

**Compilation of
War Department General Orders,
Bulletins, and Circulars**



January 1, 1943

United States Government Printing Office

Washington : 1943

**For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington, D. C.**

4-2-53647

WAR DEPARTMENT,
WASHINGTON, January 1, 1943.

The following compilation of War Department general orders, bulletins, and circulars or extracts thereof which are still in force and are of general application is published for the information and guidance of all concerned.

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

NOTE.—Wherever the expression “as amended by” is used in the amendatory annotation, it means that the change was a minor one and has been included in the basic publication, and the amendatory publication is not republished in this Compilation.

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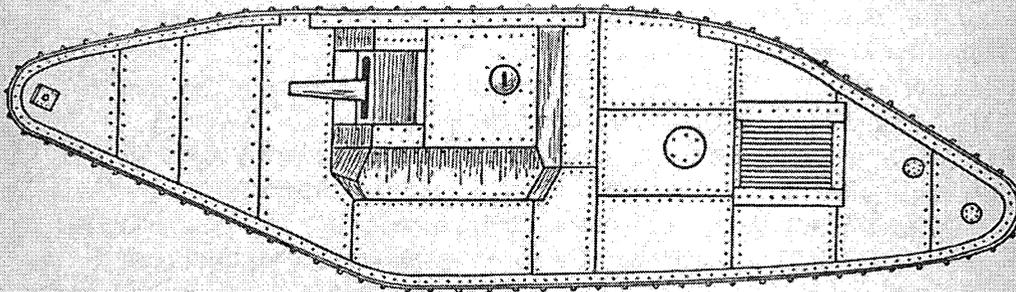
them. Exceptions to this policy will be made in special cases, particularly where extensive protective obscurement has been specifically ordered.

[A. G. 383 (2-24-42).]

SECTION V, CIRCULAR No. 56, 1942

V. Distinctive colors and insignia for Armored Force.—The following units of the Armored Force are authorized the colors green piped with white for wear on uniforms and for guidons and standards, and to wear the insignia shown below in lieu of the insignia of arm heretofore worn by them:

- Headquarters and headquarters company, Armored Force.
- Headquarters and headquarters company, armored corps.
- Headquarters and headquarters company, armored divisions.
- Headquarters and headquarters company, armored brigades.
- Armored regiments.
- Reconnaissance battalions, armored.
- Armored Force replacement training center.
- Armored Force school.
- Armored Force Board.
- Headquarters and headquarters company, tank groups.
- GHQ reserve tank battalions.



[A. G. 421.7 (11-28-41).]

CIRCULAR No. 59, 1942

[Amended: Sec. II, Cir. 81, 1942. See also sec. V, Cir. 181, 1942, and sec. II, Cir. 406, 1942]

WAR DEPARTMENT REORGANIZATION

1. The President has approved a reorganization of the War Department and the Army, *effective March 9, 1942*. Pending the issuance of detailed instructions and changes in regulations, a summary description of the new organization is furnished for the information and guidance of all concerned.

2. *a.* The War Department and the Army will be organized so as to provide under the Secretary of War and the Chief of Staff a War Department General Staff, a Ground Force, an Air Force, and a Services of Supply Command, all with headquarters in Washington, D. C., and in addition thereto such number of over-sea departments, task forces, base commands, defense commands, commands in theaters of operations, and other commands as may be necessary in the national security. * * * It is anticipated that the experience of the first three months under the new organization will indicate the desirability of minor modifications within the principal subdivisions. Recommendations will be submitted accordingly.

b. The functions, duties, and powers of the chiefs of the following arms are transferred to the jurisdiction of the Commanding General, Army Ground Forces;

Infantry, Cavalry, Field Artillery, and Coast Artillery Corps (except those relating to procurement, storage, and issue).

c. The functions, duties, and powers of the Commanding General, GHQ Air Force (Air Force Combat Command) and the Chief of the Air Corps are transferred to the jurisdiction of the Commanding General, Army Air Forces.

d. The functions, duties, and powers of the Chief of Coast Artillery relating to procurement, storage, and issue are transferred to the jurisdiction of the Commanding General, Services of Supply.

e. Supply arms and services and War Department offices and agencies will come under the direct command of the Commanding General, Services of Supply, as indicated below:

(1) Those parts of the office of the Under Secretary of War engaged in functions of procurement and industrial mobilization.

(2) The Budget Advisory Committee.

(3) The Surgeon General.

(4) The Chief of Engineers (except with respect to civil functions, for which he will report directly to the Secretary of War).

(5) The Chief Signal Officer.

(6) The Quartermaster General.

(7) The Chief of Ordnance.

(8) The Chief of Chemical Warfare Service.

(9) Present supply functions of the Chief of Coast Artillery, and the military and civilian personnel assigned thereto.

(10) The Chief of Finance.

(11) The Judge Advocate General. (Except with respect to courts martial and certain legal matters for which he will report direct to the Secretary of War.) The Commanding Generals, Army Ground Forces and Army Air Forces may request legal opinions from The Judge Advocate General direct.

(12) The Adjutant General.

(13) The Provost Marshal General.

(14) The Chief of Special Services.

(15) The Chief of Chaplains.

(16) All corps area commanders.

(17) All general depots.

(18) Ports of embarkation, staging areas, and regulating and reconsignment stations for oversea shipments.

3. War Department General Staff.—a. The Chief of Staff is the immediate adviser of the Secretary of War on all matters relating to the military establishment and is charged by the Secretary of War with the planning, development, and execution of the military program.

b. The War Department General Staff under the direction of the Chief of Staff will coordinate the development of the armed forces of the United States and insure the existence of a well-balanced and efficient military team. The War Department General Staff assists the Chief of Staff in the direction of the field operations of the Army of the United States. It is specifically charged with the duty of providing such broad basic plans as will enable the Commanding Generals of the Army Ground Forces, Army Air Forces, Services of Supply, defense commands, task forces, and theaters of operations to prepare and execute detailed programs.

c. The War Department General Staff will include the following divisions, each division being under the immediate control of an Assistant Chief of Staff:

(1) *Personnel Division* (G-1) which is charged, in general, with those duties

of the War Department General Staff relating to the personnel of the Army as individuals.

(2) *Military Intelligence Division* (G-2) which is charged, in general, with those duties of the War Department General Staff relating to the collection, evaluation, and dissemination of military information.

(3) *Organization and Training Division* (G-3) which is charged, in general, with those duties of the War Department General staff relating to the mobilization, training, and organization of the military forces.

