragraph 6a(2) becomes known to the unit.

c. If no disabling injuries or no motor vehicle accidents occurred or became known to the unit during the month, a Monthly Accident Summary will be submitted giving exposure date and showing zero accident experience.

d. The officer whose signature appears on the reports will be responsible for the accuracy and reliability of data contained therein.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

A. L. HAMBLEN
Brigadier General, GSC
Acting Chief of Staff

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

2 Incls:
Forms "A" & "B"

- 4 -

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DISTRIBUTION:

Z

25 - G-1(A) extra

Inclosure to Hq MTOA Circular # 133

FORM "A"

REPORT OF LOST TIME INJURY
(MTOUSA)

This form to be prepared by the Safety Officer in cooperation with the Surgeon. Forward one copy to major command headquarters, or subordinate headquarters as directed, not later than seventy-two hours after hour of accident.

LOCATION	(Unit Designation)
	APG
	Name of Commanding Officer
THE INJURED	Name _____ Sex _____ Age _____
	Length of Service or Employment _____ Race _____
	A.S.N. or Employee No. _____ Principal Duty H.O.S. No. _____
TIME AND PLACE	Date of Accident _____ Hour _____
	*Place of Accident _____ Name of Witness _____
	Person in charge or responsible at time of accident _____
	*As unit area, highway, ball field, motor park, air field
THE INJURY	DESCRIBE IN DETAIL HOW ACCIDENT OCCURRED: (Use diagram where useful)
DIAGNOSIS AND DISPOSITION	Nature of Injury and part of body affected. Describe clearly _____
	TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL
	Disposition of Case: QUARTERS: HOSPITAL:
	Estimated Length of Disability _____
	Date and Hour treated _____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION)
	Was the failure of any person wholly or partially responsible for accident, and how? (UNSAFE ACT)
CORRECTED ACTION	What has been done to prevent a similar accident?

REPORT MADE BY:

APPROVED BY:

NOTE: Use other side if necessary to expand details.

Inclosure to Hq MTCU Circular # 133

FORM "B"

MONTHLY ACCIDENT SUMMARY
(MTCUSA)

To be prepared at end of each month from tabulation of Form A reports; one copy to be forwarded to major command headquarters, or subordinate headquarters, as directed prior to the fifth of succeeding month.

1. MONTH

2. YEAR

LOCA- TION	3. Unit Designation _____				
	4. APO _____				
	5. _____				
	6. _____				
EXPO- SURE	7. Total Man-days (military) U.S. _____ Ital. _____				
	8. Total Man-hours worked (Civilian) U.S. _____ Ital. _____				
INJURY RECORD	TYPE INJURY	NO. OF INJURIES (MILITARY)		NO. OF INJURIES (CIVILIAN)	
		U.S.	ITAL	U.S.	ITAL
	9. Fatalities	_____	_____	_____	_____
	10. Permanent Total	_____	_____	_____	_____
	11. Permanent Partial	_____	_____	_____	_____
	12. Temporary Total	_____	_____	_____	_____
	13. Total Injuries	_____	_____	_____	_____
RATE	14. Military Accident Rate (M.A.R.) U.S. _____ Ital. _____				
	15. Civilian Frequency Rate (C.F.R.) U.S. _____ Ital. _____				
MOTOR VEHICLE RECORD	16. Total Number of Motor Vehicles _____				
	17. Total Miles Driven _____				
	18. Number of Accidents _____				
	19. Motor Vehicle Frequency Rate (M.V.F.R.) _____				

PREPARED BY: _____ DATE _____

Signature of C.O. _____

DATE _____

FORMULAS ON REVERSE SIDE

1944

Inclosure to Hq MTOUSA Circular #133

FORM "B" (cont'd)

Military Accident Rate (M.A.R.) is the number of disabling injuries per 100,000 man-days.

$$\text{M.A.R.} = \frac{\text{No. of Disabling Injuries} \times 100,000}{\text{Number of Man-days}}$$

Civilian Frequency Rate (C.F.R.) is the number of disabling injuries per 1,000,000 man-hours worked.

$$\text{C.F.R.} = \frac{\text{No. of Disabling Injuries} \times 1,000,000}{\text{Number of Man-hours worked}}$$

Motor Vehicle Frequency Rate (M.V.F.R.) is the number of accidents per 100,000 miles driven.

$$\text{M.V.F.R.} = \frac{\text{No. of Accidents} \times 100,000}{\text{Number of miles driven}}$$

File

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RM

R-E-S-T-R-I-C-T-E-D

HEAD QUARTERS ROME AREA, MTOUSA
APO 794, US ARMY

25 OCT 1945

CBM/wdp

18 October 1945

GENERAL ORDERS

NUMBER 34

Out of Bounds and Off Limits Area.....	Section I
Royal Armoured Corps Security Zone of Vigna Di Valle.....	II
Appointment of Commanding Officer of Headquarters and Headquarters Company, Rome Area, MTOUSA.....	III

I - OUT OF BOUNDS AND OFF LIMITS AREA

The Wine Bar at Via Acqua Bullicante, 47, is "OUT OF BOUNDS" and "OFF LIMITS" to all Allied Troops.

II - ROYAL ARMOURD CORPS SECURITY ZONE OF VIGNA DI VALLE

Rome Area Allied Command Operations Memorandum No. 4 dated 6 August 1944, on the subject of the security of Vigna Di Valle, is hereby rescinded.

Effective the date of this order, the area of Vigna Di Valle, as laid down in the above quoted Operations Memorandum, is free from restrictions imposed.

III - APPOINTMENT OF COMMANDING OFFICER OF HEADQUARTERS AND HEADQUARTERS COMPANY, ROME AREA, MTOUSA

Announcement is made of the appointment of 1st Lt JACK E. WILLIAMS, 01183218, FA, as Commanding Officer, Headquarters and Headquarters Company, Rome Area, MTOUSA, vice 1st Lt LEWIS R. SMITH, 01310642, CMP, relieved.

BY COMMAND OF BRIGADIER GENERAL BROWN:

WILLIAM A. WEDMEYER
Colonel, GSC
Chief of Staff

OFFICIAL:

C. B. MURPHY
Major, AGD
Adjutant General

DISTRIBUTION
"B"

R-E-S-T-R-I-C-T-E-D

TO	DATE
DIRECTOR	22/10
DEPUTY DIRECTOR	22/10
EXEC. OFFICER	22/10
POWCE	23/10
LC. & SEC.	23/10
PRISON	
ADM. OFFICE	
SECURITY	
CH	

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

IGK/...

