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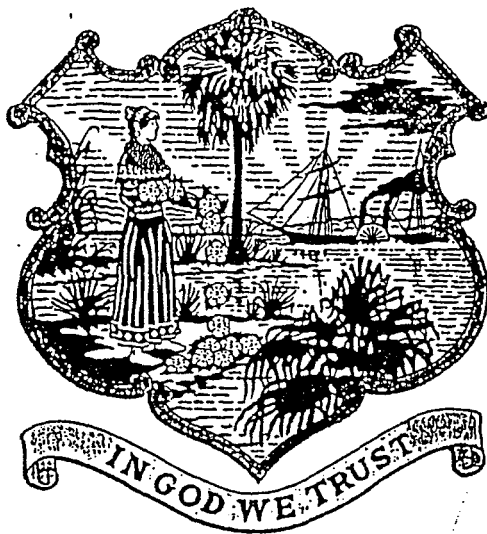
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FLORIDA
DEPARTMENT OF
MILITARY AFFAIRS



**Special Archives Publication
Number**

148

**MOVEMENT OF 31ST DIVISION
MINDANAO TO UNITED STATES 1945
PART II
PREPARATION FOR OVERSEAS
MOVEMENT**

*State Arsenal
St. Francis Barracks
St. Augustine, Florida*

STATE OF FLORIDA
DEPARTMENT OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL

POST OFFICE BOX 1008
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Robert Hawk
Director

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HEADQUARTERS
UNITED STATES ARMY FORCES WESTERN PACIFIC
OFFICE OF THE COMMANDING GENERAL

APO 707
16 November 1945

GSCOP 322

SUBJECT: Information Sheet No. 1 for Category IV Units

TO : Commanding General, Replacement Command, AFWESPAC, APO 295
Commanding General, 14th Antiaircraft Command, APO 75
Commanding General, Okinawa Base Command, APO 331
Commanding General, 86th Division Area Command, APO 450
Commanding General, 93rd Division Area Command, APO 93
Commanding General, 96th Division Area Command, APO 96
Commanding Officer, USAFIP Area Command, APO 198
Section, Base, and Sub-Base Commanders
District Engineer, General Engineer District, APO 75

1. PETS. Pets will not be taken aboard Army Transports or War Shipping Administration vessels allocated to the War Department. Unless prohibited by customs and quarantine regulations, they may be shipped on commercial vessels under complete control of the War Shipping Administration. Monkeys are classed as restricted items. Permit for entry is required from the Department of Interior, Permit Division, Field and Wild Life Service, Chicago 54, Ill. Application should be made prior to embarkation. Diseased monkeys will be held in quarantine for an indefinite time or disposed of by quarantine officials. It is the policy of this headquarters that pets will not be shipped to the United States because of difficulties in arranging shipping and in clearing them through customs and quarantine officials at United States ports.

2. KEY PERSONNEL. Paragraph 14c(1), RR 1-1 (Changes No. 1) permits the retention in Category IV Units of certain key personnel below the required screening score whose services are required in the demobilization of the unit upon return to the United States. This procedure was designed to assist port authorities at the ports of debarkation in the speedy demobilization of units. The retention of such personnel will be held to a minimum consistent with the duties to be performed inasmuch as this policy permits the return of low score personnel ahead of personnel at, or above, the prescribed screening score.

3. PAYMENT OF TROOPS. Paragraph 28a(3), AFWESPAC Regulations 120-50 provides that all military personnel will be paid in full through the last day of the month preceding their departure from the Assembly Area or Unit Station. It is not contemplated that this action will be taken by units who depart immediately prior to, or on, the last day of the month. Such units, however, that are scheduled to leave at such time will prepare and have in readiness the necessary payrolls in the event the units do not depart as scheduled, so that the required payment can be made.

BY COMMAND OF LIEUTENANT GENERAL STYER:

Warren C. Edwards
WARREN C. EDWARDS
Major, AGD
Asst Adj Gen

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

MEMORANDUM
NUMBER 11

AFO 31
12 November 1945

EMBARKATION OF PERSONNEL

1. Upon arrival at the beach assembly area, the unit commander will form his troops in loading order, establish liaison with the Transport Quartermaster, and be prepared to move to the loading point at the proper time.

2. The unit Personnel Officer, with such officer and enlisted assistants as he needs, will report to the representative of the Adjutant General's Office at the loading point at least 30 minutes prior to the time set for embarkation. He will have with him the individual records of all unit personnel to be loaded, and in addition he will have three (3) copies (2 for unit CO; 1 for troop CO) of Movement Orders (with personnel rosters), passenger lists, and dual stencils required by Paragraph 4 c, d. Movement Order No. 7, this headquarters, dated 27 October 1945. The Personnel Officer will be responsible to the unit commander for checking personnel, screening individual records, and correcting stencils, rosters, and passenger lists. Necessary facilities, to include a standard typewriter, will be provided by this headquarters at the loading point.

a. It is suggested that a passenger list arranged in loading order be used for checking personnel as they pass for loading. From such a list used as a worksheet, stencils and official passenger lists will be corrected.

- (1) Each stencil will be typed to read "corrected as of embarkation". From such stencils the required number (7) of personnel rosters will be reproduced by this headquarters after embarkation of unit.
- (2) Previously prepared passenger lists and cover sheets may be corrected by interlineation or deletions with pen and ink.
- (3) Stencils required to be carried by the unit commander on board ship (that is, the "clean" stencils) and copies of the Movement Order may be corrected after embarkation using the Transport Commander's corrected copy of the passenger list. These stencils will be carefully corrected.

b. Corrected stencils, Movement Orders, and passenger lists, together with addressed envelopes as required for distribution, will be delivered to the representative of the Adjutant General's Office after all personnel have embarked. In addition he will receive the individual records of personnel absent at embarkation. Only the individual records of personnel embarked will be carried on a ship.

c. Where authorized personnel (the absolute minimum required) are temporarily absent on other duties at embarkation, the personnel officer is responsible that a roster of such persons is kept at the loading point and that accurate accounting is made when they report for embarkation. The Troop Commander will provide necessary guard to insure that no personnel leave the ship after being checked aboard.

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2

Hq 31st Inf Div 12 Nov 45

Memo 11 contd

d. The Personnel Officer will not embark until clearance is obtained from the Troop Movement Officer from the Base K Embarkation Team.

3. The Troop Movement Officer will make the sailing report of the vessel and will dispatch stencils, movement orders, and passenger lists. All possible clerical and other help will be given him.

4. The Troop-Commander, through the Transport Quartermaster and Billeting Officer, will assure that all personnel are assigned to billets and are guided to them efficiently and rapidly, in order that embarkation will not be delayed.

5. The unit commander is responsible for the control of his troops and for the custody of their records until inactivation of his unit.

a. It is desired that he designate a group commander for each separation center group within the unit. The group commander will be carefully instructed as follows:

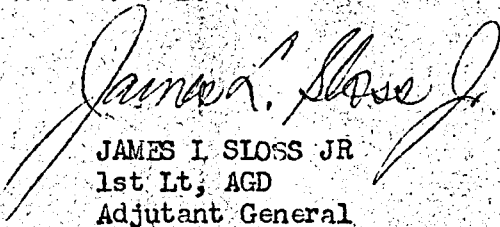
- (1) He will be told that at the Disposition Center, Port of Debarkation, his group will be detached from the unit and that he will then become responsible for control of the men in that group and for the custody of their records.
- (2) He will be impressed with his obligation to the organization whose insignia he wears to discharge faithfully his duties as a group leader.

b. The unit commander will establish succession of command so that if he is moved out with a separation center group the unit will not be left without a commander.

c. One who succeeds to command, whether by virtue of appointment or seniority, will be held fully responsible for the control of his unit.

BY COMMAND OF MAJOR GENERAL MARTIN:

OFFICIAL:


JAMES I. SLOSS JR
1st Lt; AGD
Adjutant General

MARK W LANCE
Lt Colonel, GSC
Chief of Staff

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

AGO 71
12 November 1951

D

MEMORANDUM:

TO : Commanding Officer of Troops on Each Ship.

ORGANIZATION OF TQM LOADING TEAMS

1. The Commanding Officer of Troops on each ship will organize a Transport Quartermaster Loading Team to assist in loading his ship. The following will be the minimum required for the team:

a. Transport Quartermaster, Assistants plus EM:

- (1) To supervise all loading of hold baggage, rations, organizational equipment and troops. To furnish necessary labor to load above. Responsible that the Division Transport Quartermaster receives (10) copies of the Manifest, (2) copies of the Baggage List.

b. Billeting Officer, Assistants plus EM:

- (1) To go aboard and assign officers and enlisted men to individual spaces, as the Transport Commander and The Commanding Officer of Troops, may direct. To be ready to guide troops quickly to their designated spaces when they embark. (A minimum of 1 officer and 4 EM from each Company should be on the Billeting Officer Team).

c. Mess Officer, Assistants plus EM:

- (1) To go aboard and establish liaison with ship's Steward and furnish necessary help to ship's galley. To supervise the messing of all embarking Army troops.

d. Security Officer, Assistants plus EM:

- (1) To go aboard and establish security as the Transport Commander may direct.

e. Transportation Officer, Assistants plus EM:

- (1) To request and coordinate transportation for turn-in of equipment, movement of baggage, organizational equipment, and troops to dock area.

2. Each unit's Loading Team will be prepared to move to the dock area on notice that their ship is entering the harbor. Loading Teams and labor will bring their baggage and be prepared to go aboard and stay. Transports will be loaded as quickly as possible and target is 24 hours from Deeking.

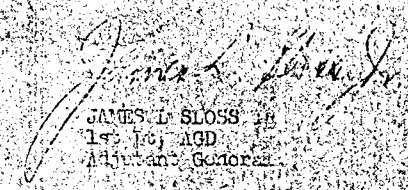
3. Organization's TQM's will contact the Division TQM and make arrangements to move Hold Baggage and equipment to the dock area 24 hours before arrival of unit's ship. Trucks equipped with cargo nets will be used to move Hold Baggage to ships' side.

4. The Division Transport Quartermaster and the 31st Division Quarter-

Head Office is located at the Army Car Dock at Lugo. Telephone: OCEAN.
The following Officers will be on duty at this office:

Major Stough	-	Division Transport Quartermaster
Capt Havens	-	Ass't Division Transport Quartermaster
Capt Axford	-	Division Transportation Officer
Sgt Wright	-	Division Transportation Sergeant
Lt Col. [unclear]	-	Asst. Division Quartermaster
Capt Hill	-	31st Division Supply Officer
Sgt Evanco	-	Chief Clerk
Sgt Killian	-	Class II Issue
Sgt Chernoff	-	Class I Issue

BY COMMAND OF MAJOR GENERAL MARTIN:


JAMES L. SLOSS, JR.
1st Lt, AGD
Adjutant General

DISTRIBUTION:

- 1 - Each Co, Troop, or Btry (Div & Attached units)
- 10 - Each CO of Troops each ship
- 2 - 167th Inf (info only)
- 1 - Each Staff Section

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

370.5 E-M

APO 31
25 October 1945

SUBJECT: SOP, Preparation for Overseas Movement.

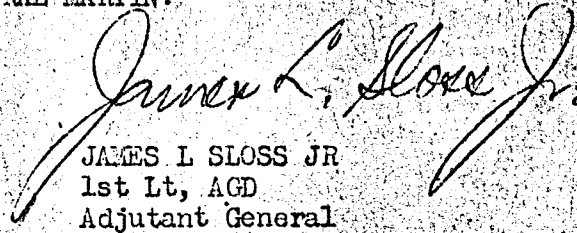
TO: See distribution.

1. Paragraph 12 a (8), SOP, Preparation for Overseas Movement, this headquarters, 21 October 1945, is amended to add the following:

In cases of enlisted men over 35 years of age, with less than 60 points, names will be followed by an asterisk. At bottom of each sheet listing such individuals the following will be shown: *Discharge under provisions of AR 615-365 and Section V, Circular No. 269, WD, 1945.

2. Attached as inclosure number one is corrected copy of Appendix "B" to directive referred to in paragraph 1 above.

BY COMMAND OF MAJOR GENERAL MARTIN:



JAMES L SLOSS JR
1st Lt, AGD
Adjutant General

1 Incl -
Corrected Cy Appendix "B"

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APPENDIX "B" TO SOP. Preparation for Overseas Movement, Hq 31st Inf Div,
21 Oct 45.

(CORRECTED COPY - Destroy all other copies)

LIST OF SEPARATION CENTERS FOR CATEGORY IV UNITS

PERSONNEL CENTER	STATES SERVED	SEPARATION CENTER CODE NUMBERS
Atterbury, Ind. (Camp)	Indiana Ohio	31
Beale, Calif. (Camp)	Cal. (north of 35th parallel lat) Nevada	42
Blanding, Fla. (Camp)	Florida	43
Bliss, Texas (Fort)	Texas (west of 100th mer. long) New Mexico	39
Bragg, N. C. (Fort)	North Carolina Virginia	28
Chaffe, Ark. (Camp)	Arkansas Tennessee	37
Dovens, Mass. (Fort)	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	25
Dix, N. J. (Fort)	New York (east of 78th mer. long)	26
Douglas, Utah (Fort)	Utah Wyoming	41
Fannin, Texas (Camp)	Louisiana	50
Gordon, Georgia (Camp)	South Carolina	46
Grant, Illinois (Camp)	Illinois (north of 41st parallel lat.)	49
Indiantown Gap, Pa. (MR)	Pennsylvania (east of 78th mer. long)	45

Jefferson Barracks, Mo	Illinois (south of 41st parallel lat. Missouri (east of 92d mer. long)	34
Knox, Ky. (Fort)	Kentucky West Virginia New York (west of 78th mer. long) Pennsylvania (west of 78th mer. long)	48
Leavenworth, Kans. (Fort)	Iowa Missouri (west of 92d mer. long) Oklahoma South Dakota	35
Lewis, Wash. (Fort)	Idaho Montana North Dakota Oregon Washington	40
Logan, Colo. (Fort)	Colorado Kansas Nebraska	36
MacArthur, Calif. (Fort)	Arizona Calif. (south of 35th par. lat.)	44
McCoy, Wis. (Camp)	Michigan (upper peninsula)	33
McPherson, Ga. (Fort)	Georgia	29
Meade, Md. (Fort)	Dist. of Col. Maryland	27
Monmouth, N. J. (Fort)	Delaware New Jersey	47
Sam Houston, Tex. (Fort)	Texas (east of 100th mer. long)	38
Shelby, Miss. (Camp)	Alabama Mississippi	30
Sheridan, Ill. (Fort)	Michigan (lower peninsula)	32

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

BULLETIN
NUMBER 278

APD 31
7 November 1945

OFFICIAL

1. GENERAL STAFF OFFICER OF THE DAY.

1200 7 Nov - 1200 8 Nov CAPT OWEN B LAMBERSON (Ph. Apex 3)
1200 8 Nov - 1200 9 Nov MAJ WRIGHT H ROSS JR (Ph. Apex 3)

2. DUTY OFFICER. (Ph. Apex 13)

1900 7 Nov - 0800 8 Nov 1ST LT HAROLD F SCHOLTES
1900 8 Nov - 0300 9 Nov 1ST LT NOALL H STIEEFER
1900 9 Nov - 0800 10 Nov CAPT JONES OSBORN

3. TARGET DATE.

a. The following radio from AFWESPAC is quoted for information:

"CHANGE TARGET DATE 31 DIVISION TO 15 NOVEMBER."

b. This radio should not be construed to mean shipping will be available on that date. This headquarters will continue to pass to divisional and attached units any pertinent information received from higher headquarters.
(Auth: G-1 Ph. Apex 1)

4. CLEARANCE OF AREAS.

a. Paragraph 3, Bulletin No. 270, this headquarters, 30 October 1945, is rescinded.

b. All organic and attached units of this Division will secure clearance from the Inspector General, this headquarters, before evacuating their areas.

c. All organic and attached units, except Hq & Hq Co 31st Inf Div, Hq & Hq Btry 31st Div Arty, 155th Inf (less 3d Bn Beach Area), and the 383d AAA AW Bn, will clear their areas completely, removing all tentage and buildings and closing all latrines and soakage pits.

- (1) Lumber and other building material will be stacked in one pile and left at the area for disposition by the Commanding General, 93d Infantry Division.
- (2) All equipment and tentage will be turned in to the proper supply or salvage depot before units clear.
- (3) Areas will be well policed, trash hauled to trash dumps and POL drums turned in.

d. In those cases where other units are to take over the area being evacuated clearance may be effected by securing acceptance of the area from the commander of the unit taking over. Such acceptance certificates will be turned over to the Inspector General. In all other cases the Inspector General, ((Apex 9)), will be contacted 24 hours prior to departure to make arrangements for clearance.

e. No units will embark until clearance has been accomplished.
(Auth: IG Ph. Apex 9) (G-1)

5. OFFICER'S 66-1 CARDS.

a. WD AGO Forms 66-1 for all officers of this command will be checked immediately to insure that all entries are up to date. Particular care will be taken to see that the following information has been properly entered (Reference TM 12-425):

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Par 5 Bul 278 contd

2

Hq 31st Inf Div 7 Nov 45

- (1) Date on which officer's active military service began. If inducted into the Armed Forces through Selective Service, date individual reported to reception station will be shown under Item 31.
- (2) Date of departure from Continental United States.
- (3) Date of arrival in Continental United States will be entered after unit reaches disposition center in the United States.
- (4) Place and date of arrival and departure from each overseas location.
- (5) Indication of the number of overseas service bars earned, together with dates thereof.
- (6) All awards, campaign stars and ribbons will be shown, including the Victory Medal and the American Theater Ribbon, where authorized.

b. A properly authenticated Adjusted Service Rating Score card with the score computed as of 2 September 1945 will be attached to each officer's 66-1 card as prescribed by paragraph 8, Section III, RR Circular No. 3, AFAC, dated 16 September 1945.

c. 66-1 cards will not be closed out and manner of performance ratings will not be given until units arrive in the Continental United States. 66-1 cards will be retained by the units to which officers are assigned and will not be turned over to the individual officer for carrying.

(Auth: AG Ph. Apex 207) (G-1)

BY COMMAND OF MAJOR GENERAL MARTIN:

OFFICIAL:

MARK W LANCE
Lt Colonel, GSC
Chief of Staff

B. M. Stinespring Jr.
B M STINESPRING JR
WOJG USA
Asst Adj Gen.

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

MEMORANDUM
NUMBER 12

AFO 31
13 November 1945

SUPPLEMENTAL EMBARKATION INSTRUCTIONS

1. Work Sheet Passenger List.

a. The work sheet passenger list referred to in paragraph 2 a, Memorandum No. 11, this headquarters, 12 November 1945 (See Incl #1), which is to be used in checking personnel for loading in tactical order, will be retained by the troop commander of each ship to be used in checking personnel in the same manner when debarking at San Francisco.

b. The work sheet should be prepared and maintained in a sufficiently permanent and legible form in order that it may serve its dual purpose.

c. Unit commanders also should have copies so that they may arrange their personnel in proper order both at embarkation and debarkation.

2. Passenger List Recapitulation Sheet.

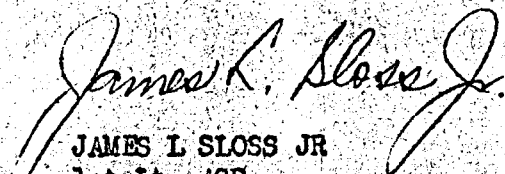
a. Each unit designated by shipment number will prepare a passenger list recapitulation for personnel loaded on each ship by separation center and reception station. (See Incl #2)

b. A Copy of this recapitulation sheet will be placed on top of the cover sheet of each copy of the unit's passenger list and will be corrected as of embarkation.

c. The stencil used in preparing these sheets will also be corrected as of embarkation and will be delivered to the representative of the Adjutant General's Office along with the other items as listed in paragraph 2 b, Memorandum No. 11, this headquarters, 12 November 1945.

BY COMMAND OF MAJOR GENERAL MARTIN:

OFFICIAL:


JAMES L SLOSS JR
1st Lt, AGD
Adjutant General

MARK W LANCE
1st Colonel, GSC
Chief of Staff

2 Incls

1. Work sheet passenger list
2. Passenger list recapitulation sheet

DISTRIBUTION: A, B & BB.

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SUGGESTED WORK SHEET PASSENGER LIST
(Ref: Par 2a, Memorandum No. 11, Hq 31st Inf Div, 12 Nov 45,
and Par 1, Memorandum No. 12, Hq 31st Inf Div, 13 Nov 45)

SAMPLE

SAMPLE

PASSENGER LIST

VESSEL:
GENERAL LANGFORD

PORT OF DISCHARGE:
SAN FRANCISCO

STAGED AT:
TALCMA, MINDANAO

LIST
NUMBER

NAME

RANK
OR GRADE

155TH INFANTRY REGIMENT

COMPANY "F"

FIRST PLATOON

(DOAN, JOHN J.)	(3)	2nd Lt
1. WEIRICH, HENRY R.	(5)	T Sgt
2. REED, LINDLEY Q.	(3)	S Sgt
3. EDWARDS, CLARENCE	(2)	Tec 4
4. WOODS, EDWARD J.	(8)	Pvt
5. JOHNSON, EARL S.	(6)	Cpl
6. CANDY, GARCISA L.	(1)	Tec 3
7. GALBER, BERNARD P.	(2)	Pvt

NOTE 1: Officers will be in parentheses, and unnumbered.

NOTE 2: Names will be written in capital letters, surname first; with double spacing between names.

NOTE 3: Personnel of units will be listed in tactical order.

NOTE 4: Separation Center or Reception station number will be in parentheses immediately preceding rank or grade.

NOTE 5: Enlisted men will be in tactical order, numbered consecutively beginning with one.

Incl #1

SAMPLE

SAMPLE

SAMPLE

SAMPLE

VESSEL: GENERAL LANGFITTE

STAGED: TALOMA, MINDANAO

EMBARKED: TALOMA, MINDANAO

NUMBER OF PAGES: 20

RECAPITULATION:

<u>UNIT</u>	<u>OFFICERS</u>	<u>ENLISTED MEN</u>
	<u>W</u>	<u>W</u>
RK-602-F STA 1	10	196
STA 2	50	200
CTR 25	24	174
CTR 26	36	88
CTR 35	38	110
CTR 42	45	153
*	*	*
*	*	*
GRAND TOTAL:	565	1672

NOTE 1: List and include all reception stations and separation centers to which personnel will be routed upon arrival to the United States. (list only those embarking on the particular vessel; in the example, Gen Langfitte)

NOTE 2: In the event complete loading of a unit is impossible, the first portion to leave will be designated, as, "RK 602-F less 3rd Battalion"; and subsequent portions will be numbered, as, "RK 602-F, Company K"; the last portion to embark will be designated, as, "RK 602-F Rear Echelon."

(Ref: Par 2, Memorandum No. 12, Hq 31st Inf Div, 13 Nov 45)

Incl #2

SAMPLE

SAMPLE

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

MEMORANDUM
NUMBER 10

APD 31
31 October 1945

PREPARATION FOR OVERSEAS MOVEMENT

1. Radiogram received from CG, AFWESPAC, paraphrasing War Department message with reference to certain deficiencies which are common errors in personnel procedures as encountered by United States ports and staging areas is quoted in part:

a. Personnel Roster Stencils:

"(d) THE NUMBER TWO STENCILS OF MOVEMENT ORDERS FOR ALL UNITS CMA RECEPTION STATION GROUPS CMA AND SEPARATION CENTER GROUPS CMA DESCRIBED IN PARAGRAPH FOURTEEN SECTION TWO READJUSTMENT REGULATIONS ONE DASH TWO CMA FREQUENTLY ARRIVE IN THE UNITED STATES CMA DIRTY CMA TORN CMA AND UNUSABLE AS A RESULT OF IMPROPER PACKAGING OR HANDLING CMA OR OF UNAUTHORIZED USE ENROUTE PD INSTRUCTIONS REGARDING USE CMA CARE CMA AND FINAL DISPOSITION OF THESE NUMBER TWO STENCILS SHOULD BE GIVEN TO THE CUSTODIAN THEREOF TO INSURE THEIR DELIVERY TO PORT OF DESTINATION IN USABLE CONDITION PD"

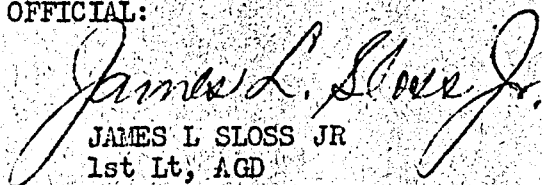
b. Reports and Records to Accompany Unit:

"(e) OCCASIONALLY UNIT OR GROUP REPORTS AND RECORDS REQUIRED TO ACCOMPANY THE UNIT ARE FOUND STORED IN HOLD BAGGAGE OR EVEN CMA IN SOME INSTANCES CMA ON ANOTHER VESSEL PD ALL CONCERNED MUST BE INSTRUCTED TO INSURE THAT ALL REPORTS AND RECORDS REQUIRED BY SECTION TWO READJUSTMENT REGULATIONS ONE DASH TWO CMA ARE WITH TROOPS PD"

2. Commanders will take necessary steps to insure that such deficiencies do not occur in connection with the movement of the 31st Infantry Division and attached units.

BY COMMAND OF MAJOR GENERAL MARTIN:

OFFICIAL:



JAMES L SLOSS JR
1st Lt, AGD
Adjutant General

MARK W LANCE
Lt Colonel, GSC
Chief of Staff

DISTRIBUTION: A, B & BB.

RESTRICTED

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

312 E-M

APC 31
30 October 1945

SUBJECT: Records Check and Personal Interview

TO: Commanding Officers, Regiments, Separate Battalions, Separate Companies, and Attached Units.

1. Pursuant to the provisions of paragraph 23c, AFWESPAC Regulations 120-50, "Preparation for Overseas Movement", 10 October 1945, the personal records of each individual will be carefully checked and the individual concerned interviewed to determine that his records are available, are accurate, and are posted to date. This interview will be conducted with thoroughness and without haste.
2. A copy of the records check list (Appendix D, SOP, "Preparation for Overseas Movement", Hq 31st Inf Div, 21 Oct 45) will accompany the records of each individual at the time of inspection. The inspecting officer will complete the column "STNG A" with appropriate symbol.
3. It is desired that the above check list and interview be accomplished through company commanders with such additional officer assistance as they need, and that an official report be required by your headquarters to show that all men have been interviewed, stating exceptions by name and reason, and showing that all individual records were present and found to be accurate and posted to date, naming exceptions and corrective action taken. The inclosed form will be used by the company commanders.
4. It is further desired that report be made to this headquarters by you when the requirements of this letter have been accomplished.

BY COMMAND OF MAJOR GENERAL MARTIN:

1 Incl -
Rpt for ea Co Comdr

James L. Sloss Jr.
JAMES L SLOSS JR
1st Lt, AGD
Adjutant General

RESTRICTED

312

SUBJECT: Records Check and Individual Interview

TO : Commanding Officer

1. Each member of this company has been interviewed and his records as shown in paragraph 2 checked. All individual records are available, are accurate, and are posted to date. (Any exceptions will be shown by letter attached hereto, giving facts and corrective action taken or recommended.)

2. Check List:

	YES	NO
a. Service Records:		
Is one copy of Immunization Register (WD MD Form 81 or WD AGO Form 8-117) attached to each S/R?		
Are all Immunization Registers posted to date, including influenza inoculations?		
Has present organization to which each man is assigned and his present grade been shown on page 5?		
Are overseas stations shown?		
Are campaigns, battle stars, bronze arrowheads, and other awards shown, including American Theater, Philippine Liberation, and Victory Medal?		
Are entries made authorizing each service bar (overseas service) as earned?		
Have all soldiers been paid for September 1945?		
Is ASRS card (Form 163) present with each S/R?		
Is it correctly computed to show score of 60 or more?		
Are changes on ASRS cards initialed by Personnel Officer.		
b. Soldier's Qualification Card (Form 20):		
Is card present and complete in each case?		

	YES	NO
<p>c. Personal Interview:</p> <p>Does each soldier have identification tags?</p> <p>Does each soldier have up to date Individual Pay Record (Form 28)?</p> <p>Does each soldier have Immunization Register (Form 81) on his person?</p> <p>Does each soldier agree that the entries shown in his records are correct, including the amount shown due him for Soldier's Deposit?</p> <p>Has each soldier been advised of his opportunity to reenlist in the Regular Army, under the terms of the "Red Apple Bill"?</p>		
<p>d. Records Check List (SOP, Appendix D):</p> <p>Included with each set of individual records?</p>		

____ Commanding

RESTRICTED

HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

370.5 E-M

APD 31
24 October 1945

SUBJECT: SOP, Preparation for Overseas Movement.

TO: See distribution.

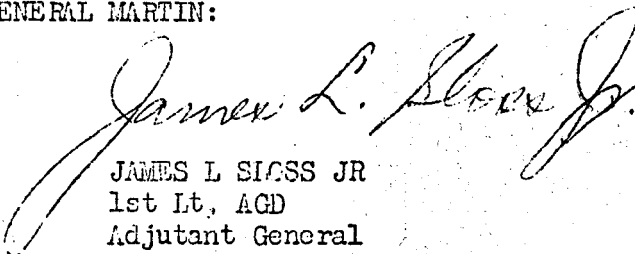
1. Attached as inclosure number one is a copy of Standard Operating Procedure, Preparation for Overseas Movement, covering movements of this Division and attached units to the United States.

2. Every effort has been made to extract and consolidate from current directives of higher headquarters only those portions considered applicable to the movement of this command to the United States.

3. The procedure set forth in the SOP will be followed closely by all commanders.

BY COMMAND OF MAJOR GENERAL MARTIN:

1 Incl -
Cy SOP, Preparation for
Overseas Movement


JAMES L SICSS JR
1st Lt, AGD
Adjutant General

DISTRIBUTION: A, B & BB.

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HEADQUARTERS 31ST INFANTRY DIVISION

Standing Operating Procedure

Preparation for Overseas Movement

21 October 1945

1. References:

- a. RR Circular No. 3, GHQ, AFPAC
- b. WD RR 1-1 and RR 1-2
- c. WD Cir. Nos. 72 and 73, 1945
- d. Letter, AG 524 (13 Aug 45) OB-S-D-M, 23 August 1945, subject: Processing of Baggage.
- e. Circular 16, Hq AFMESPAC, 15 September 1945.