(4) *Supply division* (G-4) which is charged, in general, with those duties of the War Department General Staff which relate to the supply of the Army.

(5) *War Plans Division* (WPD) which is charged, in general, with those duties of the War Department General Staff relating to the formulation of plans and the strategic direction of the military forces in the theater of war.

(6) *The Secretariat, War Department General Staff* is charged with the administration of the office of the Chief of Staff and will maintain a Message Center for the Chief of Staff and the War Department General Staff.

4. **Other War Department agencies.**—*a.* The *Legislative and Liaison Division, War Department* is charged with supervising the preparation of legislation requested by the War Department, with preparing reports to Committees of Congress, and with the maintenance of liaison necessary thereto. Preparation of reports on legislation affecting the Army Ground Forces, the Army Air Forces, or the Services of Supply may be assigned to the command concerned.

b. The *Military Intelligence Service*, under the direction of the Assistant Chief of Staff, Military Intelligence Division, War Department General Staff, will operate and administer the service of the collection, compilation, and dissemination of military intelligence. The activities and personnel of the Foreign Liaison Section of the Air Staff are transferred to the Military Intelligence Service.

c. Bureau of Public Relations.—(1) Under policies prescribed by the Secretary of War and the Chief of Staff, the War Department Bureau of Public Relations is the agency for the dissemination of military information to the public from the War Department, for the establishment of public relations policies and practices, and for liaison with other Government agencies on matters of mutual interest in the field of public relations.

(2) The War Department Bureau of Public Relations will be the agency for the distribution to the public of all War Department informative material of general public interest.

(3) The War Department Bureau of Public Relations, subject to the review of the Director thereof, will refer to the Public Relations Officer, Services of Supply, publicity and censorship on all matters pertaining to procurement, contracts, production, matériel, labor relations and morale, speeches to workers and commendations of their efforts, plant visits by the press, and on activities relating to the office of the Under Secretary of War.

(4) Public relations offices of the Commanding Generals of the Army Ground Forces, Army Air Forces, and Services of Supply, and other agencies in the War Department will maintain direct contact with the War Department Bureau of Public Relations, and their dealings with the public will be under the supervision of that Bureau.

(5) In the field, commanders are responsible for carrying out established War Department policies of public relations within their own commands. Dealings with the public at any one station will be coordinated through the station public relations office. Direct contact between the War Department Bureau of Public Relations and commanders and public relations officers in the field is authorized.

d. The *Inspector General's Department* is charged in general with the inquiry into, and the report upon, all matters which affect the efficiency and economy of

the Army of the United States, and to make such inspections, investigations, and reports as may be prescribed by law or directed by the Secretary of War, by the Chief of Staff, or requested by the Commanding Generals of the Army Ground Forces, of the Army Air Forces, and of the Services of Supply.

5. **Army Ground Forces.**—*a.* Under policies prescribed by the Chief of Staff, the Commanding General, Army Ground Forces, is charged in general with the functions, responsibilities, and authorities of command authorized by law, Army Regulations, and custom over individuals and units assigned to the Army Ground Forces.

b. The mission of the Army Ground Forces is to provide ground force units properly organized, trained, and equipped for combat operations.

c. The following duties are specifically assigned to the Army Ground Forces:

(1) The operation of Infantry, Field Artillery, Coast Artillery, and Cavalry replacement training centers and schools for the Army Ground Forces, including officer candidate schools for the Army Ground Forces.

(2) The provision of basic training for individuals in the Army Ground Forces inducted in excess of replacement training center capacity.

(3) The organization of tactical units as directed by the War Department.

(4) The training of all tactical units assigned to the Army Ground Forces.

(5) The organization, equipment, and training of such task forces as are directed by the Chief of Staff.

(6) The development of tactical and training doctrine, Tables of Organization, Tables of Basic Allowances, military characteristics of weapons and equipment, and operational changes needed in equipment for the Infantry, Field Artillery, Coast Artillery, Cavalry, and specialized combat units. Under the Chief of the Requirements Division, a separate section will be established for each of the combat arms of the Army Ground Forces. Headed by a general officer from the arm concerned, each such section is charged with the responsibility of furthering the orderly continuity and progressive development of its arm. The Chief of the Requirements Division will coordinate the various sections in the interests of the Army Ground Forces as a whole.

(7) The review with the Commanding General, Services of Supply of the tactical doctrine, military characteristics of weapons and equipment, Tables of Organization, and Tables of Basic Allowances of Services of Supply units assigned to the Army Ground Forces.

(8) The discharge of personnel functions formerly performed in the offices of the Chiefs of Infantry, Field Artillery, Coast Artillery, and Cavalry, less those now engaged in the procurement of officer candidates.

(9) The assignment of officers of the Army Ground Forces including Army Air Forces and Services of Supply personnel on duty therewith.

(10) The supply of Infantry, Field Artillery, Coast Artillery and Cavalry personnel to the Army Air Forces, Services of Supply, defense commands, theaters of operation and oversea forces in accordance with policies announced by the Chief of Staff.

(11) The submission to the Commanding General, Services of Supply, of such recommendations on construction, shelter, training aids, movements, supply, equipment, real estate, estimates of funds needed for field training and travel, and such other matters as may be necessary.

(12) The control of the expenditure of funds allocated to the Army Ground Forces.

(13) The development jointly with the Commanding General, Army Air Forces, of ground-air support, tactical training, and doctrine in conformity with policies prescribed by the Chief of Staff.

(14) The minimization of the administrative activities of the Army Ground Forces by utilizing the services available in the Services of Supply to the maximum degree consistent with proper control of the Army Ground Forces.

(15) The use of judicious shortcuts in procedure to expedite operations.

6. Army Air Forces.—*a.* Under policies prescribed by the Chief of Staff, the Commanding General, Army Air Forces, is charged in general with the functions, responsibilities, and authorities of command authorized by law, Army Regulations, and custom over individuals and units assigned to the Army Air Forces.

b. The mission of the Army Air Forces is to procure and maintain equipment peculiar to the Army Air Forces, and to provide air force units properly organized, trained, and equipped for combat operations. Procurement and related functions will be executed under the direction of the Under Secretary of War.

c. The following duties are specifically assigned to the Army Air Forces:

(1) The operation of Army Air Forces replacement training centers and schools, including officer candidate schools, for the training of personnel in pilot functions and specialist nonpilot functions of combat and ground crews and in all duties involving the care, supply, and maintenance of aeronautical matériel.