20 OCT 1945

CIRCULAR)
NUMBER 121)

15 October 1945

Reports of Investigation (WD AGO Form No. 51)(Death (Non Battle) and Injury).....I
Disposal of Surplus Installations and Release of Real Property.....II

I -- REPORTS OF INVESTIGATION (WD AGO FORM NO. 51)(DEATH (NON BATTLE) AND INJURY)

Circular Number 48, this headquarters, 1945, is amended as follows:

1. So much of paragraph 1a(2) as reads "AR 345-415, dated 23 November 1933" is amended to read "AR 345-415, dated 14 August 1945".

2. Paragraph 1c is added as follows:

"1c. Delegation of authority

The following Commanders are hereby delegated authority to take final action on reports of investigation involving only cases of injury under the provisions of paragraph 11a, AR 345-415 dated 14 August 1945:

- a. Commanding General, AAFSC/ATO
- b. Commanding General, 88th Infantry Division
- c. Commanding General, FBS
- d. Commanding General, Rome Area, MTOUSA."

3. Paragraph 15 is rescinded.

4. Paragraph 16 is rescinded and redesignated as paragraph 15 and the following substituted:

"15. Expediting Reports of Investigation - Every possible effort will be made to expedite the completion and submission of this report, when death is involved, within 15 days after date of death; and when injury only is involved, within 15 days after request by either the soldier's unit commander or the surgeon for an investigation. In cases where an extension of time is necessary, this headquarters will be so informed of reasons for delay, present status of the case, and approximate date of completion of the report of investigation."

5. Paragraph 17 is redesignated paragraph 16.

II - DISPOSAL OF SURPLUS INSTALLATIONS AND RELEASE OF REAL PROPERTY

MTOUSA Circular Number 111, 1945, is amended as follows:

1. All references made to MTOUSA Circular Number 92, 1945, are rescinded.

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R E S T R I C T E D

Hq AFMESA Circular Number 121 (cont'd).

2. Paragraph 6b, is amended to read as follows:

"b. Upon the declaration of an installation of the above categories as surplus by the War Department, and upon instructions from this headquarters, the installation will be reported on Form SPE-3 by the command concerned to the Field Commissioner, AFMC, for disposal in accordance with applicable directives."

3. Paragraph 6c, is rescinded and the following substituted therefor:

"c. Disposal of surplus installations outlined in paragraph c, above, will be as follows:

(1) As soon as it is known when an installation or any portion thereof will become surplus, the base section or air force commander will determine whether the installation or a portion thereof, as the case may be, has a commercial value as such, and in the best interest of the United States Government should be disposed of as an installation; or, whether the sum total of:

- (a) the cost of the care, handling, and maintenance, pending possible sale;
- (b) the estimated recoverable value of removable property;
- (c) the estimated proceeds of scrap sales

would exceed any possible proceeds from sale as an installation.

(2) If it is determined that the installation or a portion thereof has a commercial value as such, it will be reported to the Field Commissioner, AFMC, on Form SPE-3, in accordance with applicable directives.

(3) If it is determined that the installation or any portion thereof has no commercial value the base section or air force commander will make the following disposition:

- (a) All items of removable and non-removable installed equipment which are serviceable or economically repairable will be removed and returned to the appropriate supply depot, provided, the cost of removal and labor involved will justify such removal.
- (b) All other items of U.S. property will be disposed of as scrap in accordance with applicable directives, either in place or dismantled and turned in to a Quartermaster Supply Depot; or, in the event that the residue has no commercial value as scrap or that the cost of its care, handling and disposition would exceed the estimated proceeds, it will be destroyed or abandoned. Any agency authorizing destruction or abandonment shall make and retain a record of the surplus property destroyed or abandoned and the reasons therefor.

R E S T R I C T E D

Hq MTOUSA Circular Number 121 (cont'd).

- (c) Real Estate will be derequisitioned and the residual value of improvements made by the U.S. Forces will be reported to Allied Commission in accordance with letter referred to in paragraph 2c, above, and Section II below. The report to Allied Commission will not include any part of the installation disposed of by the Field Commissioner, AMIC, or disposed of as scrap.
- (d) When an installation or any portion thereof is disposed of under the provisions of paragraph 6d (3), the agency authorizing such action shall make and retain a record of its findings justifying such action. Two copies of this record will be forwarded to the Chief Engineer, MTOUSA. Attached as Inclosure 1 is a suggested form to be used in recording justification for disposal by this procedure.
- (e) The record outlined in paragraph (d) above will not be required on real estate where no expenditures have been made by the United States other than for maintenance."

4. Paragraph 6e, is rescinded.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Chief of Staff

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

1. Inclosure:
Form "Justification for Dismantling
Fixed Installation"

DISTRIBUTION:

2

TO	INIT.	DATE
1 DIRECTOR	VPE	27/10
2 DEPUTY DIRECTOR		
EXEC. OFFICER		28/10
POLICE		23/10
LIC. & REG.		
PRISONS		24/10
ADM. OFFICER		
SECURITY		
C. CLERK		

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Inclosure #1 to Hq HTOUSA
Circular #121.

JUSTIFICATION FOR DISMANTLING FIXED
INSTALLATION

1. Name of Installation _____
2. Location _____
3. Date of Surplus _____
4. General description of U.S. construction facilities or improvements _____

5. Original cost of construction _____
6. Estimated cost of guarding and maintenance for period of 90 days _____
(cost of guarding to be computed at .6.00 per day per guard)
7. Estimated proceeds if salvaged:
 - a. Estimated value of items returned to stock _____
 - b. Estimated proceeds of scrap sale _____
 - c. Total recoverable _____
 - d. Estimated loss thru abandonment of non-salvageable items _____
8. Estimated remaining physical life of U.S. improvements of construction,
stated as percent ge of total original physical life _____

9. Statement giving justification for action taken to dismantle the installation.

Public Safety S/C

Cir 290 16196/PS

CIRCULAR)
No. 290)