Part I—General

2. Purpose - The purpose of this publication is to assist unit commander in the prompt and uniform preparation for movement of this Division and attach units to the U.S.

3. Information - Certain guiding information and detailed instructions are contained in appendices to this publication. For your information, they are as follows:

- a. Sample Personnel Roster.
- b. List of Personnel Centers Applicable to this Theater
- c. List of Personnel Records.
- d. Records Check List.
- e. List of Prohibited and Restricted Items for Customs Clearance purposes.
- f. Sample Embarkation Health Certificate.

4. Definitions

a. Minimum Essential Equipment: Referred to herein as MEE, is the minimum equipment needed by a unit to preserve its integrity during movement, without regard to the performance of its combat or service mission. For units proceeding to the U.S. for demobilization, MEE is the following.

- (1) Clothing and Individual Equipment authorized by and within allowances stated in WD Circular No. 72, 1945 (as modified by Movement Orders)
- (2) Organizational equipment normally issued to individuals.
- (3) Administrative equipment includes the minimum equipment and

records required for carrying on the routine administrative affairs of the unit.

b. Movement Order: Instructions issued by Hq., AFVESPAC, to headquarters in command echelons directing the preparation and movement of troops.

c. Units: A "unit", unless otherwise stated, is a group of individuals together with its authorized equipment, designated by a single shipment number and letter (code designation). Normally this will apply to a regiment, a separate battalion, a separate company (or similar organization) or a detachment. Organic divisional units will be broken down by shipment letters under a single shipment number. Reception Station Groups and Separation Cent Groups will not be considered as units.

5. Application: This publication is an integral part of movement order for returning to the U.S. and all instructions contained herein are applicable unless specific exceptions are contained in movement orders. In case of conflict between the movement order and current instructions, including this publication, the provisions of the movement order will govern.

6. Objectives: The objectives of the procedures prescribed in this publication are:

a. To insure that units, groups and individuals under orders for movement to the US are properly prepared for such movement.

b. To insure that unit equipment is properly processed and packed to accompany troops or for storage for later shipment.

c. To insure that required records are maintained to show complete and up-to-date status at all times.

Part II

Movement of Personnel and Units by Water Transportation to the US (for demobilization).

Section 1. General Procedure.

7. Plan of Movement.

a. All units scheduled for demobilization will have low ASR score personnel screened out, high ASR score personnel from other units or sources transferred in, and be returned to the US as units.

b. Category IV units may be returned to the US at an overstrength up to 50%. All individuals in these units must have an Adjusted Service Rating score equal to or above the critical score current at the time of movement of the unit or must be eligible for early discharge upon arrival in the US.

c. After preparation for movement units will move with MEE equipment directly to the Port on call.

d. Surplus and non-essential personnel returning to the US as individuals will be processed through Disposition Centers as directed in RR Circular No. 3, AFPAC; RR 1, and WPRR Circular AFVESPAC.

e. Throughout the above, control of movement will be exerted through Movement orders issued by this Headquarters.

Section 2. Action to be taken at Unit Station or Assembly Area.

8. Medical Requirements

a. Identification tags of all individuals will show full name, army serial number, blood type, basic tetanus immunization and, when applicable, stimulating dose (see AR 40-210 and AR 600-35).

b. Service Records of all enlisted personnel will carry up-to-date data as follows, except when such data are entered in AGO Form 8-117, Immunization Register and other Medical data, and filed with the Service Record, WD AGO Form 24:

- (1) Record of all immunizations as required by AFPAC Circular 32, dated 2 August 1945 and amended by Section II, AFPAC Circular 64, dated 8 September 1945.
- (2) Prescription and other data concerning eye-glasses and spectacles as required in WD Pamphlet 8-5.
- (3) Data of insertion of artificial dentures.
- (4) Statement of hyper-sensitivity to sera, vaccine or drugs.

c. Immunization Registers (WD MD Form 81, Immunization Register, or WD AGO Form 8-117, Immunization Register and other Medical data.)

- (1) All data directed in paragraphs 1 and 2 above will be entered on WD AGO Form 81 of all personnel or on WD AGO Form 8-117 when the form is available and new entries are necessary.
- (2) When prepared, WD AGO Form 81 or WD AGO Form 8-117 will be furnished to each individual and a copy retained with an enlisted individual's Service Record, WD AGO Form 24, or the officer's or warrant officer's Qualification card, WD AGO Form 66-1, 66-2 or 66-3.
- (3) All officers, warrant officers and enlisted personnel will carry the immunization register on their persons.

d. Immunization. The following immunizations will be completed.

- (1) Smallpox Initial vaccination: repeat every 3 years.
- (2) Typhoid and Paratyphoid vaccine. Initial injections of .5 cc; stimulating dose of .5cc once each year and in presence of disease.
- (3) Tetanus toxoid. Initial three injections of 1.0 cc each; 1.0 cc one year after initial immunization; 1.0 cc for injured personnel as directed by medical officer.

- (4) Typhus vaccine. . . Initial two injections of 1.00 cc each; stimulating dose in presence of disease.
- (5) Influenza Immunization with 1.0 cc during the month of October or November 1945. This also is required for travel from one theater to another or to United States after 1 October 1945. Precautions will be taken not to administer it to persons who are hypersensitive to eggs.
- (6) Immunizations, if not completed, will not delay the individual from mounting upon available shipping. Immunizations not completed prior to embarkation will be administered enroute.

e. Movement of individuals with venereal disease.

- (1) Individuals with primary or secondary syphilis, lymphogranuloma venereum, granuloma inguinale and undiagnosed penile lesions will be hospitalized for diagnosis and treatment.
- (2) WD MD Form 78 (Syphilitic Register now designated as WD AG Form 8-114) of personnel transferred will be forwarded with individual records and other allied papers, and the individual concerned will carry on his person a copy of WD MD Form 78a (now designated as WD AG Form 8-115) as prescribed in AR 40-210, 1945.

f. Emergency dental treatment should be accomplished prior to embarkation whenever possible. Further emergency dental care may be completed enroute.

g. Physical inspections required are as follows:

- (1) Within 48 hours before embarkation, each member of the unit will be given a physical inspection for acute communicable diseases, quarantinable diseases, and vermin. Upon completion of the inspection of the unit, a certificate in the form outlined in Appendix F will be accomplished, certifying the state of health of the unit in general and indicating any circumstances which should be invited to the attention of the ship Surgeon. A list of individuals requiring treatment for venereal disease aboard ship will be included in the certificate. Two copies of the certificate will be turned over to the unit commander for delivery to the Ship Surgeon.
- (2) Within 24 hours of scheduled debarkation, the ship surgeon will conduct a physical inspection of each individual ^{to be debarked} for the detection of acute communicable diseases, including venereal disease, and vermin infestation. Following the inspection, a health certificate substantially in the form indicated in Appendix M will be prepared and signed by the ship surgeon. This is of paramount importance in speeding up processing after debarkation.

h. Atabrine. All personnel will continue to take one tablet a day for a period of four weeks after leaving malarious areas. Unit commanders will be responsible for providing sufficient atabrine for their troops for the movement to the United States.

i. Each troop surgeon will contact the ship surgeon prior to movement and make necessary arrangements for holding sick call aboard the vessel. Sufficient medical department personnel will accompany medical officers to hold sick call. All necessary medical supplies for the trip will be drawn from the Medical Supply Depot.

9. Inspections: As applicable, necessary inspections will be made by all echelons of command to insure the readiness of the unit for the movements directed. Inspections will give special attention to the following:

a. That the unit is at prescribed strength and that all personnel have an ASR equal to or higher than the critical score; further, that the scores of all individuals are correct.

b. That organizational equipment is properly maintained, processed and packed for shipment.

c. That careful preparation of administrative and personnel records, including postal forms requirements, is accomplished.

10. Security. In general, previously established policies with respect to removal of shoulder patches and organizational insignia, dissemination of information concerning troop movements, and the like have been suspended. Information on new type equipment, however, may not be disclosed. Movement of units and groups to the United States are in a Restricted classification.

11. Movement Orders. Headquarters, AFWESPAC, will issue movement orders for this Division and attached units to the US.

12. Personnel Rosters.

a. Upon receipt of Movement Orders, each unit returning to the US will prepare and will attach a personnel roster as a separate annex with each copy of the Movement Orders received. Each personnel roster will indicate the unit designation, the shipment number and letter of the unit, the separation Center to which the personnel listed thereon are destined, and will provide the following information for each individual:

(1) Name.

(2) Grade.

(3) Army Serial Number.

(4) Arm or Service.

(5) Address in the US to which each individual is entitled to transportation upon separation from the service which means place of acceptance for enlistment or induction and, for National Guard home station.

(6) M. O. S. number.

(7) ASR Score.

(8) Applicable discharge regulation in the case of personnel being returned to the US with a unit for discharge for a specific reason, for example AR 615-365 or AR 615-368. In this connection, attention is directed to paragraph 3V, RR 1-2.

b. Regiments, for the purpose of making personnel rosters only, will be subdivided into four groups; the first three to be the battalions and the fourth group to include all of the special units. Each of these four sub-groups will then have a complete set of rosters by separation center groups. By doing this it is possible to load and ship the regiment in four complete separate units.

c. Personnel rosters for all units returning to the US will be prepared on dual mimeograph stencils. This will produce in a single operation two identical stencils for each roster. The personnel roster for each unit will be placed on a separate dual stencil or a separate group of dual stencils.

d. To facilitate prompt disposition of personnel upon their arrival at ports in the US, the listing in personnel rosters will be by separate groups, depending upon the separation centers in the US to which the personnel is destined. Each such group will be listed on a separate dual stencil or set of stencils. This will permit reuse of the stencils at US ports for production of separation center group movement orders without retyping vast amounts of personnel data. A sample personnel roster is illustrated in Appendix A.

e. The address in the US to which the individual is entitled transportation upon separation from the service will be the basis of determining the group under which each individual will be listed. The list of separation centers in the US established for this purpose is indicated in Appendix B. Individuals may be sent to the separation center nearest the US port of debarkation rather than the separation center serving the area to which the individual is entitled transportation in cases of an offer of employment or permanent change of address at a location near the port or where rail transportation at government expense will be reduced.

f. As personnel rosters are being prepared, the number one stencil will be used to produce the number of copies which may be required by the unit for planning and movement purposes. The number two stencil will not be used for producing copies of the roster.

g. (1) Distribution of orders and rosters will be made as follows:

(a) Orders will be printed in sufficient quantities for local and theater distribution and for unit's own use.

(b) Sufficient copies of the personnel rosters will be made and grouped for passenger list purposes, to accomplish the provisions of paragraph 23 below.

(2) (a) Extreme care will be taken with both the No. 1 and No. 2 stencils of orders to prevent folding, creasing, rumpling or tearing. They will be protected in such a way as to minimize the chance of any such occurrence while in file or enroute.

- (b) When dual stencils are not available for preparation of orders on movements to the United States, two single stencils may be used. To prepare dual stencils by this method tear backing sheet from one stencil (No. 1 stencil) and fit stencil very carefully over the No. 2 stencil and type as usual. An adequate dual stencil will result from this procedure.

(3) 27 copies of the personnel roster for each unit will be forwarded to this headquarters.

13. Personnel Records:

a. The perfection of personnel records is a continuing responsibility of unit commanders and major commands. Individual records will be continually checked and brought up to date in the manner prescribed by current directives.

b. Prior to departure from this station the personnel records listed in Appendix C of each individual will be carefully checked and the individual concerned interviewed to determine that the records are available, are accurate, and are posted up to date. Such records will be carried with the unit concerned in the custody of the unit commander. A copy of a records check list in the form prescribed in Appendix D will be accomplished and attached as the top sheet with the records of each individual. Records may then be checked at various stages of movement as shown on the form.

14. Administrative Records.

a. The administrative records (current) listed below, will accompany all units returning to the United States:

Company or Similar Unit.

Morning Reports.
Daily Sick Reports.
Duty Rosters.
Pay Rolls and Vouchers (retained copies)
Property Book.
Record of Company Punishment.
Council Book with Vouchers.
Company Orders File
Essential Circulars and Bulletins.
Other Records, Orders, Directives, 201 files, expected to be used during the period of movement.

Regimental, Separate Battalion, or similar Hqs.

Regimental Orders File.
Appropriate T/O & E's and T/E's.
Message Center Log.
Other Records, Orders, Directives (including copies of Movement Orders, Personnel Rosters, and any special instructions pertaining to the unit), 201 Files, and so forth, expected to be used during the period of movement.

b. All organization records which are non-current and which will not be required for use during the period of movement will be arranged in general classes, boxed, and will accompany the unit. See paragraph 15 c, RR 1-2, WD, 11 April 1945; paragraph 7, WD Circular No. 416, 1944. In boxing these records, effort will be made to reduce their bulk through: (1) The elimination of those authorized for destruction by Army Regulations (2) The disposal of non-record material as described in AR 345-105.

c. Particular care will be taken to insure that unit histories are returned with other records so as to be available when required in the future. In this connection, see AR 345-105.

15. Mailing addresses. Upon receipt of Movement Orders, the Unit commander will perform the following:

a. Require all individuals returning with the organization to furnish timely notice to correspondents and publishers on WD AGO Form 204 to discontinue mailings until further notice. The first line of Form 204, reading "My new address is " will be deleted and the following added: "Discontinue mailings until further notice". Ordinarily the mailing of parcel post and publications should be discontinued forty-five days prior to the estimated date of departure of the unit. The average transit time of first class mail is fifteen days.

b. Require each person transferred from the unit before its departure to advise immediately his emergency addressee and all correspondents and publishers of his new overseas address on WD AGO Form 204.

c. Require each individual returning with the unit to prepare WD AGO Form 204 indicating the home or other non-military address in the United States to which mail received after departure of unit will be forwarded. The completed forms will be forwarded to Base Post Office 22, APO 900.

d. On date of departure of unit, forward via air mail to Army Postal Service, The Adjutant General's Office, Washington 25, D.C., a list showing name, grade, army serial number, new unit and new APO of all personnel transferred from the unit during the preceding 60 days. One (1) copy of the list will be forwarded by air mail to the Theater Postal Officer, AFPAC, APO 500, and one (1) copy delivered to Commanding General, 93d Infantry Division, APO 93.

16. Fiscal Procedures.

a. The Soldier's Individual Pay Record (WD AGO Form 28) will be complete and in the hands of each enlisted individual prior to his departure from this theater. Enlisted personnel traveling separately from their units will be advised that they may draw partial payments through any personnel officer from any finance officer upon presentation of their individual pay record and upon proper identification.

b. Officers' Pay Data Card (WD AGO Form 77) will likewise show complete and current information.

17. Morning Reports.

a. Departing units will continue to send morning reports to their servicing MRU up to and including the morning report for the day prior to embarkation. The last morning report to be submitted to the servicing MRU at the port of embarkation will contain the statement "Final Morning Report" under the Record of Events. Unit commanders will insure that all last-minute gains and losses are properly entered on Morning Reports.

20. Ship Inspections: Upon arrival at the Port of Embarkation, each ship expected to transport troops will be inspected by the Port Inspector General. This inspection shall be made to determine that all troop accommodations and facilities are satisfactory; that equipment and supplies affecting the health and welfare of troops are sufficient for the contemplated voyage and that a competent administrative and US Military Medical Staff are assigned. In addition, the Port Inspector General will insure that:

a. Adequate amounts of Army Exchange supplies and recreational materials have been provided.

b. A Commanding officer of troops aboard ship has been designated, and that he has been provided with proper orders as to his responsibilities until after debarkation in the United States.

21. Disposition of Records and Final Personnel Reports:

a. The number one copy of stencil in the possession of the unit will be corrected at time of embarkation to reflect the personnel actually embarked, and any other necessary changes. This can be accomplished by use of correction fluid and typing the correction on the stencil. Where operational necessity prevents the typing of additions on the stencil, such additions may be typed on a separate (single) stencil to accompany the original stencil. When all corrections have been made, the statement "corrected as of embarkation" will be typed on each stencil which can then be used to reproduce the number of corrected copies required locally and to provide copies indicated in paragraphs b and e below. Each stencil will then be placed in a self-cleaning file folder. Each folder will be appropriately marked to identify the stencil which it contains. This may be accomplished by running the folder through the mimeograph machine before the stencil is removed.

b. Within 24 hours after embarkation, a copy of the Movement Orders and the Personnel Roster, produced from the number one stencil corrected as of embarkation, with Letter of Transmittal, will be forwarded by air courier or airmail, whichever will provide more rapid delivery, to The Adjutant General, Attention Officers Branch, (PO-A), Washington, 25, D. C.

c. Not later than 24 hours after embarkation the above stencils, corrected as of embarkation, and a copy of the Movement Orders and the Personnel Rosters produced from the stencils, will be forwarded by air courier or airmail whichever will provide more rapid delivery, to the Commanding General of the United States Port at which debarkation is scheduled.

d. The number two stencils will be corrected at time of embarkation to reflect personnel actually embarked and other necessary changes. The statement "corrected as of embarkation" will be typed thereon.

e. The number two stencils, two copies of the Personnel Roster and two copies of Movement Orders will be retained by the Unit Commander in his personal possession so as to be readily available when called for at the United States Port. During the period aboard ship enroute to the United States, the unit commander will correct the stencils and copies of rosters to agree with the Transport Commander's certified copies of the Passenger List and to reflect such changes as may occur enroute. If a unit is carried on more than one vessel, that portion of the stencils and copies of rosters covering the personnel on each vessel, with two copies of the Movement Orders, will be carried and corrected by the senior officers of the unit aboard. Reasonable

b. Units will retain the original copies (white) of the Morning Reports prepared subsequent to the submission of the final Morning Report, until they reach the US. Upon arrival in the US instructions will be received concerning the proper forwarding of such original copies to a machine Records unit. The triplicate copies (Green) of the Morning Report prepared enroute may be turned over to the commanding officer of troops aboard for such use as he may desire.

Section 3 - Action at Staging Area or Port.

18. Baggage Inspection and Customs Clearance.

a. Baggage containers will be inspected by a commissioned officer, designated as Baggage Inspecting Officer, to insure compliance with weight, packing, marking and disease prevention requirement, and to withdraw items not authorized for shipment. All ammunition, inflammable materials, and items listed as prohibited in Appendix E will be withdrawn. Inspecting Officers must realize that these inspections are vitally necessary in complying with laws of the United States, in insuring the safety of the vessel, in preventing entry of disease into the United States, and in securing speedy clearance of individuals from United States Ports.

b. Wherever possible, owners should be present at the inspection of their baggage. In these cases, the Baggage Inspecting Officer will sign all copies of the owner's inventory, if correct. In event of withdrawals or discrepancies, the owner's inventory will be rewritten or corrected, signed by the owner and inspecting Officer, and placed in the container.

c. If the owner is not present at the inspection, the inspecting officer will make a receipt, in duplicate, of all items withdrawn from the baggage, including unauthorized Government issue, with a brief description of each item removed. Discrepancies between the owner's inventory and the contents of the container will be noted. The original copy of the inventory, certified by the Inspecting Officer, will be placed in the container from which the items have been withdrawn, and a copy retained by the Inspecting Officer.

d. Following the above, the certificate on the reverse side of the Customs Declaration Tag will be signed by the Inspecting Officer. In no case will baggage to be loaded in the holds of vessels be returned to owners after the inspection above. The inspection, therefore, should be accomplished as near the time of movement to the Port as is possible.

19. Customs Clearance Regulations.

a. Articles acquired abroad by individuals for use by them as gifts after they are brought to the US are for the personal use of the owner and are entitled to duty-free admission under act 27 June 43 (Public Law 633, 77th Congress).

b. Articles acquired abroad for resale or for the use of persons other than the owner, except those intended as gifts, are not entitled to duty-free admission under the provision of the act cited above.

c. In addition, attention is directed to the specific prohibitions and restrictions on importation of certain items which are listed in Appendix E. All items listed as restricted require specific authorization of a government agency. Representatives of these agencies are on duty at US Ports to grant permits in these cases.

No. 25	5 Officers	50 EM
No. 26	6	75
No. 27	10	40
etc.		

US Army

ARC

5 Civ

TOTAL ON VESSEL

745

Note: It will be noted from the above that separation center breakdown includes the total personnel of all units aboard which are destined to each separation center listed in RR 1-2 and Appendix E hereto.

c. A copy of the above report will be furnished Headquarters, AFWESPAC.

d. It will be noted that the above report includes all personnel to be embarked on any vessel. Analysis of the report outlined in b above, reveals the following.

- RK Indicates the Southwest Pacific Theater.
- 50 Indicates the 50th movement from this theater
- A Indicates the shipment letter assigned to the 14th FA Observation Battalion, consisting of 234 members.
- B Indicates the shipment letter assigned to the 567th Port Company, consisting of 234 members.

e. It is vitally important that the above reports be made timely and accurately since all planning for reception of great numbers of personnel will be made in the United States, based on reports in the above form rendered by various theaters of operations.

23. PASSENGER LISTS: A passenger list, showing personnel embarked on a vessel, will be prepared from the dual stencils for the personnel roster inclosure to the Movement Order. Passenger lists will be checked at the gang plank as personnel embark.

a. Rosters used as passenger lists will contain the following information: Name of vessel and final destination. All sheets will be numbered consecutively.

b. Cover sheets.

(1) A cover sheet containing the following information will be provided for the passenger list of each unit.

- (a) Name of vessel. (Add identification (AP-15, AK-35) if Navy or Navy commissioned ship).
- (b) Embarkation point.
- (c) Recapitulation, showing the number of officers and enlisted personnel and the total.
- (d) Number of pages

(2) The cover sheet for the complete transport list (to be prepared by troop commander) will contain:

care must be exercised in handling the stencils while en route. Each stencil must be placed in a self-cleaning file folder. If in proper condition, the file folders will be used at United States Ports for forwarding the stencil to a Separation Station. It is suggested that the stencils (in file folders) be carried in a large manila envelope in order to reduce to a minimum the amount of folding required. The stencil will not be carried in hand or hold baggage.

f. Since the stencils for Personnel Rosters will be corrected as of embarkation, it is contemplated that amendments will not be necessary; however, if circumstances necessitate changes in rosters after personnel have embarked, these changes will be prepared on a dual stencil, both copies of which will be held for the Commanding General of the United States Port at which debarkation is scheduled. Each commander will insure by physical inspection at time of loading that all prescribed personnel records are present for personnel to be embarked on any ship. Records of personnel not embarked will be withdrawn and will be disposed of in accordance with current instructions relating to the nature of the individual's absence (i.e., death, desertion, sick in hospital, etc.).

22. Sailing Report:

a. Not later than 24 hours after sailing of each ship, the Port Commander will report by Radio (Book Message) to the Adjutant General, Operations Branch, Washington 25, D. C., and to the commander of the United States Port at which debarkation is scheduled, the following:

- (1) The United States Port Serial Number currently assigned to the vessel.
- (2) Date of Departure.
- (3) Expected date and time of arrival.
- (4) Code designation (shipment number) of each unit embarked and the identity of the unit.
- (5) Strengths of units and other passengers embarked, including consolidated reception station and separation center breakdown for all units and groups aboard.

b. The following is a sample radio prepared in accordance with a above:

"SF750 sailed 15 October for your port. Estimated arrival 5 November".

<u>Unit</u>	<u>Off</u>	<u>EM</u>	<u>EM above Critical Score</u>	<u>Civ</u>	<u>Total</u>
RK-50-A 14th FA Obn Bn	26	480	400		506
RK-50-B 567th Port Co	4	230	200		234

Separation Center Breakdown of above.

- (a) Name of vessel. (Add identification number, AP-15, AK-35), if a Navy commissioned ship).
- (b) Control status of vessel (Army, Navy, WSA, or other. If WSA vessel, indicate allocation, if any).
- (c) Embarkation point.
- (d) Sailing date.
- (e) Port of discharge (final).
- (f) Total Army passengers
- (g) Number of pages comprising complete passenger list.

c. Distribution of Passenger Lists.

(1) Twenty four (24) copies to be delivered to Port representative at time of embarkation for distribution as follows:

(a) Via Air Courier (all copies corrected):

- 2 copies Chief of Transportation--Attn: Mvts Div, Washington, D.C.;
- 1 copy Adjutant General, Attn: Enlisted Men's Branch, Washington, D.C.
- 1 copy CG-Scheduled U. S. Port of Entry.
- 6 copies Port Director U. S. Port of Entry.
- 2 copies Port Postal Officer, Army Post Office, 9th & Folsom Streets, San Francisco, California.
- 1 copy COMVESSEAFRON (if vessel routed to a West Coast port; otherwise to Director, Naval Transportation Service, Washington, D.C.)
- 2 copies CINCAFPAC, APO 500 (1 copy. Attn: Machine Records Div).
- 1 copy Machine Records Center, AFWESPAC, APO 707.
- 1 copy CG AFWESPAC, APO 707, Attn: Chief of Transportation.
- 1 copy COM 7th Fleet.
- 1 copy COMSERFOR 7th Fleet.
- 1 copy CG Base Section concerned.

(b) Via Water:

- 2 copies Chief Naval Operations - Bureau of Personnel (BUPERS), Attn: Planning & Control, Washington, D.C.

(c) 2 copies to CG, 93d Infantry Division

(2) 36 copies to be delivered to transport commander for distribution as follows:

- (a) 25 copies to CG Port of Entry (at least 1 copy corrected)
- (b) 11 copies for use of transport commander.

24. Loading of Baggage and Impedimenta Aboard Ship: Personnel and administrative records of units must be loaded aboard ship so as to be readily accessible during the voyage and immediately upon debarkation in the United States. Since these units, in general, are authorized a small amount of MEE only, wherever possible, all impedimenta of the units will be loaded on the vessel carrying the personnel.

25. Control En Route: Upon embarkation for movement to the United States, units pass to the control of the Chief of Transportation, Army Service Forces, and will remain in his control until the personnel thereof are delivered at Reception Stations in the United States. However, strength accountability for the personnel will remain with this theater until date of arrival at a Port in the United States. The Commander of the United States Port will notify this theater of arrival of units at the port (see WD Circular 415, 1944).

RESTRICTED

PERSONNEL ROSTER

ROSTER - RELO1 - A

FOR SEPARATION CENTER NO 26 FORT DIX, N. J.

<u>NAME</u>	<u>GRADE & ARM OR SERVICE</u>	<u>ASN</u>	<u>CO</u>	<u>MOS NO</u>	<u>ASR SCORE</u>	<u>ADDRESS</u>
MILLER, Frank T.	Lt. Col. FA	043211	Hq	1193-5	75	Boston, Mass.
MARNER, Silas P.	Capt. FA	066666	B	1193-7	80	Bayonne, N.J.
**	**	**	**	**	**	**
JONES, Willi	S Sgt FA	1234567	Hq	502	65	Watertown, N.Y.
FREED Emanuel M.	Sgt	7654321	C	502	81	Brooklyn, N.Y.
**	**	**	**	**	**	**

(List remaining members of unit to be assigned to this Group)

Note 1: Prepare similar lists for each separation center accounting for all members of the unit. The list for each separation center will be prepared on a separate stencil or group of stencils.

Note 2: Address shown above will be that to which individual is entitled transportation. (Place of enlistment, induction or home station of national guard unit. Home address will be applicable only in cases of individuals called to active duty from reserve status).

PERSONNEL CENTER	STATES SERVED PERSONNEL MALE	SEPARATION CENTER CODE NUMBER
Atterbury, Ind. (Camp)	Indiana Ohio	31
Beale, Calif. (Camp)	Calif. (north of 35th parallel lat) Nevada	42
Blanding, Fla. (Camp)	Florida	43
Bliss, Texas (Fort)	Texas (west of 100th mer long) New Mexico	39
Bragg, N.C. (Fort)	North Carolina Virginia	28
Chaffe, Ark. (Camp)	Arkansas Tennessee	28
Devens, Mass. (Fort)	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	25
Dix, N.J. (Fort)	New York (East of 78th mer long)	26
Douglas, Utah (Fort)	Utah Wyoming	41
Fannin, Texas (Camp)	Louisiana	50
Gordon, Georgia (Camp)	South Carolina	46

Grant, Illinois (Camp)	Illinois (north of 41st parallel lat)	49
Indiantown Gap, Pa. (MR)	Pennsylvania (East of 78th mer long)	45
Jefferson Barracks, Mo	Kentucky (south of 41st para lat) Missouri (east of 92d mer long)	34
Knox, Ky. (Fort)	Kentucky West Virginia New York (west of 78th mer long) Pennsylvania (west of 78th Mer long)	48
Lewis, Wash. (Fort)	Idaho Montana North Dakota Oregon Washington	40
Logan, Colo. (Fort)	Colorado Kansas Nebraska	36
MacArthur, Calif. (Fort)	Arizona California (south of 35th par lat)	44
McCoy, Wis. (Camp)	Michigan (upper Penn) Minnesota Wisconsin	33
McPherson, Ga. (Fort)	Georgia	29
Meade, Md. (Fort)	Dist of Col. Maryland	27
Mammoth, N.J. (Fort)	Delaware New Jersey	47
Sam Houston, Tex. (Fort)	Texas (east of 100th mer long)	38
Shelby, Miss. (Camp)	Alabama Mississippi	30
Sheridan, Ill. (Fort)	Michigan (lower peninsula)	32

APPENDIX C

Listing of Personnel Records

1. All officers:
 - Form 65 or 65-1 (Officer's Identification Card)
 - Form 66-1, 66-2 or 66-3 (Officer's and Warrant Officer's Classification Card)
 - Form 77 (Officer's Pay Data Card)
 - Record of Leave Accrued & Granted (To be carried by Officers as prescribed in AR 605-115)
2. All enlisted personnel:
 - Form 20 (Soldier's Classification Card)
 - Form 24 (Service Record) with allied papers required by current directive.
 - Form 28 (Pay Data Card)
 - C & E Adjustment Form as prescribed in W.D. Cir 72, 1945
 - Form 163 (Adjusted Service Rating Card)
3. All personnel:
 - Form 8-114 (formerly Form 78) (Syphillis Register for individuals under syphillistreatment)
 - Form 8-115 (formerly Form 78-A) (Treatment record for individuals under treatment for syphillis)
 - Form 8-117 (formerly Form 81) (Immunization Register, in duplicate, original carried on person) (Where Form 8-117 is not available, Form 81 may be used)
 - Copy of board proceedings such as reclassification, disposition, AR 615-368 and AR 615-369 proceedings. When applicable, such copy will contain indorsement made by convening authority and approval of officers having discharge authority.
4. In the event any of the above records are missing and cannot be located, duplicates will be prepared. If missing records cannot be replaced or can be only partially constructed, a certified statement giving the facts in the case will be forwarded in lieu of the missing record or will be attached to the partially completed duplicate.
5. In each case where determination has been made that separation is to be effected under current separation records (as distinguished from readjustment separation standards), entry will be made under "Remarks Administrative" in the Service Record for enlisted personnel as prescribed in Technical Manual 12-230, or under "Remarks" on Form 66-1, 66-2, or 66-3, for officers, indicating the regulation applicable and the specified cause for separation.
6. The above list is not to be considered as an all-inclusive list of records pertaining to personnel returning to the US. This list, however, indicates the forms and records which must be processed and forwarded when personnel are moved to the US. Unit Commanders are responsible that all pertinent documents, forms, records, allied papers, duplicate copies of allotments, insurance records and other pertinent information usually retained in the record files of individuals are forwarded at time of movement of personnel to the US.

