

1943

Army Service Forces, Organization Manual, M301

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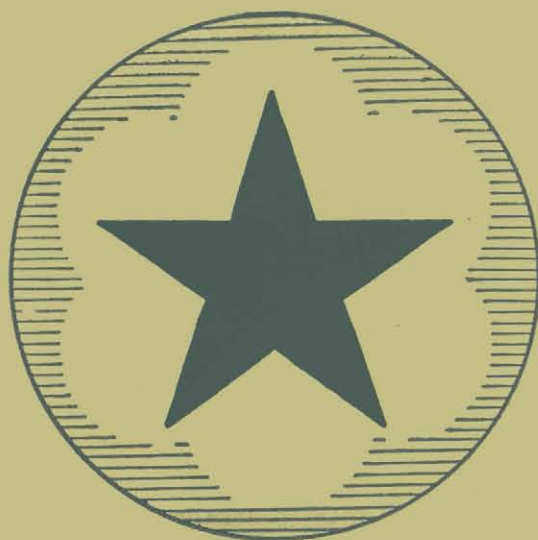
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SERVICE FORCES MANUAL

M 301

ARMY SERVICE FORCES ORGANIZATION



PREPARED BY HEADQUARTERS, ARMY SERVICE FORCES, JULY 1943

NOTE

Part IV of the Services of Supply Organization Manual, dated 15 February 1943, should be attached as Part IV of this Manual.

**WAR DEPARTMENT
ARMY SERVICE FORCES
WASHINGTON**

**ARMY SERVICE FORCES
ORGANIZATION MANUAL**

15 JULY 1943

WASHINGTON, 1943

Headquarters, Army Service Forces,
WASHINGTON 25, D. C., 15 July 1943.

1. The Army Service Forces Organization Manual—15 July 1943—is promulgated as the basic organizational directive for the Army Service Forces.
2. Parts I, II and III of the manual constitute a revision of the “Services of Supply Organization Manual—1943” dated 15 February 1943. A revision of Part IV is not published at this time.
3. All previous Army Service Forces orders, circulars, and memoranda and portions thereof which are inconsistent with the text of this manual are rescinded.

By Command of Lieutenant General SOMERVELL:

W. D. STYER,
Major General, U. S. A.,
Chief of Staff.

Official:

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

INSTRUCTIONS

1. Method of numbering.—*a.* The parts, sections, and subsections of the Army Service Forces Organization Manual are identified by a five digit numbering system. The first three digits show the part and section. Thus series 100 refers to Part I, series 200 to Part II, series 300 to Part III, etc. The second two digits identify the section in the part. Thus 201 is the first section of Part II, 301 the first section of Part III, etc. The two digits after the decimal point identify subsections.

For example, "Section 201.02" refers to Part II, section one, subsection two.

b. Pages are numbered by section headings. Where one section extends beyond one page, the page number will be indicated by a number appearing under the subsection number, for example, 103.01 would be the second page on which appears part of section 103.01.

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2. Method of revision.—*a.* Changes in or additions to the manual will be effected through the publication of new or revised pages. Revisions will be numbered consecutively. Each page which contains a revision will be marked to indicate the consecutive number of the revision and the date of the revision.

b. These revisions will constitute the only notice of changes; revised pages will be distributed ready for insertion in place of those being revised. It will be necessary therefore to read all revisions to keep abreast of all changes in the manual.

c. Each person to whom a copy of the manual is issued is responsible for keeping it posted up-to-date.

INTRODUCTION

The Army Service Forces Organization Manual is the complete official statement of the mission, functions, and organization assigned each individual element of the Army Service Forces.

This manual is divided into four parts. The first part describes the mission of the Army Service Forces as one of the three major commands of the War Department. It also includes a discussion of the general principles of organization upon which the operation of the Army Service Forces is based. Part II defines the organization of the Office of The Commanding General and the Staff Divisions of the Army Service Forces. Part III defines the organization of the Technical Services. Part IV defines the organization of the Service Commands.

All elements within the Army Service Forces perform certain routine administrative functions necessary to carry out the basic specialized functions assigned to such elements. These routine administrative functions include the maintenance of files and records, correspondence and routing of mail, messenger service, office supplies, reception of visitors, and others. It is unnecessary to include such functions in the description of each of the elements of the Army Service Forces and therefore they have been omitted from this manual. The Adjutant General, however, is charged with performing many of these functions for the entire Army Service Forces and, in some cases, for the entire Army. Therefore, they are specifically described under "Office of The Adjutant General" (207.01).

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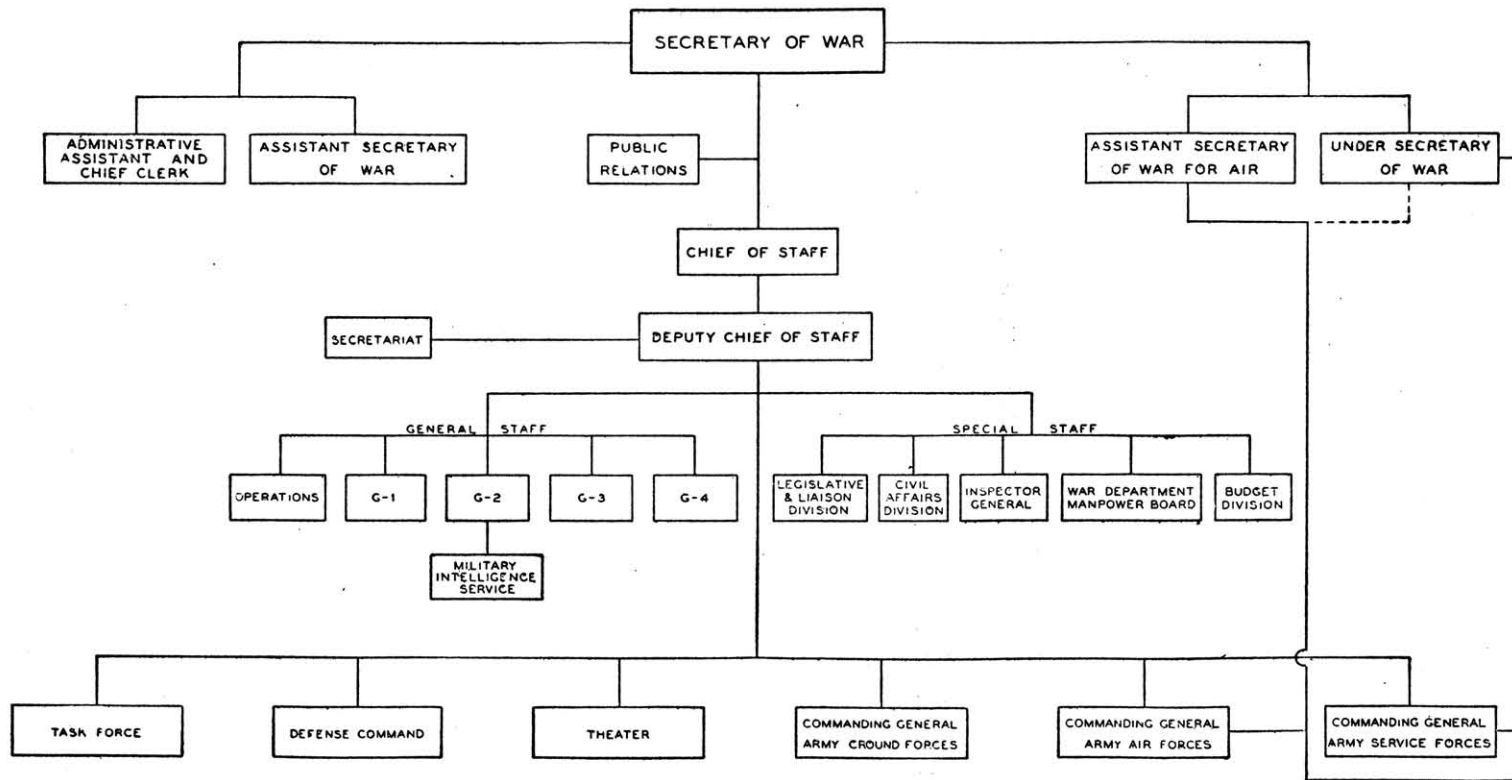
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PART I
GENERAL

GENERAL ORGANIZATION CHARTS

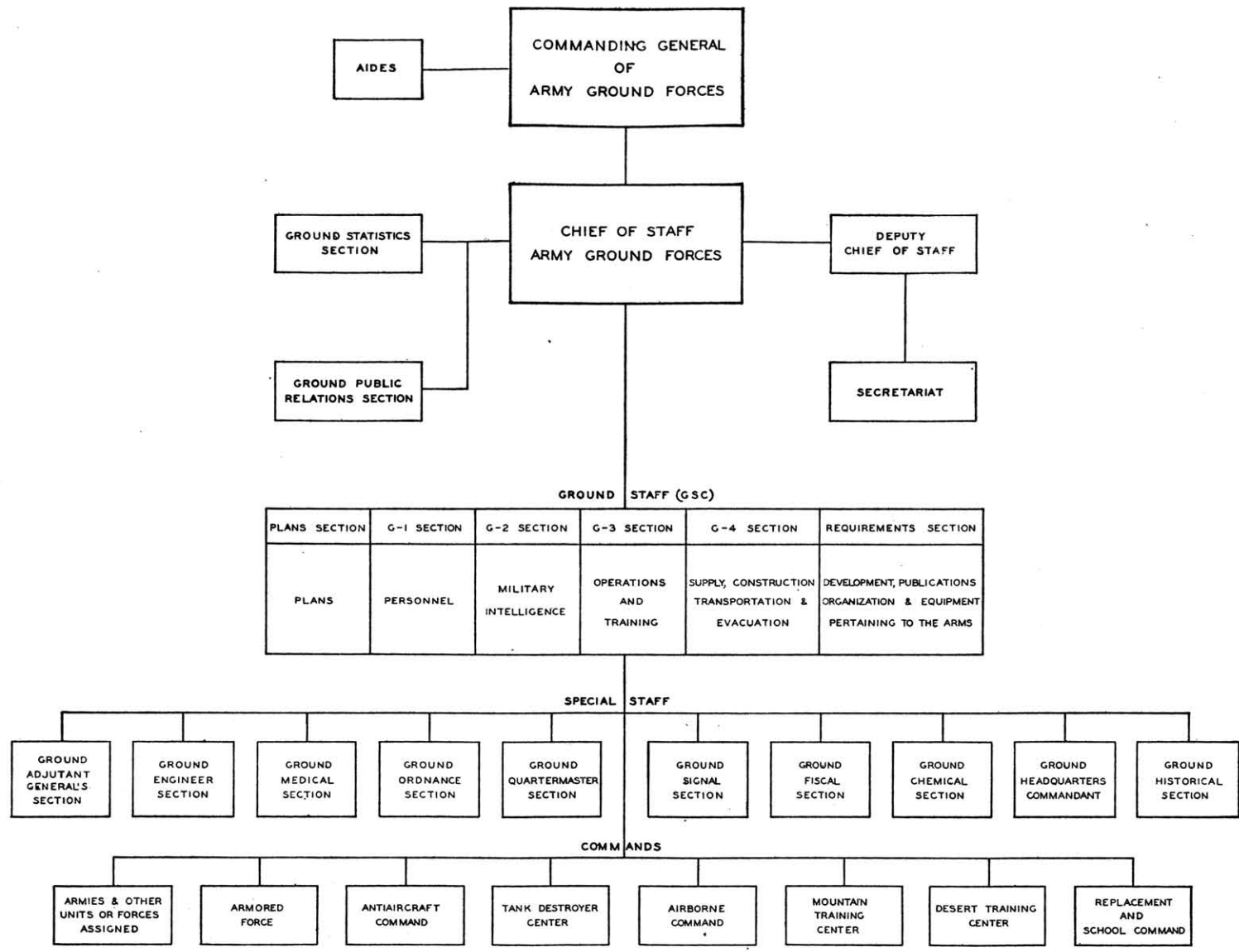
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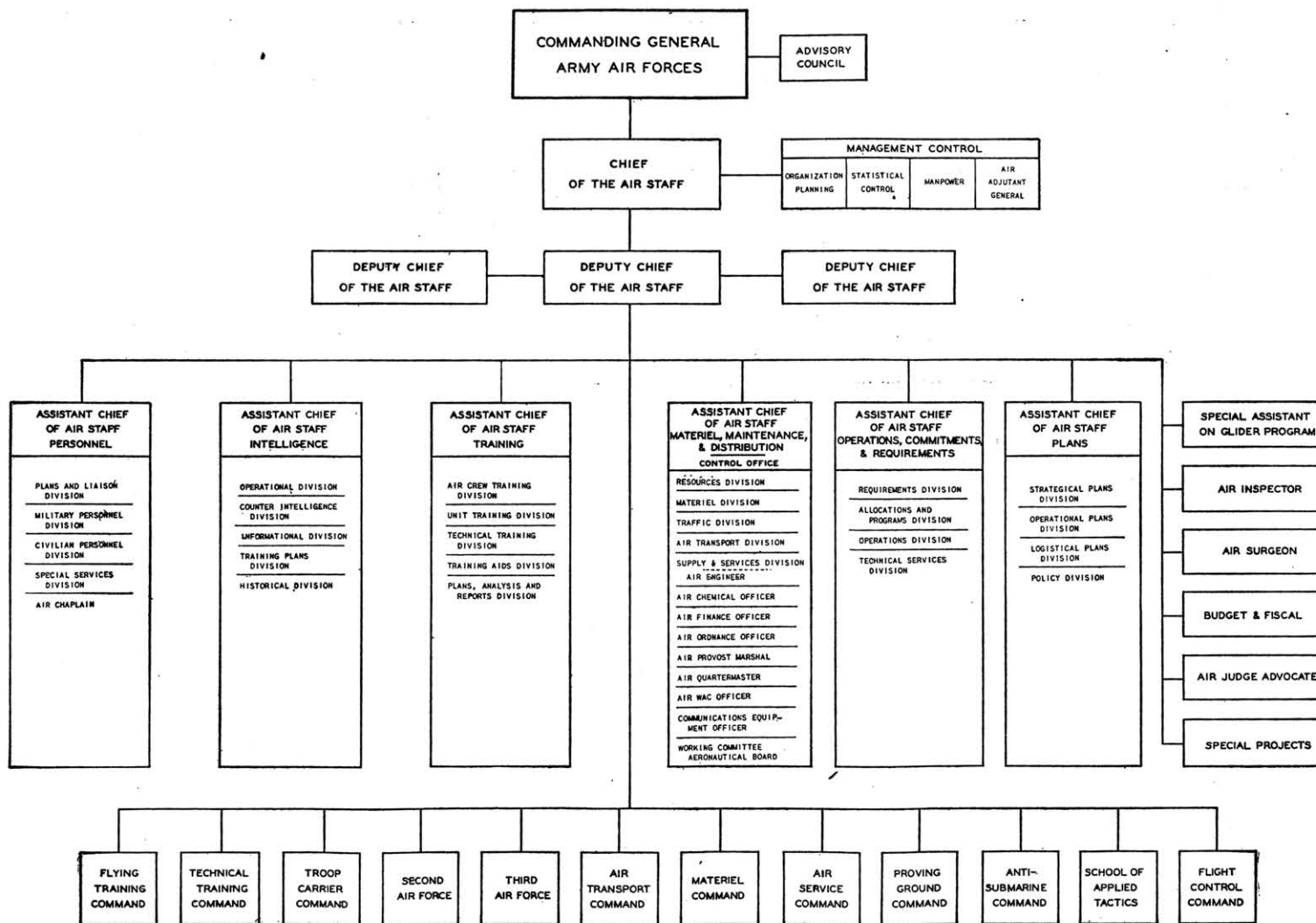


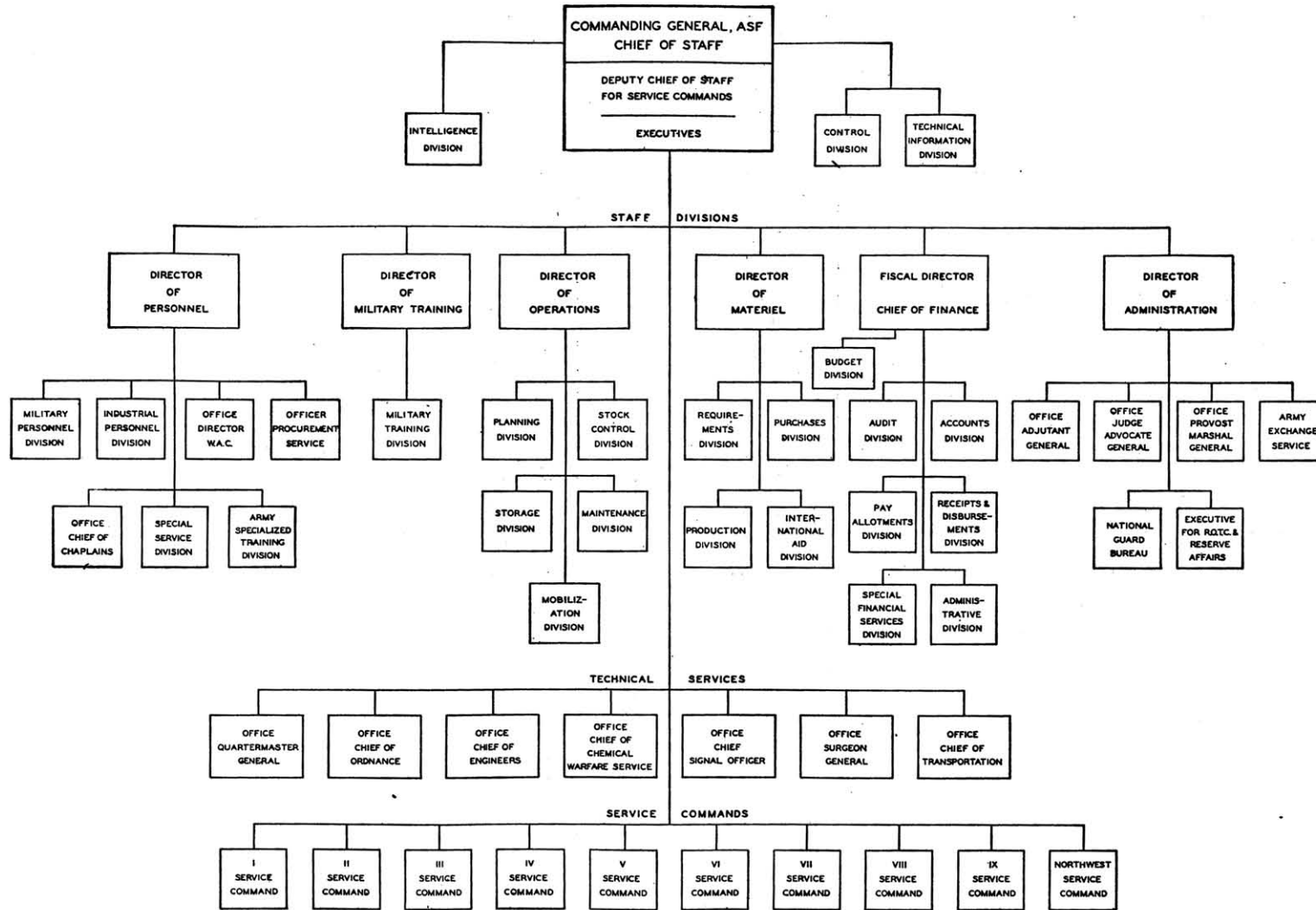
ORGANIZATION OF THE ARMY

Chart A

Chart B ORGANIZATION OF THE ARMY GROUND FORCES







SECTION 101.00—MISSION OF THE ARMY SERVICE FORCES

a. The mission of the Army Service Forces is to develop, design, manufacture, or otherwise procure, transport, store, distribute, issue, maintain, repair, and salvage all military supplies and equipment (other than those peculiar to the Army Air Forces)* for the Army and, to some extent, for other United Nations; to provide military personnel for the Army and civilian personnel for administrative duties; to train personnel for service units of the Army Service Forces and for the Army Ground Forces and Army Air Forces upon request; to transport men and supplies by rail and water; to provide necessary services for the Army, including administrative, financial, legal, judicial, internal security, and statistical services; to provide for the shelter, health, and welfare of Army personnel; to construct new facilities and to provide fixed communication services to the Army.

b. In the performance of its mission the functions of the Army Service Forces include—

- (1) Determination of requirements and available resources.
- (2) Conduct of research and experimentation on the design of supplies and equipment.
- (3) Procurement, through purchase or manufacture, of supplies and equipment.
- (4) Construction of new facilities for the Army.
- (5) Provision for and operation of storage depots and warehouses.
- (6) Transportation of supplies and equipment and of personnel.
- (7) Operation of ports of embarkation, military railway service and transportation zones.
- (8) Procurement, classification, and assignment of military personnel.
- (9) Technical Intelligence.
- (10) Command and training of personnel and units within the Army Service Forces.
- (11) Operation of training, replacement training and unit training centers, and of service schools.
- (12) Provision of housing, welfare activities, medical service, evacuation and hospitalization, and sanitation for troops.
- (13) Repair and maintenance of real property.
- (14) Purchase or leasing of real estate.
- (15) Administration of installations concerned with the internment and control of aliens or prisoners of war and the administration of conquered territory.

* Further reference to supplies, equipment, personnel or services for the Army Air Forces are excluded from this manual except in a few specific cases, since this manual is not generally applicable to the Army Air Forces.

102.00

SECTION 102.00—COMPONENTS OF THE ORGANIZATION OF
102.00 THE ARMY SERVICE FORCES

The organization of the Army Service Forces is composed of four different classes of organizational units: (a) Office of the Commanding General, (b) Staff Divisions, (c) Technical Services, and (d) Service Commands. These groups are indicated on the organization chart of the Services of Supply (Chart D).

a. The *Office of the Commanding General* consists of the Commanding General and his personal office organization, the office of the Chief of Staff, the office of the Deputy Chief of Staff for Service Commands, the Control Division, the Technical Information Division, and the Intelligence Division.

b. There are 28 Staff Divisions in the Headquarters, Army Service Forces. They are grouped as follows:

- (1) *Director of personnel.*
 - (a) Military Personnel Division.
 - (b) Industrial Personnel Division.
 - (c) Office of the Director of the Women's Army Corps.
 - (d) Officer Procurement Service.
 - (e) Office of the Chief of Chaplains.
 - (f) Special Service Division.
 - (g) Army Specialized Training Division.
- (2) *Director of Military Training.*
Military Training Division.
- (3) *Director of Operations.*
 - (a) Plans Division.
 - (b) Stock Control Division.
 - (c) Storage Division
 - (d) Maintenance Division.
 - (e) Mobilization Division.
- (4) *Director of Materiel.*
 - (a) Requirements Division.
 - (b) Purchases Division.
 - (c) Production Division.
 - (d) International Aid Division.
- (5) *Fiscal Director (Chief of Finance)*
 - (a) Audit Division.
 - (b) Accounts Division.
 - (c) Pay Allotments Division.
 - (d) Receipts and Disbursements Division.
 - (e) Special Financial Services Division.
 - (f) Administrative Division.
- (6) *Director of Administration.*
 - (a) Office of the Adjutant General.
 - (b) Office of the Judge Advocate General.
 - (c) Office of the Provost Marshal General.
 - (d) Army Exchange Service.
 - (e) National Guard Bureau.
 - (f) Executive for R.O.T.C. and Reserve Affairs.

c. The 7 *Technical Services*, of which the Chiefs report directly to the Commanding General, are:

- (1) Office of the Quartermaster General.
- (2) Office of the Chief of Ordnance.
- (3) Office of the Chief of Engineers.
- (4) Office of the Chief of Chemical Warfare Service.
- (5) Office of the Chief Signal Officer.
- (6) Office of the Surgeon General.
- (7) Office of the Chief of Transportation.

d. Completing the picture of the Army Service Forces organization are the 9 *Service Commands*, the administrative and supply functions of the *Military District of Washington*, all located within the Zone of the Interior, and the *Northwest Service Command*. The Service Commands are the principal field agencies of the Army Service Forces. The Deputy Chief of Staff for Service Commands supervises and assures coordinated operations within the several Service Commands. (See Part IV.)

103.00

103.00

SECTION 103.00—THEORY OF ORGANIZATION

103.01

103.01—GENERAL

a. While the over-all organization of the Army Service Forces has been specifically determined, considerable leeway is allowed in respect to the internal organization structure of its various individual components.

b. It is essential, however, that commanders of these components be familiar with the principles of organization on which the Army Service Forces is based, as a guide to the development of their own organization structures and in order to assure that the basic pattern of the over-all organization is followed throughout.

103.02—PRINCIPLES OF ORGANIZATION

a. There are certain fundamental principles of organization that should govern in the establishment of any organization structure, regardless of its size.

- (1) Every necessary function involved in the mission and objectives is assigned to a single unit of that organization.
- (2) The responsibilities assigned to each unit of an organization are specifically clear-cut and well-understood.
- (3) No function is assigned to more than one independent unit of an organization. Overlapping responsibility will cause confusion and delay.
- (4) Each member of an organization from top to bottom knows—
 - (a) To whom he reports.
 - (b) Who reports to him.
- (5) No member of an organization reports to more than one supervisor.
- (6) Responsibility for a function is matched by the authority necessary to perform that function.
- (7) Independent individuals or units reporting directly to a supervisor do not exceed the number which can be feasibly and effectively coordinated and directed.

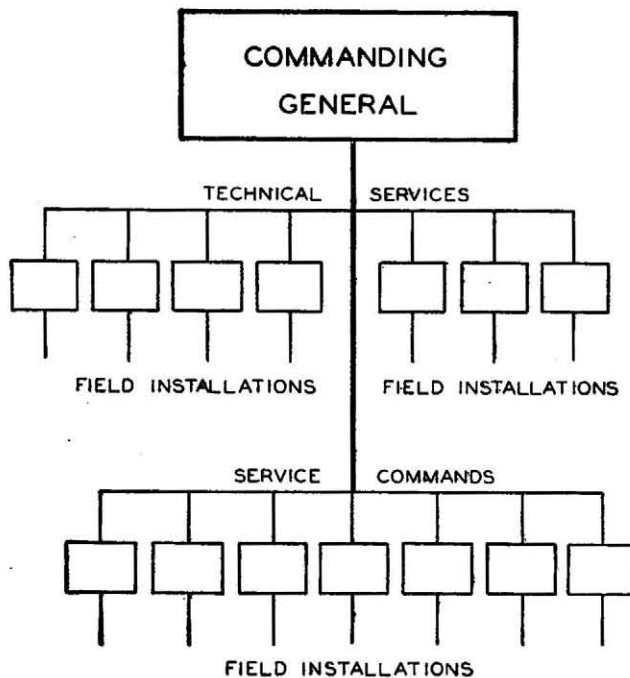
(Note.—Experience indicates that not more than seven individuals should report directly to any one supervisor. The existence of a chief of staff, executive officer, or deputy as a coordinating and directing officer for a commander makes it possible for ten to twelve individuals to report directly.)
- (8) Channels of command are not violated by staff units. (See 103.03).
- (9) Authority for action is decentralized to the units and individuals responsible for actual performance of operations to the greatest extent possible, so long as such decentralization does not hamper necessary control over policy or the standardization of procedures.
- (10) An organization should never be permitted to grow so elaborate as to hinder work accomplishment.

a. Classification of elements of the organization of the Army Service Forces:

Line or Operating Elements:

- (1) The units of the organization which perform the operating duties of the Army Service Forces are the Technical Services and the Service Commands. They are responsible for the ultimate execution of the various jobs that constitute the mission of the Army Service Forces. Specifically, they design, manufacture, procure, transport, store, distribute, issue, maintain, repair and salvage supplies and equipment; train personnel; provide administrative services, internal security, transportation, shelter, health, religious training and welfare to Army units within the Zone of the Interior; construct new facilities; and provide fixed communications services.
- (a) As *line units*, the Technical Services directly operate various field installations, such as procurement districts, depots, manufacturing arsenals, ports of embarkation, etc.
- (b) As *line units*, Service Commands directly operate posts, camps, and other installations not under the supervision of Technical Services or the Air Forces.

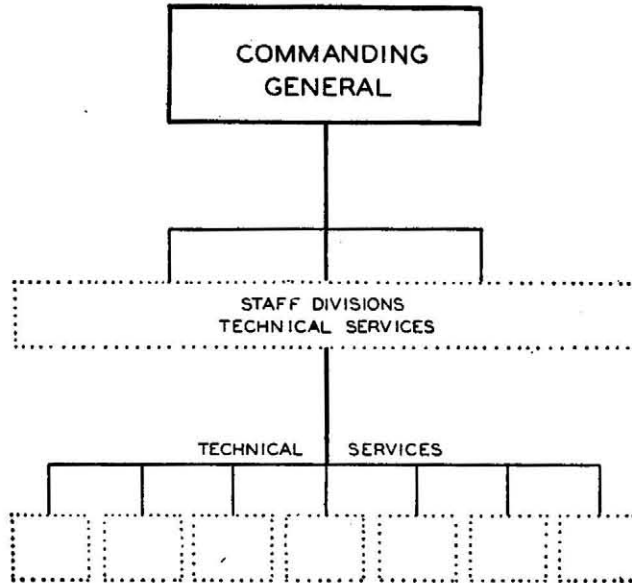
CHART I
LINE ELEMENTS OF
THE ARMY SERVICE FORCES



Staff Elements:

- (2) The staff units of the Army Service Forces are the Staff Divisions and the Technical Services.
- (a) Staff Divisions are intended to be purely staff in character and not to perform operating functions.
- (b) Technical Services are staff agencies in respect to certain activities within the Army Service Forces which they do not directly perform.

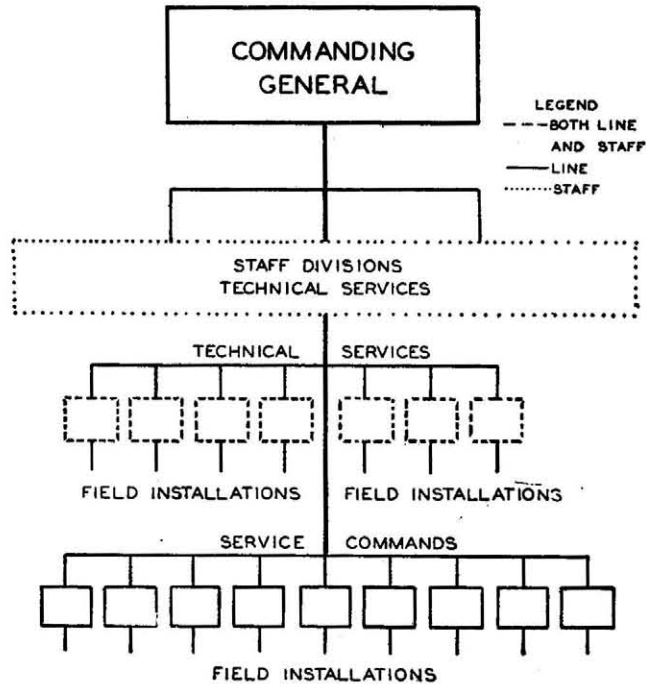
CHART II. STAFF ELEMENTS OF THE ARMY SERVICE FORCES



(3) Thus the organizational units of the Army Service Forces may be classified as follows:

- (a) *Line*—The Service Commands.
- (b) *Staff*—The Staff Divisions. They exercise staff functions in respect to both Technical Services and Service Commands.
- (c) *Both line and staff*—Technical Services. They are "staff" in respect to Service Commands, and perform certain basic operating functions.