WAR DEPARTMENT
WASHINGTON, 25, D. C., 22 SEPTEMBER 1945

Effective until 22 March 1947 unless sooner rescinded or superseded

20 OCT. 1945

RELIEF OF OFFICERS, WARRANT OFFICERS, AND
FLIGHT OFFICERS FROM ACTIVE DUTY

	Paragraphs
Section I. General.....	I
II. Release of Surplus Officers.....	2-8
III. Release in the interest of national health, safety, or interest.....	9-11
IV. Release because of undue hardship.....	12-13
V. Release because of age.....	14-15
VI. Miscellaneous general provisions.....	16-20

SECTION I

GENERAL

	Paragraph
Introduction and applicability.....	1

1. INTRODUCTION AND APPLICABILITY. a. The purpose of this circular is to inform all concerned of current War Department policies regarding the relief from active duty of officers, warrant officers, or flight officers, hereinafter collectively referred to as officers, who have served honorably and who do not qualify for release under the Readjustment Regulations.

b. All applications for relief from active duty in accordance with the provisions of this circular will be considered first under the provisions of Readjustment Regulations 1-5, as amended. The separation, if approved, will be effected under the regulation which is the most appropriate in each case.

SECTION II

RELEASE OF SURPLUS OFFICERS

	Paragraph
General.....	2
Recommendations for relief from active duty.....	3
Requests for relief from active duty.....	4
Approval.....	5
Block release of officers of particular categories.....	6
Controls.....	7
Miscellaneous provisions.....	8

2. GENERAL. The provisions of this section are applicable to officers--
a. Who have completed a reasonable tour of service and
b. Who are surplus to the needs of the Army on the basis of their present qualifications and
c. Whose retraining in a skill needed by the Army would be uneconomical within the time they could reasonably be expected to serve

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W.D. Circular #290 (cont'd)

before becoming otherwise eligible for separation.

3. RECOMMENDATIONS FOR RELIEF FROM ACTIVE DUTY. a. Recommendation for relief of an officer under paragraph 2 will be submitted by the officer's immediate commander under the provisions of this section whenever he becomes surplus to the needs of the command. Prior to recommending an officer for relief under this section, consideration will be given to retraining for a different category of assignment. In the event that retraining is considered uneconomical, the recommendation for relief from active duty will be submitted without further delay.

b. In cases of officers serving in the zone of the interior, recommendations will be forwarded through command channels for final approval to the commanding general of the major command or to the Adjutant General for those officers not under the assignment jurisdiction of a major command. Except in cases of Medical Corps officers and officers, who are eligible for overseas duty and have completed less than 2 years' active, honorable military service since 16 September 1940, the authority to finally approve recommendations may be delegated to, but not below those commanders specified in paragraph 9b(4), (5), and (6), AR 605-12, 17 August 1944. The authority to finally approve recommendations for the relief of Medical Corps officers and officers who are eligible for overseas duty and have completed less than two years' active honorable military service since 16 September 1940 will not be delegated below the War Department.

c. In cases of officers serving in overseas theaters, recommendations for relief from active duty will be made by the officers' immediate commander and forwarded through command channels to the Adjutant General, Attention Officers' Branch, Separations Section, Munitions Building, Washington, D. C. Recommendations disapproved by the theater commander will not be forwarded.

d. The recommendations will include the following:

(1) Date the officer reported on extended active duty, his age, his Adjusted Service Rating Score as of 2 September 1945 and his desires as to retention in the service.

(2) Statement of duty assignments for which the officer concerned is qualified by training and experience and by civilian occupational background.

(3) Statement that a surplus exists in the command jurisdiction of officers of the particular grade or any higher grade who are qualified to fill these duty assignments.

(4) Statement that the officer is entitled to separation under honorable conditions.

(5) Statement that no disciplinary action or reclassification proceedings under AR 605-230 are pending or appropriate in the case.

(6) Statement that no Hospital Disposition Board or Army

W.D. Circular # () (cont'd)

Retiring Board proceedings are pending or believed to be appropriate.

(7) A complete and up-to-date copy of officer's qualification card (not original).

c. Each commander taking action on a recommendation for relief from active duty will either reassign the officer within his jurisdiction or forward the recommendation, including in his indorsement the statement required by d.(3) above, pertaining to surplus of officers in his command.

4. REQUESTS FOR RELIEF FROM ACTIVE DUTY. Individual application for relief from active duty under the provisions of this section is not authorized.

5. APPROVAL. a. The headquarters in the Zone of the Interior authorized to finally approve recommendations for relief from active duty under this section will, upon approval of the recommendation, issue necessary instructions to accomplish the release of the officer.

b. Commanders of overseas theaters are authorized to return to the continental United States officers whose recommendations for relief from active duty they have approved. Radio report of such cases will be made to the Adjutant General. The return of officers from overseas under provisions of this Section will not serve to displace high score officers or enlisted men.

6. RELEASE OF OFFICERS OF PARTICULAR CATEGORIES. The use of the provisions of this section by the major forces to provide for bloc release of officers of particular categories surplus to the Army-wide needs may be authorized by the Assistant Chief of Staff, G-1, War Department General Staff on specific request of the major force. Such requests, when submitted, will be accompanied by complete data establishing the bloc as surplus to Army-wide needs.

7. CONTROLS. The Commanding Generals of the major commands will establish the necessary controls to insure that:

a. Releases of officers in accordance with the provisions of this section are accomplished generally in the order of merit established by their Adjusted Service Rating scores.

b. No releases of officers under this section will operate to defer the relief from active duty of officers or the discharge of enlisted personnel entitled to separation under the Readjustment Regulations.

8. MISCELLANEOUS PROVISIONS. a. Forwarding indorsements of recommendations for relief from active duty may contain any additional details deemed desirable but not specifically required by paragraph 3. In the event that approval is recommended when all the required statements cannot be made, full particulars justifying exceptional action in the case will be furnished.

b. Officers relieved from active duty under the provisions of this section are relieved for the convenience of the Government and if

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W.D. Circular #290 (cont'd)

other-wise eligible, are entitled to mustering-out pay.