RESTRICTED

PERSONNEL RECORDS CHECK LIST

(To be inclosed in Records Jacket or similar instrument)

Date _____

HEADQUARTERS AFWESPAC
APO 707, c/o Postmaster,
San Francisco, California

LAST NAME	FIRST NAME	INITIAL	RANK	ASN				
BRANCH OF SERVICE				ORGANIZATION				
CATEGORY		IV	DATE PROCESSED					
ALL OFFICERS					STNG A	FOD	RS	AS
ID Card (WD AGO 65 or 65-1) (Carried on Person)								
Qualification Card (WD AGO 65-1, 65-2, 65-3)								
Pay Data Card (WD AGO 77) (Carried on Person)								
Record of Leave (AR 605-115)								
ALL ENLISTED PERSONNEL								
Sol Classification & Qualification Card (WD AGO 20)								
Service Record (WD AGO 24) with allied papers								
Pay Data Card (WD AGO 28) (Carried on Person)								
C&E Adjustment Form for Indiv Clo & Equip (Cir WD 45)								
Adjusted Service Rating Card (WD AGO 163)								
ALL PERSONNEL								
Syphilis Register AGO 8-114 (formerly MD-73) if applicable								
Syphilis Treatment Record WD AGO 8-115 (formerly MD-78a) if applicable (Carried on Person)								
Immunization Register WD AGO 8-117 (formerly WDMD 81) Duplicate (Original on Person)								
Board Proceedings, where applicable, properly accomplished								

KEY:

- STNG A - Theater Staging Area, Concentration or Assembly Station
- FOD - US Port of Entry
- RS - Reception Station
- AS - Final Assignment Station

The above named personnel records are complete as indicated and are inclosed or are in possession of individual(s) concerned.

Shipping Agency Insert Appropriate Symbol:

- X Record inclosed and complete
- Ø Record inclosed but incomplete
- O Record not inclosed

NAME _____ RANK _____
Personnel Officer

APPENDIX "D"

LIST OF RESTRICTED AND PROHIBITED ITEMS

In accordance with the policies of the several US Government departments responsible for the protection of the public health and the protection of plant and animal life in this country, the importation of certain items into the United States is prohibited, and that of certain other items restricted. Certain other items are restricted or prohibited by the US Army for reasons of safety of personnel and for the protection of property. Items, the importation of which into the United States or the inclusion of which in baggage is restricted or prohibited, are as follows:

1. Items restricted by regulations of other US Government departments or agencies.

a. Category 1. Plants, including trees, shrubs, and herbaceous plants, bulbs, roots, cuttings, or other parts of plants and seeds, for or capable of propagation, (Authorization by Bureau of Entomology and Plant Quarantine, Department of Agriculture, required. Normally, inspectors for this Bureau are on duty at United States ports and can assist in obtaining authorization and make the required inspections).

b. Category 2. (1) Domestic animals, wild ruminants, and swine, (Inspection and authorization by Bureau of Animal Industry, Department of Agriculture, for the specific product required).

c. (2) Viruses, serums, toxins, and analogous products for the treatment of animals. (Permit from Bureau of Animal Industry, Department of Agriculture, for the specific product required).

c. Category 3.

(1) Viruses, serums, toxins, antitoxins, and analogous products for the treatment of man when such articles are brought in for sale, barter or exchange. (Inspection and specific authorization by the United States Public Health Service required).

(2) All birds of the parrot family. (Authorization by US Public Health Service required. Not more than three in number permitted subject to the following restrictions: Must have been in possession of the owner for 2 years prior to importation; must be accompanied by the owner; must be apparently well and may not be intended for sale, barter, exchange or public exhibition. Those in excess of three in number or not complying with the foregoing restrictions are subject to 6 months quarantine at the expense of the owner).

d. Category 4. Wild animals, except ruminants and swine (see 1 (b) (1) above), or birds, except natural history specimens for museums or scientific collections and birds of the parrot family (see 1 (b) (2) above). (Authorization by the Department of the Interior required, if not specifically excepted).

e. Category 5. Art objects, archives, and other cultural material as defined in Treasury Department Regulations TD 51072, quoted below, except

importations from the United Kingdom, the British Dominions, or British colonies. Before such articles can be imported into the United States a license for their import must be obtained from the U.S. collectors of customs at U.S. ports or from Federal Reserve Banks.

(1) Art Objects. Treasury Department regulations prescribed in TD 51072 pursuant to sections 3 (a) and 5 (b) of the Trading with the Enemy Act, as amended with respect to the release of art objects from customs custody which have been imported after 12 March 1938, are quoted below. These regulations are effective on and after 8 June 1944.

(a) Sec 52.127 Prohibitions against Release of Imported Art Objects. No art object hereafter imported from any foreign country, except one which constitutes a part of the United Kingdom, the British Dominions, or the British Colonies, and no art object which is now in customs custody which was imported after March 12, 1938 from any foreign country except one which constitutes a part of the United Kingdom, the British Dominions, or British Colonies, shall be released from customs custody whether for consumption or exportation, or shall be sold or forfeited under the customs laws and regulations, unless such release, sale or forfeiture has been licensed or otherwise authorized by the Secretary of the Treasury.

(b) Sec 52.137 Requirements for Release of Art Objects. Persons seeking release of any such art objects from customs custody for consumption or exportation shall file an application on Form TEE-1 in duplicate in the manner prescribed in section 130.3 of the Regulations issued under Executive Order No. 8389, as amended. Form FFC 168 must be filled out and attached to the application. With respect to art objects in customs custody which are subject to sale or forfeiture under the customs laws and regulations, the Collector of Customs concerned shall file a report in duplicate on Form FFC 168 with Foreign Funds Control, Treasury Department, Unit 244, Washington, D.C.

(c) Sec 52.147 Definitions of "Art Object." As used herein, the term "art object" shall include any of the following: if there is reasonable cause to believe that the article or lot of articles included in one importation, export shipment, or sale lot (i) is worth \$5,000 or more, or (ii) is of historic, artistic, or scholarly interest irrespective of monetary value:

Paintings, in oil, mineral, water or other colors,
tempera, drawings and sketches in pan, ink,
pencil, or water colors, engravings, woodcuts,
prints, lithographs, miniatures

Statuary, sculptures

Chinaware, glassware, pottery, porcelain

Rugs, tapestries, laces, and other textiles

Jewelry, metalwork

Books, manuscripts, archival materials and records

Furniture

Curios

(2) The United States Government has taken certain measures to prevent the importation of cultural material which has been taken from the people of occupied countries against their will. During the war, the contents of many places of worship, religious institutions, museums, galleries, libraries, archives, and places of cultural importance, both public and private, have been widely scattered. Irreplaceable art objects and documents from such sources are occasionally sold by unauthorized persons and may be innocently acquired by American soldiers. The importation of these articles by military personnel, as well as civilians, is prohibited without the license referred to in paragraph (5) above.

(3) The definitions given in Treasury Department regulations are necessarily very broad in order to cover the major categories of artistic objects which might have been looted by the enemy. These definitions must be interpreted by United States Army inspecting officers in the light of the purpose sought to be accomplished as outlined above. The main test for listing the articles as restricted articles should be whether the articles have the distinction or rarity usually characteristic of those contained in valuable art collections. For example, ordinary trade shipments of jewelry, pottery, rugs, etc., may be worth \$5,000 or more but because of their purely commercial nature no license for their release should be required and therefore they should not be listed as restricted articles. On the other hand, certain manuscripts, drawings, etc., may be worth less than \$5,000 but because of their rarity or distinction a license should be required for their release and they should accordingly be listed as restricted articles.

2. Items prohibited by other US government departments or agencies. The importation into the United States of the following items is prohibited by the provisions of this publication, except in those specific cases where a clearance to import items, such as those for scientific, educational, or military purposes, is obtained from the proper civilian agency through military channels, prior to shipment from an overseas command.

a. Smoking opium and narcotic drugs.

b. The following plants and plant products:

- (1) Fresh fruits and vegetables, including sweet potatoes and yams.
- (2) Bamboo seeds or plants and unhulled rice.
- (3) Sugar cane, citrus plants or cuttings, and banana plants.
- (4) Raw cotton and cotton seed hulls, including seed cotton and cotton bolls, etc., as such; or, when used as packing material, lint containing seed; cotton seed hulls, rice straw and rice hulls, including such products used as packing material, leaves or plants used as packing material, or dried grasses used as packing material. NOTE - Dried, cured, or processed fruits and vegetables, such as cured figs, dates, dried peas, and beans are unrestricted. Processed cotton lint, such as absorbent cotton, cotton batting, or other forms of lint, free from seeds, is not prohibited as a packing material.

c. Articles bearing names or marks which copy or simulate registered and recorded trade-marks of recorded trade names, except that such articles are not prohibited from importation if the name or mark is completely removed before the articles enter the United States.

d. Birds of paradise, aigrettes, osprey plumes and feathers, heads, wings, etc, of wild birds, raw or manufactured. This prohibition does not apply to ostriches or domestic fowl of any kind.

e. Skins of fur seals or sea otters, taken in the open waters of the North Pacific Ocean, and garments made in whole or in part of such skins, unless the skins have been taken legally under the Act of 26 February 1944.

f. The mongoose, the so-called "flying fox" or fruit bat, the English sparrow, the starling, and all other birds injurious to agriculture or horticulture.

g. Live insects, including eggs, pupae, larvae, and adults.

h. Eggs of wild birds.

i. Goods made by convict labor, forced labor, or indentured labor under penal sanctions.

j. Lottery tickets and advertisements of any lottery.

k. Obscene and immoral articles, books, pictures, films or publications, and seditious, treasonable, or insurrectionary matter.

l. Articles of medicine for the prevention of conception or causing unlawful abortion.

m. Counterfeits of coins, securities, obligations, or postage or revenue stamps and colored illustrations of postage stamps of US or foreign governments.

n. Gold, except to the extent permitted by the provisional Gold Regulations issued under the Gold Reserve Act of 1934. NOTE - Fabricated gold. (gold manufactured for customary professional or artistic uses; not including gold coin), such as jewelry, may be imported into the United States. Gold coin of recognized special value to collectors of rare and unusual coins may also be imported.

o. Hay and straw for packing, unless disinfected.

p. Tea in packages exceeding 5 pounds each and not conforming to fixed standards.

q. Arms and ammunition (when not specifically issued or when not war souvenirs or relics covered by permit from owner's commanding officer).

r. Liquor candy.

s. Absinthe.

t. Matches, white phosphorus.

u. Domestic ruminants or swine or chilled or frozen fresh meats derived from such animals from countries where either foot and mouth disease or rinderpest has been determined to exist. (See Sec 94.1, US Department of Agriculture Bureau of Animal Industry Order 373).

v. Sedative drugs derived from barbituric acid (phenobarbital, secenal, nembutal, etc), benzedrine compounds intended for internal use, and sulfonamide drugs, unless prescribed for use of the individual by medical authority.

3. Items prohibited for US Army purposes. In addition to those items listed in paragraph 5b above, inclusion of the following items in baggage is prohibited:

a. Government property except that which is:

(1) Issued under authority of movement orders.

(2) Purchased by an individual out of personal funds when accompanied by a certificate or affidavit to that effect.

b. Undeveloped exposed film, where military censorship is in effect.

c. Documents, papers, communications and photographs unless passed by military censor, where military censorship is in effect. Censorship is applied to official messages transmitted in the clear via electrical means and to personal communications: Letters, postcards, films, photographs, press dispatches, newspapers, journals, magazines, books, pamphlets, parcels, recordings and transcriptions, radiograms, telephone messages, and other communications regardless of means of transmission (for further reference see War Department Field Manual 30-28).

d. Captured material trophies unless accompanied by a certificate of retention, induplicate, signed by the individual's commanding officer stating that retention of the items in question are specifically authorized by the overseas commander in pursuance of Section VI, Circular 155, WD 1945, or supersessions thereof.

e. Items of allied nations material, unless accompanied by a Certificate of Ownership or Right to Possess, induplicate, signed by an individual's commanding officer indicating his ownership of or right to ship the material.

f. Live ammunition and explosives.

RESTRICTED

PRE-EMBARKATION HEALTH CERTIFICATE

Designation of Unit or Group

For the information of the transport command and of the quarantine officers at foreign ports, and for transmittal to responsible commanders enroute at destination the following statements are herewith certified:

1. Those infectious and parasitic diseases to which the personnel concerned have been exposed, or which are known to be present among them (or the infectious or parasitic diseases prevalent in the areas from which personnel are drawn) are as follows: _____

2. The exposure to or incidence of vermin among the personnel (or the incidence of vermin infestation in the areas from which the personnel are drawn) is as follows: _____

Disinfestation (was) (was not) performed. Date of disinfestation, if performed) _____

3. The personnel concerned have been physically inspected (Place) _____ (Date) _____ and are free of acute communicable diseases which, if introduced aboard the vessel, might reasonably be expect to result in a serious epidemic. They include no case of quarantinable disease (cholera, leprosy, smallpox, plague, epidemic typhus and yellow fever) except as follows: _____

4. All personnel concerned satisfy immunization requirements of AR 40-210 and other War Department and pertinent theater directives concerning special immunizations. Special cognizance is taken in this regard of the requirements of land areas to or through which personnel will be transported. Persons not properly immunized are the following:

Name	Character of Exception	Reasons Therefor	Evidence of necessit to travel and waiver of requirements
------	------------------------	------------------	---

(Continue on reverse side if necessary)

Date _____
Place _____

For the Commanding Officer,

Name of Officer, Grade, Position

(The sample above is a suggested form; its use in not mandatory, provided the information required is given).

C/2

HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

AGO 31
30 September 1945

D

MEMO:

TO : See Distribution.

INSTRUCTIONS TO PREPARE DIVISION
FOR RETURN TO UNITED STATES

1. Organizational Equipment.

a. Only equipment described by paragraph 16, and Appendix V and VI, War Department Readjustment Regulations 1-2, will be retained and prepared for shipping to accompany troops. For the information of units not having W.D. R.R. 1-2, a list of equipment to be carried is attached herewith.

b. Supplies and equipment in excess of paragraph 16 and Appendix V, R.R. 1-2 will be turned in to appropriate supply agencies; but prior to turn-in, will be cleaned; preservative applied, as required; packaged, crated or boxed; properly tagged; segregated on basis of serviceability (i.e. serviceable, repairable or non-repairable); and will have had first and second echelon maintenance service performed thereon insofar as the using organization is capable of performing.

2. Individual Clothing and Equipment.

a. Clothing and individual equipment indicated in War Department Circular 72, 1945, as published in 31st Division Daily Bulletin 236, paragraph 3, dated 26 September and amended by 31st Division Daily Bulletin 237, paragraph 6, dated 27 September:

INDIVIDUAL CLOTHING

Belt, web waist	1	Necktie, ctn, khaki	2
Cap, garrison, khaki	1	Raincoat or poncho	1
Cap, garrison, wool	1	Shirt, ctn, khaki	2
Cap, H.B.T.	1	*Shirt, wool	1
Drawers, ctn	3	Shoes, or boots	2
Handkerchief	4	Socks, wool or ctn	4
Insignia, US or Branch	1 set	Trousers, ctn	2
Jacket, field, OD	1	Trousers, HBT	1
Jacket, HBT	1	Undershirt, summer	3
*Trousers, wool OD	1	Sweater, wool, knit, OD	1

*NOTE: One additional woolen uniform will be drawn upon debarkation in United States to give WD Cir #72, 1945, allowance of 2 woolen uniforms.

INDIVIDUAL EQUIPMENT

Bag, barracks (Carried in Duffel Bag)	1	Cover, Canteen	1
Bag, duffel	1	Cup	1
Pack	1	Fork	1
Belt, pistol or Cart,	1	Knife	1
Cal..30	1	Spoon	1
		Necklace, ident. tag	1

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RESTRICTED

Individual Equipment (cont'd).

Blanket, wool	2	Tags, ident.	2
Can, meat	1	Toilet, article set	1
Canteen	1	Towels, bath	2

b. Organizational Equipment Normally Issued to Individuals.

Band instruments, with accessories.
Brassards.
Flashlight, TL-122.
Flying clothing and equipment.
Trumpet, G w/slide to F.
Whistle, thunderer.

c. Administrative and Miscellaneous Equipment.

Bag, money, leather.
Case, brief, leather.
Case, canvas, dispatch.
Chest, flight, service, complete.
Chest, record, fiber.
Colors, standards, and guidons.
Desk, field, filter, w/necessary office supplies (QM items only).
Kit, barber, w/case.
Kit, dental (officers; pvts).
Kit, medical (officers; NCO's; pvts).
Machine, computing, listing and nonlisting.
Machine, duplication, spirit or stencil process.
Machine, numbering.
Machine, paper fastening, wire staples.
Outfits, chaplain.
Perforator.
Ruler, office, 18-inch.
Safe, field, key lock.
Seal, official.
Selector, qualification card.
Sharpener, office, pencil.
Sling, color, web, od.
Stamp, rubber, official.
Stamp, time recording.
Stylus, medium loop.
Tool Kits (w/tools) band instrument repair (brass and woodwind).
Typewriters, portable and nonportable.

d. Expendable Supplies.

(1) Listed below, as authorized for a 30 day period:

Blank forms.
C and P materials.
Clips, paper.
Envelopes.
Folders, manila.
Paper, bond.
Paper, carbon.
Paper, onionskin.
Pencils.

3. Organizational Trophies.

a. Organizational trophies which may be authorized for retention by units in accordance with current instructions applicable to this matter may be returned with unit impedimenta, but will be boxed separately and containers clearly marked to indicate that they are organizational trophies. (Japanese weapons can not be carried as organizational trophies).

4. Information and Education Equipment.

a. At a date to be announced prior to departure for the United States I and E radios and Public Address systems will be properly crated for shipment and turned in to the Signal Depot near Alac. Crates will be tagged as to content and marked serviceable or unserviceable. If unserviceable it will be indicated on the tag whether or not machine can be repaired. A copy of the Tally-in received will be sent to the Division I and E Officer.

5. Property Records.

a. When the turn in of organizational equipment has been accomplished property books will be posted to reflect all changes and the balances on hand will be shown as "0". Property books and vouchers to substantiate all transactions which have taken place since opening of books after combat will then be turned in to the Inspector General's Office, the Headquarters, for final audit and storage. Property books will be checked to assure that there is a page for each item of equipment shown in current T/E. A statement of organizational equipment retained by the unit (as set down in Appendix V of War Department RR 1-2, 11 April 1945) will accompany supply records when turned in for audit.

b. After the necessary adjustments in individual clothing and equipment have been made in compliance with current directives, WD, AGO Forms 32 and 33 will be changed accordingly so as to reflect as on hand those items actually in the hands of enlisted men when they depart for the United States.

6. Disposition of Fund-Owned Property.

a. Custodians of Headquarters, Unit, Mess and Officers Club Funds will immediately initiate action to dispose of fund-owned property, with the exception of I & E and Special Service radios (see par. d below).

b. Methods of disposition will be in accordance with paragraph 24, AR 210-50, 20 Jan 45.

- c. (1) If the property is sold in accordance with the above directive, it will be indicated by lightly superimposing in red ink the word "SOLD" across the description of the article and reference will be made to the number and date of the voucher evidencing the cash receipt in the disposition column.
- (2) Property which has been worn out, destroyed, or for other reasons has no salvage value will be entered in the disposition column as "worn out", "destroyed", etc., and will be dated and initialed by the custodian. A certificate signed by all members of the council will be made, stating that non-expendable property was dropped from the record and the reason therefor.

d. I & E and Special Service radios will be retained by units and turned in at a date to be announced later. Reason for dropping in the above mentioned certificate to support redlining of radios will be as follows: "Returned to I & E (Special Service)."

e. It is contemplated that all funds will be closed and turned in to this Headquarters for audit about 10 October 1945. Fund owned property will be disposed of before council books are closed. Specific instructions will be given in a separate directive pertaining to closing of funds.

7. Packing.

a. All items of organizational equipment will be packed securely and as compactly as possible in order prevent damage in transit and to conserve shipping space. So far as possible, only items pertaining to the same Service (as OM, Ord, etc.) will be packed in any one container.

b. Under no circumstances will any explosives, inflammable ma-

terials, or other dangerous articles be packed or shipped with organizational equipment as freight or baggage (AR 55-390, C 1).

c. Packing lists will be prepared for each container. One packing list will be placed inside each container and two packing lists, in separate waterproof envelopes, will be securely attached to the outside of each container, in the most protected location. One will normally be protected by means of a covering plate or cross strips. Packing lists will contain the unit's shipment number and letter, the package number, the set number, if any, of the container, and a list of the contents of the container.

8. Marking.

a. Organizational Equipment.

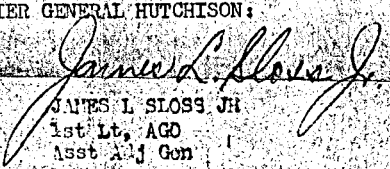
- (1) Any container (except personal baggage) which is intended to be loaded aboard a vessel carrying the troop will be additionally marked "TAT", encircled in red, following the shipment number and letter, as 1402 - (Insert appropriate organizational code letter) - (TAT)
- (2) It is imperative that all organizational impedimenta be so marked that it can be easily identified by all handlers and carriers as well as by the unit. Therefore, all impedimenta shipped by or for the unit to a port area will be plainly marked (stenciled) with the unit's shipment number and letter. For this purpose a white or other contrasting paint (not chalk) will be used on all packages, crates, etc.

b. Personal baggage.

- (1) All personal baggage (barrack bags, flying bags, trunk lockers, hand baggage and bedding rolls) which accompanies units or individuals to the port or staging area or is shipped to the port embarkation, will be stenciled, using white (on blue) or black (on khaki) lead paste (paint) with the individual's full name (first name, middle initial and last name), full serial number, grade in case of officers, and the appropriate shipment number and letter. Officers' trunk lockers will be marked on both ends. Duffle bags marked will conform to AR 850-5. Articles of personal baggage will not be assigned package numbers but will be marked with the identifying letter assigned the individual's organization for use in package numbers. This identifying letter (or letters), approximately two inches in height, will be placed immediately below the shipment number and letter on bedding rolls, trunk lockers, and hand baggage, while on barracks bags it will be placed following the three-inch letter A or B, the two letters being separated by a dash, such as A-H.

9. All information in reference to personnel will be published in the near future by this Headquarters.

BY COMMAND OF BRIGADIER GENERAL HUTCHISON:


JAMES I. SLOSS JR
1st Lt, AGO
Asst Adj Gen

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

AFPO 31
4 November 1945

MEMORANDUM:

TO: See distribution

INFORMATION ON PROCEDURE FOR SEPARATION OF MEN OF THE 31ST INFANTRY
DIVISION AND ATTACHED UNITS

1. In the near future this Division will move to the United States for inactivation of the unit and separation from the service of all men eligible for discharge. The information contained in this memorandum is intended to explain to the officers and men of the Division and attached units the processing and procedures which will be gone through until the arrival at home of all individuals after being discharged.
2. The Division and attached units will move to a port, probably San Francisco, as units. Upon arrival at the port, each organic unit of the Division and each attached unit will be inactivated and all personnel will be placed in separation center groups, probably by train loads, for movement to the separation center serving the after-discharge address of each individual. Upon debarking from the vessel we will probably be moved to Camp Stoneman, California, which is the staging area of San Francisco Port, for the inactivation of the unit. One of the first things after arrival at Camp Stoneman will be a hearty meal consisting of many foods which we have not had for a long time--steak, milk, etc. You will be given an opportunity to call or wire your home through a battery of facilities at the staging area. While this is going on, the officers will be busy doing the paper work necessary to inactivate the organizations of the Division. Also while the above is going on, the port officers will be busy planning and organizing trains to transport all of us to the proper separation centers. This whole process will probably take about 48 hours. After that time you will be on your way to a separation center.
3. Here are a few points to remember while you are traveling across the States. Those who are going to points in the west will have a short trip; those who go to the middle west and the east will have a long trip, up to four days. Let's remember that the use of rail cars, especially sleeping cars, is at a premium in the States today since there are thousands of us and thousands of civilians too to be hauled. Therefore, let's don't bang up the rail equipment, which you will probably have to pay for if you do. There will be a train commander aboard the train who is responsible for your well-being and conduct. Help him out by following his orders. The trip will be considerably shortened if you do.
4. Upon your arrival at the separation center you will probably be given more good food and depending upon the time of your arrival - day or night - work will be begun immediately on discharging you. These centers are the busiest military installations in the States today, since there are hundreds of thousands

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of men discharged per month. There are approximately 40,000 men being discharged per day through 26 separation centers, which will give you an idea of the clock-like precision and organization which these centers must have to get us out of the service on time. Again, if you follow orders implicitly, you will probably be out of the center in 24 to 48 hours and on your way home.

5. When you are discharged you will be paid up to date, will be given your mileage home, will be given your first installment of the mustering out pay, and may get a temporary discharge certificate. Your official and permanent discharge certificate will probably be mailed to you at the same time you leave the separation center. This is to insure that your certificate does not get lost. Remember that this certificate with the information it carries is probably the most important document you will have in your hands for a long time, since on it depends probably later bonuses, etc. Keep it in a safe place when you get it. You will be given a ticket to carry you home if you want it or the center will pay the mileage allowance in cash and you pay your own way home by bus, plane, or rail.

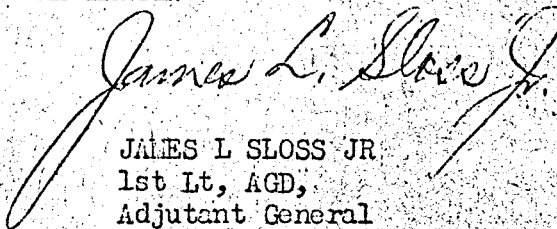
6. You will be permitted to keep all of your underwear, socks, handkerchiefs, and other small items of clothing. In addition, you will probably get one suit of woools, one suit of cottons, two caps, and a pair of shoes. Anything above this will have to be turned in at the separation center, except government clothing which you have personally purchased.

7. Since the time of your discharge is approaching, here is a point to remember about your records. If there is anything in your records, no matter how trivial it may be, about which you are in doubt, now is the time to bring it to the attention of your unit commander. Remember that anything wrong in a record can cause delay in your getting discharged back in the States.

8. Some of you higher ranking men may be separation center group leaders, as such you will have custody of the personnel records of your group and will be responsible for discipline and control of the group until you report to the Separation Center. Detailed instructions will be given at the Port of Debarkation when separation center groups are organized.

9. This memorandum will be posted on unit bulletin boards and will be brought to the attention of all personnel.

BY COMMAND OF MAJOR GENERAL MARTIN:


JAMES L SLOSS JR.
1st Lt, AGD,
Adjutant General

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HEADQUARTERS 31ST INFANTRY DIVISION
Office of the Division Commander

AGO 31
4 November 1945

MEMORANDUM

TO: See distribution

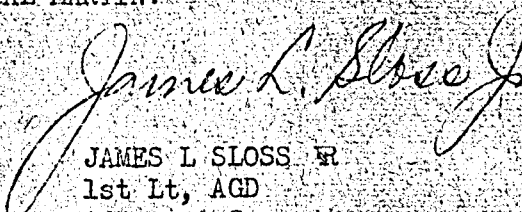
INFORMATION ON PROCEDURE FOR SEPARATION OF OFFICERS OF THE 31ST INFANTRY
DIVISION AND ATTACHED UNITS

1. Attention is directed to Memorandum this headquarters dated 4 November 1945 which explains to the enlisted men of this division the processing and procedures which they will undergo in moving to the United States and in being discharged.

2. The separation procedures for officers follow closely those for enlisted men, with the exception that instead of final discharge being given upon departure from the separation center, officers will be placed on terminal leave. The address to which you wish the second and third mustering out payments and subsequent pay checks mailed while on terminal leave must be given to the separation center before your departure therefrom. Upon completion of your terminal leave, a certificate of honorable service will be mailed to you by the separation center.

3. Attention is further directed to AR 605-115 which prescribes that officers will carry a record of leave accrued and granted on their persons at all times. It is suggested that you have this record prepared up to date as of the end of the month of arrival in the States and that it be signed by you as your personal certificate.