CHART III LINE AND STAFF ELEMENTS OF THE ARMY SERVICE FORCES



LINE AND STAFF ORGANIZATION

b. Nature of the responsibility of elements of the organization of the Army Service Forces:

- (1) The *Staff Divisions* cover in a staff capacity most Army Service Forces functions. Such Divisions are the functional specialists concerned with the manner in which the respective functions assigned to them are executed in all parts of the organization.
- (2) The *Technical Services* have three basic responsibilities:
 - (a) They perform certain *operating activities* in connection with procurement and production, distribution and issue except as this latter function is performed by Service Command installations.
 - (b) They *directly supervise field installations* in connection with procurement, production, construction, storage and distribution, transportation and certain other miscellaneous activities. Such field installations include procurement offices, manufacturing plants, proving grounds, depots, ports of embarkation, other transportation agencies, and certain other miscellaneous installations.
 - (c) They *act in an over-all staff capacity* through Service Command Headquarters on questions involving issue, storage, repair, and maintenance, salvage, transportation, medical service, communications, housing and utilities and training.
- (3) The Service Commands perform all operating functions of the Army Service Forces except those directly performed by the Technical Services and minor specialized activities which are under the direct control of the Staff Divisions.

c. *The Nature of Staff Responsibilities:* The nature of staff responsibilities includes: (a) *pure staff activities*, (b) *activities performed for Headquarters*, (c) *supervision of certain field activities*.

- (1) The *pure staff activities* of Staff Divisions are composed of the following:
 - (a) *To advise the Commanding General* in respect to the function which is the general responsibility of the particular Staff Division. Such advice includes recommendations on policy, indications as to progress and performance, and any other information which should come to the personal attention of the Commanding General.
 - (b) *To formulate plans, policies, and procedures.* A Staff Division is the ultimate authority for over-all planning and policy-making in respect to a function as it is executed from an operating standpoint by other components of the organization. These plans, policies, and procedures usually take the form of regulations, orders, directives, etc., which, where appropriate, specify uniform methods, procedures and systems for the performance of the functions throughout the entire organization. In order that they may give full attention to this basic phase of their job, *it is important that Staff Divisions do not become burdened with routine operating responsibilities.*
 - (c) *To advise and provide service to subordinate operating units.* It is the responsibility of a Staff Division to advise and assist subordinate components in the performance of their jobs.
 - (d) *To follow up on performance throughout the organization.* Staff Divisions should constantly follow up with the subordinate components of the organization to assure that the policies, plans, and procedures which have been specified are carried out in the manner in which they were originally conceived.

LINE AND STAFF ORGANIZATION

- (2) *Staff Divisions perform for Headquarters*, in an operating capacity, those activities for which they have staff responsibility throughout the organization. This is done primarily for two reasons: (1) because they are presumably the most competent experts on the particular function involved, and (2) because such activity provides an excellent laboratory for practical testing of policies, plans, and procedures for adoption throughout the entire organization.
- (3) Under certain exceptional circumstances, *direct supervision of certain field activities by Staff Divisions* may be necessary where decentralization to one of the Technical Services or the Service Commands is impracticable. Such direct supervision is to be avoided wherever possible, however, so that decentralization of purely operating matters may be accomplished to the greatest practicable extent.

d. All functions other than those indicated as staff functions are actually executed by the line units of the Army Service Forces.

103.04

SECTION 103.04—RELATIONSHIPS BETWEEN VARIOUS UNITS
OF THE ORGANIZATION

103.04

a. As the ultimate planning and policy-making agencies for their respective functions as performed throughout the organization, Staff Divisions (or Directors) may issue instructions and directions, in the name of the Commanding General, to Technical Services and Service Commands.

b. Technical Services may issue instructions and directions to Service Commands, in the name of the Commanding General, on matters within their jurisdiction.

c. In other words, Technical Services operate under the plans and policies formulated by Staff Divisions, and Service Commands operate under plans and policies formulated by Staff Divisions and Technical Services.

d. In a line and staff type of organization, channels of authority and command are well-defined and should not be violated. A Staff Division may not, on its own authority, direct any other unit of the organization. Similarly, Technical Services have authority only over the installations directly attached to them, and have no authority to direct Service Commands except in the name of the Commanding General.

e. Instructions and directions from Staff Divisions to Service Commands, and from Technical Services to Service Commands, should be addressed to the commander of the unit of the organization involved. Where the matter is one of a technical nature familiar to a subordinate of the commander, it should be addressed to the commander for the attention of the subordinate. Informal personal and telephone contact is not precluded by this arrangement, but formal agreements, decisions, or instructions should be issued or confirmed through the prescribed channels.

PART II
COMMANDING GENERAL AND STAFF DIVISIONS

200.00

The Commanding General, Army Service Forces, commands the performance of the missions assigned to the Army Service Forces. Assisting the Commanding General in formulating policies and plans, and directing their execution are the Commanding General's immediate office and Staff Divisions organized under six Directors.

The Staff Divisions make recommendations to the Commanding General and in his name advise and instruct the Technical Services and the Service Commands. In addition to such duties some Staff Divisions perform certain services for the Headquarters, Army Service Forces, or for the War Department as a whole, and in some instances conduct specific operations throughout the Army Service Forces.

201.00

SECTION 201.00—OFFICE OF THE COMMANDING GENERAL 201.00

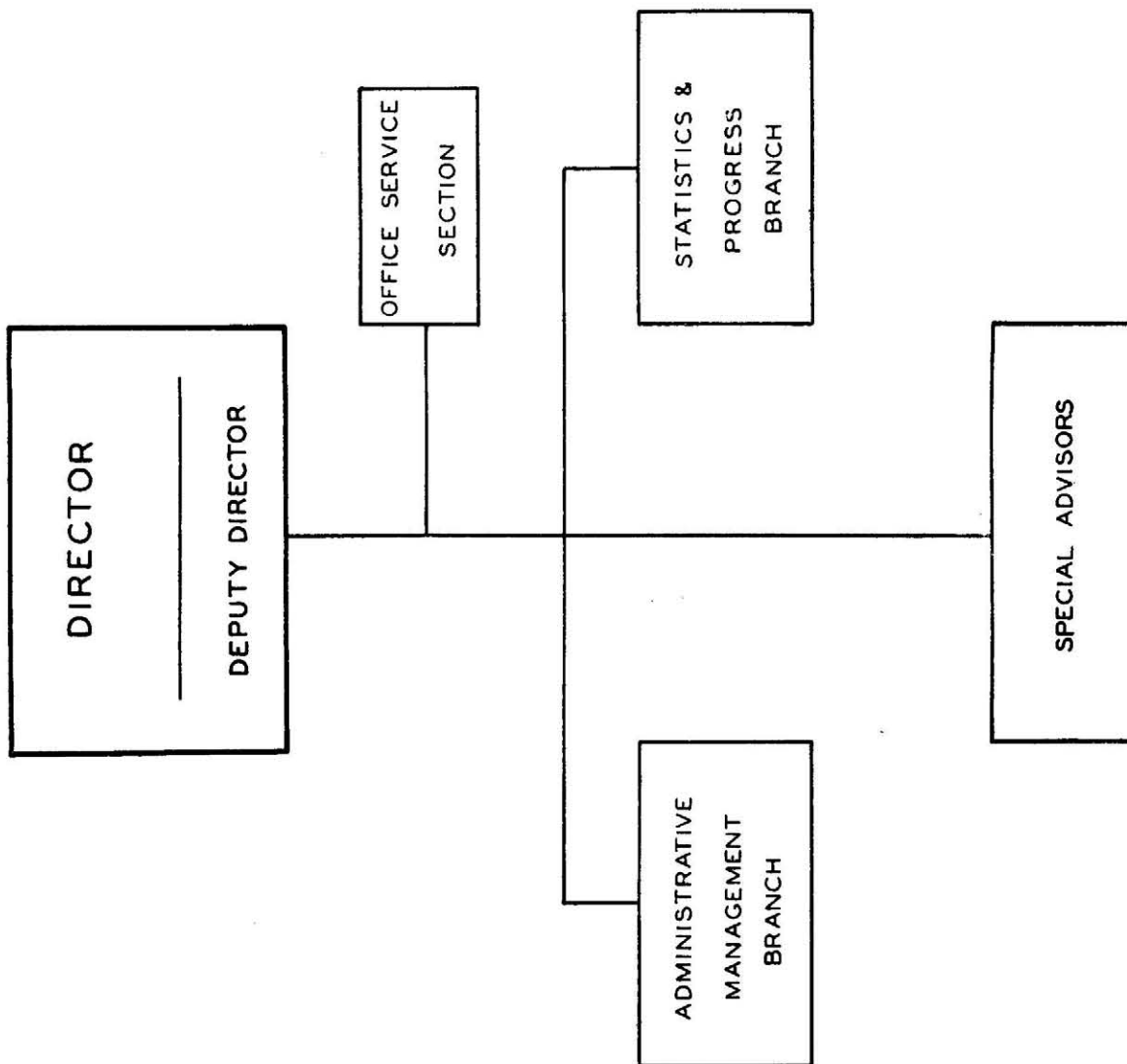
201.01—GENERAL 201.01

The office of the Commanding General is the focal point for the operational direction of the entire Army Service Forces. In addition to the Chief of Staff, whose responsibility as his principal executive officer is to relieve the Commanding General of administrative burdens and to act for him in his absence, and the Deputy Chief of Staff for Service Commands, who acts for the Commanding General and the Chief of Staff on matters pertaining to Service Commands and for Project Planning, the office includes the Control Division, the Technical Information Division and the Intelligence Division.

201.02

201.02 201.02—CHIEF OF STAFF, AND DEPUTY CHIEF OF STAFF
FOR SERVICE COMMANDS

- a.* The Chief of Staff—
- (1) Is the deputy who acts for the Commanding General and through whom the Commanding General commands the Army Service Forces.
 - (2) Acts directly on matters which, in his judgment, do not require personal reference to the Commanding General and draws upon the authority of the Commanding General for such actions.
 - (3) Coordinates the work of the Staff Divisions.
- b.* The Deputy Chief of Staff for Service Commands handles all general questions about Service Commands demanding the attention of the Commanding General.



SECTION 201.03—CONTROL DIVISION

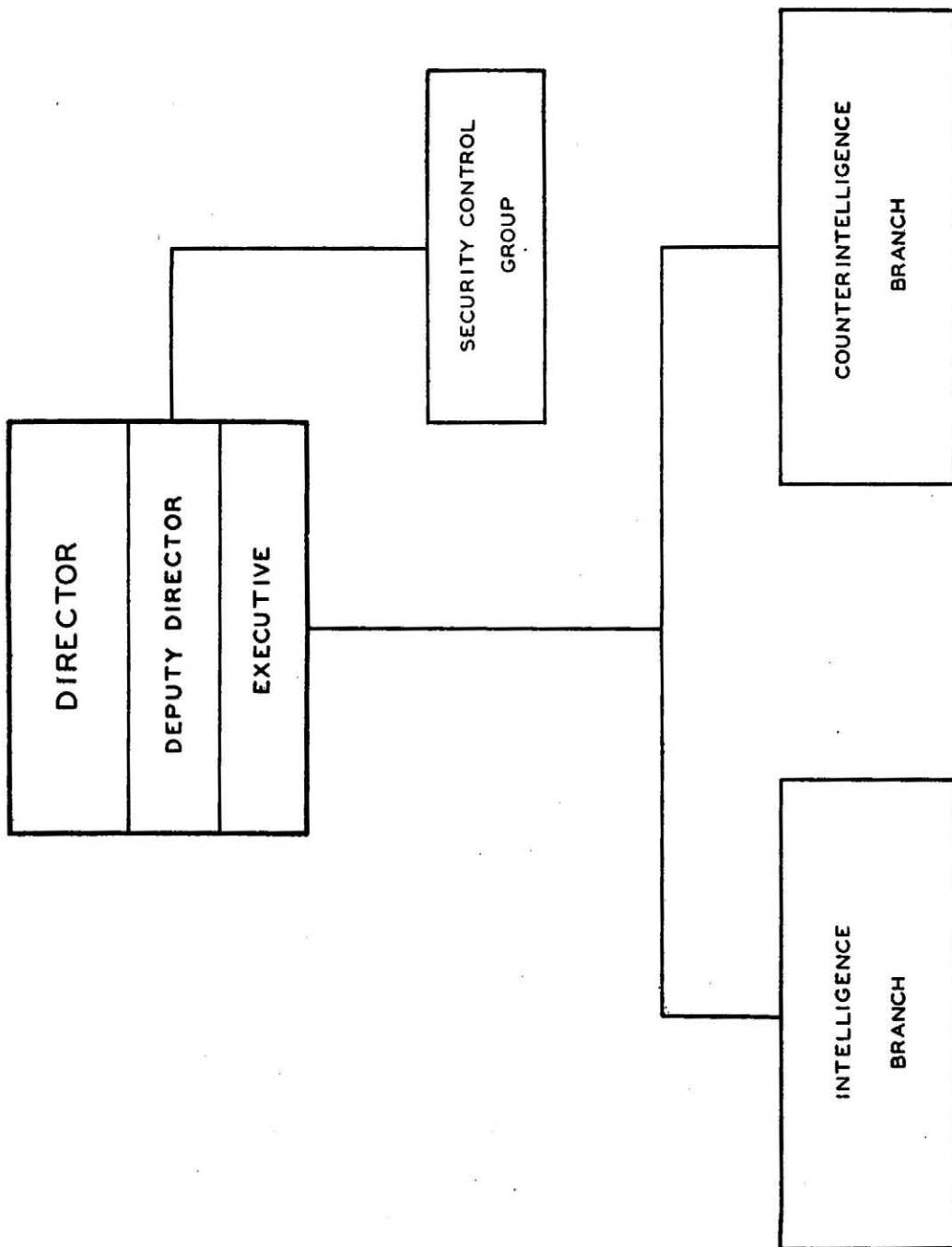
- a. Mission.*—(1) To gather, analyze, and evaluate data regarding the efficiency of the operations of all elements of the Army Service Forces;
- (2) To recommend changes of existing policies, organization, procedures, and methods in situations requiring corrective action;
- (3) To supervise statistical and reporting procedures within the Army Service Forces and to prepare or supervise the preparation of statistical reports on the operations of the Army Service Forces.
- b. Major functions.*—The Control Division performs the following functions:
- (1) Maintains constant review of the organization and activities of the Army Service Forces, conducts specific surveys in fields requiring corrective action, and makes recommendations in regard thereto.
- (2) Where appropriate, recommends new general administrative or organizational policies or procedures for, or changes of existing policies of, the Army Service Forces.
- (3) Acts as staff agency over the execution of control functions throughout the Army Service Forces.
- (4) Supervises and coordinates statistical and reporting systems and methods of the Army Service Forces, including clearance of certain recurring reports.
- c. Organization.*—(1) The *Control Division* consists of the Administrative Management Branch, the Statistics and Progress Branch, the Office Service Section, and Special Advisors as designated from time to time.
- (2) The *Administrative Management Branch*:
- (a) Where appropriate, recommends new general administrative or organizational policies or procedures for the Army Service Forces or changes therein, which are not the subject of consideration by another branch of the Division.
- (b) Recommends changes in the over-all organization of the Army Service Forces; evaluates and makes recommendations in respect to proposed organizational changes within the Army Service Forces, including the organization of Service Commands; maintains the Army Service Forces Organizational Manual.
- (c) Acts in an advisory and service capacity to other branches of the Division on problems of organization.
- (d) Where appropriate, works with outside agencies to improve relationships between the Army Service Forces and those agencies.
- (e) Maintains a record of the progress of the work of the Control Division.
- (f) Acts as a staff agency over the execution of control functions throughout the Army Service Forces; advises and services control offices throughout the Army Service Forces on organization, plans, programs, and the recruiting of personnel for such offices.
- (g) Develops control techniques and prepares literature on control work.
- (h) Coordinates the preparation of a history of the Army Service Forces; prepares reports of an historical or generally informative nature.
- (i) Maintains a pool of general survey personnel for assignment to the Special Advisors of the Division.
- (j) Provides for the training of new personnel for the Division and of personnel for control units of the Army Service Forces and overseas Supply organizations.
- (k) Acts as recruiting agency for executive personnel for the Division.
- (l) Executes special surveys and projects not assigned elsewhere in the Division

CONTROL DIVISION

- (m) Acts as official liaison between the Army Service Forces and the Inspector General; supervises the processing of Inspector General reports through the Army Service Forces; reviews all such reports and determines the adequacy of remedial action taken thereon.
- (3) The *Statistics and Progress Branch*:
 - (a) Supervises the reporting system of the Army Service Forces, including clearance of recurring reports prepared by agencies of the Army Service Forces for circulation outside of the preparing agency.
 - (b) Supervises preparation of the Monthly Progress Report of the Army Service Forces and other recurring reports. When necessary, compiles special reports.
 - (c) Analyzes those aspects of the progress of operations of the Army Service Forces which can be measured quantitatively from recurring and special reports.
 - (d) Acts in a staff supervisory and advisory capacity in respect to statistical and reporting methods and procedures.
 - (e) Coordinates the furnishing of statistical information requested by agencies outside of the Army Service Forces.
- (4) The *Office Service Section* performs routine office service functions.
- (5) The *Special Advisors*:
 - (a) Maintain constant review of the organization and activities involved in fields specifically assigned, in order to uncover unsatisfactory situations; make recommendations for corrective action.
 - (b) Conduct specific surveys within the fields assigned where necessary.
 - (c) Keep the Director continually informed regarding the fields assigned where necessary.
 - (d) Handle requests for information relating to fields assigned where such requests are for information not specifically within the province of the Statistics and Progress Branch.

SECTION 201.04—TECHNICAL INFORMATION DIVISION

- a. Mission.*—(1) To integrate and coordinate the public relations activities and policies of the Army Service Forces with the public relation activities and policies of the War Department;
- (2) To gather, analyze and evaluate data on public opinion concerning the mission, responsibilities, requirements and performance of the Army Service Forces;
- (3) To formulate, develop and promulgate public relations policies and programs for the Commanding General, Army Service Forces;
- (4) To supervise and guide the formulation and development of policies and programs and the performance of public relations activities of all elements of the Army Service Forces.
- b. Major Functions.*—The *Technical Information Division* performs the following functions:
- (1) Maintains constant review of public opinion affecting the Army Service Forces; conducts or causes to be conducted specific or continuing surveys of public opinion and of public relations situations requiring corrective or preventive action and makes recommendations in regard thereto.
- (2) Where appropriate, prepares or causes to be prepared, technical or general information for appropriate dissemination.
- (3) Supervises and coordinates the public relations programs, activities, methods and procedures of the Army Service Forces; insures an adequate flow of appropriate material from the Army Service Forces to the Bureau of Public Relations to accomplish performance of Army Service Forces programs.
- (4) Where appropriate within the limitations prescribed by higher authority, recommends new general administrative or organizational public relations policies, procedures and methods for, or changes in the present administrative or organizational public relations policies, procedures and methods of the Army Service Forces.
- (5) Acts as liaison between the offices of Technical Information of the Army Service Forces and the Bureau of Public Relations, War Department.



SECTION 201.05—INTELLIGENCE DIVISION

a. Mission.—(1) To keep all agencies of the Army Service Forces informed regarding all intelligence matters that are of concern to the Army Service Forces.

(2) To exercise staff supervision and coordination over all intelligence activities of the Army Service Forces.

b. Major functions.—(1) Procures, evaluates and disseminates technical information to the Staff Divisions and Technical Services, Army Service Forces.

(2) Supervises the carrying out of War Department policies pertaining to the safeguarding of military information and other counterintelligence matters within the Army Service Forces and promulgates and enforces Army Service Forces policies concerning these matters.

(3) Determines the disposition of potentially subversive personnel under the jurisdiction of the Army Service Forces.

(4) Supervises the operation of Security Control within the Army Service Forces.

(5) Maintains liaison with other intelligence agencies.

c. Organization.—The Intelligence Division consists of the Intelligence Branch, the Counterintelligence Branch and a Security Control Group.

(1) The *Intelligence Branch*:

(a) Supervises the dissemination of technical information to the Staff Divisions and Technical Services.

(b) Secures, evaluates and disseminates technical information for Staff Divisions and Technical Services of the Army Service Forces for projected operations.

(c) Cooperates with the Assistant Chief of Staff, G-2, War Department, in the establishment and maintenance of Army Service Forces representatives in the overseas Joint Intelligence Collection Agencies, and maintains liaison with these representatives.

(d) Maintains liaison with other intelligence agencies, including the Military Intelligence Division, War Department; Office of Naval Intelligence; the Assistant Chief of Staff, G-2 Army Ground Forces; the Assistant Chief of Air Staff Intelligence, Army Air Forces; the Office of Strategic Services; the Bureau of Economic Warfare; and the Office of War Information.

(e) Interviews Army Service Forces officers returning from overseas and arranges for them to consult with appropriate Staff Divisions and Technical Services.

(f) Secures and furnishes foreign industrial data to interested agencies.

(2) The *Counterintelligence Branch*:

(a) Develops policies based upon War Department regulations pertaining to the safeguarding of military information within the Army Service Forces and supervises the adherence thereto.

(b) Inspects training methods and procedures with reference to the instruction of personnel of the Army Service Forces in safeguarding military information.

(c) Prepares and distributes instructional material for teaching the safeguarding of military information to personnel of the Army Service Forces.

(d) Investigates reports of violation of security of military information in the Army Service Forces.

(e) Assists Army Service Forces agencies in the reclassification of military information.

(f) Supervises personnel security measures and procedures within the Headquarters Army Service Forces.

INTELLIGENCE DIVISION

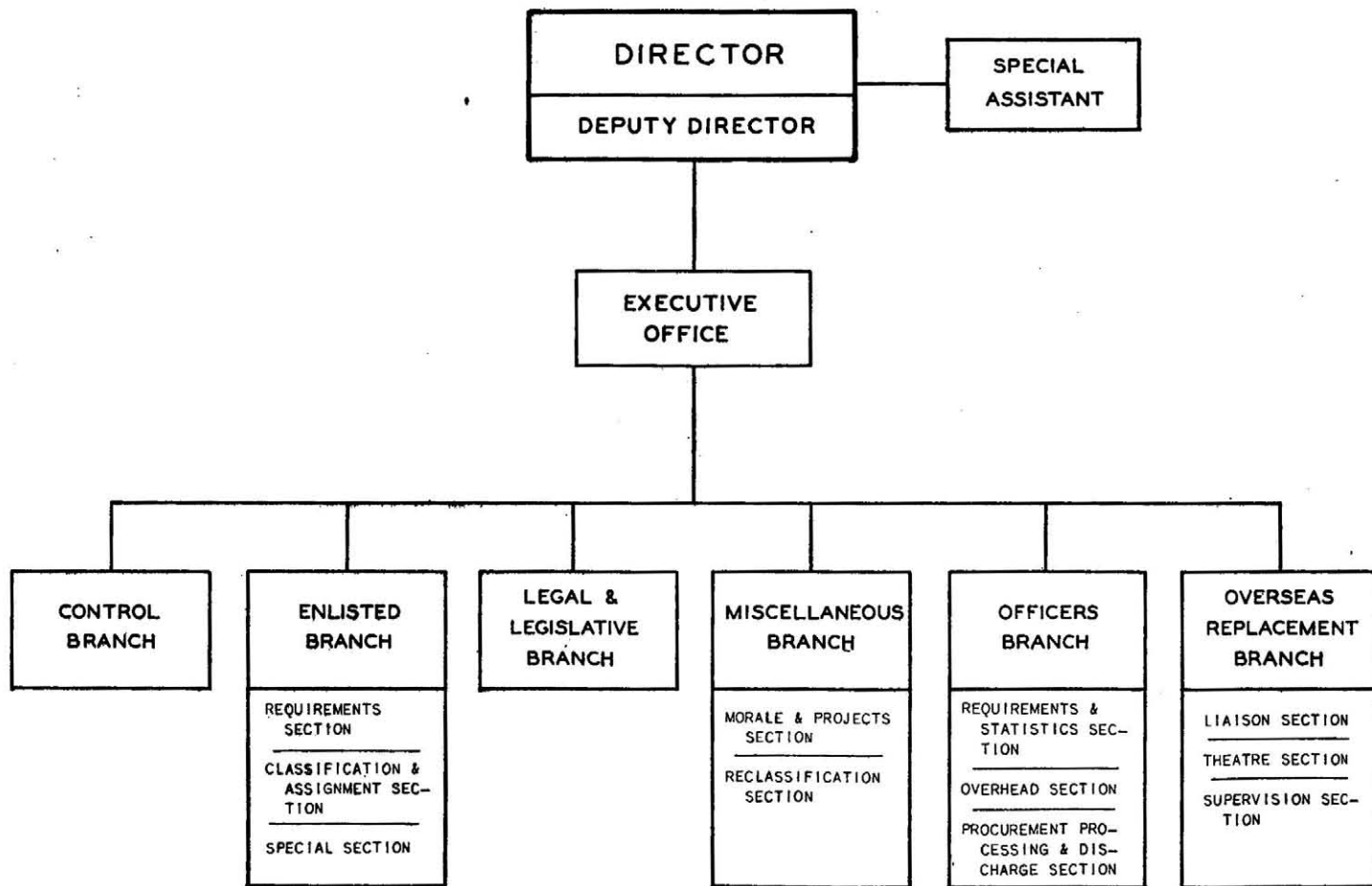
- (g) Determines the disposition of potentially subversive personnel under the jurisdiction of the Army Service Forces.
 - (h) Maintains liaison with the Counterintelligence Group, Military Intelligence Service, G-2, War Department General Staff.
 - (i) Maintains information of current sabotage activity in the United States.
- (3) *The Security Control Group:*
Prescribes and supervises security control regulations and procedures within the Army Service Forces.

SECTION 202.00—OFFICE OF THE DIRECTOR OF PERSONNEL

a. Mission.—To assist and advise the Commanding General on military and civilian personnel matters, including manpower requirements, procurement, welfare, specialized college training and policies pertaining thereto.

b. Major functions.—Supervision and coordination of the activities of the Military Personnel Division; Industrial Personnel Division; Office, Director, Women's Army Corps; Officer Procurement Service; Office, Chief of Chaplains; Special Service Division; and the Army Specialized Training Division.

c. Organization.—The immediate office comprises the Director of Personnel, a Deputy, and Executive Officer, and such special assistants as may be required for particular problems connected with the mission and functions of the office. Operations are carried out with the assistance of subordinate Staff Divisions.



202.01—MILITARY PERSONNEL DIVISION

a. Mission.—To execute the responsibilities of the Commanding General, Army Service Forces, which are required by paragraph 7e (7), Circular No. 59, War Department, 1942, pertaining to military personnel so far as these matters are Army-wide in scope; to assure that the military personnel requirements of the Army Service Forces are satisfied.

b. Major functions.—(1) The Military Personnel Division performs the following staff functions: Under the provisions of paragraph 7e (7), Circular No. 59, 1942, administers the general policies of the War Department pertaining to the procurement, assignment, classification, reclassification, wartime promotion, transfer, release, retirement, and discharge, leaves and furloughs, of commissioned officers, warrant officers, and enlisted men.

- (2) Under directives of the War Department formulates and recommends personnel policies, plans and procedures which pertain to all military personnel as individuals.
- (3) Prepares current and projected requirements for commissioned officers under the general policies established by the War Department.
- (4) Under directives of the War Department, prepares policies and regulations for officers of the Officers Reserve Corps, National Guard, and Army of the United States, and with respect to appointment of officers from the United States Military Academy, Reserve Officers Training Corps, officer candidate schools, and other sources.
- (5) Supervises and coordinates all matters relating to military personnel within the Army Service Forces.
- (6) Reviews and makes recommendations respecting Tables of Organization for officer and enlisted grades and numbers.
- (7) Prepares plans for the allotments of officers, warrant officers, enlisted and WAC personnel for all installations and agencies not covered by Tables of Organization including the Army Service Forces, Defense Commands, and overseas theaters.
- (8) Supervises the assemblage of replacements and their delivery to ports of embarkation, including the supervision of replacement depots.
- (9) Prepares budget estimates for pay of officers other than those assigned to the Army Service Forces, and reviews budget data for all military personnel.
- (10) Formulates policies, plans and procedures regarding the preparation and supervision of tests, manuals, and regulations, pertaining to military personnel as individuals.
- (11) Makes reports and recommendations regarding vice conditions.
- (12) Prepares, processes and reviews legislation and Army Regulations affecting military personnel.
- (13) Maintains liaison with the Selective Service System.
- (14) Maintains liaison with the War Department Decorations Board.

c. Organization.—(1) The Military Personnel Division consists of the Office of the Director, Control Branch, Enlisted Branch, Legal and Legislative Branch, Miscellaneous Branch, Officers Branch and Overseas Replacement Branch.

- (2) The *Office of the Director* is composed of the Director, Deputy Director, Executive, Assistant Executive and a special assistant to the Director who is charged with the coordination of activities in connection with the procurement of officers from civil life.