(2) The provision of basic training for individuals in the Army Air Forces inducted in excess of replacement training center capacity.

(3) The organization of air force tactical units as directed by the War Department.

(4) The training of all tactical units assigned to the Army Air Forces.

(5) The organization, equipment, and training of such task forces as are directed by the Chief of Staff.

(6) The development of tactical and training doctrine, Tables of Organization, Tables of Basic Allowances, military characteristics of aircraft, weapons, and equipment, and operational changes needed in equipment, aircraft, and weapons peculiar to the Army Air Forces.

(7) The discharge of personnel functions pertaining to the Army Air Forces.

(8) The assignment of officers of the Army Air Forces including Army Ground Forces and Services of Supply personnel on duty therewith.

(9) The supply of air force personnel and equipment peculiar to the Army Air Forces, to the Army Ground Forces, Services of Supply, defense commands, theaters of operation, and oversea forces in accordance with policies announced by the Chief of Staff.

(10) The approval of general plans governing the construction of stations of the Army Air Forces.

(11) The submission to the Commanding General, Services of Supply, of such recommendations on construction, shelter, training aids, movements, supply, equipment, real estate, estimates of funds, and such other matters as may be necessary.

(12) The control of the expenditure of funds allocated to the Army Air Forces.

(13) The development jointly with the Commanding General, Army Ground Forces, of ground-air support, tactical training, and doctrine in conformity with policies prescribed by the Chief of Staff.

(14) The installation of such specialized air force equipment, and matériel as may be provided by the Services of Supply and the maintenance of such portion thereof as is not maintained by the Services of Supply.

(15) The preparation of proposals and recommendations for conducting the design competitions authorized by law.

(16) The command and control of all Army Air Forces stations and bases not assigned to defense commands or theater commanders and all personnel, units, and installations thereon, including station complement personnel and activities.

(17) The supervision of all air force activities in connection with the research, development, procurement, storage, supply, maintenance, and final disposition of military aircraft, accessories, supplies, facilities, and appurtenances used in connection therewith, including technical inspection and the issuance of pertinent technical instructions.

(18) All aerial operations of the Army Air Forces except for those units thereof assigned or attached to other commands.

(19) The minimization of the administrative activities of the Army Air Forces by utilizing the services available in the Services of Supply to the maximum degree consistent with proper control of the Army Air Forces.

(20) The use of judicious shortcuts in procedure to expedite operations.

7. **Services of Supply.**—*a.* The duties and responsibilities placed on the Secretary of War by Section 5a of the National Defense Act, as amended, shall continue to be performed by the Under Secretary of War. The Director of Production shall continue to perform his present services reporting direct to the Under Secretary of War.

b. The Commanding General, Services of Supply, shall, on procurement and related matters, act under the direction of the Under Secretary of War and shall, on military matters, report to the Chief of Staff. The Commanding General, Services of Supply, is charged in general with the functions, responsibilities, and authorities of command authorized by law, Army Regulations, and custom over individuals and units assigned to the Services of Supply.

c. The mission of the Services of Supply is to provide services and supplies to meet military requirements except those peculiar to the Army Air Forces. Procurement and related functions will be executed under the direction of the Under Secretary of War.

d. The Services of Supply consolidates under the jurisdiction of the Commanding General, Services of Supply, the supply arms and services, certain administrative services of the War Department, certain parts of the office of the Under Secretary of War, certain boards and committees, general depots, ports of embarkation and auxiliaries, and corps areas, with such amalgamation, reallocation of duties, and reorganization as is necessary or advisable.

e. The following duties are specifically assigned to the Services of Supply:

(1) The direction and supervision of engineering research, development, procurement, storage, and distribution of supplies and equipment, except those peculiar to the Army Air Forces.

(2) The establishment of purchasing and contractual policies and procedure.

(3) Transportation and traffic control.

(4) Construction for the Army.

(5) The consolidation of programs and requirements of the Army with the programs and requirements received from Defense Aid and the Navy and procured by the Army.

(6) The securing of War Department funds, the arrangement for their defense and justification before the Bureau of the Budget and Congress, and the control of fiscal policy.

(7) The administration of all functions which are Army-wide in scope and which pertain to personnel as individuals, both military and civilian, to include pre-military training, mobilization of industrial manpower, and labor relations.

(8) The operation of replacement training centers and schools for the supply arms and services, including officer candidate schools.

(9) The provision of basic training for individuals in the Services of Supply inducted in excess of replacement training center capacity.

(10) The operation of all reception centers.

(11) The organization of Services of Supply units as directed by the War Department.

(12) The training of all units assigned to the Services of Supply.

(13) The assignment of officers of the Services of Supply, including Army Air Forces and Army Ground Forces personnel on duty therewith.

(14) The supply of Services of Supply personnel and units to the Army Air Forces, Army Ground Forces, theaters of operations, and oversea forces in accordance with the policies announced by the Chief of Staff.

(15) The development of tactical and training doctrine, Tables of Organization, Tables of Basic Allowances, military characteristics of weapons and equipment, and operational changes needed in equipment for the Services of Supply subject to the qualification listed in paragraph 5c(7).

(16) The command and control of all stations except those assigned Army Air Forces, defense commands, and theaters of operations.

(17) The use of judicious shortcuts in procedure to expedite operations.

8. The following boards, exempted stations, military missions, and commissions are placed under the jurisdiction of the authority indicated after their respective names:

<i>Title</i>	<i>Responsible authority</i>
Air Corps Board.....	Commanding General, Army Air Forces.
Battle Monuments Commission.....	The President.
Beach Erosion and Shore Protection Board.	Chief of Engineers.
Board of Commissioners, United States Soldiers' Home.	Secretary of War.
Board of Engineers for Rivers and Harbors.	Chief of Engineers.
Budget Advisory Committee.....	Commanding General, Services of Supply.
California Debris Commission.....	Chief of Engineers.
Command and General Staff School, Fort Leavenworth, Kans.	Commanding General, Services of Supply (curriculum and doctrine under supervision of G-3, W. D. G. S.).
Director of Defense Aid.....	Commanding General, Services of Supply.
Industrial Mobilization Board.....	Under Secretary of War.
Military Missions	War Plans Division, War Department General Staff.
Military Police Board.....	Provost Marshal General.
Mississippi River Commission.....	Chief of Engineers.
Motion Picture Review Board.....	Bureau of Public Relations.
National Board for the Promotion of Rifle Practice.	Commanding General, Army Ground Forces.
Photo News Board.....	Bureau of Public Relations.
United States Military Academy, West Point, N. Y.	Commanding General, Services of Supply (curriculum and doctrine under supervision of G-3, W. D. G. S.).
War Department Decorations Board..	Commanding General, Services of Supply.
War Department Uniform Board.....	Commanding General, Services of Supply.
Harbor Defense Board.....	Abolished.