BY COMMAND OF MAJOR GENERAL MARTIN:


JAMES L. SLOSS JR.
1st Lt, AGD
Adjutant General

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120-50

AFWESPAC REGULATIONS)
NO. 120-50)

Headquarters, AFWESPAC
APO 707
10 October 1945

OPERATIONS AND TRAINING

Preparation for Overseas Movement

*Postal detail - 1044EM - advance.
Wire on advance party - 1044-6.
(TM-ospo - on personnel roster.)
(TM 38-412 - none on hand)*

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OPERATIONS AND TRAINING

Preparation for Overseas Movement

1. References.

- a. RR Circular No. 3, GHQ, USAFFAC.
- b. AFWESPAC Letter, GSCSO, subject: Readjustment of Units, September 1945- 15 April 1946, dated 8 October 1945.
- c. WD RR 1-1 and RR 1-2
- d. WD Cir. Nos. 72 and 73, 1945, as amended.
- e. Letter, AG 524 (13 Aug 45) OB-S-D-M, 23 August 1945, subject: Processing of Baggage.

Part I - General

2. Purpose - The purpose of this publication is to assist unit commanders, command echelons, and supply, administrative and transportation agencies in the prompt and uniform preparation for movement of units and individuals to other theaters, and to the U. S.

3. Information - Certain guiding information and detailed instructions are contained in appendices to this publication. For your information, they are as follows:

- A - Allowances of Organizational, Recreational and Unit-Owned Equipment and Expendables.
- B - Report of Equipment Authorized for Return.
- C - General Instructions for Packing, Marking, and Preparation of Records in Shipping Equipment.
- D - Procedure for Use of Dual Mimeograph Stencil.
- E - Sample Personnel Roster.
- F - List of Personnel Centers.
- G - List of Personnel Records.
- H - Personnel Records Check List.
- I - Identification Tag.

- J - Certificate of Retention and Customs Declaration.
- K - Customs Declaration Tag.
- L - List of Prohibited and Restricted Items for Customs Clearance Purposes.
- M - Certificate of Inspecting Officer for Accompanied Baggage.
- N - Embarkation Health Certificate.
- O - Debarkation Health Certificate.
- P - Blanket Declaration for Customs Clearance.
- Q - List of Reception Stations (for use of Units Returning for Garrison only).

4. Instructions - Instruction in the provisions of this circular will be given units by Major Commands. It will be made practical and will include instructions in packing, marking and loading of equipment. Direct communication for the purpose of carrying out the provisions of this directive is authorized.

5. Definitions

a. Aerial Port: An installation under direct command of the Air Transport Command, into which units or personnel destined for movement by air to another theater or to the U. S. move from Unit Stations for final check prior to movement.

b. Assembly Area: An installation into which units will move from Unit Stations to be processed preparatory to movement to Staging Areas or Ports. Assembly Areas will be used only where processing cannot be accomplished at Unit Stations.

c. Authorized Allowance of Equipment: The equipment specified by applicable T/E's, T/O & E's or SLOE's are prescribed in and as modified by Movement Orders. This includes Army Air Forces procured equipment, as authorized in T/E's of units.

d. Call: The request from the Port Commander for movement of units into a Staging Area or Port.

e. Code Designation: Shipment numbers and letters assigned to identify movements of units and groups of individuals as follows:

(1) For Category IV Units: The letters "RK", a movement number, and a shipment letter is code assigned by Hq. AFWESPAC to units being returned to the U. S. for demobilization. Example: RK-600-A.

(2) For Reception Station and Separation Center Groups: The letters "RK", a movement number, and a number indicating a reception station or separation center is a code assigned to a reception station or separation center group. Example: RK-62-2. No identifying letter is assigned to a reception station group.

f. Critical Score: The minimum adjusted service rating score determined by the War Department at and above which personnel will be considered for separation under the provisions of RR 1-1. Changes in critical scores for various classes of personnel will be announced to Major Commands from time to time, as received from Hq. AFPAC.

g. Disposition Center: Installation for the purpose of collecting, housing, processing and returning to the U. S. surplus individuals.

h. Impedimenta: A general term covering all baggage, equipment and supplies which pertain to a particular unit and which either have been shipped by it or have come under its control for shipment.

i. Major Commands: For the purpose of this publication, Major Commands will be considered as the following: Area Commands, 14th AA Command, Replacement Command, Military Police Command, Australia Base Section, Okinawa Base Command, Bases, and GENMED. In addition, this Regulation may be used as a guide in the movement of FEAF units and personnel.

j. Minimum Essential Equipment: Referred to herein as MEE, is the minimum equipment needed by a unit to preserve its integrity during movement, without regard to the performance of its combat or service mission. For units proceeding to the U. S. for demobilization, MEE is the following:

(1) Clothing and Individual Equipment authorized by and within allowances stated in WD Circular No. 72, 1945, as amended (as modified in Movement Orders).

(2) Organizational equipment normally issued to individuals (See Appendix A).

(3) Administrative equipment includes the minimum equipment and records required for carrying on the routine administrative affairs of the unit.

k. Movement Order: Instructions issued by Hq. AFWESPAC, to headquarters in command echelons directing the preparation and movement of troops.

l. "Port Area", "Port of Embarkation" and "Port" are synonymous.

m. Readiness Date: The date by which the unit will be prepared for movement to the Port. When impedimenta are to precede personnel, an "Impedimenta Readiness Date" and a "Personnel Readiness Date" will be included in the warning or movement order. The Impedimenta Readiness Date does not apply to TAT equipment to accompany personnel.

n. Staging Area: An installation in the vicinity of a port where troops are assembled for final processing prior to embarkation.

o. Unit: A "unit", unless otherwise stated, is a group of individuals together with its authorized equipment organized under a T/O & E. A unit will be designated by a single shipment number and letter (code designation). Normally this will apply to a regiment, a group, a squadron, a separate battalion, a separate company (or similar organization) or a detachment. Organic divisional units will be broken down by shipment letters under a single

shipment number. Reception Station Groups and Separation Center Groups will not be considered as units.

p. Unit Station: The station at which a unit is physically located at the time it receives orders for preparation and movement to the Assembly Area, directly to a Staging Area or to a Port.

q. Warning Order: Any official advance notice of impending movement, furnished units which have been committed for movement to another theater, or to the U. S.

6. Application: This publication is an integral part of movement orders for units, groups and individuals returning to the U. S. and all instructions contained herein are applicable unless specific exceptions are contained in movement orders. In case of conflict between the movement order and current instructions, including this publication, the provisions of the movement order will govern.

7. Objectives: The objectives of the procedures prescribed in this publication are:

a. To insure that units, groups and individuals under orders for movement to the U. S. are properly prepared for such movement.

b. To insure that unit equipment is properly processed and packed to accompany troops, for storage, or for later shipment.

c. To insure that required records are maintained to show complete and up-to-date status at all times.

d. To insure that units being mounted for occupation areas in Japan and Korea are fully equipped and supplied in accordance with current instructions.

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Part II

Movement of Units by Water and Air Transportation
To Japan and Korea

8. Procedure.

a. Preparation for overseas movement, and the staging and mounting of all units, groups and individuals under command of Hq. AFPAC, for movement to occupation areas in Japan and Korea are direct responsibilities of AFPAC and the Major Commands under its control.

b. AFWESPAC agencies will provide such supply, equipment and services as requested by Army and FEAF forces scheduled for movement to Korea and Japan within limits of availability.

c. Since the majority of factors and conditions involved will, in each case, vary to a great degree, it is believed impractical to establish an SOP for these movements. Movement orders issued in these cases will, therefore, contain complete instructions as to strengths, equipment, supplies, method and time of movement, and other information necessary for orderly movement of units concerned.

Part III

Movement of Personnel and Units by Water Transportation to the US (for demobilization).Section 1. General Procedure.9. Plan of Movement.

a. Units scheduled for demobilization will have low ASR score personnel screened out, high ASR score personnel from other units or sources transferred in, and be returned to the US as units. However, this headquarters may direct the demobilization of certain units in this theater. Insofar as possible, units should be reorganized to contain personnel within a narrow ASR score bracket in order to aid in establishing a priority for movement of the unit to the US. Where necessary, instructions for transferring personnel into and out of such units will be included in warning and movement orders of the unit. Warning orders will contain the screening score to be used.

b. Category IV units may be returned to the US at an overstrength up to 50%. All individuals in these units must have an Adjusted Service Rating score equal to or above the critical score current at the time of movement of the unit or must be eligible for early discharge upon arrival in the US.

c. Whenever practicable, units with concentrations of high ASR score personnel will be processed at and moved directly from present Unit Stations through the nearest port to the US.

d. When it is impracticable for units to move from present Unit Stations, they will be moved to Assembly Areas designated in movement orders for preparation for movement.

e. After preparation for movement at Unit Stations or at Assembly Areas units will move with MEE equipment directly to the Port or to Staging Areas on call of the Port Commander.

f. Throughout the above, control of movement will be exerted through Movement Orders issued by this Headquarters.

10. Warning Orders. For the purpose of initiating the processes hereinafter prescribed, Warning Orders may be issued. These orders will be issued through command channels and will alert the unit for movement. Warning orders will normally contain the following:

RESTRICTED

- a. Statement that AFWESPAC Regulation 120-50 applies.
- b. Tentative readiness date
- c. Instructions for disposition of equipment.
- d. Authorized strength of unit for movement.
- /e. Adjusted service rating score which will apply for screening the unit.
- f. Disposition of personnel screened out and source of personnel to be transferred in to the unit.

11. Movement Orders

a. Headquarters, AFWESPAC, will issue movement orders for each unit returning to the US. Oversea Movement Order may, if received at Unit Station, direct movement through an Assembly Area or directly to a Staging Area or to a Port for overseas movement.

b. Oversea Movement Orders will include:

(1) Designation, Table of Organization, and the authorized strength of the unit for movement.

(2) Code designation assigned to the unit by Hq. AFWESPAC, such as --RK-600-A.

(3) Statement that the movement is a permanent change of station.

(4) Method of movement.

(5) Clothing, equipment and T/E supplies authorized for the movement, including reference to proper T/E and any modifications of these tables prescribed by the War Department, and allowances of recreational equipment, unit-owned equipment and expendables. (See Appendix A)

(6) Readiness date of personnel and impedimenta for movement to Staging Area or Port on call of the Port Commander.

(7) Designation of supply points or Base for turn in of equipment, other than equipment to accompany troops.

(8) Other instructions as may be required.

(9) Directive to each unit commander to prepare a personnel roster as prescribed in Par. 13b and 14a, RR 1-2 (See par. 22 below).

c. Distribution of the basic Movement Order will be made to all interested agencies, including the following:

- (1) TAG, Washington 25, D.C. by air mail
- (2) Mob. Div, ASF, Washington 25, D.C. by air mail.
- (3) The major command
- (4) The unit concerned
- (5) The base command in which the unit is located.
- (6) The port

d. Movement Orders will normally be classified Restricted.

Section 2. Action to be taken at Unit Station or Assembly Area. The actions prescribed in paragraphs 12 to 32 inclusive below are the responsibility of the unit commander under the supervision of the major command preparing the unit for movement.

12. Readjustment of Personnel. Personnel having an ASR below the critical score as of the Readiness Date prescribed for the unit in the Movement Orders will be transferred out and personnel with an ASR above the critical score will be transferred in from other units to bring the unit to authorized strength where practicable.

13. Maintenance of Equipment.

a. Equipment will be inspected and maintained by each unit, with the assistance when necessary of the field maintenance units which normally service their equipment.

b. Repairable organizational equipment not authorized to accompany troops will be maintained to the limit of capabilities of units themselves and their supporting field maintenance units prior to the time it is packed for shipment and turned in to supply points or Bases. Standards for determining repairable status will be established and promulgated by the Chiefs of technical services, AFWESPAC. Prior to packing of

equipment for turn in, units will report to the base so that the base commander may make arrangements for inspection of the equipment.

14. Disposition of Equipment: As prescribed in Warning or Movement Orders, units will turn in to designated supply points or Bases all organizational equipment, except MEE, properly maintained and packed for storage or for water shipment.

15. Medical Requirements

a. Identification tags of all individuals will show last name, first name and middle initial; army serial number; blood type; basic tetanus immunization; and, when applicable, stimulating dose; and religion when stated (see AR 40-210 and AR 600-35).

b. Service Records of all enlisted personnel will carry up-to-date data as follows, except when such data are entered in AGO Form 8-117, Immunization Register and other Medical data, and filed with the Service Record, WD AGO Form 24:

(1) Record of all immunizations as required by AFPAC Circular 32, dated 2 August 1945 and amended by Section II, AFPAC Circular 64, dated 8 September 1945.

(2) Prescription and other data concerning eyeglasses and spectacles as required in WD Pamphlet 8-5.

(3) Data of insertion of artificial dentures.

(4) Statement of hyper-sensitivity to sera, vaccine or drugs.

c. Immunization Registers (WD MD Form 81. Immunization Register, or WD AGO Form 8-117, Immunization Register and other Medical data).

(1) All data directed in paragraphs (1) and (2) above will be entered on WD AGO Form 8-117 of all personnel when the form is available and new entries are necessary.

(2) When prepared, WD AGO Form 8-117 will be furnished to each individual and a copy retained with an enlisted individual's Service Record, WD AGO Form 24, or the officer's or warrant officer's Qualification card, WD AGO Form 66-1, 66-2 or 66-3.

(3) All officers, warrant officers and enlisted personnel will carry the immunization register on their persons.

d. Immunizations in conformity with current War Department and theater instructions (AFPAC Circular 32, dated 2 August 1945 and amended by Section II, AFPAC Circular 64, dated 8 September 1945) will be accomplished as follows:

(1) Smallpox, and typhoid-paratyphoid revaccination if more than one year has elapsed since initial vaccination or the last stimulating dose.

(2) Administration of a single stimulating dose of tetanus toxoid if no previous stimulating doses have been given and more than one year has elapsed since the initial series of three injection. No further stimulating doses of tetanus toxoid will be given unless the individual is wounded, injured or there are other clinical indications.

(3) All army personnel will be immunized with influenza vaccine during the months of October and November 1945, per Section II, AFPAC, Circular 64, dated 8 September 1945 and WD Circular 267, dated 5 September 1945.

(4) Immunizations, if not completed, will not delay the individual from embarking upon available shipping. Immunizations not completed prior to embarkation will be administered while enroute.

e. Movement of individuals with venereal disease.

(1) Individuals with venereal disease will be processed as follows:

(a) Individuals with primary or secondary syphilis, lymphogranuloma venereum, granuloma inguinale and undiagnosed penile lesions will be hospitalized for diagnosis and treatment.

(b) Individuals with gonorrhœa, uncomplicated and individuals with a non-specific urethral discharge should be treated with penicillin prior to embarkation and treatment continued, if necessary, while aboard ship.

(c) Treatment of above disease will be in accordance with TB MEDS 157, 196 and 198, 1945.

(2) WD MD Form 78 (Syphilitic Register now designated as WD AGO Form 8-114) of personnel transferred will be forwarded with individual records and other allied papers, and the individual concerned will carry on his person a copy of WD MD Form 78a (now designated as WD AGO Form 8-115) as prescribed in AR 40-210, 1945.

f. Emergency dental treatment should be accomplished prior to embarkation whenever possible. Further emergency dental care may be completed enroute.

16. Personnel to be Cleared from Units

a. Personnel awaiting trial by general court-martial and necessary witnesses for the trial of such offenders will be reported for disposition to the commander who will exercise general court-martial jurisdiction over the individual after the unit's departure from the theater.

b. Personnel awaiting result of trial by general court-martial will be reported for disposition to the commander under whose jurisdiction the accused was tried, who will act promptly on the record of trial, and thereafter the accused will be cleared from the unit.

c. Personnel who are under investigation for subversion or disaffection. These activities are defined in letter WD, AG 014.311 (28 Dec 1944), OB-S-B-M, 30 Dec 1944, subject: "Disposition of Subversive and Disaffected Military Personnel". Each case of this nature will be forwarded to Hq. AFWESPAC (AC/S, G-2) for decision.

d. Personnel absent without leave, or in desertion will be reassigned by the major command to which the unit is assigned.

e. Personnel who must be returned to the US for dishonorable discharge.

f. Personnel unable to accompany the unit on its return to the US because of hospitalization will be reassigned by the major command.

g. Personnel undergoing investigation which might lead to disciplinary action will not be permitted to depart for the US under any circumstances.

17. Inspections: Necessary inspections will be made by all echelons of command to insure the readiness of the unit for the movements directed. Inspections will give special attention to the following:

a. That the unit is at the strength prescribed for the movement and that all personnel have an ASR equal to or higher than the critical score; further, that the scores of all individuals are correct.

b. That organizational equipment is properly maintained, processed and packed for shipment.

c. That careful preparation of administrative and personnel records, including postal forms requirements, is accomplished.

18. Clothing, Equipment and Impediments

a. Personnel will be issued clothing and individual equipment within the allowances prescribed in WD Cir 72, 1945, as amended by WD Circulars 146 and 201, 1945, except as modified in specific cases by Movement Orders of the unit. Clothing and equipment accounts will be adjusted in accordance with the C and E Adjustment Form prescribed in Circular 72.

b. Items of organizational equipment, within unit T/O and E allowances authorized to be returned with any unit to the US, are as shown in Appendix A. Additional items may be authorized specifically in the Movement Orders of the unit.

19. Report of Equipment Authorized for Return. (Reference WD Circular 73, 1945)

a. Prior to departure from the Assembly Area, or the Unit Station in cases where the unit moves directly from the Unit Station to the Port or Staging Area, each unit will prepare a Report of Equipment Authorized for Return covering all items of issued equipment (except T/E 21 items) authorized to accompany the unit to the US.

b. To insure complete allowances of equipment authorized in this publication and in Movement Orders, units may submit requisitions for shortages to the Supply Points designated by the Base Commander. The Report of Equipment Authorized for Return will provide the information and be prepared as indicated in Appendix B.

c. Five copies of the Report (AFF units will prepare six copies) will be prepared by units being returned to the US. One copy will be forwarded to Hq. AFWESPAC; four copies will be returned to the US with the unit; one copy in the case of AAF units will be delivered to the Port Air Liaison Officer at the port through which equipment is ordered to be shipped.

d. It will be noted that when Movement Orders direct return with full organizational equipment, the Report of Equipment Authorized for Return will indicate complete T/O & E equipment and shortages thereof; whereas, when Movement Orders

direct return with MEE only the report will indicate allowances of MEE only and shortages thereof.

e. Prior to departure from unit station, unit commanders will secure a property clearance from commanders of supply points or the base serving the unit at the station.

20. Instructions on Packing, Marking and Preparation of Records for Shipment of Equipment. (See Appendix C).

21. Security. In general, previously established policies with respect to removal of shoulder patches and organizational insignia, dissemination of information concerning troop movements, and the like have been suspended. Information on new type equipment, however, may not be disclosed. Movement of units and groups to the United States are in a Restricted classification.

22. Personnel Rosters.

a. Upon receipt of Movement Orders, each unit returning to the US will prepare and will attach a personnel roster as a separate annex with each copy of the Movement Orders received. Each personnel roster will indicate the unit designation, the shipment number and letter of the unit (units containing Negro personnel will be indicated by an asterisk), the separation Center to which the personnel listed thereon are destined, and will provide the following information for each individual:

- (1) Name.
- (2) Grade.
- (3) Army Serial Number.
- (4) Arm or Service.
- (5) Address in the US to which each individual is entitled to transportation upon separation from the service.
- (6) M.O.S. number.
- (7) ASR Score.
- (8) Applicable discharge regulation in the case of personnel being returned to the US with a unit for discharge for a specific reason, for example: AR 615-365 or AR 615-368. In this connection, attention is directed to paragraph 3V, RR 1-2.

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b. Personnel rosters for all units returning to the US will be prepared on dual mineograph stencils. This will produce in a single operation two identical stencils for each roster. The personnel roster for each unit will be placed on a separate dual stencil or a separate group of dual stencils. For details as to use of the stencils, see appendix D.

c. To facilitate prompt disposition of personnel upon their arrival at ports in the US, the listing in personnel rosters will be by separate groups, depending upon the separation centers in the US to which the personnel is destined. Each such group will be listed on a separate dual stencil or set of stencils. This will permit reuse of the stencils at US ports for production of separation Center group movement orders without retyping vast amounts of personnel data. A sample personnel roster is illustrated in Appendix E.

d. The address in the US to which the individual is entitled transportation upon separation from the service will be the basis of determining the group under which each individual will be listed. The list of separation centers in the US established for this purpose is indicated in Appendix F. Individuals may be sent to the separation center nearest the US port of debarkation rather than the separation center serving the area to which the individuals are entitled transportation in cases of an offer of employment or permanent change of address at a location near the port or where rail transportation at government expense will be reduced.

e. As personnel rosters are being prepared, the number one stencil will be used to produce the number of copies which may be required by the unit for planning and movement purposes. The number two stencil will not be used for producing copies of the roster.

f. Stencils will be retained and taken by the unit to the port.

g. Two copies of the personnel roster for each unit will be forwarded to Hq. AFWESPAC and, where AAF units are involved, also to Hq. FEAF.

23. Personnel Records:

a. The perfection of personnel records is a continuing and sole responsibility of unit commanders and major commands. Individual records will be continually checked and brought up to date in the manner prescribed by current directives.

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b. Specially trained personnel will be provided by major commands to review and to assist unit commanders in perfecting personnel records of units; however, the perfecting of these records will not be delayed awaiting the arrival of this assistance. Assistance in this regard will be rendered to all unit commanders while at unit stations or in assembly areas.

c. Prior to departure from unit stations or assembly areas, the personnel records (listed in Appendix G) of each individual will be carefully checked and the individual concerned interviewed to determine that the records are available, are accurate and are posted up to date. Such records will be carried aboard ship by the unit concerned in the custody of the unit commander. A copy of a records check list in the form prescribed in Appendix H will be accomplished and attached as the top sheet with the records of each individual. Records may then be checked at various stages of movement as shown on the form.

24. Administrative Records.

a. The administrative records (current) listed below, will be carried aboard ship by all units returning to the United States:

Company or Similar Unit.

Morning Reports.
Daily Sick Reports.
Duty Rosters.
Pay Rolls and Vouchers (retained copies).
Record of Company Punishment.
Council Book with Vouchers.
Company Orders File.
Essential Circulars and Bulletins.
Other Records, Orders, Directives, 201 files,
expected to be used during the period of
movement.

Regimental, Separate Battalion, or similar Hqs.

Regimental Orders File
Appropriate T/O & E's and T/E's.
Message Center Log.
Other Records, Orders, Directives (including
copies of Movement Orders, Personnel Rosters,
and any special instructions pertaining to
the unit), 201 Files, and so forth, expected
to be used during the period of movement.

b. All organization records which are non-current and which will not be required for use during the period of movement will be arranged in general classes, boxed, clearly marked to identify contents, and will accompany the unit but will be loaded in the hold of the vessel. In boxing these records, efforts will be made to reduce their bulk through:

(1) The elimination of those authorized for destruction by Army Regulations.

(2) The disposal of non-record material as described in AR 345-105.

c. Particular care will be taken to insure that unit histories are returned with other records so as to be available when required in the future. In this connection, see AR 345-105.

d. AAF units will maintain currently existing records on personnel, aircraft, combat crews, and equipment which will make it possible for them to submit detailed reports during movement wherever and whenever such reports are required. Standard AAF reports will be required at the Assembly Area, Staging Area and ports of embarkation. Prior to departure of any AAF tactical or service unit from unit station, a report will be submitted through regular statistical control channels, indicating the serial number and condition of any aircraft left at the vacated station. It will be the responsibility of the unit commander to account, prior to departure, for all aircraft assigned and on hand.

25. Mailing Addresses. Upon receipt of Movement Orders the unit commander will perform the following:

a. Require all individuals returning with the organization to furnish timely notice to correspondents and publishers on WD AGO Form 204 to discontinue mailings until further notice. The first line of Form 204, reading "My new address is" will be deleted and the following added: "Discontinue Mailings until further notice". Ordinarily, the mailing of parcel post and publications should be discontinued forty-five days prior to the estimated date of departure of the unit. The average transit time of first class mail is fifteen days.

b. Require each person transferred from the unit before its departure to advise immediately his emergency address and all correspondents and publishers of his new overseas address on WD AGO Form 204.

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c. Require each individual returning with the unit to prepare WD AGO Form 204 indicating the home or other non-military address in the United States to which mail received after departure of unit will be forwarded. The completed forms will be forwarded to the Mail Directory unit serving the organization at its last station.

d. Coordinate with Theater Postal Officer, AFPAC, APO 500, through direct communication, dates upon which War Department and Port of Embarkation should be requested to discontinue further shipments of surface and air mails. It is essential that mails arriving in the theater after departure of the unit be kept at the absolute minimum.

e. On date of departure of unit, forward via air mail to Army Postal Service, The Adjutant General's Office, Washington 25, D.C., a list showing name, grade, army serial number, new unit and new APO of all personnel transferred from the unit during the preceding 60 days. Copies of the list will be forwarded by air mail to the Commander, Port of Embarkation, Attention: Port Postal Officer, and the Theater Postal Officer, AFPAC APO 500.

NOTE: Personnel transferring to units which are under orders to return to the United States will not adopt the address of the returning unit and will furnish their former organization a home or other non-military address to which their mail will be forwarded.

26. Postal Detachments. In order that mail at the US port addressed to members of Divisions may be sorted and ready for personnel upon arrival, a small postal detachment will be organized in the case of Divisions only and moved to the US approximately 15 days prior to embarkation of the main body.

a. The detachment will consist of regimental mail clerks and other individuals designated by the division commander, but will be limited to five individuals per division.

b. The members of the detachment will be included in the personnel roster of the correct separation center as if they were actually travelling with the unit, since these individuals will be released from the US port for separation at the same time the main body of the division is released for travel to separation centers.

27. Non-Appropriated Funds.

a. Non-appropriated funds, other than amounts converted into United States Treasury Bonds, except for reasonable amount of cash as may be determined by the unit commander, will be converted into United States Treasury Checks, U.S. money orders or into Spearhead deposits in accordance with Circular 18, WD, 1945. Money order fees may be deducted from unit funds as an authorized expenditure. Custodian of funds may present cash, or cashier or certified checks only, to Army Disbursing Officers for this purpose. Treasury checks may be requested in convenient amounts but not more than 10 in number will be requested or issued.

b. Treasury checks or spearhead deposits for non-appropriated funds will be issued by the Disbursing Officer to the Custodian of Funds as shown in the following example:

PAY TO THE ORDER OF CUSTODIAN
Battery Fund
Battery B
385th Field Artillery Battalion

or PAY TO THE ORDER OF CUSTODIAN
Headquarters Fund
261st Infantry Regiment.

The name of the custodian will not be shown. The notation "Ex-

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change for Cash" will be shown under "Object for which drawn".

c. Where non-appropriated funds are retained in the form of Treasury checks, they should be cashed prior to the termination of the period of negotiability (explained on the reverse side of each check).

28. Fiscal Procedures.

a. Payment of Troops

(1) The Soldier's Individual Pay Record (WD AGO Form 28) will be complete and in the hands of each enlisted individual prior to his departure from this theater. Enlisted personnel traveling separately from their units will be advised that they may draw partial payments through any personnel officer from any finance officer upon presentation of their individual pay record and upon proper identification.

(2) Officers' Pay Data Card (WD AGO Form 77) will likewise show complete and current information.

(3) All military personnel will be paid in full through the last day of the month preceding their departure from the Assembly Area or Unit Station. In the absence of the service records or of pay records, personnel officers will not omit enlisted personnel from payrolls, but will accept their affidavit for payment as prescribed in AR 345-155, 24 January 1945.

(4) Partial payments may be made in the Unit Station or Assembly Area in an amount not to exceed \$10.00 for each enlisted man. Such payments will be made in American currency.

b. Conversion of Funds.

(1) Prior to departure from the Unit Station or Assembly area, personal funds held in currency other than American may be exchanged for United States currency in an amount not to exceed \$150.00. Personal funds in currency other than American in excess of \$150.00 will be disposed of by the purchase of United States Treasury Checks, Disbursing Officers Military Payment Orders, United States Postal Money Orders, War Bonds, Personal Transfer Account or deposited in Soldiers' Deposits.

(2) Currency conversions for troops will be accomplished from rosters prepared by unit and group personnel officers or commanders prior to departure from the Assembly Area or Unit Station. Each personnel officer or unit commander

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will prepare a roster, in duplicate with serial numbers, of the individuals under his control, both officers and enlisted men, who are required to convert funds. A column will be prepared on the roster for each type of transaction involved, e.g., "Local Currency Collected", "Treasury Check", "War Bonds", "American Currency", etc. and the proper extensions made after the individuals name. Upon completion of the roster for the entire unit, the personnel officer or commander will present same to the local Finance Officer for his action.

c. Repayment of Soldiers' Deposits. Except under very exceptional circumstances in order to avoid personal hardships, Soldiers' Deposits will not be repaid to enlisted men being returned to the United States."

29. Personal Affairs. Assistance will be rendered to all individuals under Movement Orders to return to the US in readjusting personal affairs prior to embarkation. Such assistance will cover disposition of excess funds, changes in allotments of pay, War Bonds, National Service Life Insurance, dependents and other forms of insurance.

30. MRU and Statistical Control Reports

a. Morning Reports.

(1) Departing units will continue to send Morning Reports to their servicing MRU up to and including the morning report for the day prior to embarkation. The last morning report to be submitted to the servicing MRU at the port of embarkation will contain the statement "Final Morning Report" under the Record of Events. Unit commanders will insure that all last-minute gains and losses are properly entered on Morning Reports.

(2) Reports for AAF units will be prepared and processed in accordance with FEAF directives.

(3) Units will retain the original copies (white) of the Morning Reports prepared subsequent to the submission of the final Morning Report, until they reach the US. Upon arrival in the US instructions will be received concerning the proper forwarding of such original copies to a machine Records unit. The triplicate copies (Green) of the Morning Report prepared enroute may be turned over to the commanding officer of troops aboard for such use as he may desire.

b. Report of AAF Personnel (WD AAF Form 127)

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(1) Reports of AAF personnel, in accordance with existing theater directives, will be prepared by each AAF organization, as of the last day of each month and filed with the A Statistical Control Officer.

(2) Action to be taken with regard to final reports of AAF personnel is outlined in paragraph 36a below.

c. AAF Combat Crew Reports. Standard AAF Combat Crew Reports will be filed as required with the AAF Statistical Control Officer.

31. Time of and Call for Movement. The unit and its accompanying equipment and baggage will be dispatched to the Staging Area or Port so as to arrive there at the time specified by the Port Commander in his call order.