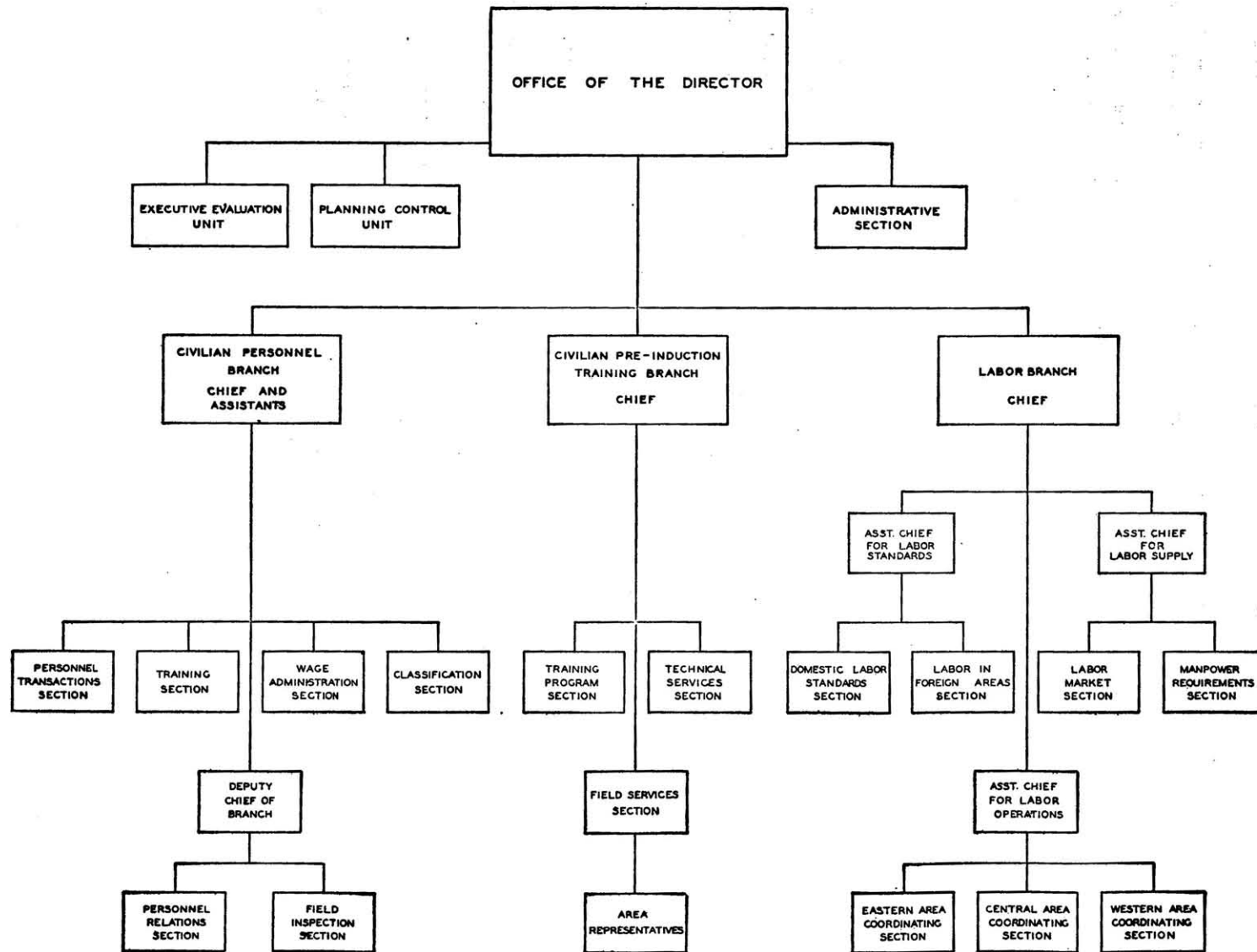
MILITARY PERSONNEL DIVISION

- (3) The *Control Branch*—
- (a) Plans and coordinates measures to increase the operating efficiency of the division.
 - (b) Acts as liaison agency between this division and other War Department agencies.
 - (c) Procures and supervises civilian employees of the division.
 - (d) Maintains records of military and civilian personnel of this division.
 - (e) Operates message centers, maintains files and supervises division Machine Records Unit.
- (4) The *Enlisted Branch*, subject to and within general policies prescribed by higher authority, determines, announces, interprets, supervises the operation of Army-wide policies pertaining to warrant officers and enlisted men, except pay and allowances, decorations, discipline and morale, and allots WAC personnel. The Enlisted Branch is composed of the Requirements and Statistics Section, Procurement, Processing and Discharge Section, and Overhead Section.
- (a) The *Requirements and Statistics Section*—
1. Establishes and coordinates policies and procedures relating to furnishing enlisted filler and loss replacements (except those pertaining to assembling and delivering overseas replacements to ports of embarkation) under general policies and directives issued by the War Department General Staff.
 2. Establishes and coordinates policies and procedures relating to authorization, transfer, and promotion of enlisted personnel.
 3. All matters of policy and procedure pertaining to the authorization, appointment, assignment, promotion and separation from the service of warrant officers.
 4. Authorizes warrant officer, enlisted and WAC personnel under Tables of Allotment for all non-Tables of Organization units and installations outside the continental United States and to defense commands within the United States (except Army Air Forces).
 5. Maintains records of all warrant officers and enlisted personnel authorizations under Section 1, Organization, Tables of Organization and Equipment or Tables of Allotment (except Army Air Forces) in commands outside continental United States and of all Army Service Forces units and installations in the United States.
 6. Prepares statistical data concerning the strength and distribution of grades of warrant officers and enlisted men of the Army of the United States (except Army Air Forces) for use of Fiscal Division Army Service Forces and for other purposes.
 7. Reviews Tables of Organization for conformity with basic policies relating to grades and strengths of warrant officers and enlisted men.
- (b) The *Procurement, Processing and Discharge Section*—
1. Establishes quotas, procurement, classification and initial assignment policies and procedures for enlisted personnel of the Army. The Adjutant General is the operating agent for enlisted personnel procurement classification and assignment.
 2. Maintains liaison with the Selective Service System.
 3. Maintains liaison with the Navy Department in matters pertaining to procurement of enlisted personnel through jointly operated armed forces Recruiting and Induction Stations.
 4. Establishes policies and directs procedures relating to operation of recruit and induction stations and reception centers.

5. Establishes Enlisted Reserve Corps policies except Enlisted Reserve program in colleges.
 6. Establishes and coordinates policies and procedures pertaining to separation from the service and relief from active duty of enlisted personnel.
- (c) *The Overhead Section—*
1. Makes allotments of warrant officers, enlisted and WAC personnel to all Army Service Forces commands and agencies in the United States and to all War Department overhead agencies in the United States.
 2. Establishes allotment policies and procedures for the above.
- (5) *The Legal and Legislative Branch—*
- (a) Prepares legislation affecting military personnel, except that relating exclusively to the Army Air Forces, and represents the War Department thereon before committees of Congress.
 - (b) Prepares War Department reports on legislation affecting military personnel not initiated by the War Department, and represents the War Department thereon before committees of Congress.
 - (c) Renders advice with regard to legal matters relating to the functions of the Military Personnel Division, Army Service Forces.
- (6) *The Miscellaneous Branch* consists of the Morale and Projects Section and Reclassification Section.
- (a) *The Reclassification Section—*
1. Reviews cases of officers reclassified under AR 605-230.
 2. Prepares regulations affecting reclassification.
- (b) *The Morale and Projects Section—*
1. Maintains liaison with the American Red Cross in personnel matters (except nurses).
 2. Formulates broad policies on the morale of military personnel.
 3. Establishes policies for decorations and awards, maintaining liaison with the War Department Decorations Board.
 4. Formulates policies pertaining to furloughs and leaves.
 5. Supervises the formulation of policies relating to the purchase of government life insurance by military personnel.
 6. Reviews proposed Army Regulations affecting personnel and the wearing of the uniform.
 7. Handles personnel matters not specifically assigned to other branches of the division.
- (7) *The Officers Branch*, subject to and within general policies prescribed by higher authority, determines, announces, interprets and supervises the operation of Army-wide personnel policies pertaining to commissioned officers except pay and allowances, decorations, discipline, morale and reclassification. The Branch consists of the Requirements Section, Assignment and Classification Section and Special Section.
- (a) *The Requirements Section—*
1. Determines known and estimated requirements, current and projected.
 2. Determines the source of personnel to meet requirements.
 3. Authorizes procurement objectives for the appointment of officers.
 4. Reviews Section I, Organization, Tables of Organization and Equipment for grades and number.
 5. Authorizes positions not provided by Section I, Organization, Tables of Organization and Equipment.

MILITARY PERSONNEL DIVISION

6. Furnishes the Fiscal Division, Army Service Forces, data concerning man-year strength of officers of the Army Ground Forces and Army Service Forces for use in preparation of budget estimates.
 7. Maintains necessary records and statistics to carry out its responsibilities.
- (b) The *Classification and Assignment Section* performs the functions pertaining to:
1. Classification.
 2. Distribution through requisition, replacement, assignment, re-assignment, detail and transfer (except for functions assigned to Overseas Replacement Branch).
- (c) The *Special Section* performs the functions pertaining to:
1. Appointments (except under AR 605-10).
 2. Physical requirements.
 3. Eligibility for active duty.
 4. Promotion.
 5. Demotion.
 6. Efficiency reports.
 7. Separation (except for disciplinary action and re-classification).
- (8) The *Overseas Replacement Branch* supervises the assemblage of replacements and their delivery to ports of embarkation (including the supervision of zone of interior replacement depots), and coordinates all procedures pertaining to the furnishing of replacements to overseas forces. The Branch consists of the Liaison Section, Supervision Section and Theater Section.
- (a) The *Liaison Section*—
Maintains liaison with the Headquarters, Army Air, Ground, and Service Forces.
- (b) The *Supervision Section*—
1. Supervises the operation of Zone of Interior replacement depots and the delivery of replacements to ports of embarkation.
 2. Supervises operation of The Adjutant General pertaining to: the furnishing of replacements from Army Service Forces, Zone of Interior Replacement Depots to overseas forces; the furnishing by the Commanding Generals, Army Ground Forces and Army Service Forces, of overseas replacements not available in such replacement depots.
- (c) The *Theater Section*—
Directs the furnishing of replacements to overseas forces, based on requests received from overseas force commanders and on directives from the Operations Division, W.D.G.S., as to action to be taken thereon.



202.02—INDUSTRIAL PERSONNEL DIVISION

a. Mission.—To assure that the civilian manpower requirements of the War Department, both within the War Department and in industry, are satisfied in accordance with established plans and procedures and with strategic needs.

b. Major functions.—(1) The Industrial Personnel Division performs the following staff functions:

- (a) To insure the most effective utilization of civilian manpower engaged in agriculture and war production:
 1. Subject to national manpower policy develops programs for the effective utilization of civilian manpower on the part of the War Department and War Department contractors within the continental limits of the United States, and American labor employed overseas.
 2. Subject to national Selective Service policy, assists in formulation of War Department standards with respect to deferment from military service of essential civilian employees of War Department and War Department contractors.
- (b) To provide for the most effective utilization of civilian manpower employed directly by the Army Service Forces;
 1. Plans programs and devises methods for the procurement, placement, training, and welfare of civilian personnel in the Army Service Forces.
 2. Subject to War Department policies, establishes procedures with respect to classification and appointment.
 3. Plans programs for in-service training of executive, professional, manual, and clerical civilian personnel of the Army Service Forces.
 4. In cooperation with the Provost Marshal General and the Surgeon General, plans programs for promotion of the health and safety training of the civilian personnel in the Army Service Forces.
- (c) Performs the following activities relating to labor relations:
 1. Formulates policies and defines standards with respect to labor relations matters in government-owned, and operated plants, government-owned, privately-operated plants, and government-requisitioned plants, under the supervision of the Army Service Forces.
 2. Reviews Army Service Forces operations to insure their consistency with existing labor laws.
 3. Makes recommendations with respect to legislation, procedures, and practices affecting labor relations.

(2) The Industrial Personnel Division performs the following operating functions at the staff level:

- (a) To insure greater effectiveness in the utilization of civilian manpower engaged in war production;
 1. Coordinates labor supply activities of the Technical Services.
 2. Serves as liaison with War Manpower Commission and its constituent agencies, with the War Production Board, the Navy, the Maritime Commission, Department of Labor, and other government agencies dealing with industrial manpower problems.
 3. Develops programs for special training of civilians prior to induction into the Armed Forces, or enlistment into Auxiliary Military Service.
- (b) To provide for the most effective utilization of civilian manpower employed directly by the Army Service Forces;

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1. Provides for greater utilization of civilian manpower in the departmental offices of Army Service Forces by assisting in the administration of the control of civilian personnel, to avoid duplication and overlapping in duties.
 2. Exercises for the Secretary of War, in accordance with delegation of authority from National Labor Relations Board under Executive Order #9250, the power to rule upon all applications for wage and salary adjustments covering ungraded civilian employees within the continental limits of the United States and Alaska employed by War Department, Army Exchange Service, and government-owned, privately-operated facilities of the War Department.
- (c) Establishes and integrates policies and performs the following activities relating to labor relations:
1. Serves as Army liaison on labor relations matters with the War Labor Board, War Production Board, Department of Labor; United States Employment Service, Selective Service Administration, War Manpower Commission, National Labor Relations Board, and other governmental agencies dealing with labor relations problems within the United States and overseas; as well as in foreign areas occupied by the United States Army.
 2. Plans programs and makes recommendations for corrective action for the improvement of labor morale.
 3. Maintains liaison with national and international labor organizations.
 4. Makes recommendations for action in all cases involving problems of discrimination against minority racial groups employed by Army Service Forces and engaged in agriculture or war production.

c. Organization.—(1) The *Industrial Personnel Division* consists of the Office of the Director, the Labor Branch, the Civilian Personnel Branch, the Civilian Pre-Induction Training Branch, and the Executive Evaluation Unit.

(2) The *Office of the Director* includes a Planning and Control Unit, an Administrative Section, and an Executive Evaluation Unit.

(a) The *Planning and Control Unit* evaluates the work of the Branches; maintains control over the number of personnel assigned to Branches; institutes follow-up and checking measures to assure the effective discharge of the functions of the Division; prepares and coordinates statistics on civilian personnel for the Army Service Forces, providing tabulations and analyses of data concerning the actual utilization of civilian manpower; is responsible for the preparation of pictorial charts, graphs, posters, lantern slides, organization charts, formats of reports, and publications, and similar material relating to projects undertaken by the Division.

(b) The *Administrative Section* provides adequate clerical, stenographic and messenger service to the Division at all times; prepares all instruments concerning personnel actions, and keeps records of all military and civilian personnel of the Division; maintains a central filing system and operates a mail unit for the reception and dispatch of all correspondence; secures space, equipment, supplies and other services necessary for efficient operation within the Division.

(c) The *Executive Evaluation Unit* procures executives from civilian sources for Staff Divisions and Technical Services, and upon request evaluates executive personnel.

(3) The *Labor Branch*, acting for the Director of the Industrial Personnel Division, exercises staff supervision over the labor supply and labor relations activities of the Army Service Forces and the Army Air Forces; investigates conditions of employment and problems relating to American labor employed overseas; labor problems in foreign areas occupied by our forces or in which our forces operate; ascertains the manpower needs of the War Department and of War Department

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contractors and evaluates affecting factors such as recruiting and training methods, transportation and housing facilities; recommends and effectuates War Department programs and procedures for the recruiting, training, placement, transportation, and housing of agricultural and war industrial workers; provides liaison on national and regional levels in all labor supply matters with the War Manpower Commission and its constituent agencies and with the War Production Board, the Navy, the Maritime Commission, and other agencies interested in labor supply and training; represents the Technical Services in their labor supply programs and in the coordination of their employment policies and practices with those of other agencies. The Chief of the Labor Branch is assisted by the Assistant Chief for Labor Operations, the Assistant Chief for Labor Standards and the Assistant Chief for Labor Supply.

- (a) Reporting to the Assistant Chief for Labor Operations are three Coordinating Sections: the *Eastern Area Coordinating Section*, the *Central Area Coordinating Section* and the *Western Area Coordinating Section*. These Sections advise with and integrate liaison activities of the Service Commands who serve as War Department representatives on labor supply and labor relations matters; provide technical supervision and coordinate labor supply and labor relations activities of the Technical Services; conduct investigations of labor supply problems involving production and take remedial action to secure solution of problems; develop programs for the effectuation of policy promulgated for War Department establishments and for establishments of private employers engaged in war production.
- (b) Reporting to the Assistant Chief for Labor Standards are the Domestic Labor Standards Section and the Labor in Foreign Areas Section.

1. The *Domestic Labor Standards Section* recommends to appropriate authorities War Department policy and programs with respect to labor standards in establishments producing materiel for the War Department within the United States; recommends programs and procedures relating to labor relations in the War Department and interprets the application of existing labor legislation to War Department army contractors and subcontractors; studies labor relations problems presented by the Technical Services and recommends corrective action; develops programs for the effectuation of policy in government-owned, privately-operated establishments and in establishments of private employers engaged in war production; recommends over-all policy with respect to labor standards, hours of work and wage problems; recommends policy and programs for labor relations problems arising from War Department internal security measures; recommends programs with respect to labor relations problems affecting minority groups, and union restrictions; provides liaison for the War Department with the National War Labor Board, the National Labor Relations Board, the Department of Labor, the War Production Board and other agencies concerned with labor relations; assists in the formulation of War Department standards and procedures applicable to government-owned and contractor-operated and contractor-owned and contractor-operated facilities and to commercial establishments requisitioned or taken over by the War Department; recommends programs and procedures in connection with involving discrimination against minority racial groups; maintains liaison with the Office of the Secretary of War, President's Committee on Fair Employment Practice and other agencies concerned with minority racial groups; recommends programs with respect to the employment of prisoners of war.
2. The *Labor in Foreign Areas Section* has been assigned the function by the War Affairs Division of the War Department General Staff to make plans, as

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in setting up procedures and practices with respect to all phases of labor activity in foreign and occupied areas. Reports are prepared and policy developed with respect to employment practices, wage rates, methods of hiring, social security and other aspects of labor control and regulation for the Civil Affairs Division. The Section maintains liaison with other interested government agencies such as the Office of Strategic Services, Office of the Provost Marshal General, U. S. Department of Labor and the Board of Economic Warfare.

(c) The Assistant Chief for Labor Supply has the staff responsibility for the formulation of policy and the development of planning; gathering, analysis, and interpretation of information, in connection with the recruitment, utilization, and allocation of industrial labor supply for establishments, industries and areas with a War Department interest; and the relationship of policies and developments in this field with the manpower objectives in the Armed Forces. Reporting to the Assistant Chief for Labor Supply are:

1. The *Labor Market Section* (consisting of Area and Industry Analysis Unit and Community Facilities Unit) is responsible for representation of labor supply interest in procurement, contract and facilities allocation policy and advises appropriate War Department units of labor market conditions by areas and industry; represents War Department in problems connected with monthly classification of labor markets by condition of stringency and arranges for appropriate dissemination of classifications; maintains current information, develops studies and policies by industries and geographical areas; maintains information, checks effectiveness and analyzes War Department interest in Employment Stabilization or Controlled Hiring plans; reviews plans for and represents War Department interests in development of schemes for labor priorities or allocation of scarce labor; determines need for and reviews plans for community or industry-wide recruitment drives for additional labor; gathers, analyzes and interprets information and develops plans regarding the effects of community facilities upon possibilities of in-migration of labor and labor efficiency; studies adequacy of transportation and housing facilities and develops recommendations for more effective utilization; studies adequacy of child care, health, shopping, recreational, and similar facilities with reference to effects upon recruitment of women, absenteeism, and turnover and develops recommendations; maintains liaison with the various governmental agencies and other divisions of the War Department with responsibilities in the above field.
2. The *Manpower Requirements Section* (consisting of the In-Plant Utilization Unit, the Economic Analysis Unit, and Military Personnel Unit), is responsible for analysis of labor utilization practices of war work establishments, including use of women, hiring practices, training programs, use of skills, upgrading, and job breakdown, and development of programs and policies for the more effective use of available labor; studies absenteeism and turnover problem in relation to possible correction by better labor utilization practices; develops studies and recommendations on curtailment and concentration of non-essential or less essential production and services in order to make labor available for war production; studies on proposed size of Armed Forces, its composition, and Selective Service practices in relation to effects upon the national economy and war production objectives; reviews and pre-

prepares studies on national labor supply and its adequacy to meet schedules objectives; reviews and makes recommendations on proposed legislation dealing with national service or conscription; represents War Department on War Manpower Commission's Essential Activities Committee for development of categories of essential war activities and occupations for Selective Service deferment, and labor stabilization programs; administers procedure for release of keymen in industry from the Army, because of importance to war program; develops studies, formulates programs in connection with War Department interest in deferment of essential men in industry; evaluates effectiveness and provides technical guidance to field in connection with Manning Tables and Replacement Schedules for industrial plants; maintains liaison and represents War Department with other government agencies concerned with above listed problems.

(4) The *Civilian Personnel Branch* consists of the Personnel Transactions Section, Classification Section, Wage Administration Section, Training Section and Personnel Relations Section. It functions in a staff capacity to provide means for the effective utilization of civilian manpower in the Army Service Forces and to assist in the control of civilian personnel in accordance with Administrative Memorandum No. 51 of October 10, 1942.

- (a) The *Personnel Transactions Section* develops standards, procedures and techniques related to the processing of personnel actions, based on research into legislation and executive and administrative orders and other directives; provides interpretation of procedural requirements related to personnel actions, payrolls and other personnel records; prepares manuals, memoranda, and other material related to personnel transactions; makes special reports and statistical analyses pertaining to civilian personnel.
- (b) The *Wage Administration Section* exercises, for the Secretary of War, as the War Department Wage Administration Agency selected by the National War Labor Board, and in compliance with the terms of Executive Order No. 9250, the power to rule upon all applications for wage and salary adjustments covering ungraded civilian employees within the continental limits of the United States and Alaska, employed by the War Department, the Army Exchange Service, and Government-owned, privately-operated facilities of the War Department; establishes and supervises a system of job analysis and evaluation for ungraded positions in the Army Service Forces and authorizes the establishment of Locality Wage Boards in order to secure representation by all Army Service Forces installations in each locality.
- (c) The *Training Section* formulates policy and procedures for in-service training of civilian employees of the Army Service Forces and provides similar services to the Army Air Forces when requested; exercises staff responsibility for complete application of Job Instructor Training, Job Relations Training, and Job Methods Training for all supervisors and executives employed by the A. S. F.; develops and utilizes special training plans for safety, accident prevention and plant protection programs; maintains liaison with Federal, State, and private training and educational organizations so that these facilities can be fully utilized.
- (d) The *Personnel Relations Section*, through a systematic program of visits to service commands headquarters and field installations, seeks to appraise personnel practices throughout the Army Service Forces; keeps Army Service Forces Headquarters informed of needs and progress of personnel administration in the field; promotes employee efficiency through emphasis on employee services and employee

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morale, as well as through attention to the proper application of all personnel relations, as distinguished from the processing techniques of personnel transactions.

(e) *The Classification Section—*

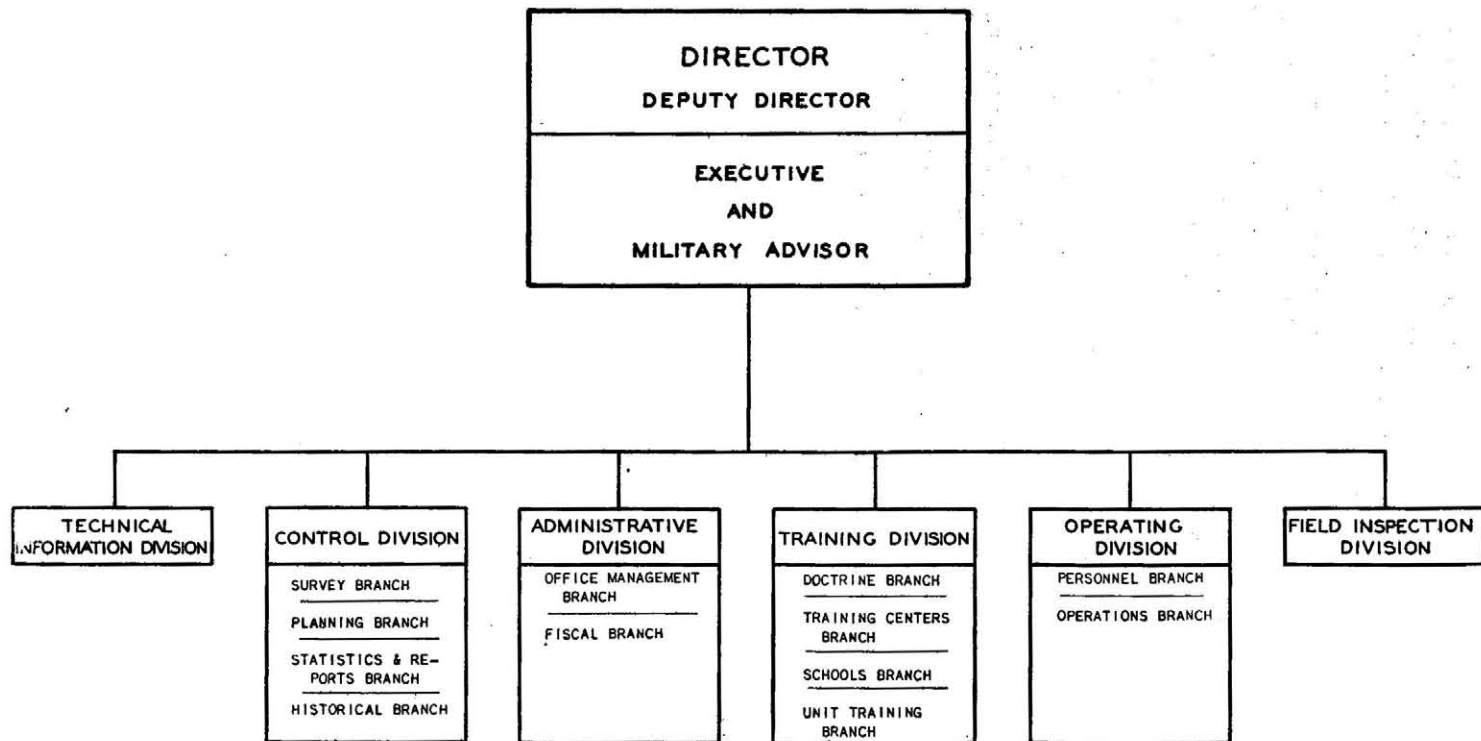
Develops procedures and assures the maintenance of satisfactory standards of classification of those positions in the Army Service Forces which are subject to the Classification Act of 1923, as amended, and position classification generally.

(5) *The Civilian Pre-Induction Training Branch* is the central coordinating agency of the War Department responsible for the initiation and promotion of special training of all individuals prior to their induction into military service, auxiliary military service, or civilian employment by the War Department. The Civilian Pre-Induction Training Branch consists of the Technical Services Section, the Field Services Section and the Training Program Section.

(a) *The Technical Services Section* provides research, publication, distribution and promotion services as required to meet preinduction training needs.

(b) *The Field Services Section* through its field representatives consults with and cooperates with officials of Federal, state and local training agencies on preinduction training needs, programs, and policies; reports to Chief of potential training facilities and personnel and on progress and standards of training programs.

(c) *The Training Program Section* ascertains preinduction training needs of the Army; formulates suggestions for training programs; surveys civilian training facilities, including personnel; and defines preinduction training needs, programs and policies through publications of the War Department.



202.03—WOMEN'S ARMY CORPS

a. Mission.—To release soldiers for combat duty and to make available to the national defense the knowledge, skill, and special training of the women of the nation, organized into units and trained for noncombatant service with the Army of the United States.

b. Major functions.—The office of the Director of the Women's Army Corps performs the following staff functions:

- (1) Special advisor to the Chief of Staff of the Army on policy matters pertaining to the Corps. In the exercise of this responsibility she is authorized to deal directly with the appropriate divisions of the War Department General Staff.
- (2) Formulates and recommends to the Commanding General, A.S.F., plans and policies for the procurement, reception, inspection, classification, and training of Women's Army Corps personnel.
- (3) Formulates and recommends to the Chief of Staff, through the Commanding General, A.S.F., plans and policies for the allotment, assignment, utilization, command, including discipline and promotion, and well-being of the Corps.
- (4) Within plans and policies approved by the War Department, provides for the following with respect to units, installations, detachments, and individuals of the Women's Army Corps:
 - (a) Reception, classification, training, assignment, utilization, inspection, administration, well-being, and command of units, installations, detachments, and individuals under her own direct control.
 - (b) Inspection of units, detachments, and individuals assigned to the Army Ground Forces, Army Air Forces, Army Service Forces, and a pool at the direct disposal of the Chief of Staff of the Army for duty in defense commands and theaters of operation. In the exercise of this responsibility she is authorized to consult directly with the Commanding Generals of the Army Ground Forces and Army Air Forces, or their appropriate officers.

c. Organization.—(1) The Staff of the organization consists of the Director, a Deputy Director, a Military Advisor and Executive (A.W.S.), Assistants to the Director; and Well-Being, Control, Administrative, Technical Information, Training, Operating, and Field Inspection Divisions. The Deputy Director performs such duties as the Director may from time to time assign and acts for and in the absence of the Director. The Military Advisor and Executive acts in two capacities: he is the special advisor to the Director on military matters and on such other matters as she may desire, and he performs the duties normally appropriate for a Chief of Staff and an Executive. The Assistants to the Director perform such duties as the Director may from time to time assign.

- (2) The *Well-Being Division* is composed of the Welfare, Medical, Special Service, and Physical Fitness Branches.
 - (a) The *Welfare Branch* formulates policies and plans regarding living and working conditions, and advises the Director on conditions in all schools, training centers, and field installations.
 - (b) The *Medical Branch* maintains close liaison with the Office of the Surgeon General with reference to physical and mental health programs, and the sanitary and hospital facilities necessary for women.
 - (c) The *Special Service Branch* coordinates the welfare and morale program of the WAC with the Special Service Division, Army Service Forces, and makes recommendations as to types of entertainment, recreational activities, and facilities of interest to women.

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- (d) The *Physical Fitness Branch* studies and develops programs of planned exercise for the maintenance of physical fitness within the Corps.
- (3) The Control Division assists and advises the Director on all matters concerning the improvement of administrative and organizational procedure pertaining to the operation of the WAC. It has four branches: Survey, Planning, Statistics and Reports, and Historical Branches.
- (a) The *Survey Branch* gathers, analyzes, and evaluates data regarding the efficiency of all elements of the Corps and conducts such special studies as the Director or the Military Advisor and Executive may direct.
- (b) The *Planning Branch* formulates long-range plans for the utilization of the WAC and studies conditions under which the Corps will operate.
- (c) The *Statistics and Reports Branch* is responsible for the collection of all statistical data pertaining to the Corps, supervises the preparation of all recurring reports, and when necessary compiles special reports.
- (d) The *Historical Branch* assembles, compiles and maintains a historical record of the Corps and makes special historical studies as directed.
- (4) The *Administrative Division* consists of the Office Management, and Fiscal Branches.
- (a) The *Office Management Branch* acts as office manager for Women's Army Corps Headquarters, including the maintenance of the mail room, general and secret files, stenographic and messenger pools, reference file of AR's, etc., prepares orders and travel requests for all Headquarters personnel, maintains liaison with Board of Review, Publications Division, Adjutant General's Office, and maintains liaison with Adjutant General's Office, on civilian personnel matters.
- (b) The *Fiscal Branch* prepares budget figures and allotment requests, keeps fiscal records, reports on funds allotted to Women's Army Corps Headquarters, assists in preparation of pay and travel vouchers for Headquarters personnel, acts as War Bond Officer for civilian and military personnel, and maintains liaison with Office, Chief of Finance, Finance Officer, U. S. Army, and Fiscal Director, Army Service Forces.
- (5) The *Technical Information Division* is responsible for the collection, preparation, and dissemination of all information concerning the Corps. Acts as liaison between the Women's Army Corps and the Bureau of Public Relations on the clearance of such materials. Plans and recommends to the Director and handles all public relations activities of the Corps.
- (6) The *Training Division* consists of the Doctrine, Training Centers, Schools, and Unit Training Branches.
- (a) The *Doctrine Branch* formulates and recommends training policies and procedures governing the over-all training program. Prepares, reviews, and revises training manuals, publications, and training aids. Makes plans and contacts for opening new schools.
- (b) The *Training Centers Branch* is responsible for the scope and content of all training programs in training centers, for the efficiency of operations, for the effectiveness of training, effective testing, classification and assignments, conducts inspections of training progress and makes reports and recommendations thereon.
- (c) The *Schools Branch* formulates, develops, and coordinates plans for training of officers and enlisted personnel in Army Service Schools and civilian schools; supervises the training in Specialist Schools, other than in Training Centers.

