HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

WEEKLY DIRECTIVE
NUMBER 39

4 June 1949

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Material which does not require handling as expeditiously as intended for Messageforms or signal communications, will be compiled and issued by this headquarters in Weekly Directives. Weekly Directives have the status of official orders and directives, and are distributed to all units including companies. These directives are issued in numerical sequence, and subsequent references to them will make filing and annotating in the headquarters of all recipients essential.

Section I - Food Service Report of Oversea Perishable Subsistence Losses.

1. Section II, Weekly Directive 33, this headquarters, 23 April 1949, subject as above, is amended as follows:

a. To add subparagraph 2g:

"g. Other units reporting direct to this headquarters."

b. Paragraph 3 to read:

"3. Effective for the month of April 1949, and each month thereafter for 6 months, Report of Oversea Perishable Subsistence Losses, (Reports Control Symbol QMG-69), will be submitted in duplicate on NME Form 128 direct to this headquarters. The report covering losses for the month of April will arrive at this headquarters not later than 10 May; subsequent reports on or before the 10th day of the succeeding month. Final report will be submitted for the month of September 1949." (AGP 430)

Section II - Shipment of Pets to Japan.

Section XXII, Weekly Directive 17, this headquarters, 31 December 1948, subject as above, is amended by adding paragraph 13.

"13. When the port of discharge is 2d Transportation Medium Port, Yokohama or Haneda Air Force Base, the commanding officer, Kanagawa Military Government Team will notify owners when their pets have cleared quarantine. Commanding officers of other military government units will notify owners of pets when quarantine clearance has been authorized at ports of discharge in their respective areas of responsibility." (AGG 454)

Section III - Organized Reserve Corps - Uniforms and Equipment.

1. References.

a. AR 30-2290.

b. Section I, Weekly Directive 32, this headquarters, 16 April 1949, subject: "Organized Reserve Corps," as amended.

2. Letter, General Headquarters, Far East Command, AG 420 (17 May 49) AG-PD, 17 May 1949, subject: "Uniforms and Equipment for Reserve Officers, Far East Command," is quoted in part for information and compliance:

"2. Under the provisions of paragraph 4b(1) of AR 30-2290, Reserve Officers located within the Far East Command, who are not on active duty, are authorized to purchase from the Quartermaster, subject to availability of existing stocks, certain necessary items of uniform and equipment that may be needed in order for them to train on inactive duty status with units of the Regular Army, *****.

"3. Purchase will be limited to the following items not to exceed the quantities indicated:

Item	Maximum sale authorization
Belt web waist	1
Buckle for belt web waist GCM	1
Boots Service Combat or Shoes, Service	1
Cap Field Cotton OD w/Vizor	1
Cap Garrison Cotton 8.2 oz Unif Twill Khaki	2
Cap Garrison Wool serge 18 oz OD 33	1
Cover, Cap Service Cotton 8.2 oz Unif Twill Khaki	2
Frame Cap Service	1
Cap Service Fur Felt Brown	1
Jacket Wool OD 33	1
Jacket Field M43	1
Jacket HBT	2
Necktie, cotton Mohair OD 51 or shade Khaki	2
Shirt Cotton 8.2 oz Unif Twill Khaki	5
Shirt Wool OD	2
Socks Wool Cushion Sole	5
Socks Cotton Tan	5
Trousers Wool Serge 18 ozs OD 33	2
Trousers Cotton 8.2 oz Uniform Twill Khaki	5
Trousers HBT	2
Insignia	as required
1 Overcoat, Field Complete with liner	1

"4. Prior to purchase of any article listed in paragraph 3 above, each Reserve Officer will identify himself to the Sales Officer and present written evidence from the appropriate Officer in Charge of Reserve Affairs or ORC Instructor that he is scheduled to participate in military training on an inactive duty status with units of the Regular Army."

3. The provisions of the foregoing apply only to inactive duty training authorized in reference 1b and will be brought to the attention of Reserve officers not on active duty and Quartermaster Sales Officers. (AGR 326.2)

Section IV - Recruiting - NME Form 53 (Report of Home Address at Time of Last Entry into Service).

1. Reference.

Circular 269, Department of the Army, 31 August 1948, subject as above.

2. Radiogram, Department of the Army, WCL 42445, 23 May 1949, is quoted in part for information and compliance.

"* * * Repeated instances noncompliance [with the reference] particularly on reenlistments has upset credit system under provisions section 5b,'Selective Service Act of 1948.' Desire NME Form 53 executed and forwarded in every instance required." (AGRE 340)

Section V - Recruiting - Enlistments and Reenlistments in Regular Army.

1. Reference.

AR 615-365.

Weekly Directive 39, Hq Eighth Army, 4 June 1949, cont'd.

2. Radiogram, Department of the Army, WCL 43074, 24 May 1949, is quoted in part for information and guidance.

"* * * First sentence of paragraph 2e, AR 615-365, 27 October 1948, being changed substantially as follows: 'To permit immediate enlistment in the Regular Army at any time for three years or more as authorized, of individuals currently serving in the Army of the United States who apply for and are qualified for such enlistment or reenlistment.' This authorizes the discharge of one year enlistees for reenlistment in Regular Army." (AGRE 340)

Section VI - Pay Reforms.

Radiogram, Department of the Army, WCL 43703, 26 May 1949 is quoted for information:

"* * * The National Military Establishment has full faith in the merits of the pay reforms as recommended in the Hook Report and approved by the President and will continue in its efforts to seek favorable action by Congress based upon the logic of our position. Signed Johnson." (AGD 240)

Section VII - Patronage Eligibility in Army Theaters.

1. Reference.

Circular 20, General Headquarters, Far East Command, 19 March 1949, subject: "Motion Picture Division."

2. Letter, General Headquarters, Far East Command, AG 331.7 (25 Apr 49) SS, 25 April 1949, subject: "Patronage Eligibility in Army and Air Force Theaters," is quoted for information and compliance:

"1. Upon presentation of proper identification, all allied and/or neutral personnel who are dependent upon United States military recreational facilities are authorized to attend Army and Air Force theaters in Japan, Okinawa and Korea.

"2. Civilian Identification Cards will be made available at all Army and Air Force theaters for issuance to personnel in the above category. These Identification Cards should be issued to allied and/or neutral nationals upon their presentation of Provost Marshal Identification Cards. Holders of Civilian Identification Cards may purchase individually one ticket only and are not permitted to purchase tickets for guests to attend Army and Air Force theaters.

"3. Admission charge to all personnel in this category will be thirty-five cents (35¢) payable at the box office in Foreign Trade Payment Certificates by those individuals who possess Commercial Entrant Identification Cards and payable in Military Payment Certificates by all other authorized personnel. In no instance will any change be made by the ticket cashier when payment is made in Foreign Trade Payment Certificates. Personnel making payment in Foreign Trade Payment Certificates will present the exact amount of the admission charge at the box office.

"4. Theater officers should be instructed to remit all Foreign Trade Payment Certificates in a separate, sealed envelope together with the normal remittances to the Far East Command Motion Picture Division Fund and include the total of both amounts in Section 12 (entitled 'Remittance') of the Far East Command Motion Picture Division Weekly Financial Statement (Reports Control Symbol QSS-05).

"5. Care should be exercised that Occupational Personnel do not purchase tickets for personnel in the category listed in paragraph 1 as this would jeopardize the special privilege obtained from the Motion Picture Industry for all allied and/or neutral civilian personnel to attend Army and Air Force theaters." (AGHA 331.7)

Section VIII - Dependent Priority List for August 1949.

The Theater Priority List for travel of dependents to Japan during the month of August 1949, will contain the names of:

a. Applicants with a total of 22 months and 28 days, or more cumulative oversea credits, computed as of 1 December 1949.

b. Applicants entitled to priority travel of family due to advanced pregnancy of the wife.

c. Applicants who have completed 8 months or more of current tour of oversea service as of 10 May 1949. (AGR 510)

Section IX - Organized Reserve Corps - Transfer of Medical Department Reserve Personnel.

1. Reference.

Section XIV, Weekly Directive 38, this headquarters, 28 May 1949, subject: "Transfer of Medical Functions from Department of the Army to Department of the Air Force."

2. Radiogram, Department of the Army WCL 43679, 26 May 1949, is quoted in part for information and compliance:

"* * * Subject, 'Departmental Transfer of Medical Department Personnel.' Commanders will take immediate action to notify Medical Department Reserve Personnel not on active duty that the Department of the Army Reserve Medical Department officer and enlisted reserve personnel who desire to transfer to United States Air Force Reserve may apply on a voluntary basis. Numbers and grades of personnel transferred will be proportional to the overall military reserve strengths and grades of the two departments. Transfers must be accomplished by 26 July 1949 on which date current enabling legislation expires. Applications for transfer to the United States Air Force Reserve /from personnel/ not on active duty will be forwarded direct to The Adjutant General attention AGJMBR. Airmail transmission is recommended. Letters requesting transfer will be signed showing name, grade, serial number, corps, primary MOS and present home address. Letters of application must be received by The Adjutant General prior to 1 July 1949, to be considered for transfer

under provision of Joint Army and Air Force Adjustment Regulation 1-1-2 dated 22 December 1947 as amended. By law the same privileges, rights, benefits of pay, promotions and retirement are available to members of Army or Air Force reserve personnel. Time and or other credits earned within one department reserve are transferred without loss to individuals upon transfer to another department reserve. Desire all reserve Medical Department personnel not on active duty be informed of provisions of this message and priority be given to prompt dissemination of this information. National Guard Bureau is taking necessary action to notify all personnel who are presently members of the Army or Air Force National Guard of the provisions of this directive." (AGP 326.2)

Section X - Recruiting - Selective System for Voluntary Enlistments.

1. Reference.

Section XIV, Weekly Directive 35, this headquarters, 7 May 1949, subject as above.

2. Provisions of the reference are continued in effect until further notice. (AGRE 340)

Section XI - Implementation of Career Guidance Plan for Warrant Officers and Enlisted Personnel.

1. Reference.

Circular 202, Department of the Army, 7 July 1948, subject as above.

2. Radiogram, Commander-in-Chief, Far East, ZX11568, 27 May 1949 is quoted in part for information and compliance:

"* * * 1. Primary MOS of an AUS or Regular Army Warrant Officer will not be changed by commander of organization to which warrant officer is assigned except as indicated in 2 below. Primary MOS of warrant officer automatically determines assignment monitoring agency of warrant officer concerned. A change in this agency would correspond to change of branch for an officer. It is therefore necessary that request for change in primary MOS be reviewed by Department of the Army to determine appropriateness of change.

"2. Requests for changing primary MOS will be submitted to The Adjutant General, attention AGPA-UT. Each request will contain following information: (1) Current primary MOS. (2) Primary MOS for which request is submitted. (3) Detailed statement of reasons for change in primary MOS."

3. Requests for change of MOS will be submitted through this headquarters. (AGR 220.01)

Section XII - Salvage Operations and Disposition of Army and Air Force Scrap and Salvage Generated in Japan.

1. Reference.

Section IV, Circular 63, this headquarters, 22 September 1948, subject: "Salvage Operations and Disposition of United States Army Generated Scrap in Japan," as amended.

2. Pending revision, the reference is further amended as follows:

a. Paragraph 7 to read:

"7. Commanders of corps and Yokohama Command, Eighth Army technical service depots, and one agency designated by Commanding General, Far East Air Forces for the Air Force, will notify this headquarters, attention Quartermaster of scrap and salvage accumulated within their command, as follows:

a. Ferrous and non-ferrous scrap metal by weight (lots of one thousand pounds or more), location, and classification as defined in TM 38-505.

b. Other items of scrap or salvage by correct nomenclature, quantity or weight, location, procurement cost, estimated fair current value, and proposed use by the Japanese if to be purchased by them."

b. Paragraph 8 to read:

"8. A central scrap yard will be operated by the Kobe Quartermaster Depot at Kobe Base for the receipt of ferrous and non-ferrous scrap metal from the reporting agencies of the Army and Air Force. Such scrap will be transferred to the scrap yard only as authorized by this headquarters."

c. Paragraph 9 and subparagraph 9a to read:

"9. When the sale of scrap to the Japanese Government is authorized, this headquarters will:

"a. Prepare a Combined Invoice, Receipt and Tally Out (inclosure 1), in quintuplicate to include the following information:

(1) Consignor

(2) Date

(3) List of items sold, by item number, stock number, nomenclature, condition, quantity, unit of measure, unit cost, extension and total cost to the Japanese Government.

(4) Signature of the property officer of the unit making delivery of scrap or salvage to the Japanese Government or an authorized representative.

(5) Signature of the authorized representative of the Japanese Board of Trade."

d. Subparagraph 9c to read:

"c. Distribute copies of the Combined Invoice, Receipt and Tally Out within ten days after completion of each transaction as follows:

(1) Original and one copy to Military Government Section, this headquarters.

(2) One copy to the selling unit.

(3) One copy, less column 7, will be furnished the authorized representative of the Japanese Board of Trade. In no case will an evaluated copy be furnished."

3. Pending rescission, Section II, Circular 87, this headquarters, 29 November 1948, subject: "Salvage Operations and Disposition of United States Army Generated Scrap in Japan," is suspended. (AGG 400.7)

Section XIII - Morale and Emergency Leave.

1. References.

a. Paragraphs 7 and 8b, Circular 26, General Headquarters, Far East Command, 1 August 1948, subject: "Authorized Absences Military Personnel."

b. Department of the Army Circular 253, 1948, subject: "Return of Military Personnel to United States for Emergency Reasons."

2. Policies announced in the references will be observed in submitting and forwarding requests for morale and emergency leave.

3. It is the responsibility of each commander to take a personal interest in the morale and welfare of each member of his command. He will carefully scrutinize each application for morale or emergency leave to ensure that only bona fide cases are forwarded for consideration. To ascertain whether the conditions at the individual's home are as stated in communications such as letters and radios which have caused the individual undue concern, the American Red Cross will be requested to furnish a home conditions report. Each morale or emergency leave request will bear an appropriate indorsement by the individual's immediate commander including reasons for believing that a bona fide emergency exists or that morale has been affected, and the findings of an investigation of the case. (AGD 210.711)

Section XIV - Control of Property Confiscated, Found Abandoned, Held as Contraband or as Evidence.

1. References.

a. TM 19-250.

b. AR 35-6520.

c. Circular 6, this headquarters, 26 January 1948, subject: "Arrest, Entry, Search and Seizure," as amended.

2. The provisions of paragraphs 1b, 4b, and c and 5, reference 1b, have equal application to individuals having custody of property which is confiscated, found abandoned, or held as contraband or as evidence by agencies of the United States.

3. Subject property will be identified by means of a Property Label (WD AGO Form R5197), Figure 5, reference 1a, or similar label. A disinterested officer will inventory such property monthly. (AGAC 333)

Section XV - Organized Reserve Corps - Reserve Duty.

Radiogram, Department of the Army, WCL 43626, 26 May 1949 is quoted for information and compliance.

"* * * Substitute terminology 'Reserve Duty' for 'Inactive Duty' as applicable to training and training pay [for] members of active reserve while not on active duty. Any reference to Public Law 460, 80th Congress, will indicate that terminology 'Inactive Duty' as cited in said law and terminology 'Reserve Duty' are identical in meaning and usage." (AGR 326.2)

Section XVI - Visits to Mikimoto Pearl Farm.

Section XXI, Weekly Directive 38, this headquarters, 28 May 1949, subject as above, is amended as follows:

a. Subparagraph 4d to read:

"d. Arrange with the Commanding Officer, 3d Military Railway Service for rail transportation at least 72 hours prior to the departure time of the tour."

b. Subparagraph 4f(2) to read:

"(2) Persons scheduled for morning tours * * * * *."

c. Paragraph 6 to read:

"6. The Commanding Officer, 3d Transportation Military Railway Service will provide such railway equipment as is available for tour parties." (AGJ 353.8)

Section XVII - Air Force Officers on Duty with Army.

1. Radiogram, Department of the Army, WCL 43623, 26 May 1949 is quoted in part for compliance:

"* * * United States Air Force requests submission on 30 June 1949 of one time report of effectiveness on Air Force Form 77 for each Air Force officer below grade of brigadier general and each warrant officer. Reports on students at service schools or civilian institutions not required. United States Air Force has requested reports be made on United States Air Force officers on duty with Army. Desire action be taken to comply with request of United States Air Force. Copies of pertinent Air Force publications, Air Force Regulations number 36-10, Air Force Letter 36-16, Air Force Forms 77, 77A and 77B may be obtained through Army supply channels in overseas commands****."

2. Reports will be forwarded direct to Chief of Staff, United States Air Force, Washington 25, D. C. (AGR 210.31)

Section XVIII - Issue of Foot Powder, Medical Item 1-204-050.

1. Reference.

Section II, T/A 8-100.

2. Commanders will ensure that prior to 1 July 1949, all military personnel are issued one (1) can of foot powder, Zinc Undecylenate, 2 oz., to assist in combating the increase in foot irritations concurrent with the advent of warm weather. Substitution of D-1204000, Foot Powder, 1/4 lb., can, or D-9109600, Foot Powder, 2 ox., can, is authorized.

3. Adequate supply foot powder is available through normal medical supply channels. (AGN 440)

Section XIX - Rescission

Messageform, this headquarters, AGDH 370.093, 23 July 1948, subject: "Restriction in Area, Izu Peninsula."

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM
Colonel, GSC
Chief of Staff

OFFICIAL:

W. H. EDWARDS
Lt Col AGD
Asst Adj Gen

1 Incl
Combined Invoice, Receipt and Tally Out

DISTRIBUTION:
"A" plus "Z"
CG FEAF (15)
CG Hq & Sv Gp, GHQ FEC (15)
COMNAVFE (Procurement) (15)
CG 5th Air Force (240)

COMBINED INVOICE, RECEIPT AND TALLY OUT

CONSIGNOR: _____ CONSIGNEE: Japanese Board of Trade (Bocki Cho) _____ (Date)

1	2	3	4	5	6	7	
Item No.	Stock No.	Nomenclature	Condition	Quantity	Unit of Measure	Cost to Japanese Government @	Extension
						Total	

Received:

Signature of Property Officer of Unit Making Delivery or his Authorized Representative

Signature of Authorized Representative of the Japanese Board of Trade

Incl 1 to Weekly Directive 39, Hq Eighth Army, 4 June 1949.

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

WEEKLY DIRECTIVE
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28 May 1949

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Section I - Film and Equipment Exchange Utilization Information.

New films available at the Central Film and Equipment Exchange, APO 343, I Corps Film and Equipment Exchange, APO 301, IX Corps Film and Equipment Exchange, APO 309, and General Headquarters Film and Equipment Exchange, APO 500, are listed in inclosure 1. Units may make arrangements to obtain these films through exchanges at division level. (AGC 413.53)

Section II - Statistical Health Reports (Reports Control Symbol MED-38).

1. References.

a. AR 40-1080.

b. Circular 64, General Headquarters, Far East Command, 3 June 1947, subject: "Medical Department Reports."

c. Section I, Circular 73, this headquarters, 18 October 1948, subject: "Statistical Health Reports (Reports Control Symbol MED-11)."

2. Radiogram, Commander-in-Chief, Far East, ZX10246, 16 May 1949, in connection with paragraph 4 of reference 1b, is quoted in part for information and compliance:

"* * * Subject is Statistical Health Reports. Reference AR 40-1080. Information received from Department of the Army indicates telegraphic reports (Reports Control Symbol MED-38) need not be submitted provided 'Statistical Health Report' (DA AGO Form 8-122, Reports Control Symbol MED-11) is submitted* * *." (AGN 319.1)

Section III - Medical Item Suspended from Use and Issue.

Letter, San Francisco Port of Embarkation, file TCSFP 400.7-GO(S) MED, dated 10 May 1949, subject as above is quoted in part for information and compliance:

"Item 1-606-790, Penicillin, Crystalline, 200,000 Units.

"It is requested that lot number 3811-618A, manufactured by Lederle Laboratories, Inc., of above item be suspended from use and issue pending further instruction." (AGN 441)

Section IV - Custodial Services.

1. Reference TM 5-600 Guides and Procedures, Repairs and Utilities, the term "custodial service" is defined as the furnishing and supervising of personnel engaged in cleaning and janitorial work such as sweeping, mopping, waxing and polishing floors; washing windows; dusting and washing walls, ceilings and woodwork; cleaning interior and exterior fixtures such as electric light fixtures, radiators, unit heaters, and hardware; cleaning and servicing wash rooms and toilets.