32. Ammunition. Only sufficient ammunition for issue to train and convoy guards will be carried by units in moving from the Assembly Area or Unit Station to the Staging Area or Port. The amount of arms and ammunition to be carried by the unit will be designated by the Base Commander. The unit commander will insure that no ammunition is in the possession of or is accessible to unauthorized individuals during the movement.

33. Reports of Movement. The major commander will, at time of departure, report the shipment number and letter of units en route to Staging Areas or Ports, the date and time of departure, the strength of each unit (showing officers and enlisted personnel, male and female), and expected date and hour of arrival at the Staging Area or Port, by most expeditious means of communication available to:

- a. Headquarters, AFWESPAC
- b. Headquarters, FEAF, where AAF units are involved

Section 3. Action at Staging Area or Port.

34. Baggage Inspection and Customs Clearance.

a. Prior to movement of units to the Port for loading aboard ship, each individual will attach an identification tag to each piece of his baggage. The form of the tag, which will be furnished to the unit station, assembly area, or staging area for this purpose, is shown in appendix I.

b. Each individual also will have executed, where

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applicable, a certificate of Retention and Customs Declaration as outlined in appendix J, where the baggage includes any of the following items:

(1) Government property purchased by an individual, except clothing purchased by officers for their personal use.

(2) War Trophies.

(3) Allied Nations Material.

c. In all cases, the individual will accomplish the Customs Declaration to be prepared on the bottom of the form outlined in appendix J.

d. On all baggage, in addition to the Customs Declaration prescribed above, the individual will accomplish a Customs Declaration Tag and attach it to each container. The form of the tag, which will be furnished to unit station, assembly area or to the Staging area for this purpose, is shown in Appendix K.

e. One copy of the Certificate of Retention and Customs Declaration will be retained by the owner. The original and one copy will be placed in the container in such a manner as to be readily accessible when the container is opened. Upon inspection and prior to movement to the Port, one copy will be withdrawn by an inspecting officer.

f. Following the above procedure, baggage containers will be inspected by a commissioned officer, designated as Inspecting Officer, to insure compliance with weight, packing, marking and disease prevention requirements, and to withdraw items not authorized for shipment. All ammunition, inflammable materials, and items listed as prohibited in Appendix L will be withdrawn. Inspecting Officers must realize that these inspections are vitally necessary in complying with laws of the United States, in insuring the safety of the vessel, in preventing entry of disease into the United States, and in securing speedy clearance of individuals from United States Ports. Following the inspection of the unit, the Certificate for Accompanied Baggage as outlined in Appendix M, will be accomplished.

g. Wherever possible, owners should be present at the inspection of their baggage. In event of withdrawals or discrepancies, the owner will be provided with a receipt signed by the inspecting officer.

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h. If the owner is not present at the inspection, the inspecting officer will make a receipt, in duplicate, of all items withdrawn from the baggage, including unauthorized Government issue, with a brief description of each item removed. One copy of a receipt certified by the Inspecting Officer, will be placed in the container from which the items have been withdrawn, and a copy retained by the Inspecting Officer.

i. Following the above, the certificate on the reverse side of the Customs Declaration Tag (Appendix K) will be signed by the Inspecting Officer. In no case will baggage to be loaded in the holds of vessels be returned to owners after the inspection above. The inspection, therefore, should be accomplished as near the time of movement to the Port as is possible.

35. Customs Clearance Regulations.

a. Articles acquired abroad by individuals for use by them as gifts after they are brought to the US are for the personal use of the owner and are entitled to duty-free admission under act 27 June 43 (Public Law 633, 77th Congress).

b. Articles acquired abroad for resale or for the use of persons other than the owner, except those intended as gifts, are not entitled to duty-free admission under the provision of the act cited above.

c. In addition, attention is directed to the specific prohibitions and restrictions on importation of certain items which are listed in Appendix L. All items listed as restricted require specific authorization of a government agency. Representatives of these agencies are on duty at US Ports to grant permits in these cases.

36. Final Personnel Reports.

a. AAF units will prepare and distribute final reports of AAF personnel as prescribed in letter, Hq. FEAF, AG 319.1-SD, 4 October 1945, subject: Statistical Reports Required on Personnel in Category IV Units, and Casual Personnel Returning to the United States.

b. All action by AAF units required by the above will be accomplished at the unit station immediately prior to departure for the staging area by AAF units.

37. Physical Inspection:

- a. Within 24 hours of departure for the port for loading aboard ship, each member of the unit will be given a physical inspection by the major command for acute communicable disease, quarantinable diseases, and vermin.
- b. Upon completion of the inspection of a unit, a certificate in the form outlined in Appendix N will be accomplished by the major command, certifying the state of health of the unit in general and indicating any circumstances which should be invited to the attention of the ship Surgeon.
- c. A list of individuals requiring treatment for venereal disease aboard ship will be included in the certificate.
- d. Two copies of the certificate will be turned over to the unit commander for delivery to the Ship Surgeon.

38. Movement to ports: Time of movement to ports will be made on call of the Port Commander in accordance with the transportation schedule established and the priority of the units concerned for movement.

39. Ship Inspections: Upon arrival at the Port of Embarkation, each ship expected to transport troops will be inspected by an Inspection Team. This inspection will be made to determine that all troop accommodations and facilities are satisfactory; that equipment and supplies affecting the health and welfare of troops are sufficient for the contemplated voyage and that a competent administrative and US Military Medical Staff are assigned. In addition, the Inspection Team will insure that:

- a. Adequate amounts of Army Exchange supplies and recreational, laundry, barber shop, and special service materials have been provided.
- b. A commanding officer of troops aboard ship has been designated, and that he has been provided with proper orders as to his responsibilities until after debarkation in the United States.

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40. Disposition of Records and Final Personnel Reports:

a. One copy of the stencil in the possession of the unit (see paragraph 22 above) will be corrected by the unit at time of embarkation to reflect the personnel actually embarked, and any other necessary changes. This can be accomplished by use of correction fluid and typing the correction on the stencil. Where operational necessity prevents the typing of additions on the stencil, such additions may be typed on a separate (single) stencil to accompany the original stencil. When all corrections have been made, the statement "corrected as of embarkation" will be typed on the stencil which can then be used to reproduce the number of corrected copies required locally and to provide copies indicated in paragraphs b and e below. Each stencil will then be placed in a self-cleaning file folder. Each folder will be appropriately marked to identify the stencil which it contains. This may be accomplished by running the folder through the mimeograph machine before the stencil is removed.

b. Within 24 hours after embarkation, a copy of the Movement Orders and the Personnel Roster, produced from the stencil corrected as of embarkation, with Letter of Transmittal, will be forwarded by the base commander by air courier or airmail, whichever will provide more rapid delivery, to The Adjutant General, Attention: Officers Branch, (PO-A), Washington 25, D.C.

c. Not later than 24 hours after embarkation the above stencils, corrected as of embarkation, will be forwarded by the base commander by air courier or airmail, whichever will provide more rapid delivery, to the Commanding General of the United States Port at which debarkation is scheduled.

d. The remaining stencils will be corrected at time of embarkation to reflect personnel actually embarked and other necessary changes. The statement "corrected as of embarkation" will be typed thereon.

e. These stencils, two copies of the Personnel Roster and two copies of Movement Orders will be given to the Unit Commander, who will be instructed to retain them in his personal possession so as to be readily available when called for at the United States Port. During the period aboard ship en route to the United States, the unit commander will correct the stencils and copies of rosters to agree with the Transport Commander's certified copies of the

Passenger List and to reflect such changes as may occur en route. If a unit is carried on more than one vessel, that portion of the stencils and copies of rosters covering the personnel on each vessel will be carried and corrected by the senior officers of the unit aboard. Reasonable care must be exercised in handling the stencils while en route. Each stencil must be placed in a self-cleaning file folder. If in proper condition, the file folders will be used at United States Ports for forwarding the stencil to a Separation Center. It is suggested that the stencils (in file folders) be carried in a large manila envelope in order to reduce to a minimum the amount of folding required. The stencil will not be carried in hand or hold baggage.

f. Since the stencils for Personnel Rosters will be corrected as of embarkation, it is contemplated that amendments will not be necessary; however, if circumstances necessitate changes in rosters after personnel have embarked, these changes will be prepared on a dual stencil, both copies of which will be forwarded by air courier or airmail to the Commanding General of the United States Port at which debarkation is scheduled.

g. The port commander will insure that all prescribed personnel records are available for personnel of the unit embarked. Records of personnel not embarked will be withdrawn and will be disposed of in accordance with current instructions relating to the nature of the individual's absence (i.e., death, desertion, sick in hospital, etc.)

h. For action with respect to final reports of personnel in AAF units, see paragraph 36a above.

41. Medical Personnel and Supplies Aboard Transports:

a. The following are the minimum medical personnel requirements aboard troop transports:

<u>Capacity of Transport</u>	<u>Personnel Required</u>	
	<u>Officers</u>	<u>Enlisted Men</u>
Less than 100	---	2 Surgical or Medical Technicians
100 to 500	* 2	8 "
501 to 1,500	** 2	16 "
Each additional 1,500 or major fraction thereof	** 1	12 "

* - Medical Department officers with training of, or

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equivalent to, assistant battalion surgeon.

** - Medical Corps officers.

b. Permanent ship complements according to varying capacities of transports have been assigned by the Office of Chief of Transportation, Washington, D.C., to provide a nucleus of medical personnel required. It will be the responsibility of the base commander (commanding each port) to augment the permanent ship complement, where required, to bring the personnel up to the requirements stated in a above. Where required personnel is not available to the base commander, he will make an immediate request to the Commanding General, Replacement Command, to include the number and type of personnel needed.

c. It will also be the responsibility of the base commander that adequate medical supplies are furnished for the use of the medical personnel. Appendix VII to RR 1-2 may be used as a guide for this purpose.

d. Where possible, medical personnel required for this duty will be embarked on the transport 24 hours prior to embarkation of other troops. The personnel will be reported to the transport commander for assignment and instructions.

e. The medical personnel furnished by this command for this purpose will not be returned to this command but will be disposed of in the United States.

f. Organized medical hospital ship platoons, separate, will not be used for providing medical care to troops aboard transports.

42. Sailing Report:

a. Not later than 24 hours after sailing, the Port Commander will report by Radio (Book Message) to The Adjutant General, Operations Branch, Washington 25, D.C., and to the commander of the United States Port at which debarkation is scheduled, the following:

- (1) The name of the vessel.
- (2) Date of departure.
- (3) Expected date of arrival.
- (4) Code designation (shipment number) of each unit embarked and the identity of the unit.

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(5) Strengths of units and other passengers embarked, including consolidated reception station and separation center breakdown for all units and groups aboard.

b. The following symbols will be used to identify classes of personnel in these reports:

* - Negro unit
 W - Female
 EM - Enlisted men
 EW - Enlisted women
 Off - Officers
 Civ - Civilians.

Note: Absence of symbols for color will indicate personnel are white; absence of symbol for sex will indicate male personnel.

c. The following is a sample radio prepared in accordance with a and b above:

"USS Grant sailed 15 October for your port.
 Estimated arrival 5 November."

<u>Unit or Group</u>	<u>Off</u>	<u>EM</u>	<u>EM above Critical Score</u>	<u>Civ</u>	<u>Total</u>
RK-600-A 14th FA Obn Bn	26	480	all		506
RK-600-B 567th Port Co	4(2N)	230N	all		234
Group RK-102-2	28	103			131
Group RK-110-30	50	200	250		250
Reception Station Breakdown of above					
No. 1	10	Officers	60	EM	
No. 2	46		160		
No. 3	5		30		
etc.					
Separation Center Breakdown of above					
No. 25	5	Officers	50	EM	
No. 26	6		75		
No. 27	10		40		
etc.					

USA Patients

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Class 1A	1 Officers	3 EM	17
Class 1B	2	4	
Class 1C	4	3	
US Navy	10 Officers	50 EM	60
Civilians:			
ARC			5
Others			5
USA341MHSP	2 Officers	17 EM	19
USA543MHSR	2 Officers	17 EM	19
TOTAL ON VESSEL			<u>1,246</u>

Note: It will be noted from the above that the reception station and separation center breakdowns include the total personnel of all units aboard which are destined to each reception station and separation center listed in RR 1-2 and Appendix "F" hereto.

d. A copy of the above report will be furnished Headquarters AFWESPAC, and, where Army Air Force Units are involved, also to Headquarters FEAF. A copy will also be forwarded to Headquarters AFPAC.

e. It will be noted that the above report includes all personnel to be embarked on any vessel. Separate reports for various categories of personnel embarked are not required. Analysis of the report outlined in c above, reveals the following:

RK Indicates the Southwest Pacific Theater.
600 Indicates the movement number.
102 Indicates the movement number.
A Indicates the shipment letter assigned to the 14th FA Observation Battalion, consisting of 506 members.
B Indicates the shipment letter assigned to the 567th Port Company, consisting of 234 members.
RK102-2 Indicates a Reception Station Group consisting of 131 members scheduled to move to the Reception Station, Fort Dix, New Jersey.

f. It is vitally important that the above reports be made timely and accurately since all planning for reception of great numbers of personnel will be made in the United States, based on reports in the above form rendered by various theaters.

43. Passenger Lists: A passenger list, showing

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personnel embarked on a vessel, will be prepared in accordance with the provisions of AR 55-385 and AFWESPAC Circular 16, 15 September 1945. Where practicable, these lists will be produced from the dual stencils for the personnel roster inclosure to the Movement Order. Copies of the passenger list will precede the unit to the port by 48 hours. Passenger lists will be checked at the gangplank as personnel embark.

44. Information on Procedure Aboard Ship: Port Commanders will inform transport commanders prior to sailing of the following requirements which must be met prior to debarkation of personnel in the United States:

a. Within 24 hours before scheduled debarkation, the ship surgeon will conduct a physical inspection of each individual to be debarked for the detection of acute communicable diseases and vermin infestation. Following the inspection, a health certificate in the form contained in Appendix O will be prepared and signed by the ship surgeon. This health certificate is of paramount importance in speeding up processing of personnel in the United States. In this connection, attention is invited to Change 1 AR 55-435.

b. The transport commander will execute the blanket declaration necessary for customs clearance of personnel and baggage in the United States, as required by War Department instructions (reference paragraph 1e above.) The form of the blanket declaration is included herein as Appendix P.

45. Loading of Baggage and Impedimenta Aboard Ship:

a. Only those individual arms and that ammunition required for guard purposes during the voyage, as determined by the Base Commander, will accompany these units aboard ship. No other individual arms will be furnished for units returning for demobilization.

b. Personnel and administrative records of units must be loaded aboard ship so as to be readily accessible during the voyage and immediately upon debarkation in the United States. Since these units, in general, are authorized a small amount of MEE only, all impedimenta of the units will be loaded on the vessel carrying the personnel.

46. Control En Route: Upon embarkation for movement to the United States, units pass to the control of the Chief of Transportation, Army Service Forces, and will remain in his control until the personnel thereof are delivered at

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separation centers in the United States. However, strength accountability for the personnel will remain with this theater until date of arrival at a Port in the United States. The Commander of the United States Port will notify this theater of arrival of units at the port (see WD Circular 415, 1944.)

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Part IV

Movement of Reception Station Groups and Separation Center Groups
By Water Transportation to the U. S. Under RR 1-2Section 1 - General47. Definitions.

a. Surplus Personnel: Personnel who, as a result of reorganization of overseas commands under the new troop basis, are excess to the requirements of the commands.

b. Non-essential Personnel: All personnel who under current policy and subsequent revisions have ASR scores equal to or above the critical score, or who are in the age group which establishes eligibility for return to the U.S. for discharge, or who are eligible for separation under other regulations.

c. Reception Station Groups: Groups formed at disposition centers for the purpose of moving surplus personnel from overseas commands to reception station in the U.S.

d. Separation Center Groups: Groups formed at disposition centers for the purpose of moving non-essential personnel to the U.S. for demobilization at separation centers. See WD Circular 188, 1945, for classes of personnel excluded from separation at separation centers in the U.S.

48. Purpose: The purpose of this section is to outline the detailed procedure necessary for proper preparation and readiness for movement of Reception Station and Separation Center groups, composed of theater surplus and non-essential personnel, for movement to the United States. Only when such personnel cannot be attached to units returning to the United States will Reception Station and Separation Center groups be organized. Disposition Centers for the purpose of collecting, housing, processing and returning to the U.S. surplus and non-essential personnel in accordance with the procedure outlined below have been established and are operated in WESPAC areas by the commands indicated as follows:

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<u>Area</u>	<u>Major Command</u>
Ryukyus	CG, Okinawa Base Command
Australia	CG, ABSEC
New Guinea	CG, Replacement Command
Philippine Islands	CG, Replacement Command
For AAF personnel in above areas	CG, FEAF

49. Plan of Movement. Surplus and non-essential personnel who cannot be assigned to units returning to the U.S. will be moved to disposition centers in accordance with policies and directives issued by this Headquarters. At disposition centers they will be formed into groups under Section 2 below.

Section 2 - Action at Disposition Center

50. Formation of Groups. Surplus and non-essential personnel will be formed into Reception Station Groups and Separation Center Groups, respectively, under policies established by RR Cir No. 3, AFPAC, and subsequent revisions thereto. (For applicable Reception Stations and Separation Centers in the U.S., see Appendix "F".) Only personnel eligible for separation will be included in separation center groups; surplus personnel only will be included in reception station groups. Groups may be of any size determined by the Disposition Center commander but normally should not include more than 250 individuals.

51. Groups of Female Personnel. Female personnel will not be included in groups of male personnel, and will be assigned only to those groups travelling to Reception Stations and Separation Centers in the U.S. which will dispose of these individuals. (See Appendix "F".)

52. Escort Personnel.

a. Each group will be assigned 1 captain or lieutenant, 1 1st sergeant and an appropriate number of NCOs, or acting NCOs, as escort or command personnel. This requirement is stated as a minimum as to numbers and grades of escort personnel. Additional officers or higher grade officers and additional non-commissioned officers may be assigned if desirable. The individual senior in grade of the command personnel will be the group leader and will be so designated in the movement orders of the group. As far as possible, command personnel will be individuals who are themselves surplus or non-essential personnel and who are

destined for the same reception station or separation center; however, other personnel may be used.

b. The mission of escort personnel assigned to groups is to deliver the members thereof, together with all records, to the commander of the appropriate Reception Station or Separation Center in the U.S. and to be responsible for the control, discipline, and conduct of such personnel until their mission is completed. Upon completion of this duty and upon expiration of a recuperation period, if such has been granted, the officers and non-commissioned officers not designated as surplus, will be moved to such places as their orders may direct.

53. Code Designation. Each group returning to the U.S. will be assigned a code designation as outlined below.

a. The first character will consist of the letters "RK" indicating that the movement originates from this theater, and the movement number from this theater. (See e below.)

b. The second character will be a dash.

c. The final character will be a code number of the Reception Station or Separation Center in the U.S. to which the group is destined. (See Appendix "F".)

d. An example of a code designation prepared in accordance with the above follows:

RK4-14. In this instance "RK" represents this theater as the origin of the movement; "4" indicates the movement number of the Reception Station Group; and "14" represents the Reception Station in the U.S. for which the group is destined (Camp Beale, Calif.)

e. To prevent duplication of assignments of movement numbers, Hq. AFWESPAC will control assignment of those numbers. Blocks of numbers will be assigned to the commands listed in paragraph 48 above for this purpose.

54. Movement Orders. Separate Movement Orders for each group will be issued by Disposition Centers as directed by this Headquarters. Each order will indicate the following:

a. Code designation of the group as prescribed in paragraph 53 above.

b. The escort personnel as prescribed in paragraph 52 above will be designated by name.

c. In the case of those officers and non-commissioned officers moved to the United States as Command personnel who are not designated as surplus and whose return to this theater is desired, orders will indicate: that return to this theater is desired; the length of recuperation, if any, granted; the address in the United States at which the individual desires to spend a recuperation period; mode of transportation desired for return to this theater; and, where applicable, the air priority on which it is desired the individual be returned.

d. Statement that travel constitutes a permanent change of station for the Reception Station or Separation Center Group. Temporary change of station will be indicated for escort personnel whose return to this theater is desired. In this connection, see WD Circulars 260 and 356, 1944.

55. Personnel Rosters. The personnel Roster will be a separate inclosure to each copy of the Movement Orders. It will indicate the group code designation and will provide the following information for each individual:

- a. Name.
- b. Grade.
- c. Army Serial Number.
- d. Arm or Service.
- e. Individuals who have been assigned to duty with the Army Air Forces including arms and services therewith, will be listed in a separate section under the heading: "AAF personnel." AAF combat crew personnel will be designated by the letters "CC."
- f. Negro personnel will be so indicated by the letter "(N)" immediately following their names.
- g. Female personnel will be so indicated by the letter "(W)" immediately following their names.
- h. Address to which each individual is entitled transportation upon separation from active service.
- i. Military Occupational Specialty Serial Number.

j. Adjusted Service Rating Score.

k. Applicable discharge regulation for personnel to be separated under current regulations only and not Readjustment Regulations; for example: AR 615-365 or AR 615-368. In this connection, see paragraph 3v of Readjustment Regulations 1-2.

56. Preparation and Disposition of Movement Orders and Personnel Rosters.a. Preparation.

(1) Both the Movement Orders and Personnel Roster for all Reception Station and Separation Center Groups being returned to the United States will be prepared on dual mimeograph stencils. For convenience these are referred to hereinafter as Stencil No. 1 and Stencil No. 2. The Movement Orders for each Reception Station or Separation Center Group will be placed on separate duplicate stencils or a separate group of duplicate stencils. Likewise, the Personnel Roster for each group will be placed on a separate duplicate stencil or a separate group of duplicate stencils.

(2) The basis for determining the group under which each individual will be listed will be the address in the United States to which the individual is entitled transportation upon separation (for Separation Center Groups) and the address in the United States at which the individual desires recuperation (for Reception Station Groups). See paragraph 22d above for policy in connection with changes of addresses.

(3) As Movement Orders and Personnel Roster are being prepared, the No. 1 stencils will be used to produce the number of copies which may be required locally for planning purposes and to provide the copies required for attachment to Forms 66-4 under paragraph 57 below.

(4) Each No. 1 stencil will then be placed in a self-cleaning file folder and taken to the Port Area by the group. Similarly, the No. 2 stencil will be retained by the group and taken to the Port Area, but will not be used to produce copies of rosters.

b. Two copies of group personnel rosters will be forwarded to Hq. AFWESPAC and two copies to the major command indicated in paragraph 48 above.

57. Personnel Records. The list of personnel records

and the procedures outlined in paragraph 23 above will apply in every detail to records to be returned with personnel of Reception Station and Separation Center Groups

58. Preparation and Disposition of Form 66-4.
(Reception Station Groups of surplus personnel only; not applicable to AAF officers.)

a. In order to permit advance planning for determination of essentiality of officers of Reception Station groups returning to the United States and for their expeditious disposition after arrival thereat, the Disposition Center commander will cause to be forwarded to The Adjutant General, Attention: Officers Branch (PO-A), Washington 25, D.C., a certified copy of the WD Form 66-1, 66-2, or 66-3, prepared on WD AGO Form 66-4, for each officer being returned in Reception Station Groups (see Readjustment Regulations 1-5.)

b. These copies will be dispatched by air courier or air mail, whichever provides more rapid delivery, within 24 hours after the officer's departure from this theater. The forms will be accompanied by a letter of transmittal which will indicate the number of Forms 66-4 inclosed and the date of departure of the officers from this theater. A copy of the Movement Orders of the group and a complete personnel roster (all groups) will be included. All papers will be securely fastened in such a manner as to insure their receipt by The Adjutant General simultaneously. Prior to dispatch a careful check will be made to insure that a copy of Form 66-4 is provided for each officer listed in the personnel roster of the group.

c. It is of paramount importance that these papers and the Forms 66-4 be dispatched to The Adjutant General in accordance with this procedure, so that there will be no delay in the disposition of officers being returned.

59. Clothing, Equipment and Baggage.

a. Enlisted personnel will be provided clothing and individual equipment as prescribed in WD Circular 72, 1945, as amended. Clothing and equipment accounts will be adjusted accordingly. All clothing and individual equipment in excess of that prescribed in WD Circular 72, 1945, as amended, except personally-owned property of individuals, will be turned in to supply agencies.

b. Baggage of officers and enlisted personnel of Reception Station Groups will be limited by the allowances

prescribed in Appendix "A".

c. Each group will be furnished three chests, record, fiber, for administrative purposes and for carrying records.

d. Clothing and equipment in the possession of each group will be inspected to insure that it is serviceable. Shortages will be filled and unserviceable items will be replaced prior to departure of the groups from the Disposition Center.

60. Packing, Tagging and Marking. The baggage of each individual in the Reception Station and Separation Center group will be packed, tagged, and marked as prescribed in Appendix "C".

61. Mailing Addresses. Upon receipt of movement orders, the designated group leader will:

a. Require all individuals returning with the group to furnish timely notice to correspondents and publishers on WD AGO Form 204 to discontinue mailings until further notice. The first line of Form 204, reading "My new address is", will be deleted and the following added: "Discontinue mailings until further notice." Ordinarily, the mailing of parcel post and publications should be discontinued forty-five days prior to the estimated date of departure of the unit. The average transit time of first-class mail is fifteen days.

b. Require each person transferred from the group before its departure to advise immediately his emergency addressee and all correspondents and publishers of his new overseas address on WD AGO Form 204.

c. Require each individual to prepare WD AGO Form 204 indicating the home or other non-military address in the United States to which mail received after departure will be forwarded. One form will be addressed to the Central Mail Directory, AFPAC, APO 75, U. S. Army; one to the postal officer at the Disposition Center at which the group is formed; and one to the individual's last permanent organization.

62. Personal Affairs. As prescribed in paragraph 29 above. Facilities will be made available in Disposition

Centers for changes in, or additions to, allotments of pay, war bonds, and National Service Life Insurance, and for the disposition of excess personal funds.

63. Fiscal Procedures. As prescribed in paragraph 28 above, except that personnel in AAF Disposition Centers will be paid as prescribed by Hq. FEAF.

64. MRU and Statistical Control Unit Reports. As prescribed in paragraph 30 above, applied to Reception Station and Separation Center Groups rather than units. For reports of AAF personnel and establishment of EDCMR dates (WD Cir. 415, 1944), see the FEAF letter referred to in paragraph 36a above.

65. Movement to Port. Reception Station and Separation Center Groups will be dispatched to the Staging Area or Port upon call of the Port Commander, provided the date of departure from the Disposition Center is not earlier than the readiness date shown in the Movement Orders for the group.

66. Command. Upon arrival in the Staging Area or Port, groups pass to the complete command of the Port Commander.

67. Procedure for Baggage Inspection and Customs Clearance. The procedures outlined in paragraphs 34 and 35 above apply to movement of Reception Station and Separation Center Groups.

68. Physical Inspection. As prescribed in paragraph 37 above.

69. Disposition of Records and Final Personnel Reports. As prescribed in paragraph 40 above, applied to groups rather than units. It is essential for speedy disposition of personnel in the United States that the stencils and records outlined in paragraph 40 above be forwarded to the U.S. in the time allotted.

70. Sailing Report. As prescribed in paragraph 42 above.

71. Passenger List. As prescribed in paragraph 43 above.

72. Information on Procedures Aboard Ship. As prescribed in paragraph 44 above.

73. Loading of Baggage Aboard Ship. As prescribed in paragraph 45 above.

74. Control En Route. Upon embarkation for movement to the United States, Reception Station and Separation Center groups pass to the control of the Chief of Transportation, Army Service Forces, and will remain in his control until the personnel thereof are delivered at Reception Stations and Separation Centers in the United States. However, strength accountability for the personnel will remain with this theater until date of arrival at a port in the United States. The Commander of the United States Port will notify this theater of arrival of groups at the Port. (See WD Circular 415, 1944.)

Part V

Movement of Units to U. S. for Garrison

Section 1. General Procedure.

75. Application.

a. The provisions of this Part apply only to movement of units to the U. S. intact, for garrison purposes.

b. All provisions of this Part are based on Part III above and Part III applies to these movements throughout except where specifically modified herein.

76. Plan of Movement.

a. These units will move at strengths set forth in Movement Orders for return to the U. S. Normally, the units must be composed of personnel below the current critical score. These units may not be utilized as vehicles for returning personnel for discharge.

b. Personnel of these units will be granted a period of 30 days recuperation in the United States (at an address designated by each individual) after which the unit will assemble at a station in the Zone of Interior for further instructions. Travel to and from the addresses designated by the individuals incident to the period of recuperation will be authorized at Government expense. It is essential that the above be explained to all members of such units prior to their departure from this command.

c. Other than a and b above, the provisions of par. 9 above apply.

77. Warning Orders - As prescribed in par. 10 above.

78. Movement Orders. As prescribed in par. 11 above, except that:

a. The code designation under which the unit moves will be a five-digit shipment number and letter, assigned by this Headquarters, such as 12345-A.

b. In addition to the statement that the movement is a permanent change of station, orders will contain the statement, "Movement of the unit to the U. S. is for the purpose of recuperation and further service."

Section 2. Action to be taken at Unit Station or Assembly Area.

79. Readjustment of Personnel. High score personnel must be screened out of these units and, where possible, low score personnel transferred in to complete the strength prescribed in the movement order. Complete instruction in this respect will be included in the movement order.