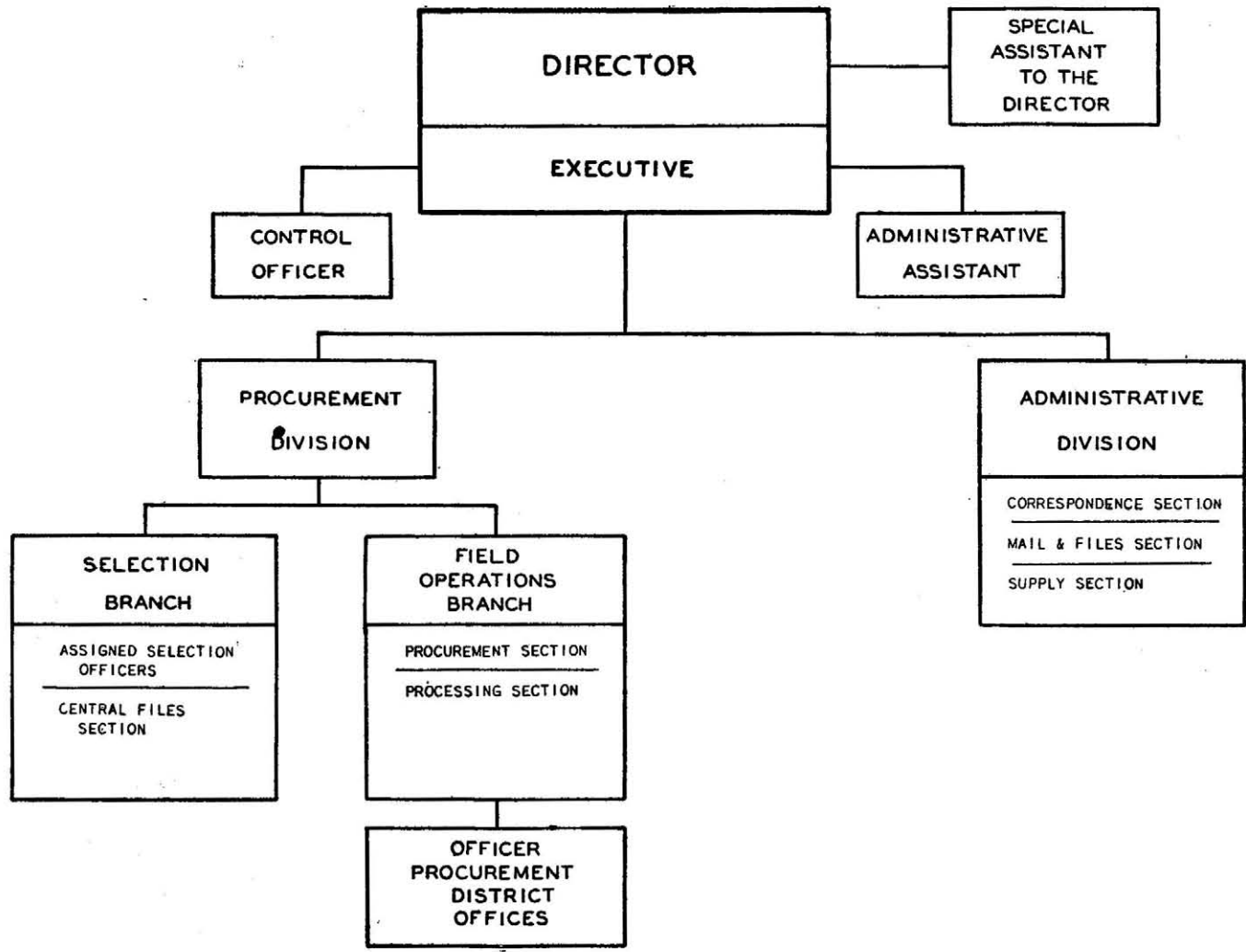
WOMEN'S ARMY CORPS

under the jurisdiction of the Director. Coordinates the program of such schools with those in the Training Centers; inspects for effectiveness of training as shown in the field.

- (d) The *Unit Training Branch* keeps informed on training originated in Headquarters Army Service Forces, Army Air Forces, and Army Ground Forces, and on training in training centers and specialist schools. Plans and recommends unit training programs based on above information, and acts as training consultant for units in the field.
- (7) The *Operating Division* supervises and coordinates the work of Personnel and Operations Branches and effectuates the orders of the Executive Officer, makes recommendations and advises on policy. The Operating Division consists of the Operations Branch and the Personnel Branch.
- (a) The *Operations Branch* is concerned with complete processing of all units and individual personnel destined for overseas duty, and the supply, housing and transportation of the Women's Army Corps.
1. The *Supply Section* initiates Section II, Equipment, Tables of Organization and Equipment, and Tables of Allowances. Cooperates with Supply Services in developing and establishing allowances of items for the Women's Army Corps.
 2. The *Housing Section* coordinates with the Office of the Chief of Engineers regarding policies for housing Women's Army Corps personnel at training centers, schools, posts, camps, and stations.
 3. The *Mobilization Section* performs two functions in connection with furnishing personnel: For assignment to overseas duty, this section has complete responsibility; for assignment within the continental limit of the United States, this section maintains records on allotment authorized and approved requisitions which are referred to Classification and Assignment Section of the Personnel Branch. The section performs liaison with the Military Personnel Divisions of ASF, AAF and AGF.
- (b) The *Personnel Branch* assists and advises on all matters relating to procurement, assignment, transfer, rating, promotion, and discharge of the Women's Army Corps officers and enrolled members.
1. The *Classification and Assignment Section* advises the Director on matters of classification and reclassification of Women's Army Corps personnel. Directs shipments of personnel to field installations according to requisitions and availability of personnel from training centers and schools.
 2. The *Enrolled Women's Section* formulates recommendations on policies and procedures for the transfer, discharge, furlough, and promotion of enrolled women. Reviews proceedings of discharge and disciplinary boards. Requests orders effecting the transfer of enrollees to individual assignments.
 3. The *Officers' Section* recommends policies and procedures for the selection, assignment, reassignment, promotion, discipline, and discharge of Women's Army Corps officers. Maintains necessary efficiency reports and qualification cards. Handles requests for special orders and administrative correspondence relative to Women's Army Corps officers.

WOMEN'S ARMY CORPS

4. The *Legal Section* studies existing legislative authority and regulations, current publications, and documentary inquiries and comments on legal problems involved. Reviews reports of hearings and acts as liaison with the Office of the Judge Advocate General.
 5. The *Recruiting Section* formulates policies, plans, procedures, and standards for Women's Army Corps procurement. Performs operating functions necessary for effective recruiting by supervising the operation of the Women's Army Corps procurement program in the field through the Deputy Chief of Staff for Service Commands.
- (8) The *Field Inspection Division* operates to insure the fulfillment of the Director's obligations and responsibilities under the system of decentralization to the Commanding Generals of the major units to which WAC's are assigned. It consists of the Inspection and Investigation Branches.
- (a) The *Inspection Branch* plans and directs the inspection of Women's Army Corps matters, makes surveys, visits, inspections, reports, and recommendations.
 - (b) The *Investigation Branch* investigates all matters relative to the Women's Army Corps referred to it by the Director.



202.04—OFFICER PROCUREMENT SERVICE

a. *Mission.*—To procure officers from civil life for the Army against requisitions by using agencies, following the policies and regulations approved by the Secretary of War and the Secretary of War's Personnel Board.

b. *Major functions.*—The Officer Procurement Service performs the following functions:

- (1) Locates, investigates, interviews, classifies, examines, and completes the necessary records of persons with special qualifications.
- (2) Investigates, examines, and completes the records preliminary to appointment of named individuals recommended for appointment by the using agencies.
- (3) Keeps a record of all procurement objectives and the appointments made thereunder, and certifies to the Secretary of War's Personnel Board that each recommended appointment is within an approved procurement objective and that the individual recommended possesses the necessary qualifications and is otherwise eligible under the policies and regulations approved by the Secretary of War. In the event the individual recommended does not, in the opinion of the Officer Procurement Service, possess the necessary qualifications or is not otherwise eligible under the policies and regulations approved by the Secretary of War, these facts are clearly stated.
- (4) Renders such reports with regard to appointments and officer procurement as may be called for by the Secretary of War, the Secretary of War's Personnel Board, the Chief of Staff, the Deputy Chief of Staff, the Divisions of the War Department General Staff, and the Commanding General, Army Service Forces.

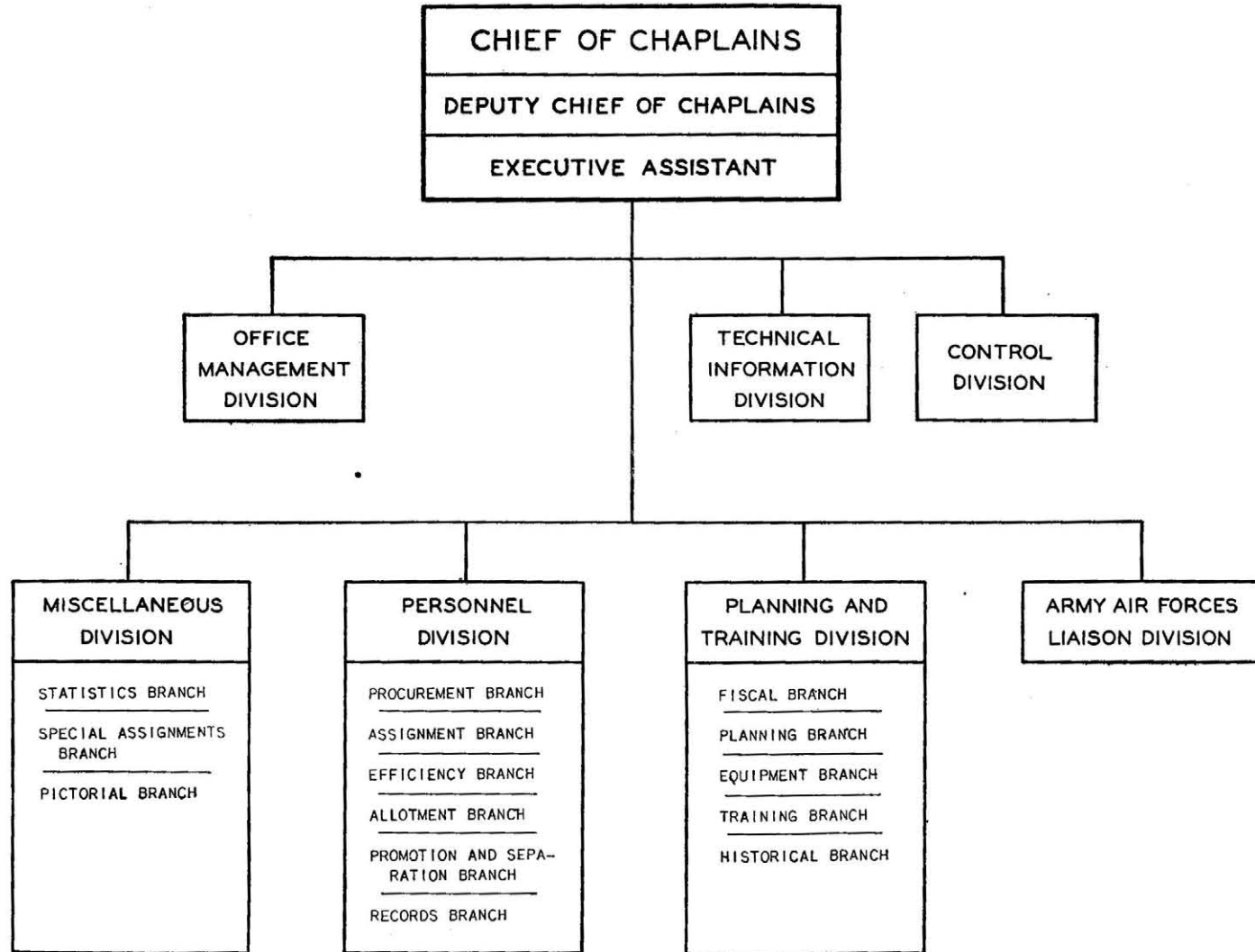
c. *Organization.*—The Officer Procurement Service consists of the Procurement Division and the Administrative Division.

- (1) The *Procurement Division* maintains a file of potential candidates for officer appointment in the Army of the United States; maintains liaison with using agencies in regard to officer procurement; procures, from civil life, against requisition of using agencies, qualified candidates for officer appointment; processes papers of apparently qualified candidates for submission to using agencies; receives from using agencies for submission to Secretary of War's Personnel Board fully processed papers of selected candidates and submits them to the Board, with recommendation or nonrecommendation, and forwards cases approved by the Board to the Appointment and Induction Branch, Adjutant General's Office, for appointment and issuance of active duty orders; maintains a statistical record of jobs requisitioned, questionnaires submitted, candidates procured, candidates processed, and appointment requests received; receives and disposes of applications of enlisted men and warrant officers not graduates of officer candidate schools; coordinates these activities in thirty-seven field offices throughout the United States. The Procurement Division consists of the Selection Branch and the Field Operations Branch.

- (a) The *Selection Branch* reviews requisitions received from using agencies for sufficiency and clarity of job description and of statement of candidates' qualifications and for coverage by procurement objective; selects questionnaires of candidates suitable for submission to using agencies under their requisitions; maintains an accounting control of questionnaires submitted, rejected, in process, and under consideration; recommends or non-recommends, through Final Evaluators, candidates, requests for whose appointment are transmitted by using agencies for submission to the Secretary of War's Personnel Board.

OFFICER PROCUREMENT SERVICE

- (b) The *Field Operations Branch* coordinates and executes policies and procedures with respect to field activities and field personnel of the Officer Procurement Service. Maintains a Headquarters organization to receive fully processed papers from using agencies for submission to the Secretary of War's Personnel Board; to forward approved cases to the Appointment and Induction Branch, Adjutant General's Office; and to study and coordinate the field activities of the Washington, D. C., field office, and of the other thirty-six field offices in the Service Commands. These Officer Procurement District offices interview and investigate applicants, procure qualified personnel under requisitions; process papers of selected candidates; and perform special services for using agencies.
- (2) The *Administrative Division* consists of the Correspondence Section, the Mail and Files Section and the Supply Section.
 - (a) The *Correspondence Section* receives and answers all tenders of service to the War Department; conducts correspondence relative to records of applicants and inquiries about appointments; acknowledges, transmits official papers; maintains a stenographic pool for the use of Officer Procurement Service.
 - (b) The *Supply Section* procures, distributes, and accounts for all supplies furnished the Officer Procurement Service; supervises messenger service.
 - (c) The *Mail and Files Section* receives and dispatches all mail; controls inter-office distribution of mail; maintains the classified and miscellaneous files of the Officer Procurement Service.

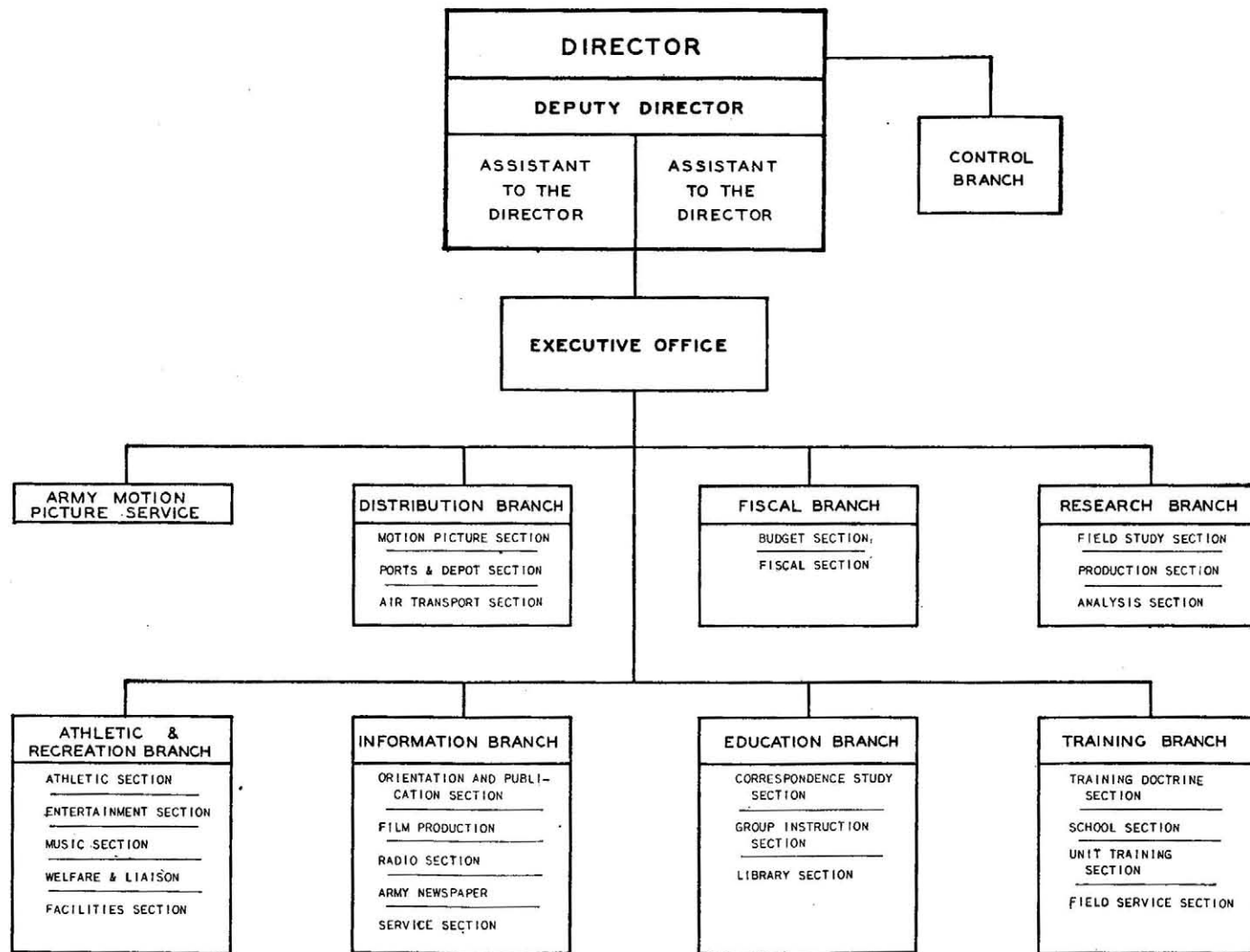


202.05—OFFICE OF THE CHIEF OF CHAPLAINS

- a. Mission.*—To assure moral training and religious ministrations to the Army.
- b. Major functions.*—(1) The Office of the Chief of Chaplains performs the following staff functions:
- (a) Supervises moral training and religious ministrations in the Army.
 - (b) Initiates and reviews training plans, training literature, Army Regulations, and publications relating to the chaplaincy; also studies equipment and other supply needs of chaplains.
 - (c) Promulgates training doctrine, schedules programs, and supervises training at the Chaplain School.
- (2) The Office of the Chief of Chaplains performs the following functions for Headquarters, Army Service Forces:
- (a) Recommends and administers personnel matters and records relating to chaplains.
 - (b) Administers funds for purchase of Scriptures and arranges for the publication and distribution thereof.
 - (c) Administers funds for chaplain activities.
 - (d) Collates and disseminates information, including statistics, relative to the chaplaincy, to War Department and other agencies.
- c. Organization.*—(1) The Office of the Chief of Chaplains consists of the Office Management Division, the Technical Information Division, the Control Division, the Miscellaneous Division, the Personnel Division, the Planning and Training Division, and the Army Air Forces Liaison Division.
- (2) The *Office Management Division* coordinates activities and reviews work of all divisions; administers departmental personnel matters, both military and civilian; prepares budget estimates on operating expenses and defends all estimates before budget committees; prepares administrative and financial reports; and performs office service functions.
- (3) The *Technical Information Division* prepares material for release to press and radio, and reviews manuscripts and scripts.
- (4) The *Control Division* examines the organization, methods, and procedures of the Office of the Chief of Chaplains, and recommends action to improve over-all progress, efficiency, and administrative management of office divisions, branches, and lower units.
- (5) The *Miscellaneous Division* secures and assembles information, statistics and photographs pertaining to the chaplaincy. It consists of the Statistics Branch, the Special Assignments Branch, and the Pictorial Branch.
- (a) The *Statistics Branch* reviews, evaluates, and compiles statistical data.
 - (b) The *Special Assignments Branch* conducts research and correspondence on chaplain-soldier-home cases.
 - (c) The *Pictorial Branch* secures and maintains a pictorial file of the chaplaincy.
- (6) The *Personnel Division* coordinates personnel matters pertaining to the Corps of Chaplains. It consists of the Procurement Branch, the Efficiency Branch, the Promotion and Separation Branch, the Assignment Branch, the Allotment Branch, and the Records Branch.
- (a) The *Procurement Branch* reviews and recommends approval or disapproval of chaplaincy applications, and maintains contact with ecclesiastical agencies.

OFFICE OF THE CHIEF OF CHAPLAINS

- (b) The *Efficiency Branch* evaluates efficiency reports and prepares an annual compilation.
 - (c) The *Promotion and Separation Branch* conducts correspondence relative to promotion and separation cases.
 - (d) The *Assignment Branch* recommends assignment, issues orders, or recommends reassignment and transfer of personnel.
 - (e) The *Allotment Branch* reviews chaplain allotments and is responsible that quotas are not exceeded.
 - (f) The *Records Branch* maintains personnel indices, charts, and records.
- (7) The *Planning and Training Division* initiates and supervises planning and training activities of the Corps of Chaplains. It consists of the Fiscal Branch, the Equipment Branch, the Historical Branch, the Planning Branch, and the Training Branch.
- (a) The *Fiscal Branch* prepares estimates of funds for chaplain activities and administers the funds allotted.
 - (b) The *Equipment Branch* studies the needs and recommends the procurement of needed equipment; recommends purchase of items not articles of issue; and supervises printing and distribution of Scriptures.
 - (c) The *Historical Branch* conducts research in chaplaincy matters and compiles biographical and historical material.
 - (d) The *Planning Branch* studies projects for carrying out the National Defense Act and War Department directives; determines chaplain requirements; and recommends revisions of Section I, Organization, Tables of Organization and Equipment and allotments to include needed chaplains.
 - (e) The *Training Branch* promulgates training doctrine, schedules programs and supervises training at the Chaplain School, and prepares training literature and revisions of pertinent War Department publications.
- (8) The *Army Air Forces Liaison Division* performs duties incident to liaison and coordination of chaplain activities between the Army Air Forces and the Office of the Chief of Chaplains.



a. Mission.—To assist commanders in developing and maintaining the mental and physical stamina of military personnel by studying and reporting on conditions affecting morale; by providing facilities to keep military personnel informed concerning causes and progress of the war; by offering opportunities for self education in subjects of value to them in their military careers; and by providing facilities for recreation and entertainment during their off-duty hours.

b. Major functions.—(1) The Special Service Division performs the following staff functions:

- (a) Formulates policies and plans for the organization and operation of activities pertaining to athletics, entertainment, recreation, off-duty education, orientation, information, and welfare of all elements of the Army.
 - (b) Formulates policies and establishes procedures for the dissemination to military personnel of orientation information pertaining to the background, causes, and current phases of this war, and current events related thereto, through the media of motion pictures, radio, lectures, manuals, and official and quasi-official periodicals.
 - (c) Formulates policies and establishes procedures to provide educational facilities for troops through university correspondence courses, educational films, exhibits, lectures, and group instruction.
 - (d) Operates, with the cooperation of the Navy, Marine Corps, and Coast Guard, the United States Armed Forces Institute, which provides off-duty study courses for enlisted men of the Army.
 - (e) Formulates policies, plans, and procedures for the operation of the Army Library Service.
 - (f) Formulates policies and establishes procedures to provide recreational and athletic programs, amateur and professional dramatics, soldier participation in musical activities, motion pictures, libraries, and other recreational activities for units of the Army.
 - (g) Formulates layout policies for the construction, modification, or alteration of service clubs, libraries, guest houses, cafeterias, field houses, theaters, and other recreation buildings.
 - (h) Develops plans as aids to Commanding Generals of Service Commands for the operation of service clubs, libraries, guest houses, cafeterias, field houses, theaters, and other recreation buildings.
 - (i) Prepares budget estimates and controls the subsequent allotments of Welfare of Enlisted Men and other funds, not specifically charged to other War Department agencies, provided for recreation, information, nonmilitary education, and welfare activities.
 - (j) Conducts research projects on soldier attitudes for guidance of the Director and other branches of the Division, and for the information of higher War Department authority.
 - (k) Promulgates doctrine regarding Special Service activities, training doctrine, training programs, and allotment of quotas at School for Special Service and Special Service Unit Training Centers; recommends assignment and relief of staff and faculty at School for Special Service and Special Service Unit Training Centers, and personnel for Special Service Replacement Pool.
- (2) The Special Service Division directly performs the following functions for the Army:
- (a) Provides motion picture entertainment for troops in the United States and certain bases in the Western Hemisphere through the Army Motion Picture Service.
 - (b) Provides 16-mm motion pictures for overseas bases, installations, and forces through Overseas Motion Picture Service.

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- (c) Produces information and orientation material in the form of booklets for troops going overseas, pamphlets, weekly newsmaps, and a daily War News Summary.
 - (d) Recommends basic and supplementary lists of books for purchase by Army Librarians, and purchases centrally books and periodicals for particular phases of the Army Library Service.
 - (e) Supervises organization, equipment, and training, and officer personnel of Special Service Companies for service with overseas forces.
 - (f) Supervises the publication of camp and unit periodicals.
- (3) The Special Service Division directly performs the following operating functions as applied to field activities and installations of the Army:
- (a) Operates a motion picture production section which produces information, orientation, and news films for showing to military personnel.
 - (b) Publishes the Army newspaper, "Yank", for distribution to troops in the United States and overseas; and operates a news and feature service and publishes "GI Galley" for camp and organization newspapers.
 - (c) Operates a radio and transcription service for production of radio programs of an entertainment and informational nature for American forces in overseas commands, through the medium of short-wave broadcasts from the United States, through long-wave stations located at overseas bases, and by means of a record-library circuit; operates a radio engineering service to provide the necessary equipment for dissemination and reception of these programs.
 - (d) Publishes and distributes the "Special Service Digest," a monthly bulletin of notes on Special Service activities as an aid to Special Service Officers in the field.

c. *Organization.*—(1) The Special Service Division consists of the Research Branch, the Control Branch, the Army Motion Picture Service Branch, the Distribution Branch, the Fiscal Branch, the Athletic and Recreation Branch, the Information Branch, the Education Branch, and the Training Branch.

- (2) The *Research Branch* consists of the Field Studies Section, the Production Section, and the Analysis Section.
- (a) The *Field Studies Section* prepares plans for, organizes, and conducts field study projects for obtaining information as to soldier attitudes.
 - (b) The *Production Section* prepares and tabulates summaries of field study findings in the form of tables and charts; prepares and edits codes and schedules, texts, and tables to accompany reports.
 - (c) The *Analysis Section* devises techniques to secure data on various research problems; prepares plans for the tabulation of data; makes analyses of data obtained, and presents the results in final report form, making use of various methods of graphic presentation for distribution to interested War Department agencies.
- (3) The *Control Branch* maintains constant review of the organization and activities of the Special Service Division; conducts specific surveys in fields requiring corrective action, and makes recommendations in regard thereto; recommends new general administrative organizational policies or procedures for, or changes of, existing policies whenever appropriate; supervises and coordinates statistical and reporting systems and methods, including clearance of certain recurring reports.
- (4) The *Army Motion Picture Service Branch* operates and administers the U. S. Army Motion Picture Service under the provisions of AR 210-390, including functions as consultant in the preparation of original designs and specifications of service theaters; the procurement, installation, and maintenance of motion picture and

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theater equipment and supplies; the procurement of 35-mm recreational motion pictures for and the operation of theaters on Army posts in the United States, Alaska, and certain Western Hemisphere bases; and the management of the fiscal affairs of the enterprise.

- (5) The *Distribution Branch* consists of the Motion Picture Section, the Ports and Depot Section, and the Air Transport Section.
 - (a) The *Motion Picture Section* distributes orientation films of the Information Branch in the United States and overseas, including the "Why We Fight" series, "Know Your Enemies", "Know Your Allies", the semi-monthly screen magazine "The War"; entertainment films, 16-mm, overseas only, which are gifts of the Motion Picture Industry; and G. I. Movies, 16-mm, in the United States and overseas; establishes overseas exchanges; carries on educational work in connection with circuiting of prints; determines the number of prints required to accomplish the distribution objectives; initiates requests for prints; books showings to officer personnel for "Why We Fight" pictures in Washington; analyzes requests and programmes procurement of projection equipment for overseas; arranges transportation, including priorities, for prints and projection equipment.
 - (b) The *Port and Depot Section* coordinates and plans assembly, storage, shipping and distribution of Special Service supplies and equipment; establishes in cooperation with other Branches levels of standard Special Service supplies maintained at ports of embarkation and depots; maintains master inventory control for port reserves and depot stocks; receives and refers to respective Branches for approval requisitions from ports for supplies not in stock or locally procurable; expedites procurement through the Fiscal Branch of approved requisitions; expedites shipments of all types of Special Service supplies through the ports; maintains records of shipments of Special Service supplies and equipment; maintains contact with other agencies regarding troop movements, strength figures, code markings, etc.
 - (c) The *Air Transport Section* maintains contact with Army Air Forces agencies; arranges for shipment of Special Service supplies and equipment including motion picture films and other non-bulky material; keeps advised of scheduled air movements and makes corresponding shipping arrangements.
- (6) The *Fiscal Branch* consists of the Budget Section and the Fiscal Section.
 - (a) The *Budget Section* prepares budget estimates covering all requirements of the Special Service Division, and prepares the defense and justification of such estimates; prepares drafts of bills covering proposed legislation affecting appropriations; reviews appropriation acts and related legislative hearings and reports; develops procedure relative to budget preparations and administration.
 - (b) The *Fiscal Section* maintains fiscal records pertaining to all funds allocated to the Special Service Division by the Budget Officer for the War Department, including controls of quarterly limitations; processes all reimbursement transactions between the Special Service Division and other services or departments in the Government and services incidental thereto; initiates procurement requests to the Supply Services for purchase of supplies and equipment common to other services; originates the purchase of supplies and equipment, and the procurement of services, of a nature peculiar to the requirements of the Special Service Division.