2. Custodial services performed by regional post engineers will be limited to buildings used solely for administrative purposes by Army, corps,

division and post headquarters. Such services in other buildings will be performed by troop labor or by operating personnel supplied within requisitioned labor manning table levels.

3. Custodial services do not include furnishing wax for floor preservative purposes, which is a repairs and utilities function. Floor polishing equipment such as polishers, brushes and applicators, are engineer property and may be issued to using organizations on memorandum receipt. (AGL 600.3)

Section V - Meeting at the 28th Station Hospital.

1. A meeting of medical officers will be held at the 28th Station Hospital in Osaka beginning 0900, 15 June 1949. Professional subjects of interest to chiefs of services in hospitals and to dispensary surgeons will be discussed. The meeting will last one day and terminate in time to permit departure from Osaka the same evening.

2. All medical officers are invited to attend. Those desiring overnight accommodations, which are limited, will notify the Commanding Officer, 28th Station Hospital, APO 25 Unit 5, at the earliest practicable time. (AGN 337)

Section VI - Fitting of Jackets, Wool, OD.

Reference.

Section I, Circular 34, Department of the Army, 4 November 1947, subject: "Jackets, Wool, Olive Drab, Fitting."

Radiogram, Office of the Quartermaster General, QMGXO 420, 29 April 1949, is quoted for information and compliance:

"* * * Pending formal revision of Department of the Army Circular 34, 1947, authorization is hereby granted for fitting of both jackets, wool, OD issued per enlisted man over wool shirt and wool undershirt in order to provide improved appearance for semi-dress and dress uniform wear. This item will no longer be considered as a component of field or combat uniform.

"Objective of improved appearance must be achieved primarily by utilization of smaller sized jackets when normal replacement or initial issue is made, and foregoing authority will not be construed as authorization for large scale replacement or alteration programs to modify jackets now in hands of troops. No funds have been provided in budgets for Fiscal Years 1949 and 1950 for other than previously authorized normal alterations and issues, and no additional funds will be provided for this purpose.* * *." (AGP 421)

Section VII - Dependents Employed in Dependent Schools.

1. Reference.

Paragraph 2c, Section XV, Weekly Directive 33, this headquarters, 23 April 1949.

2. The following action will be taken with respect to dependents employed

in dependent schools, who are not authorized employment during the summer term:

a. Those who will be available for and desire employment during the regular school year 1949 - 1950, will enter on annual leave or leave without pay status on the last day of the current school term.

b. Those who will not be available for or do not desire employment during the school year 1949 - 1950, will be terminated effective as of the last day of the current school term. (AGV 000.8)

Section VIII - Processing of Hold Baggage and Household Goods Shipped to Zone of Interior Ports from the Far East Command.

1. References.

a. AR 55-160.

b. AR 55-430.

c. Circular 357, War Department, 4 December 1946, subject: "Oversea Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets, and Professional Books and Papers," as amended.

d. Circular 120, Department of the Army, 30 April 1948, subject: "Oversea Shipment of Privately Owned Automobiles."

e. Circular 128, Department of the Army, 6 May 1948, subject: "Storage of Authorized Baggage."

f. Circular 280, Department of the Army, 14 September 1948, subject: "Household Goods."

g. Section III, Circular 38, General Headquarters, Far East Command, 11 April 1947, subject: "Personal Baggage Allowances for Personnel on Temporary Duty and Permanent Change of Station."

h. Circular 48, General Headquarters, Far East Command, 24 November 1948, subject: "Administration of Nonappropriated Fund Employees."

i. Circular 4, this headquarters, 21 January 1948, subject: "Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets and Professional Books and Papers to and from Japan."

2. Paragraph 1, letter, General Headquarters, Far East Command, AG 524 (21 March 49)21 March 1949, TO-P, subject: "Processing of Baggage and Household Goods Shipped to the Zone of Interior from the Far East Command," is quoted in part for information and guidance.

"1. Reports received from Zone of Interior ports indicate immediate action is necessary to improve the processing of baggage and household goods shipped from the Far East Command to the Zone of Interior. Attached /inclosure 2/ is a compilation of reported violations of existing directives pertaining to the shipment of hold baggage and household goods, together with recommended actions that would materially aid in the expeditious handling of

this type of cargo."

3. Procedures for the shipment of household goods and hold baggage to the Zone of Interior are prescribed in reference 1i.

4. In addition to the information contained in inclosure 2, the following instructions have been received from the Department of the Army relative to the shipment of baggage.

a. Authorized weights of household goods:

(1) The allowances set forth in Change 5, reference 1a, are intended to represent the actual net weights of baggage authorized to be shipped at Government expense. When any portion of the movement is made by water, the allowance is increased 40% to cover the weight of materials used in packing for water shipment.

(2) In lieu of the 40% increase, the actual net weight of materials shipped in the household goods shipping box will be charged against the owner's weight allowance prescribed in paragraph 12, Change 5, reference 1a. This instruction differs from that part of paragraph 3, reference 1f, which states: "In lieu of the prescribed 25% allowance for packing and crating materials, the actual tare weight stenciled on the household goods shipping box will be used to compute the weight shipped for the owners. The difference between the gross weight of the box when packed and the stenciled weight of the empty box will be charged against the owner's prescribed weight allowance."

b. Mark dependents hold baggage with name of dependent and principal:

Line 1 - TO: Outbound Cargo Section
Line 2 - 2d Transportation Medium Port, APO 503
Line 3 - FOR: (Individuals grade, name, and ASN in order) (Or dependents name, followed by principal as shown)
Line 4 - (Complete address in ZI or other theater)

c. Household goods of individuals ordered to Zone of Interior replacement center for further assignment or ordered to Zone of Interior as patients for observation and treatment at undetermined hospitals, are being shipped to designated places within the Zone of Interior instead of Zone of Interior port of embarkation as required by references 1c and e.

d. Execute certificate when shipment by railway express is desired:

(1) Military personnel, authorized shipment of baggage and household goods at government expense, who are returning to the United States on direct assignment to permanent duty station and desire express shipment of baggage and/or household goods from the port of discharge, should execute certificate on reverse side of WD AGO Form 55-109, as shown in inclosure 2- to inclosure 2.

(2) Receipt of such a certificate would greatly assist Zone of Interior ports in expediting shipments of baggage and household goods which are urgently needed and which exceed 250 pounds or are consigned to home addresses. Two hundred and fifty (250) pounds of hold baggage are authorized to be shipped at government expense to duty stations, and one hundred fifty (150) pounds are authorized shipments destined for hospitals in accordance with paragraph 38g, AGO letter, AG 524 (13 Aug 45) OB-S-D-M, subject: "Processing of Baggage," 23 August 1945 /inclosure 2, to reference 1i/. Such shipments will be effected when specifically requested on reverse side of WD AGO Form 55-109.

(3) Military personnel returned for separation and civilian personnel returned on termination of contract may not execute the certificate mentioned in (1) above.

5. Only shipments marked in accordance with this directive will be accepted by the 3d Transportation Military Railway Service, (AGG 524)

Section IX - <u>Integrity of Testing Program (United States Armed Forces Institute)</u>

1. Reference.

AR 85-10.

2. Letter, Department of the Army, AGAC-S 201.6 (24 Mar 49) CSTIE-M, 28 March 1949, subject as above is quoted in part for information and guidance.

"1. Constant attention must be given to preserve the integrity of all tests administered under the Education Program. These tests are recognized for accreditation purposes by most of the high schools, colleges, and State Departments of Education to the extent that the high school level General Educational Development Test, only one of the tests used in the education program, when passed successfully, is accepted by about 90% of these institutions in awarding high school diplomas or certificates of equivalency.

"2. The academic reputation of these tests has been endangered, however, by recent instances where tests have not been administered properly. One example is cited which has been brought to the attention of the Army-Air Force Troop Information and Education Division.

"a. Two recruits at one installation took a USAFI test and received scores which would indicate that they are in the genius category. The large number of identical erasures and identical wrong answers resulting pointed strongly to incorrect administration of the examination.

"b. An Inspector General investigation revealed that there has been connivance between the civilian educator who administered the test and the recruits, and that the recruits had been allowed to compare answers and had talked freely.

"c. The civilian educator was discharged. The two recruits were removed from consideration for commissioned status for which both had applied.

(2) Receipt of such a certificate would greatly assist Zone of Interior ports in expediting shipments of baggage and household goods which are urgently needed and which exceed 250 pounds or are consigned to home addresses. Two hundred and fifty (250) pounds of hold baggage are authorized to be shipped at government expense to duty stations, and one hundred fifty (150) pounds are authorized shipments destined for hospitals in accordance with paragraph 38g, AGO letter, AG 524 (13 Aug 45) OB-S-D-M, subject: "Processing of Baggage," 23 August 1945 /inclosure 2, to reference 1i/. Such shipments will be effected when specifically requested on reverse side of WD AGO Form 55-109.

(3) Military personnel returned for separation and civilian personnel returned on termination of contract may not execute the certificate mentioned in (1) above.

5. Only shipments marked in accordance with this directive will be accepted by the 3d Transportation Military Railway Service, (AGG 524)

Section IX - Integrity of Testing Program (United States Armed Forces Institute)

1. Reference.

AR 85-10.

2. Letter, Department of the Army, AGAC-S 201.6 (24 Mar 49) CSTIE-M, 28 March 1949, subject as above is quoted in part for information and guidance.

"1. Constant attention must be given to preserve the integrity of all tests administered under the Education Program. These tests are recognized for accreditation purposes by most of the high schools, colleges, and State Departments of Education to the extent that the high school level General Educational Development Test, only one of the tests used in the education program, when passed successfully, is accepted by about 90% of these institutions in awarding high school diplomas or certificates of equivalency.

"2. The academic reputation of these tests has been endangered, however, by recent instances where tests have not been administered properly. One example is cited which has been brought to the attention of the Army-Air Force Troop Information and Education Division.

"a. Two recruits at one installation took a USAFI test and received scores which would indicate that they are in the genius category. The large number of identical erasures and identical wrong answers resulting pointed strongly to incorrect administration of the examination.

"b. An Inspector General investigation revealed that there has been connivance between the civilian educator who administered the test and the recruits, and that the recruits had been allowed to compare answers and had talked freely.

"c. The civilian educator was discharged. The two recruits were removed from consideration for commissioned status for which both had applied.

"3. Since the continued success of the education program of the Armed Forces depends to a large extent upon recognition by civilian institutions for accreditation, the Army must carefully preserve the security of these tests.

"4. It is desired that this situation be brought to the attention of all unit commanders and their assistants to the end that proper test administration be insured. Current policies and testing procedures may be found in AR 85-10 * * * *."

2. Attention is also directed to the Standing Operating Procedures for the administration of all tests, copies of which have been furnished to all testing centers in the Far East Command. (AGV 352)

Section X - Constructive College Credit Allowed Regular Army Nurses.

1. Reference.

Circular 146, Department of the Army, 20 May 1948, subject: "Program for Raising Educational Qualification of Regular Army Officers."

2. Letter, Department of the Army, AGAO-S 350 (3 May 1949) CSTIE-EM, 5 May 1949, subject: "Constructive College Credit Allowed Regular Army Nurses," is quoted for information.

"1. Constructive (equivalency) college credit allowed Regular Army Nurses in connection with the implementation of Department of Army Circular 146, 1948, is as follows:

"a. For completion of three years of nurses' training, following high school graduation, at a hospital not affiliated with an accredited college or university, one year of constructive credit will be allowed.

"b. For completion of three or more years of nurses' training, following high school graduation, at a hospital affiliated with an accredited college or university, the college credit granted by the institution, but in any case, not less than one year of constructive credit will be allowed.

"c. Any college credit earned in addition to the one year of constructive credit allowed for three years of nurses' training (at an institution not affiliated with an accredited college) may be added thereto. Additional credit may be allowed for successful completion of college level GED Tests I, II, and IV, provided there is no duplication of credit; however, not more than 48 semester hours will be granted for both the nurses' training courses and the college level GED tests.

"2. Army nurses who have not yet completed or received credit for two years of college, may take the Educational Qualification Test 2CX without first being required to complete the college level GED tests. * * * *.

"3. Constructive credit is for Army purposes only, and carries no implications as to accreditation status with civilian educational institutions. When desired, the latter should be determined according to the procedure outlined in paragraph 20, Department of the Army Circular 146, 1948 * * *."(AGR 352)

Section XI - Showdown Inspection of Clothing and Equipment.

1. References.

a. SR 32-20-1.

b. Section III, Circular 91, this Headquarters, 21 December 1948, subject: "Clothing and Individual Equipment," as amended.

c. Inclosure 1 to Section VIII, Weekly Directive 34, this headquarters, 30 April 1949, subject: "Clothing and Individual Equipment."

d. Administrative Order 22, this headquarters, 15 March 1949.

2. A showdown inspection of clothing and equipment in the possession of enlisted personnel will be held prior to 15 June by commanders of Eighth Army units and installations in preparation for the initiation of the new Clothing Monetary Allowance System which becomes effective 1 July 1949. This inspection will serve as the inventory prescribed by reference 1a. Instructions implementing reference 1a will be announced later, and prescribed forms will be distributed prior to 1 July 1949.

3. Excess and unauthorized items of clothing and equipment.

a. Individual items (Category I items listed in paragraph 4, reference 1c) will be retained by the individual and accounted for as prescribed in paragraph 6a(2) of reference 1c.

b. Organizational items (Category II items listed in paragraph 5, reference 1c) except as indicated in paragraph 4 below, will be withdrawn and returned to supply points for shipment to depot stocks in accordance with paragraph 5c, Annex 2 to reference 1d.

4. Allowances of three (3) blankets, wool, OD, authorized by reference 1b will continue in effect.

5. Issues will be made where shortages with respect to authorized allowances exist. Requisitions for shortages will be submitted in accordance with regular schedules established by the Tokyo Quartermaster Depot.

6. Commanders of I Corps, IX Corps, Yokohama Command, and units reporting directly to Eighth Army will inform this headquarters when the foregoing action has been accomplished not later than 20 June 1949. (AGP 333)

Section XII - Transmission of Restricted Documents.

1. References.

a. AR 380-5.

b. Paragraph 4, Section II, Circular 10, General Headquarters, Far East Command, 17 February 1949, subject: "Army Postal and Security Courier Service."

2. Commanders will ensure that restricted matter is transmitted in accordance with paragraph 29b(2) of reference 1a. (AGR 311.5)

Section XIII - Engineer Equipment Authorizations Over and Above Authorized Allowances.

1. References.

a. Table of Allowances 20-5.

b. Table of Allowances 20-2.

c. Table of Allowances P, C & S - 8A.

d. Circular 21, this headquarters, 14 February 1947, subject: "Preparation of Supplies and Fquipment for Transfer or Turn-in," as amended.

e. Section II, Circular 73, this headquarters, 18 October 1948, subject: "Equipment Issues Over and Above Authorized Allowances."

2. Current authorizations to requisition and/or retain Engineer equipment in excess of the allowances prescribed in references 1a to c inclusive, and pertinent Tables ofOrganization and Equipment, are withdrawn effective 31 July 1949. Items included in reference 1a which are not authorized in specific quantities, and those items in reference 1c, indicated "Per 8A," or "Total 8A," require allocation authority from this headquarters.

3. Requests for renewal of authorization to requisition and/or retain Engineer equipment, in excess of the allowances prescribed in references 1a to c inclusive, will be submitted in accordance with reference 1e, to reach this headquarters prior to 1 July 1949.

a. Engineer construction agencies will include requirements for Ordnance general purpose vehicles in requests for equipment required for construction projects.

b. All requests for Ordnance general purpose vehicles other than those indicated in a above, will be submitted to appropriate post commanders for consolidation with other post vehicle requirements.

c. Requests for Engineer equipment to be used for repairs and utilities purposes will be forwarded to the regional post engineer serving the area.

4. Requests for Engineer equipment in excess of authorized allowances arriving at this headquarters after 1 July 1949 will be considered only when justified by:

a. Tactical emergency or disaster.

b. Major changes in the requesting unit's mission.

c. Construction or nonrecurrent repairs and utilities work approved by competent authority, requiring the loan of equipment for 90 days or less.

5. Use of generators which are Engineer property is restricted to providing emergency and/or operating power for:

a. Surgical service and patient evacuation in hospitals.

b. Operation of precision machinery requiring 60 cycle current.

c. Signal facilities where 24 hour operation is mandatory.

d. Regional post engineers in cases of emergency or disaster.

6. Commanders will ensure that Engineer equipment on hand in excess of authorized allowances, except that for which retention authority has been requested in accordance with paragraph 3 above, is processed as directed in reference 1d, and turned in prior to 1 July 1949. (AGL 400.34)

Section XIV - Transfer of Medical Functions from Department of the Army to Department of Air Force.

Radiograms, Department of the Army, WCL 41331 and WCL 42273, 21 May 1949, respectively are quoted in part for information and compliance.

a. "* * * Secretary of Defense has approved the establishment of a Medical Department for the Department of the Air Force. Personnel necessary to meet requirements of Medical Department of the Air Force are authorized to be transferred from Department of the Army to Department of the Air Force. Departmental transfer will be on a voluntary basis. Numbers and grades of personnel transferred will be proportionate to the over-all military strengths and grades of the two departments. Transfer must be completed by 26 July 1949, on which date current enabling legislation expires.

"All commanders will take immediate action to notify all Medical Department officers (RA, AUS or civilian components) on active duty of all details of this directive. Further, each such commander will require each Medical Department officer to state in an official letter whether he desires or does not desire to transfer to Department of the Air Force. These letters will be forwarded direct by individual officers to The Adjutant General, Department of the Army, attention, AGJMB. Air mail transmission is recommended. Letters will be initiated and forwarded by the individual Medical Department officer within 10 days of receipt of this notification. These letters will be signed showing the individual's name, permanent and temporary grade, serial number, corps, primary authorized MOS, individual's present assigned station. All letters of application for transfer must be received by The Adjutant General prior to 1 July 1949 to be considered. Commanders will ensure that all Medical Department officers (MC, DC, VC, MSC, ANC, and WMSC) including those on leave, detached service, temporary duty, sick in hospital, assigned to detachments of patients, on military missions, in transit, and all officers assigned to student detachments, and any other detached personnel are informed of the provisions of this message.

"For general information, with the establishment of the Medical Department of the Air Force, in addition to those positions currently provided for in existing Air Force medical facilities, positions will also be provided in general hospitals, residency training programs, other installations currently

known as Class II activities under Surgeon General of the Department of the Army, and other Department of the Army installations jointly providing service to both departments, such as the Army Institute of Pathology, Army medical laboratories, etc. It is anticipated that officers presently assigned to Department of the Army facilities mentioned above, whose departmental status is changed as a result of their selecting to transfer to the Department of the Air Force, will not be reassigned as a result of this action.

"At this time transfer of Medical Department enlisted personnel will be limited to those currently assigned to the Department of the Air Force in SCARWAF units or positions. All Department of the Army Medical Department enlisted personnel assigned Department of the Air Force in SCARWAF units or positions (including Air Force medical units), including common type specialists currently assigned to SCARWAF medical units, desiring to transfer to Department of the Air Force will apply in writing to the major Air Force command to which assigned. Department of the Air Force has agreed to accept all such applications for transfer without regard to current Air Force enlisted criteria. Major Air Force commands will take final action on these applications and will indorse approval in all such applications and will publish special orders transferring the individuals from the Army to the Air Force. Cite this directive as authority. On completion of transfer action original application will be forwarded with indorsement to The Adjutant General, Department of the Army to be included in permanent closed out 201 file. Copies of the special orders will accompany indorsed applications.

"Information pertaining to Medical Department Reserve personnel not on active duty is forthcoming. * * * *."

b. "* * * * departmental transfer of Medical Department enlisted personnel to Department of Air Force to fill Air Force spaces allocated in Army Class II Medical installations will be restricted to Zone of Interior named general hospitals and the Medical Field Service School. Necessary instructions have been issued to commanding officers of the general hospitals concerned." (AGG 322.01)

Section XV - Immunization Against Japanese B Encephalitis.

1. References.

a. AR 40-215.

b. TB MED 181, 6 April 1947.

c. Circular 39, General Headquarters, Far East Command, 9 October 1948, subject: "Insect and Rodent Control."

d. Section I, Circular 23, this headquarters, 30 March 1948, subject: "Japanese B Encephalitis."

e. Section II, Circular 77, this headquarters, 27 October 1948, subject: "Infectious Diseases of the Central Nervous System."