80. Maintenance of Equipment. As prescribed in par. 13 above.

81. Disposition of Equipment. As prescribed in par. 14 above.
82. Medical Requirements. As prescribed in par. 15 above. In addition, personnel of these units will be given a physical examination under Circulars 102 and 164, WD, 1944, for determination of fitness for further service. A list of unit personnel indicating name, rank, serial number and physical profile serial (in the case of enlisted personnel) will be prepared. In all cases with remediable defects which have not been corrected, the type defect will be indicated on the list. Prescriptions for spectacles, frame measurements, number of spectacles required, and the need for gas mask inserts will be attached to the list of individuals who do not have in their possession two pairs of spectacles or who need gas mask inserts. Three copies of this list will be provided the detachment commander designated in par. 89 below.
83. Personnel to be cleared from units. As prescribed in par. 16 above, and, in addition, the following: Personnel failing to meet medical qualifications for further service in accordance with par. 82 above.
84. Inspections. As prescribed in par. 17 above, except that all personnel must have ASR scores below the critical score as indicated in pars. 76a and 79 above.
85. Clothing, Equipment and Impedimenta. As prescribed in par. 18 above, and, in addition, the following:
- a. Organizational Equipment. Specific attention is directed to par. 1c of Appendix A hereto.
 - b. Personal Baggage. Every effort will be made to pack in hand baggage all items needed during the journey and during travel in the U. S. All other items should be packed for hold baggage. Due to speedy clearance of personnel from U. S. ports, hold baggage may in instances be not available until assembly at the station after recuperation.
 - c. Where equipment in addition to that prescribed in Appendix A is directed returned with the unit, it will be packed and marked by the unit and shipped for the unit.
86. Report of Equipment Authorized for Return. As prescribed in par. 19 above.
87. Instructions on Packing, Marking, and Preparation of Records of Equipment. As prescribed in Appendix C hereto.
88. Security. As prescribed in par. 21 above.
89. Organization of Detachment. A small detachment will be organized from personnel of each unit, to be designated as detachment (name of unit). This detachment will be constituted as indicated below. The purpose of the detachment is to take necessary unit records to the assembly station in the U. S. and to aid in the establishment of personnel and supply administration thereat. Although this detachment will not be separated from the unit prior to its arrival in the United States, it will not form a part of any reception station group after arrival in the U. S.

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a. Personnel of Detachment.

(1) Detachment will consist of a minimum of one officer and, in addition, one or two enlisted men as required. The unit commander will designate the personnel to constitute the detachment.

(2) The officer selected will be preferably of senior grade, thoroughly familiar with the affairs of the unit, and competent to discuss any problems of personnel and supply administration for the unit at the assembly station in the U. S. Enlisted personnel may be selected after arrival of the unit at the U. S. port of debarkation from qualified personnel living nearest to the assembly station.

b. Duties of the Detachment.

(1) The detachment's mission is to establish promptly personnel and supply administration of the unit at the assembly station.

(2) The detachment will be prepared to furnish the commander at assembly station information regarding training, personnel and equipment status of unit, the list of remediable physical defects indicated in paragraph 82 above and any other information which will be of assistance in expediting the preparation of the unit for further duty.

90. Personnel Rosters. As prescribed in par. 22 above, except the address of recuperation designated by each individual will be the basis for assignment to reception station personnel rosters, rather than the address to which each individual is entitled transportation upon separation from the service. Par. 22 a (5) is modified to substitute the address of recuperation for the address of separation. The list of U. S. reception stations to be utilized in the movement of these units only is indicated in Appendix Q.

- 91. Personnel Records. As prescribed in par. 23 above.
- 92. Administrative Records. As prescribed in par. 24 above.
- 93. Mailing Addresses. As prescribed in par. 25 above.
- 94. Postal Detachments. As prescribed in par. 26 above.
- 95. Non-Appropriated Funds. As prescribed in par. 27 above.
- 96. Fiscal Procedures. As prescribed in par. 28 above.
- 97. Personal Affairs. As prescribed in par. 29 above.
- 98. MRU and Statistical Control Reports. As prescribed in par. 30 above.
- 99. Time of and Call for Movement. As outlined in par. 31 above.
- 100. Ammunition. As prescribed in par. 32 above.
- 101. Reports of Movement. As prescribed in par. 33 above.

Section 3. Action at Staging Area or Port.

102. Baggage Inspection and Customs Clearance. As prescribed in par. 34 above.
103. Customs Clearance Regulations. As prescribed in par. 35 above.
104. Final Personnel Reports. As prescribed in par. 36 above.
105. Physical Inspection. As prescribed in par. 37 above.
106. Movement to Ports. As prescribed in par. 38 above.
107. Ship Inspections. As prescribed in par. 39 above.
108. Disposition of Records and Final Personnel Reports. As prescribed in par. 40 above.
109. Medical Personnel and Supplies Aboard Transports. As prescribed in par. 41 above.
110. Sailing Report. As prescribed in par. 42 above.
111. Passenger Lists. As prescribed in par. 43 above.
112. Information on Procedure Aboard Ship. As prescribed in par. 44 above.
113. Loading of Baggage and Impedimenta Aboard Ship. As prescribed in par. 45 above.
114. Control En Route. As prescribed in par. 46 above.

Part VI

Movement of Individuals

115. Orders. Where movement of individuals to the US or to other theaters by water or air transportation is authorized and directed, individual travel orders will be issued by this headquarters. This applies especially to named individuals moving on permanent change of station or on specific temporary duty orders. Travel orders in these cases will include:

- a. Name, grade and Army Serial Number (MOS where movement involves permanent change of station).
- b. Method of movement.
- c. Air priority, if travel is by air transportation.
- d. Effective date of change of strength accountability as required in WD Circular 415, 1944.
- e. Instructions for reporting to the proper person upon arriving at destination.
- f. Whether permanent change of station or temporary duty. If temporary duty, the length thereof and method of return movement, including air priority, where return by air is desired. If a permanent change of station, EDCMR date will be included (WD Cir. 415, 1944).
- g. Clothing, equipment and baggage authorized.
- h. Shipping instructions for authorized baggage in excess of that to accompany the individual by air (applicable to permanent change of station only).
- i. Disposition instruction for baggage which individuals may desire to ship to addresses in the US.
- j. Designation as courier if applicable.
- k. Other details of specific movements.

116. Groups. Such individuals may be grouped where desired and a five digit shipment number assigned. In this case, however, use of the shipment number is for purpose of identification during movement only and does not replace individual travel orders required.

117. Report. Normally reports of departure from this theater, as prescribed by this headquarters, will be made.

118. Movement to the United States. a. Liberated prisoners of war will be moved to the United States in accordance with letter, AG 383.6 (17 August 1945) OB-S-SFGAM, 17 August 1945, subject: Procedure for Processing, Return and Reassignment of Recovered Personnel (POW).

b. Other individuals will be moved to the United States in accordance with WD Publication, AG 370.5 (10 August 1944) OB-S-SPMOT-M, 16 August 1944, subject: Procedure for Return of Individuals (PRI). (GSC 370.5)

BY COMMAND OF LIEUTENANT GENERAL STYER:

EDMOND H. LEAVEY,
Major General, USA,
Deputy Commander and
Chief of Staff.

OFFICIAL:



C. H. DANIELSON
Major General, USA,
Adjutant General.

- APPENDIX A - Clothing, Equipment, and Impedimenta.
- APPENDIX B - Report of Equipment Authorized for Return.
- APPENDIX C - Instructions on Packing, Marking, and Preparation of Records for Shipment.
- APPENDIX D - Procedure for Use of Dual Mimeograph Stencil.
- APPENDIX E - Format for Personnel Roster.
- APPENDIX F - List of Reception Stations and Separation Centers for Category IV Units.
- APPENDIX G - Listing of Personnel Records.
- APPENDIX H - Personnel Records Check List.
- APPENDIX I - Sample Identification Tag.
- APPENDIX J - Certificate of Retention and Customs Declaration.
- APPENDIX K - List of Restricted and Prohibited Items.
- APPENDIX M - Certificate of Inspecting Officer for Accompanied Baggage.
- APPENDIX N - Pre-Embarkation Health Certificate.
- APPENDIX O - Pre-Debarcation Health Certificate.
- APPENDIX P - Blanket Declaration U. S. Army Customs Declaration.
- APPENDIX Q - List of Reception Stations for Garrison Units.

DISTRIBUTION

AD

CLOTHING, EQUIPMENT, AND IMPEDIMENTA

1. Only the following items of organizational equipment, within authorized allowances of the unit (T/O&E), are authorized for any unit returning to the States, except where additional items are specifically authorized in Movement Orders of the unit.

a. Organizational equipment normally issued to individuals:

Brassard, Geneva Convention
Flashlight, TL-122
Flying clothing and equipment
AAF personnel - as prescribed in T/O 00-30-41
AGF personnel - as prescribed in T/O&E (less glasses, flying, sun)
Musical instruments, band, w/repair kits
Trumpet, G, W/slide to F
Whistle, thunder

b. Administrative and miscellaneous equipment:

Bag, money, leather
Case, brief, leather
Case, canvas, dispatch
Chest, flight, service, complete
Chest, medical, 1 and 2 (optional)
Chest, record, fiber
Cryptographic equipment
Desk, field, fiber, w/necessary office supplies
(QM items only)
Flag (including colors, standard, and guidons)
Kit, barber, w/case
Ruler, office, 18-inch
Safe, field, key lock or combination lock
Seal, official
Selector, qualification card
Sharpener, office, pencil
Kit, dental (officer; private)
Kit, medical (officer; NCO; private)
Machine, computing, listing and nonlisting
Machine, duplication (spirit or stencil process)
Machine, numbering
Machine, paper-fastening, lever or plunger type, wire staple, performer light duty
Outfit, chaplain
Perforator
Sling, color, web, od
Stamp, rubber, official
Stamp, time recording
Stylus, medium loop
Typewriters, portable and nonportable (QM items only)

c. To be packed, marked, and shipped for the Unit:
(Units returning for garrison purposes only)

AAF kits issued to individuals in accordance with

T.O. 00-30 series

Masks, gas, only when fitted with eyeglass, gas mask,
Ml, spectacle

Helmet, Steel, w/liner

Individual weapons (carbines, rifles, automatic rifles,
pistols, submachine guns) with accessories

Investigative equipment for CIC detachments

Organizational spare parts, tools, and equipment for
individual weapons (in addition to accessories)

Publications and reference material:

Army Regulations (as prescribed in AR 310-200)

SNL's, ASF catalogs, as necessary

*T/O&Es, T/O's, T/E's, or SLoe's as necessary

Complete file of essential training literature, in-
cluding but not limited to Technical and Field
Manuals

Extract from Service Records (for former members or
organizations who have been transferred, discharg-
ed, etc.)

←Shotgun, riot type

←Training aids (not to exceed 200 lbs, per company or
similar organization, see Cir 157, WD 44)

*Note: If authorized in the appropriate equipment
table or other War Department authorization
and within allowances so authorized.

d. Expendables, based upon a maximum of two pounds per individual,
including such items as blank forms, envelopes, pencils, paper and cleaning
and preserving materials.

e. Individual arms: Only individual arms necessary for possible
guard duties while aboard a transport will accompany units returning to the
United States for demobilization.

f. The following items of individual equipment will accompany each
officer, except general officers, returning to the United States:

Belt, pistol

Canteen

Cover, canteen

Cup

Packet, first aid

Pouch, first aid

2. All individuals will pack or carry their belongings so that items
considered necessary during the voyage will be readily accessible.

APPENDIX A

(2)

- 2 -
RESTRICTED

a. Each officer, warrant officer, and flight officer is authorized not to exceed 25 pounds of baggage in addition to the weight of clothing, equipment, and personal baggage authorized at the time of his original overseas movement. Containers for baggage of those individuals will be limited to:

- 1 trunk locker (duffel bag may be substituted at the option of the individual concerned.)
- 1 bedding roll (not over 50 pounds)
- 1 Piece of hand baggage, which may be a B-4 bag (not over 40 pounds)
- 1 Field or Musette Bag
- 1 Bag, flyer's medium, type A-3, for flying equipment (for personnel on flying status traveling by water).

b. General officers will be allowed one additional trunk locker or wardrobe trunk.

c. Officers will have only one piece of hand baggage or B-4 Bag and the Field or Musette bag in their staterooms. As a general rule, bedding rolls and trunk lockers will not be accessible during the voyage. In addition to the items authorized above, Chaplains will be permitted to carry with them in their staterooms a Mass Kit or Communion Set. General officers will be allowed one trunk locker or wardrobe trunk in their staterooms.

d. In addition to clothing and equipment authorized in Movement Orders, each enlisted individual will be authorized not to exceed 25 pounds of baggage for personal items and captured materiel trophies. Baggage of enlisted personnel will be limited to individual equipment and 1 duffel bag, or for personnel on flying status, 1 B-4 bag. The duffel bag or B-4 bag must travel with the unit, preferably in the hands of the owner. A barracks bag, if authorized for movement, will be carried in the duffel bag en route. Personnel on flying status are authorized (in addition to the above) 1 bag, flyer's kit, type A-3, not to exceed the weight authorized in Movement Orders. This bag will not normally be accessible during the voyage.

3. Each enlisted individual is authorized not more than 7 pounds of personal hand items of recreational equipment to be carried on his person or in his pack. See WD Circular 334, 1944, for authorization for shipment as organizational equipment of additional hand recreational equipment including radios.

4. Items of AAF clothing and equipment to be carried as hand baggage by all individuals authorized such equipment will be issued to AAF personnel on flying status. Other personnel authorized AAF clothing and equipment may be issued such items at the unit station if provided for in Movement Orders.

APPENDIX A

(3)

5. Recreational equipment, radios and one 16 mm Motion Pictures Projector for each battalion or similar unit of 800 or more men, procured by units from appropriated or non-appropriated funds, and individually owned recreational equipment, including radios, may accompany any unit as organizational impedimenta. The total recreational equipment, including radios, authorized to be shipped as organizational impedimenta will not exceed an aggregate weight of five pounds per individual or 50 pounds per unit, whichever is greater. Bulky equipment (pool tables, furniture, pianos, etc.,) will not accompany a unit.

6. Organizational trophies may be retained by units for shipment to the United States as organizational impedimenta.

7. Flags, colors, standards, and guidons will be returned to the United States with the units.

APPENDIX A

(4)

- 4 -

RESTRICTED

APPENDIX "B"

Report of Equipment Authorized for Return

The following information will be shown on the Report of Equipment for Return:

1. Organizational Designation (or shipment number and letter).
2. Number of T/O&E of the unit, and changes thereto.
3. Items authorized for the return movement, using correct nomenclature of items.
4. Quantities authorized for the return movement (Normally the authorized allowances of the items)
5. Quantities actually shipped.
6. Shortages by item. This will normally be the difference between allowances authorized for return and the number of items actually being returned.
7. Any pertinent remarks as to the status of any item.
8. Signature of the unit commander.

Read Instructions Other Side First

REPORT OF EQUIPMENT

Date _____

Page _____

Signature of Unit C.O. _____

Shipment No. and Letter _____

T/O&E and Changes _____

MEE or Full TO&E _____

MED - CWS - ORD - ENG - TC - SIG - QM
(Each reported in separate Section)

Nomencla- ture	Authorized Allowance	On Hand at Embarkation	Final Shortage at Embarkation	Remarks

APPENDIX B

(1)

1. The Report of Equipment will be made out in the number of copies in paragraph 19 of this regulation.
2. Authorized allowances will be set up separately for each service.
3. Pages will be numbered consecutively, starting at 1.
4. Authorized allowances on those items of equipment authorized by the Unit's TO & E, and change thereto, as directed in the Movement Order.
5. If unit moves with MEE or full TO & E - so state.
6. Do not list any T/E 21 items, accessoried, or missing parts of sets.
7. The Report of Equipment is the sole responsibility of the Unit Commanders.
8. A Tool Set with 50% tools or more on hand will be reported as a set. The remarks column should indicate the approximate percentage short, and any other remarks pertinent to Unit's Equipment.
9. The Equipment Report will be completed just prior to embarkation.
10. Copies of the Equipment Report will be signed by the Unit Commander and disposed of as indicated in paragraph 19 of this regulation.

APPENDIX B

(2)

APPENDIX "C"Instructions on Packing, Marking, and
Preparation of Records for Shipment

1. The packing, marking and preparation of records for the shipment of unit baggage and MEE to accompany the unit, and of all other equipment, direct by the Movement Orders to be shipped or turned in by the unit, is the responsibility of the unit commander and will be performed by the unit's own personnel following the applicable packing, marking, and documentation procedures prescribed herein. The unit commander will contact the Base which has supply responsibility for the unit or the unit Supply Point for any technical assistance required, including experienced personnel to supervise, and the tools, equipment and materials required to perform these functions. The actual packing, marking and documentation will be performed at the Unit Station and/or Assembly Area.

2. The packing, marking and documentation of personal baggage is the responsibility of the individual concerned, under the unit commander, and will be performed by the individual following the procedures prescribed herein.

3. Packing

a. The packing of unit baggage and equipment will include the cleaning, preservation, wrapping and packaging of all items, in addition to actual packing into shipping containers or forming into packages, and will be performed in a workmanlike manner and as compactly as possible, in accordance with U. S. Army Specifications 100-14A and with other published specifications and standard procedures established by the Service concerned, in order to prevent damage in transit and to conserve shipping space. So far as possible, only items pertaining to the same Service (QM, Ord, etc.) will be packed in any one package or container and all housekeeping items of minimum essential equipment, which may be needed by the unit prior to embarkation, will be packed in containers which can readily be opened and subsequently reused.

b. Explosives, inflammable materials, or other dangerous articles will not be packed or shipped with organizational impedimenta as freight or baggage except that inflammable material such as paint, shellac, varnish, and cleaning materials for use during the voyage or immediately after debarkation may be shipped if packed separately from other materials. Field ranges, water heaters, fuel containers and other articles of a similar nature in which gasoline is customarily used or stored will be completely drained of gasoline before being boxed or crated for overseas shipment. The commander of each company or similar unit will prepare a certificate to the effect that this has been accomplished. This may be called for by the port commander. Authorized components of medical kits will not be considered as inflammable materials. Shipments of items of Engineer explosives authorized units will be governed by the provisions of Section III, WD Circular 30, 1945.

c. Packing lists, when required as prescribed in paragraph 5, below, will be prepared and inserted in individual waterproof envelopes, one of which will be placed inside of each container or package and one of which will be securely attached to the outside

in the most protected location. The outside packing list will normally be further protected by a metal or fiber covering plate, so as to remain intact and undisturbed until arrival at overseas destination.

4. Marking. The following instructions are applicable in their entirety for equipment to be shipped by or for a unit. Marking of equipment which is to be turned in to a Supply Point or Base for disposition will contain the information and markings applicable to the cubage, weight and contents but will omit reference to shipment and package number:

a. The designation of the unit by name will not appear on any unit baggage or equipment or personal baggage but all baggage and equipment must be marked so that it can be easily identified by all handlers of unit baggage and equipment, shipped by or for a unit, including articles which will not be boxed or crated, such as howitzers, guns, vehicles, 5-gallon water cans, shovels, etc., will be accomplished in accordance with Example 1, and with the applicable detailed requirements prescribed in this paragraph. The marking of personal baggage will be accomplished in accordance with Example 2, and with the applicable detailed requirements prescribed in this paragraph. Tags of suitable material with all the prescribed markings placed on each side, will be securely attached to packages or containers which are otherwise impracticable to mark. (This does not apply to personal baggage which will be tagged in every case.)

b. All markings will be made with stencil ink or stencil paint, to insure against their becoming obliterated and preventing proper identification en route. Black ink or paint will be used to mark (stencil) on light colored surfaces and white ink or paint on dark colored surfaces. All old addresses, labels or other markings no longer required will be effectively masked or otherwise obliterated, particular care being exercised to obliterate inapplicable color markings of the Service to avoid all possibility of confusing shipment of unit baggage and equipment or personal baggage with ordinary supply shipments of the Services.

c. Unit baggage and equipment will be plainly marked with the following, all letters and figures to be at least one and three quarters inches in height, wherever practicable; in no case less than 3/4".

- *(1) Shipment number and letter.
- *(2) Package number of container.
- (3) Cubic feet occupied by package or container.
- (4) Gross weight of package or container.
- (5) Contents of package or container.

*Omit these markings if equipment is not to be shipped by or for the unit.

d. Unit baggage and minimum essential equipment, which must be accessible during the voyage will be additionally marked, on the three adjoining surfaces on which the shipment number appears, with a 3-inch yellow disc.

e. Items of unit baggage and equipment which constitute a set and which must be packed in two or more packages or containers, will be additionally marked on the side surface bearing the shipment number, with the red disc set marking, consisting of:

(1) A 2-inch disc, signifying that the package is part of a set.

(2) The word "SET", followed by the number of the set within the shipment, placed directly under the red disc. When set is not to be shipped by or for a unit, in lieu of set number within the shipment, a set number and the unit designation will be placed under the disc prior to turning in package to Supply Point or Base.

(3) Two numbers in the form of a fraction, placed immediately under the word "SET", the numerator of which will indicate the serial number of the container within the particular set and the denominator of which will indicate the total number of containers making up the set.

f. Personal baggage (duffel bags, flying bags, trunk lockers, hand baggage and bedding rolls) will be plainly marked with the following, all letters and figures to be at least 1-3/4" in height, whenever practicable. Officers' trunk lockers will have all prescribed markings stencilled on three adjoining surfaces, but other items of personal baggage will only have one set of markings stencilled thereon adjacent to the handle or carrying strap as illustrated in Example 2:

(1) Shipment number and letter.

(2) Identifying letter.

(3) Individual's name and serial number.

(4) Individual's grade in case of officers.

g. Shipment number and letter.

(1) Unit baggage, minimum essential equipment and such other equipment, as the Movement Orders may direct to be shipped to accompany troops overseas, will be marked with the shipment number and letter, as assigned by the Movement Orders. The shipment number and letter will be stencilled on three adjoining surfaces of each package or container, followed by the word "TAT" (To Accompany Troops).

(2) Unit equipment, other than equipment to accompany troops overseas, and personal baggage will be similarly marked with the shipment number and letter, as assigned by the Movement Orders. The shipment number and letter will be stencilled on three adjoining surfaces of each package or container, except as noted for items of personal baggage, but will not be followed by the word "EAT" or its accompanying red circle.

(3) The shipment number and letter will be marked in prominent places on items of unit baggage and equipment not packed in containers, such as howitzers, guns, 5-gallon water cans; shovels, etc.

(4) Unit baggage and equipment of Air Force units will be additionally marked by stencilling a blue stripe approximately 2 inches wide under the shipment number on all three surfaces on which it appears.

h. Package number.

(1) APPLICABLE IN ALL CASES. Unit baggage, minimum essential equipment and such other unit equipment, as the Movement Orders may direct, to be taken by the unit from the Assembly Area or Unit Station to the Staging or Port Area, will be marked with individual package numbers consisting of a prefix letter (see par. 4h (4)), and the number itself. The complete package number will be stencilled on the three adjoining surfaces of each package or container on which the shipment number appears, and will be located in the adjoining corners of each of the three surfaces, or in equally prominent places on packages which are not boxed or crated. Normally package numbers will be assigned in a sequence by the unit commander for each vehicle or package being prepared for shipment by the unit, but the unit commander may break the numerical sequence when it is deemed necessary, provided that a notation and a record of the missing number or numbers is made on the Consolidated Packing List. Vehicles on wheels or tracks in this category will be assigned package numbers starting with "1" and other packages and containers will be assigned package numbers in sequence after all such vehicles have been assigned numbers.

(2) APPLICABLE ONLY WHEN UNIT MOVES WITH COMPLETE T/E EQUIPMENT. Unit equipment, other than equipment to be taken by the unit to the Staging Area, shipped by the unit from the Assembly Area or Unit Station, will be marked with individual package numbers consisting of a prefix letter (see par. 4h (4)), and the number itself. The complete package number will be stencilled on the three adjoining surfaces of each package or container on which the shipment number appears, and will be located in the adjoining corners of each of the three surfaces, or in equally prominent places on packages which are not boxed or crated. Normally, package numbers will be assigned in sequence by the unit commander for each vehicle or package being prepared for shipment by the unit, but the unit commander may break the numerical sequence when it is deemed necessary, provided that a notation and a record of the missing number or numbers is made on the Consolidated Packing List. Vehicles on wheels or tracks in this category will be assigned package numbers starting with "1" and other packages and containers will be assigned package numbers in sequence after all such vehicles have been assigned numbers.

(3) APPLICABLE ONLY WHEN UNIT MOVES WITH COMPLETE T/E EQUIPMENT. - Unit equipment, shipped for a unit, will be marked with individual package numbers consisting of a prefix letter (see par. 4 h (4)), the number itself and the suffix letters commonly used as the abbreviation for the Service concerned (ORD, QM, CWS, Sig, etc.). The complete package number will be stencilled on the three adjoining surfaces of each package or container on which the shipment number appears, and will be located in the adjoining corners of each of the three surfaces, or in equally prominent places on bundles or other shipping units which are not boxed or crated.

(4) APPLICABLE IN ALL CASES. The prefix letter will be used to denote the identity of each company, battery, detachment and/or similar unit, forming part of a larger unit to which a single shipment number and letter has been assigned. The company, battery, detachment or similar unit will normally use its regular alphabetical designation, such as "F" for "F" Company, as its prefix letter, or a letter assigned by the commanding officer of the larger unit, such as "Y" for Headquarters Company and "Z" for headquarters, should it not have a regular alphabetical designation or should there be possibilities of duplication within the larger units. In any event, a prefix letter must be used, even in the case of a separate company or small detachment which has been assigned a shipment number and letter of its own.

i. Cube. The volume, to the nearest cubic foot, occupied by each package or container of unit baggage and equipment will be stencilled on one of the surfaces on which the shipment number appears, normally either the end or side surface.

j. Gross weight. The gross weight, to the nearest pound, of each package or container of unit baggage and equipment will be stencilled on one of the same surface on which the cube appears.

k. Contents. Brief descriptions of the contents will be stencilled on one surface of each package or container of unit baggage and equipment, immediately below the cube and weight, as follows:

(1) When packing lists are not required for packages or containers packed with or made up of identical items, the contents will be stencilled in sufficient detail to provide accurate identification, for example: RANGE, FIELD, M1937, ONE UNIT, or 28 HANDLES, PICK, RAILROAD.

(2) Packages and containers packed with or formed of mixed items, will be stencilled with information as to the principal contents or the general nature thereof, for example: OFFICE SUPPLIES.

(3) Contents will not be stencilled on packages when the nature of the contents is such that it should not be disclosed.

l. Identifying letter. The identifying letter, denoting the company, battery, detachment and/or similar unit, forming part of a larger unit to which a single shipment number and letter has been assigned, will be stencilled

immediately below the shipment number and letter on three adjoining surfaces of officers' trunk lockers and on one surface of all other items of personal baggage. This identifying letter will be the same as the prefix letter of the package number (see par. 4h (4)), but package numbers themselves will not be used on any items of personal baggage.

m. Individual items of clothing and equipment will be marked as prescribed in AR 850-5.

5. Preparation of Records Concerning Shipments.

a. The designation of the unit by name will not appear on any of the records or documentation required for the movement of unit equipment, unit baggage, or personal baggage, but the shipment number will be plainly marked on every sheet of every document, in exactly the same form as it appears on packages or containers covered by the documents. To the maximum extent possible, the data to be entered on the various document forms will be typewritten and whenever the number of copies required warrants the same, every effort will be made to secure reproduction by mimeograph or by other mechanical means.

b. Documentation to be prepared by the Unit Commander. The following documentation will be prepared by the unit commander, as prescribed in detail in the paragraph indicated, and the unit commander will call on the Packaging Officer provided for the purpose for any necessary information or assistance.

(1) Packing Lists - par. c below.

(2) Consolidated Packing Lists - par. d below.

c. Packing Lists. The unit commander will prepare separate packing lists for each package showing the contents (as described below), except for packages containing only one item or identical items. In such instances, the contents will be shown on the outside of the package. See model forms below. No packing lists will be prepared for personal baggage.

(1) Packing lists will include the unit's shipment number and letter, the package number, the set number (if any) of the package, and a list of the contents of the package.

(2) The lists will identify contents by authorized standard nomenclature. In addition, the lists will show quantities, sizes and other pertinent information.

(3) When the contents of a package can be identified by an equipment set designation, such as "Unit Equipment, 2d Echelon Tool Set No. 1" or "Black and White Process Printing Equipment No. 1625", each item thereof need not be listed, although missing items will be indicated.

(4) On a package whose contents should not be generally known, for example, drugs, intoxicating liquors, etc., the outside packing list will contain the information prescribed in (1) above, except that it will not include a list of the contents of the package. However, the inside packing list will include a list of the contents.

(5) Packing lists will be prepared in the following minimum quantity:

- 1 for the base commander
- 1 for inclosure within the package
- 1 for attachment to the outside of the package
- 6 for attachment to Consolidated Packing List (only when Consolidated Packing Lists are required) (see par. d (4) below)

d. Consolidated Packing Lists. APPLICABLE ONLY WHEN THE UNIT MOVES WITH COMPLETE T/E EQUIPMENT.

(1) Consolidated Packing Lists will be prepared for each company or similar organization, or any smaller organization assigned a shipment number and letter for impedimenta accompanying the unit to the Staging Area or Port. (See forms below.) The commander of each unit assigned a shipment number and letter will insure that Consolidated Packing Lists are prepared for companies or similar organizations in his unit. Such lists will show each package shipped by the units separately in numerical order by package number. When there is a break in the numerical sequence of package numbers, an entry to this effect will be made in the Consolidated Packing List in the space where the omitted package numbers would appear if there had been no break in the numerical sequence. This entry will be started in the column headed "Package No." and continued horizontally across adjoining columns of the Consolidated Packing List "as package numbers A21-A24 not used". The Consolidated Packing List will include those packages for which no packing list is required (see par. c above), except personal baggage which will be shown by quantity of types of baggage only. Property worn or carried by individuals and hand baggage will not be included in the Consolidated Packing List. Weight and cube, set number, and other pertinent data will be shown.

(2) A description of the contents of each package (except personal baggage) will be indicated in the appropriate column of the Consolidated Packing List. For packages requiring no packing list, quantities and exact nomenclature will be shown. Entries covering packages containing inflammables will include the word "INFLAMMABLE" (in capital letters) after the package number.

(3) The columns on the extreme right of the Consolidated Packing List are for entry of the specific vessel upon which each package is shipped. It is essential that these columns be properly filled in.