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- (7) The *Athletic and Recreation Branch* consists of the Athletic Section, the Entertainment Section, the Music Section, the Welfare and Liaison Section, and the Facilities Section.
- (a) The *Athletic Section* formulates policies and prepares plans pertaining to athletic and sports programs, including consideration of equipment specifications and recommendations concerning its procurement, distribution, and care; recommends types and amounts of athletic equipment to be provided in kits for overseas use; formulates policies and plans for equipping of field houses and other athletic facilities; initiates surveys, tests, studies, and reports on athletic and physical fitness programs; prepares material for use in sports manuals and guides; recommends athletic programs for the curriculum of the School for Special Service and for the training of Special Service Companies.
- (b) The *Entertainment Section* recommends personnel for and assists in the training of special theatrical advisers for assignment throughout the Army; organizes, encourages, and develops amateur dramatics; secures and distributes special entertainment materials for expanding soldier show activities; arranges for the equipping of recreational facilities with theatrical curtains and lights; recommends kind and amount of theatrical equipment to be provided in kits for overseas use; supervises the routing of entertainment units of USO-Camp Shows, Inc. to posts, camps and stations; supplies professional show troupes and individual entertainers to installations and bases outside the continental limits of the United States upon request.
- (c) The *Music Section* prepares, plans, and provides equipment and personnel for the use of music as a means of recreation and entertainment through soldier participation in singing and the playing of musical instruments; recommends personnel for and assists in the training of music advisers, develops song-leading programs and procedures intended to stimulate musical activities throughout the Army; prepares material for musical manuals and guides for use as training and instruction material; supervises the allocation of gifts of musical instruments and equipment to the Army; selects material for inclusion in sets of musical instruments and equipment for distribution wherever required.
- (d) The *Welfare and Liaison Section* studies all matters pertaining to the welfare of military personnel and makes recommendations of policy; formulates policies regarding the acceptance and distribution of gifts and services to military personnel, and receives and answers all correspondence relating to civilian groups who desire to correspond with soldiers, or to present gifts; maintains liaison with civilian welfare organizations, including the United Service Organizations, the American Red Cross, and community groups, with the Joint Army and Navy Committee, and with Government welfare agencies.
- (e) The *Facilities Section* formulates layout policies for the construction, modification, or alteration of service clubs, libraries, guest houses, cafeterias, gymnasiums, theaters, and other recreation buildings; initiates and recommends policies concerning recreational building construction; makes recommendations relative to requests for recreational construction, and to the certification of USO facilities adjacent to military areas; plans types of furnishings for service clubs, guest houses and other recreation buildings except theaters; approves procedures on requisitions for furniture and contracts for equipment; prepares policies for use of recreation facilities and for the activities of field personnel

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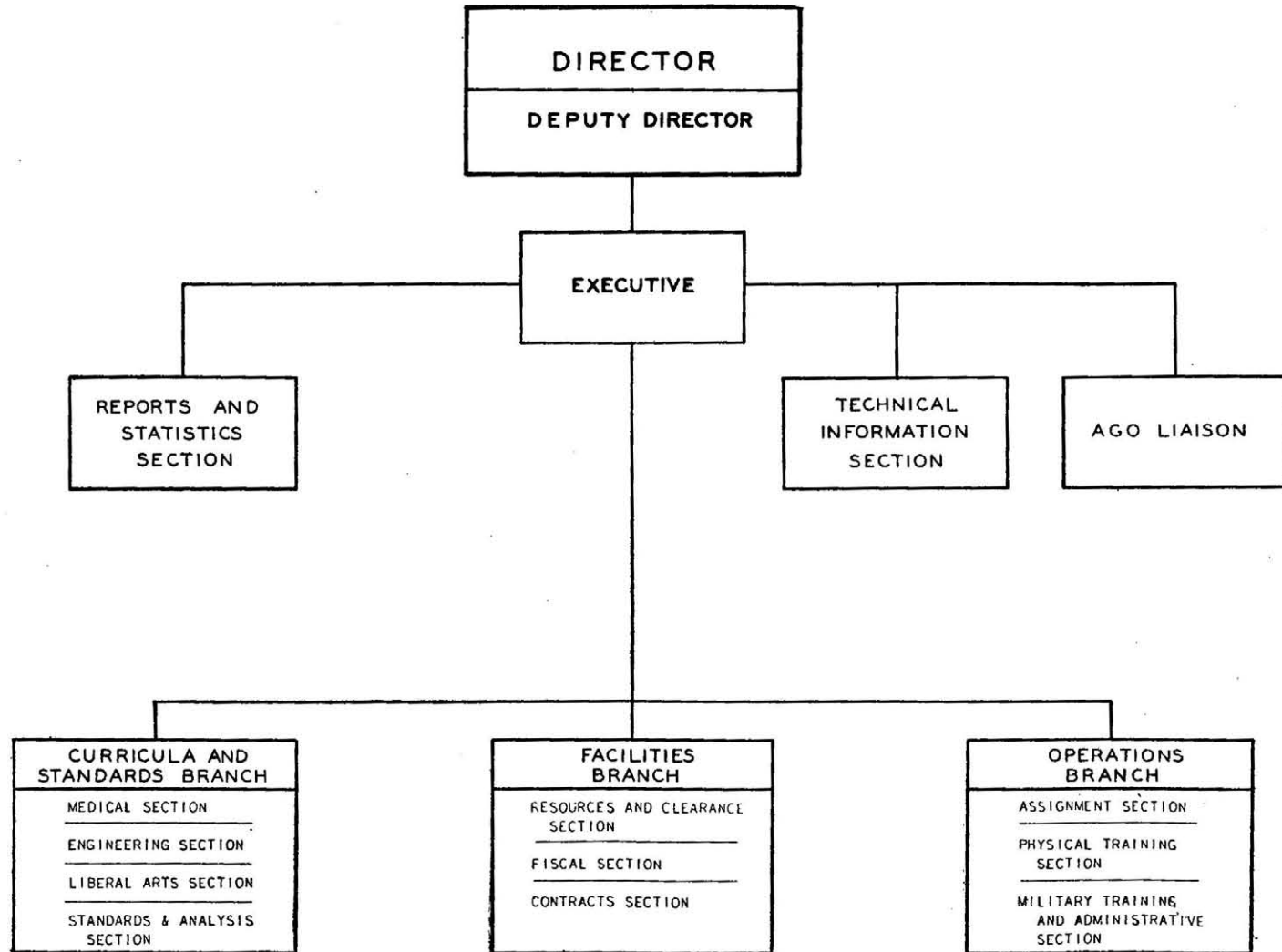
(hostesses and librarians) operating them; plans and promotes design for interior improvement of recreation buildings and other buildings of general assembly; maintains liaison with the Federal Security Agency and interested War Department agencies concerning recreational building construction.

- (8) The *Information Branch* consists of Orientation and Publication Section, the Film Production Section, the Radio Section, and the Army Newspaper Service Section.
 - (a) The *Orientation and Publications Section* applies War Department policies and develops procedures for giving military personnel information concerning the background, causes, and current phases of the war; prepares pamphlets, newspapers and a daily War News Summary for distribution to Army installations in the United States and overseas; exercises general supervision over the Army Orientation Course within the subject limitations established by War Department directive; supervises technical preparation of all pictorial and printed projects for information and orientation, including posters, guides, pamphlets, cartoons, newspapers, and periodicals; upon request of the Training Branch, makes recommendations and assists in the technical preparation of training literature; prepares Special Service releases for distribution through the Bureau of Public Relations; prepares and distributes information manuals for guidance of American troops in foreign lands, publishes the monthly Special Service Digest as an aid to Special Service officers in the field.
 - (b) The *Film Production Section* plans, writes, and produces films of an informational nature, including orientation and news films.
 - (c) The *Radio Section* supervises and produces all War Department radio programs directed to troops overseas, reaching them by means of short-wave broadcasts from United States, long-wave broadcasts in overseas areas, Radio Phonograph Box B, AN/TIQ-Z (b) Kit, and, in the case of large concentrations within a specific area, by camp carrier stations; plans for and specifies all forms of equipment for transmission, reception, and reproducing Special Service programs; recommends the allocation of radio equipment and transcriptions for distribution overseas; maintains continual technical studies and surveys of reception through the Research Branch.
 - (d) The *Army Newspaper Service Section* operates an editorial and publishing service for "Yank", the Army weekly; prepares and publishes copy and pictorial material for distribution to camp or unit periodicals throughout the Army; formulates policies concerning and exercises general supervision over camp and unit periodicals.
- (9) The *Education Branch* consists of the Correspondence Study Section, the Group Instruction Section, and the Library Section.
 - (a) The *Correspondence Study Section* formulates policies for and supervises the conduct of the United States Armed Forces Institute, by War Department directive; prepares and provides self-teaching instructional materials; prepares and provides examinations for evaluation and certification to educational institutions, of the educational experiences of military personnel; arranges for accreditation of military educational experiences by civilian educational institutions; supervises college and university extension courses provided for United States Armed Forces Institute enrollees; analyzes enrollments in United States Armed Forces Institute; furnishes information concerning scholarships available to veterans and to children of military personnel; informs men and women entering the service of educational opportunities;

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provides educational guidance; assists Commanding Officers in arranging extension instruction by civilian educational institutions; assists in educational rehabilitation of casualties; maintains liaison with the Navy Department in providing educational opportunities.

- (b) The *Group Instruction Section* prepares plans for the organization of classes and groups; arranges for the provision of educational facilities by educational institutions; assists in organizing classes; assists in development of educational programs through education officers assigned to Service Commands and overseas forces on request of Commanding Officers; prepares material to assist Commanding Officers in organizing group instruction; provides educational exhibits; assists in the improvement of inter-racial relations; provides instructional material for orientation discussion groups; develops plans for and makes arrangements for educational program upon cessation of hostilities; selects and supplies educational motion pictures; provides foreign language guides (basic and advanced) supplemented by phonograph records for instructional purposes; prepares foreign language phrase books and foreign language dictionaries.
 - (c) The *Library Section* formulates policies for and generally supervises the establishment, operation, and maintenance of Army libraries; makes recommendations for the purchase of books and magazines for overseas forces, hospitals, transports, and traveling libraries; supervises the distribution of books donated to the Army; makes recommendations concerning the fiscal and physical needs of the Army Library Service.
- (10) The *Training Branch* consists of the Training Doctrine Section, the School Section, the Unit Training Section and the Field Service Section.
- (a) The *Training Doctrine Section* prepares or compiles, edits, and recommends the publication of Technical Manuals, Field Manuals, circulars, and other training publications concerning Special Service activities; prepares, edits, revises, and recommends publication of Army Regulations, War Department Circulars, and other War Department material relative to the activities of Special Service Division.
 - (b) The *School Section* makes recommendations concerning the doctrine, assignment of quotas and training programs of the School for Special Service; recommends the assignment, promotion, and relief of staff and faculty personnel of the School for Special Service; recommends the assignment and relief of Special Service Replacement Pool personnel.
 - (c) The *Unit Training Section* makes recommendations relative to the organization, equipment, and mobilization training programs and literature of Special Service Unit Training Centers and Special Service Companies; constitution, activation, and assignment of Special Service Companies; recommends the assignment, promotion, and relief of staff and faculty in Special Service Unit Training Centers, and initiates assignment of officers in Special Service Companies.
 - (d) The *Field Service Section* acquaints officers of the Army generally, and Special Service Officers specifically, with the War Department program of orientation, information, education and recreation, and with the materials for use in this program available from the Special Service Division. It accomplishes this by constant visits to the field in the continental United States and overseas and by such conferences as are needed. It prepares plans for Special Service activities in the field and is prepared to organize specific programs where necessary.



202.07—ARMY SPECIALIZED TRAINING DIVISION

a. Mission.—To formulate plans and procedures to effectuate the Army Specialized Training Program designed to assure adequate training of selected enlisted men in essential fields required by the Army.

b. Major Functions.—The Army Specialized Training Division performs the following staff functions:

- (1) Formulates policies, plans, and procedures under general policies established by higher authority, for the selection of enlisted men and their assignment to civilian educational institutions of higher learning under the Army Specialized Training Program.
- (2) Consults with Army elements and leading educators to ascertain the types and amount of training required and prepares curricula designed to effectuate necessary training.
- (3) Prescribes the nature and scope of military training and physical conditioning of trainees assigned under the Army Specialized Training Program, and establishes standards of proficiency to be attained.
- (4) Prescribes tests and criteria for admission of trainees to, and tests and other criteria of performance and achievement in, all courses of training prescribed under the Army Specialized Training Program.
- (5) Supplies all interested agencies with technical information regarding the operation of the Army Specialized Training Program and controls publicity incident thereto.
- (6) Coordinates procedures for the selection of enlisted men for the Army Specialized Training Program.
- (7) Prescribes procedures governing the transfer by Service Commands of enlisted men selected for the Army Specialized Training Program from Field Commands to the educational institutions designated.
- (8) Effectuates transfers of enlisted men from one Service Command to be assigned to institutions in another Service Command, and transfers candidates upon the completion of training, or for other reasons, from institutions in the Service Command to units outside the Service Command.
- (9) Consults with the Joint Army-Navy-War Manpower Selection Committee as to assignment of institutions for the Army Specialized Training Program.
- (10) Prepares standardized contract forms to be used in engaging instructional and physical facilities in civilian educational institutions. Authorizes contracts with such institutions.
- (11) Maintains a list of civilian educational institutions which are or may be available for the Army Specialized Training Program. Makes necessary inspections of such institutions.
- (12) Prepares statistical studies covering the operations of the Army Specialized Training Program.
- (13) Conducts inspections to insure that courses of training are carried out as prescribed and that other terms of contracts with the colleges are being met.

c. Organization.—The Army Specialized Training Division consists of the Reports and Statistics Section, the Technical Information Section, the Adjutant General's Office Liaison Section, the Curricula and Standards Branch, the Facilities Branch and the Operations Branch.

(1) *The Statistics and Reports Section—*

- (a) Maintains statistics of demands, available personnel and available facilities; coordinates available personnel and facilities with demands.
- (b) Prepares tabulation showing the number of men in training by term and curricula.
- (c) Compiles statistics on estimates of attrition by curricula and term.

ARMY SPECIALIZED TRAINING DIVISION

- (d) Compiles records on the number of men passing each subject or course in each curriculum so that the Curricula Branch will be advised of the status of each course.
 - (e) Computes costs of production by curricula and by institutions; such cost analysis to reflect any instances of abnormally high or low rates.
 - (f) Tabulates school performances indexes for the purpose of comparing the educational records between institutions.
- (2) The *Technical Information Section*—
- (a) Develops and maintains a sound understanding of the Army Specialized Training Program by the general public, the Army, the colleges, and professional men.
 - (b) Plans and prepares news releases for newspapers, magazines, radio, and other channels to the public such as in motion pictures and posters.
 - (c) Plans and supervises preparation of booklets, pamphlets, posters, etc.
 - (d) Maintains liaison with War Department Bureau of Public Relations, Publications Division, Adjutant General's Office, Government Printing Office, etc.
 - (e) Maintains files, clippings, reports on editorial lineage, etc.
 - (f) Maintains contact with interested Associations such as American Medical Association, the Council on Education, United States Office of Education, engineering societies, etc.
- (3) The *Adjutant General's Office Liaison Section*—
- (a) Coordinates Army Specialized Training Division directives with appropriate Adjutant General's Department agencies.
 - (b) Transmits incoming correspondence to proper Army Specialized Training Division and Adjutant General's Department agencies.
 - (c) Maintains liaison with service commands concerning Adjutant General's Department classification boards and their functions, including recommendations on the appointment of classification officers, personnel consultants, and certain civilian personnel at STAR units.
 - (d) Keeps Adjutant General's Office advised of activities of Army Specialized Training Division which concern his office.
 - (e) Makes inspection trips to various Army Specialized Training Division units for purpose of presenting information to Army Specialized Training Division and Adjutant General's Department.
 - (f) Expedites publication of directives, memoranda and other printed matter by obtaining changes and/or concurrence in same with Adjutant General's Department.
- (4) The *Curricula and Standards Branch*—
- (a) Ascertains the types and amounts of training at the collegiate level required to supply the needs of the Arms and Services.
 - (b) Prepares and supervises curricula designed to effectuate the necessary training.
 - (c) Determines the standards of selection for, performance in, and completion of such training.
 - (d) The functions of the *Engineering, Medical and Liberal Arts Sections* are: to draft curricula; to gain the concurrence of Arms and Services on drafted curricula; to schedule instruction; to interpret the curricula to the Service Commands and, through them, to the institutions; to advise on materials of instruction; to suggest techniques of instruction; to survey and review the administration of curricula; to establish liaison, specific to curricula matters, with War Department and other governmental, educational and medical agencies.
 - (e) The functions of the *Standards and Analysis Section* are: to supervise the con-

struction of all qualifying and achievement tests; to analyze the academic results of Army Specialized Training trainees; to analyze the academic results of Army Specialized Training Units; to maintain records of academic achievement throughout the entire program.

(5) The *Facilities Branch*—

- (a) Consults with the Joint Army-Navy-War Manpower Committee for the selection of non-Federal Educational Institutions as to assignment of institutions for use by the War Department.
- (b) Maintains a list of civilian educational institutions which are, or may be, available for the Army Specialized Training Program.
- (c) Prepares standards for determining the adequacy of facilities in civilian educational institutions. Makes necessary preliminary inspection.
- (d) Maintains liaison with the administrative officers of civilian educational institutions in matters pertaining to physical and instructional facilities.
- (e) Advises as to the location of units of the Army Specialized Training Program.
- (f) Prepares standardized contract forms to be used in engaging instructional and physical facilities in non-Federal educational institutions, and authorizes contracts with such institutions on behalf of the War Department.
- (g) Reviews all contracts for Army Specialized Training Units to assure uniformity, and to check conformity to War Department unit contract standards.
- (h) Inspects facilities in civilian educational institutions under contract with the War Department to determine their adequacy and proper use.
- (i) Maintains list of all contracts in force or under negotiation for instruction of Army or Army Air Forces personnel in civilian institutions outside the Army Specialized Training Program.
- (j) Advises Director, Army Specialized Training Division, on legal and fiscal matters pertaining to Army Specialized Training Program.
- (k) Prepares budget estimates for Army Specialized Training Division; authorizes allocations of funds to service commands to implement payment of contract obligations.
- (l) Assists service commands and Army Specialized Training Units in matters of priorities and rationing.

(6) The *Operations Branch*—

- (a) Plans and operates military activities, physical training, the selection and movement of trainees and maintains the records necessary for administration and planning.
- (b) Co-ordinates the selection of enlisted men for Army Specialized Training Program.
- (c) Directs movements of personnel to and from Army Specialized Training Units.
- (d) Co-ordinates classification of trainees.
- (e) Co-ordinates disposition of graduates with The Adjutant General.
- (f) Prepares military and physical training programs.
- (g) Recommends military training and administration operations.
- (h) Operates ROTC Units under Army Specialized Training Program.
- (i) Arranges for military supplies and cadre personnel.
- (j) Organizes and supervises cadet organizations.
- (k) Prepares directives and conducts correspondence on military and physical training matters.
- (l) Inspects military and physical training and military administrative installations.
- (m) Maintains liaison with other divisions of the Army Service Forces and with the Army Air Forces and Army Ground Forces.

203.00

203.00 SECTION 203.00—OFFICE OF THE DIRECTOR OF MILITARY TRAINING

The Director of Military Training is also the Director of the Military Training Division

203.01

203.01—MILITARY TRAINING DIVISION

a. Mission.—To prepare plans and policies for, and to supervise the military training of, all elements of the Army Service Forces; establish the doctrine for these elements; and in connection therewith, to coordinate the training doctrine for the Army as a whole.

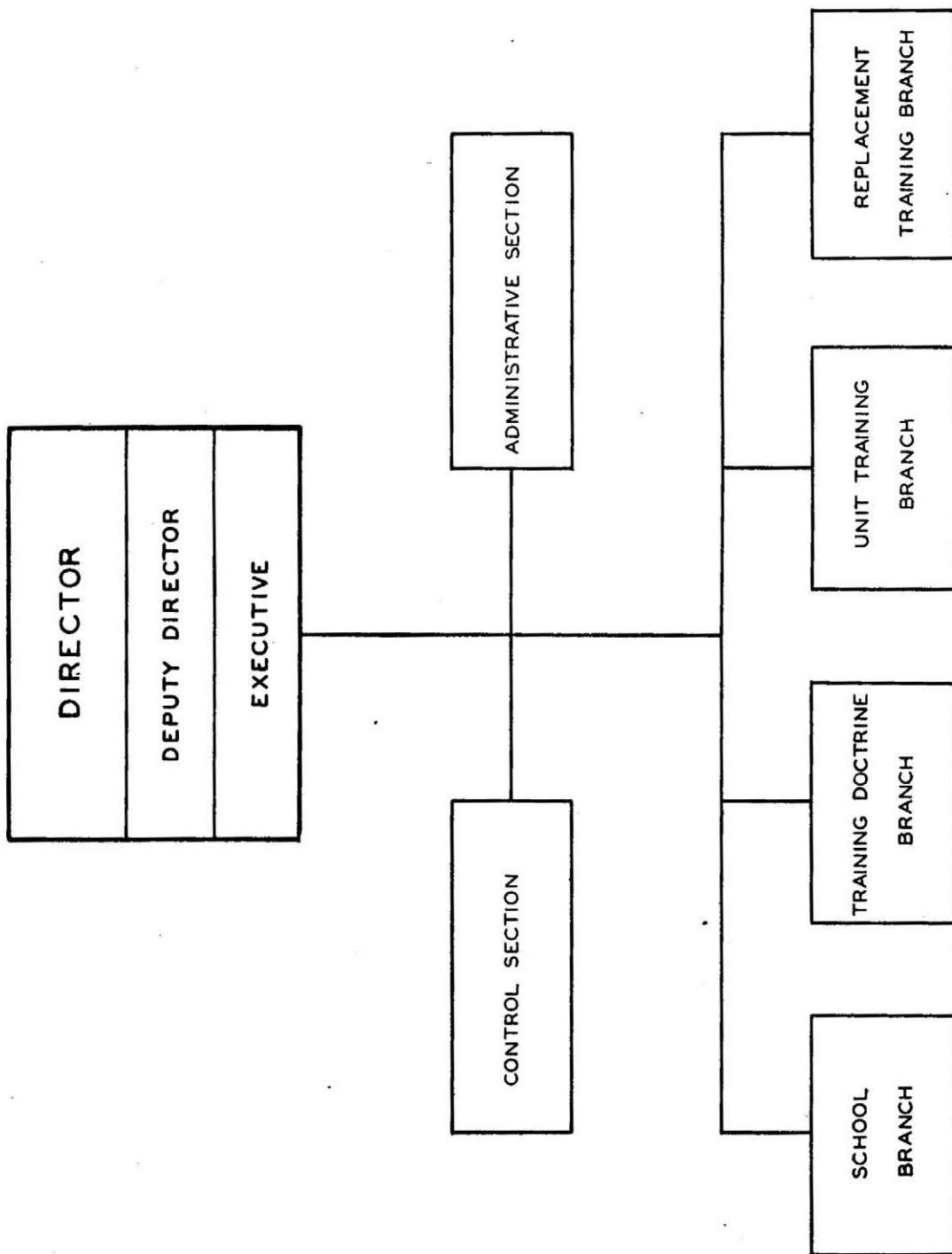
b. Major functions.—The Military Training Division performs the following staff functions:

- (1) Formulates policies, plans, and procedures, for, and supervises and coordinates—
 - (a) Training of troops in reception centers, replacement training centers, unit training centers, rehabilitation centers, processing centers, replacement depots, special service schools, officer candidate schools, Service Commands, and other organized units under the jurisdiction of the Army Service Forces.
 - (b) Military training in civilian educational and vocational schools and industries.
 - (c) Training in the Reserve Officers' Training Corps, the Officers' Reserve Corps, and the Organized Reserves.
 - (d) Furnishes advice and assistance to the Director, Women's Army Corps on training matters upon request.
- (2) Supervises the training of the National Guard not in Federal service and the State Guards.
- (3) Supervises the operation of the Command and General Staff School and the United States Military Academy, except for curricula and doctrines.
- (4) Directs the preparation of and approves training doctrine for the Army Service Forces; coordinates the training doctrine for the Army as a whole; approves for publication and distribution, appropriate training publications and other devices.
- (5) Estimates and suballocates such training funds as designated by the Commanding General, Army Service Forces.
- (6) Prepares estimates, consolidates estimates from major subordinate agencies and suballocates ammunition allocated to the Army Service Forces and Operations Division, War Department General Staff, for training.

c. Organization.—The Military Training Division consists of the Control and Administrative Sections, the School Branch, the Training Doctrine Branch, the Replacement Training Branch, and the Unit Training Branch.

(1) The *Control Section*—

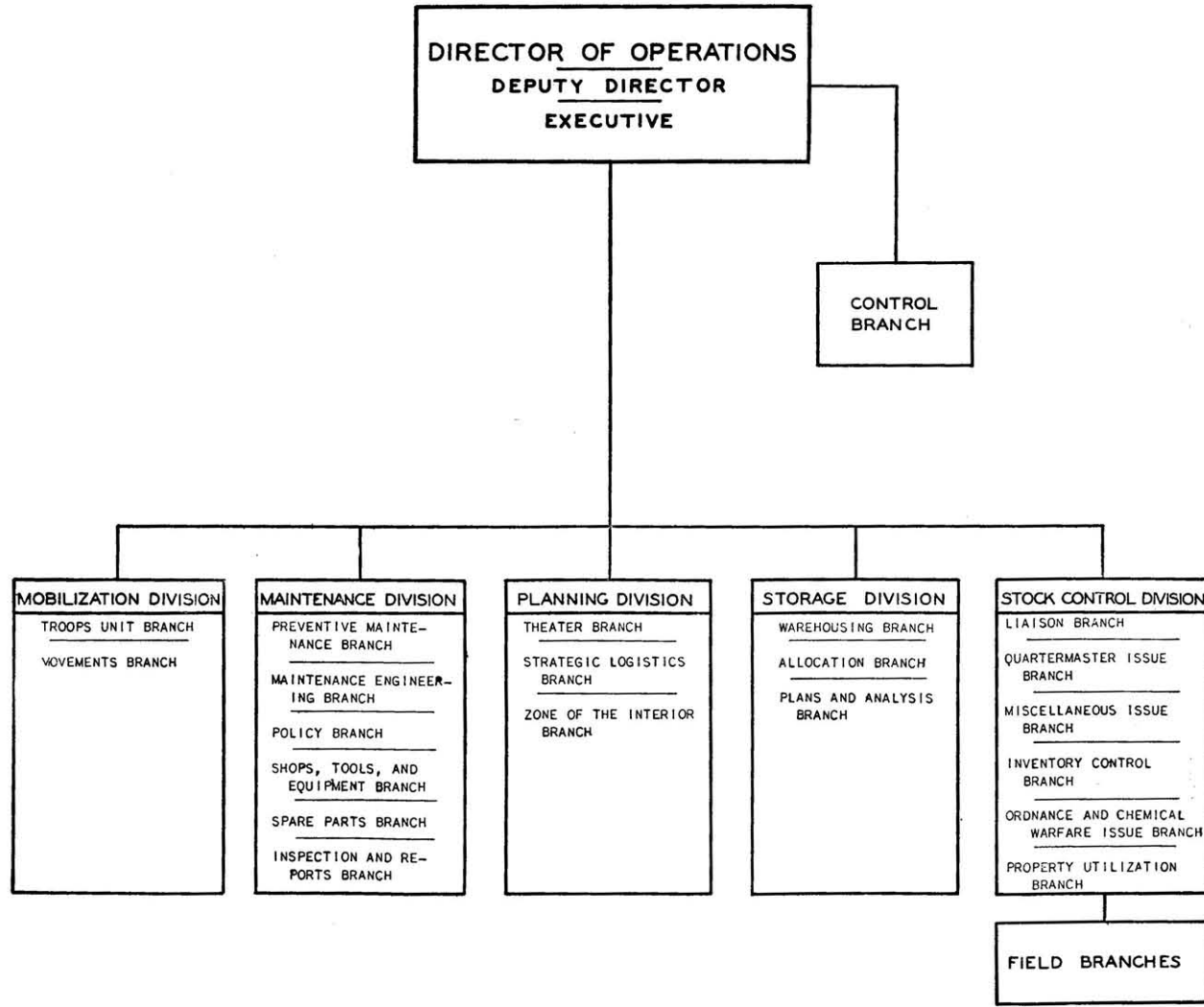
- (a) Estimates and suballocates such training funds as designated by the Commanding General, Army Service Forces.
- (b) Prepares estimates, consolidates estimates from major subordinate agencies and suballocates ammunition allocated to the Army Service Forces for training.
- (c) Estimates and allots training ammunition allocated to Operations Division, War Department General Staff, to Theaters, Bases, and Defense Commands.
- (d) Allots "Field Exercise" funds to Defense Commands within the continental United States.
- (e) Prepares the "Monthly Progress Report."
- (f) Coordinates inspections of all training activities by representatives of the Chiefs of Services.



- (2) The *Administrative Section*—
 - (a) Maintains all records and files.
 - (b) Controls personnel.
- (3) The *School Branch*—
 - (a) Supervises the operation of the Command and General Staff School and the United States Military Academy, except for curricula and doctrines.
 - (b) Supervises training activities of special service schools, officer candidate schools, regional or area specialist schools, and the Reserve Officers' Training Corps.
 - (c) Supervises individual training of the National Guard not in Federal service, the Organized Reserves, and the State Guards, and in civilian educational and vocational schools and industries.
 - (d) Conducts training inspections and passes upon training facilities and sites for new schools.
- (4) The *Training Doctrine Branch*—
 - (a) Directs the preparation and coordination of and approves the training doctrine in all War Department tactical and technical publications and visual aids which apply to the Army Service Forces or in which the Army Service Forces have primary interest; coordinates with the War Department General Staff, Army Ground Forces, Army Air Forces and interested staff divisions, Army Service Forces, doctrine in which these agencies have primary interest.
 - (b) Approves for publication and distribution all Field Manuals, Technical Manuals, Training Circulars, Visual Aids and other media for dissemination of doctrine.
- (5) The *Replacement Training Branch*—
 - (a) Formulates policies and procedures for the training of individuals in reception centers, replacement training centers, replacement depots, rehabilitation centers, processing centers and service command basic training centers.
 - (b) Directs, reviews, and approves for publication Mobilization Training Programs for these centers.
 - (c) Conducts training inspections for these centers and passes upon training facilities and sites for new establishments of this character.
- (6) The *Unit Training Branch*—
 - (a) Directs the preparation of, reviews, and approves for publication Mobilization Training Programs for service units.
 - (b) Reviews and recommends changes in Section I, Organization, of Tables of Organization and Equipment for service units.
 - (c) Supervises the training of station complements and units assigned to the Army Service Forces, including units of the National Guard not in Federal service, the Organized Reserves, and State Guards.
 - (d) Maintains records on status of training of all units under Army Service Forces control and prepares Training Status Reports, as required by War Department General Staff, on Army Service Forces units selected for overseas movement.
 - (e) Conducts training inspections and passes upon training facilities and sites for new establishments of this character.
 - (f) By means of "Unit Readiness" Section, maintains necessary liaison with other staff agencies of the Headquarters, Army Service Forces, to insure that the

MILITARY TRAINING DIVISION

status of training of Army Service Forces units committed to Operations Division, War Department General Staff, for future shipment overseas, progresses satisfactorily to the end that the unit is ready by the projected commitment date; or enables the Commanding General, Army Service Forces to notify Operations Division, War Department General Staff, at the earliest practicable date that a unit cannot be ready by the projected commitment date, due to the inability of the unit to complete the prescribed training for reasons of shortage of personnel or items of equipment essential for training.