2. Commanders of corps, Yokohama Command and units assigned or attached directly to this headquarters are responsible for the immunization of personnel

defined in paragraph 3b(1) of reference 1d, within the areas of their respective commands, who have not completed the immunization prescribed herein, including those joining during the period 15 June to 15 September 1949.

3. The Commanding Officer, 4th Replacement Depot, will initiate the immunization of casual personnel arriving in Japan during the period 15 June to 15 September and will complete the series insofar as their stay at the depot permits.

4. Immunization will be accomplished as follows:

a. Starting dates are prescribed in paragraph 3b(3)(a) of reference 1d.

b. Personnel previously immunized will receive only one stimulating dose of 1cc vaccine subcutaneously administered.

c. Personnel who have not been previously immunized will receive three (3) subcutaneous doses of 1cc each as prescribed in paragraph 3b(2)(a) of reference 1d.

d. Personnel arriving in Japan between 15 June and 15 September who have not been previously immunized in accordance with paragraph 4c above, will receive full course of three (3) subcutaneous doses of 1cc each, administered at intervals of two (2) to four (4) days between doses.

e. Multiple-dose syringes will not be used. An individual heat-sterilized syringe and needle will be used for each immunization.

f. Vaccine will not be administered after 15 September.

5. Immunizations will be performed by personnel of the medical installation, hospital, or dispensary normally serving the unit. Teams consisting of at least one (1) Medical Corps officer and necessary trained enlisted assistants will be formed. Teams will utilize local facilities of units whose personnel are to be immunized, whenever possible.

6. Entries will be made on Immunization Register (WD AGO Form 8-117) in accordance with reference 1a and will include the lot number of the vaccine used.

7. Limited stocks require careful conservation of vaccine.

8. Direct communication between commanders of units and hospitals or dispensaries for the purpose of scheduling immunization is authorized.

9. Infants are particularly susceptible to Japanese B Encephalitis and special precautions, such as careful screening, use of bed nets, and protective clothing are recommended.

10. Pending revision of reference 1d, paragraph 3b(3)(d) thereof is suspended. (AGN 720.3)

Section XVI - Civilian Time and Attendance Reports - Night Differential.

1. Paragraph 2, Item 8, Civilian Personnel and Payroll Letter No. 6-49, Department of the Army, 11 April 1949, is quoted in part for information and guidance:

* * * * *

"2. * * * * * the following rules will govern the payment of night differentials to Classification Act and Wage Board employees:

"a. For Classification Act employees the 10 per cent differential will be paid for hours of work between 1800 and 0600 standard time or 1900 and 0700 daylight saving time. * * * * *

"b. For Wage Board employees the shift differential for a tour of duty, half or more of which occurs between 1800 and 2400 standard time or 1900 and 0100 daylight time, will be paid for all hours of that shift. A third shift differential will be paid if half or more of the hours in the shift occur between 2400 and 0600 standard time or 0100 and 0700 daylight time."

2. Effective for the pay period ending 28 May 1949, Time and Attendance Reports will show the number of hours worked each day and indicate the number of hours to which the night differential applies. For example, the Time and Attendance Report of an employee working 1300 to 1700 and 1800 to 2200 hours, daylight saving time, will show:

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Total
	8	8	8	8	8			8	8	8	8	8		80
	3ND	3ND	3ND	3ND	3ND			3ND	3ND	3ND	3ND	3ND		30 ND

(AGCP 230)

Section XVII - Cable Addresses, European Command.

Radiogram, Headquarters European Command, SC-21582, 23 May 1949, is quoted in part for information and guidance:

"* * *From EUCOM signed Huebner cite ECSGS in carrying out his assignment as acting military governor, General Huebner has delegated full authority to his deputy, Major General George P. Hays, to act on all matters of military government including final actions on bi-partite and tri-partite board proceedings. He will retain for his personal approval only those matters of military government which he cannot delegate because of international law or military agreements as, for example, such matters as final action over cases tried by the Military Tribunal at Nurnberg.

"Henceforth all cables relating to CINCEUR matters should be addressed to CINCEUR in Heidelberg. All cables relating to military government matters should be sent to OMGUS in Berlin. Where there is an overlap in the cable, information copies should be addressed to the alternate headquarters. (AGR 676.3)

Section XVIII-Extension of Foreign Service Tour to Permit Reenlistment.

1. Reference.

a. Circular 249, War Department, 9 September 1947, subject: "Foreign Service," as amended.

b. Circular 22, General Headquarters, Far East Command, 1 July 1948, subject: "Rotation of Military Personnel."

c. Section II, Circular 82, this headquarters, 8 November 1948, subject: "Rotation of Enlisted Personnel."

d. Section XXVI, Weekly Directive 28, this headquarters, 19 March 1949, subject: "Computation of Estimated Time of Departure, Far East Command."

2. Radiogram, Commander-in-Chief, Far East, ZX 10255, 16 May 1949, is quoted for information and compliance.

"* * * Reference paragraph 3g and 3h(2), War Department Circular 249, 1947. With respect to paragraph 3h(2), referenced circular, individuals who become eligible for and request discharge and reenlistment prior to departure for the Zone of Interior may be held to option elected under cited paragraph. Such individuals may not be denied discharge and reenlistment provided they are otherwise fully qualified for enlistment under provisions of current recruitment regulations. However, when further assignment within the Far East Command is to be denied, each individual concerned will be notified prior to discharge and reenlistment that he will be returned to the Zone of Interior for reassignment following his reenlistment. These instructions will not apply to individuals who previously indicate intent to reenlist for continued service in the Far East Command. These instructions will become effective 1 December 1949. All enlisted personnel will be notified of these provisions and afforded an opportunity to request extension of foreign service tour so as to permit retention in present assignment for purpose of eventual reenlistment.* * *." (AGR 220.481)

Section XIX - Conservation of Drivers Manual, TM 21-305 (Japanese Language Translation).

To conserve the supply of subject publication, each Japanese driver will be furnished, on memorandum receipt, one (1) copy thereof which will be taken up by the issuing agency when such employment is terminated. (AGJ 300.7)

Section XX - Competitive Tour - Age Provisions.

1. References.

a. AR 605-6.

b. AR 605-7.

c. AR 605-8.

d. AR 605-15.

e. Section VI, Weekly Directive 6, this headquarters, 16 October 1948, subject: "Competitive Tour."

2. Radiogram, Department of the Army WCL 41918, 19 May 1949, is quoted in part for information and compliance:

"* * * Part 1. The age provisions reference regulations, except as pertains to appointments in Womens Army Corps, revised as follows effective 15 November 1949: Have reached 21st birthday but not passed 27th birthday. Age above 27th birthday may be increased only by amount of total period of active Federal commissioned service performed in any component Army United States subsequent 31 December 1947 and prior to appointment. Waivers * * * considered only in particularly outstanding cases and then not to exceed 3 years total above age 27 and provided individual has performed prior 2 September 1945, active Federal commissioned service in amount for which waiver requested and further provided recommendation by major commander concerned [is] accompanied by detailed justification. Applications originated prior 1 November 1949 and forwarded to arrive this office prior 15 November 1949 will receive consideration January 1950 tour under current age policy stated in AR 605-8 as amended [by] WCL 30980 [reference 1c]. Determination age eligibility under AR 605-8 based upon age on anticipated date of entry on tour effective with revised criteria. Age eligibility under other reference regulations computed on date of possible appointment.

"Part 2. Pending publication revision AR 605-8, paragraph 6a [is] amended to provide two competitive tours annually commencing on 15 January and 15 July instead of four tours currently prescribed. Tour due commence 15 October 1949 cancelled, however cancellation will not operate to detriment any applicant; individuals fully eligible October 1949 tour will be considered January 1950 tour and applicants previously notified of selection for October 1949 tour will enter on January 1950 tour in accordance amended orders issuing. Request every means your disposal be utilized to afford wide publicity these changes.* * *." (AGR 210.1)

Section XXI - Visits to Mikimoto Pearl Farm.

1. Reference.

Section I, Circular 81, this headquarters, 5 November 1948, subject: "Hotels."

2. Visits to the Mikimoto Pearl Farm, a Japanese owned and operated installation producing cultured pearls, located on a small island south of Kashikojima, Mie Prefecture, are authorized in organized tours by personnel indicated below. Children must be over twelve (12) years of age and accompanied by an adult. Time required for a tour of the farm is about one and one-half hours, including a diving exhibition by female pearl divers.

a. United States and Allied Army, Navy and Air Force, and their dependents.

b. Department of the Army civilian employees and their dependents.

c. American Red Cross and their dependents.

d. United States and Allied civilian personnel engaged in diplomatic or occupation duties.

e. Accredited correspondents.

3. Allotment of Tours.

a. Commanders indicated below, referred to hereafter as sponsors, are allotted tours as shown in inclosure 3, to accommodate authorized personnel within their respective areas or commands.

Commanding General, Eighth Army for this headquarters and units directly assigned and attached thereto.

Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, for the Tokyo Area.

Commanding General, Far East Air Forces.

Commanding General, Yokohama Command.

Commanding General, I Corps.

Commanding General, IX Corps.

b. Commander, United States Naval Forces and General Officer Commanding, British Commonwealth Occupation Forces, may arrange tours for personnel under their jurisdiction by contacting Commanding General, I Corps.

4. Sponsors will:

a. Receive and process applications to visit the farm of individuals of their respective commands.

b. Consolidate and forward approved applications for tour reservations to the Commanding General, I Corps, Attention: Special Services Officer, at least two weeks prior to the date of each tour, giving the number of single men, single women, and number of members in each family.

c. Notify Commanding General, I Corps, two weeks in advance when a particular tour will not be used. Vacancies created by such notice will be available for assignment of additional tours.

d. Arrange with the Commanding Officer, 3d Military Railway Service for rail transportation of tour parties.

e. Issue travel orders, leave orders, or absence and travel authority including therein authorization to visit the Mikimoto Pearl Farm and the specific date thereof.

f. Inform all persons making the tour that:

(1) Facilities in the vicinity of the farm are extremely limited and restricted. The nearest occupation forces installation

is the Mie Military Government Team at Tsu, 47 miles north of Kashikojima, the boat landing for the pearl farm. No facilities, food, transportation or gasoline are available in the area.

(2) Persons scheduled for afternoon tours will detrain at Futami the evening before the visit and will be directed to an "On Limits" Japanese hotel at which the charges will be paid in Japanese currency. Food for occupation personnel is not available.

(3) All facilities are operated on a concession basis.

(4) A charge of 200 yen will be paid to a representative of the Mikimoto Pearl Farm for transportation from Kashikojima to the farm and return.

(5) Members of tours will accord respect for private property rights and refrain from interference with the operation of the pearl farm.

5. The Commanding General, I Corps, operates a control point at Toba where information concerning the pearl farm may be obtained and will supervise the use of the launch transporting visitors to and from the island and will deny transportation to persons not members of organized tours.

6. The Commanding Officer, 3d Transportation Military Railway Service will provide special cars for tour parties. (AGH 353.8)

Section XXII - Rescissions.

1. Messageform, this headquarters, AG 311.5 (POS), 7 August 1947, subject: "Restricted Documents."

2. Section XX, Weekly Directive 36, 14 May 1949, subject: "Immunization Against Japanese B Encephalitis."

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM
Colonel, GSC
Chief of Staff

OFFICIAL:

W. H. EDWARDS
Lt Col AGD
Asst Adj Gen

3 Incls
1 - New Department of the Army Films
2 - Processing of Baggage and HHG Shipped to ZI from FEC
3 - Tour Schedule - Mikimoto Pearl Farm

DISTRIBUTION:
"A" plus "Z"
CG FEAF (15)
CG Hq & Sv Gp, GHQ FEC (15)
COMNAVFE (Procurement) (15)
CG 5th Air Force (240)

NEW DEPARTMENT OF THE ARMY FILMS

a. TF 5-1481 "Mine Fields." (59 minutes - unclassified) Synopsis: Section I - "Laying, Marking and Recording of the Six Row Mine Belt" (29 minutes) - outlines determination of location for an anti-mechanized mine belt, followed by a step by step description of laying, marking and recording the six row mine belt. Effectiveness of the mine pattern is demonstrated when enemy tanks move into the area to be slowed down or stopped "cold" for artillery bait. Though mine laying is primarily a function of special mine laying units, it may be necessary for any type of unit to lay, mark and record mine belts in cases of emergency. Section II - "Mine Clearance" (30 minutes) - The area occupied and mined by our troops in Section I, then captured by the enemy, is recaptured by US troops. Our specialized mine clearance units proceed to locate and remove the mines formerly laid by our engineers and additional mines and booby traps planted by the enemy. Mine clearance methods and procedures are shown and described in detail. It is pointed out that only specially trained mine clearance personnel should attempt to clear mines. Use: Section I is intended for use by Mine Field personnel in basic courses covering mine laying, for use in advanced training of all types of combat units and is of general interest to all units. Section II is intended for advanced training of personnel in mine clearance and for information of all units.

b. TF 8-1495 "Control of Mosquito-Borne Diseases." (19 minutes - unclassified) Synopsis: The Anopheles, Culex and Aedes mosquitoes are carriers of the dreaded Malaria, Dengue, Brain Fever and Filariasis diseases. The Army, Navy and Air Force constantly cooperate at all levels of echelon to control and eradicate these diseases. Research personnel, labbratory technicians, doctors, mosquito control teams and the individual soldier must continually cooperate to obtain this end. In the field, control teams are constantly at work eliminating breeding places and destroying the carriers by spraying, but the individual soldier must do his part too, by constantly taking precautionary measures in disease infested areas. Proper use of mosquito netting, protective clothing, repellents and sprays must be adherred to religiously to avoid infection of mosquito borne diseases. Use: General Army-wide distribution and for "required" showings in areas where mosquito-borne diseases exist. Related Material: TF 8-953, TF 8-1378, TF 8-2057, Misc. 157, Misc. 1035, Misc. 1046, FB 195, FS 8-64.

c. TF 8-1501 "The Stowaway - Part I - Disease and Personal Hygiene." (17 minutes - unclassified) Synopsis: Personal hygiene is an extremely important factor when it comes to food handling, cooking and food service, whether afloat or ashore - in a small diner, a mess hall, aboard a transport or in an exclusive restaurant. Even conscientious "old-timers" in the business often times spread disease unknowingly through acts of carelessness or lack of knowledge pertaining to personal hygiene. This film reveals both obvious and obscure ways in which disease is spread by food handling personnel and clearly illustrates proper sanitary precautions and remedies. The methods and "tips" pointed out in this film will help eliminate spread of disease caused by careless personal hygiene of food handlers. Use: Instruction of food handlers and food service personnel including cooks, bakers, butchers, KPs, waiters and personnel inspecting food service personnel and facilities and is of general interest to all other personnel. Related Material: TF 8-1502, TF 8-1503 (to be released in near future), FS 8-60, FS 8-61.

d. AFSR 101 "Problems of Peace in Asia." (21 minutes - unclassified) Synopsis: This film projects the political and economic problems of the

Asiatic nations, with particular stress being laid on the relationship between these problems and the over-all problems of establishing a basis upon which a universal era of world peace may be founded. Emphasis is placed upon the huge populations in this part of the world, the ferment of political ideas, the cultural backgrounds of the various nations, and the part The United States is called upon to play in support of the democratic forces at work in Asia and all over the world. Use: This film is of general interest to all military personnel.

e. AFSR 102 "Military Progress." (14 minutes - unclassified) Synopsis: When the war ended, the Armed Forces faced two tasks: (1) demobilization and (2) mobilization, in a way, all over again. While the great World War II machine was being taken apart, a new protective force was being put together. This new force was science minded. Such aspects of the new Armed Forces are presented in newsreel manner showing plans, rockets, atomic work, etc. It is stressed that the building of this new force is necessary until the world decides whether it is to live in peace or have another war. The new Selective Service Act is mentioned, as well as activities in the National Guard, the Organized Reserves and U.M.T. Experimental Battalion. Use: This film is of general interest to all military personnel.

f. HR-C-1 "Campaign in Sicily." (20 minutes - unclassified) Synopsis: After the capture of Pantelleria where little resistance was encountered, the defenses on Sicily were softened by concentrated air attacks. In July, 1943, three thousand ships carrying the 15th Army Group, which consisted of the American Seventh Army and the British Eighth Army, took off for the invasion of Sicily. Complete tactical surprise was attained by making the landings on normally inaccessible beaches by the use of floating docks, DUKWS and other ingenious means. The Luftwaffe make many concentrated sorties, striking at supply ships and depots in an attempt to stem the invading armies. However, the invasion of Sicily progressed on schedule. Italian rear guard units surrendered without a struggle, in most cases as the German forces made very skillful retrograde movements. However, the enemy was caught "napping" at times and heavy casualties were inflicted on both men and supplies. German and Italian forces retreated northward and under the cover of darkness were able to effect a successful evacuation of their units across the narrow strait separating Sicily from the Italian mainland. In the wake of the victorious Allied Armies the Allied Military Government wasted no time in rebuilding and revitalizing the towns of Sicily. Some of the units included in this campaign were the 82d Airborne, 2d Armored and the 1st, 3d and 45th Infantry Divisions. Use: This film is of general interest to all military personnel. Related Material: HR-C-2, HR-C-3.

g. HR-C-3 "Naples to Cassino." (26 minutes - unclassified) Synopsis: Some of the toughest fighting of the war was to be fought in the allied drive from Naples to Cassino. Cold weather, heavy rains and the rugged mountains, together with the crack German Tenth Army, conspired unsuccessfully to bog down the allied campaign in Italy. The raging Volturno River had to be crossed and recrossed three times between Naples and Cassino. Mountain after mountain had to be taken against stiff enemy opposition in strongly fortified positions. Progress was agonizingly slow as the infantryman, teamed with the engineer, fought to force river crossings and reestablish tortuous mountain roads. The climax of this film centers around the battle for San Pietro and subsequently the storming of Cassino. The allied units which took part in this phase of the Italian campaign against the German Tenth Army included the following:

a. American Forces - Fifth Army - VI Corps, II Corps (Special Service Forces), 3d Infantry Division, 34th Infantry Division, 45th Infantry Division, 504th Parachute Regiment and the 100th Infantry Battalion (Japanese-Americans).

b. British Forces - Eighth Army - X Corps.

c. French-Moroccan troops.

d. Newly-formed Italian units of various types.

This subject includes excellent combat footage and captured German footage. Use: This film is of general interest to all military personnel. Related Material: HR-C-1, HR-C-2.

PROCESSING OF BAGGAGE AND HOUSEHOLD GOODS SHIPPED TO THE ZONE OF INTERIOR FROM FROM THE FAR EAST COMMAND

Section I - Violation of Existing Directives Pertaining to Shipment of Hold Baggage and Household Goods.

1. Authorized weight of hold baggage exceeded:

a. The authorized weight allowances for accompanied hold baggage is included in paragraph 4, Circular 38, General Headquarters, Far East Command, 11 April 1947, and Circular 357, War Department, 4 December 1946, as amended by Circular 127, Department of the Army, 5 May 1948.

b. Failure to observe authorized weight allowances results in considerable inconvenience to the owner upon arrival at the Zone of Interior port of embarkation. In almost all cases, the individual expects to either check his baggage on the train ticket or have it forwarded immediately at government expense. Baggage in excess of prescribed allowances must either be held for consolidation with household goods for shipment at government expense upon receipt of reassignment orders, or be shipped at expense of owner. The resultant delay in shipment is an unnecessary burden on the owner.

c. It has been noted that many hold baggage shipments are in excess of the authorized weight allowances when the household goods shipments are considerably lower than the authorized weight allowances. If owners had been properly advised, their hold baggage and household goods could have been packed so that neither shipment exceeded the authorized weight allowances. Violations of this nature, as mentioned above, add materially to the workload of the port of debarkation in segregating, storing, and consolidating shipments.

* * * * *

3. Incorrect weights stenciled on containers:

a. Incorrect weights stenciled on containers result in undue delay in processing and waste of appropriated funds because of necessity of re-weighing all containers before shipment by commercial carrier. Delayed shipments also increase correspondence pertaining thereto, and add considerably to administrative work.

b. It is not economically feasible for the port of embarkation or port of debarkation to weigh and mark each baggage and household goods container because the Department of the Army is not permitted to justify appropriations for this purpose. The responsibility for proper weighing, marking, packing, and crating rests with the unit at point of origin. This practice is standard procedure for commercial transportation agencies, whereby the weight provided by the originating agency is used to carry the shipment to its ultimate destination.

c. A spot check of Far East hold baggage unloaded from six vessels at a zone of interior port disclosed that 83 lots of hold baggage were in excess of the authorized allowance. The total excess weight of these 83 lots of hold baggage was 16,368 pounds, an average excess of 197 pounds per owner.

d. A spot check of 9 lots of household goods received at a zone of interior port from the Far East disclosed a wide variance in the weights stenciled

on the containers by the Far East agency and the weights of the same containers reported by the zone of interior carrier. Of the 9 lots of household goods checked, there was a total variance of 17,054 pounds, an average variance of 1,895 pounds per owner.