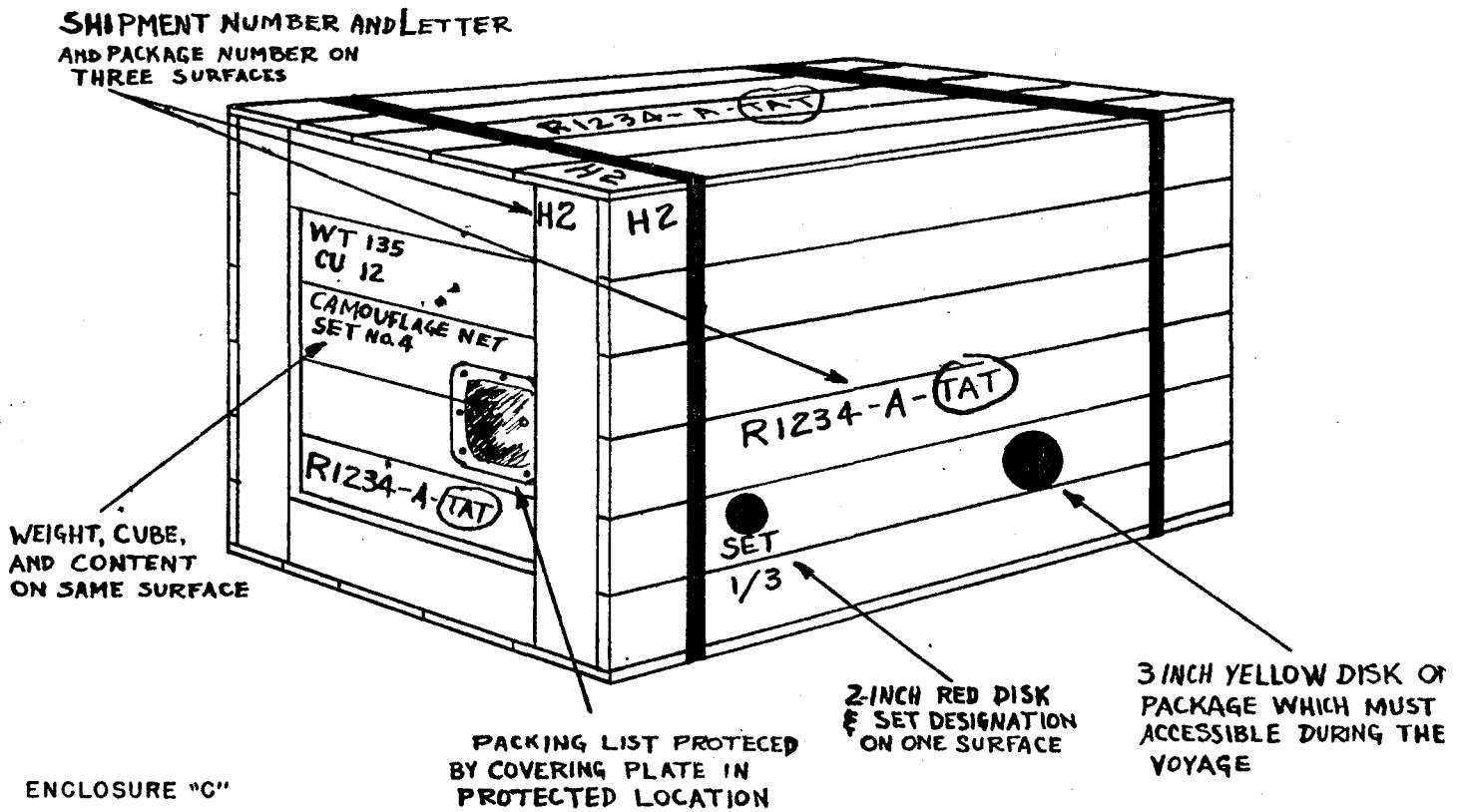
(4) At least seven copies of the Consolidated Packing List for each company or similar organization will be prepared. Six copies will have packing lists attached. Packing lists need not be attached to the seventh copy. One copy with packing list attached will be retained by the company or similar organization commander. The remaining six copies will be delivered to the unit commander. The unit commander will assemble the copies received from each company or similar organization in his unit into six sets. He will distribute these sets as follows:

(a) The set without packing lists attached (completed through the column headed "Date shipped" only) will be sent by expeditious means or will be taken to the Port Commander on the date the unit's equipment is shipped from the Assembly Area or Unit Station.

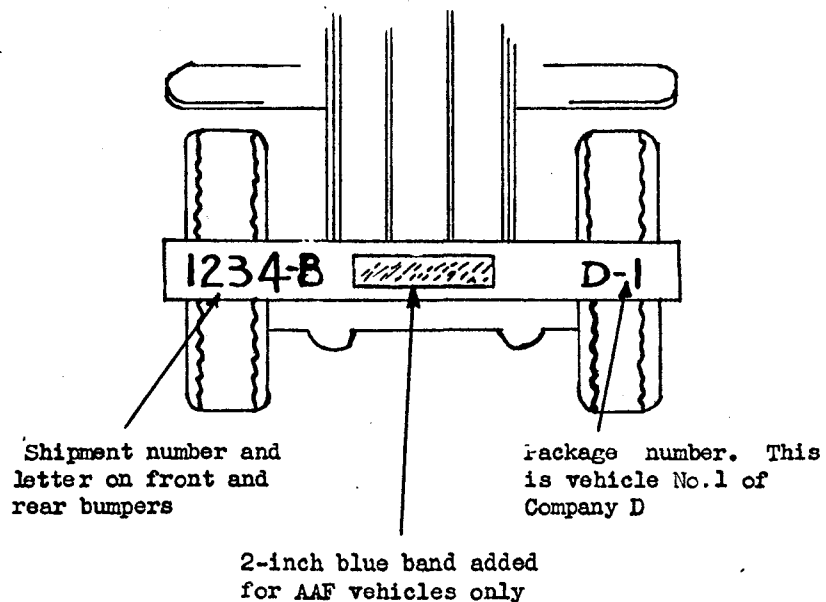
(b) Three sets will be sent as expeditiously as possible to the representative (if any) of the unit commander at the Port or will be delivered to him prior to his departure from the Assembly Area or Unit Station. If there is no Unit representative, these copies will be sent by expeditious means to the Port Commander.

(c) The unit commander will retain two sets. Prior to the unit's departure from the Assembly Area or Unit Station, one of these sets, completed as far as practicable, will be sent to the unit representative, if any, at the port; otherwise to the Port commander. The unit commander will bring the remaining set to the Port unless it does not contain complete information concerning shipment from the Assembly Area or unit station. In this case it will be left at the Assembly Area or unit station for completion by a designated representative. It will be sent to the unit commander at the Port when completed.

EXAMPLE NO. 1
MARKING OF IMPEDIMENTA - BOX

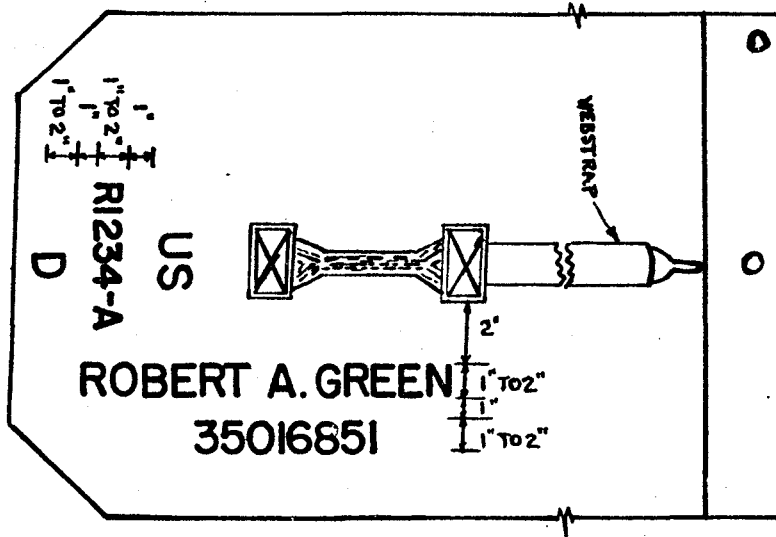


MARKING OF IMPEDIMENTA- VEHICLE

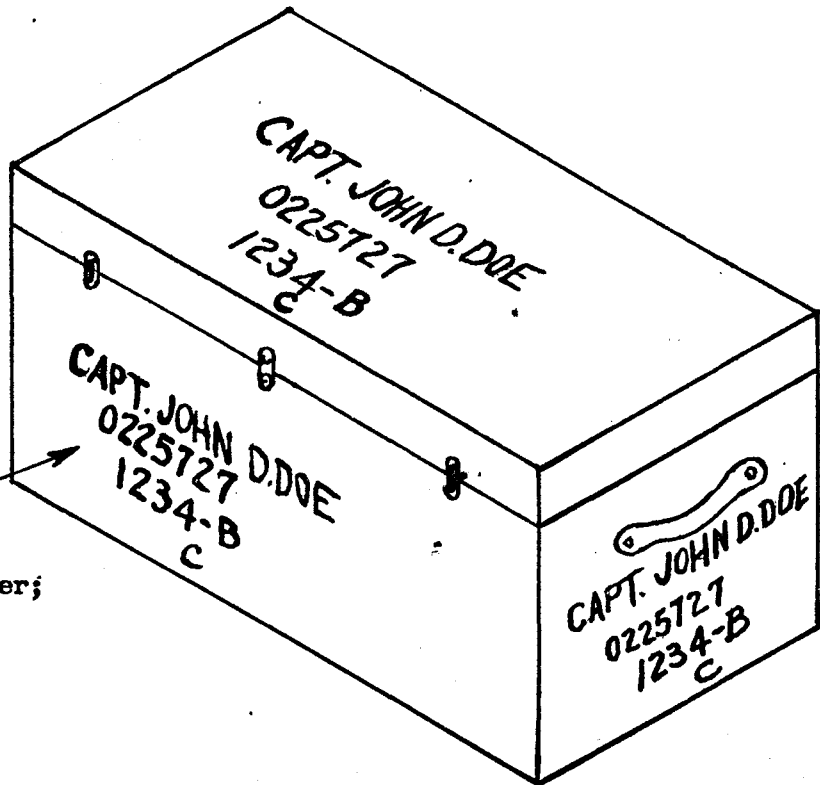


ENCLOSURE "C"

**EXAMPLE NO.2
MARKING OF DUFFEL BAG**



**EXAMPLE NO.2
MARKING OF TRUNK LOCKER**



Full name and grade; serial number; shipment number and letter; and company letter on at least three surfaces

PACKING LIST C43

SET 5, PACKAGE 3/3

SHIPMENT NO. RK600-A

(ASSEMBLY AREA OR UNIT STATION) 15 OCTOBER 1945

QUANTITY	UNIT	AUTHORIZED STANDARD NOMENCLATURE OF ITEMS
1	EA	CHEST CH-30
4	EA	MAST BASE M-19
2	EA	HAMMER HM-1
20	EA	INSULATOR IN-36
3	EA	STAKE GP-8
16	EA	STAKE GP-2
1	EA	AXLE RL-27
4	EA	REEL RL-2
5	EA	ANTENNA AN-22-A
1	EA	" AN-23-A
1	EA	" AN-25
2	EA	" AN-26
1	EA	" AN-27
4	EA	GUY GY-31-A
2	EA	GUY GY-23-A
2	EA	GUY GY-22-A
2	EA	GUY GY-30
1	EA	POWER CORD CD-415

(EXAMPLE ONLY)

RESTRICTED

APPENDIX C

CONSOLIDATED PACKING LIST, IMPEDIMENTA MOVED TO PORT OF EMBARKATION

SHIPMENT 12345-A

CONSOLIDATED PACKING LIST

SHIPPED TO: CG, BASE X
MANILA, P.I.

(assembly area or unit station)
Identifying Letter-"c"

IMPEDIMENTA MOVED TO PORT (EXCEPT PROPERTY WORN OR CARRIED BY INDIVIDUALS)

PKS. NO.	SET NUMBER	TYPE OF PACKAGE	QUANTITY AND ITEM	WEIGHT	CUBE	DATE SHIPPED	VESSEL
C1		Box	Message Center Pads & Forms	158	4	15 Jun 45	(1)
C2		"	Chest & Message Center Equipment	176	5	"	
C3		"	Message Center Equipment	187	9	"	
C4		"	Message Center Equip. Chest BC-5	194	7	"	
C5		"	Radio Equipment	151	8	"	
C6		"	1 ea Typewriter	51	3	"	
C7		"	Heater, Immersion Type	130	8	"	
C8		"	Radio Equipment	203	11	"	
C9		"	Lineman's Table & Rep. Equipment	150	8	"	
C10		"	Chemical Warfare Equipment	124	6	"	
C11		"	Power Unit PE-75	420	16	"	
C12		"	1 ea Range, Field M-1937	400	17	"	
	*	*	*	*	*	*	*
C31		"	Mess Equipment	92	4	"	
			Total	5938	266		
			12 Trunk Lockers	900	48		
			5 Bedding Rolls	240	20		
				7078	334		

Attached: 24 Packing Lists
(1) - To be filled in at the P of E

PROCEDURE FOR USE OF DUAL MIMEOGRAPH STENCIL

or the unit commander

1. The Disposition Center will prepare the roster for each group on dual mimeograph stencils. This will produce in a single operation (a) sets of identical stencils for each order. For convenience these will be referred to as stencil No. 1 (Top) and stencil No. 2 (Bottom). The movement directive for each group will be placed on a separate stencil. Likewise, the personnel roster for each group will be placed on a separate stencil or a separate set of stencils.

2. a. As movement orders are being prepared, the Disposition Center will utilize the No. 1 stencils to produce the number of copies of orders which may be required locally for planning purposes. Each No. 1 stencil (used) will then be placed in a separate self-cleaning file folder and retained. At time of embarkation they will be corrected to reflect the personnel actually embarked. Particular attention is directed to sections III and IV of the instructions contained in Incl. No. 1 concerning the preservation of stencils for re-use and the method of preparing the used stencils for entering additional data.

b. Normally, corrections can be made by using correction fluid and typing corrections or additions on the No. 1 stencils. When all corrections have been made, the statement "Corrected As of Embarkation" will be typed on the stencils. When operational necessity makes it impracticable to enter additions on the No. 1 stencil (used) a new stencil (single) for additional names or information may be prepared. When this has been done the No. 1 stencils will be used to produce the number of copies of corrected orders as may be required for use in the overseas command and to provide the copies required below.

c. Each No. 1 stencil will then be placed in a self-cleaning file folder and, not later than twenty-four (24) hours after embarkation, will be forwarded with one copy of the orders, by air courier or air mail (whichever provides the most rapid delivery), to the Commanding General of the US port at which debarkation is scheduled. Each self-cleaning file folder will be marked to identify the stencil which it contains. This may be accomplished by running the file folder through the mimeograph machine before the stencil is removed.

3. a. The No. 2 stencils will be retained until embarkation but will not be used overseas to produce copies of orders. At time of embarkation, they will be corrected to reflect the personnel actually embarked. The statement "Corrected As of Embarkation" will be typed thereon.

b. The No. 2 stencils (clean) will then be given to the group leader concerned together with two (2) copies of the orders (Movement directive and roster) which were produced from the No. 1 stencils as referred to in 2 above. Each group leader will be instructed to retain the stencils and copies of orders in his personal possession until called for by the proper authority at the US port.

c. Reasonable care will be exercised in handling the stencils while enroute to the United States. Each stencil will be carried in a self-cleaning file folder. This precaution is taken so that the file folder will be immediately available in the event the stencil is used for any purpose while enroute to the US. If in proper condition, the file folder will be used at the US port for forwarding the stencil to the reception station. It is suggested that the stencils be carried in a large manila envelope in order to reduce to the minimum the amount of folding required. The stencils will not be carried in HAND or HOLD baggage.

(The above extracted from WD letter AG 370.5 (20 Mar 45) OB-S-SPMOT-M, Subject: Procedure for Use of Dual Mimeograph Stencils for Group Movement Orders, dated 26 March 1945).

APPENDIX D

(2)

RESTRICTED

123-50

HOW TO USE DUAL STENCIL SHEETS

USING MIMEOGRAPH STENCIL SHEETS CELLOTYPE 1060K2D

I. TO PREPARE FOR TYPING:

1. Raise both stencil sheets off the backing sheet and insert one of the special blue tinted cushion sheets between the stencil sheet and the backing so that the carbon sheet is as far toward the juncture of the stencil sheet and backing as it will go, and then lay the stencil sheets smoothly down onto the carbon sheet.
2. Roll the assembly prepared in paragraph 1 into the typewriter with the backing sheet next to the typewriter platen.
3. Clean the typewriter type thoroughly, using a brush with very stiff bristles. This brushing of the type should be repeated occasionally so as to keep the type free from possible filling.
4. Shift the typewriter ribbon out of the printing position by setting the ribbon indicator at the "off ribbon" or "stencil" position.
5. Type the necessary information on the stencil sheet, using a uniform staccato touch. Type slowly, striking with a little greater force those letters having a large printing surface, such as M and W, and striking with less force those letters having a very small printing surface, such as the small C, the comma (,) and the period (.).
6. Corrections: If a major error is made, it may be necessary to discard the stencil in its entirety. However, if correction of a minor error is desired, this is accomplished by separating the top stencil. Bring it forward and insert a slip of paper under the work to be corrected, then burnish and apply correction fluid.* Remove the slip of paper, then burnish the second stencil and apply correction fluid, allowing a few seconds for the fluid to dry. The stencils are then returned to their original position and the typed correction is made.
7. The stencil having been prepared, the assembly is removed from the typewriter. The top stencil is removed leaving the second or bottom stencil sheet still attached to the backing. The second stencil sheet and backing are not separated until the stencil sheet is to be used as it serves as a protecting sheet if stencil is to be carried about or mailed. (Stencil with backing should be mailed flat or folded (end to end) with adequate protection being taken to avoid crimping or wrinkling).
8. The blue tinted cushion sheets can be used twice before discarding.

II. PLACING THE STENCIL ON THE MIMEOGRAPH DUPLICATOR

Dual stencil sheets are not attached to the Mimeograph cylinder in the same manner as ordinary stencil sheets, inasmuch as they do not have the regulation button-hold stub at the top.

*See Instructions on correction fluid bottle

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OPERATION ONE

To attach the stencil sheet - turn the cylinder so that the top stencil clamp is uppermost and open the clamp. Place the top edge of the stencil sheet, face down (Fig. 1) on the upper edge of the cylinder, in such manner that the stencil sheet will extend $\frac{1}{4}$ " to $\frac{3}{8}$ " over the edge. This will allow this extended portion of the stencil sheet to be held firmly locked under the stencil clamp when it is closed. Close the clamp.

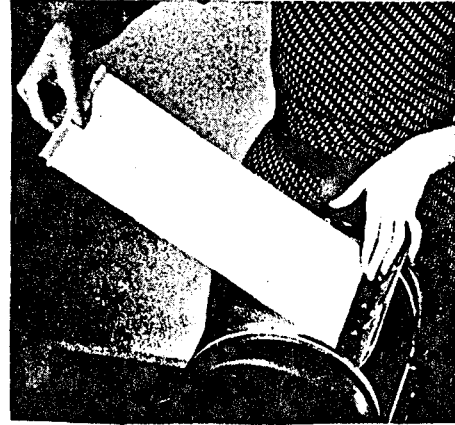


Fig 1

OPERATION TWO

Rotate the cylinder so that the stencil end clamp can be easily reached. Open the clamp and lay the stencil sheet over the ink pad smoothly, maintaining even marginal clearance between the edge of the stencil sheets and the edge of the cylinders on both sides. Straighten the stencil (Fig. 2) out smoothly, laying it down so that the end of the stencil sheet can be locked under the lower stencil clamp. Then close the clamp and proceed in the normal manner to effect reproduction of copy.

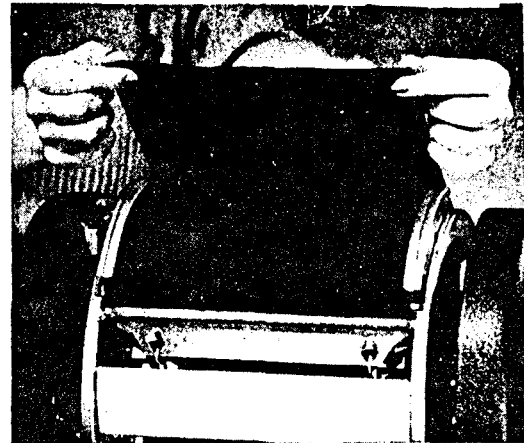
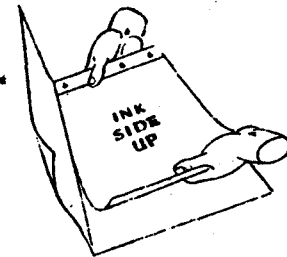


Fig. 2

III. USING THE MIMOEGRAPH NO. 973 TYPE FILING WRAPPERS

The wrapper method of filing is as follows:

1. Immediately upon completion of the run, remove the stencil from the cylinder and place it inked side uppermost in an open, clean Filing Wrapper, being careful to leave no creases or wrinkles. Each time a stencil is to be filed or re-filed use a clean unused wrapper.



2.. Close the filing wrapper and rub the outside with the palm of the hand or a hard, smooth object such as the bottom of an ink bottle. Do this vigorously with plenty of hard pressure being certain to rub the entire top surface of the filing wrapper so as to promote an all-over smooth contact of the stencil and wrapper. If good contact is not obtained between the stencil and the filing wrapper, re-runs of the stencil may show broken line or ragged appearing letter outlines on the copies because the ink was not removed from the stencilized openings and absorbed into the wrapper.

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INCL # 1 To APPENDIX D

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3. The file wrappers containing the stencil sheets may then be placed into a regular 12" x 16" manila envelope for mailing or carrying.

IV. ADDING DATA TO USED STENCILS

If it is found necessary to remove the used stencil sheet from the file wrapper and add copy thereto, before it has had sufficient time to have had the ink absorbed therefrom, it is suggested that this procedure be followed:

1. Take a discarded backing sheet or piece of paper of equivalent size and grade and place thereon one of the cushion sheets provided in each package of stencils.

2. Remove stencil from file wrapper and place it face up and smoothly and evenly on the cushion sheet - backing sheet assembly.

3. Then take an ordinary piece of paper (waste paper will do) of sufficient size to cover (mask) the entire stencil and still allow for a one-half inch ($\frac{1}{2}$) fold being made on top edge. This folded sheet of paper is then placed over the face of the entire stencil and in such manner as to allow the folded edge to cover the end of the entire assembly. This folded edge provides for easy insertion into the typewriter. (See Fig. 1)

4. Place the assembly into the typewriter, aligning and straightening as is normally done. Roll the assembly forward until that portion of the stencil, that is to have data added thereon, is slightly above the typewriter bar guide. Pull the covering paper mask forward to observe for proper alignment.

5. Tear the covering piece of paper off even with the type bar guide by pulling the paper forward and to the right (Fig. 3).

6. Roll the assembly back so that typing may be done on the exact area and proceed with typing of stencil.

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PERSONNEL ROSTERROSTER - RK 600-AFOR SEPARATION CENTER NO. 26, FORT DIX, N.J.

<u>NAME</u>	<u>GRADE & ARM OR SERVICE</u>	<u>ASN</u>	<u>CO</u>	<u>MOS NO</u>	<u>ASR SCORE</u>	<u>ADDRESS</u>
MILLER, Frank T.	Lt.Col. FA	043211	Hq	1193-5	140	641 Spring St., Boston, Mass.
MARNER, Silas P.	Capt. FA	066666	B	1193-7	90	65, 8th St., Bayonne, N.J.
**	**	**	**	**	**	**
JONES, Willi	S/Sgt FA	1234567	Hq	502	182	145 Railroad St., Watertown, N.Y.
FREED, Emanuel M.	Sgt.	7654321	C	502	90	207 Van Buren St., Brooklyn, N.Y.
**	**	**	**	**	**	**

(List remaining members of unit to be assigned to this Group)

Note 1: Prepare similar lists for each separation center accounting for all members of the unit. The list for each separation center will be prepared on a separate stencil or group of stencils.

Note 2: The format illustrated may be modified to permit use of addressing equipment to impress data on stencils provided all information indicated is given. The following is required (1) Names will be listed in the first column; (2) Addresses will be listed in the last column; and (3) A minimum 1½ inch space will be left on the right of the list to permit, when practicable, re-use of the stencils for other purposes at installations in the United States.

RESTRICTED

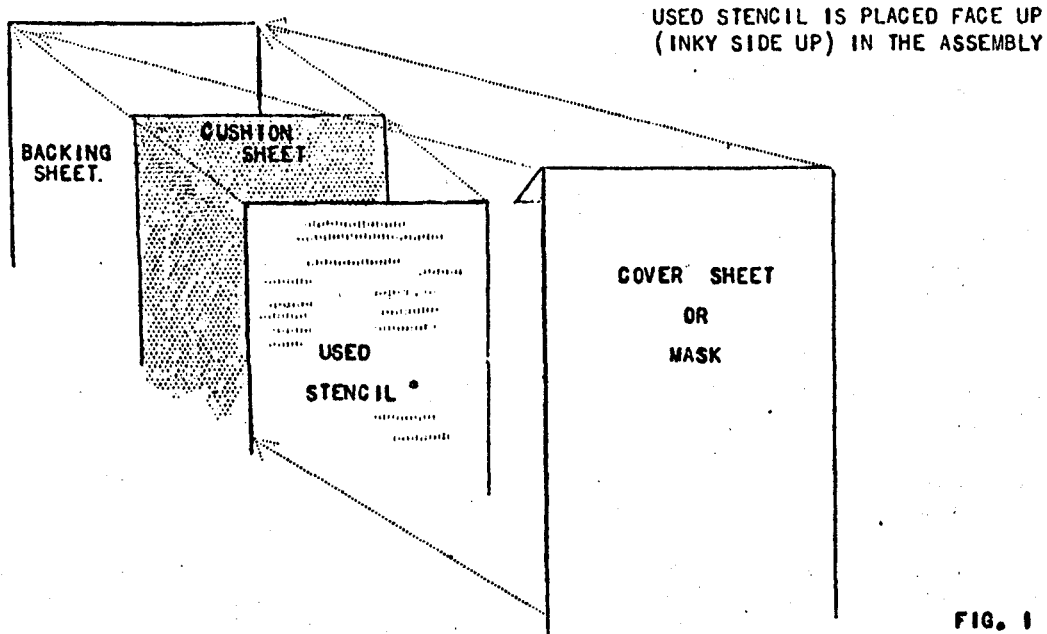


FIG. 1

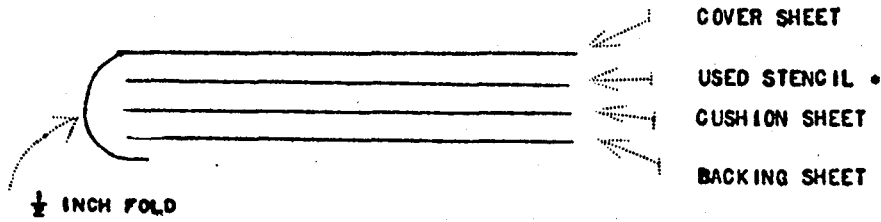


FIG. 2

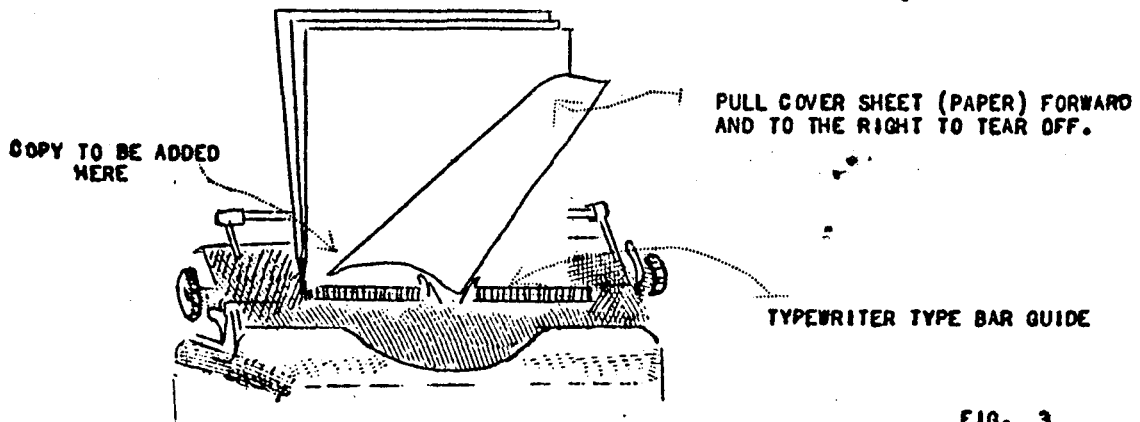


FIG. 3

RESTRICTED

LIST OF RECEPTION STATIONS AND SEPARATION CENTERS FOR CATEGORY IV UNITS

PERSONNEL CENTER	STATES SERVED		RECEPTION STA. CODE NUMBERS	SEPARATION CTR. CODE NUMBERS
	MALE	FEMALE		
Atterbury, Ind. (Camp)	Indiana Ohio		6	31
Beale, Calif. (Camp)	Cal. (north of 35th par- allel lat. Nevada	Arizona Calif. Colo. Idaho Mont. Nevada N. M. Oregon Utah Washington Wyoming	14	42
Blanding, Fla. (Camp)	Florida		19	45
Bliss, Texas (Fort)	Texas (west of 100th mer. long) New Mexico		11	39
Bragg, N. C. (Fort)	North Car Virginia	Georgia N. C. S. C. Virginia	4	28
Chaffe, Ark. (Camp)	Arkansas Tennessee		18	37
Des Moines, Iowa (Fort) (For sep- aration of female personnel only)		Illinois Iowa Kansas Minnesota Missouri Nebraska North Dakota South Dakota Wisconsin Michigan (upper peninsula)	62	51
Devens, Mass. (Fort)	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont		1	25

Dix, N. J. (Fort)	New York (east of 78th mer. long)	Connecticut Delaware Dist. of Col. Maine Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont	2	26
Douglas, Utah (Fort)	Utah Wyoming		12	41
Fannin, Texas (Camp)	Louisiana		61	50
Gordon, Georgia (Camp)	South Carolina		22	46
Grant, Illinois (Camp)	Illinois (north of 41st parallel lat.)		60	49
Indiantown Gap, Pa. (MR)	Pennsylvania (east of 78th mer. long)		21	45
Jefferson Barracks, Mo.	Illinois (south of 41st paral- lel lat.) Missouri (east of 92nd mer. long)		9	34
Knox, Ky. (Fort)	Kentucky West Virginia New York (west of 78th mer. long) Pennsylvania (west of 78th Mer. long)		24	48
Leavenworth, Kans. (Fort)	Iowa Missouri (west of 92d mer. long) Oklahoma South Dakota		17	35
Lewis, Wash. (Fort)	Idaho Montana North Dakota Oregon Washington		13	40

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Logan, Colo. (Fort)	Colorado Kansas Nebraska	8	36
MacArthur, Calif. (Fort)	Arizona Calif (south of 35th par. lat.)	20	44
McCoy, Wis. (Camp)	Michigan (upper peninsula)	16	33
McPherson, Ga. (Fort)	Georgia	15	29
Meade, Md. (Fort)	Dist. of Col. Maryland	3	27
Monmouth, N. J. (Fort)	Delaware New Jersey	23	47
Sam Houston, Tex.	Texas (east of 100th mer. long)	10	38
	Alabama Arkansas Florida Louisiana Mississippi Oklahoma Texas		
Shelby, Miss. (Camp)	Alabama Mississippi	5	30
Sheridan, Ill. (Fort)	Michigan (lower pen- insula)	7	32
	Indiana Kentucky Michigan (lower peninsula) Ohio Tennessee West Virginia		

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APPENDIX G

Listing of Personnel Records

1. All officers:

Form 65 or 65-1 (Officer's Identification Card)

Form 66-1, 66-2, or 66-3 (Officer's and Warrant Officer's
Classification Card)

Form 77 (Officer's Pay Data Card)

Record of Leave Accrued & Granted (To be carried by officers as
prescribed in AR 605-115)

2. All enlisted personnel:

Form 20 (Soldier's Classification Card)

Form 24 (Service Record) with allied papers required by current
directive

Form 28 (Pay Data Card)

C & E Adjustment Form as prescribed in W.D. Cir 72, 1945

Form 163 (Adjusted Service Rating Card)

3. All Personnel:

Form 8-114 (formerly Form 78) (Syphillis Register for individuals
under syphillis treatment)

Form 8-115 (formerly Form 78-A) (Treatment record for individuals
under treatment for syphillis)

Form 8-117 (formerly Form 81) (Immunization Register, in duplicate,
original carried on person) (where
Form 8-117 is not available Form 81
may be used)

Copy of board proceedings such as reclassification, disposition,
AR 615-368 and AR 615-369 proceedings. When applicable, such
copy will contain indorsement made by convening authority and
approval of officers having discharge authority.