SECTION 204.00—OFFICE OF THE DIRECTOR OF OPERATIONS

a. Mission.—To formulate plans, policies, and procedures for Army Service Forces troop requirements; to coordinate matters relating to housing, hospitalization, troop and supply movements, and evacuation; and to plan, coordinate, and insure distribution, maintenance, and storage of supplies and equipment coming within the jurisdiction of the Army Service Forces, from the completion of manufacture to salvage.

b. Major Functions.—The Director of Operations, Army Service Forces, performs the following staff functions:

- (1) Formulates plans, policies and procedures for Army Service Forces troop requirements; coordinates matters relating to housing and supply of newly activated units; coordinates matters pertaining to troop and supply movements; and develops procedures connected with overseas movements of troops and supplies.
- (2) Supervises the proper care, servicing, use, repair, overhaul and reclamation of all items of equipment issued to all components of the Army, including the recovery and evacuation of unserviceable materiel, tools and equipment; insures preparation of instructions for the proper use and conservation of equipment for all echelons of maintenance within the Army Service Forces; and renders assistance as necessary to the Army Ground Forces and the Army Air Forces in matters pertaining to maintenance.
- (3) Formulates supply plans and policies; is responsible for the adequacy and coordination of the general supply system of the Army, hospitalization and evacuation; prepares and reviews plans for Army Service Forces support of theaters of operations and task forces; provides information and advice on logistics and other matters concerning the Army Service Forces.
- (4) Plans, coordinates and supervises the over-all storage and materials handling program of the Army Service Forces.
- (5) Coordinates and insures the distribution of supplies and equipment coming within the jurisdiction of the Army Service Forces, from completion of manufacture to salvage.
- (6) Except for those activities which are purely technical in character, the above functions are closely coordinated as necessary with the Army Ground Forces and Army Air Forces, with the appropriate Divisions of the War Department General Staff, and with the Navy Department.

c. Organization.—The *Office of the Director of Operations* consists of the Director of Operations, Deputy Director of Operations, Executive for Operations, Control Branch, Mobilization Division, Maintenance Division, Planning Division, Storage Division, and Stock Control Division.

CONTROL BRANCH

a. Mission.—To evaluate the effectiveness and progress with which plans of the Director of Operations are executed within the Divisions under the jurisdiction of the Director of Operations.

b. Major Functions.—The Control Branch performs the following functions:

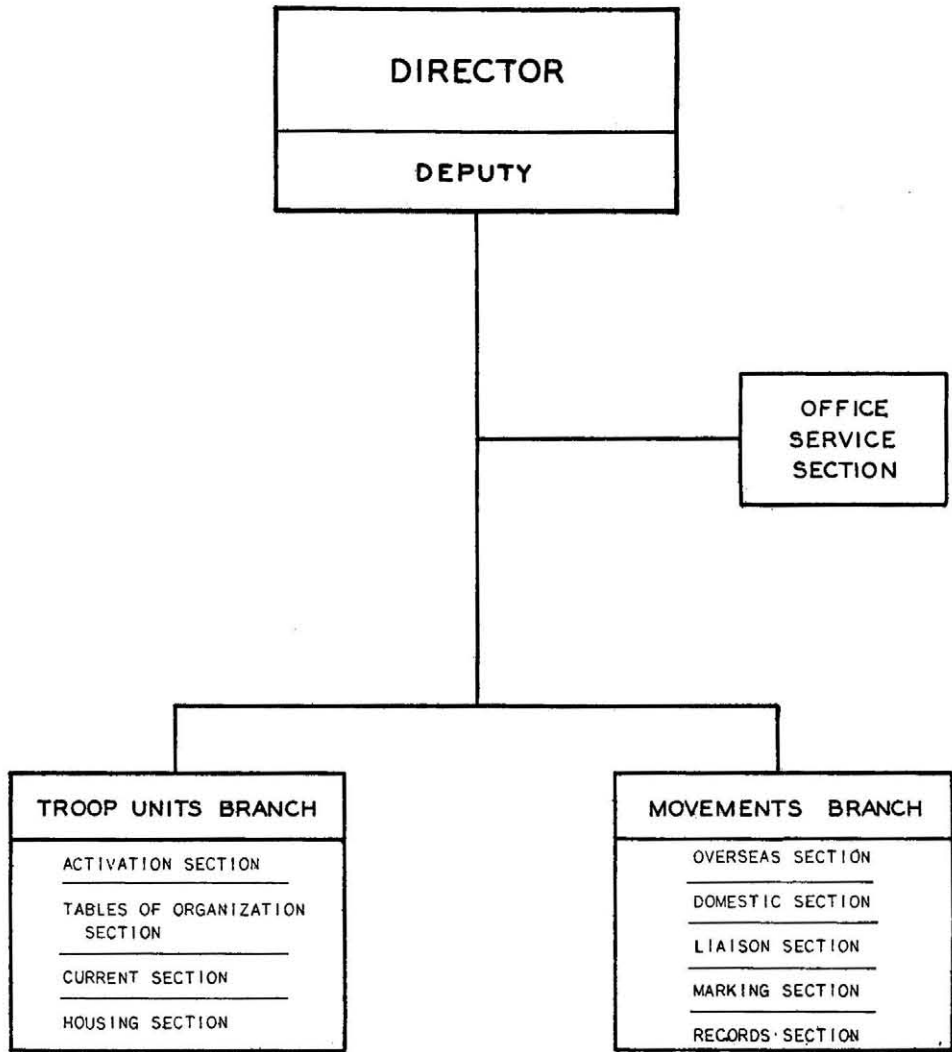
- (1) Makes recommendations as to adjustments in policies, organization, procedures, and methods regarding the efficiency of the operations of all elements of the Office of the Director of Operations.
- (2) Gathers, analyzes, and evaluates data regarding the efficiency of the operations of the Office of the Director of Operations.
- (3) Supervises and coordinates statistical and reporting systems and methods.

OFFICE OF THE DIRECTOR OF OPERATIONS

- (4) Collects, evaluates, and arranges data of historical value and compiles a history of Operations, Army Service Forces, and its subordinate Divisions.

c. Organization—The *Control Branch* consists of the Organization and Management Section, the Historical Section, and the Statistics and Progress Section.

- (1) The *Organization and Management Section* surveys the effectiveness of operations in fields specifically assigned by the Chief of the Branch; prepares reports and recommendations for necessary adjustments in policies, organization, procedures, and methods.
- (2) The *Historical Section* prepares and maintains a chronological outline, in which subjects and items are covered by appropriate notes and references, on which a completed history of operations of the Army Service Forces can be written as of any given date. Prepares narrative accounts of such important operations, actions, problems and their solutions as have been completed.
- (3) The *Statistics and Progress Section* prepares studies of significant deficiencies in the progress of the program of the Director of Operations and makes recommendations for corrective action in such matters, based on reports, statistical data and analyses; develops reporting and statistical work throughout the Divisions.



204.01—MOBILIZATION DIVISION

a. Mission.—To prepare plans for Army Service Forces troop requirements; to coordinate troop and supply movements and to issue instructions to implement such plans and movements.

b. Major Functions.—The Mobilization Division performs the following staff functions:

- (1) Determines the numbers and types of service units charged to the Army Service Forces required to support the over-all troop basis of the Army; determines and maintains records of the availability of Army Service Forces service units, and prepares necessary plans to meet requirements for Army Service Forces service units.
- (2) Furnishes advance information to the Stock Control Division, Military Personnel Division, Military Training Division, and to the Classification and Replacement Branch, Adjutant General's Office, regarding projected troop movements overseas, and any current changes in such plans.
- (3) Coordinates with the Army Ground Forces on activation of service units in order to determine which agency will process activations and to control sources from which cadres are drawn.
- (4) Coordinates matters relative to housing and supply of newly activated units between the Stock Control Division, Requirements Division, Service Commands, and the Army Ground Forces and Army Air Forces, and follows-up to insure efficient and adequate action.
- (5) Coordinates with the War Department General Staff, Army Ground Forces, and Theater Branch, Planning Division, the activation of service units for assignment to task forces and missions.
- (6) Coordinates with the War Department General Staff, Army Ground Forces, and Theater Branch, Planning Division, all actions concerned with the designations of service units for specific missions and with the status of such designated units.
- (7) Processes and reviews the Organization Section of Tables of Organization and Equipment for units not under the control of the Army Service Forces so far as they affect the problems of supply and equipment.
- (8) Coordinates and correlates the preparation and processing of and approves the Organization Section of Tables of Organization and Equipment for units under control of the Army Service Forces.
- (9) Insures the collaboration of the Chiefs of Services and coordinates actions on requests received from agencies of the Army Ground Forces and of the Army Air Forces for rendering assistance and advice in the preparation of the Organization Section of Tables of Organization and Equipment.
- (10) Prepares and issues through The Adjutant General directives to accomplish actions on units under the control of the Army Service Forces as follows: Designation, redesignation; constitution, reconstitution; activation, inactivation; organization, reorganization; affiliation, disbandment.
- (11) In collaboration with the War Department General Staff, the Transportation Corps, and, where necessary, with the Army Ground Forces and Army Air Forces, plans, determines, and prepares directives to effect the overseas movements of troops and supplies connected therewith and follows-up to insure efficient and adequate action.
- (12) Prepares directives to accomplish the movements of units of the Army Service Forces within the United States.
- (13) Develops and publishes procedures concerning the preparation of units for overseas movement, the movement of units and supplies, and related matters.

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- (14) Prepares and furnishes Deputy Chief of Staff with a Status Report concerning each unit of the Army Service Forces ordered overseas.
- (15) Furnishes advance information concerning troop movements to agencies of Headquarters, Army Service Forces, and maintains liaison with planning agencies for this purpose.
- (16) Prepares and issues directives governing procedures and regulations governing code markings of equipment and supplies.
- (17) As Troop Movement Coordinating Center for Headquarters, Army Service Forces, coordinates matters concerning troop movements with Staff Divisions, with the Technical and Administrative Services and Service Commands, with the War Department, and with headquarters of both Army Ground Forces and Army Air Forces.

c. *Organization.*—The *Mobilization Division* consists of a Director, Deputy Director, Office Service Section, Troop Units Branch, and Movements Branch.

- (1) The *Office Service Section* operates the Division message center, and performs routine office functions including those pertaining to the control and reporting of personnel.
- (2) The *Troop Units Branch* acts as the agency of Headquarters, Army Service Forces, for the planning of Army Service Forces troop requirements and for the coordination of these matters with the War Department, the Army Air Forces and the Army Ground Forces; develops procedures connected with Army Service Forces troop requirements. The Troop Units Branch consists of the Activation Section, the Tables of Organization Section, the Current Section, and the Housing Section.

(a) The *Activation Section* prepares instructions on the organization of all Army Service Forces units on the troop basis and on special directives received from the Operations Division, War Department General Staff, and the Assistant Chief of Staff, G-3, War Department General Staff; accomplishes actions for the designation, constitution on the active or inactive list, activation, inactivation, redesignation, reorganization, disbandment, and affiliation of all Army Service Forces units; reports all activations; designates Army Service Forces units for parent units; maintains lists of Army Service Forces parent units, affiliated units and designated replacement units; and handles other miscellaneous matters dealing with the activation of Army Service Forces troop units.

(b) The *Tables of Organization Section* arranges with the proper Chief of Service for the preparation of the Organization Section of Tables of Organization and Equipment of service units where responsibility of preparation rests with Army Service Forces and also for service units in those cases where responsibility of preparation rests with the Army Ground Forces or Army Air Forces, where the Commanding Generals thereof especially request the Army Service Forces to accomplish preparation; processes proposed Organization Section of Tables of Organization and Equipment prepared by proponents of the Army Service Forces and those proposed Organization Sections of Tables of Organization and Equipment submitted for comment by the Army Ground Forces, the Army Air Forces, the War Department General Staff, or by other proponents; after completion of processing, approves the Organization Section of Tables of Organization and Equipment for which the Army Service Forces are responsible for preparation, and dispatches same, together with the approved Equipment Section, to The Adjutant General for publication; insures the collaboration of the Chiefs of Services and coordinates actions on requests received

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from agencies of the Army Ground Forces and of the Army Air Forces for rendering assistance and advice in the preparation of the Organization Sections of Tables of Organization and Equipment; collaborates with the Director of Requirements Division, in the latter's processing and review of the Equipment Sections of Tables of Organization and Equipment as allied to the processing and review of the respective Organization Sections.

- (c) The *Current Section* accomplishes troop basis planning in collaboration with the Divisions of the War Department General Staff, the Army Ground Forces, the Theater Branch, Planning Division, Army Service Forces, and the Chiefs of Services, and submits recommendations to the Assistant Chief of Staff, G-3, War Department General Staff, for the number and type of Army Service Forces units for the over-all troop basis and changes thereto; determines availability of units assigned to the Army Service Forces and commits them for specific assignments; maintains liaison with Military Personnel, Stock Control, and Military Training Divisions, Army Service Forces, to maintain information and obtain preliminary status reports on Army Service Forces units committed until the units are directed for shipment by Operations Division, War Department General Staff; initiates action with the Assistant Chief of Staff, G-3, War Department General Staff, with the Military Personnel Division, Army Service Forces, and with The Adjutant General on obtaining fillers and in changing priorities for personnel for Army Service Forces units to fulfill readiness requirements; prepares, maintains, and submits to the Assistant Chief of Staff, G-3, War Department General Staff, lists of Army Service Forces units with indication of priority for filler personnel, and of priority for distribution of controlled items of equipment; provides for the proper assignment, and control for training, of all Army Service Forces units, and for the release to or transfer from other agencies, such as the Army Air Forces, Army Ground Forces, Defense Commands, etc.; maintains a card record system on all units assigned to the Army Service Forces, indicating unit designation, date and station of activation, cadre source, authority, assignment, Table of Organization and Equipment, authorized strength, status of personnel, and status of training; prepares for publication a monthly station list of all Table of Organization and Equipment units in the continental limits of the United States assigned to the Army Service Forces.
- (d) The *Housing Section* maintains accurate record of occupied, vacant, and future available housing; clears, locates and indicates availability of housing on all domestic activations and movements (with exception of Army Air Forces); prepares for publication the monthly status report on housing; checks activation of new units against camp construction forecasts; maintains liaison with the Operations Division, War Department General Staff, on housing matters pertaining to Defense Commands; with the Assistant Chief of Staff, G-3, War Department General Staff, on policies pertaining to camps, posts and stations, with the exception of Army Air Forces; with Army Ground Forces (Troop Movements Branch, G-3 Section, Operations Division) for the coordination of all housing matters pertaining to Army Service Forces units, and for housing clearance for all Army Ground Forces domestic activations and movements; with Service Commands on clearance for all activations and movements; with Chiefs of Services on recommen-

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dations of stations for activation of newly organized units and new stations for movement of units thereto.

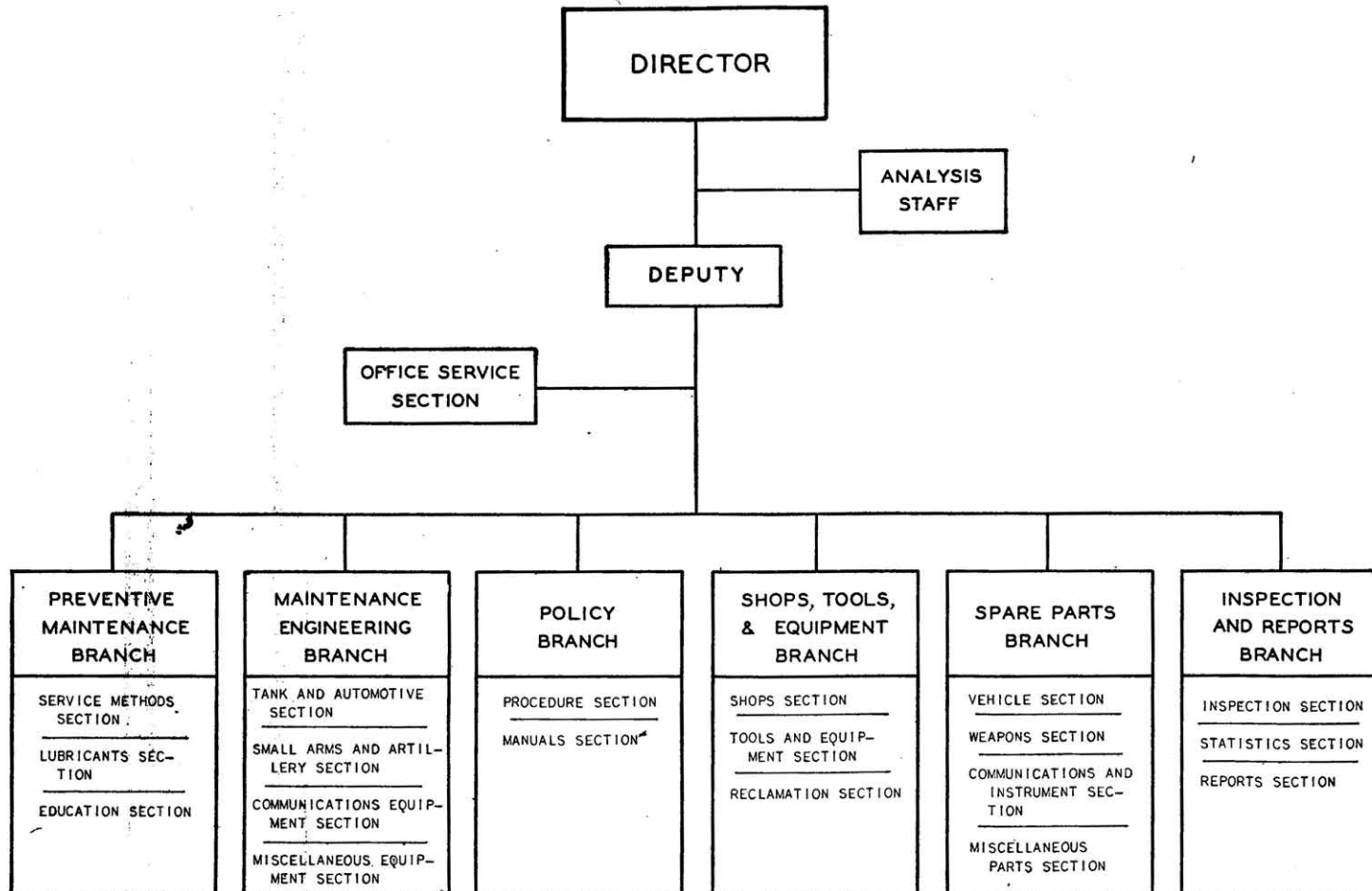
- (3) The *Movements Branch* acts as the agency of Headquarters, Army Service Forces, for the coordination of matters pertaining to troop movements both within the Army Service Forces and with the War Department, the Army Air Forces, and the Army Ground Forces; develops procedures connected with overseas movements of troops and supplies. The Movements Branch consists of the Overseas Section, the Domestic Section, the Liaison Section, the Marking Section, and the Records Section.

- (a) The *Overseas Section* coordinates the action of Army Service Forces agencies connected with the overseas movements of units, including the preparation of complete orders for Army Service Forces units and the equipment, supply, and transportation portions of Army Ground Forces and Army Air Forces units; coordinates with headquarters agencies of Army Air Forces and Army Ground Forces the overseas movements of units pertaining to those forces; acts for the War Department General Staff in preparing orders or directives to units under War Department control, for return to the United States, for movement between overseas commands, and in other similar cases; maintains records concerning clothing, equipment, and supplies to accompany troop movements to each overseas command; coordinates methods by which various agencies issue orders for overseas movements of individuals, replacements, and casuals, and furnishes these agencies with proper requirements concerning individual clothing and equipment; furnishes advance information concerning troop movements to Army Service Forces agencies (including Service Commands) charged with taking action in each case; maintains liaison with all agencies charged with alerting and preparing units for overseas movement, preparation of plans concerning overseas movements, establishing of schedules and priorities, and furnishes such information to Army Service Forces agencies as required; follows up each movement order to insure coordinated action by agencies of the Army Service Forces and the amendment of movement orders as may be necessary.
- (b) The *Domestic Section* prepares orders for movement of Army Service Forces units within the continental limits of the United States; acts as the agency of Headquarters, Army Service Forces, for the coordination of matters related to transportation of units within the United States; coordinates shipping procedure for movement of troops and supplies to ports of embarkation; maintains contact with Army Air Forces, Army Ground Forces, The Adjutant General, the Provost Marshal General, and Transportation Corps, in regard to procedures concerning domestic movement of units or detachments; keeps Traffic Control Division, Transportation Corps, informed regarding domestic phases of overseas movements.
- (c) The *Liaison Section* maintains contact with agencies of the Army Air Forces, Army Ground Forces, and with Service Commands, ports of embarkation, and other field agencies of the Army Service Forces in order to insure the adequacy and accuracy of directives and movement orders prepared by Movements Branch; furnishes Deputy Chief of Staff with Status Reports of Army Service Forces units ordered overseas, and coordinates matters connected therewith with the War Department, and with Military Training, Military Personnel, and Stock Control Divisions, Army Service Forces; in-

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asures that new readiness dates are published for Army Service Forces units when these do not move to a port of embarkation by the date previously announced. Coordinates procedure by which new readiness dates are established for all units; coordinates and prepares instructions for inclusion in War Department document, "Preparation for Overseas Movement (POM)," maintaining liaison with all agencies concerned for this purpose; maintains contact with Planning Division with respect to plans for supply of overseas theaters; furnishes the American Red Cross with necessary instructions for the overseas shipments of supplies to accompany Red Cross personnel.

- (d) The *Marking Section* coordinates with all agencies concerned with the marking of supplies for overseas shipment; prepares War Department directives pertaining to marking and related procedures and insures the adequacy thereof by direct contact with agencies concerned; maintains contact with War Department and other planning agencies, with shipping services, and with ports of embarkation to insure that proper markings are devised and used for special shipments and special operations. Informs all concerned of markings employed in such cases; maintains records of marking policies and systems employed by each shipping service and overseas command; and informs other agencies as required; furnishes representation for Headquarters, Army Service Forces, on Code Marking Policy Committee; coordinates through Service Command Packing Squads the packing, marking, and preventive maintenance of organizational impedimenta being prepared for overseas shipment.
- (e) The *Records Section* assigns shipment numbers and maintains records thereof; maintains complete records pertaining to progress of each overseas movement, by unit and by shipment; maintains Branch files and prepares records and statistics pertaining to overseas movements.



a. Mission.—To supervise the proper care, servicing, use, repair, overhaul and reclamation of all items of equipment issued to all components of the Army, including the recovery and evacuation of unserviceable materiel, tools and equipment; to insure preparation of instructions for the proper use and conservation of equipment for all echelons of maintenance within the Army Service Forces, and to render assistance as necessary to the Army Ground Forces and the Army Air Forces in matters pertaining to maintenance.

b. Major Functions.—The Maintenance Division performs the following staff functions:

- (1) Initiates, reviews, and establishes policies and procedures for the preservation and maintenance of all equipment supplied by the Army Service Forces.
- (2) Supervises, coordinates, and standardizes the establishment and allocation of shops, tools, and maintenance equipment required for upkeep, repair, reclamation and reconditioning of Army equipment.
- (3) Reviews and coordinates all activities pertaining to the determination of requirements for and basis of issue of spare parts and other materiel for maintenance of equipment furnished by the Army Service Forces.
- (4) Analyzes repetitive failures of equipment, conducting or directing engineering study to correct defects by developing improved maintenance features and extending interchangeability of component parts where feasible.
- (5) Develops precautionary measures to eliminate repair and reconditioning of equipment arising from avoidable causes by supervising application of preservatives, adequate servicing, proper use, and safeguards against the ravages of carelessness and neglect.
- (6) Insures the accomplishment of all maintenance objectives through field inspections, special investigations, accumulation of statistical data, and the preparation of reports upon which to base all necessary action.
- (7) Maintains liaison with appropriate Divisions, Branches, and Sections of the Army Service Forces, Army Ground Forces, and Army Air Forces for concurrences and recommendations relating to all maintenance activities.
- (8) Keeps the Director of Operations, Army Service Forces, currently informed concerning the status of maintenance activities of the Army Service Forces.

c. Organization.—The *Maintenance Division* consists of a Director, Deputy Director, Analysis Staff, Office Service Section, Preventive Maintenance Branch, Maintenance Engineering Branch, Policy Branch, Shops, Tools and Equipment Branch, Spare Parts Branch, and an Inspection and Reports Branch.

- (1) The *Analysis Staff* studies unusual maintenance problems for determination of causes, responsibility, and methods of improvement; performs additional specific functions as assigned by the Director.
- (2) The *Office Service Section* operates the Division Message Center, and performs routine office functions, including those pertaining to the control and reporting of personnel.
- (3) The *Preventive Maintenance Branch* consists of the Service Methods Section, Lubricants Section, and the Education Section.
 - (a) The *Service Methods Section* investigates, analyzes, recommends, and supervises all precautionary measures of crating, packing, storing, handling, servicing, tightening, adjusting, winterizing, and proper use of Army equipment, to eliminate all possible reconditioning not arising from fair wear and tear, and to preserve and protect all equipment from avoidable deterioration, damage, and unnecessary depreciation while in storage, in transit and in use.
 - (b) The *Lubricants Section* supervises all phases of lubrication to assure minimum

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- wear and maximum life of all mechanical equipment; investigates all incidents of excessive wear or unnecessary operation attributed to faulty lubrication; reviews and initiates schedules for correct lubricating periods and practices; directs necessary changes in types of lubricants employed for specific needs and maintains liaison with the Army and Navy Petroleum Board for technical information regarding changes deemed essential to provide suitable lubricants for all requirements.
- (c) The *Education Section* promotes programs on conservation, care, and correct use of equipment, supervises the development and use of training aids including silent and sound pictures, still photographs, illustrations, posters, charts, lectures, and publications to stimulate correct practices of handling, servicing, and operating equipment to safeguard against the ravages of negligence, and to alert individual users of their responsibility in regard thereto.
- (4) The *Maintenance Engineering Branch* consists of the Tank and Automotive Section, the Small Arms and Artillery Section, the Communications and Instrument Section, and the Miscellaneous Equipment Section. Each Section, for the specific equipment assigned:
- (a) Supervises maintenance engineering activities of all Technical Services of the Army Service Forces.
 - (b) Investigates all repetitive failures of Army equipment, indicating defective design, construction, material, or workmanship.
 - (c) Makes studies to improve maintenance features of all equipment as presently issued or contemplated for procurement.
 - (d) Studies possibilities and makes recommendations for interchangeability, simplification and standardization of parts and component assemblies, as well as elimination and replacement of strategic instruments and materials, when practical.
 - (e) Considers, investigates, and recommends improved types, makes, or models in lieu of current items of equipment to reduce excessive maintenance and requirements for extensive variety of spare parts.
 - (f) Recommends modification of equipment to insure proper functioning of standard items under unusual climatic conditions to which standard items may be subjected.
 - (g) Solicits and analyzes recommendations from the field for design and construction changes to improve servicing, repair, usefulness, and lasting qualities of all equipment.
 - (h) Maintains liaison between field forces, Technical Services, and other agencies of the Army Service Forces regarding development of maintenance and test equipment for the elimination of duplication of effort.
 - (i) Furnishes technical advice for all other Branches of the Maintenance Division, as required.
- (5) The *Policy Branch* consists of a Procedure Section and a Manuals Section.
- (a) The *Procedure Section* reviews, develops, and prescribes policies and procedures for maintenance of all equipment procured and issued by the Technical Services; analyzes existing policies and procedures continuously for improvement in collaboration with the Services in order to simplify and standardize technique, when practicable; analyzes the maintenance facilities required for each new item of equipment as added to the Army Supply Program, determining the Technical Service best suited for accomplishment of maintenance thereof:

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prescribes the scope of maintenance operations to be performed in each echelon of repair for each Technical Service; makes available the policies and procedures approved for Army Service Forces in the performance of all maintenance functions by echelon to the Army Ground Forces and Army Air Forces, when requested, or as directed by higher authority; maintains liaison with interested Divisions, Branches, and Sections of the Army Air Forces, Army Ground Forces, and Army Service Forces, in order to obtain their concurrences or recommendations relative to changes in the formation of policies and procedures affecting maintenance; coordinates the activities of other Branches in the Maintenance Division when projects involve concerted action, serving as the focal point for receiving, recording, analyzing, screening and assigning those phases to the Branch having primary interest; supervises the prompt and simultaneous prosecution of those projects within the Branches and insures that all procedures prescribed by respective Branches of the Maintenance Division are in keeping with those of other Branches on related matters.