4. Shipments packed in rice straw:

Shipments of household goods packed in rice straw are prohibited * * * *. This matter is of great concern to the Department of Agriculture to whom such shipments must be reported for disposition of rice straw or other prohibited items, and infested containers. Complete repacking and crating of contents is necessary in these cases and appropriated funds are not available for this purpose.

5. Shipments improperly crated:

The most frequent violations of government specifications in the packing and crating of household goods are insufficient metal strapping and straps not stapled to containers, in violation of Joint Army and Navy Sepcification JAN-P-106a; and insufficient diagonal bracing of containers as required by appropriate Joint Army and Navy Specifications for overseas shipments. Failure to comply with the above specifications often results in damage to contents due to loose nail joints and racking of the container.

6. Unauthorized items shipped as household goods:

a. Household goods are defined in paragraph 2h, Circular 357, War Department, 1946, and automobiles defined in paragraph 3b, Circular 120, Department of the Army, 1948, which preclude the shipment of jeeps and trailers as household goods.

b. Alcoholic beverages are not authorized to be shipped at government expense. See AR 55-430.

Section II - Recommended Actions to Assist Ports in the Processing of Baggage and Household Goods.

1. Weight of each container of accompanied hold baggage not to exceed 300 pounds.

Even though Change 19, AR 55-120, prescribes a free checkable allowance of 350 pounds of personal baggage on an adult ticket and 175 pounds on a child's half fare ticket, most railroads limit the weight and greatest dimension of each container to 300 pounds and 72 inches respectively, regardless of the fact that the combined authorized weight allowance of free checkable baggage of the principal and dependents may equal or exceed the weight of the container.

2. Clearly state authorization for shipment in orders of dependents:

Include in orders returning dependents to the zone of interior prior to return of the principal, a statement as to whether shipment of household goods at government expense is authorized. See Department of the Army radio WCL 40657, 27 Nov 47, attached as inclosure 1.

(1) Dependents authorized transportation to the United States

under the provision of paragraph 8c, AR 35-4480, 13 Dec 48, should have the following statement included in their orders. "Shipment of household goods authorized in accordance with Joint Army and Air Force Bulletin 25, 7 July 1948, and WAR CSGSP radio WCL 40657, 26 Nov 47."

(2) Dependents other than the above, who are returning prior to the permanent change of station orders of the principal should have the following statement included in their orders: "Shipment of household goods authorized from Far East Command to zone of interior port of embarkation, under provisions of WAR CSGSP radio WCL 40657, 26 Nov 47, Shipment of household goods from zone of interior port of embarkation to destination not authorized."

3. Return the owner and shipment through the same United States port of embarkation whenever possible:

a. Since compliance is contingent upon such factors as availability of shipping space, diversions of vessel at sea, etc., one copy of all manifests of unaccompanied hold baggage and household goods should be forwarded by air mail to the port other than the one through which the owner returns.

b. A large volume of shipments are forwarded to a port of discharge other than the one through which the owner returns, resulting in considerable delay in effecting shipments because of the necessity of obtaining disposition instructions and reassignment or separation orders. Receipt of manifests at both the Seattle Port of Embarkation and San Francisco Port of Embarkation would eliminate considerable correspondence for the Far East Command.

4. Forward advance copy of supply manifest with other pertinent papers to port of embarkation concerned:

a. Forward by air mail to the port of discharge concerned, attention Port Transportation Officer, one supply manifest pertinent to shipment of hold baggage and household goods to that port, with substantiating documents in accordance with Section III, Circular 316, Department of the Army, 1948. Contents of shipments should be itemized on command shipping documents.

b. The above will aid in advance planning for storage, segregation, and tracing lost or missing shipments.

* * * * *

6. Furnish additional copies of orders to returnees:

Persons returning with household goods or excessive hold baggage need four additional copies of all orders effecting return to the United States. These orders are required by the Transportation Officer at the zone of interior port of embarkation for the following reasons.

(1) Shipments received without sufficient orders to effect shipment at government expense.

(2) Additional orders required to substantiate payment of invoices for cost of unpacking, uncrating, and drayage at

ultimate destination.

(3) Additional orders required to support GB/Ls where shipment of household goods belonging to one individual is forwarded to more than one destination in the United States.

(4) Orders indorsed by United States ports are different from orders forwarded with shipment of household goods.

7. Carefully process shipment of effects of deceased personnel:

a. WD AGO form 55-109 forwarded in accordance with Section III, Circular 316, Department of the Army, 1948, covering shipments of deceased's effects, should be annotated as shown in inclosure 2 /page 17/.

b. In instances where effects of deceased personnel are shipped in connection with travel of dependents, WD AGO Form 55-109 should be signed by dependents and forms annotated as requested above.

c. Dependents' travel orders should be forwarded to port of embarkation in the zone of interior, in accordance with Section II, Circular 316, Department of the Army, 1948, and contain the ultimate destination of the deceased's effects in the United States.

d. In addition to marking required by paragraph 29.1, AR 55-160 as amended by Section I, Circular 31, Department of the Army, 1947, shipping containers of deceased's effects should be stenciled as follows: "Effects of Deceased (followed by name, grade, and serial number of deceased)."

* * * * *

9. Execute annotation on reverse side of WD AGO Form 55-109 concerning collect or prepaid shipments:

a. All personnel shipping personal property on a space available basis to the United States, and who are not authorized storage or shipment of such property at government expense, should certify to annotation No. 2, inclosure /2/ on reverse side of WD AGO Form 55-109, authorizing collect shipment when such shipments are not restricted by paragraph 9b below. When collect shipments are prohibited by paragraph 9b below, certificate on reverse side of WD AGO Form 55-109, annotation No. 3, inclosure /2/ should be executed.

b. Written authority from owners of property is necessary before collect shipments can be effected from the zone of interior port of embarkation. Collect railway express shipments may be effected to a destination served by Railway Express Agency, except military installations. Shipments from a West Coast port to destinations listed below must be prepaid.

(1) Military installations.

(2) Freight shipments to the States of Washington, Oregon, California, Nevada, Idaho, Montana, Utah, Wyoming, Colorado, Arizona, and New Mexico.

10. Certificate required for disposition of property at ultimate destination:

a. Certificate required by paragraph 14a, AR 55-160, as amended, pertaining to immediate disposition of property at destination, should be executed on reverse side of TD AGO Form 55-109 as shown on annotation No. 4, inclosure [2].

b. The above will forcibly bring to the attention of the owners of property their responsibility in making immediate disposition of property at destination, thereby reducing correspondence pertaining to reimbursement for storage charges, and assisting zone of interior military installations in securing disposition of property at ultimate destination.

11. Certificate and Power of Attorney required for government storage of baggage and household goods:

a. Where government storage of baggage and household goods is authorized and requested by owner, certificate and power of attorney as required by paragraph 6, Circular 128, AF Letter 75-44, Departments of the Army and the Air Force, 6 May 1948, should be completed and executed in quadruplicate at point of origin of shipment. Two copies of certificate and power of attorney [inclosures 3 and 4] should be forwarded by air mail; and, in addition, two copies are to accompany shipment with other substantiating documents as required by Section III, Circular 316, Department of the Army, 1948.

b. The above will acquaint the owner of the necessity of removing such property from storage within the one year time limitation as prescribed by paragraph 4, Circular 128, AF Letter 75-44, Departments of the Army and the Air Force, 6 May 1948, and will eliminate correspondence necessary to secure the documents and to authorize storage as required by paragraph 6, Circular 128, AF Letter 75-44, Departments of the Army and the Air Force, 6 May 1948.

12. Power of Attorney required for certain personnel:

All personnel not authorized government storage or shipment of baggage and household goods at government expense, and whose personal property is returned on a space available basis, should be required to complete and execute the power of attorney as shown in inclosure [3]. Such completed and executed power of attorney should be forwarded with other substantiating documents in accordance with Section III, Circular 316, Department of the Army, 1948. Military personnel returned for separation come within the above category of personnel as they are not authorized government storage under the authority of paragraph 4, Circular 128, AF Letter 75-44, Departments of the Army and the Air Force, 6 May 1948.

13. Stow complete shipment in one hatch:

Shipments of household goods belonging to one individual should not be split between hatches of vessel, except when absolutely necessary to utilize stowage space.

14. Instruct returnees to visit zone of interior port of embarkation transportation officer:

a. Many persons returning to the United States have been told that their hold baggage and household goods would be forwarded to the destination marked on the containers without further action on their part. This is not always true for the following reasons:

(1) Address on WD AGO Form 55-109 incomplete.

(2) Orders and WD AGO Form 55-109 not received with shipment.

(3) Forwarding of shipment to address shown on WD AGO Form 55-109 prohibited by Joint Army and Navy commercial Traffic Bulletin No. 2.

(4) Owner in "pipeline" status, and reassignment or separation orders necessary before shipment can be forwarded.

(5) Owner is not entitled to shipment of household goods at government expense.

(6) WD AGO Form 55-109 not signed.

(7) Orders do not contain proper authority for forwarding at government expense.

(8) Shipment contains personal property, such as crated boats, jeeps, and trailers which may not be forwarded at government expense.

15. Notify nonappropriated fund employees of port handling charges:

* * * * *

b. Port charges for handling shipments of household goods for non-appropriated fund employees follow: (Following rates based on weights or measurement ton, or any portion thereof.)

	Export	Import
Pier Work (Contract Stevedores)		
Handling, ex-drayage	$ .27	$ .27
Loading, off-loading	1.35	1.35
Checking	.35	.35
Warehousing (Government Labor)		
Warehouse handling, including necessary boarding, sorting, remarking, recoopering, tallying, etc.	1.00	2.00
Handling to dray, including documentation	.50	.50
Total per revenue ton (W/M)	$3.47	$4.47

c. Also refer to paragraph 2 and paragraph 15 of Circular 48, General Headquarters, Far East Command, 24 November 1948.

16. Submit additional copies of WD AGO Form 55-109 and PCS orders with shipments of baggage and household goods:

Department of the Army (TAG) radio WCL 41456, 4 February 1949, re-

quires 3 additional copies of WD AGO Form 55-109 and 3 copies of PCS orders to accompany all shipments of baggage and household goods to validate overseas transportation costs.

17. Advise all concerned of extra cost and inconvenience involved when individuals are returned to zone of interior personnel center to await PCS orders:

All concerned should be fully advised that whenever a military individual is returned to a zone of interior personnel center to await PCS orders to a definite new station, extra cost to appropriated funds and inconvenience to the individual is involved. Further, delay in handling baggage and chance of loss is greatly increased.

4 Incls
1 - WAR rad WCL 40657, 27 Nov 47
2 - WD AGO Form 55-109
3 - Certificate of Storage
4 - Power of Attorney

COPY

INCOMING MESSAGE

UNCLASSIFIED
ROUTINE

27 Nov 47

FROM: WAR (CSGSP/C 1)

NR : WCL 40657

Re CINCFE C 55758 and EUCOM SC 24190. The provisions of para 38, AR 35-4880 are not applicable to the return of dependents transported overseas under the provisions of Cir 391, WD, 29 Dec 45, except that persons who may continue to be transported under the above authority are war brides, dependents of RA enlisted personnel who are returning for discharge, and dependents who are returning for emergency reasons when such emergency return is approved by the oversea commander or Department of the Army. Dependents other than the above exceptions, who are returning prior to the permanent change of station orders on the principal, may be returned by govt controlled surface facilities on a space available basis, only, to the ZI POE.

As an interim policy pending opinion of the JAG as to the legality of transporting HHG prior to the issuance of permanent change of sta orders on the principal, such household effects as are desired returned to the US in conjunction with the movement of dependents other than the above exceptions, may be transported on a space available basis at no expense to the Govt, only to the ZI POE. All personnel will certify prior to shipment that he will pay any additional charges if called upon to do so in the event of an adverse decision.

All movements in the ZI are at individual expense and the owner of property will be advised prior to the start of the movement to the ZI as to his responsibility in the prompt removal of property from the POE.

Prior shipments will not be afforded civ employees. All such civ employee shipments will be treated as commercial shipments. The provisions of CPR 155.7 will govern these cases.

NO SIG

COPY

Incl 1 to Incl 2, Weekly Directive 38, Hq Eighth Army.

REQUEST FOR SHIPMENT OF AUTHORIZED BAGGAGE

1. TO (*Transportation Officer*)	DATE

2. PURSUANT TO (☐ *Permanent*) (☐ *Temporary*) CHANGE OF STATION ORDERS DATED _____, 19__
I HEREBY REQUEST TRANSPORTATION OF AUTHORIZED BAGGAGE AND PROFESSIONAL BOOKS AS INDICATED BELOW.

3. A. LOCATION OF PROPERTY TO BE MOVED		4. DESTINATION
B. DATE INSPECTION MAY BE MADE	C. TELEPHONE NO.	

5. DESIGNATED AGENT TO RECEIVE PROPERTY AT DESTINATION

6. **ESTIMATED AMOUNT TO BE MOVED**

BAGGAGE			PROFESSIONAL BOOKS		
WEIGHT	CUBE	NUMBER OF ROOMS	WEIGHT	CUBE	NUMBER OF BOXES

7. I (☐ *Am shipping*) (☐ *Have shipped*) THE FOLLOWING LOTS UNDER THE SAME CHANGE OF STATION ORDERS.

FIRST LOT

PROF. BOOKS (*Lbs.*)	FROM		
PACKED BAGGAGE (*Lbs.*)	TO		
UNPACKED BAGGAGE (*Lbs.*)	B/L No.	FREIGHT STA.	DATE

SECOND LOT

PROF. BOOKS (*Lbs.*)	FROM		
PACKED BAGGAGE (*Lbs.*)	TO		
UNPACKED BAGGAGE (*Lbs.*)	B/L No.	FREIGHT STA.	DATE

8. I CERTIFY THAT:

A. THE SHIPMENTS LISTED HEREIN CONSIST OF HOUSEHOLD GOODS OR PERSONAL EFFECTS ACQUIRED PRIOR TO THE EFFECTIVE DATE OF MY LAST ORDER FOR CHANGE OF STATION.

B. THE PROFESSIONAL BOOKS AND PAPERS LISTED HEREIN ARE NECESSARY FOR THE PERFORMANCE OF MY OFFICIAL DUTIES.

C. I WILL ACCEPT THE METHOD OF TRANSPORTATION DETERMINED BY THE TRANSPORTATION OFFICER TO BEST SERVE THE INTERESTS OF THE UNITED STATES AND MYSELF, OR WILL PAY ANY EXCESS COSTS OCCASIONED BY MY SELECTION OF ANY OTHER METHOD.

D. I WILL PAY ANY EXCESS CHARGES DUE TO WEIGHTS SHIPPED IN EXCESS OF MY AUTHORIZED ALLOWANCES OR BECAUSE OF SHIPMENTS FROM OR TO DIFFERENT POINTS.

E. IF MY ORDERS ARE CHANGED AND AFFECT THIS SHIPMENT I WILL IMMEDIATELY NOTIFY THE SHIPPING TRANSPORTATION OFFICER.

F. I WILL PAY ALL COMMERCIAL HANDLING AND STORAGE COSTS, OR OTHER COSTS NOT AUTHORIZED BY REGULATIONS.

G. UPON RECEIPT OF STATEMENT(S) SHOWING EXCESS COSTS I WILL REMIT AN AMOUNT SUFFICIENT TO COVER SUCH COSTS, OR PERMIT THE APPLICATION OF SO MUCH OF MY PAY AS MAY BE NECESSARY TO COVER SUCH COST. THIS AGREEMENT IS MADE WITH THE UNDERSTANDING THAT IT DOES NOT PREJUDICE BY RIGHT OF APPEAL TO THE COMPTROLLER GENERAL AND THE COURTS FOR ADJUDICATION AFTER SUCH PAYMENT OR DEDUCTION HAS BEEN MADE IF I CONSIDER THE AMOUNT THEREOF HAS NOT BEEN PROPERLY DETERMINED.

H. I HAVE _____ DEPENDENTS LIVING WITH ME (*Certified by civilian employees only*).

I. SIGNATURE	GRADE	ARMY SERIAL No.

9. **CERTIFICATE IN LIEU OF APPLICANT'S SIGNATURE**

CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN CURRENT WAR DEPARTMENT INSTRUCTIONS SO AUTHORIZE
(*To be accomplished only by the Commanding Officer, or his authorized representative, by signature or official seal.*)

NECESSITY FOR SHIPMENT:

REASON FOR NONAVAILABILITY OF SIGNATURE:

1st Lt John H Doe, TC, 01573152, Deceased

THE PROPERTY TO BE SHIPPED IS PERSONAL BAGGAGE, HOUSEHOLD GOODS OR GOODS AUTHORIZED TO BE SHIPPED AT PUBLIC EXPENSE
(*Certified by*)

Page 1 of inclosure 2 to inclosure 2, Weekly Directive 38

Additional certificates required of owner will be placed on reverse side of this form.

WD AGO FORM 1 OCT 1945 55–109 This form supersedes WD AGO 55–109, 12 June 1944, and WD TC 219, undated, which may not be used after receipt of this revision.

ANNOTATIONS

1. _____ (Initials) Request Railway Express shipment from US POD to destination and I agree to pay any excess cost incurred thereby over that method of transportation selected by the Port Transportation Officer, US POD.

2. _____ (Initials) Request that shipment of my personal property from the US POD be made on a collect basis to destination shown in Section 4 of this form via (freight) _____ or (express) _____. I agree to pay cost of shipment incurred thereby.

3. _____ (Initials) I agree to contact the Port Transportation Officer, SEPE and/or SFPE within thirty days after my arrival in the Zone of Interior and arrange to prepay the shipment of my personal property to destination. I fully understand that failure on my part to take action agreed to above will result in my property being placed in commercial storage in accordance with attached Power of Attorney.

4. _____ (Initials) I certify that I will make or have made arrangements to take immediate possession of my property at destination if the destination is any Army post, camp, or station; or if the destination is other than a post, camp, or station, disposition of my household goods and/or personal effects will be made at destination within the free time allotted under carrier's tariffs. (Usually 48 hours).

Mailing Address

_____ Street Address

_____ City and State

_____ Signature

(Signature applies only to annotations initialed)

10 **STATEMENT OF TRANSPORTATION OFFICER**

A. SHIPMENT OF _____ POUNDS OF BAGGAGE AND _____ POUNDS OF PROFESSIONAL BOOKS MADE BY ☐ VAN ☐ RAIL ☐ EXPRESS ☐ WATER ☐ MOTOR FREIGHT.

B. B/L No. _____ P. O. No. _____ CONTRACT No. _____

C. EXCESS COSTS OF $ _____ (☐ *Have*) (☐ *Have not*) BEEN PAID TO ME.

D. STATEMENT OF EXCESS COSTS (☐ *Has*) (☐ *Has not*) BEEN PRESENTED TO OWNER WITH INSTRUCTIONS TO REMIT TO:

E. EXCESS COSTS WERE COMPUTED AS FOLLOWS:

_____ (SIGNATURE OF TRANSPORTATION OFFICER)

3217—FEC Printing Plant—11/48—210M

P O W E R O F A T T O R N E Y

KNOWN ALL MEN BY THESE PRESENTS: That I, _____ being the owner of a legal resident of _____ the personal property described on the back hereof, do hereby appoint the Port Transportation Officer, of the zone of interior port of embarkation at which my personal property is discharged, or his successor, and/or the Transportation Officer of the general depot servicing the zone of interior port of discharge for storage of personal property, or his successor as my true and lawful attorney in fact, for me and in my name, and stead, to move from any government warehouse or storage place to a commercial storage warehouse and to charge to or for my account any expense incidental to such movement and subsequent storage all or any portion, of the property described on the reverse hereof as determined necessary.

Giving and granting unto said attorney in fact, full power to act for me and in my name and to do all necessary things to accomplish the movement of my personal property from the premises belonging to or under the control of the military to a private concern, with the same force and effect as though I were personally present. In witness whereof, I hereunto sign my name in the presence of the undersigned witnesses this _____ day of _____ 19___.