9. War Department relationship with joint activities will be maintained by the authority indicated:

<i>Title</i>	<i>Responsible authority</i>
Aeronautical Board-----	Under Secretary of War.
Army and Navy Munitions Board-----	Under Secretary of War.
Joint Army and Navy Board and Planning Committee.	Chief of Staff.
Joint Army and Navy Committee on Welfare and Recreation.	Commanding General, Services of Supply.
Joint Army and Navy Selective Service Committee.	Commanding General, Services of Supply.
Joint Military Communications Board--	Commanding General, Services of Supply.

10. Administrative procedure in the new organization will conform to the following:

a. Routing, custody, and method of addressing communications.—(1) In both the War Department Communications Center (Sig. C.) and War Department Post Office, mail will be delivered as addressed.

(2) In the future, mail and dispatches except as provided in (4) below, will no longer be addressed to The Adjutant General, but to the—

- (a) Chief of Staff, United States Army,
- (b) Commanding General, Army Ground Forces,
- (c) Commanding General, Army Air Forces, and
- (d) Commanding General, Services of Supply

or to such subdivisions of each thereof as may be appropriate.

(3) Mail and dispatches addressed to The Adjutant General will be received, sorted, and delivered to the proper agency.

(4) Correspondence relating to the following will be addressed to The Adjutant General:

- (a) Permanent personnel records (officers, enlisted men, Organized Reserves, Reserve Officers Training Corps).
- (b) Classification of skills, abilities, and aptitudes.
- (c) Machine personnel records.
- (d) National Guard Bureau affairs.
- (e) Conformance to personnel allotments.
- (f) Publications.

(g) Initial procurement and assignment of officers and enlisted men.

(h) Transfers of personnel between any two of the following: War Department General Staff, Army Air Forces, Army Ground Forces, and Services of Supply.

(i) Separation from the service of officers, warrant officers, and enlisted men.

(j) Archives.

(k) Administration relating to appointment and admission of cadets to the United States Military Academy and their separation therefrom.

(l) Government and control of the United States Disciplinary Barracks and of all offenders sent thereto for confinement and detention.

(m) Army Postal Service and Army Courier Service.

(5) The Chief of Staff, the Commanding General, Army Ground Forces, and the Commanding General, Army Air Forces, may forward to The Adjutant General of his command or to The Adjutant General, routine messages for action and answer.

(6) *Custody of communications.*—(a) The Adjutant General is the custodian of the permanent records of the War Department. The Chief of Staff,

the Commanding General, Army Ground Forces, the Commanding General, Army Air Forces, and the Commanding General, Services of Supply may establish files of temporary record which will be transferred to The Adjutant General when no longer current.

(b) The Chief of Staff, the Commanding General, Army Ground Forces, the Commanding General, Army Air Forces, and the Commanding General, Services of Supply, will report to The Adjutant General the files that are to remain in their permanent custody, and that are to be exempted from control of The Adjutant General.

(c) Records of the General Headquarters, the Chief of Infantry, the Chief of Field Artillery, the Chief of Cavalry, and the Chief of Coast Artillery will be transferred to the Commanding General, Army Ground Forces for suitable disposition. Records of the Chief of the Air Corps and of the Commanding General, Air Force Combat Command, will be transferred to the Commanding General, Army Air Forces, for suitable disposition.

b. *Organization of message centers.*—(1) The Chief of Staff, the Commanding General, Army Ground Forces, the Commanding General, Army Air Forces, and the Commanding General, Services of Supply, will establish such message centers as may be deemed necessary to distribute mail and dispatches, reporting to the War Department Post Office the location of the message center and the agencies and offices to be served therefrom.

(2) Message Center organization and procedure will provide special handling for the following classes of mail and dispatches:

(a) Messages relating to command and combat operations.

(b) Other coded messages.

(c) Classified mail to include secret, confidential, and restricted mail and dispatches.

(3) Commanding Generals, Army Air Forces, Army Ground Forces, and Services of Supply will, as soon as practicable after receipt, furnish War Plans Division, War Department General Staff, with a copy of all messages received by them from services outside the continental limits of the United States pertaining to current or projected combat operations whenever the original does not indicate that the War Department Communications Center has sent a copy direct. The foregoing commanders will, as soon as practicable after receipt furnish the Assistant Chief of Staff, G-2, War Department General Staff, with a copy of all messages received by them from sources outside the continental limits of the United States pertaining to combat intelligence whenever the original does not indicate that the War Department Communications Center has sent a copy direct. Safeguarding measures, as prescribed in AR 380-5, will be taken in the preparation, transmission, and custody of these copies.

(4) All War Department telegrams, radiograms, and cables will include an identifying symbol of five letters, the first two of which will identify the sending agency and the last three of which will identify the subdivision of the sending agency.

(a) Symbol letters are assigned as follows:

1. War Department General Staff.....	WD
2. Army Ground Forces.....	GN
3. Army Air Forces.....	AF
4. Services of Supply.....	SP

(b) Each agency in (a) above will assign appropriate third, fourth, and fifth letters to identify subdivisions of their command.

(c) War Department General Staff symbols are assigned as follows:

1. Chief of Staff, U. S. Army	-----	WDCSA
2. Assistant Chief of Staff, G-1	-----	WDGAP
3. Assistant Chief of Staff, G-2	-----	WDGBI
4. Assistant Chief of Staff, G-3	-----	WDGCT
5. Assistant Chief of Staff, G-4	-----	WDGDS
6. Assistant Chief of Staff, OPD	-----	WDOPD

(d) General instructions.

1. When replies to messages are desired, the term "reply requested" will be incorporated into the body of the message or letter.
2. Letters will bear an identifying symbol if the symbol system for identifying the specific place of preparation within the originating office is in use. In telegrams, radiograms, and similar messages sent in the clear, the message will close with the word, "end", followed by the identifying symbol.