- (b) The *Manuals Section* supervises the preparation of adequate manuals for the maintenance of all equipment procured and issued by the Technical Services; directs Technical Service assigned responsibility for maintenance of equipment to develop and submit technical material for Technical Manuals and War Department Lubrication Guides not currently available for equipment in use and for new items of equipment, as added to the Army Supply Program; reviews maintenance sections of all current manuals, Lubrication Guides and changes thereto; promulgates the policies for maintenance sections for all proposed Technical Manuals for new items of equipment; prepares directives for corrective revision of existing manuals and for the initiation of new manuals regarding maintenance to the agencies responsible for preparation and publication thereof; maintains a complete file of all Maintenance Manuals and Lubrication Guides currently in use.
- (6) The *Shops, Tools and Equipment Branch* consists of the Shops Section, Tools and Equipment Section, and Reclamation Section.
- (a) The *Shops Section* gathers, analyzes, and evaluates data regarding the efficiency and location of Army Service Forces and Service Command Fixed and Mobile Shops, and coordinates the activities of the various shops in order to eliminate the duplication of work within areas; directs changes of existing policies, organization, and procedures in situations regarding corrective action and establishes simplified and uniform procedures throughout the Army Service Forces, including standardization of operations of repair shops to the extent feasible; analyzes and makes recommendations on request from Army Ground Forces for the use of existing Army Service Forces installations; studies and evaluates reports and recommendations of the Inspector General's Office as they apply to maintenance activities of Army Service Forces and Service Command shops and insures that remedial action is taken, where necessary; studies and prescribes improvements for the flow and evacuation of maintenance work; keeps informed concerning present and future military requirements and exercises staff supervision to insure that maintenance capacities within shops are increased in accordance with anticipated demands due to fluidity of military operations.
 - (b) The *Tools and Equipment Section* reviews lists of tools and equipment required for fixed and mobile shops established by the Technical Services for all echelons

MAINTENANCE DIVISION

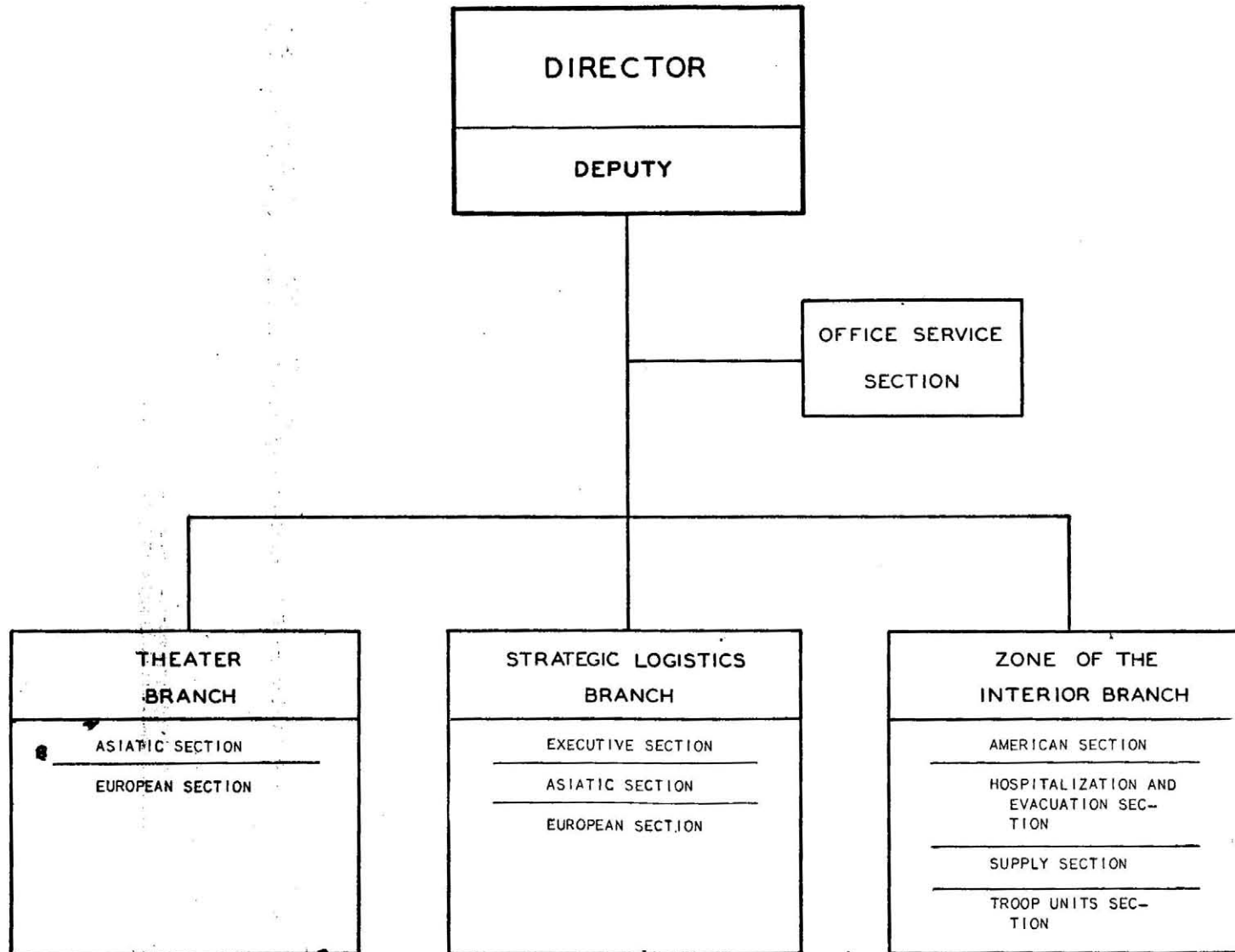
of maintenance, and analyzes them from the standpoint of efficiency and capacity with reference to all work to be performed; exercises staff supervision over Technical Services to assure the complete complement of tools and equipment within the various shops of the Technical Services and of the Service Commands; reviews tools and equipment specifications as proposed by the Technical Services, and, where feasible, establishes standardization and the use of Federal Specifications; analyzes and makes recommendations pertaining to requests from the Technical Services for standardization of tools and equipment for inclusion in Tables of Basic Allowances, Tables of Allowances, and the Equipment Sections of Tables of Organization and Equipment; coordinates methods used by the various Technical Services for coding maintenance tools and equipment and establishes uniformity and simplification of such methods.

- (c) The *Reclamation Section* develops policies and technique regarding reclamation activities of the Technical Services, and, where feasible, establishes uniform procedure; studies methods and equipment used for reclamation of component parts and, where possible, suggests improved technique; keeps informed by collaboration with parts agencies and tool supply agencies as to the most critical components and tools, to the end that reclamation of these items is expedited; effects consolidation of reclamation facilities and operations where practicable.
- (7) The *Spare Parts Branch* consists of the Vehicle Section, Weapons Section, Communications and Instrument Section, and Miscellaneous Parts Section. For the specific equipment assigned, each Section:
- (a) Directs and supervises the preparation and publication of spare parts lists and policies; recommends to the Director of Materiel the proper proportion of spare parts to end items produced; takes necessary action through appropriate staff agencies to insure that proper spare parts are procured to maintain all end items.
 - (b) Directs and supervises the development of spare parts interchangeability lists, coordinating with Resources and Production Division and Requirements Division concerning production possibilities of over-all requirements.
 - (c) Takes necessary action to ascertain whether instructions have been published regarding utilization of spare parts supplied by all Services and echelons of maintenance.
 - (d) Conducts necessary inspections of spare parts lists, and, utilizing available inventory lists and reports from the various theaters, directs necessary Technical Services to effect revision.
 - (e) Establishes priorities in which spare parts and component units of equipment will be reclaimed with the exception of industrial equipment used to produce equipment and supplies for the Army Service Forces.
 - (f) Investigates all circumstances wherein repair of equipment is retarded due to inadequate availability of spare parts, making recommendation to the interested staff agency to effect correction.
 - (g) Keeps the Director of the Maintenance Division continually informed regarding matters pertaining to spare parts.
- (8) The *Inspection and Reports Branch* consists of the Inspection Section, the Statistics Section, and the Reports Section.
- (a) The *Inspection Section* makes inspections of preventive and other maintenance

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activities of the Army Service Forces in order to determine the effectiveness of prescribed procedure for the operation of all maintenance establishments and all echelons of all Technical Services and recommends improvement as necessary; conducts field investigations on special maintenance projects or problems, as required, to determine facts and circumstances not otherwise available to facilitate staff study.

- (b) The *Statistics Section* gathers, assembles, tabulates, and records statistics bearing on the care, use, abuse, maintenance, and serviceability of all equipment issued by the Army Service Forces; compiles statistical data, as required, by the various Branches of the Divisions or higher authority.
- (c) The *Reports Section* develops, prepares, improves, and simplifies adequate forms of records and reports of maintenance from field operations; receives, analyzes, considers, and examines reports on maintenance activities rendered to the Division in order to discover tendencies and trends; edits, publishes, and disseminates information or reports pertaining to maintenance matters as required, or directed; prepares and compiles such other data pertaining to maintenance operations as may be necessary or desirable.



a. Mission.—To prepare plans and policies for supply and evacuation, and to issue instructions to effect such plans.

b. Major Functions.—The Planning Division performs the following staff functions:

- (1) Formulates plans and policies for the general supply system of the Army for the zone of the interior and overseas departments, theaters, and separate bases. Is responsible for the adequacy and coordination of activities concerning the general supply system of the Army.
- (2) Formulates hospitalization and evacuation policies for the zone of the interior and overseas departments, theaters, and separate bases. Is responsible for the adequacy and coordination of hospitalization and evacuation in the zone of the interior and the theaters of operations.
- (3) Prepares, in collaboration with the War Department General Staff, the Army Ground Forces, the Army Air Forces, and the Navy Department, plans for the Army Service Forces support of theaters of operations and task forces. Reviews such plans when prepared by task forces or theater staffs. Is responsible for Army Service Forces activities in support of theaters of operations and task forces.
- (4) Provides Operations Division, War Department General Staff, with information and advice on logistics and other matters concerning the Army Service Forces.
- (5) Forecasts requirements for Army Service Forces troop units.
- (6) Provides the Technical Services with the necessary basis for them to prepare overseas requirements for inclusion in the Army Supply Program.

c. Organization.—The *Planning Division* consists of the Director, Deputy Director, Office Service Section, the Theater Branch, the Strategic Logistics Branch, and the Zone of the Interior Branch.

- (1) The *Office Service Section* operates the Division message center and performs routine office functions including those pertaining to the control and reporting of personnel.
- (2) The *Theater Branch* consists of the Executive Section, the European Section, and the Asiatic Section. The Theater Branch maintains close liaison with the Theater Group, Operations Division, War Department General Staff, furnishing to that group logistic information and advice on overseas theaters and task forces. The planning function of the Theater Branch is confined to detailed planning for projected operations. In this connection, the Theater Branch calls on the Strategic Logistics Branch for appropriate studies. The Theater Branch is charged with staff responsibility to assure that the responsibilities of the Commanding General, Army Service Forces, with reference to active overseas theaters and task forces, are discharged. The Theater Branch provides liaison for the Army Service Forces on overseas transportation matters with the Operations Division, War Department General Staff, and the Army Air Forces. The Theater Branch determines supply requirements of overseas theaters and formulates procedures to satisfy these requirements and for stockpiling of supplies where necessary. It reviews major projects recommended by theater commanders. It reviews requisitions for petroleum for ground and service forces overseas.

- (a) The *Executive Section* maintains liaison and coordination with War Department General Staff, Army Air Forces, Army Ground Forces, and Army Service Forces agencies with regard to overseas supply procedures; prescribes operational procedures for supply of overseas theaters, bases, departments and task forces; provides operational information and requests necessary preliminary studies and estimates from Strategic Logistics Branch

PLANNING DIVISION

to permit proper planning for projected overseas operations; coordinates the activities of the Asiatic and European Sections with regard to projected overseas operations and future operational requirements for supplies and equipment; provides liaison for the Planning Division in all matters pertaining to amphibious operations and the Navy Department; takes action for the Branch in all matters pertaining to amphibious supplies and equipment; provides liaison for the Army Service Forces on overseas transportation matters with the War Department General Staff and Army Air Forces; provides the Chief of Transportation Corps with operational information to insure proper transportation planning; discharges the administrative duties of the Branch; reviews requisitions for petroleum for ground and service forces overseas.

- (b) The *Asiatic Section* is responsible for insuring that the responsibilities of the Commanding General, Army Service Forces, with reference to the Southwest Pacific Area, Asiatic Theater, South Pacific Area, and Central Pacific Area, are discharged; initiates necessary action of Army Service Forces agencies to implement supply policies and procedures pertaining to assigned areas; maintains constant liaison with pertinent theater sections, Operations Division, War Department General Staff, to insure timely exchange of information and proper and adequate action by Army Service Forces; provides logistical information and advice for pertinent theater sections, Operations Division, War Department General Staff; disseminates essential operational information to Army Service Forces agencies to permit adequate and timely action by those agencies; collaborates with the War Department General Staff and the Transportation Corps in the preparation of convoy schedules pertaining to assigned areas; obtains from pertinent theater sections, Operations Division, War Department General Staff, troop lists for all movements to assigned areas; obtains timely designation of service units from Mobilization Division and insures provision of equipment by the Stock Control Division for all units; prepares plans for Army Service Forces functions pertaining to supply, equipment, movement and maintenance of task forces for projected operations in the areas assigned; provides early information relative to operations projected in areas assigned to insure timely and adequate action by Mobilization Division, Stock Control Division, Requirements Division, Military Personnel Division, and the Technical Services; obtains from assigned theaters lists of projects required for accomplishment in connection with future operations. These lists will be accompanied by bills of material or by lists of items procurable locally. Obtains War Department General Staff approval of projects and arranges for computation by the Technical Services of necessary bills of material. Furnishes Stock Control Division approved projects for stockpiling and shipping purposes.
- (c) The *European Section* has the same responsibilities and functions with respect to the European Theater, North African Theater, and Africa-Middle East Theater as the Asiatic Section has with regard to its particular theaters of operations.
- (3) The *Strategic Logistics Branch* consists of the Asiatic Section and the European Section. The Strategic Logistics Branch maintains close liaison with the Strategy and Policy Group, Operations Division, War Department General Staff, and furnishes

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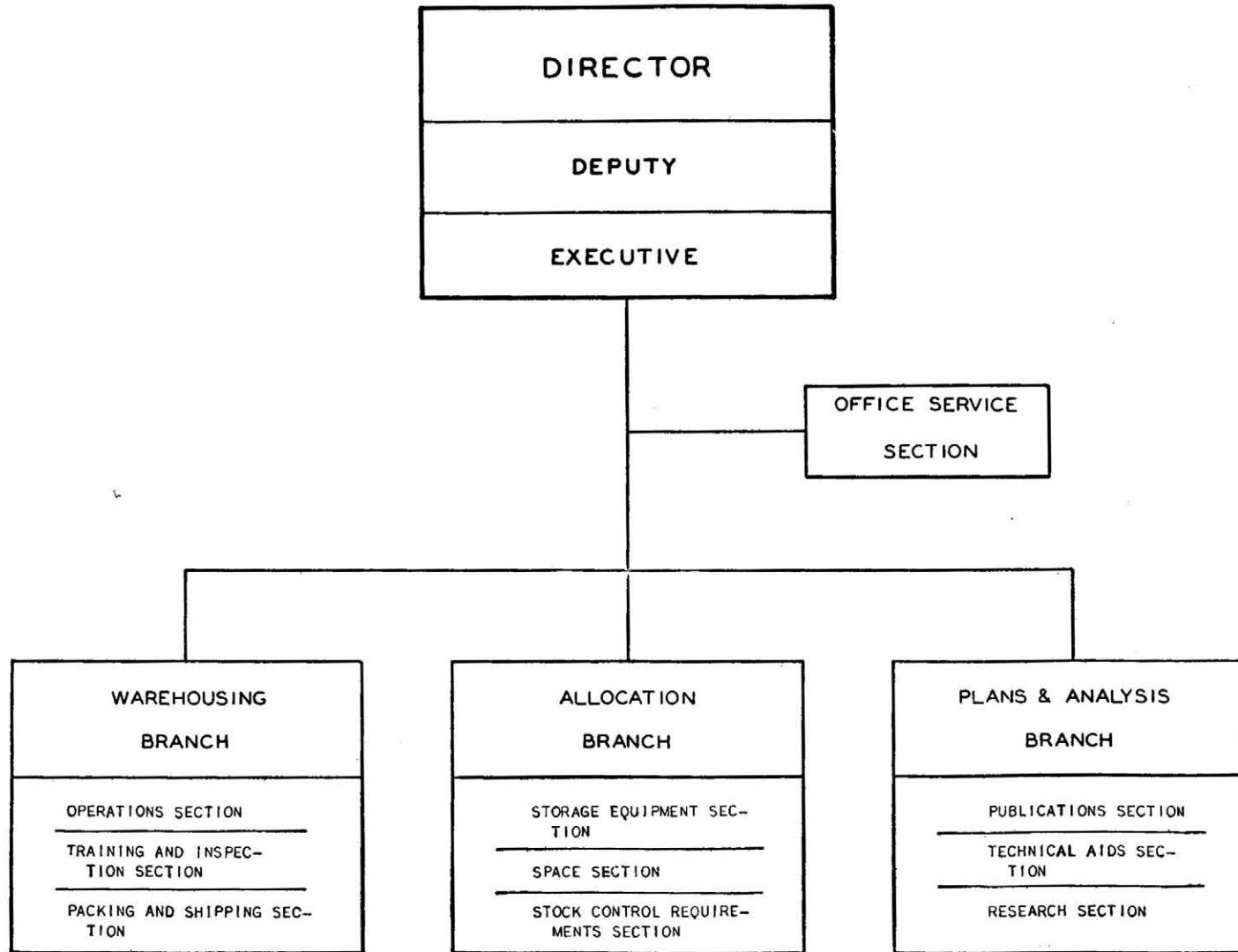
that group with logistic information and advice relative to future operations. It prepares logistical studies and formulates plans for projected theaters of operations. It reviews all Combined Chiefs of Staff, Joint Chiefs of Staff, and the Joint War Plans Committee papers and keeps the pertinent sections of the Theater Branch, Planning Division, and the American Section of the Zone of the Interior Branch, Planning Division, informed of all projected plans.

- (a) The *Asiatic Section* is responsible for furnishing logistical studies and logistic information and advice relative to future operations in the Southwest Pacific Area, Asiatic Theater, South Pacific Area, Central Pacific Area and the Western half of the North American Theater. It maintains constant liaison with the Strategy and Policy Group, Operations Division, War Department General Staff, to insure timely exchange of information and to furnish that group with logistic advice as required; furnishes the Asiatic Section of the Theater Branch, Planning Division, and the American Section of the Zone of the Interior Branch, Planning Division, early information relative to operations projected in areas assigned; and prepares logistical studies and formulates plans for projected theaters of operations on the request of the Theater Branch.
 - (b) The *European Section* has the same responsibilities and functions with respect to the European Theater, North African Theater, Africa-Middle East Theater, Latin American Theater, and Eastern half of the North American Theater as the Asiatic Section has with regard to its particular theaters of operations.
- (4) The *Zone of the Interior Branch* consists of the American Section, the Hospitalization and Evacuation Section, the Supply Section, and the Troop Units Section. This Branch prepares plans and policies and formulates procedures for activities concerning supply, hospitalization, and evacuation within the United States and overseas. The Zone of the Interior Branch has the same responsibilities for the defensive (American) theaters that the Theater Branch has for the offensive theaters. The Zone of the Interior Branch forecasts requirements for Army Service Forces troop units.
- (a) The *American Section* has the same responsibilities and functions with respect to the North American and Latin American Theaters as the Asiatic Section of the Theater Branch has with regard to its particular theaters of operations.
 - (b) The *Hospitalization and Evacuation Section* reviews plans for and coordinates activities related to military hospitalization within continental United States and overseas and insures provision of adequate means for military hospitalization; reviews plans for, coordinates activities related to, and insures provision of means for, evacuation of casualties from overseas and within the continental United States; and coordinates with Commanding General, Army Air Forces, on the development and operation of air evacuation.
 - (c) The *Supply Section* is responsible for the formulation of plans and policies for overseas supply, distribution of supplies and equipment to units in the zone of the interior, supply matters not covered in policies or standing instructions, and employment of Army troops in the farm labor program. It has staff responsibility for all miscellaneous matters that are referred to the Planning Division that are not specifically the function of other sec-

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tions of the Planning Division. It coordinates supply and miscellaneous matters with the Theater Branch, Planning Division; Chiefs of Technical Services; Stock Control Division; Storage Division; Maintenance Division; Mobilization Division; Director of Materiel; Director of Administration; Fiscal Director; Deputy Chief of Staff for Service Commands; Assistant Chief of Staff, Operations Division, War Department General Staff; Assistant Chief of Staff, G-4, War Department General Staff; Army Air Forces; and Army Ground Forces.

- (d) The *Troop Units Section* is responsible for forecasting the requirements for Army Service Forces troop units and furnishing them to the Mobilization Division in time to permit approval for their activation to be secured by that division, and for the units to be activated and trained before they are required.



STORAGE DIVISION

204.04A

a. *Mission*.—To plan, coordinate and supervise the over-all storage and materials handling program of the Army Service Forces.

b. *Major Functions*.—The Storage Division performs the following staff functions:

- (1) Establishes policies for and exercises staff supervision over storage and operation of storage facilities, including the installation of uniform methods of warehousing and materials handling at depots.
- (2) Prepares plans for, and issues instructions governing the conservation of space and the efficient utilization of storage equipment.
- (3) Establishes policies for, and supervises the efficient utilization of manpower in relation to the depot storage load.
- (4) Formulates policies for, and cooperates with interested agencies in training depot personnel employed in storage functions; initiates training programs in the Technical Services; plans and coordinates graphic materials and visual aids to effect such policies.
- (5) Reviews and analyzes all requirements for storage construction, and approves projects involving the leasing of storage space, 50,000 square feet or over, and of railroad ground storage yards.
- (6) Allocates storage space to the Technical Services, and acts for the War Department in allocating space in Army Service Forces depots to the Treasury Department, Army Air Forces, and other agencies having need.
- (7) Screens all requirements for materials handling equipment, and allocates the War Department's portion of available commercial production among the Technical Services, the International Aid Division, Army Air Forces, and theaters of operation.
- (8) Acts as liaison between the War Department and the War Production Board on matters relating to the commercial manufacture of storage equipment.
- (9) Establishes policies for, and exercises staff supervision over packing, crating, and car-loading activities at depots.
- (10) Develops methods of shipping supplies loaded on pallets or skids, and initiates and coordinates their use.
- (11) Reviews and approves publications and directives on storage to insure conformity with War Department policy; prepares analyses of improved methods of storage and materials handling for distribution to the Technical Services and for inclusion in the warehousing manual.
- (12) Makes inspections of all storage installations of the Army Service Forces to assure that approved policies are carried out, and to assist in their adoption.
- (13) Designates the Technical Service which will administer each of the Army Service Forces (jointly occupied) depots.

c. *Organization*.—The *Storage Division* consists of an Office Service Section, the Warehousing Branch, the Allocations Branch, and the Plans and Analysis Branch.

- (1) The *Office Service Section* operates the Division message center, and performs routine office functions including those pertaining to the control and reporting of personnel.
- (2) The *Warehousing Branch* consists of the Operations Section, Training and Field Inspection Section, and Packing and Shipping Section.
 - (a) The *Operations Section* establishes storage and warehousing policies; supervises and coordinates storage functions and materials handling activities; plans and initiates measures to insure conservation of space, efficient utili-

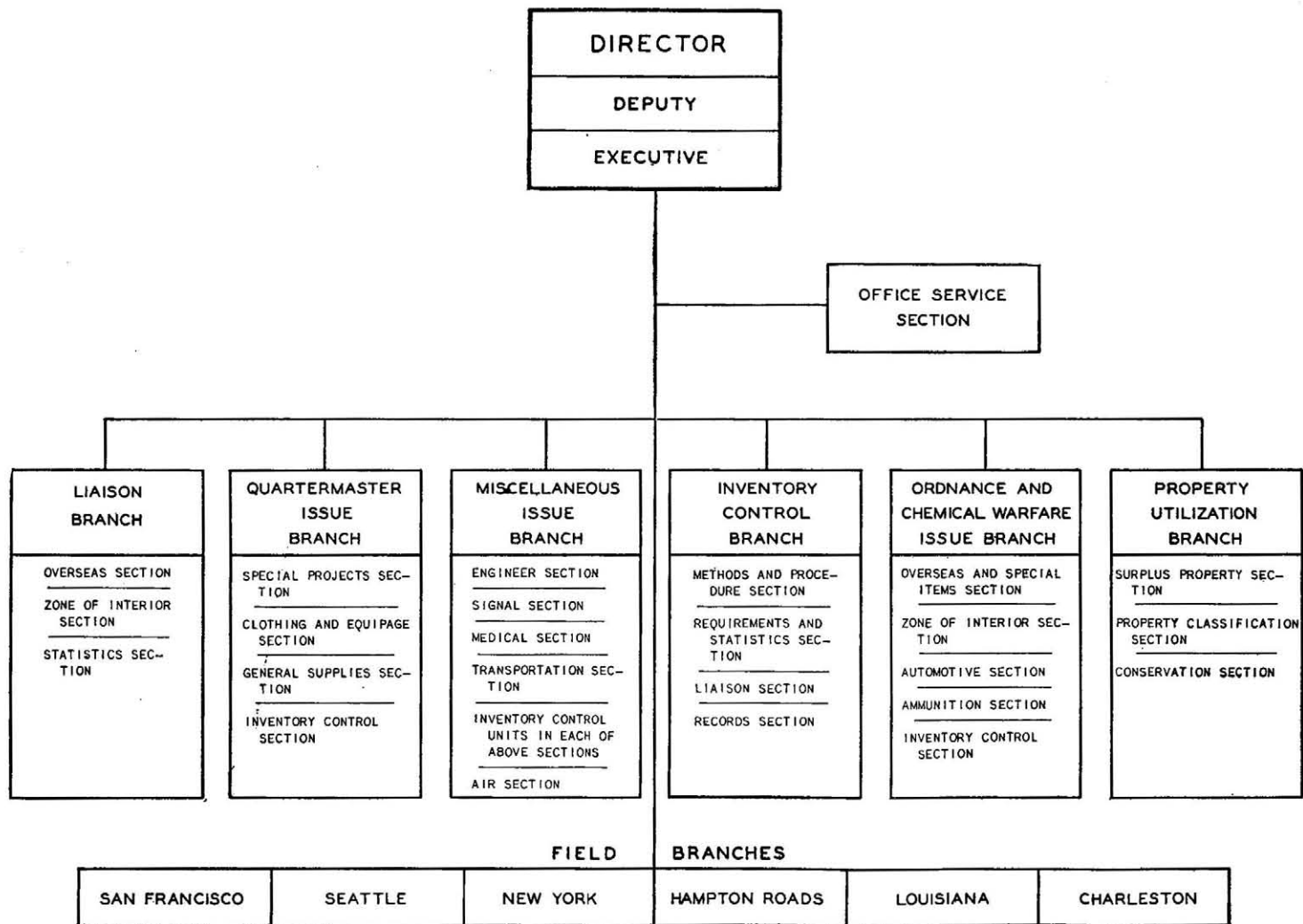
STORAGE DIVISION

zation of manpower, and speed and economy of movement in handling supplies into and out of the depots. Establishes policies, and develops methods for the efficient use of labor employed in storage operations; reviews technical qualifications of key operating personnel; sees that competent supervisory personnel is available. Takes action as required by reports from Field Inspectors of the Director of Operations, making necessary recommendations to the Chiefs of the Technical Services concerned; and follows up to see that they are effected.

- (b) The *Training and Field Inspection Section* makes inspection of storage installations of the Army Service Forces to see that prescribed policies are carried out, and to assist in efficient methods of operation. Establishes training policies and initiates training programs for both military and civilian personnel, in the Technical Services; assists the Services in the training of key personnel to apply and follow approved operating policies and procedures. Analyzes requirements for storage equipment at depots, makes recommendations for additional equipment, and reports existing equipment for transfer. Analyzes need for combining branch depots into Army Service Forces depots, or decentralization of Army Service Forces depots.
 - (c) The *Packing and Shipping Section* formulates policies for, and exercises staff supervision over packing, crating and carloading activities at the depots, including inspection of shipping containers received from manufacturers, and makes recommendations for changes to the Director of Materiel; in conjunction with the Services, plans the layout and location of packing rooms, and the methods of packing. Accumulates reports from ports of embarkation of improper packing and crating, and information from overseas, and initiates corrective action. Makes tests and develops methods of shipping supplies loaded on pallets or skids from manufacturers through depots to using units, and prepares and issues instructions governing such methods; develops use of "sling sled," or other type of pallet, for specific missions.
- (3) The *Allocation Branch* consists of the Storage Equipment Section, the Space Section, and the Stock Control Requirements Section.
- (a) The *Storage Equipment Section* prepares plans and instructions for the allocation of storage equipment based on both short and long range operational requirements, and maintains staff supervision over the Technical Services, to insure the most effective use of storage equipment. Analyzes and screens storage equipment requirements before requisitions are sent to the purchasing agency, and determines the items and quantities of equipment which may be released from the Army allotment to civilian industry. Collaborates with the Director of Materiel and the War Production Board in preparing policies affecting the manufacture of storage equipment, and furnishes advance information to the Production Division and the War Production Board regarding anticipated equipment needs. Directs redistribution of storage equipment within and between using agencies, including the Service Commands. Consults with Maintenance Division to initiate and coordinate plans for proper maintenance and repair of storage equipment in the continental United States and overseas theaters, including spare parts procurement policies.

STORAGE DIVISION

- (b) The *Space Section* plans the over-all storage space program; analyzes the utilization of existing storage space, and makes recommendations on additional construction; analyzes requests for space, and supervises and makes final decision regarding the allocation and re-allocation of storage space among and between the Technical Services. Approves projects involving the leasing of storage space, 50,000 square feet or over; analyzes and determines the locations of railroad ground storage yards, including determination of capacity and supervision of specifications, activation, inactivation, and operation of such yards.
 - (c) The *Stock Control Requirements Section* maintains liaison with the Stock Control Division, Maintenance Division, and other agencies to coordinate stock control requirements with the allocation and utilization of storage space. Collaborates with the Transportation Corps to eliminate cross hauling and other uneconomical transportation practices in connection with the use of storage facilities, giving consideration to stock control requirements.
- (4) The *Plans and Analysis Branch* consists of the Publications Section, Technical Aids Section, and Research Section.
- (a) The *Publications Section* reviews, edits and approves publications and directives on storage operations to insure conformity with War Department policy; prepares and distributes information required by the Storage Division to give expression to its policies and procedures, including the official War Department Field Manual on warehousing, handbooks, directives and other appropriate media, coordinating these activities with the Technical Services. Prepares analyses of improved methods of storage operations and materials handling, including utilization of space, equipment and manpower, for distribution to the Technical Services and for ultimate inclusion of appropriate material in the warehousing manual.
 - (b) The *Technical Aids Section* plans, coordinates and arranges for the procurement of operational and educational aids required in connection with training programs initiated by the Storage Division and other activities concerning the efficient utilization of storage space, personnel and equipment, which it may initiate, including films, pamphlets and folders, posters and other types of visual and aural training and operational aids.
 - (c) The *Research Section* prepares analytical data and studies required in the long range planning of storage operations, including projected fluctuations in the depot work load based on stock control and personnel data; collates, compiles and distributes data pertaining to storage operations submitted by the Technical Services; develops and coordinates reporting forms and methods; prepares and analyzes statistical measurements of operating efficiency, including utilization of space and personnel; prepares forecasts of personnel requirements in relation to estimated storage load, and maintains a statistical file on the current space manpower and storage equipment situation at each depot.



STOCK CONTROL DIVISION

204.05A

204.05—STOCK CONTROL DIVISION

a. Mission.—To coordinate and insure distribution of supplies and equipment coming within the jurisdiction of the Army Service Forces; from the completion of manufacture to salvage.

b. Major Functions.—(1) The Stock Control Division performs the following staff functions:

- (a) Maintains staff supervision of activities incident to the storage, movement, and distribution (exclusive of warehouse and maintenance operations) of supplies and equipment to troops in the continental United States.
- (b) Maintains staff supervision over the activities of the Chiefs of the Technical Services with respect to the issue and movement of equipment and supplies for overseas garrisons.
- (c) Maintains status of equipment records pertaining to overseas garrisons and keeps in touch with status of supplies and equipment of troops in the continental United States.
- (d) Initiates action to correct inefficiency and improper procedures in the distribution of supplies and equipment.
- (e) Maintains supervision of and directs the preparation and assembling of statistical information with respect to the distribution of supplies and equipment. Forecasts availability of equipment for individual troop units, task force and other special purposes and in addition thereto computes and compiles statistical reports for higher echelons.
- (f) Formulates policies and provides staff supervision over the determination and declaration of Army Service Forces property (items of issue only) as surplus to the War Department.
- (g) Exercises staff supervision over activities of Technical Services with respect to the classification of property as expendable or nonexpendable. Insures uniformity of such classifications among the Technical Services.
- (h) Insures the conservation and the maximum utility of Army Service Forces property.
- (i) Exercises staff supervision of the stock control activities of the Technical Services and Service Commands; formulates uniform policies relating to stock control procedure; coordinates detailed procedures of the Technical Services relating to inventory control to include: Station and Depot stock levels, allocation of distribution from the manufacturer, and recommendation for increases or decreases in production based on factual information.