SECTION III

RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY, OR INTEREST

	Paragraph
Applications.....	9
Forwarding of Applications.....	10
Approval.....	11

9. APPLICATIONS. In particular instances when it can be definitely determined on documentary evidence that an officer can render more valuable service to the Nation in a civilian capacity, he may apply for release from active duty under the provisions of this section. Releases in accordance with the provisions of this section will be held to a minimum, and applications for release will be carefully scrutinized and approved only in cases where it is clearly indicated that release of the individual from active military service is essential from a National point of view. Careful consideration will be given to determining that the application is based on the National interest rather than on the personal desire and interests of the individuals concerned. An application for relief from active duty under the provisions of this section must originate with the officer. An application submitted in his behalf will be referred to him without action. Applications will be accompanied by documentary evidence in the form of affidavits, statements, letters, or telegrams, setting forth the need of the services of the individual applicant. They will include the following information:

- a. Date the officer reported on extended active duty, his Adjusted Service Rating Score computed as of 2 September 1945 and age.
- b. Name of firm, or agency, or description of individual enterprise.
- c. Product manufactured or services rendered.
- d. Title and description of position to be filled.
- e. Connection with the activity prior to military service.
- f. His qualifications for the position.
- g. Letter from a responsible official of the firm, corporation, or Agency substantiating the facts given above.

10. FORWARDING OF APPLICATION. a. Applications will be forwarded as prescribed in paragraph 3b and c.

- b. The first forwarding indorsement will include the following statements:

- (1) Approved or disapproved.

W. D. Circular 290 (cont'd)

(2) This officer is (or is not) occupying a "key" position and a replacement will (or will not) be required.

(3) Services of officer have been such as to entitle him to separation under Honorable conditions.

(4) No hospital disposition board or Army Retiring Board proceedings are pending or believed appropriate.

(5) Complete and up to date copies of officer's qualifications card (not original) are attached.

(6) No disciplinary action or reclassification proceedings under AR 605-230 are pending or appropriate in the case.

c. Subsequent forwarding indorsements will include statements b, (1) and (2) and such other remarks as may be deemed pertinent.

11. APPROVAL. a. The headquarters of the final approving authority will, upon approval of the application, issue necessary instructions to accomplish the release of the applicant. Disapproved applications will be forwarded to The Adjutant General, Attention: Officers' Branch, Separations Section for final consideration, accompanied by an indorsement stating reasons upon which action was based.

b. Eligibility for mustering-out pay will be determined by the provisions of AR 35-2490.

SECTION IV

RELEASE BECAUSE OF UNDUE HARDSHIP

	Paragraph
Application.....	12
Acceptance.....	13

12. APPLICATION. a. Application of an officer may be made for relief from active duty because of undue hardship, either to the individual or his family. An application for relief from active duty under the provisions of this section must originate with the officer. An application submitted in his behalf will be referred to him without action. Applications will be forwarded in the manner prescribed in paragraphs 3b and c above and will include a statement of the date the officer reported on extended active duty, his Adjusted Service Rating Score computed as of 2 September 1945, and age.

b. Such applications must establish the following:

(1) The individual or his family is undergoing hardships greater than the normal hardships which are being experienced by all members or families of members of the military service.

(2) The hardship is not of temporary nature.

(3) There are no means of alleviating the condition other

W. D. Circular #290 (cont'd)

than by relieving the officer.

(4) Upon release, the officer will be able to eliminate or materially alleviate the condition.

c. Documentary evidence in the form of letters, telegrams, or affidavits establishing the necessity for relief from active duty will accompany each application.

d. Application for relief from active duty for undue hardship of officers temporarily in the United States from overseas theaters will be submitted to the commanding officer of the installation to which the individual concerned has been directed to report upon expiration of temporary duty or leave. The commanding officer of such station will process the application in accordance with the procedures prescribed by the major force having command jurisdiction over the installation.

e. The headquarters of the final approving authority will, upon approval of the application, issue necessary instructions to accomplish the relief of the applicant. Disapproved applications will be forwarded to The Adjutant General, Attention: Officers' Branch, Separation Section, for final consideration, accompanied by an indorsement stating reasons upon which action was based.

13. a. During the period of active hostilities the Army's pressing need for manpower necessitated that extremely rigid standards be observed in reviewing applications for separation for hardship. With the Army now in the process of demobilization it is desired that these rigid standards be relaxed. However, the basic principle of demobilization which contemplates the release, in order of merit, of those most deserving of separation will be considered in reviewing requests under this section.

b. Eligibility for mustering-out pay will be determined by the provisions of AR 35-2490.

SECTION V

RELEASE BECAUSE OF AGE

	Paragraph
Requests.....	14
Separation.....	15

14. REQUESTS. Male officers who have attained the age of 50 years and female officers who have attained the age of 40 years will be relieved from active duty under the provisions of this Section providing:

- They request such relief in writing.
- They are entitled to separation under honorable conditions.
- No disciplinary action or reclassification proceedings under AR 605-230 are pending or appropriate.

W.D. Circular #290 (cont'd)

d. No hospital disposition board or Army Retiring Board proceedings are pending or believed to be appropriate.

15. SEPARATION. Officers who apply for relief from active duty under provisions of this Section will be reported for separation without delay and in no case later than 60 days after application is made.

SECTION VI

MISCELLANEOUS GENERAL PROVISIONS

	Paragraph
Granting of accrued leave.....	16
Retention of commissions after relief from active duty.....	17
Special provisions for National Guard officers.....	18
Special provisions for battle wounded.....	19
Rescission.....	20

16. GRANTING OF ACCRUED LEAVE. a. An officer who has been recommended for or has requested relief from active duty may, with his consent, be granted accrued leave pending final action in the case.

b. An officer granted such leave will be specifically notified that he is subject to reassignment.

c. Prior to final separation from active service, an officer will be granted, when practicable, terminal leave under the provisions of AR 605-115.

17. RETENTION OF COMMISSIONS AFTER RELIEF FROM ACTIVE DUTY. A commissioned officer relieved from active duty under the provisions of this circular will be furnished a certificate of service and may retain his commissioned status, as following:

a. An officer holding an appointment in the National Guard of the United States or in the Officers' Reserve Corps will return to inactive status in the grade held upon relief from active duty. If he holds an appointment to higher temporary grade in the Army of the United States, he will retain this grade until 6 months after the termination of the war.

b. An officer holding an appointment in the Army of the United States only will retain his appointment on inactive status until 6 months after the termination of the war.

c. Any appointment to a temporary grade in the Army of the United States (Air Corps) made under the provisions of Public Law 453-77th Congress, will be terminated.

d. Any officer relieved from active duty under the provisions of this circular may submit his resignation, if he so desires, at the time of relief or at any time while on inactive duty.