SECTION VII, CIRCULAR No. 60, 1942

VII. Identification tags—Conservation.—1. As stated in paragraph 5b, Circular No. 241, War Department, 1941, the current expansion program has placed a tremendous strain on industry and on supplies of materials needed in the manufacture of defense items.

2. The War Department has taken action to eliminate the use of metal wherever possible in order that the available supply may be utilized to the greatest advantage in those instances where substitution is not appropriate. Identification tags must, of necessity, be made of a metal highly resistant to corrosion.

3. At the present time, identification tags are made of monel metal which is used in the fabrication of many defense items. This metal is superior to any other previously used. Due to its scarcity, however, it has been necessary to consider the use of stainless steel, which is also critical, being used in many defense items, and is not as satisfactory for these tags.

4. Issues of tags have exceeded the estimated requirements upon which procurement has been based. While the exact reason for this variance is not known, it is believed to be due, at least in part, to thoughtlessness on the part of both officers and enlisted men, resulting from the expendable nature of the item and its relatively insignificant cost. Identification tags, while a minor item insofar as the actual quantity of metal in each tag is concerned, require great amounts of metal when procured in quantities for issue to all personnel of the Army.

5. In view of the above, it is directed that each officer and enlisted man personally exercise the greatest possible care to prevent the necessity for replacement of the identification tags in his possession.

[A. G. 344.2 (2-21-42).]

SECTION III, CIRCULAR No. 61, 1942

III. Passive defense of munitions plants.—The second sentence, paragraph 9, Circular No. 55, War Department, 1942, is changed to read as follows:

The Plant Protection Section, Army and Navy Munitions Board, will determine from time to time the plants with respect to which the responsibility for the recommending and inspecting of passive defense measures will rest with the War or Navy Department rather than with the Office of Civilian Defense

and, with respect to those plants, will assign responsibility as between the two Departments by specific lists known as Inspection Responsibility Lists.

[A. G. 383 (3-2-42).]

SECTION II, CIRCULAR No. 62, 1942

II. Publications of the Hydrographic Office, Navy Department, required by the Army.— * **

1. Requisitions for publications of the Hydrographic Office, Navy Department, required by the Army, except the Army Air Forces and the Army Transport Service, will be transmitted through the Chief of Engineers.

2. Requisitions for publications of the Hydrographic Office, Navy Department, required by the Army Air Forces will be transmitted through the Chief of the Map Section, Office of the Chief of the Air Corps, Annex Building, Bolling Field, D. C.

3. Requisitions for publications of the Hydrographic Office, Navy Department, required by the Army Transport Service will be transmitted through the Transportation Division, Office of The Quartermaster General.

4. The Assistant Chief of Staff, G-2, will designate a representative to act as liaison officer for the War Department with the Hydrographic Office, Navy Department, for the purpose of conferring with representatives of that office concerning the priority of filling existing shortages in Hydrographic Office publications, and for the purpose of making estimates of future requirements of the Army for such publications.

[A. G. 063:1 (2-27-42).]

SECTION III, CIRCULAR No. 62, 1942

*III. Replacement policy for organizational equipment certified uneconomically reparable.—1. Disposal by units of field forces.—*In order to facilitate replacement and disposal of motor vehicles and other items of organizational equipment classed as uneconomically reparable, the following procedure is announced:

a. Units of the field forces are authorized, under such regulations as army commanders may prescribe, to transfer to corps area service commands, vehicles and other items of organizational equipment certified by technical officer personnel of the supply arm or service concerned as uneconomically reparable. This authority does not obviate necessity of prior survey action if required under existing regulations.

b. Supervised motor transport equipment will be transferred to fourth echelon motor maintenance establishments wherever practicable.

c. Upon transfer as indicated in *a* above immediate action may be initiated to secure replacement of the item so transferred, citing this circular.

d. Instructions contained herein do not preclude the direct exchange of un-serviceable articles (either reparable or unreparable) as provided in paragraph 3b(2), AR 35-6540.

*2. Disposal by corps area service commands.—*Items of organizational equipment transferred to corps area service commands under the provisions of paragraph 1 will be disposed of as provided in existing regulations.

*3. Air Corps property exempted.—*The foregoing is applicable to all classes of organizational equipment, except Air Corps property.

[A. G. 451 (11-10-41).]

SECTION IV, CIRCULAR No. 62, 1942

IV. Bakery personnel.—1. In order to provide training facilities for bakery companies, the post bakery installations of posts where these units are assigned

should be utilized when authorized by the post commander. For training purposes, it will also be necessary to bake at least a portion of the post bread requirements in field bake ovens.

2. Due to the fact that bakery companies are field units and as such are subject to orders by field commanders at any time, post quartermasters should not rely upon or become entirely dependent on such personnel to operate post bakeries. Provisions should be made to supply post bakery personnel from station complements, or to arrange for the operation of such bakeries by student bakers from schools for bakers and cooks as part of their training curriculum under the supervision of school for bakers and cooks instructors.

3. If there is a lapse of time between the departure of bakery companies and the time required to provide trained personnel, bread should be purchased from commercial sources.

[A. G. 320.2 (2-23-42).]

SECTION I, CIRCULAR No. 65, 1942

1. Communication with American National Red Cross in case of capture.—

Under the provisions of paragraph 18, AR 850-75, members of the Army of the United States and persons accompanying or serving therewith are advised that, in case of capture by the enemy, they should communicate promptly their name and prison address to the American National Red Cross, such communications to be addressed to International Red Cross Committee, Geneva, Switzerland.

[A. G. 080 (2-6-42).]

CIRCULAR No. 69, 1942

*Definition of responsibility for supplies and other activities heretofore associated with repairs and utilities at posts, camps, and stations.—*In accordance with the provisions of act December 1, 1941 (sec. IV, Bull. No. 35, W. D., 1941), and pending revision of Army Regulations, circulars, orders, bulletins, memoranda, and instructions in conflict therewith, the following is published for the information and guidance of all concerned.

1. *Fuel.—a.* The Chief of Engineers is responsible for preparation of specifications, estimate of quantity requirements, procurement of funds, and initiation of requisitions for fuel required for—

- | | |
|----------------------------|---------------------|
| (1) Space heating. | (8) Fire apparatus. |
| (2) Power. | (9) Utility shops. |
| (3) Incineration. | (10) Cooking. |
| (4) Refrigeration. | (11) Baking. |
| (5) Utility plants. | (12) Smithing. |
| (6) Maintenance equipment. | (13) Water heating. |
| (7) Pumping. | (14) Process steam. |

b. The Quartermaster General is responsible for purchase, inspection, storage, and distribution of fuel (except electricity and natural or manufactured gas), including that fuel referred to in *a* above.