_____

WITNESSES:

_____)Witnesses not needed if jurat
_____) executed.
_____)

State of _____)
) SS
County of _____)

Before me, the undersigned, personally appeared _____ on this the _____day of _____, 19___, who being known to me, acknowledged that he voluntarily executed the foregoing instrument of his own free will, volition, and accord on the day same bears date.

_____
Title of Officer
Address

Incl 3 to Incl 2, Weekly Directive 38, Hq Eighth Army.

CERTIFICATE FOR STORAGE OF
AUTHORIZED BAGGAGE IN ACCORDANCE WITH CIRCULAR 128, AF LETTER
75-44, DEPARTMENTS OF THE ARMY AND THE AIR FORCE, 6 MAY 1948

I, _____, certify that I fully understand that the storage of my authorized baggage has been granted only on a space available basis. Upon expiration of free storage period or if movement is necessary in the best interest of the government, my personal property will be placed in commercial storage in my name, to my account and all cost incident to the movement of the property to commercial storage will be at my expense.

I agree that I will advise the Port Transportation Officer, United States Port of Embarkation, immediately of the date of my retirement or discharge, return from overseas duty, return to permanent duty station, return from sea duty, or separation from school whichever is applicable to the storage of my authorized baggage.

_____
(Signature)

_____
(Grade, Branch or Service & ASN)

Incl 4 to Incl 2, Weekly Directive 38, Hq Eighth Army.

TOUR SCHEDULE

No group will exceed twenty-four individuals. Morning groups will consist of individuals who spent the previous night at Futami. Afternoon groups will consist of individuals arriving at Toba that morning.

JUNE	AM	PM
1	FEAF	GHQ
3	I Corps	Eighth Army
5	I Corps	IX Corps
8	Yokohama Command	GHQ
10	FEAF	Eighth Army
12	I Corps	FEAF
15	I Corps	GHQ
19	IX Corps	FEAF
22	FEAF	IX Corps
24	I Corps	GHQ
26	IX Corps	Eighth Army
29	Yokohama Command	FEAF

JULY	AM	PM
1	FEAF	GHQ
3	I Corps	Eighth Army
6	I Corps	IX Corps
8	Yokohama Command	GHQ
10	FEAF	Eighth Army
20	I Corps	FEAF
22	FEAF	GHQ
24	Yokohama Command	Eighth Army
27	FEAF	IX Corps
29	I Corps	GHQ
31	IX Corps	Eighth Army

AUGUST	AM	PM
3	Yokohama Command	FEAF
5	IX Corps	GHQ
14	I Corps	Eighth Army
17	I Corps	IX Corps
19	Yokohama Command	GHQ
21	IX Corps	IX Corps
24	I Corps	FEAF
26	GHQ	GHQ
28	IX Corps	Eighth Army
31	I Corps	IX Corps

SEPTEMBER	AM	PM
4	I Corps	GHQ
7	IX Corps	Eighth Army
9	Yokohama Command	FEAF
11	FEAF	GHQ
14	I Corps	Eighth Army
16	I Corps	IX Corps
18	Yokohama Command	GHQ
23	FEAF	Eighth Army
25	IX Corps	FEAF
28	I Corps	GHQ
30	Yokohama Command	GHQ

OCTOBER	AM	PM
2	FEAF	IX Corps
5	I Corps	GHQ
7	IX Corps	IX Corps
9	Yokohama Command	FEAF
12	IX Corps	GHQ
14	I Corps	Eighth Army
19	GHQ	IX Corps
21	Yokohama Command	GHQ
23	I Corps	Eighth Army
26	I Corps	FEAF
28	FEAF	GHQ
30	Yokohama Command	Eighth Army

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

WEEKLY DIRECTIVE
NUMBER 37

21 May 1949

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Material which does not require handling as expeditiously as intended for Messageforms or signal communications, will be compiled and issued by this headquarters in Weekly Directives. Weekly Directives have the status of official orders and directives, and are distributed to all units including companies. These directives are issued in numerical sequence, and subsequent references to them will make filing and annotating in the headquarters of all recipients essential.

Section I - Supply Discipline, Special Services Equipment and Supplies.

1. Adequate measures will be established by commanders to account for, repair, maintain, store, and to protect, Special Services equipment against loss and deterioration in storage, and to ensure that excess items are disposed of by redistribution within their respective commands or turned in to the A&R Supply Officer, Special Services, this headquarters.

2. Commanders of corps, divisions, Yokohama Command and units assigned or attached directly to Eighth Army will notify this headquarters by letter of all excess Special Services equipment on hand on 15 June 1949.

3. The following criteria for the determination of excess property are furnished as a guide and may be augmented locally.

a. Heavy, costly, long-lived items, such as pianos, radios, and pool tables become excess when they are not being utilized adequately.

b. Seasonal equipment, such as baseball uniforms, golf clubs, and footballs becomes excess when its use is not contemplated during the current or next season.

c. Quantities of minor items consumed in use or in the maintenance of other items, such as ping-pong balls, cue tips, and strings for musical instruments, beyond a six months' supply will be considered excess. (AGH 400.402)

Section II - Billeting and Feeding of Japanese Personnel in Eighth Army Special Services Hotels.

Personnel contemplating visits to Eighth Army Special Services Hotels will be informed that facilities for feeding and/or billeting Japanese personnel are restricted to members of the hotel staffs. (AGHH 353.8)

Section III - Classification Procedures for Enlisted Personnel.

1. References.

a. SR 615-205-2.

b. SR 615-215-1.

c. SR 615-215-2.

d. SR 615-220-51.

e. TM 12-260, War Department, 26 April 1946, subject: "Personnel Classification Tests."

f. Circular 202, Department of the Army, 7 July 1948, subject: "Implementation of Career Guidance Plan for Warrant Officers and Enlisted Personnel," as amended.

g. Circular 31, Department of the Army, 9 March 1949, subject: "Classification of Enlisted Personnel."

2. Effective 15 May 1949, classification procedures will be implemented under the provisions of references 1a, b and g, for personnel who enlist or reenlist within this command, and for all personnel selected for attendance at Zone of Interior schools.

a. Personnel selected for attendance at Eighth Army schools will not be classified under the above procedures prior to a date to be announced by this headquarters.

b. Selection for training at Zone of Interior and Eighth Army schools will conform to minimum aptitude area scores for each MOS as listed in inclosure 1.

3. Commanders of corps, divisions, Yokohama Command and Eta Jima School Command are responsible for administration of required tests by personnel trained in Military Personnel Management and will requisition necessary testing materials. Other units directly assigned to this headquarters, will submit requests for testing materials to this headquarters, Attn: AGRDC. Requests will include number of persons to be tested and the specific tests required, the results of which will establish the aptitude area of each individual by MOS. (AGR 220.01)

Section IV - <u>Medical Items Suspended from Use and Issue</u>.

1. Letter, San Francisco Port of Embarkation, Oversea Supply Division, TCSFP 400.7 - GO(S) MED, 3 May 1949, subject as above, is quoted in part for information and compliance.

"1. Item 1-472-405, Thiamine Hydrochloride Injection,
0.01 Gm (1/6 gr.) 1cc, 6s

The following lots of above item have been analyzed by Laboratory Branch, Armed Services Medical Procurement Agency, and found unsuitable for use and issue. Material is labeled, 'Aneurin Hydrochloride, 5 mg in 1cc.' Stock of unsuitable lots should be disposed of in accordance with provisions of paragraph 111c, TM 14-904.

LOT NO.	MANUFACTURER
4146, 4147, 4148, 4149, 4151, 4154, 4156, 4157	Eli Lilly and Co., Ltd.
N30351	Evans Sons Lescher and Webb Ltd.

"2. Item 5-006-050, Anesthetic Solution, Local, Cartridges,
2 1/4 cc, 25s

Stock of above item manufactured by Cooke-Waite Laboratories, Inc., during the calendar year 1944, has been found to be unsuitable for use and issue and should be disposed of in accordance with paragraph 111c, TM 14-904.

"3. Item 5-421-150, Needle, Anesthesia, Stainless Steel,
26 Gage, 1 5/8 inch, 12s

Recent laboratory test indicates that above item manufactured by Mizzy Inc. is unsuitable for use and issue and should be disposed of in accordance with instructions contained in paragraph 14b(2) Part V, Code Letter XIX-198, 23 September 1948, as amended." (AGN 440)

Section V - Army Cost Accounting Program.

1. A cost accounting and reporting program will be initiated on an Army-wide, world-wide basis, effective 1 July 1949, which will to some extent, affect all elements of this command. Technical instructions for the operation of the program will be disseminated by the Department of the Army in Technical Manual 36-500.

2. "The Army's Cost Accounting Program," (inclosure 2), should prove helpful in developing an understanding of the program and the reason for its establishment. (AGR 130)

Section VI - Movement of Dependents.

Radiogram, Commander-in-Chief, Far East, ZX 10124, 14 May 1949, is quoted in part for information and guidance:

"* * * Military and civilian personnel present in the command who are entitled to transportation and housing of dependents under existing criteria and who are occupying billets not classified as dependent housing may have their names placed on a separate waiting list for transportation of dependent wife only (not applicable if other dependents are involved) without regard to previous overseas service on current tour, provided their dependent can occupy the billet space assigned to them as a bachelor billet and that such billets are suitable for female occupancy. Such personnel will be entered at end of current priority list in order of the highest priority computed by present overseas service criteria and when submitted, reason for inclusion out of priority will be "bachelor billet suitable for joint occupancy of man and wife assigned the individual." Individuals will be required to sign statement to effect that they agree to occupy assigned billet until eligible for assignment to dependent housing under normal criteria. Positive action will be taken to ensure that normal bachelor type billet space assigned to personnel will not be augmented to permit accommodation of their dependent. The foregoing deviation from existing policy is in furtherance of effort to utilize all possible spaces for dependents in order to permit reuniting as many families as possible." (AGR 510).

Section VII - Settlement of Charges for Medical Care Between the United States and British Commonwealth Occupation Force.

1. References.

a. AR 40-505.

b. Circular 16, General Headquarters, Far East Command, 26 February 1949, subject: "Medical Attendance."

c. Circular 13, this headquarters, 18 February 1949, subject: "Charges for Patients Treated in Medical Facilities."

d. Section VI, Weekly Directive 12, this headquarters, 27 November 1948, subject: "Settlement of Charges for Medical Care Between the United States Army and the British Commonwealth Occupation Force in Japan."

2. Letter, General Headquarters, Far East Command, AG 150 (5 May 1949) MD-PO, 5 May 1949, subject: "Settlement of Charges for Medical Care Between the United States and British Commonwealth Occupation Force in Japan," is quoted in part for information and compliance:

* * * * *

"2. An increasing number of persons have been applying to the 130th Australian General Hospital, Kure, Japan, for medical treatment of nonemergency conditions. The majority of these persons are dependents of military personnel, Department of the Army civilian employees and their dependents, and other civilians who are not authorized medical attendance at public expense in other than Army hospitals.

"3. * * * non-pay patients should utilize the U. S. Army medical installations located on Eta Jima except for the treatment of bona fide emergency conditions wherein they may apply for medical care at British Commonwealth Occupation Force medical installations. Individuals classed as pay patients should reimburse the British Commonwealth Occupation Force directly for medical care furnished them.

* * * * *

"5. The Army is able to pay the medical accounts of persons described in paragraph 3b, AR 40-505 only. It is desired that other individuals be informed that they will be held financially responsible for bills incurred by them at British Commonwealth Occupation Force hospitals, in the event that there are insufficient credits against the British Commonwealth Occupation Force to permit mutual cancellation of the account." (AGN 701)

Section VIII - Separation of Officers.

1. Reference.

Circular 54, Department of the Army, 25 November 1947, subject: "Separation of Officers for Purpose of Appointment or Reappointment as Warrant Officers, or Enlistment or Reenlistment in Regular Army."

2. Radiogram, Department of the Army, WCL 39954, 12 May 1949, is quoted in part for information and guidance:

"* * * So much of paragraph 1, Section IV, Circular 54, Department of the Army, 1947, as reads: 'Officers requesting relief from active duty under provisions of this authority must have completed 24 months' service on current tour of extended active duty,' is rescinded.* * *."
(AGR 210.456)

Section IX - Redemption of United States Savings Bonds Owned by Headquarters and Unit Funds.

1. Reference.

Circular 1, General Headquarters, Far East Command, 1 January 1949, subject: "Nonappropriated Funds."

2. United States Savings Bonds and United States Saving Bond safekeeping receipts, transferred by custodians of headquarters and unit funds to the Custodian of the Far East Command Central Welfare Fund in accordance with paragraph 22d of the reference, will be forwarded through this headquarters. (AGH 123)

Section X - Prescribed Uniform.

Radiogram, Department of the Army, WCL 38968, 10 May 1949, is quoted in part for information and guidance:

"* * *(1) The wear out period for following items officer uniform currently scheduled to become obsolete 1 July 1949 is extended to 1 July 1950:

Caps, service, winter, of materials other than brown fur felt;
Jacket, wool, shade 51;
Trousers, wool, shade 51;
Overcoats, wool, long and short.

"(2) Subsequent to 1 July, the cap, service, will be normal item of headgear; the cap garrison, being authorized for wear in lieu thereof during periods of field exercises and maneuvers, when use of cap, service, would be impracticable.

"(3) Pending completion of issue of necktie, shade 51, and until 1 July 1950, necktie, shade 5, may be worn in lieu thereof on optional basis." (AGD 421)

Section XI - Separation of Officers.

1. References.

a. Section III, Circular 27, Department of the Army, 3 February 1948, subject: "Extended Active Duty."

b. Pamphlet 12-16, War Department, 25 June 1946, subject: "Procedure for Enlistment of Personnel in Grades Appropriate to Training and Experience."

2. Radiogram, Department of the Army, WCL 40572, 16 May 1949, is quoted for information and guidance:

"* * * An officer who is separated on or after this date is not eligible for enlistment in grade one solely on the basis of having been an officer on active duty on 22 March 1948 unless he enlists the day following separation. Unused leave will be carried over into enlisted status. Officers who receive lump sum payment for unused leave will not be enlisted in grade one.

Weekly Directive 37, Hq Eighth Army, 21 May 1949, cont'd.

This does not affect eligibility for enlistment under provisions of War Department Pamphlet 12-16 nor eligibility of officers who hold permanent warrants in grade one to return to that grade at any future date. Special Regulations on this subject will be published in near future.* * *." (AGR 210.456)

Section XII - Separation to Accept Private Employment.

1. References.

a. SR 600-785-1.

b. Circular 25, General Headquarters, Far East Command, 26 July 1948, subject: "Separation of Civilian Employees with Far East Command to Accept Private Employment."

c. Circular 27, General Headquarters, Far East Command, 1 August 1948, subject: "Separation of Military Personnel."

2. Radiogram ZX10468, General Headquarters, Far East Command, 17 May 1949, is quoted for information and compliance:

"* * * Reference Department of Army Special Regulations 600-785-1 distributed to Army units. Additional copies available for requisition. Pending revision of Far East Command Circulars 25 and 27, 1948, applicants for separation will be advised of provision of subject regulation, and all applications for separation within Far East Command to accept private employment will contain statement 'I have read and understand the provisions of Special Regulations 600-785-1, Department of Army, 31 March 1949.'* * *." (AGR 220.8)

Section XIII - Transfer of Functions from Department of the Army to Department of Air Force.

Radiogram, Department of the Army, WCL 40557, 18 May 1949, is quoted for information and compliance:

"* * * Secretary of Defense has approved transfer of functions of Chaplains Department which pertain to the Department of Air Force from the Department of the Army to the Department of Air Force effective 10 May 1949. Personnel necessary to meet requirements of chaplains by the Air Force will be transferred from Department of the Army to Department of Air Force. Numbers and grades of personnel transferring will be proportionate to the over-all military strengths and grades of the two departments. Departmental transfer of personnel will be on a voluntary basis only. Transfers must be completed prior to 26 July 1949, on which date current enabling legislation expires.

"All commanders of both Army and Air Force commands will take immediate action to notify all chaplains on active duty of this transfer of functions and will require each chaplain to state in an official letter whether he desires or does not desire to transfer in the Department of Air Force. These letters will be forwarded direct by individual officer to The Adjutant General, Department of the Army, Attn: Chief of Chaplains. Air mail transmission is recommended. Letters will be initiated by individual chaplains within 10 days

of receipt of this notification. No application for transfer received by The Adjutant General after 1 July 1949 will be considered.

"Commanders will ensure that all chaplains, including those on leave, detached service, temporary duty, and absent sick, are informed of the provisions of this message.

"Instructions pertaining Reserve chaplains not on active duty forthcoming. * * *." (AGR 322.01)

Section XIV - Regional Post Commanders and Areas of Responsibility.

1. Reference.

Section I, Circular 54, this headquarters, 3 August 1948, subject: "Repairs and Utilities," as amended.

2. Pending revision, inclosure 1 to the reference, with respect to Camp Sakai, is further amended to read:

Regional Post	Regional Post Commander	Area of Responsibility
Camp Sakai	"	Osaka, Hyogo, Tottori and Okayama Prefectures (excluding Camp Osaka and Kobe Base) and the island of Shikoku.

(AGL 322.01)

Section XV - Observance of Memorial Day.

1. Reference.

AR 600-25.

2. Memorial Day, 30 May 1949, being a legal holiday, all duty except necessary guard, fatigue and other functions essential to the health, safety and welfare of the command, will be suspended.

3. Commanders may prescribe appropriate Memorial Day ceremonies including the firing of salutes.

4. A special Memorial Day ceremony in commemoration of all Allied Dead, including an address by the Commanding General, Eighth Army, will be held at Lou Gehrig Stadium in Yokohama beginning at 1130. (AGD 006)

Section XVI - New Insignia for Library and Service Club Personnel.

1. Reference.

Change 1, AR 600-36.

2. New type insignia for Library and Service Club personnel, prescribed in paragraph 17 of the reference, is available for purchase at Yokohama

Main Exchange and Nagoya, Kyoto, Sendai and Kokura branch exchanges. Sales will be limited to six patches per person.

3. Old type insignia will not be worn after 1 July 1949. (AGH 421.4)

Section XVII - Procedure for Return of Dependents from Japan.

Pending revision of Section I, Circular 63, this headquarters, 22 September 1948, subject as above, the second sentence of paragraph 4a is amended to read:

"Application will be submitted through parent unit or office of custodian of records, for approval and verification of contents and then forwarded direct to this headquarters (Attention: AGRDO)." (AGR 510)

Section XVIII - Officers, Warrant Officers and Flight Officers Qualification Record, WD AGO Form 66.

1. Reference.

Section XXI, Weekly Directive 33, this headquarters, 23 April 1949, subject as above.

2. Radiogram, Department of the Army, WCL 40732, 16 May 1949, is quoted in part for information and guidance:

"* * *Reference our radiogram WCL 30819, dated 14 April 1949, last sentence [paragraph] 1 should read 'Entries recorded since 1945 showing permanent ORC or NGUS will show no date of rank.'"

3. Radiogram WCL 30819 was quoted in the reference. (AGR 201.36)

Section XIX - Rescissions.

1. Messageform, AG 220.01, this headquarters, 14 May 1949, subject: "Classification Procedures for Enlisted Personnel."

2. Section XV, Weekly Directive 12, this headquarters, 27 November 1948, subject: "Invitational Athletic Meets Between Commands."