18. SPECIAL PROVISIONS FOR NATIONAL GUARD OFFICERS. In the

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W. D. Circular #290 (cont'd)

case of a National Guard officer relieved from active duty under the provisions of this circular, The Adjutant General will notify the Chief, National Guard Bureau, and The Adjutant General of the State of origin, in order that appropriate action may be taken with respect to the status of the officer in the State organization.

19. SPECIAL PROVISIONS FOR BATTLE WOUNDED. Special consideration will be given to the desires of combat wounded officers who, as a result of their wounds, are permanently below the physical standards for general service. Such personnel who so desire will be relieved from active duty whenever practicable. However, if any individual specifically requests to be retained on active duty, special consideration will be given his retention provided his physical condition, experience, and the needs of the service will permit useful employment. Combat disabled officers will not be encouraged to remain on active duty.

20. RESCISSION. a. The following publications are rescinded:

(1) War Department Circular 485, 1944, subject: "Relief of Officers, Warrant Officers and Flight Officers from Active Duty."

(2) Section VII, War Department Circular 137, 1945.

(3) Section V, War Department Circular 150, 1945.

(4) Letter, AGPO-S-A-220.8 (18 August 1945) dated 29 August 1945, subject: "Release of Physically Qualified Military Personnel by Means other than Readjustment Regulations."

b. Cases initiated under the provisions of rescinded publications prior to receipt of this circular will be processed for final action under the provisions of this circular.
(AG 210.8 (14 Sep 45))

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL
Chief of Staff

OFFICIAL:

EDWARD F. WITSELL
Major General
Acting The Adjutant General

Reproduced by Hq 2675th Regt ALCOM (Ovhd)
APO 394, 19 October 1945 SEH

TO	INIT	DATE
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DEPUTY DIRECTOR	WAL	22/10
EXEC. OFFICER	WAL	20-10
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REC. & REG.	CF	22/10
PRISONS	PMJ	23/10
ADM. OFFICER		
SECURITY		
C. ASK		

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 502

24 July 45

AC/14194/PS

SUBJECT : Applicants for Army & Navy Staff College,
13th Course.

TO : HQ 2675th Regt. AC (Overhead) APO 394 US Army

1. Reference your 2nd Ind. of 20 July on MTOUSA
letter AG.352.15/324.A-0.

2. Nil return for this Sub-Commission.

John W. Chapman
JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director.

ER/C

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RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RVB/jwp

AG 352.15/334 A-0

PMT 23/7

14 July 1945

SUBJECT: Applicants for Army and Navy Staff College, Thirteenth Course.

TO : All Concerned.

1. The thirteenth course of the Army and Navy Staff College commences on or about 3 October 1945. It is desired that recommendations for officers deemed qualified to attend be submitted so as to reach this headquarters not later than 7 August 1945.

2. To be eligible for attendance, an officer must:

a. Be in the grade of Major or above, with the following limiting ages:

Major	35
Lt Colonel	40
Colonel	45
Brig General	50

b. Be a graduate of Command and General Staff School or have had experience in command and staff positions involved in joint operations with the navy that may be considered in lieu of attendance at Command and General Staff School.

c. Have a superior general efficiency rating or an excellent general efficiency rating with a demonstrated superior capacity not yet reflected in general efficiency rating.

d. Be physically qualified for overseas duty.

3. Officers of all components are eligible. Only officers of the highest caliber will be considered.

4. Recommendations will include the following information:

- Name, grade, and serial number.
- Present station and assignment.
- Age.
- General efficiency rating and last annual efficiency rating, if available.
- Brief resume of important duties performed during past two (2) years.

RESTRICTED

Ltr, Hq MTOUSA, AG 352.15/334 A-G,
dated 14 July 1945 (Cont'd)

5. Candidates selected will be ordered to the Army and Navy Staff College on a temporary duty status. Commanders concerned will be advised at earliest possible date, if any of their candidates have been selected.

6. Negative reports are desired.

BY COMMAND OF GENERAL MCARNEY:

s/ C. W. Christonberry
C. W. CHRISTONBERRY
Colonel, AGO
Adjutant General

352 1st Ind
Hq, Headquarters Command, Allied Force, APO 512, US Army, 17 July 1945.

TO: All Concerned.

Applications will be submitted so as to reach this headquarters not later than 3 August 1945. Negative reports will be assumed if not received by this headquarters.

BY ORDER OF COLONEL RAMSEY:

s/ J. P. Meister
J. P. MEISTER,
Captain, Infantry,
Asst Adjutant.

DISTRIBUTION: "B"

Reproduced Hq 2675th Regt, ALCOM (Ovhd)
20 July 1945

352. 2d Ind. AAP/pf
(14 Jul 45)
HEADQUARTERS, 2675TH REGIMENT, ALLIED COMMISSION, (OVERHEAD), APO 394, U.S.
Army, 20 July 1945.

TO: All Concerned.

1. Applications will be submitted so as to reach this headquarters not later than 1 August 1945.

2. Negative reports are desired.

BY ORDER OF COLONEL PARKIN:

Angelo A. Pascarella
ANGELO A. PASCARELLA
CWO USA
Assistant Adjutant

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5A
P.S. SAFETY 1/12
(SQUAD)

CIRCULAR)
NUMBER 93)

14194

2 July 1945

Currency Control	I
MITOUSA Training Memorandum Number 1, 1945.	II
Accidents and Claims	III
Uniform	IV
Discharge of Enlisted Personnel 40 Years of Age or Over	V

I--- CURRENCY CONTROL

So much of paragraph 9c, Circular Number 67, this headquarters, 1945, as reads: "In the case of enlisted personnel the certificate will be prepared by the unit commander," is deleted and the following substituted therefor:

"In the case of enlisted personnel, the purchaser will prepare an affidavit which will be attested to before an officer of the enlisted person's immediate unit."

II-- MITOUSA TRAINING MEMORANDUM NUMBER 1, 1945

Paragraph 3d Training Memorandum Number 1, Headquarters MITOUSA, dated 26 January 1945, is hereby rescinded. Also rescinded is reference letter, Headquarters MITOUSA, file AG 319.1/224 C-3, subject: "Periodic G-3 Monthly Report", dated 20 November 1943.