APPENDIX G

(1)

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RESTRICTED4. AAF rated personnel:

Individual flight record (WDAAF Form 5) with allied papers.

Instrument pilot certificate (AAF Form 8 or 8-A)

Physical record card (WDAAF Form 206)

Standard AAF medical statement

Individual Equipment Issue Record (AAF Form 121-AAF equipment)

5. Parachute and Glider Personnel:

Copy of orders announcing parachutist or glider rating

Copy of orders or certificates placing personnel on parachutist or glider status, as required by current regulations.

6. In the event any of the above records are missing and cannot be located, duplicates will be prepared. If missing records cannot be replaced or can be only partially constructed, a certified statement giving the facts in the case will be forwarded in lieu of the missing record or will be attached to the partially completed duplicate.

7. In each case where determination has been made that separation is to be effected under current separation records (as distinguished from readjustment separation standards), entry will be made under "Remarks Administrative" in the Service Record for enlisted personnel as prescribed in Technical Manual 12-230, or under "Remarks" on Form 66-1, 66-2, or 66-3, for officers, indicating the regulation applicable and the specified cause for separation.

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8. The above list is not to be considered as an all-inclusive list of records pertaining to personnel returning to the US. This list, however, indicates the forms and records which must be processed and forwarded when personnel are moved to the US. Unit Commanders are responsible that all pertinent documents, forms, records, allied papers, duplicate copies of allotments, insurance records and other pertinent information usually retained in the records files of individuals are forwarded at time of movement of personnel to the US.

PERSONNEL RECORDS CHECK LIST

(To be inclosed in Records Jacket or similar instrument)

Date _____

LAST NAME	FIRST NAME	INITIAL	RANK	ASN
BRANCH OF SERVICE _____			FORMER ORGANIZATION _____	
CATEGORY _____			DATE PROCESSED _____	

	A	SING	AE	* PO- ed	POD-	PS	AS
ALL OFFICERS							
ID Card (WDAGO 65 or 65-1) (Carried on Person)							
Qualification Card (WDAGO 66-1, 66-2, 66-3)							
Pay Data Card (WDAGO 77) (Carried on Person)							
Record of Leave (AR 605-115)							
ALL ENLISTED PERSONNEL							
Sol Classification & Qualification Card (WDAGO 20)							
Service Record (WDAGO 24) with allied papers							
Pay Data Card (WDAGO 28) (Carried on Person)							
C and E Adjustment Form for Indiv Clo & Equip (Cir 72 WD 45)							
Adjusted Service Rating Card WDAGO 163)							
ALL PERSONNEL							
Syphilis Register (AGO 8-114) (Formerly MD-78) if applicable							
Syphilis Treatment Record WDAGO 8-115 (Formerly MD-78a) if applicable (Carried on Person)							
Immunization Register WDAGO 8-117 (formerly WDMO 81) Duplicate (Original on Person)							
Board Proceedings, where applicable, properly accomplished							
AAF RATED PERSONNEL							
Individual Flight Record (WD AAF 5) with allied papers							
Instrument Pilot Certificate (AAF 8 or 8a) (Carried on Person)							
Physical Record Card (WDAAF 206) (Carried on Person)							
Standard AAF Medical Statement							
Individual Equipment Issue Record (AAF 121)							
PARACHUTE & GLIDER PERSONNEL							
Cy orders announcing parachutist or glider rating							
Cy orders or certificates placing personnel on parachutist or glider status as required by current regulations							

*Check not required at ports if made at assembly area or unit station.

RESTRICTED**KEY:**STNG A - Unit Station Staging Area,
or Assembly Area

POAE - Theater-ATC POAE

POD - US Port of Entry

RS - Reception Station or Separation center

AS - Final Assignment Station

The above named personnel records
are complete as indicated and are
inclosed or are in possession of
individual(s) concerned.

Shipping Agency Insert Appropriate Symbol:

X Record inclosed and complete
∅ Record inclosed but incomplete
O Record not inclosed

<u>NAME</u>	<u>RANK</u>
Shipping Agency Clearance Officer	

APPENDIX H

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IDENTIFICATION TAG
(WD AGO Form 55-4)

U. S. ARMY UNIT BAGGAGE	BLUE MOVEMENT NUMBER _____ SYMBOL _____ FROM _____ TO _____ VESSEL NO. _____ WT _____ CU FT _____ Tag Number _____	Over
----------------------------	---	------

Front

ACCOMPANIED HOLD BAGGAGE UNIT	Name of Owner
	Rank and ASN
	Old Address
	Forwarding Address

Reverse

RESTRICTED

Figure 10

Certificate of Retention and Customs Declaration

(Strike out portions inapplicable)

1. I certify and declare that the following items of Government property were purchased by me and are my personal property:

NAME

Rank and Arm

2. As his commanding officer, I certify that the above-named individual has by authority of this Theater Commander been authorized to retain the following items of captured enemy material, and has evidenced to me his right to possess the items of British, Russian, Canadian, _____ Government material:

Captured Enemy Material.ALLIED GOVERNMENT MATERIAL

Stamp; see Cir.
155, WD, 1945

Date _____

3. The following Customs Declaration will be accomplished in all cases. In addition, the Customs Declaration tag will be accomplished and affixed to the container.

CUSTOMS DECLARATION

I declare that all items listed herein consist of personal and household effects either taken abroad by me or acquired abroad, for my personal use, except the following:

(Here list items or write
"No exceptions" as appropriate)

Date _____
Signature _____
Rank & ASN _____
Type of Container _____
No. of Tag _____

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CUSTOMS DECLARATION TAG
(WD AGO Form 55-9)

U S ARMY	<p>C U S T O M S D E C L A R A T I O N</p> <p>I declare that all items in this container consist of personal or household effects either taken abroad by me or acquired abroad for my personal use, except the following:</p> <p>(Here list items or write "No exceptions" as appropriate.)</p>
	<p>_____ (Over) _____</p> <p>(Signature) (Rank & ASN) (Date)</p>

U S ARMY	<p>Name and Rank of Owner _____</p>
	<p>ASN _____ Organi- zation _____</p>
	<p>CERTIFICATE OF INSPECTING OFFICER</p> <p>I certify that I have inspected the contents of this container, property of the individual named above; that it does not contain unauthorized Government property or other prohibited items and that existing regulations with reference to disinfestation, weight, keys, tagging and certificates have been complied with.</p>
	<p>_____</p> <p>_____</p> <p style="text-align: right;">Inspection Officer</p> <p>Date _____ (over)</p>

LIST OF RESTRICTED AND PROHIBITED ITEMS

In accordance with the policies of the several US Government departments responsible for the protection of the public health and the protection of plant and animal life in the US., the importation of certain items into the United States is prohibited, and that of certain other items restricted. Certain other items are restricted or prohibited by the US Army for reasons of safety of personnel and for the protection of property. Items, the importation of which into the United States or the inclusion of which in baggage is restricted or prohibited, are as follows:

1. Items restricted by regulations of other US Government departments or agencies.

a. Category 1. Plants, including trees, shrubs, and herbaceous plants, bulbs, roots, cuttings, or other parts of plants and seeds, for or capable of propagation, (Authorization by Bureau of Entomology and Plant Quarantine, Department of Agriculture, required. Normally, inspectors for this Bureau are on duty at United States ports and can assist in obtaining authorization and make the required inspections).

b. Category 2.

(1) Domestic animals, wild ruminants, and swine, (Inspection and authorization by Bureau of Animal Industry, Department of Agriculture, for the specific product required).

(2) Viruses, serums, toxins, and analogous products for the treatment of animals, (Permit from Bureau of Animal Industry, Department of Agriculture, for the specific product required).

c. Category 3.

(1) Viruses, serums, toxins, antitoxins, and analogous products for the treatment of man when such articles are brought in for sale, barter or exchange. (Inspection and specific authorization by the United States Public Health Service required).

(2) All birds of the parrot family. (Authorization by US Public Health Service required. Not more than three in number permitted subject to the following restrictions: Must have been in possession of the owner for 2 years prior to importation; must be accompanied by the owner; must be apparently well, and may not be intended for sale, barter, exchange or public exhibition. Those in excess of three in number or not complying with the foregoing restrictions are subject to 6 months quarantine at the expense of the owner).

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d. Category 4. Wild animals, except ruminants and swine (see 1 (b) (1) above), or birds, except natural history specimens for museums or scientific collections and birds of the parrot family (see 1 (b) (2) above). (Authorization by the Department of the Interior required, if not specifically excepted).

e. Category 5. Art objects, archives, and other cultural material as defined in Treasury Department Regulations TD 51072, quoted below, except importations from the United Kingdom, the British Dominions, or British colonies. Before such articles can be imported into the United States a license for their import must be obtained from the U.S. collectors of customs at U.S. ports or from Federal Reserve Banks.

(1) Art Objects. Treasury Department regulations prescribed in TD 51072 pursuant to sections 3 (a) and 5 (b) of the Trading with the Enemy Act, as amended with respect to the release of art objects from customs custody which have been imported after 12 March 1938, are quoted below. These regulations are effective on and after 8 June 1944.

(a) Sec 52.127 Prohibitions against Release of Imported Art Objects. No art object hereafter imported from any foreign country, except one which constitutes a part of the United Kingdom, the British Dominions, or the British Colonies, and no art object which is now in customs custody which was imported after March 12, 1938, from any foreign country except one which constitutes a part of the United Kingdom, the British Dominions, or British Colonies, shall be released from customs custody whether for consumption or exportation, or shall be sold or forfeited under the customs laws and regulations, unless such release, sale or forfeiture has been licensed or otherwise authorized by the Secretary of the Treasury.

(b) Sec 52.137 Requirements for Release of Art Objects. Persons seeking release of any such art objects from customs custody for consumption or exportation shall file an application on Form TFE-1 in duplicate in the manner prescribed in section 130.3 of the Regulations issued under Executive Order No. 8389, as amended. Form FFC 168 must be filled out and attached to the application. With respect to art objects in customs custody which are subject to sale or forfeiture under the customs laws and regulations, the Collector of Customs concerned shall file a report in duplicate on Form FFC 168 with Foreign Funds Control, Treasury Department, Unit 244, Washington, D.C.

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RESTRICTED

(c) Sec 52.147 Definitions of "Art Objects." As used herein, the term "art object" shall include any of the following, if there is reasonable cause to believe that the article or lot of articles included in one importation, export shipment, or sale lot (i) is worth \$5,000 or more, or (ii) is of historic, artistic, or scholarly interest irrespective of monetary value:

Paintings, in oil, mineral, water, or other colors, tempera, drawings and sketches in pen, ink, pencil, or water colors, engravings, woodcuts, prints, lithographs, miniatures.
 Statuary, sculptures
 Chinaware, glassware, pottery, porcelain
 Rugs, tapestries, laces, and other textiles
 Jewelry, metalwork
 Books, manuscripts, archival materials and records
 Furniture
 Curios

(2) The United States Government has taken certain measures to prevent the importation of cultural material which has been taken from the people of occupied countries against their will. During the war, the contents of many places of worship, religious institutions, museums, galleries, libraries, archives, and places of cultural importance, both public and private, have been widely scattered. Irreplaceable art objects and documents from such sources are occasionally sold by unauthorized persons and may be innocently acquired by American soldiers. The importation of these articles by military personnel, as well as civilians, is prohibited without the license referred to in paragraph (1) above.

(3) The definitions given in Treasury Department regulations are necessarily very broad in order to cover the major categories of artistic objects which might have been looted by the enemy. These definitions must be interpreted by United States Army inspecting officers in the light of the purpose sought to be accomplished as outlined above. The main test for listing the articles as restricted articles should be whether the articles have the distinction or rarity usually characteristic of those contained in valuable art collections. For example, ordinary trade shipments of jewelry, pottery, rugs, etc., may be worth \$5,000 or more but because of their purely commercial nature no license for their release should be required and therefore they should not be listed as restricted articles. On the other hand, certain manuscripts, drawings, etc., may be worth less than \$5,000 but because of their rarity or distinction a license should be required for their release,

RESTRICTED

and they should accordingly be listed as restricted articles.

2. Items prohibited by other US Government departments or agencies. The importation into the United States of the following items is prohibited by the provisions of this publication, except in those specific cases where a clearance to import items, such as those for scientific, educational, or military purposes, is obtained from the proper civilian agency through military channels, prior to shipment from an overseas command.

a. Smoking opium and narcotic drugs.

b. The following plants and plant products:

(1) Fresh fruits and vegetables, including sweet potatoes and yams.

(2) Bamboo seeds or plants and unhulled rice.

(3) Sugar cane, citrus plants or cuttings, and banana plants.

(4) Raw cotton and cotton seed hulls, including seed cotton and cotton bolls, etc., as such; or, when used as packing material, lint containing seed; cotton seed hulls; rice straw and rice hulls, including such products used as packing material, leaves or plants used as packing material, or dried grasses used as packing material. NOTE - Dried, cured, or processed fruits and vegetables, such as cured figs, dates, dried peas, and beans are unrestricted. Processed cotton lint, such as absorbent cotton, cotton batting, or other forms of lint, free from seeds, is not prohibited as a packing material.

c. Articles bearing names or marks which copy or simulate registered and recorded trade-marks of recorded trade names, except that such articles are not prohibited from importation if the name or mark is completely removed before the articles enter the United States.

d. Birds of paradise, aigrettes, osprey plumes and feathers, heads, wings, etc., of wild birds, raw or manufactured. This prohibition does not apply to ostriches or domestic fowl of any kind.

e. Skins of fur seals or sea otters, taken in the open waters of the North Pacific Ocean, and garments made in whole or in part of such skins, unless the skins have been taken legally under the Act of 26 February 1944.

f. The mongoose, the so-called "flying fox" or fruit bat, the English sparrow, the starling, and all other birds

injurious to agriculture or horticulture.

g. Live insects, including eggs, pupae, larvae, and adults.

h. Eggs of wild birds.

i. Goods made by convict labor, forced labor, or indentured labor under penal sanctions.

j. Lottery tickets and advertisements of any lottery.

k. Obscene and immoral articles, books, pictures, films or publications, and seditious, treasonable, or insurrectionary matter.

l. Articles of medicine for the prevention of conception or causing unlawful abortion.

m. Counterfeits of coins, securities, obligations, or postage or revenue stamps and colored illustrations of postage stamps of US or foreign governments.

n. Gold, except to the extent permitted by the provisional Gold Regulations issued under the Gold Reserve Act of 1934. NOTE - Fabricated gold, (gold manufactured for customary professional or artistic uses; not including gold coin), such as jewelry, may be imported into the United States. Gold coin of recognized special value to collectors of rare and unusual coins may also be imported.

o. Hay and straw for packing, unless disinfected.

p. Tea in packages exceeding 5 pounds each and not conforming to fixed standards.

q. Arms and ammunition (when not specifically issued or when not war souvenirs or relics covered by permit from owner's commanding officer).

r. Liquor candy.

s. Absinthe.

t. Matches, white phosphorus.

u. Domestic ruminants or swine or chilled or frozen fresh meats derived from such animals from countries where either foot and mouth disease or rinderpest has been determined to exist. (See Sec 94.1, US Department of Agriculture of Animal Industry Order 373).

RESTRICTED

v. Sedative drugs derived from barbituric acid (phenobarbital, seconal, nembutal, etc), benzedrine compounds intended for internal use, and sulfonamide drugs, unless prescribed for use of the individual by medical authority.

3. Items prohibited for US Army purposes. In addition to those items listed in paragraph 2b above, inclusion of the following items in baggage is prohibited:

a. Government property except that which is:

(1) Issued under authority of movement orders.

(2) Purchased by an individual out of personal funds when accompanied by a certificate or affidavit to that effect.

b. Undeveloped exposed film, where military censorship is in effect.

c. Documents, papers, communications and photographs unless passed by military censor, where military censorship is in effect, Censorship is applied to official messages transmitted in the clear via electrical means and to personal communications: Letters, postcards, films, photographs, press dispatches, newspapers, journals, magazines, books, pamphlets, parcels, recordings and transcriptions, radiograms, telephone messages, and other communications regardless of means of transmission (for further reference see War Department Field Manual 30-28).

d. Captured material trophies unless accompanied by a certificate of retention, in duplicate, signed by the individual's commanding Officer stating that retention of the items in question are specifically authorized by the overseas commander in pursuance of Section VI, Circular 155, WD 1945, or supersessions thereof.

e. Items of allied nations material, unless accompanied by a Certificate of Ownership or Right to Possess, in duplicate, signed by an individual's commanding officer indicating his ownership of or right to ship the material.

f. Live ammunition and explosives.

APPENDIX L - 6

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Appendix M

Certificate of Inspecting Officer for Accompanied Baggage

1.

(Heading)

(Date)

I declare that all baggage accompanying individuals listed below consists of personal or household effects taken abroad by the owner of the baggage for his or her personal use, except the items listed opposite the name of each individual; and I certify that all articles the importation of which into the United States is prohibited found in the baggage covered by this declaration were removed therefrom for appropriate disposition.

OWNER	RANK	Description of articles	Cost or Value

2. I further certify that those articles the importation of which into the United States is restricted which were not removed from the baggage covered by this declaration are listed below.

OWNER	RANK	Description of material

Name _____

Rank _____
(Inspecting Officer)

PRE-EMBARKATION HEALTH CERTIFICATE

Designation of Unit or Group

For the information of the transport commander and of the quarantine officers at foreign ports, and for transmittal to responsible commanders enroute at destination the following statements are herewith certified:

1. Those infectious and parasitic diseases to which the personnel concerned have been exposed, or which are known to be present among them (or the infectious or parasitic diseases prevalent in the areas from which personnel are drawn) are as follows:

2. The exposure to or incidence of vermin among the personnel (or the incidence of vermin infestation in the areas from which the personnel are drawn) is as follows: _____

Disinfestation (was) (was not) performed. Date of disinfestation, if performed).

3. The personnel concerned have been physically inspected _____ (Date) _____.

Place _____ and are free of acute communicable diseases which, if introduced aboard the vessel, might reasonably be expect to result in a serious epidemic. They include no case of quarantinable disease (cholera, leprosy, small-pox, plague, epidemic typhus and yellow fever) except as follows: _____

4. All personnel concerned satisfy immunization requirements of AR 40-210 and other War Department and pertinent theater directives concerning special immunizations. Special cognizance is taken in this regard of the requirements of land areas to or through which personnel will be transported. Persons not properly immunized are the following:

Name	Character of Exception	Reasons Therefor	Evidence of necessity to travel and waiver of requirements
------	------------------------	------------------	--

Continued on reverse side

RESTRICTED

Date _____
Place _____

For the Commanding Officer,

Name of Officer, Grade, Position

(The sample above is a suggested form; its use is not mandatory, provided the information required is given).

RESTRICTED

RESTRICTED

PRE-DEBARKATION HEALTH CERTIFICATE*

Designation of Unit or Group

Designation of Vessel (Name)

This is to certify that:

1. The above designated personnel have been physically inspected at _____ and have been
(hour) (date)
found free from acute communicable diseases, quarantinable diseases (cholera, leprosy, smallpox, plague, epidemic typhus and yellow fever) and vermin.

2. No quarantinable disease has been aboard this vessel during the present voyage.

3. This vessel has, during the present voyage, entered no port in which there was present any quarantinable disease, or which was not considered clean by the United States Public Health Service; or if such entry has been made, the action of the vessel and personnel aboard while in port was such as to preclude the danger of acquiring quarantinable disease.

4. The sanitary condition of the vessel is satisfactory, its rodent colony is not excessive, and it possesses a valid deratization or deratization exemption certificate.

5. Exceptions to the above are as follows: _____

(continued on back if necessary)

6. Recommendations: _____

(Commissioned Medical Officer) (Grade) (Title) (Date)

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Master of Vessel

* To be completed by a commissioned medical officer. This certificate together with the Pre-embarkation Health Certificate comprise the evidence upon which quarantine procedure will be determined. Copies of both will be held available for inspection by the Quarantine Office of the United States Public Health Service, or in the event of exemption from

RESTRICTED

inspection, will be forwarded to that officer within 24 hours. Copies will also be given United States Port Commander.

(The sample above is a suggested form; its use is not mandatory, provided the information required is given.)

Appendix O

RESTRICTED

(2)

RESTRICTED

BLANKET DECLARATION
 UNITED STATES ARMY
 CUSTOMS DECLARATION

S.S. _____ U.S. PORT OF ARRIVAL _____

TO: Collector of Customs:

Herewith is submitted list of members of the armed forces of the United States debarking at this port from the vessel named above.

I declare to the best of my knowledge and belief, and on the basis of the attached declaration, that all baggage accompanying the persons whose names appear on the attached lists consists of personal or household effects taken abroad or acquired abroad by the owner of the baggage for his or her personal use, except for the items listed opposite his or her name, and in addition listed on the attached summary sheet, that the baggage covered by this declaration has been inspected for articles the importation of which into the United States is prohibited or restricted, that all prohibited articles found in the baggage have been removed therefrom for appropriate disposition, and that all restricted articles found in the baggage and allowed to remain therein or to accompany the owner are listed on the attached summary sheets.

This declaration covers attached pages 1 to _____ inclusive.

Name _____

Rank _____

(Transport Commander)

Note: In the case of embarkations from non-contiguous U.S. territory under U.S. customs jurisdiction, if the vessel does not call at a foreign port en route, the following words will be deleted from the blanket declaration prescribed in a above: "that all baggage accompanying the persons whose names appear on the attached lists consists of personal or household effects taken abroad or acquired abroad by the owner of the baggage for his or her personal use, except for the items listed opposite his or her name, and in addition listed on the attached summary sheet."

RESTRICTEDLIST OF RECEPTION STATIONS FOR GARRISON UNITS

<u>PERSONNEL CENTER</u>	<u>STATES SERVED MALE PERSONNEL</u>	<u>RECEPTION STATION CODE NO.</u>
Atterbury, Ind. (Camp)	Indiana Ohio	6
Beale, Calif. (Camp)	California (north of 35th parallel latitude)	14
Blanding, Fla. (Camp)	Florida	19
Bliss, Tex. (Fort)	New Mexico Texas (west of 100th Meridian longitude)	11
Bragg, N. C. (Fort)	North Carolina	4
Chaffee, Ark. (Camp)	Arkansas Oklahoma	18
Devens, Mass. (Fort)	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	1
Dix, N. J. (Fort)	New York	2
Douglas, Utah (Fort)	Idaho Montana Nevada Utah	12
Fannin, Tex. (Camp)	Texas, east of 100th Meridian longitude	61
Gordon, Ga. (Camp)	South Carolina	22
Grant, Ill. (Camp)	Illinois	60
Indiantown Gap, Pa. (MR)	Pensylvania	21
Jefferson Barracks, Mo.	Iowa Missouri	9

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<u>PERSONNEL CENTER</u>	<u>STATES SERVED MALE PERSONNEL</u>	<u>RECEPTION STATION CODE NO.</u>
Knox, Ky. (Fort)	Kentucky	24
Leavenworth, Kans. (Fort)	Kansas Nebraska	17
Lewis, Wash. (Fort)	Oregon Washington	13
Logan, Colo. (Fort)	Colorado Wyoming	8
MacArthur, Calif. (Fort)	Arizona California (south of 35th parallel latitude)	20
McCoy, Wis. (Camp)	Michigan (Upper Peninsula) Minnesota North Dakota South Dakota Wisconsin	16
McPherson, Ga. (Fort)	Alabama Georgia Tennessee	15
Meade, Md. (Fort)	West Virginia Virginia District of Columbia Maryland	3
Monmouth, N. J. (Fort)	Delaware New Jersey	23
Sam Houston, Tex. (Fort)		10
Shelby, Miss. (Camp)	Louisiana Mississippi	5
Sheridan, Ill. (Fort)	Michigan (Lower Peninsula)	7

CHANGES NO. 2

1. Reference Letter WDAGO file AGO 370.5 OB-S-SPMOT_M, subject: Postal Detachments of Divisional Units Returning to the United States dated 13 August 1945.

2. In accordance with the provisions of the letter, mentioned in paragraph 1 immediately above, is amended to include:

a. Postal Detachments will assist port postal officers at US ports of debarkation in processing accumulated mail of divisions prior to the arrival of the unit and will make preliminary arrangements for necessary mail call at the port.

b. Postal Detachments will be composed of personnel as follows:

(1) For Infantry or Airborne Divisions:

(a) One officer (Postal) from the AG Section of the Division's Headquarters.

(b) One enlisted man (regimental mail clerk) from each Infantry Regiment and Division Artillery.

(c) Strength of detachment: One officer and four enlisted men.

(2) For Armored Divisions:

(a) One Postal Officer from the AG section or division's headquarters.

(b) Three enlisted mail clerks from Division's headquarters.

(c) Strength of detachment: One officer and three enlisted men.

c. Postal Detachments of above type units will be moved to the United States of such time to assure their arrival at the US port of debarkation at least five (5) days in advance of the arrival of the main body of the division.

d. Such detachments will be assigned the shipment number of the division, followed by the suffix letters "PDX". For example: If the shipment number of the division is 12345, the shipment number and letter of the postal detachment will be 12345-PDX.

CHANGES NO. 2 - (cont'd.)

e. Inasmuch as personnel of such detachments will be moved to reception stations along with troops of their division, the name of the individuals of the detachments will be included on the reception station rosters of the division just as though they were traveling with their reception station group and the notation made that personnel has preceded the group. It is not necessary to prepare separate reception station rosters for the personnel of the postal detachment.

f. Commanders of US ports of debarkation will place personnel of postal detachments on temporary duty at the port prior to the arrival of the parent unit. These postal detachments will be used to assist the port postal officer in processing mail for the division which they represent, in order that distribution of such mail may be efficiently accomplished upon the arrival of the division.

(a) In the event that the postal detachment arrives at a US port of debarkation other than the one at which the parent unit will arrive, the commander of the port at which the detachment arrives will forward the detachment without delay to the port of debarkation of the parent unit. To facilitate this movement, commanders at the port at which the parent unit is to arrive will contact other ports concerned to determine the availability of the postal detachment of the unit and to request the expeditious movement of the detachment to his port.

(b) Upon arrival of the parent unit, port commanders will take the necessary action to place personnel of the postal detachment in their proper reception station group. Personnel of postal detachments will be processed to reception stations along with personnel of their appropriate reception station group.

A TRUE COPY

POM REQUIREMENT CHECK SHEET For _____

ITEM	REF. PAR	REQUIREMENT	DATE	REMARKS
a	10	Warning Order		
b	11	Movement Directive		
c	11	Movement Orders		
d	19	Report of Equip. Auth. for Return		
e	22	Personnel Roster		
f	31	Time of and Call for Movement		
g	33	Report of Movement		
h	40	Disposition of Records and Final Personnel Report		
i	42	Sailing Report		
j	IG Check List	Check List		
Changes in Organization For Shipment				

POM REQUIREMENT CHECK SHEET For _____

ITEM	REF. PAR	REQUIREMENT	DATE	REMARKS
a	10	Warning Order ✓		
b	11	Movement Directive - <i>by HFVESPAC</i>		
c	11	Movement Orders - <i>by 3rd Div.</i>		
d	19	Report of Equip. Auth. for Return - <i>to G-4</i>		<i>(Per. 19 POM)</i>
e	22	Personnel Roster		
f	31	Time of and Call for Movement		
g	33	Report of Movement		
h	40	Disposition of Records and Final Personnel Report		
i	42	Sailing Report		
j	IG Check List	Check List		
Changes in Organization For Shipment				