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM
Colonel, GSC
Chief of Staff

OFFICIAL:

W. H. EDWARDS
Lt Col AGD
Asst Adj Gen

2 Incls
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2 - The Army's Cost Accounting Program

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TABLE I

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD

Aptitude Area	Related interest field	Entry MOS		School	Minimum Aptitude area score
I	A	283	Athletic Instructor	Physical Training and Athletic Direction Course.	100
		383	Fire Fighter		
		669	Military Policeman, Occupied Territory		
		677	Military Policeman	Military Police	90
		1677	Disciplinary Guard	Adjutant General	90
		4602	AAA Automatic Weapons Crewman		
		2677	Securityman		
		6745	Light Weapons Infantry Crewman		
		6724	Artillery Range Section Basic		
I	D	169	Job Pressman		
I	F	160	Physics Laboratory Assistant		
		170	Engineering Aide (Designated Field)		
		411	Chemical Laboratory Assistant		
		043	Cameraman, Motion Picture	Signal	100
		855	Dental Assistant		
		022	Barber		
I	G	5704	Fire Direction and Liaison Operator		
		709	Traffic Analyst (Radio)	Army Security Agency	110
		808	Cryptanalysis Technician	Army Security Agency	110
		485	Petroleum Storage Technician		
		6576	Sound and Flash Ranging Basic		
II	A	656	Submarine Mine Loader	Artillery-Seacoast Branch	80
		4865	Animal Pack Artillery Cannoneer		
		901	Munitions Worker		
		6812	Heavy Weapons Infantry Crewman		

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field	Entry MOS		School	Minimum Aptitude Area Score
		4596	Rocket Artillery Rocketeer		
		4608	Seacoast Artillery Cannoneer		
		4603	AAA Cannoneer		
		4844	Field Artillery Cannoneer		
II	C	191	Rodman and Chainman Surveying		
		329	Lumberjack		
II	D	167	Lithographic Pressman		
		168	Printer		
		296	Artist		
II	F	107	Photolithographer	Engineer	100
		152	Photographer	Signal	100
		264	X-Ray Technician	Medical	100
		945	Photographic Laboratory Technician	Signal	100
II	G	243	Geodetic Computer	Engineer	110
		016	Laboratory Technician, V-mail or Microfilm.		
		227	Surveyor	Engineer	100
		230	Surveyor, Topographic	Engineer	100
		765	Visual Signalman		
		890	Photo Interpreter	Ground General	100
		070	Draftsman	Engineer	95
		071	Draftsman, Mechanical		
		074	Draftsman, Structural		
		075	Draftsman, Electrical		
		076	Draftsman, Topographic	Engineer	95
		028	Blueprint or Photostat Operator		
		893	Facsimile Operator		
		5577	Artillery Rodman and Tapeman		
		6874	Ballistic Meterology Basic		
II	H	365	Optician	Medical	100
		962	Optical Instrument Repairman		

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field		Entry MOS	School	Minimum Aptitude Area Score
III	F	120	Meat and Dairy Technician	Medical	100
		858	Medical Laboratory Technician	Medical	100
		859	Pharmacy Technician	Medical	100
		1283	Physical Reconditioning Instructor	Medical	100
		250	Veterinary Technician		
		409	Medical Technician	Medical	90
		727	Water Supply Technician	Engineer	90
		861	Surgical Technician	Medical	90
		196	Sanitary Technician		
		657	Medical Aidman	Medical	80
		560	Pigeoneer		
		565	Pack Driver		
III	G	538	Voice Interceptor (Designated Language)	Army Security Agency	100
		267	Translator	Army Language	100
		320	Interpreter	Army Language	100
		1599	Radiotelephone Operator		
III	I	062	Food Service Apprentice		
IV	D	185	Railway Signal Operator		
		242	Toolroom Keeper		
		200	Sewing Machine Operator		
		786	Toxic Gas Handler		
		979	Chemical Warfare Man, General		
		194	Salvage Technician	Quartermaster	
IV	G	213	Stenographer	Quartermaster	110
		237	Teletype Operator		
		6400	Machine Accounting Basic	Adjutant General	110
		805	Cryptographic Technician	Signal	110
		807	Cryptographic Code Compiler	Army Security Agency	110
		275	Classification Specialist	Adjutant General	105
		288	Playwright		
		055	Clerk, General	Quartermaster	100

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field		Entry MOS	School	Minimum Aptitude Area Score
		348	Parts Clerk	Ordnance	100
		373	Sales Clerk		
		405	Clerk-Typist	Quartermaster	1
		457	Shop Clerk		
		667	Message Center Clerk		
		835	Supply Clerk	Quartermaster	100
IV	G	128	Mulitilith or Multigraph Operator		
		309	Telephone Operator		
		470	Cargo Checker		
		175	Bandsman, Oboe		
		176	Bandsman, Bassoon		
		432	Bandsman, Clarinet		
		433	Bandsman, Cornet or Trumpet		
		434	Bandsman, Bass Drum		
		435	Bandsman, Snare Drum		
		436	Bandsman, Euphonium or Baritone		
		437	Bandsman, Flute or Piccolo		
		438	Bandsman, French Horn		
		439	Bandsman, Saxophone		
		440	Bandsman, Trombone		
		441	Bandsman, Tuba		
		442	Entertainment Specialist		
V	G	740	Radio Operator, Intermediate Speed	Signal	110
		766	Radio Operator, High Speed, Manual	Signal	110
		776	Radio Operator, Low Speed	Signal	110
		777	Radio Operator, High Speed, Automatic		
		236	Telegraph Operator	Transportation	100
VI	D	136	Model Maker		
		048	Car Mechanic, Railway	Transportation	100
		112	Locomotive Mechanic	Transportation	100
		802	Artillery Mechanic, Minor Maintenance	Armored	

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field	Entry MOS		School	Minimum Aptitude Area Score
		833	Artillery Mechanic, Antiaircraft (Automatic Weapons) Minor Maintenance.		
		834	Artillery Mechanic, Antiaircraft (Gun) Minor Maintenance		
		841	Artillery Mechanic, Antiaircraft (Self-Propelled) Minor Maintenance		
		913	Artillery Mechanic, Light		
		914	Artillery Mechanic, Heavy		
		915	Artillery Mechanic, Antiaircraft Artillery		
		061	Coppersmith	Transportation	90
		030	Boilermaker	Transportation	90
		033	Brakeman, Railway	Quartermaster	90
		104	Laundry Maintenance Mechanic	Ordnance	90
		201	Sheet Metal Worker	Ordnance	90
		256	Welder, Combination	Ordnance	115
VI	H	114	Machinist	Ordnance	115
		381	Watch Repairman		
		431	Machinist's Helper	Ordnance	105
		922	Instrument Repairman, Fire Control	Signal	100
VI	H	042	Camera Repairman	Medical	100
		067	Dental Laboratory Technician		
		098	Instrument Repairman, Non-Electrical	Quartermaster	100
		282	Office Machine Serviceman		
		302	Machine Operator (Designated Machine)	Ordnance	100
		903	Small Arms Weapons Mechanic		
		917	Director Repairman, Mechanical, Heavy Antiaircraft Artillery.	Ordnance	100
		921	Height Finder Repairman	Ordnance	95
VII	C	924	Bomb Disposal Technician	Transportation	90
		035	Carpenter, Heavy Construction		

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field	Entry MOS		School	Minimum Aptitude Area Score
		063	Crane Operator		
		113	Woodworking Machine Operator		
		064	Power Shovel Operator	Engineer	90
		121	Utility Repairman	Quartermaster	90
		164	Plumber	Transportation	90
		202	Carpenter, Ship	Transportation	90
		270	Cooper		
		100	Structural Steel Worker		
		034	Bricklayer		
		050	Carpenter, General		
		189	Rigger	Transportation	80
		214	Stonemason		
		259	Well Driller		
		456	Calker		
		5729	Pioneer		
		188	Duty Soldier II		
		199	Section Hand, Railway		
		271	Longshoreman		
		459	Sawmill Machine Operator		
		522	Duty Soldier I		
VII	D	118	Small Boat Operator		
		511	Armorer		
		024	Blacksmith		
		094	Horseshoer	Ground General	90
		111	Locomotive Fireman	Transportation	90
		137	Projectionist, Motion Picture		
		454	Diver	Transportation	90
		455	Diver's Helper	Transportation	90
		478	Ship Fitter	Transportation	90
		084	Stationary Fireman		
		117	Marine Fireman		

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field		Entry MOS	School	Minimum Aptitude Area Score
		129	Foundryman		
VII	D	192	Saddle and Harness Maker	Ground General	80
		240	Tire Rebuilder	Ordnance Automotive	80
		949	Ammunition Renovator		
		065	Seaman		
		116	Drodgeman		
		204	Shoe Repairman	Quartermaster	
		234	Tailor	Quartermaster	
		590	Duty Soldier III		
		609	Leather and Canvas Worker	Quartermaster	
VIII	A	6733	Armored Reconnaissance Basic		
		6795	Tank Basic		
VIII	B	080	Marine Engineer	Transportation	110
		747	Airplane and Engine Mechanic		
		926	Mechanic Fuel Induction	Ordnance	105
		965	Mechanic, Automotive, Wheel Vehicle (Third Echelon).	Ordnance	105
		966	Mechanic, Automotive, Track Vehicle (Third Echelon)	Ordnance	105
		013	Diesel Mechanic	Ordnance	100
		014	Automotive Mechanic (Second Echelon)	Transportation	100
		319	Construction Equipment Mechanic	Engineer	100
		322	Refrigeration Mechanic	Engineer	100
		477	Mechanic, Marine Engine	Transportation	100
		660	Tank Mechanic, Minor Maintenance	Armored	100
		839	Marine Enginemen		
		081	Engineman, Operating	Engineer	90
		141	Marine Oiler	Transportation	90
		220	Pump Operator		
		316	Automobile Serviceman		
		359	Construction Machine Operator	Engineer	90
		809	Decontaminating Equipment Operator		

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field		Entry MOS	School	Minimum Aptitude Area Score
		846	Portable Power Generator Operator		
		934	Amphibian Truck Driver	Transportation	90
		378	Motorcyclist		
		103	Laundry Machine Operator		
		345	Truck Driver, Light		
		529	Wrecker Crewman		
		706	Fumigation and Bath Man		
		719	Gas Generating Plant Operator		
		763	Searchlight Crewman		
		931	Truck Driver, Heavy		
IX	C	165	Lineman, Power		
		238	Lineman, Telephone and Telegraph		
		641	Field Lineman		
IX	E	792	Radio Repairman, Single Channel Teletype	Signal	115
		648	Radio Repairman	Signal	110
		894	Facsimile Technician	Signal	110
		338	Instrument Repairman, Electrical		
		912	Electrician, Automotive	Ordnance	105
		115	Automatic Telephone System Maintenance Man	Signal	100
		039	Cable Splicer, Telephone and Telegraph	Signal	95
		078	Electrician	Engineer	95
		095	Central Office Technician	Signal	95
		097	Installer-Repairman, Telephone and Telegraph	Signal	95
		181	Signal Mechanic, Railway	Transportation	95
		650	Telephone Switchboard Operator		
		514	Radar Crewman (Designated Set)		
		798	Transmitter Attendant, Fixed Station		
X	E	899	Director Repairman, Electrical, Heavy Antiaircraft Artillery.	Ordnance	115
		919	Control System Repairman, Heavy Antiaircraft Artillery.	Ordnance	115

ENTRY MOS SELECTED BY EACH APTITUDE AREA AND RELATED INTEREST FIELD - Cont'd.

Aptitude Area	Related Interest Field	Entry MOS		School	Minimum Aptitude Area Score
		918	Fire Control Repairman, Light Antiaircraft Artillery	Ordnance----------	110
		206	Sound Projector Repairman ----------	----------	---------
		208	Sound Recording Technician ----------	Signal ----------	105
		722	Submarine Mine Planter ----------	----------	---------
		116	Powerman ----------	Signal ----------	95
		229	Medical Equipment Mechanic ----------	Medical ----------	95
		239	Teletype Mechanic ----------	Signal ----------	95

Where no school is indicated in the "School" column, no school course is currently available for the MOS. Prior to using this list, the school quota announcement should be consulted to determine whether new school courses have been added for certain above MOS's or others not listed. The Army School Catalog should be consulted for MOS for which training is offered by more than one service school.

THE ARMY'S
COST ACCOUNTING
PROGRAM

The Office of the Army Comptroller
Washington, D.C.
14 February 1949

Reproduced Headquarters Eighth Army, 21 May 1949.

FOREWORD

The purpose of this publication is to set forth in question and answer form some useful information regarding the Army-wide cost accounting program which was announced in Department of the Army Circular No. 222, Section II, "Cost Accounting," dated 27 July 1948.

The primary responsibility for the reporting and use of cost data rests with those who have responsibility for the management of operations. Cost accounting is a device to assist in the management of all operations. In other words, cost accounting is a type of accounting used by management in connection with its own responsibility to manage. The information gathered in connection with cost accounting is patterned so as to assist those directly responsible for an operation to evaluate performance at the source and take corrective measures, where required.

DEFINITION

Question: What is meant by the term "cost accounting"?

Answer: Cost accounting is the recording, reviewing, analyzing, interpreting, and presenting of costs of various actions or items pertaining to the production of goods, the distribution of things, the accomplishment of tasks and/or the rendition of services, whereby these steps furnish a method of measurement and a means of control.

OBJECTIVES

Question: What are the over-all objectives to be attained from the Army-wide cost accounting program?

Answer: The over-all objectives are:

1. To aid management at all levels and echelons in

   (a) The control of operations,

   (b) Improving the efficiency and increasing the economy with which the operations of the Army are conducted.

2. To facilitate the preparation of budgets.

3. To establish a sound basis for

   (a) Determining the more economical of two or more alternative policies or courses of action,

   (b) Fixing charges for goods and services sold and/or rendered to other departments and agencies of the Government, and to non-governmental organizations.

4. To provide reliable information relative to the cost of maintaining and operating the Army.

PRINCIPLES

Question: What are the over-all principles underlying the Army-wide cost accounting program?

Answer: The over-all principles are:

1. Within the limits of practicability, cost accounts are to be kept on the accrual basis, which means that they are to be recorded as items are used,

for example; the cost of coal would be reported at the time it was consumed as fuel rather than at the time it was purchased or stockpiled.

2. The function is the primary point at which costs are accumulated.

3. Uniformity is to be applied in the recording and reporting of costs, with respect to:

   (a) Elements of cost,

   (b) Terminology,

   (c) Chart of Accounts,

   (d) Coding of Accounts.

4. Costs are to be divided between operating and non-operating costs, the latter to include, by specific identity, charges for capital assets.

5. Operating costs are to be segregated initially in accordance with expenses incurred for military labor, civilian labor, supplies and materials, and contracts and services.

6. Units of performance measurement should reflect means employed and/or results obtained.

7. Cost data are to be so recorded as to be readily available for summarization and analysis, to meet the varied needs of each echelon and level of management.

8. Reports of operations of installations and/or activities with similar mission are to be capable of being consolidated into a single report.

PLAN

Question: What is the over-all plan underlying the Army-wide cost accounting program?

Answer: The over-all plan is:

1. To place especial emphasis upon the costing of "command installations" at this time and to review the situation in relation to "industrial installations" as soon as possible after the system in "command installations" has been established.

2. That each Technical and Administrative Service, Army Command, Overseas Command, and other agency of the Department of the Army not now accounting for its operating costs should take steps to develop procedures for costing its operations, with a view to putting them into effect when scheduled by the Department of the Army.

3. That the concept and procedures contained in TM 36-500, "Cost Accounting for Class I Installations," will, in general, be used as a guide for the development of such cost accounting procedures as are not now in force. Since this is a developmental stage of the complete program and it is recognized that TM 36-500 does not meet the full requirements of all Army operations, the various participating organizations should request from the Office of the Army Comptroller, where necessary, further Army-wide concepts, particularly those concerned with the technical aspects of more complete functional accounting and extended reporting requirements. To aid them in coordinating the costing of operations, each participating organization should review its organization pattern, missions, programs, activities, functions, and operations, in order to systematize them for management control purposes.

4. To complete and issue a manual of principles and practices based upon a standard system which will be published at an early date. The manual will standardize the essential elements of all cost systems within the Department of the Army to the end that there will be uniformity throughout the service.

TERMS

Question: What is meant by the term "function," as used in cost accounting within the Army?

Answer: A "function is defined in TM 36-500, Cost Accounting for Class I Installations, as "a minor activity or a component part of an activity." The principle of costing Army activities by functions as set forth in TM 36-500, generally speaking, is to assign an account to each function. Examples of specific "functional accounts" from the chart of accounts published in TM 36-500 are:

"Security" - in the Staff functional group

"Band" - in the Military Services functional group

"Induction" - in the Other Services functional group

"Radio Maintenance" - in Signal Services Field Maintenance functional group

"Stock Control" - in Quartermaster Services Supply and Storage functional group

"Combat Vehicle Shop" - in Ordnance Services Field Maintenance functional group

"Boiler Plants" - in Engineer Services Utilities Operations functional group.

Question: What is meant by the terms "command installation" and "industrial installation"?

Answer: A "command installation" is any installation of the Department of the Army, including non-manufacturing arsenals, primarily used or useful for activities of the Army other than for the production of material, munitions, or supplies. An "industrial installation" is any installation in the Department of the Army primarily used in connection with the production of material, munitions, or supplies.

ORGANIZATION AND METHODS

Question: Why has the "command installation" been chosen as the primary unit for reporting purposes?

Answer: The "command installation" has been chosen as the primary unit for reporting purposes because command installations are those through which the fundamental operations of the Army are conducted, and constitute the large majority of Army installations.

Question: What should be done about tying together existing cost accounting system in the Army?

Answer: Existing cost accounting systems will be continued in operation for the present.

Question: What should cost accounting accomplish for the Army?

Answer: To the Army, cost accounting should be one of its most important management tools. Through the use of cost accounting, those in charge of managing the multitudinous activities of the Army will be in a position to evaluate properly the utilization being made of its human effort, the materials entrusted to it, and the utilities and services furnished. It will point up the fact that too much or too little military labor or services is being

use[illegible]n a particular function - the [illegible]or Pool, for instance. It will disclose that too many supplies have been used during a particular period in the Combat Vehicle Shop, as an example. Or it may show that the cost of operating the Bakery is in excess of what it would cost to purchase bakery products from the outside. Cost accounting permits one to manage effectively and continuously.

Question: What is meant by operating cost?

Answer: Operating costs are the expenses incurred, including labor, both military and civilian, and the value of supplies used in performing an operation. Excluded are costs normally associated with fixed costs, such as construction of buildings and permanent equipment, etc.

Question: What are the objectives of the costing of functions?

Answer: The ultimate objectives of functional costing are efficiency and economy. In the Department of the Army, these objectives are attained by means of detailed records and reports of functional cost and performance which enable responsible commanders to establish effective management controls and exercise planned control of their funds.

1. Improved management control is attained by -

   (a) Study of details of separate and aggregated cost of activities,

   (b) Comparison of costs of performing functions at installations engaged in similar missions, programs, activities, and operations,

   (c) Identification and elimination or consolidation of specific operations with a view to obtaining maximum economy and efficiency,

   (d) Having cost information of value in determining policies and procedures and in planning the assignment of programs and missions,

   (e) Determination of labor output in relation to workload and as an indication of the effective use of facilities, personnel, and materials,

   (f) Appraisal of the cost of a function in relation to its importance in the performance of a mission.

2. Effective control of funds is attained by -

(a) Ascertaining the functional costs of operations included in budget programs and projects,

(b) Having cost information of value in determining an equitable distribution of available funds,

(c) Determining the judicious use of available funds in the performance of functions,

(d) Improving the basis for determining charges made for services and materials furnished under agreements for reimbursement.

USE OF DATA

Question: In general, what are the uses that may be made from data generated through cost analysis by the Installation, the Field Army Area, the Department of the Army, the Army Comptroller, the Chief of Staff and the Secretary of the Army?

Answer: For the Post Commander, cost analysis should reveal points of weakness in the operation of the installation, as a result of which steps can be taken to improve efficiency and reduce cost of operation per unit of output.

For the Army Commander, or the Chief of a Technical Service, cost analysis will reveal differences in costs of similar activities and functions in the various installations within the Army Area and enable him to exercise more adequate control over the installations under his command.

For the Department of the Army, cost analysis will provide data which will enable it to exercise necessary controls more intelligently and more efficiently.

For the Army Comptroller, cost analysis will provide information which will inform him of operating conditions throughout the Army and assist him in effectively performing his duties as Fiscal Director, Management Engineer and Budget Director of the Department of the Army, and permit him to inform the Chief of Staff and the Secretary of the Army of the condition of operations throughout the Army and thereby enable them to establish policies applicable to the Army as a whole which will lead to the most effective use of dollars and men.

At all echelons, cost analysis will be helpful in the preparation and defense of budgets for the Department of the Army.

Question: How will the results of cost analysis be made available to those responsible for activites?

Answer: Those responsible for activities in installations will be furnished reports of cost and performance pertinent thereto by the fiscal officer at such installation. Army commanders will receive cost and performance reports from each installation in their respective Army and will analyze them for their own purposes. Additional copies of the cost and performance reports of all Class I Installations will be sent to the Office of the Army Comptroller, where they will be analyzed and consolidated for the information of the Chief of Staff and the Secretary of the Army.

Reports of cost and performance relative to operations of the technical services will be prepared at depots and installations where they conduct their operations, for the use of those locally in charge of activities and for the Chiefs of the Services responsible for such operations as a whole.

Question: Specifically, how can the analysis of cost and performance data be used in the field?