III-- ACCIDENTS AND CLAIMS

1. Paragraph 3c, Section III, Circular Number 74, this headquarters, 1944, is amended to read as follows:

"c. The United States Claims Service in Italian territory will comprise a Deputy Chief Claims Officer and such field investigators, clerks, interpreters and other personnel as may be duly assigned thereto or employed for duty with said service."

2. Paragraph 3d, Section III, Circular Number 74, this headquarters, 1944, is amended by deleting the last sentence thereof.

IV-- UNIFORM

1. Attention of all concerned is called to the provisions of the following War Department Circulars:

R E S T R I C T E D

Hq HTOUSA Circular #93 (Cont'd)

Section VII, War Department Circular 391, 1944.

Section IV, War Department Circular 1, 1945.

Section VI, War Department Circular 177, 1945.

2. The War Department has called attention to the fact that "in some instances commercial retailers of uniform clothing are offering for sale a so-called summer battle jacket made of material authorized for summer service uniforms and of a design similar to that of the jacket, field, wool. Such a garment is not an authorized item of the summer uniform, and there is no authority for the wearing of such an item of clothing by either officer or enlisted personnel".

V--- DISCHARGE OF ENLISTED PERSONNEL 40 YEARS OF AGE OR OVER

Section II, Circular Number 79, this headquarters, 1945, is further amended by the addition of the following:

"7. Applications for discharge of enlisted women under this authority need not be forwarded to this headquarters for final action as set forth in paragraph 4b, Section I, Circular Number 23, this headquarters, 1945."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

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

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MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

P. SAFETY 5/6

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28 JUL 1945	

CIRCULAR)
NUMBER 91)

MTOUSA Safety and Accident Prevention Program	I
Appointments	II
Discharge of Enlisted Personnel 40 Years of Age or Over	III
United States Military Censorship Regulations	IV

I-- MTOUSA SAFETY AND ACCIDENT PREVENTION PROGRAM

1. Paragraph 3d, Section I, Circular Number 41, 1945, is rescinded, effective 1 July 1945.
2. Paragraph 1a, Section II, Circular Number 41, 1945, is rescinded and the following substituted therefor:

"a. Effective 1 August 1945, in the reports covering data for the month of July 1945, the procedures set forth below will govern the reporting of data pertaining to disabling injuries to United States, Italian, and German Military Personnel and United States and Italian civilian Personnel and accidents involving Motor Vehicles operated by all units of MTOUSA."

II-- APPOINTMENTS

So much of Section I, Circular Number 74, this headquarters, 1945, as reads "effective 11 June 1945" is amended to read "effective 1 August 1945."

III-- DISCHARGE OF ENLISTED PERSONNEL 40 YEARS OF AGE OR OVER

So much of Section I, Circular Number 86, this headquarters, 1945, as reads:

"Appropriate entries will be made under the 'Remarks - Administrative' section of the service records,"

is amended to read:

"The following entry will be made under 'Remarks - Administrative' in the service records: 'I desire oversea service and waive my eligibility for discharge under Section II, WD Circular 151, 1945, for such a period as will enable me to serve 12 months overseas.' This entry will be signed by the individual concerned and dated."

R E S T R I C T E D

Hq MTOUSA Circular #91 (Cont'd)

IV-- UNITED STATES MILITARY CENSORSHIP REGULATIONS

Circular Number 70, this headquarters, 1945, is amended as follows:

1. Paragraph 12, is amended by eliminating therefrom the following: "and they are submitted to the Base Censor."
2. Paragraphs 13 and 14, are rescinded and the following substituted therefor: "Exposed film may be forwarded direct by the sender to addressees in the United States."

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

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

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P. SAFETY S/C
(SCUITIERI)

CIRCULAR :

NUMBER 90)

NONAPPROPRIATED FUNDS

27 June 1945

Circular Number 62, this headquarters, 1945, is amended as follows:

1. Paragraph 6d(3) is amended to read: - "All cash, securities and proceeds from sale of property remaining in the fund of any organization upon its inactivation or in any sundry fund of an activity which is terminated, except in the case of a hospital fund (see paragraph 21a(3)) and except as otherwise provided under paragraph 21a(4) hereof."
2. Paragraph 18c(2)(f) is amended to read: - "The Surgeon, MTOUSA, for hospital funds."
3. Paragraph 18c(2)(g), is added as follows: - "Headquarters, MTOUSA, for all other funds. (See paragraphs (3) and (4) below)."
4. Paragraph 18c(3). The words, "hospital funds", are deleted from the title which is amended to read: - "System of accounts for headquarters funds (except central welfare funds of major commands), unit funds, and religious funds -"
5. Paragraph 19a is rescinded.
6. Paragraph 20c is rescinded.
7. In paragraph 21a(1), the first sentence is amended to read: - "For duration of the present war and six months thereafter, no part of the cash or other assets of nonappropriated welfare or sundry funds will be transferred to other nonappropriated welfare or sundry funds when only a portion of the personnel of an organization is transferred to or reconstituted in another organization, except as provided under paragraph (4) below."
8. In paragraph 21a(2), the first sentence is amended to read: - "When a unit or organization is inactivated, or an activity is terminated, the monetary balances in all welfare and all sundry funds pertaining thereto will be transferred to the Theater Central Welfare Fund, except:
 - (a) In the case of a hospital fund (see paragraph (3) below).
 - (b) When the entire unit or organization is transferred to, reconstituted in, or redesignated as another organization (see paragraph (1) above), and:
 - (c) As provided under paragraph (4) below."

R E S T R I C T E D

Hq MTOUSA Circular # 90 (Cont'd)

9. Paragraph 21a(3) is added as follows: - "Cash and securities remaining in funds of numbered medical units which have been accounted for as hospital funds, will, upon inactivation of the units concerned, be transferred to the Central Hospital Fund, Office of the Surgeon General, War Department, Washington 25, D.C., and not to the Theater Central Welfare Fund, MTOUSA. Unit funds of such units will be transferred to the Theater Central Welfare Fund, MTOUSA, in accordance with paragraph (2) above."

10. Paragraph 21a(4), is added as follows: - "Inspectors General and Air Inspectors are authorized to modify the requirements of paragraphs (1) and (2) above, with respect to the disposition of funds (except hospital funds) of inactivated units, in accordance with the provisions of letter, this headquarters, file AG 123/514 IG-O, subject: "Funds of Inactivated Units", dated 8 June 1945, and with any further instructions which may be issued by this headquarters."