2. *Bakeries, laundries, dry-cleaning, shoe, clothing, and equipage repair shops.—a.* The Chief of Engineers is responsible for determination of need for, design, preparation of design and specifications, estimate of quantity requirements, procurement of funds, initiation of procurement, and installation for *initial installation only* of power operated and immovable bakery, laundry, dry-cleaning, shoe, clothing, and equipage repair equipment.

b. The Quartermaster General is responsible for—

(1) Operation, maintenance, repair, and replacement of all bakery, laundry, dry-cleaning, shoe, clothing, and equipage repair equipment initially installed in new construction.

(2) Procurement of funds, purchase, installation, operation, maintenance, repair, and replacement of all bakery, laundry, dry-cleaning, shoe, clothing, and equipage repair equipment required subsequent to the initial installation, and such equipment when required for the operation of any bakery, laundry, dry-cleaning, shoe, clothing, and equipage repair shop to be established in any building not originally constructed for such purpose.

3. *Other equipment, supplies, and activities.*—a. The Chief of Engineers is responsible for—

(1) Water supply, including operation of pumping and treating plants, purchase of water, installation, maintenance, and repair of water distributing systems.

(2) Gas supply, including the purchase of manufactured or natural gas, and installation, operation, maintenance, and repair of all gas distributing systems.

(3) Supply of electricity, including the purchase thereof; operation of all generating plants, and installation, operation, maintenance, and repair of all electrical distributing systems.

(4) Supply of heat, including installation, maintenance, and repair of space heating equipment (except the supply of tent stoves), and the operation of all central heating plants and accessory distribution systems.

(5) Refrigeration, including operation, maintenance, and repair of refrigerating plants to the limit of providing required refrigeration storage space, and the required amount of ice. (The utilization of the refrigerated space and the distribution of ice is the responsibility of the Quartermaster Corps.)

(6) Operation, maintenance, and repair of sewerage and drainage systems, including sewage disposal and treatment plants.

(7) Disposal of waste, including the collection and disposal of refuse and snow, and maintenance, repair, and operation of incinerating plants; provided, however, that waste or refuse having a saleable value be turned over to the salvage officer for disposal.

(8) Operation of shops and plants directly connected with the functions of maintenance and repair of utilities.

(9) Preparation of all plans for fire protection to insure technical sufficiency; provide and maintain all fire protection equipment and fire alarm systems, and under the direction of the local station commander, provide for the operation of such equipment.

(10) Maintenance, alteration, and repair of all buildings and structures, roads, walks, wharves, grounds, utility plants, distributing systems, and maintenance equipment.

(11) Execution or renewal of leases, licenses, permits, and privileges for the use of privately owned real estate, and cancelation, extension, or modification of such instruments, for property surveys, and maintenance of authentic maps of Government reservations.

(12) Execution of insect control programs, including ditching and draining.

(13) Determination of need for, design, preparation of design and specifications, estimate of quantity requirements, procurement of funds, maintenance, repair, and replacement of power operated or immovable kitchen and mess equipment; scales (wagon, truck, or railway, including platform scales built into the structure); cooking ranges (except ranges, field); incandescent lamps; electric fans, and refrigerators (ice cooled and mechanical).

(14) Those parallel functions listed above which pertain to the appropriation "Construction and Repair of Hospitals."

(15) Determination of needs, maintenance, repair, and administration of defense housing projects situated on military reservations.

(16) Maintenance and repair of railroad roadbed and accessory structures, and the supply and maintenance of the necessary maintenance equipment.

b. The Quartermaster General is responsible for determination of need for, design, preparation of design and specifications, estimate of quantity requirements, procurement of funds, purchase, inspection, installation, operation, maintenance, repair, and replacement of the following equipment and supplies:

(1) All kitchen and mess equipment, including field ranges, except that which is power operated or immovable (fixed installation).

(2) All warehouse equipment at quartermaster branch depots, general depots, ports of embarkation, and posts, camps, and stations, other than that equipment which constitutes a structure or is a fixed installation as part of the structure (such as wagon, truck, or railway scales and platform scales built into a structure), and other than technical equipment pertaining to ordnance magazines at posts, camps, and stations.

(3) Wall lockers.

(4) Heavy furniture for officers' and noncommissioned officers' quarters.

(5) Desk lamps.

(6) Bins, shelving, and dunnage for warehousing of supplies, except that required for branch depots of arms and services other than the Quartermaster Corps.

(7) Calcium hypochlorite.

c. The Quartermaster General is responsible for determination of need for, design, preparation of design and specifications, estimate of quantity requirements, procurement of funds, purchase, inspection, and replacement of stoves, tent.

4. Any plan, design, or specification for the construction of any building or for any equipment intended for installation in any building in which the Quartermaster Corps will be the principal operating service will be referred to The Quartermaster General for concurrence prior to final approval of such plans or specifications.

5. The service responsible for the maintenance and/or operation of the equipment defined above will be responsible for all tools, spare parts, and operating supplies.

6. The Quartermaster General is responsible for the purchase, including inspection, of power operated or immovable kitchen, mess, bakery, laundry, dry-cleaning, shoe, clothing, and equipage repair equipment, individual heating stoves, and cooking ranges; and the purchase, including inspection, upon request of the Chief of Engineers, of fire extinguishing apparatus, supplies, and equipment. To facilitate the prompt accomplishment of this interbranch procurement, the Chief of Engineers and such field representatives as may be designated by him are authorized to correspond directly with and to allot funds to authorized procurement agencies of the Quartermaster Corps; provided, that requests for procurement of those supplies listed in paragraph 5, Circular 1-4, OQMG, March 1, 1939, as amended, will be forwarded to the depots indicated therein, and that requests for the purchase of coal will be forwarded to The Quartermaster General. The Quartermaster General will be responsible for the storage and distribution of equipment and supplies procured for the Chief of Engineers upon request of that service.

7. The Quartermaster General and the Chief of Engineers will submit a list of employees, those having a major interest in those responsibilities returned to the Quartermaster Corps, to be transferred from the Corps of Engineers to the Quartermaster Corps, and at that time submit recommendations for a division of office space and equipment to provide for an efficient grouping of personnel.