Answer: In an installation not having recourse to cost data other than its own, examples of some of the management uses of cost and performance information are:

1. Appraisal of the value of specific activities of the installation in relation to operating costs and man-hours applicable to such activities, including:

   (a) Total operating cost - dollars,

   (b) Civilian labor - dollars and man-hours,

   (c) Military labor - dollars and man-hours,

   (d) Supplies and materials - dollars,

   (e) Contracts and services - dollars,

   (f) Other operating costs - dollars.

2. Analysis of the comparison of the costs of one period with those of the preceding period and/or the year to date by functions.

3. Analysis of the trends of the operating costs of each function by means of graphic charts for the purpose of directing investigation of unusual results, either favorable or unfavorable.

4. Assignment of the functions of the installation to responsible operating units and the compilation of operating costs applicable thereto, for the purpose of improving "cost control."

5. Determination, for each function, of the relationship and the trend of the relationship between labor man-hours (both civilian and military labor) and measurements of results obtained from performance. Some examples are:

   (a) Man-hours of operation and maintenance related to miles traveled by motor pool vehicles,

   (b) Man-hours of work required in the personnel Section related to number of persons administered,

   (c) Man-hours of operators and maintenance-men related to words transmitted by Signal Center.

6. Analysis of the trend of operating costs of functions in which a "work simplification program" is operative.

7. Determination of functional operating cost changes in connection with changes in organizational structure and management methods.

In a headquarters having command over a number of subordinate installations; examples of some of the management uses of cost and performance information available to headquarters (Army Areas, etc.) are:

1. Many of the installation uses referred to above.

2. Analysis of functional operating costs and performance measurements at headquarters, itself, in relation to mission, for the purpose of measuring and improving efficiency.

3. Analysis of the distribution of man-hours and operating costs to each activity in all installations to assist in determining policy with respect to the effective application of personnel effort and funds.

4. Analysis of functional operating costs and performance measurements by installations grouped by

personnel strength, for the purpose of discovering relationships between strength, costs and performance.

5.. Comparison of functional operating costs and performance measurements of the subordinate installations to determine areas of excellent operation and areas requiring improvement, including consideration of -

(a) Total operating cost of each function and group of functions,

(b) Elements of operating cost of each function and group of functions,

(c) Measurements of means employed in performance related to measurements of results obtained from performance and to operating costs.

6. Analysis of operating costs and performance measurements to assist in a determination of the advisability of making changes in buildings, structures and equipment to effect operating economies.

7. Analysis of functional operating costs and performance measurements by installations, considering actual strength and capacity, for the purpose of determining the areas most suitable for expansion or contraction.

8. Determination, for the study of funding policy, of the relationship of operating costs supported by installation funds and operating costs supported by other funds.

9. Summarization of operating costs supported by installation funds, with respect to each Project Account of each Appropriation, for the purpose of assisting in the review of budget estimates submitted by installations, and the preparation and support of Budget estimates to be submitted to higher headquarters.

10. Preparation of consolidated operating reports for the installations included under the headquarters command and the comparison thereof with previous results. The use of graphic charts for the purpose of ready reference and review is recommended.

Econ File

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

WEEKLY DIRECTIVE
NUMBER 36

14 May 1949

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Material which does not require handling as expeditiously as intended for Messageforms or signal communications, will be compiled and issued by this headquarters in Weekly Directives. Weekly Directives have the status of official orders and directives, and are distributed to all units including companies. These directives are issued in numerical sequence, and subsequent references to them will make filing and annotating in the headquarters of all recipients essential.

Section I - Troop Information and Education Materials Declared Obsolete.

Materials listed in Section I, Circular 48, Department of the Army, 31 March 1949, subject: "Information and Education," are obsolete and will be destroyed. (AGV 461)

Section II - Inter-service Communication to Ryukyus.

Radiogram, Commander-in-Chief Far East, ZX 49522, 11 May 1949, to Commanding General, Ryukyus Command, is quoted for information and guidance:

"* * * Effective at once all messages and correspondence pertaining to matters of inter-service interest affecting civilian economy of Ryukyus and conduct of Military Government of Ryukyus will be addressed to and authenticated by you as 'Military Governor of the Ryukyu Island.' Correspondence will be marked as usual for APO 331.* * *." (AGR 311)

Section III - Shipment of Freight and Express as an Expense of the Occupation.

1. Reference.

Section XIV, Weekly Directive 24, this headquarters, 19 Feb 49, subject as above.

2. Messageform, Supreme Commander for the Allied Powers, AG 523 (8 Jan 49) CTS-E, 30 Mar 49, is quoted in part for information and guidance:

"* * * The shipment of Army Central Exchange properties or goods to or between exchanges in Japan, and shipment of Eighth Army Locker Fund items to or between occupation clubs or installations, and shipment of food stuffs from Quartermaster installations to occupation clubs or installations are considered quasi-governmental shipment, and, as such, are considered official occupation freight or express. Such shipments are a proper charge against the cost of occupation.* * *." (AGJ 524)

Section IV - Recruiting - Reenlistment and Extension of Enlistments at 4th Replacement Depot.

1. References.

a. AR 615-365.

b. Paragraph 17, Circular 66, Department of the Army, 12 March 1948, subject: "Personnel, Recruiting for the Regular Army and Air Force," as amended.

2. Effective 23 May 1949, the immediate commanding officer will inform each enlisted person of his command, prior to departure for the 4th Replacement Depot, en route to the Zone of Interior, as follows:

a. Reenlistment at the depot of persons returning for discharge per expiration of term of service, may be accomplished only if the individual has

at least fifteen (15) days remaining to be served in current enlistment.

b. Individuals serving in the last ninety (90) days of current enlistment, and those eligible for extension of enlistment or reenlistment for an unspecified period, will be considered only if application for such extension or reenlistment is made within 48 hours of arrival at the depot. (AGRE 340)

Section V - Safeguarding Military Information.

1. Reference.

AR 380-5.

2. Attention is invited to subparagraph 26b(4) and paragraphs 27 and 28 of the reference with regard to transmission of classified matter.

3. To ensure that all officers and warrant officers and all other individuals authorized to handle classified material are familiar with the provisions of the reference, commanders will require that all such individuals within their commands read and thoroughly understand AR 380-5 prior to 30 June 1949. (AGE 380.01)

Section VI - Employment Opportunities in Zone of Interior.

Radio, Department of the Army, WCL 35670, 28 April 1949, is quoted in part for information:

"* * * Personnel terminating overseas employment should be advised that jobs in Zone of Interior are becoming more scarce. Recent rise in unemployment has had severe effect on labor market. For most employees outlook for immediate employment either Zone of Interior or another oversea area is not bright in positions of comparable pay and responsibility.* * *." (AGCP 230)

Section VII - Establishment of an Officers' Information Program.

1. Reference.

SR 355-20-5.

2. Letter, General Headquarters, Far East Command, AG 353.01 (9 Apr 49) TIE, 9 April 1949, subject as above, is quoted for information and compliance:

"1. Attention is invited to SR 355-20-5, 25 January 1949, establishing an Officers' Information Program.

"2. Within the Far East Command the required monthly training periods will begin not later than thirty days following receipt of the first issue of "Officers' Call" by the using agency.

"3. Attention is invited to paragraph 3, of the Special Regulation, which states that it is contemplated appropriate commanders or qualified senior representatives will present the selected topics. It is desired that in

all units, down to and including battalion or similar unit, an officer of at least field grade, if available, conduct the periods.

"4. Training programs should not be conducted at lower than battalion level except in the case of small outlying units where circumstances make it impractical to join with a larger unit." (AGV 353)

Section VIII - Accountability for Library Books.

1. References.

a. AR 35-6800.

b. Circular 218, this headquarters, 16 July 1946, subject: "Procedure for the Operation of Army Libraries," as amended.

2. Letter, General Headquarters, Far East Command, AG 463 (17 Mar 49) SS, 17 March 1949, subject: "Accountability for Library Books," is quoted in part for information and compliance:

"1. Effective this date, all Special Services libraries within the Far East Command, except those designated by written orders, will be known as 'field libraries' * * *.

"2. Library depots and field libraries will account for all books received as government owned property only. Books will be posted to a single stock record card. Library depots, in shipping books to all libraries, will designate such books as government owned.

"3. Books purchased directly by, or donated directly to permanent libraries, will continue to carry a non-government owned designation and will be accounted for in accordance with the provisions of paragraph 5, AR 35-6800. All books received by permanent libraries from depots will be designated as government owned by the letter 'A' preceding the accession number and will be posted to a single stock record card. The provisions of this paragraph will not apply retroactively."

3. Accounting changes necessitated by the above letter will be accomplished as follows:

a. Effective this date library depots and field libraries will account for all books received or transferred as "books, government owned."

b. New books will be stamped "Property of U. S. Army." No letter designation as to source is required for field libraries and library depots. Existing property class designations "A," "N," and "D" already in books will be disregarded in field libraries and depots.

c. All transactions relative to receipt or transfer of books will be recorded on a single stock record card in library depots and on a single book stock sheet in field libraries.

d. To redesignate books on hand in field libraries and deposit collections, now designated as "books, clothbound," "A," "N," or "D," to "Books Government Owned," and to establish a single account for these three

types of property, responsible officers will follow instructions in inclosures 1 and 2, "Sample Library Book Stock Sheet," and "Instructions for Converting Records on Library Book Stock Sheet." Library depot officers will follow instructions given in inclosures 3 and 4, "Sample Stock Record Card," and "Instructions for Converting Records on Stock Record Card."

4. Pending revision, the following portions of reference 1b are suspended:

a. Subparagraphs 2c (1) (b) and (c).

b. The words "and the indication of source - 'A,' 'N,' or 'D'" appearing in subparagraph 2c (4) (a).

5. Pending revision of reference 1b, subparagraphs 3c(1)(a) and (b) are amended to read:

"(a) All books will be stamped 'Property of U. S. Army' on the bottom of page 13 and at the top of the back cover inside.

"(b) Below the property stamp each book will be identified further by the letter 'A,' 'N,' or 'D' preceding the accession number. Books purchased directly by permanent libraries will carry the designation 'N.' Books donated directly to permanent libraries will carry the designation 'D.' Books received from library depots will be designated by the letter 'A,' regardless of original source of property." (AGH 461)

Section IX - Message Preparation.

1. References.

a. AR 320-50.

b. Section XXI, Weekly Directive 27, this headquarters, 12 March 1949, subject as above.

2. Radiogram, Department of the Army, WCL 37633, relating to reference 1b, is quoted for information and guidance.

"* * * Proper usage abbreviations saves valuable circuit time. Excessive or improper usage causes ambiguity necessitating follow up messages defeating purpose. All should abbreviate when possible without causing misunderstanding or uncertainty. Cooperation and caution necessary for the best interests of the service and all concerned.* * *." (AGR 312.2)

Section X - Organization of Units.

1. Reference.

AR 220-5.

2. The organization of units is governed by the reference. In the Far East Command, bulk authorization units may be organized only by authority of

the Commander-in-Chief.

3. Commanders desiring organizational changes in bulk authorization units will submit requests to this headquarters for action indicating therein justification for such changes. (AGF 322)

Section XI - Designation of Units and Installations.

1. References.

a. AR 210-10.

b. AR 220-5.

2. The official designation of a unit, organization or installation is determined as prescribed below. Use of any other designation is unauthorized.

a. For bulk authorization units and provisional units, the designation appearing in the orders which organized or redesignated them.

b. For units organized under a table of organization and equipment, the designation appearing in the "organization section" of the appropriate table of organization and equipment as prescribed in paragraph 6, reference 1b, and pertinent amendments thereof by this or higher headquarters.

c. For post, camp, station, or other Army installations, the designation which has been approved under paragraph 2b, reference 1a.

3. Requests for changes of official designations, or for the designatio of additional military installations will be submitted to this headquarters and will contain a statement of justification in each case. (AGF 322)

Section XII - Messing of Foreign National Employees.

1. Reference.

Paragraph 7, Section I, Circular 14, this headquarters, 19 February 1948, subject: "Administration of Foreign Nationals."

2. New Mess Authorization Cards are now being issued to foreign national employees authorized subsistence by the Occupation Forces.

3. Commanders responsible for the operation of messes, with regard to Mess Authorization Cards, will ensure that:

a. Cards are used only by the individuals to whom issued.

b. Cards issued to foreign national employees, dated prior to 2 May 1949 are not honored after 31 May 1949.

c. Measures are initiated to preclude misuse. (AGCP 331.4)

Section XIII - Competitive Tour - Applications of Noncollege Graduates.

1. References.

a. AR 600-185.

b. AR 605-8.

c. SR 600-220-1.

d. Circular 330, Department of the Army, 22 October 1948, subject: "Procurement of Second Lieutenants for Active Duty."

e. Section VIII, Weekly Directive 24, this headquarters, 19 February 1949, subject: "Competitive Tour."

f. Section XIII, Weekly Directive 30, this headquarters, 2 April 1949, subject: "Competitive Tour."

2. Radiogram, Department of the Army, WCL 36431, 2 May 1949, is quoted in part for information and compliance:

"* * * Reference educational eligibility for competitive tour, to afford noncollege graduate officers commissioned under Department of the Army Circular 330 opportunity to apply for competitive tour, desire they be advised they must file application for competitive tour prior 1 June 1949 in accordance Army Regulations 605-8. Applications acceptable these cases immediately upon receipt reserve commission and delay for completion special associate basic course prior submission not required. Applications submitted prior 1 June 1949, providing otherwise qualified, will be considered for tour upon successful completion special associate basic course of branch school. Desire all concerned be advised." (AGR 310.1)

Section XIV- Discharge - Consolidated Criteria Applicable to Enlisted Personnel.

1. Reference.

Circular 335, Department of the Army, 27 October 1948, subject as above.

2. Radiogram, Department of the Army, WCL 37500, 5 May 1949, is quoted in part for information.

"* * * Paragraph 3c, Section I, Circular 335, Department of the Army, 1948, subject: Discharge - Consolidated criteria applicable to enlisted personnel, is amended as follows: 'Enlisted personnel who enlisted prior to 25 June 1948, and who are arriving in the Zone of Interior from overseas with 120 days or less of effective service remaining in current enlistment, will be discharged for the convenience of the Government, provided they declare their intention not to reenlist.' * * *." (AGR 220.8)

Section XV - Prescribed Uniform.

1. Radiogram, Commander-in-Chief, Far East, ZX 49424, 7 May 1949, prescribing the summer uniform for military personnel assigned or visiting the Tokyo-Yokohama area during the period 20 May through 14 October 1949, is quoted in part for information and compliance.

"* * * (1) The uniform for normal wear on the streets will be cotton khaki for enlisted men and either tropical worsted or cotton khaki for male officers. The uniform for female military personnel will be as prescribed in Army Regulations 600-37 and Department of Army Circular 94, 1948, as amended.

"(2) The coat, tropical worsted, or summer jacket, with necktie (shade 51), is optional for male officers while off duty. Necktie shade 5 (khaki color) is an authorized substitute for necktie shade 51 (dark green).

"(3) The wearing of the necktie is not authorized when on duty. It is optional for wear when off duty except that it will be worn at all social functions and when the tropical worsted coat or jacket is worn. The necktie, shade 51, or the necktie, shade 5, as a substitute, is authorized for wear with the shirt and trousers.

"(4) The service cap, cotton khaki, or the cap, garrison, cotton khaki may be worn by enlisted men off duty.

"(5) Raincoat may be worn when weather conditions require.

"(6) The field jacket, Model 1943, is not authorized for street wear with the summer uniform.

"(7) The uniform to be worn at clubs, theaters, and chapels in the Tokyo area is that prescribed in paragraphs(1), (2) and (3) above except that the uniform in recreation or amusement centers in troop billets will be prescribed by the appropriate commander.

"(8) The wearing of blue dress, special evening dress, blue mess, white dress or white mess uniforms by military personnel, and the wearing of civilian clothes by male military personnel except when engaged in or going to and returning from athletics, is prohibited in occupied areas.

"(9) The optional wear and purchase of the distinctive United States Air Force Service Uniform by both officer and enlisted personnel of the Air Force is authorized.

"(10) The cap, garrison, cotton khaki and tropical worsted is authorized for wear beyond 1 July 1949.

"(11) Shoes, service; shoes, low, tan; or boots, combat, with trousers tucked in are authorized footgear for enlisted men.* * *."

2. Because of variations in temperature and climatic conditions, commanders

of corps and divisions may prescribe uniforms appropriate to the climatic conditions prevailing in their respective commands, outside the Tokyo-Yokohama area. (AGD 420)

Section XVI - Unit Manning Chart.

1. Letter, General Headquarters, Far East Command, AG 200 (5 May 49) AG-PE, 5 May 1949, subject: "Unit Manning Chart (FEC AGO Form 193) and Enlisted Personnel Status Report (FEC AGO Form 194)," is quoted in part for information and compliance:

"* * * *

"2. The purpose of this letter is to establish standard FEC AGO Forms for use in effecting continuous improvement in personnel management and personnel reporting and to standardize the method by which the status of enlisted personnel will be reflected by units within the Far East Command. These standardized procedures are not applicable to Philippine Scout Units or Philippine Scout personnel.

"3. The Unit Manning Chart (FEC AGO Form 193, * * *)is designed to provide the company, battery and detachment commander with a device for determining that personnel are properly classified and filling authorized positions, and are correctly reported to personnel accounting agencies. Unit Manning Charts will be initiated immediately * * * * *. FEC AGO Forms 193 will be requisitioned through normal publications supply channels.

"4. The Enlisted Personnel Status Report (FEC AGO Form 194, * * *), prescribes a standard form to be used by elements within major commands on which enlisted personnel overages and shortages in each military occupational specialty will be reflected and which will indicate the presence of individuals in the reporting unit classified in primary or potential primary military occupational specialties that are not authorized that unit. This report will furnish a basis for the allocation of replacements and the readjustment of personnel in battalion, regiment, group, division and similar command levels. Enlisted Personnel Status Reports, as described above * * * * * * * * * will be implemented within each major command by not later than 30 June 1949. FEC AGO Forms 194 will be requisitioned through normal publications supply channels.

"5. The establishment of the foregoing standardized procedures eliminates the necessity for preparation of the 'Informational Rosters' and 'Inventory of Specialists' as described in Section III, TM 12-425, 17 June 1944. Use of the reports referred to in TM 12-425 may be continued or modified as desired at the discretion of major commanders, but use of these reports will not be considered as fulfilling the requirements for maintaining the Unit Manning Chart or the Enlisted Personnel Status Report as directed herein."

2. Instructions for preparation of Unit Manning Chart (FEC AGO Form 193) and Enlisted Personnel Status Report (FEC AGO Form 194) are contained in inclosures 5 and 6 respectively. (AGR 320.3)

Section XVII - Rotation of Officer Personnel.

1. References.

a. Circular 22, General Headquarters, Far East Command, 1 July 1948, subject: "Rotation of Military Personnel."

b. Section I, Circular 82, this headquarters, 8 September 1948, subject: "Rotation of Officer and Enlisted Personnel."

2. Radiogram, Department of the Army, WCL 38341, 6 May 1949, is quoted in part for compliance:

"* * * Due to requisitioning procedures impracticable for Department of the Army transmit telegraphic reassignment instructions to overseas commands earlier than 35 days prior first day forecasted month of return. Recent checks made by Department of the Army at Zone of Interior ports reveal numerous officers not returning during month forecasted in WDGPA-31 report. Consequently, great number officers arriving Zone of Interior without orders which is extremely undesirable from standpoint individual Port Commanders and Department of the Army. Therefore, request no officer for whom reassignment instructions have not been received, and theater Zone of Interior reassignment orders issued, be permitted depart theater prior fifteenth day of month preceding month forecast return.* * *."

3. The foregoing does not apply to officers who have Department of the Army reassignment instructions in their possession at time of departure from Far East Command. (AGR 210.31)

Section XVIII - Elimination of Regular Army Officers.

1. References.

a. Joint Army and Air Force Bulletin 29, 15 July 1948.

b. Section III, Department of the Army Circular 288, 22 September 1948, subject: "Removal of Officers of the Active List of Regular Army."

2. Letter, Department of the Army, AGAO-S 210.8 (26 Apr 49) CSGPA-M, dated 2 May 1949, subject: "Elimination of Regular Army Officers" is quoted for necessary action:

"1. Under the provisions of Title I, Public Law 810, 80th Congress (JAAF Bul. 29, 15 Jul 48), and Sec III, Department of the Army Circular 288, 22 September 1948, it is contemplated that a screening board will be convened 1 July 1949 to review the records of all Regular Army officers and determine which of such officers should be required to show cause for retention on the active list.