11. In paragraph 22a(3), the first sentence is amended to read: - "In the event that no purchaser can be found, by transfer (except cash and securities) to the Special Service Supply Officer of the major command or base section concerned for reissue to other US Army personnel, by donation to other welfare and sundry funds, or by turnover to a salvage officer for disposition."

12. In paragraph 22a(4), the first sentence is amended to read: - "By transfer of cash and securities to the Theater Central Welfare Fund, except in the case of a hospital fund (see paragraph 21a(3))."

13. Paragraph 22b is amended to read: - "Donated property will not be disposed of without the prior approval of the donor unless the donor is not available. Any property donated by the American Red Cross will be returned upon its request."

14. Paragraph 23 is rescinded and the following is substituted therefor:

"23. INSPECTIONS

"a. Inspections will be made when deemed appropriate or necessary by commanding officers of organizations or units, or by commanders of higher echelons of command over such organizations or units. Officers making inspections will inquire into all matters affecting the financial status of the fund inspected, will ascertain the propriety of expenditures made, and will ascertain that all appropriate revenues have been received and recorded. Where irregularities are found to exist, they will report findings and will recommend necessary corrective measures to the Commanding Officer who ordered the inspection."

"b. Inspections will be made by officers of the Inspector General's Department as required by regulations and orders, and as prescribed in paragraph 18a, above."

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

"d. Inspection will be made of all welfare and sundry funds pertaining to units, organizations and activities, upon their inactivation or termination, by Inspectors General or Air Inspectors having appropriate jurisdiction, reference being made in this connection to paragraphs 6d(3) and 21a, above."

R E S T R I C T E D

Hq MTOUSA Circular #90 (Cont'd)

"e. None of the provisions of this paragraph (23) will be construed to change any existing requirements regarding audit of nonappropriated funds which appear elsewhere in this circular."

- 15. Appendix C, "Monthly Report of Hospital Funds" is rescinded.
- 16. In Appendix D, "Special Report of Fund", paragraph 1b is amended to read:-

"b. Assets (exclusive of ration savings):

Cash (including money orders and checks).....	\$	_____
Securities.....	\$	_____
Receivable (explain on reverse side).....	\$	_____
TOTAL.....	\$	_____ "

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

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

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

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RECORDS	FILE	DOX
OPERATIONS	FILE	DOX
TRAINING	FILE	DOX
AD. ASST.	FILE	DOX
SECURITY	FILE	DOX
JULY 1945		

NUMBER 82)

I--- ARMY BURIALS AND GRAVES REGISTRATION

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

a. The Chief of Graves Registration Service, MTOUSA, will be responsible for:

(2) Coordination and technical supervision within the theater of matters included within the scope of functions of the Graves Registration Service.

b. Commanders of administrative sub-sections as designated for graves registration purposes will appoint an appropriate graves registration service officer who will be required to coordinate all graves registration matters for the "area" concerned.

c. Quartermaster graves registration units with attached labor will be

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MTOUSA Circular #88 (Cont'd)

responsible for identification and interment of the dead, the preparation of appropriate reports and records, and control and maintenance of US Military cemeteries.

d. The company or similar unit commander will see that every man of his unit who meets death is afforded proper burial within an established cemetery. He will render such assistance to Quartermaster graves registration personnel as may be necessary in matters of identification of remains and evacuation of the cemetery.

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

4. Burial Procedure Reports and Records

a. Emergency Medical Tag - A member of the Medical Corps should examine the body. Emergency Medical Tag, WD MD Form 52b, will be prepared by medical department personnel and attached to the body. This tag will be removed before interment and forwarded to the Surgeon General, US Army, Washington 25, D. C., through the Chief Surgeon, MTOUSA.

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

c. Reports and Records - Reports and records will be made and maintained in accordance with technical instructions. An information copy of QMC Form 1-GRS (Report of Burial) will be furnished to the highest administrative headquarters (army or airforce) to which the unit of the casualty belongs. This copy will be compared and verified with casualty records for the individual.

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

II-- LETTERS OF CONDOLENCE AND LETTERS OF INQUIRY

Circular Number 5; Section IV, Circular Number 32; and Section III, Circular

R E S T R I C T E D

Hq MTOUSA Circular # 88 (Cont'd)

Number 65, all this headquarters, 1945, are rescinded and the following substituted therefor:

1. General

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

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

2. On Whom Prepared

a. Mandatory in all cases of deceased personnel.

b. Encouraged in cases of missing personnel.

3. By Whom Prepared

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

b. Hospital commanders - if death occurs prior to transfer of a patient to the detachment of patients, a letter of condolence will be prepared and forwarded to the deceased's organization for dispatch with the unit letter of condolence through the unit casualty reporting channels. If death occurs after transfer of a patient to a detachment of patient, the letter of condolence will be prepared and forwarded through the hospital casualty reporting channels.

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

4. Time of Preparation - Letters will be prepared and dispatched as follows by:

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

b. Hospital commanders - within seven (7) days after burial, as required in paragraph 3b above.

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

5. Contents

a. Letters will not be dispatched which contain:

(1) Conjectures

(2) Delusions

-3-
R E S T R I C T E D

R E S T R I C T E D

Hq MTOUSA Circular # 88 (Cont'd)

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

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

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

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

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

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

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

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

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

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

(9) Only where death is by legal execution, suicide, homicide, or any circumstances where line of duty or misconduct is in question, information outlined in paragraph 6a(2)(a), War Department Circular Number 2, 1945, will be included. On all carbon copies, a brief statement will be typed as to the specific cause and place of death and whether or not a report of investigation (WD AGO Form 51) is being rendered.