8. Funds now in an appropriated status required to carry out the responsibilities hereby placed upon the Quartermaster Corps will be transferred to The Quartermaster General, and requirements for future needs for such responsibilities will be included in appropriations pertaining to the Quartermaster Corps.

9. Requisitions for equipment and supplies defined above will be made by field agencies and upon the service upon which responsibility for determination of need has been placed.

10. The Quartermaster Corps will maintain a central purchasing organization at posts, camps, and stations except where, in the opinion of the commanding officer, local conditions warrant otherwise.

11. Any function not clearly established or defined by this circular will be determined by and between the Chief of Engineers and The Quartermaster General.

12. The chart below indicates for ready reference the detailed responsibilities of each service.

Division of responsibility for supplies and other activities heretofore associated with repairs and utilities at posts, camps, and stations

Item or activity	Responsibility of Chief of Engineers										Responsibility of The Quartermaster General												
	Determine needs	Design	Prepare specifications	Procure funds	Initiate requisition	Purchase ¹	Receipt, storage, ² distribution ³	Test and inspection	Operate ⁴	Maintenance, alteration, repair	Replace, and/or install	Determine needs	Design	Prepare specifications	Procure funds	Initiate requisition	Purchase ¹	Receipt, storage, ² distribution ³	Test and inspection	Operate ⁴	Maintenance, alteration, repair	Replace, and/or install	
Bakery equipment ⁴	X	X	X	X	X	X					X												X
Bakery equipment ¹ , bins, shelving, and dunnage for warehousing of supplies ³																							X
All buildings, structures, roads, walks, wharves, grounds, including firing ranges, utility plants, distribution systems, maintenance, equipment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Calcium hypochlorite	X	X	X	X	X	X																	X
Cooking ranges	X	X	X	X	X	X																	X
Defense housing (on reservation)	X	X	X	X	X	X																	X
Disposal of waste:	X	X	X	X	X	X																	X
Street cleaning	X	X	X	X	X	X																	X
Incineration and collection	X	X	X	X	X	X																	X
Drainage	X	X	X	X	X	X																	X
Dry-cleaning equipment ⁴	X	X	X	X	X	X																	X
Dry-cleaning equipment ¹	X	X	X	X	X	X																	X
Electricity:	X	X	X	X	X	X																	X
Supply plants	X	X	X	X	X	X																	X
Distribution systems	X	X	X	X	X	X																	X
Electric fans	X	X	X	X	X	X																	X
Fire protection equipment	X	X	X	X	X	X																	X
Fuel (except electricity, natural or manufactured gas) for—	X	X	X	X	X	X																	X
Space heating	X	X	X	X	X	X																	X
Power	X	X	X	X	X	X																	X
Incineration	X	X	X	X	X	X																	X
Refrigeration	X	X	X	X	X	X																	X
Utility plants	X	X	X	X	X	X																	X
Maintenance equipment	X	X	X	X	X	X																	X

See footnotes at end of table.

Division of responsibility for supplies and other activities heretofore associated with repairs and utilities at posts, camps, and stations—Continued

Item or activity	Responsibility of Chief of Engineers										Responsibility of The Quartermaster General														
	Determine needs	Design	Prepare specifications	Procure funds	Initiate requisition	Purchase ¹	Receipt, storage, ² distribution ²	Test and inspection	Operate ³	Maintenance, alteration, repair	Replace and/or install	Determine needs	Design	Prepare specifications	Procure funds	Initiate requisition	Purchase ¹	Receipt, storage, ² distribution ²	Test and inspection	Operate ³	Maintenance, alteration, repair	Replace and/or install			
Fuel for—Continued.	X																								
Pumping.....	X																								
Fire apparatus.....	X																								
Utility shops.....	X																								
Cooking.....	X																								
Baking.....	X																								
Smithing.....	X																								
Water heating.....	X																								
Process steam.....	X																								
Other.....	X																								
Heavy furniture for officers' and NCO quarters.....	X																								
Gas (natural or manufactured). Supply.....	X																								
Distribution systems.....	X																								
Heating equipment.....	X																								
Space heating equipment.....	X																								
Tent stoves.....	X																								
Central heating.....	X																								
Distribution systems.....	X																								
Incandescent lamps.....	X																								
Insect control program.....	X																								
Kitchen and mess equipment ¹²	X																								
Kitchen and mess equipment, other.....	X																								
Lamps (desk).....	X																								
Laundry equipment ¹	X																								
Laundry equipment ¹	X																								
Railroad maintenance, equipment and structure.....	X																								
Real estate ¹³	X																								
Refrigeration.....	X																								
Refrigerators (ice and mechanical).....	X																								

Quartermaster responsible for utilization of space and products.

in the following form: under \$50,000; \$50,000 to \$99,000; \$100,000 to \$499,999; \$500,000 to \$999,999; \$1,000,000 to \$4,999,999; over \$5,000,000.

[A. G. 000.7 (5-25-42).]

SECTION II, CIRCULAR No. 223, 1942

II. Procurement and issue of rubber bands and rubber stamps.—Section II, Circular No. 22, War Department, 1942, is amended by adding the following paragraph:

3. Purchase of rubber erasers is hereby restricted to erasers made from reclaimed rubber only.

[A. G. 462 (7-7-42).]

SECTION III, CIRCULAR No. 223, 1942

III. Cleaning motor vehicle cab interior.—1. Information has been received by the War Department that maintenance and operating personnel have been flushing or washing out the accumulations of sand, grease, dirt, etc., in motor vehicle cabs by the use of a water hose stream.

2. As the electrical equipment in the cab is subject to damage and deterioration by saturation with water, the use of water for this purpose will be discontinued, and the necessary habitual cleaning of the cab accomplished by sweeping, wiping, or some other means not harmful to any of the electrical and other equipment, paint, and upholstery.

[A. G. 451 (7-3-42).]

SECTION I, CIRCULAR No. 224, 1942

1. Net and gross profits in exchanges.—1. Net profit.—Pursuant to the primary purpose of exchanges as stated in paragraph 1a(1) and the authority in paragraph 11c(3), AR 210-65, the minimum net profit on direct sales of exchanges is set at 5 percent and the maximum net profit is set at 7.5 percent. This maximum net profit may be exceeded only in those exchanges which have not as yet acquired a sufficient capital structure to give them an availability of funds for distribution and appropriations, and those exchanges which have not yet liquidated the notes given at the time of the elimination of share values. Reduction in net profits to within the above standards will be attained by a reduction in sale prices.