"2. Paragraph 5b of the cited circular authorizes any commander to recommend the removal of an officer from the active list, when his recent service has been such as to warrant such action under the causes listed in paragraph 3.

"3. Since few recommendations for the elimination of Regular Army officers have been received in the past, it is believed that commanders are not sufficiently conscious of the existence of the authorization referred to above. Necessary action will be taken to disseminate this information to all commanders of regiments, separate battalions and units of similar size. Any

recommendations submitted should be dispatched in sufficient time to be received in the office of The Adjutant General (Attn: AGPO-S-R) prior to 1 July 1949.

"4. New regulations (AR 605-200) governing the elimination and demotion of both Regular and non-Regular officers will be published in the near future. This Army Regulation will replace the current AR 605-200 (Class B procedure), AR 605-230 (Reclassification), and similar temporary regulations."

3. Recommendations will be forwarded through channels and will reach this headquarters by 15 June 1949. (AGR 210.456)

Section XIX - Elimination of Officers.

1. Reference.

Section XIX, Weekly Directive 35, this headquarters, 7 May 1949, subject as above.

2. Paragraph 4 of the letter, Department of the Army, quoted in paragraph 2 of the reference has been amended to read:

"4. Officers who are not considered worthy of retention will be relieved from active duty. Separation orders will state that officer is relieved from active duty by direction of the President under the provisions of paragraph 515d, Officer Personnel Act of 1947, War Department Bulletin 18, 1947, not by reason of physical disability." (AGR 210.456)

Section XX - Immunization Against Japanese B Encephalitis.

1. References.

a. AR 40-215.

b. TB MED 181, 6 April 1947.

c. Circular 39, General Headquarters, Far East Command, 9 October 1948, subject: "Insect and Rodent Control."

d. Section I, Circular 23, this headquarters, 30 March 1948, subject: "Japanese B Encephalitis."

e. Section II, Circular 77, this headquarters, 27 October 1948, subject: "Infectious Diseases of the Central Nervous System."

2. Pending revision of reference 1d, paragraphs 3b(2)(a), 3b(3)(b), and 3b (3) (d) thereof are suspended.

3. Commanders of corps, Yokohama Command and units assigned or attached directly to this headquarters are responsible for the immunization of personnel defined in paragraph 3b(1) of reference 1d, within the areas of their respective commands, who have not completed the immunization prescribed herein, including those joining during the period 15 June to 15 September 1949.

4. The Commanding Officer, 4th Replacement Depot, will initiate the immunization of casual personnel arriving in Japan during the period 15 June to 15 September and will complete the series insofar as their stay at the depot permits.

5. Immunization will be accomplished as follows:

a. Starting dates are prescribed in paragraph 3b(3)(a) of reference 1d.

b. Personnel previously immunized will receive only one stimulating dose of 1cc vaccine subcutaneously administered.

c. Personnel who have not been previously immunized will receive three (3) subcutaneous doses of 1cc each, administered at intervals of two (2) to four (4) days between doses.

d. Multiple-dose syringes will not be used. An individual heat-sterilized syringe and needle will be used for each immunization.

e. Vaccine will not be administered after 15 September.

6. Immunizations will be performed by personnel of the medical installation, hospital, or dispensary normally serving the unit. Teams consisting of at least one (1) Medical Corps officer and necessary trained enlisted assistants will be formed. Teams will utilize local facilities of units whose personnel are to be immunized, whenever possible.

7. Entries will be made on Immunization Register (WD AGO Form 8-117) in accordance with reference 1a and will include the lot number of the vaccine used.

8. Direct communication between commanders of units and hospitals or dispensaries for the purpose of scheduling immunization is authorized.

9. Infants are particularly susceptible to Japanese B encephalitis and special precautions, such as careful screening, usage of bed nets, and protective clothing are recommended.

10. Limited stocks require careful conservation of vaccine. (AGN 720.3)

Section XXI - <u>Duty Free Entry of Personal Property into United States of Civilian Employees of Nonappropriated Fund Agencies</u>.

1. References.

a. Section II, AR 55-410.

b. Circular 4, this headquarters, 21 January 1948, subject: "Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets and Professional Books and Papers to and from Japan."

2. The Acting Commissioner of Customs has concurred in the Judge Advocate General's opinion that civilian employees of the following agencies

are in the service of the United States within the meaning of Public Law 633 (77th Congress) referred to in reference 1a.

a. Troop Information and Education Division.

(1) Armed Forces Radio.

(2) Stars and Stripes.

b. Army and Air Force Motion Picture Service.

c. Nonappropriated funds and agencies.

d. Noncommissioned officers and officers clubs.

e. Army Special Services.

(1) Librarians

(2) Hostesses.

3. Pertinent paragraphs of Public Law 633, 77th Congress are cited in inclosure 2 to reference 1b. (AGG 012)

Section XXII - Discontinuance of Eighth Army Periodic Strength of Command Report (Reports Control Symbol D-06 (R-2)).

Pending revision of Administrative Order 22, this headquarters, 15 March 1949, paragraph 1, Annex 1 thereof, prescribing submission of Eighth Army Periodic Strength of Command Report (Reports Control Symbol D-06 (R-2)), is susponded. (AGR 320.2)

Section XXIII - Rescissions.

1. Section II, Weekly Directive 29, this headquarters, 26 March 1949, subject: "Immunization Against Japanese B Encephalitis."

2. Section III, Weekly Directive 32, this headquarters, 16 April 1949, subject: "Summer Uniform."

3. Messageform, AGDH 421, this headquarters, 6 October 1948, subject: "Prescribed Uniform."

4. Section XV, Weekly Directive 10, this headquarters, 13 November 1948, subject: "Request for Housing and Transportation of Dependents."

5. Section XVII, Weekly Directive 32, this headquarters, 16 April 1949, subject: "Resale of Motor Vehicles."

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM
Colonel, GSC
Chief of Staff

OFFICIAL:

W. H. EDWARDS
Lt Col AGD
Asst Adj Gen

6 Incls

1 - Sample Library Book Stock Sheet
2 - Instructions for Converting Library Records
3 - Sample Stock Record Card
4 - Instructions for Converting Records on Stock Record Cards
5 - Instructions for Preparation of Unit Manning Chart
6 - Instructions for Preparation of Enlisted Personnel Status Report

DISTRIBUTION:
"A" plus "Z"
CG FEAF (15)
CG Hq & Sv Gp, GHQ FEC (15)
COMNAVFE (Procurement) (15)
CG 5th Air Force (240)

SAMPLE

Name of Library Hq Library

Corps _____ Division _____ Unit 100th Inf. Regt. APO 00

LIBRARY
BOOK STOCK SHEET

DATE	VOUCHER NO.	A PROPERTY			N PROPERTY			D PROPERTY			GRAND TOTAL
		Rec'd	Iss'd	Total	Rec'd	Iss'd	Total	Rec'd	Iss'd	Total	
1/1/49	D-1-49AND	100		100	100		100	50		50	250
2/1/49	D-2-49 A	200		300							450
3/1/49	C-3-49AND		10	290		15	85		5	45	420
4/1/49	Closing Entry		290	0		85	0		45	0	0
	Separate accounts closed and total book stock consolidated under designation "Books Government Owned" per Section VIII, Weekly Directive 36, Hq Eighth Army, 14 May 1949.										
4/1/49	Opening Entry	420		420	Books Government Owned "Clothbound"						
5/4/49	D-1-49 GO	100		520							

Library Form No. 14
Revised July 1947

Incl 1 to Weekly Directive 36, Hq Eighth Army, 14 May 1949.

INSTRUCTIONS FOR CONVERTING RECORDS

ON LIBRARY BOOK STOCK SHEET (LIBRARY FORM 14)

1. In the "VOUCHER NO." column, enter the words "Closing Entry" under the last entry.

2. Under the "ISSUED" column for each class of property, enter total on hand.

3. In "TOTAL" columns, enter zero, thus closing the separate accounts. Justify the above action by the following statement:

"Separate accounts closed and total book stock consolidated under designation 'Books Government Owned' per Section VIII, Weekly Directive 36, Hq Eighth Army, 14 May 1949."

4. Immediately following this statement, enter the words "Opening Entry" in the "VOUCHER NO." column.

5. On the same line and in the "A" PROPERTY column enter the total number of books on hand followed by the words "Books Government Owned, Clothbound."

6. Subsequent postings will be made as follows:

a. Vouchers will be numbered consecutively, continuing the 1949 series. Credit Vouchers will be identified by prefix letter "C" and Debit Vouchers by prefix letter "D."

b. Pending revision, field libraries will use only the "A" property column of the present Book Stock Sheet (Library Form No. 14, Revised July 1947) for posting receipt and issue of books.

Incl 2, Weekly Directive 36, Hq Eighth Army, 14 May 1949.

S A M P L E

WD AGO FORM 421
1 Apr 45

Description Books - Clothbound

Appropriated

RECEIPTS AND ISSUES				M / R				RECEIPTS AND ISSUES			
Date	Quantity Received	Voucher No.	Initial Issue	~~Replacement~~ Issue	~~Transfers~~ Receipts	BALANCE ON HAND	TOTAL M/R	Date	Quantity Received	Voucher No.	Initial Issue
1/6/49	2000	D-1-49A				2000					
2/4/49		C-2-49A		500			500				
4/1/49		Closing Entry	2000			0					
		Separate accounts closed and total book stock, including									
	those on M/R, transferred to new Stock Record Card Per Section VIII,										
	Weekly Directive 36, Hq Eighth Army, 14 May 1949.										

Incl 3 to Weekly Directive 36, Hq Eighth Army, 14 May 1949.

INSTRUCTIONS FOR CONVERTING RECORDS

ON STOCK RECORD CARDS (DD AGO FORM-421)

1. Each Stock Record Card for "A," "N," and "D" property will be closed as follows:

a. In the "VOUCHER NO." column, enter the words "Closing Entry" under the last entry.

b. On the same line, in the "INITIAL ISSUE" column, enter the balance on hand. This will include books on hand and on memorandum receipt.

c. In "BALANCE ON HAND" column, enter zero, thus closing the account. Justify the above action by inserting the following statement: "Separate accounts closed and total book stock, including those on M/R, transferred to new Stock Record Card, per Section VIII, Weekly Directive 36, Hq Eighth Army, 14 May 1949."

d. Transfer the figure in "INITIAL ISSUE" column to new consolidated Stock Record Card, under "QUANTITY RECEIVED" column. Extend this figure to "BALANCE ON HAND" column.

e. Add new heading - "TOTAL M/R" - at top of column to the right of "BALANCE ON HAND" column. Transfer quantities on M/R to this column.

2. Repeat procedure for each type property, adding quantities transferred to "BALANCE ON HAND" column and "TOTAL M/R" column in each case.

3. Stock Record Cards of closed accounts will be kept on file until cleared by the auditor.

UNIT MANNING CHART

INSTRUCTIONS FOR PREPARATION

1. A Unit Manning Chart, FEC AGO Form No. 193, will be maintained on a current basis by each T/O & E unit and each division of overhead for which a separate morning report is submitted, except for Army and Air Force command strength personnel assigned or attached to patient detachments and officer and enlisted personnel in a pipeline status. The chart will be physically available in the unit or detachment headquarters easily accessible for the use of the commanding officer and all subordinate commanders.

2. The purpose of the Unit Manning Chart is to furnish the unit commander with a device that can be used in determining that personnel assigned to the unit are filling authorized positions, are correctly classified and correctly reported to personnel accounting agencies, and furnish current information of authorized and assigned grades.

3. General Instructions.

a. Officers and warrant officers will be grouped together without regard for platoon or section of assignment in a separate section of the chart in which authorized grade and MOS, temporary rank, duty MOS and retainability will be shown.

b. Platoons, sections and separate operational detachments will each have a separate subdivision of the chart.

(1) Immediately following the designation of each subdivision, the name and grade only of all officers assigned thereto will be indicated. For subdivisions to which no officers are assigned, the name and grade only of the noncommissioned officer in charge will be indicated.

(2) Below the designation of the subdivision of the unit, authorized and assigned enlisted personnel will be listed in accordance with instructions in the following paragraphs.

4. Source of Data.

a. Columns (a) and (b), Authorized MOS and Authorized Strength: The total authorized strength by MOS of the unit will be as prescribed in the T/D for overhead organizations and as prescribed by the next higher headquarters in Section II, "Report of SSN Recapitulation For Authorized Strength for Table of Organization and Equipment Units" (Reports Control Symbol QAG-23). In Column (a), enter each MOS in numerical sequence by each major subdivision in the organizational structure. In Column (b), enter serially the number of positions authorized in each of the military occupational specialties indicated in Column (a). Example: For a unit authorized five positions in MOS 060 in the unit headquarters section, enter opposite 060 the numbers 1 through 5.

b. Column (c), Name. Enter first the name of the individual holding the highest grade within any one MOS.

c. Column (d), Grade. Enter the present grade of the individual whose name is shown in Column (c).

d. Column (e), MOS. Enter the duty MOS for officer personnel as shown in Item 7, FEC AGO Form No. 116. The duty MOS recorded for each officer will be that MOS which most nearly describes the actual duty assignment. (For awarding of an MOS for officer personnel see paragraph 67, TM 12-425A.) Enter the designated primary or potential primary MOS for enlisted personnel as shown in Item 10 of FEC AGO Form No. 117. (When the MOS has been designated as "Primary" MOS, the code number will be preceded by the letter "P." When the MOS has been designated only as "Potential Primary," the letter "P" will not be used.)

e. Column (f), Retainability in Far East Command:

(1) Departure date from the Far East Command of each individual will be determined as follows:

(a) For officer personnel, the date as recorded in Item 24, FEC AGO Form No. 116.

(b) For enlisted personnel, the date as recorded in Item 21, FEC AGO Form No. 117.

(2) Departure dates will then be indicated in Column (f). Determination normally will be made between the 20th and 25th days of each month. Considering the next month as 1, the succeeding month as 2, etc., dates of departure falling in each calendar month will have a corresponding number. Only dates occurring in the next six (6) months will be shown on the chart. An "X" will be entered in the numbered column corresponding to month of departure and each higher numbered column. For example: A determination made on 25 January 1949 would show individuals with departure dates in months indicated as follows:

As of 20 Jan, Departure date in	Enter "X's" in column numbers:					
	6	5	4	3	2	1
Feb (1)	X	X	X	X	X	X
Mar (2)	X	X	X	X	X	
Apr (3)	X	X	X	X		
May (4)	X	X	X			
Jun (5)	X	X				
Jul (6)	X					

Aug and later (No entries would be made.)

f. Column (g), Grade Authorized and Assigned. The grade authorized for each position in each MOS, as shown in Columns (b) and (a) respectively,

will be indicated by underscoring the space in the appropriate grade column. The present grade of the individual whose name appears on each line will be indicated by placing an "X" in the grade column corresponding to the grade indicated in Column (d). The total spaces underscored in each grade column for each type of personnel will agree with the total number authorized by higher headquarters for each type of personnel in each grade.

g. Column (h), Grade of Replacement Desired. For use only for vacant positions and positions that will be vacated by the end of the current month. Replacements required to fill unoccupied positions normally will be in the authorized grade for that position as indicated in Column (g).

5. Actions to be taken between the 20th and 25th day of each month. (See attached Check List). Unit commanders will:

a. Check personnel authorization and assure that authorized positions in the Unit Manning Chart are in agreement with the positions authorized in the T/D or Section II, "Report of SSN Recapitulation For Authorized Strength for Table of Organization and Equipment Units" (Reports Control Symbol QAG-23), as furnished by the next higher headquarters.

(1) Check total grades in each grade column (Column (g) to ensure agreement with the total authorized.

(2) Check military occupational specialties to ensure that only authorized code numbers are listed in Column (a).

(3) Check total authorized positions in each MOS shown in Column (b) to ensure agreement with authorized strength recapitulation.

b. Verify the entries in Columns (c), (d), (e), and (f) for agreement with the Personnel Data Card (FEC AGO Forms 116 and 117) of each individual.

c. Check retainability. Bring retainability up-to-date. Departure dates will be one month earlier than on previous month's audit. Check personnel data cards for individuals whose departure date is in the 6th succeeding month and make appropriate entries; verify all others; add an "X" for all who previously had an entry in Column (f). Examine Column (f) to determine individuals scheduled for departure during the succeeding six months. Interview each individual who has not exercised options available to him to decrease or increase his oversea tour under provisions of FEC rotation policies (Circular 22, GHQ, FEC, 1948) to determine whether a change in rotation date is contemplated, and where appropriate, require the establishment of a different departure date based on the decision of the individual. Firm dates will be established and individuals concerned will be required to comply therewith. These reductions and extensions of oversea tours will be recorded in Column (f) as they occur, and appropriate morning report entries will be made. CAUTION: Extensions or reductions of tours for officers require approval of higher headquarters. Particular attention will be given to the interview of enlisted personnel who would have less than five months' service remaining in current enlistment upon arrival in the Zone of Interior to ensure that the entry in Column (f) is in accord with the desires of the individual and that appropriate remarks have been made on morning reports. Important: Retainability of every individual for whom an "X" is entered in Column (f) must be carefully checked to ensure

that: (1) Options have been exercised, (2) definite departure dates have been established, (3) morning reports indicating date of retainability have been submitted, and (4) entries on Personnel Data Cards have been corrected.

d. Compare the MOS in Column (a) with the MOS of the individual filling the position (Column (e)). In cases where discrepancies exist, take action to:

(1) Change the duty assignment. Take immediate action to reassign the individual in accordance with paragraph 39c, Circular 202, Department of the Army, 1948, to an appropriate duty assignment which agrees with his designated primary or potential primary MOS. New duty assignments will be limited to those positions which provide on-the-job or school training for a new MOS appropriate to the grade held and falling within the same MOS group or subgrouping as prescribed in paragraph 49, Circular 202, Department of the Army, 1948, as the individual's designated primary MOS.

(2) Change primary or potential primary MOS. Initiate immediate action to secure a redesignation of primary MOS to support a duty assignment not in accordance with the designated primary MOS of the individual by referring such case to the appropriate classification board for consideration of primary MOS redesignation or removal under the provisions of paragraph 32, Circular 202, Department of the Army, 1948. Whenever the classification board fails to accomplish a primary MOS redesignation, the individual will then be subject to appropriate assignment readjustment. When the primary MOS of an individual has been obtained as a result of school training, that individual ordinarily will not be subject to any primary MOS redesignation. In those cases where appropriate duty assignments cannot be made under the limitations imposed above, action will be taken to report such individuals as surplus in MOS.

(3) Report surplus specialists in primary MOS. Personnel who possess designated primary MOS which require a higher degree of specialization than that authorized the unit will be reported in that primary MOS on the Enlisted Personnel Status Report, FEC AGO Form No. 194, and considered as surplus to the needs of the organization. Similarly, enlisted personnel who cannot be assigned on-the-job or school training for a MOS which falls within the MOS grouping or subgrouping as listed in paragraph 49, Circular 202, will be reported as surplus to the needs of the organization. The redesignation of primary MOS in a lower skill is not authorized, except as a result of classification board action under the provisions of paragraph 32, Circular 202, Department of the Army, 1948.

(4) Initiate lateral transfers in MOS for enlisted personnel classified in career fields. Commanders will initiate action, where appropriate to accomplish the transfer of an individual from a position classified in one career field to a position

authorized for a MOS in another career field calling for the same grade currently held by the individual to be laterally transferred. All such lateral transfers will be accomplished under the provisions of Section IX, Circular 202, Department of the Army, 1948, as amended, with particular attention invited to lateral transfer restrictions in paragraph 65 thereof.

(5) Correct morning reports. Prompt action will be taken by unit commanders and unit personnel officers to ensure that corrected potential primary and/or primary MOS, as corrected on the Unit Manning Chart, are reported on the morning report as they occur. A final check will be made by the 27th day of each month to determine that all such changes have been reported on the morning report for the current month to ensure that month-end reports correctly reflect the classification of individuals in duties actually being performed or in a specialty which is surplus to the needs of the unit and where reclassification is not authorized.

e. The blank in the entry, "Posted as of _____," in the upper right corner of the Unit Manning Chart will be filled in on the day between the 20th and 25th day of each month when the actions indicated in paragraphs 5a through d have been completed.

f. Preparation of a new chart each month is not required. Minor changes can be made on the chart from month to month, such as the addition of an "X" in Column (f) and changes of grade or MOS. Interliniations are permissible and recommended.

1 Incl - Check List for Use with Unit Manning Chart.

Reproduced Headquarters Eighth Army.