6. Disposition - Letters of condolence pertaining to personnel of organizations assigned or attached to the following commands will be forwarded, with properly addressed air mail envelopes, through casualty reporting channels, to the headquarters thereof, except as outlined in paragraph 3b, above. Letters pertaining to personnel not under one of the following commands will be forwarded, through channels, to this headquarters in triplicate, accompanied by a properly addressed air mail envelope:

R E S T R I C T E D

Hq MTOUSA Circular #88 (Cont'd)

- a. Fifth Army
- b. Twelfth and Fifteenth Air Forces
- c. Peninsular Base Section
- d. Adriatic Base Command
- e. The Replacement and Training Command, MTOUSA
- f. European Division, Air Transport Command

7. Procedure of Major Command - Upon receipt of letters of condolence, major commands listed in the preceding paragraph will:

- a. Verify the letter in all respects.
- b. Upon verification:
 - (1) Dispatch one copy of the letter to the Casualty Branch, Adjutant General's Office, Washington 25, D. C.
 - (2) Retain one copy of letter for file.
- c. Immediately after the 5th day following dispatch of official casualty report to this headquarters, dispatch original letter in air mail envelope direct to addressee.
- d. Return to originator for preparation of new letter, any letters not verified in all respects or in which deletions are deemed necessary.

8. Letters of Inquiry

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

b. Unofficial inquiries are those from friends and relatives addressed to persons in their military capacity to which official replies will be prepared and dispatched through casualty reporting channels, and those from friends and relatives to friends and close associates of the casualty. Replies to the latter type of inquiries may be prepared and dispatched as personal correspondence thirty (30) days, or more, subsequent to date of casualty. In replying to both types of letters specified above, the statement prescribed by paragraph 5b(8) above, is the only reply authorized relative to personal effects.

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

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restricted. Sufficient copies of official letters of condolence and official replies to letters of inquiry will be prepared to satisfy the requirements of paragraphs 6 and 7, above.

10. Photographs of Graves - May be furnished to next of kin making request. Units will forward pertinent information to this headquarters, attention: Quartermaster, for appropriate action. Photographs of graves will be taken by the Signal Officer, MTOUSA, in accordance with arrangements made therefor by the Quartermaster. Photographs of cemeteries and graves will not be taken for other than official purposes.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

Handwritten signature
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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July 29/6

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P. SAFETY 1A
(SQUITIERI)

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RM 30-6

CIRCULAR)
NUMBER 39)

(NS)

Start file on this

26 June 1945

Releases and Discharges of Personnel to Remain in This Theater	I
Postal Regulations	II
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I--- RELEASES AND DISCHARGES OF PERSONNEL TO REMAIN IN THIS THEATER

Section II, Circular Number 55, this headquarters, 1945, is rescinded and the following substituted therefor:

1. Reference is made to Circulars Numbers 15 and 23, this headquarters, 1945, and WD Circular Number 422, 1944, as amended, which is applicable in its entirety in this theater. Further reference is made to AR 35-4810, AR 35-4820 and to RR1-1.

2. Military personnel who do not desire immediate return to United States or theater of residence may submit requests for discharge or relief from active duty in this theater through channels to this headquarters, in accordance with the following instructions:

a. Requests for discharge under provisions of AR 615-365 or paragraph 26, RR 1-1, and requests for relief from active duty under provisions of WD Circular Number 485, 1944 or paragraph 26, RR 1-1, may be submitted if the applicant has an adjusted service rating score equal to or above the critical score or is otherwise eligible for discharge. Enlisted applicants must be among those definitely selected for return to the United States. Officers must be declared surplus to needs of this command, such declaration subject to final approval of the War Department.

b. The individual must forward with the application confirmation of the fact that suitable employment has been obtained or that he is financially able to support himself.

3. a. To individuals separated in this theater it is considered that the government has discharged its obligation and will not furnish government transportation at a later date. Each such individual will submit with his application for separation the following signed statement: "I acknowledge that I have been offered government transportation to the United States (or theater of residence) and decline same with the understanding that I will not be furnished such government transportation at a later date." This statement will be filed with the individual's personnel records.

b. This does not affect monetary travel allowances to which individuals are entitled upon separation in accordance with AR 35-4810 and AR 35-4820.

4. Hereafter, actual honorable releases and discharges of officer and enlisted personnel to remain in this theater will be accomplished at the 7th Replacement Depot for all personnel. Female personnel to be separated from the service in this theater will be transferred to the 7th Replacement Depot. WAC personnel will be attached to the 2629th WAC Battalion (Ovhd), for quarters and rations, and other female personnel will be quartered and rationed at a place designated by the Commanding General, The Replacement and Training Command, MTOUSA, while awaiting separation.

5. Prior to transfer of personnel to the 7th Replacement Depot, all administrative functions, such as approval of the separation by this headquarters, clearance of State Director of Selective Service, and turn-in of excess clothing and

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Hq MTOUSA Circular #89 (Cont'd)

and equipment will be accomplished by the individual's parent unit.

6. Discharges approved by this headquarters will be returned accompanied by letters of introduction to the United States Consul at Naples. These letters will be furnished to the applicant for discharge. The 7th Replacement Depot will advise individuals arriving there for final separation to report to the United States Consul in Naples to establish identity, considering a future time when return to the United States may be desired. Such contact with the United States Consul is not mandatory but should be encouraged.

II-- POSTAL REGULATIONS

Section VII, Circular Number 30, this headquarters, 1945, is rescinded and the following substituted therefor:

"VII- MAIL FOR AWOL PERSONNEL

11. a. When a soldier is AWOL his mail will be retained by the unit mail clerk for 30 days from the date the unit records show the addressee to be AWOL. All mail on hand at the expiration of this period and all mail subsequently received for such addressee will be presented by the unit mail clerk to the unit commander who will verify the status of the individual but will not make any written certification on the envelope or wrapper. After verification of the status of the addressee, the unit mail clerk will indorse each piece of letter mail, other first class mail and parcel post, "Absent Without Leave - Current Address Unknown". To avoid inquiry from the senders in the United States, the initials "AWOL" will not be used in lieu of the words "Absent Without Leave" in the prescribed indorsement. Such mail will then be inclosed in another envelope or wrapper which will be addressed to the sender and dispatched thereto under penalty label. When several pieces of mail are from the same sender, they will be placed in one envelope or wrapper. The return address on the outer envelope or wrapper will be that of the unit commander.

b. After verification of the status of the addressee, the unit mail clerk will place the indorsement "Absent Without Leave - Current Address Unknown" on each newspaper or magazine, and return such articles to the APO without further treatment."

III- REST AND RECREATION CAMPS AND AREAS IN ITALY

Circular Number 102, this headquarters, 1944, is rescinded.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

O. L. NELSON
Major General, USA
Dep Thtr Cmdr and C of S

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

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