2. Gross profit.—Pursuant to paragraph 11c(3), AR 210-65, the maximum gross profit on special order sales is set at 2 percent in all exchanges.

[A. G. 331.36 (6-29-42).]

CIRCULAR No. 225, 1942

Servicemen's Dependents Allowance Act of 1942.—1. The Servicemen's Dependents Allowance Act of 1942 (Bull. 29, W. D., 1942) authorizes the payment of monthly family allowances to certain relatives and dependents of enlisted men of grade four and below, upon the written application made by the enlisted man, or made by or on behalf of the relatives and dependents concerned. These family allowances will be increased by a contribution of \$22 or \$27 to be deducted from the enlisted man's pay and will be distributed to the various eligible relatives and dependents in accordance with the language of the act and appropriate regulations.

2. The family allowances for men in the service June 1, 1942, will begin to accrue on June 1, 1942. The first payment will not be made to dependents before

to any disbursing officer of the War Department, providing legitimacy of source is established.

6. There is no provision under the arrangement outlined in paragraph 1 for the exchange of Australian coin in this country. However, exchange may be made under the foregoing procedure, except that disbursing officers will make separate shipments of coin by safe means to the Finance Officer, U. S. Army, San Francisco, California, who will make periodic transfers to special disbursing agents of vessels or transports going to Australia for use or further transfer by the latter.

7. The practice of Army personnel leaving Australia with Australian currency notes or coin will be discouraged as far as possible.

8. (*See* sec. II, Cir. 359, 1942.)

[A. G. 123.07 (8-15-42).]

CIRCULAR No. 278, 1942

Standards of construction for field camps.—1. Instructions governing.—*a.* The construction of facilities at field camps established to implement the 1943 troop basis will be in accordance with the instructions contained herein.

b. The provisions of letter from the Headquarters, Services of Supply (A. G. 600.12 (4-15-42) MO-D-M), April 16, 1942, subject, War Department Construction Policy, Zone of the Interior, will be disregarded wherever they conflict with this circular.

2. Troop shelter.—*a. Heavy tentage.*—Tent floors will be provided. Tentage will be allotted on the following basis:

- (1) Enlisted men, six per pyramidal tent.
- (2) Company officers, two per small wall tent.
- (3) Majors and lieutenants colonels, one per small wall tent.
- (4) Colonels and above, one per pyramidal tent.
- (5) Company administration and supply, two tents.

b. Mess hall.—Theater of operations type.

c. Bathhouse.—Theater of operations type, one per battalion or similar unit except where economy of construction dictates the utilization of a number of smaller buildings. Tile drains will be provided where necessary.

d. Latrines.—Pit latrines, theater of operations type, roofed and screened, will be provided. Where soil conditions make the use of pit latrines inadvisable, the bucket type will be used. Water-borne sewerage will be provided only where in the opinion of the Chief of Engineers it is definitely advantageous from a construction standpoint.

3. Hospitalization.—*a.* Hospitalization of theater of operations type construction with running water and the simplest type of water-borne sewerage will be provided for 2.67 percent of camp capacity.

b. A small guest house to be controlled by the camp commander will be provided in the hospital area for relatives of the sick.

c. Quarters for Army nurses will be of the theater of operations type, modified, with running water.

d. Medical officers and enlisted men will be provided with tent shelter and bath and latrine facilities equivalent to those provided for other personnel in the camp.

e. Hospitalization for 1.33 percent of camp capacity will be provided in heavy tentage, floored and screened, to be operated by field medical units. Water-borne sewerage will not be provided unless the camp proper is so served.

4. Storage.—*a.* Base facilities will be of the railhead type in towns wherever practicable, using leased warehouses if available. General warehousing will be provided on the basis of 2 square feet per enlisted man.

b. Open shed storehouses will be provided for separate battalion, regimental, divisional, and higher echelons only where required.

c. Warehouses will have earth floors and necessary dunnage will be provided.

5. Repair facilities.—a. Minimum open shed construction will be provided for separate battalion, regimental, divisional, and higher echelons where required.

b. Construction for grease racks and wash racks will not be provided.

6. Recreational facilities.—a. Exchanges, theater of operations type, will be provided on a separate battalion, regimental, and equivalent unit basis.

b. Open-air theaters will be provided. Construction of service clubs, chapels, other theaters, guest houses, and other recreational facilities will not be provided.

c. One theater of operations type building, 20 by 100 feet, per battalion or similar unit will be constructed. Company day rooms will not be provided.

7. Water.—Basis: 50 gallons per man per day. Normal distribution system will consist of single main following line of kitchens and bathhouses. Where necessary and feasible, wooden storage tanks for fire protection will be erected to serve hospital, warehouse, and mess areas.

8. Power.—A minimum of electric lights will be furnished in hospital buildings, mess halls, post exchanges, bathhouses, and regimental and higher echelon administration buildings. If materials are available electric lights will be provided in tents and latrines.

9. Roads.—Roads will be of the simplest type which will stand up for the period of expected occupancy, the governing consideration to be low initial cost rather than low maintenance factor. Parking areas will not be paved and only essential grading will be undertaken.

10. Rail.—A minimum of siding for periodic trains and refrigerator cars will be provided. No rail development in the warehouse area nor any special rail development for troop movement is contemplated. Final selection of camp site will include consideration of sidings within a 30-mile radius to permit troop movement by rail.

11. Bakery.—Construction of a bakery building will not be provided. Provision will be made for operation of a field bakery along the main water supply line.

12. Laundry.—Construction for laundry service will not be provided. Use will be made of field laundry units, other Government laundries, or nearby civilian facilities.

13. Cold storage.—Construction of cold storage buildings is not contemplated.

14. Training aids.—Training aids for each camp or group of camps will be in accordance with recommendations of the Commanding General, Army Ground Forces. Artillery, small-arms, and combat firing ranges necessary for field training of units in the camp will be constructed. It is contemplated that these ranges will be provided only where necessary and at camps where common use can be arranged with troops occupying other camps in the area. Other minimum essential training aids needed to maintain and provide for progressive development are authorized.

[A. G. 600.12 (8-18-42).]

SECTION II, CIRCULAR No. 279, 1942

II. Restriction on transportation of dependents and movement of household goods.—Paragraph 2a, section VI, Circular 261, War Department, 1942, is amended by adding the following sentence thereto:

A movement of dependents or household goods which is commenced under proper orders prior to September 1, 1942, but not completed by that date, or a movement begun on or after September 1, 1942, under the control of proper