(2) The Stock Control Division, under the supervision of the Director of Operations, performs the following operations directly: Directs and follows up emergency shipments and special shipments not in accord with routine policy, and takes action to correct shortages of Army supplies and equipment.

c. Organization.—The *Stock Control Division* consists of Headquarters, Office Service Section, and six (6) Branches, namely: Ordnance and Chemical Warfare Issue Branch; Miscellaneous Issue Branch; Liaison Branch; Quartermaster Issue Branch; Property Utilization Branch; and the Inventory Control Branch. The Stock Control Division has six (6) field branches, located at San Francisco, New York, Hampton Roads, Charleston, Louisiana, and Seattle.

- (1) The *Office Service Section* operates the Division message center, and performs routine office functions including those pertaining to the control and reporting of personnel.
- (2) The *Liaison Branch* consists of the Office of the Chief of Branch, Overseas Section, Zone of Interior Section, and Statistics Section.
 - (a) The *Office of the Chief of Branch* maintains all necessary records for reference, passes upon and decides all matters pertaining to procedure, adopts

STOCK CONTROL DIVISION

and formulates central plans within the Division, issues directives pertaining to Lend-Lease consigned to Commanding Generals of United States Army Forces for transfer to foreign governments subsequent to arrival at destination and coordinates the activities of other Branches within the Division.

- (b) The *Overseas Section* represents the Liaison Branch in the formulation of plans or policies pertaining to the distribution of supplies and equipment to overseas bases; secures and maintains live information concerning policies for the supply of overseas bases, current plans for the supply of each base or defense area, composition of forces in overseas bases (monthly check in order that other Branches and Services may have data which are necessary for the computation of allowances, etc.), status of supply in overseas bases (in order that the Section can initiate corrective action), local resources, port reserves policies and stocks, etc., and marking of supplies and port codes, etc.; supervises action taken on Status Reports so far as insuring uniformity of procedures and, where necessary, coordinates the shipment of supplies and equipment to overseas garrisons; maintains active liaison with the ports of embarkation, overseas garrisons, and Technical Services, concerning the supply of garrisons; coordinates the equipping of units moving overseas, with the Zone of Interior Section (this will include keeping of information concerning locations, status of supply, priority for departure, action being taken to fill shortages, etc., for alerted units); when Special Tables of Equipment are required, assurance that such list is included in movement order or reference to this list is made in the order—in the latter case, procures copies of list from agency charged with preparation of special list and distributes copies to all concerned. Keeps up-to-date data of various theaters concerned so far as advance shipment of cargo is concerned, examines Monthly Materiel Status Reports and Automatic Supply Reports with reference to the levels of supply in the various theaters and further maintains constant liaison with the various theater groups in the Operations Division, War Department General Staff, and in Planning Division, Army Service Forces, also. Clears units with reference to their supply status for Operations Division, War Department General Staff, prior to inclusion in movement orders. Issues A-2-a letters in accordance with directive from Operations Division, War Department General Staff. Examines the supply paragraphs of all movement orders of units ordered overseas. Maintains contact with Service Commands, Field Branches relative to troop movements. Checks organizations with reference to the submission of shortage lists. Coordinates special shipments of equipment other than Lend-Lease and edits special lists of equipment for units on movement orders.
- (c) The *Zone of Interior Section* represents the Liaison Branch in supply matters affecting Zone of Interior distribution; formulates plans and policies covering distribution of supplies and equipment to units in the United States; coordinates the distribution of supplies and equipment to units within the United States; secures and maintains live information concerning the domestic supply situation to include equipment in hands of troops and availability of supplies; maintains liaison with the Army Ground Forces, Army Air Forces, Army Service Forces units, Service Commands and

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Technical Services, pertaining to distribution of supplies and equipment within the United States; assures timely action to equip newly activated units; assures that the Chiefs of Technical Services and Service Commands are advised of activation, place, date, Tables of Basic Allowances, Tables of Organization and Equipment (dated), and that units and Post, Camp or Station concerned are furnished promptly with copies of proper Tables of Basic Allowances, and Tables of Organization and Equipment; assures that timely information of changes in the troop situation is furnished the Technical Services and Service Commands; has general supervision of procedures for distribution of controlled articles; revises controlled item lists quarterly.

- (d) The *Statistics Section* prepares all statistical analyses and forecasts assigned by the Director of the Stock Control Division and supervises and directs the preparation, assembly, reproduction and distribution of all statistical reports for which the Liaison Branch, Stock Control Division, is responsible. The reports include Storage and Issue (Section 2A, Monthly Progress Report); Supply and Demand (Section 2B, Monthly Progress Report); Monthly Equipment Forecast (Section 2E, Monthly Progress Report); Distribution of Equipment Overseas (Section 2D, Monthly Progress Report); Automatic Supply Overseas (Section 2C, Monthly Progress Report); Ammunition Supply Overseas (Section 2F, Monthly Progress Report); Distribution and Demand; Consolidated Report of Equipment with A.S.F. Units; and a monthly report contrasting the forecasted demand for selected items of equipment with available production projected for six months. Consults with other Staff Divisions, Administrative Divisions and other War Department Agencies concerning the data to be developed in the reports or used in the analyses. For the reports prepared by the Technical Services, consults with the Services on all phases of the work in connection with the preparation of the report, determining the form, initiating instructions, making interpretations, advising on adequacy of source data and assisting in the development of the techniques used. In addition, prepares special analyses, summaries and forecasts as required for operational purposes.
- (3) The *Quartermaster Issue Branch* consists of the Special Projects Section, the Clothing and Equipage Section, the General Supplies Section, and the Inventory Control Section.
- (a) The *Special Projects Section* takes action on special projects involving Quartermaster supply other than routine, in accordance with approved policies and directives, maintains staff control over the supply of newly activated units and units alerted for overseas movement; reviews Quartermaster supply paragraphs of movement orders; follows up reports of shortages of Quartermaster items and takes necessary action for the reduction thereof; maintains liaison on commitments of Quartermaster items to Allied nations; and acts as the administrative unit for the Branch.
- (b) The *Clothing and Equipage Section* maintains staff control over the distribution and issue of Quartermaster clothing and equipage, in accordance with approved policies and directives; takes corrective action on reported deficiencies in the distribution and issue of clothing and equipage; promulgates policies for distribution of clothing and equipage to troops; takes

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action upon extraordinary requests for clothing and equipage in excess of authorized allowances.

- (c) The *General Supplies Section* maintains staff control over the distribution of subsistence and regular supplies in accordance with approved policies and procedures; supervises the automatic supply of Class I and III supply to overseas bases; maintains liaison with the Office of the Quartermaster General relative to the distribution and packaging of fuels and lubricants; and maintains staff control over the transfer of CCC property to the Army and distribution thereof.
 - (d) The *Inventory Control Section* interprets general Inventory Control policies and supervises the establishment of operating applications thereof by the Quartermaster General; prepares and conducts test checks and analyses of results thereof in collaboration with the Inventory Control Branch; maintains liaison with the Quartermaster General in the preparation of the Storage and Issue and Supply and Demand sections of the Monthly Progress Report, and prepares analyses thereof.
- (4) The *Miscellaneous Issue Branch* consists of an Engineer Section, a Signal Section, a Medical Section, a Transportation Section, and an Air Section.
- (a) The *Engineer Section* maintains accurate, up-to-date records of special engineer equipment and Class IV stock-pile for each overseas theater; issues appropriate directives on shipments and follows up to insure equipment is delivered; issues necessary instructions to Chief of Engineers on special shipments; follows up to insure equipment arrives at ports and renders such reports as are required; reviews monthly materiel status reports received from overseas bases and issues appropriate directives to Chief of Engineers; maintains records of the status of controlled items in each overseas theater; initiates appropriate action on radios or requisitions received from overseas theaters, bases, and defense commands, or ports of embarkation pertaining to supply matters overseas; represents Stock Control Division before Munitions Assignment Committee (Ground); obtains data from Chief of Engineers on shortages reports received and transmits data to Liaison Branch; follows Chief of Engineers to insure shipment of shortages to posts or ports of embarkation; arranges transfers of equipment from Army Ground Forces, Army Air Forces, or Army Service Forces units when not available from production of stocks; insures issues of equipment by Chief of Engineers in accordance with established priorities; furnishes advance information to Chief of Engineers on special troop movements requiring prompt action by Services; takes appropriate action on final shortages reports received from ports of embarkation; edits special lists of equipment received for units ordered overseas; analyzes and initiates appropriate action to eliminate maldistribution of equipment as indicated in Monthly Status Reports of Army Ground Forces, Army Service Forces, Defense Commands, and other Army Service Forces reports; initiates appropriate action on requests received pertaining to supply of units in United States or on movement order; reviews proposed movement orders with a view to ascertaining feasibility of unit by initial date supplying engineering equipment. The Inventory Control Unit of this Section interprets general Inventory Control policies and supervises the establishment of operating applications thereof by the Chief of Engineers; prepares and conducts test

- checks and analyses of results thereof in collaboration with the Inventory Control Branch; maintains liaison with the Chief of Engineers in the preparation of the Storage and Issue and Supply and Demand sections of the Monthly Progress Report, and prepares analyses thereof.
- (b) The *Air Section* maintains close liaison with the Commanding Generals of the Army Air Forces, the Army Ground Forces, and Defense Commands on all matters pertaining to the supply of Army Air Forces equipment to ground units within the continental limits of the United States; obtains from the War Department priorities for the initial distribution of Army Air Forces equipment authorized ground units and initiates appropriate requests to the Commanding General, Army Air Forces, for shipments based on those priorities; follows up on the supply to those units; initiates requests to the Commanding General, Army Air Forces, on filling shortages of Army Air Forces equipment in ground units within the continental limits of the United States; follows up reported deficiencies in the distribution of Army Air Forces equipment to ground units; coordinates with the Army Air Forces action on special requests for issues in excess of authorized allowances and on the replacement of authorized items; keeps informed as to the availability of Army Air Forces equipment for ground units and the status of distribution of such equipment; maintains records of posts, camps and stations where Air Supply Officers have been designated; maintains files of pertinent Army Air Forces Technical Orders and keeps Post Air Supply Officers informed of their publication.
- (c) The *Signal, Medical, and Transportation Sections* have the same functions relative to Signal, Medical, and Transportation equipment as the Engineer Section.
- (5) The *Inventory Control Branch* consists of the Methods and Procedure Section, Liaison Section, Records Section, and Requirements and Statistics Section.
- (a) The *Methods and Procedures Section* conducts research, develops and formulates practicable policies to establish uniform and efficient inventory control. It recommends and prepares policies and procedures effecting redistribution of unbalanced stocks, disposition of surpluses, excess and obsolete stocks, stock levels to be maintained in various echelons of supply, and all other matters pertaining to control of articles in depot or station storage. In addition thereto, the Section is specifically charged with the review of inventory control and related procedures prepared by the Technical Services in order to standardize these procedures where practicable, and maintains the Stock Control Manual up-to-date and makes periodic revisions thereof.
- (b) *Requirements and Statistics Section*: Based on statistics gathered by this Section, the necessary reports relative to inventory control data are prepared. In addition, the Section recommends necessary measures to adapt the Army Supply Program to current short-range application and studies the program in connection with stock inventories, stock levels, procurement and distribution studies, etc., in order to determine shortages or over-supply conditions. It takes necessary staff action to recommend increases and decreases in production of specific items to meet immediate needs after the proper coordination with the appropriate Issue Branch of the Stock Control Division. From statistics gathered, the Section makes necessary

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recommendations to the Director of Requirements Division, Army Service Forces, regarding the revision of distribution of maintenance factors.

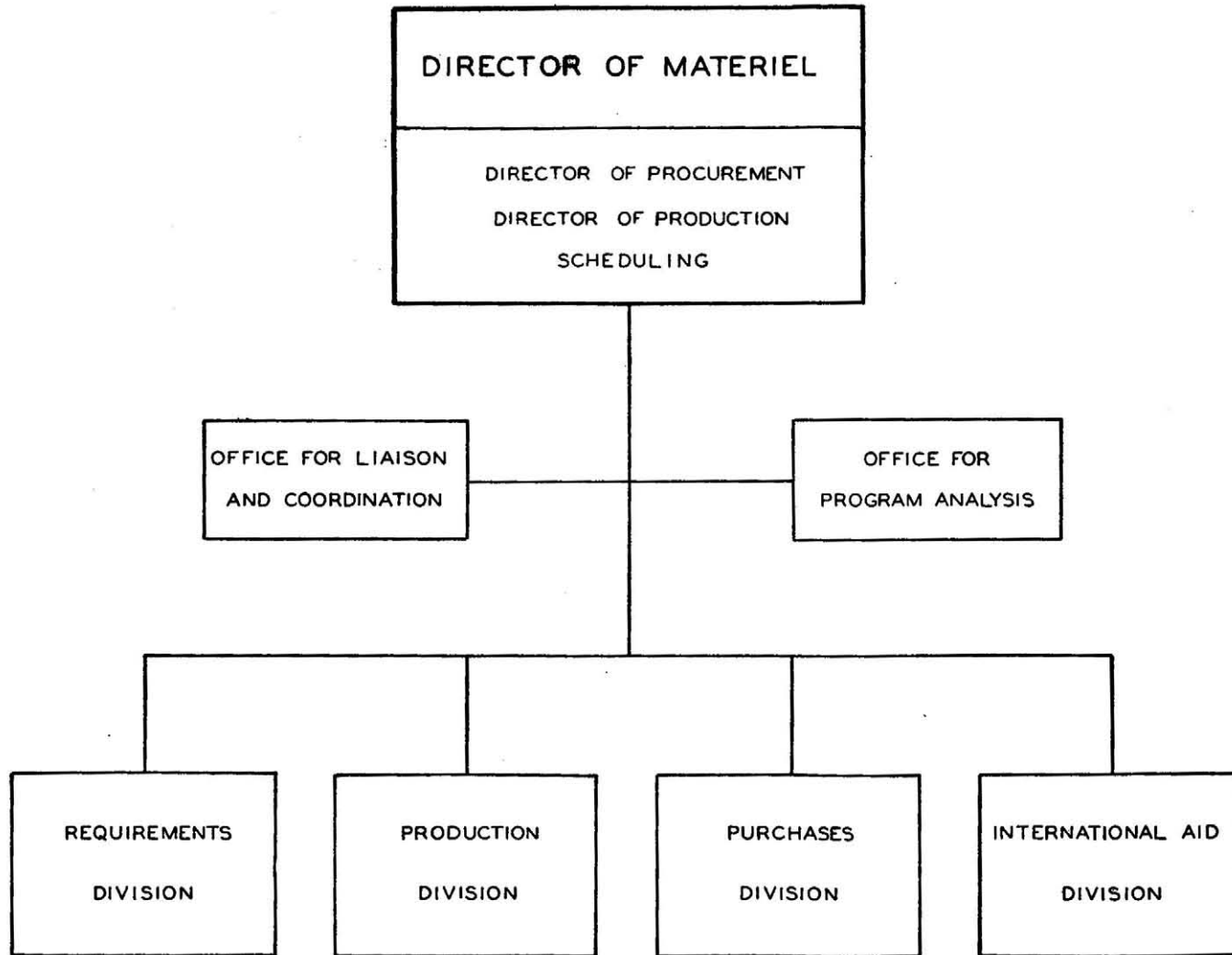
- (c) *Liaison Section*: Certain personnel of this Section participate in the functions of other Inventory Control Branch sections on an assignment basis wherever field contact for research, investigations or education is involved. Thus qualified with specific knowledge of the circumstances and the reasoning on a given subject, such personnel performs the essential field contacts. Other qualified individuals are assigned specific liaison responsibilities such as maintaining contact with: the Service Commands for the purpose of keeping them abreast of all recent developments regarding inventory control procedures; with the Office of the Chief of Transportation to minimize back-hauling and to expedite availability and accessibility for overseas supply; with the International Aid Division to check on surpluses and needs; with the Army Air Forces and the Army Ground Forces on those matters where inventory control affects these Forces; with the Training Division, Army Service Forces concerning the inventory control program and its relation to training activities; and they perform special investigations of inventory control matters as needed.
- (d) The *Records Section* is responsible for the maintenance of files of all reports and records required for the supervision of inventory control as well as the administrative function in connection with publications of all procedures, directives, reports, etc. Check sheets are maintained on all reports required to be submitted to the Inventory Control Branch, and follow-ups are made with all Technical Services, Service Commands, Depots, etc., to obtain reports promptly.
- (6) The *Ordnance and Chemical Warfare Issue Branch* consists of the Zone of Interior Section, the Overseas and Special Items Issue Section, the Automotive Issue Section, the Ammunition Issue Section and the Inventory Control Section.
- (a) The *Overseas and Special Items Issue Section* maintains staff supervision over the supply of Ordnance and Chemical Warfare Service equipment in regard to all requests from, and shipment to, overseas bases of Ordnance and Chemical Warfare items except those items pertaining to general purpose vehicles and ammunition, including initiation of supply actions resulting from edit of monthly materiel status reports; in addition, directs shipments, maintains records on distribution status of items requiring special handling, such as Anti-Aircraft, Sea Coast, Tank, self-propelled artillery, combat vehicles and all Signal Corps Radar fire control equipment; maintains liaison with the War Department General Staff on immediate operational demands for special items of equipment and with all agencies interested in overseas supply.
- (b) The *Zone of Interior Section* maintains staff supervision over the supply of Ordnance and Chemical Warfare supplies to units in the Zone of Interior, taking necessary action with Director of Materiel to expedite production where demand exceeds availability; insures completeness of supply, except for special items noted above, for all units schedules for overseas movement, and for initial issues to newly activated units; edits and recommends the applicable portion of the supply paragraph in movement orders, approves Ordnance and Chemical Warfare sections of special lists of equipment, establishes credits for critical items for units of Army Ground

- Forces, Army Air Forces and Army Service Forces; prepares United States requirements, except general purpose Automotive Equipment, for use by the Munitions Assignment Committee (Ground) at its assignment meetings; processes all supply actions relative to United States Navy, Marines and War Aid for Ordnance and Chemical Warfare Service items.
- (c) The *Automotive Issue Section* maintains staff supervision over the distribution of general purpose vehicles, parts, tools and maintenance equipment to units including releases to the Navy and Marine Corps; repossessions from War Aid; regulation and inspection of distribution facilities in Service Commands and War Department pools; controls the issue of government exemption permits; processes supply actions on general purpose and technical vehicles for overseas bases; regulates, through directives, the issue of automotive motor vehicles, area standardization of vehicles and the issue of vehicles other than those governed by Tables of Basic Allowances, and the Equipment Section, Tables of Organization and Equipment; reviews the motor vehicles section of motor vehicles supply paragraph in movement orders; maintains records as to the availability of vehicles in civilian pools; represents the Stock Control Division on the Munitions Assignment Truck Subcommittee and the Tractor Subcommittee.
- (d) The *Ammunition Section* maintains records and stock control on the status of ammunition in Defense Commands, overseas departments, theaters, bases, Service Commands and State Guards; prepares data for monthly allocation of training ammunition to all United States Army Forces and maintains records of these releases to Army Ground Forces, Army Air Forces, Overseas Troops and Army Service Forces troops; prepares data upon which monthly requirements for United States Forces (including Navy) are based for submission to Munitions Assignment Committee; and processes all action pertaining to the release of these allocations.
- (e) The *Inventory Control Section* interprets general Inventory Control policies and supervises the establishment of operating applications thereof by the Chief of Ordnance and Chief of Chemical Warfare Service; prepares and conducts test checks and analyses of results thereof in collaboration with the Inventory Control Branch; maintains liaison with the Chief of Ordnance and Chief of Chemical Warfare Service in the preparation of the Storage and Issue and Supply and Demand sections of the Monthly Progress Report, and prepares analyses thereof.
- (7) The *Property Utilization Branch* consists of the Surplus Property Section, the Property Classification Section, and the Conservation Section.
- (a) The *Surplus Property Section* provides staff supervision and issues policies for the redistribution of excess (at Technical Service level) items of issue between Technical Services; determines if such property is needed for military operations or for training purposes; declares such property surplus to the War Department.
- (b) The *Property Classification Section* provides staff supervision and issues policies over the classification of property as expendable or nonexpendable; insures uniformity of classifications as expendable or nonexpendable of all property of a similar nature pertaining to the various Technical Services.
- (c) The *Conservation Section* provides within the Headquarters, Army Service

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Forces, a central agency to coordinate conservation programs necessary to insure maximum utility of Army Service Forces items of issue, as initiated by the Technical Services and directed to using installations and individuals. These programs are effected through such media as display posters, brochures, lectures and inspections.

- (8) The *Field Branches* of the Stock Control Division, located at San Francisco, Seattle, New York, Hampton Roads, Louisiana, and Charleston, see that all units passing through staging or concentration areas are fully equipped prior to sailing. The duties assigned to them to carry out this mission include: Taking all measures necessary to expedite the arrival of equipment in staging areas, concentration areas, and ports of embarkation; assisting Unit, Post, and Port of Embarkation Commanders in the equipping of those units; keeping the Director of Stock Control Division informed as to the supply situation of units in staging or concentration area; recommending to Director of Stock Control Division if and when Chief of Technical Service Liaison officers are needed to assist in the securing of equipment for these units; supervising the activities of the Chief of Service Liaison officers when they are present; following up the shipment of equipment pertaining to a troop movement, after the units have sailed; forwarding written reports to the Director of Stock Control regarding each troop movement, after sailing date (these reports will include recommendations for corrective action with regard to future shipments). They also maintain liaison between the Stock Control Division and the ports of embarkation.

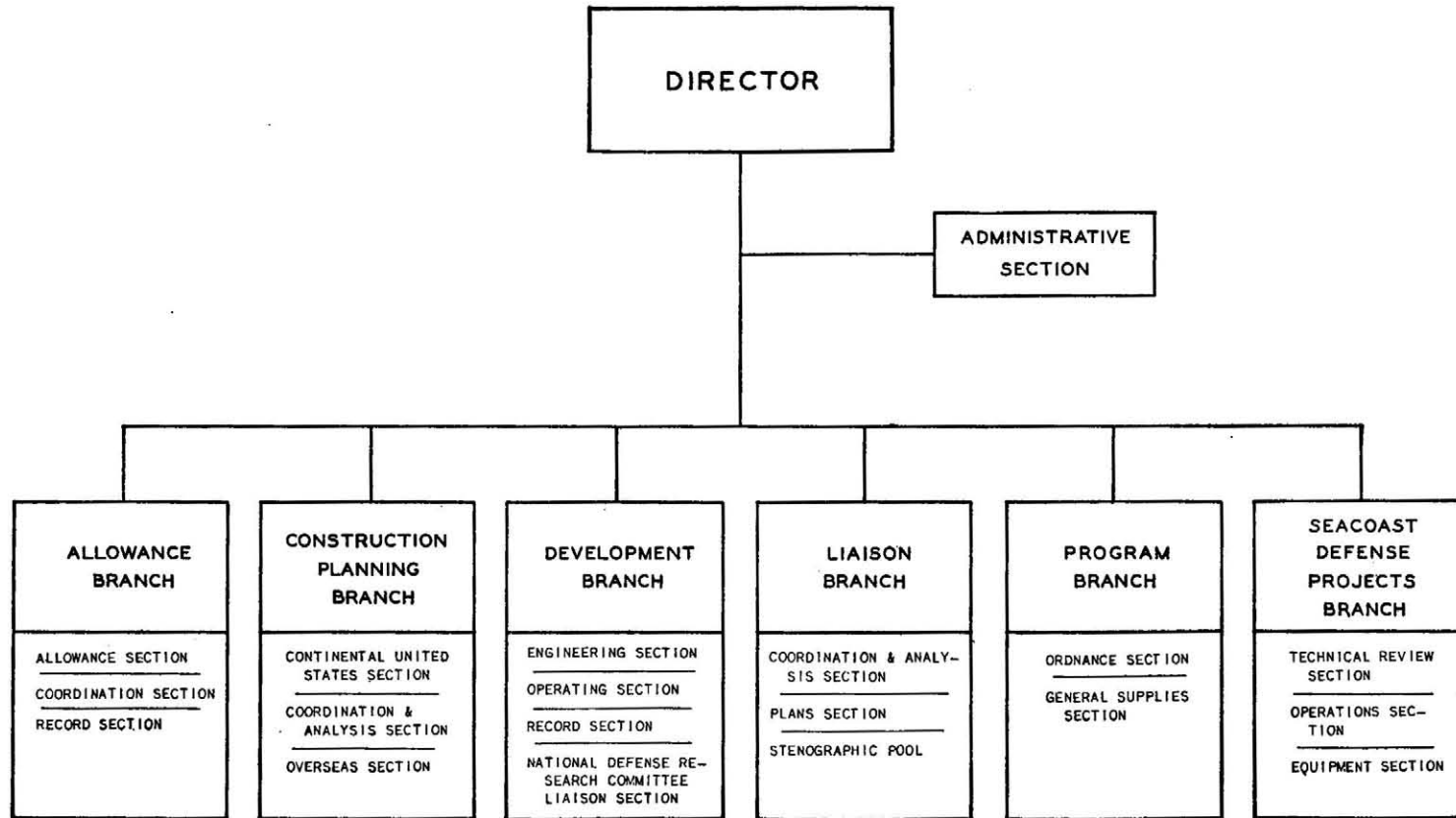


SECTION 205.00—OFFICE OF THE DIRECTOR OF MATERIEL

a. Mission.—To prepare and maintain the Army Supply Program and other requirements of the Army, including international aid, but exclusive of those pertaining directly to aircraft, and to correlate and supervise the procurement and production activities connected therewith.

b. Functions.—The Director of Materiel represents the Commanding General, Army Service Forces, in matters relating to the determination of Army materiel requirements, their procurement and production.

- c. Organization.*—(1) The mission and duties of the *Director of Procurement* are identical with those assigned to the Director of Materiel exclusive of functions assigned to the Director of Production Scheduling. In the performance of these duties, the Director of Procurement will serve as deputy to the Director of Materiel.
- (2) The *Director of Production Scheduling* serves as deputy to the Director of Materiel in the supervision of production scheduling and the control of materials to meet production schedules. He will assure the allocation and control of materials under the Controlled Materials Plan to meet approved end item schedules of the Supply Services by bringing into balance the requirements in materials for these schedules with supplies allocated to the Army. The Director of Production Scheduling will maintain close and direct liaison with those agencies of the War Production Board responsible for the control and allocation of materials.
- (3) The *Office for Liaison and Coordination* correlates staff functions, coordinates representation with other agencies with respect to Army requirements, provides Army representation on the Program Adjustment Committee of the War Production Board, studies the effects of impending actions of the Requirements Committee on the Army Supply Program and undertakes special studies and reports on raw material matters assigned by the Director of Materiel.
- (4) The *Office of Program Analysis* analyzes procurement problems of the Technical Services with respect to development of proper schedules to meet the production objectives and the deliveries against such schedules, follows up, through the Production Division, corrective action taken on procurement difficulties, prepares studies on the status of procurement including the preparation of the Production Section of the Program Analysis Report issued by the Control Division, analyzes relationship between requirements, distribution demands and production schedules, acts as liaison between the various divisions of the Army Service Forces and the other agencies on problems of production scheduling and the status of procurement.



205.01—REQUIREMENTS DIVISION

a. Mission.—To maintain and consolidate currently information relating to requirements of finished military supplies and equipment for the United States and the United Nations and to initiate appropriate action to assure their fulfillment.

b. Major functions.—The Requirements Division performs the following staff functions:

- (1) Collects and evaluates bases and points of departure to be used in the effectuation of the Army Supply Program.
- (2) Secures from the Joint and Combined Chiefs of Staff, the Operations Division, War Department General Staff, the Assistant Chief of Staff for Operations, Army Service Forces, the Commanding Generals, Army Air Forces, Army Ground Forces, and other appropriate War Department agencies such firm and timely data with respect to troop bases, strategic plans, training plans, rates of troop activation and flow of troops overseas, task force plans and specific operational plans as will enable the preparation and revision of an Army Supply Program that will accurately reflect United States military needs.
- (3) Determines the timing and frequency of the revision and publication of the Army Supply Program and the periods of time to be covered by the program.
- (4) Supervise the preparation and up-to-date maintenance of Tables of Basic Allowances, Tables of Allowances, and Section II, Equipment, Tables of Organization and Equipment in the Technical Services, and reviews, from the procurement standpoint, all allowance tables and equipment sections of Tables of Organization and Equipment; maintains close liaison with the Plans Division, Army Service Forces (for Army Service Forces, Section I, Organization, Tables of Organization and Equipment), and with the Army Ground Forces and Army Air Forces to insure up-to-date maintenance and availability of Tables of Basic Allowances, Tables of Allowances, and Tables of Organization and Equipment pertaining to units under their control.
- (5) Supervises the determination and use of maintenance and distribution factors in the Technical Services.
- (6) Utilizing the bases determined above, formulates and issues directives for the preparation and revision of the Army Supply Program in the Technical Services and supervises such work; maintains liaison with the Control Division, Army Service Forces, with respect to tabulating methods.
- (7) Secures from the Army Air Forces, the Navy, and the International Aid Division, Army Service Forces, the requirements of the Army Air Forces, the Navy and other United Nations to be included in the Army Supply Program.
- (8) Consolidates and summarizes the requirements obtained through (6) and (7) above and supervises the publication and distribution of the Army Supply Program.
- (9) Subject to policies established by higher authority, determines the order of preference, of items in the Army Supply Program based on relative urgency of military need, except for items in Section II (Army Air Forces); consults International Aid Division, Army Service Forces, with respect to urgency of United Nations requirements.
- (10) Supervises the Army construction program and accomplishes long-range planning for Army construction requirements except those of the Army Air Forces and plant facilities.
- (11) Reviews and approves procurement directives for special items not included in the Army Supply Program, furnishing copies thereof to the Production Division, Army Service Forces.
- (12) Checks the Army Supply Program for proper balance between related items therein, and initiates corrective action where required.

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- (13) Adjusts the Army Supply Program in the light of long-term production possibilities, including—
- (a) Determination of the frequency of such adjustments.
 - (b) Notification to the Production Division, Army Service Forces, to present specific data as to deficiencies, in the light of availability of critical materials, facilities, manpower and power required by program objectives.
 - (c) Determination, in consultation with the Production Division, Army Service Forces, of the method to be used in making adjustments in each case, e. g., whether by lowering quantities or extending the time over which the quantities will be produced.
- (14) Issues, in consultation with Purchases Division, Army Service Forces, directives to the Technical Services to procure equipment listed in the Army Supply Program.
- (15) Determines and supervises the preparation and use by the Technical Services of such equipment expenditure programs as may prove necessary.
- (16) Coordinates the use of the Army Supply Program for the purpose of estimating funds to be appropriated for munitions.
- (17) Checks procurement schedules in the Monthly Progress Report against interim requirements based on troop activation rates, requirements of task forces, and other military requirements of a similar nature, and initiates corrective action in appropriate cases.
- (18) Adjusts the Army Supply Program to conform to short-term production possibilities and changes in military needs.
- (19) Except for items peculiar to Army Air Forces, prepares policies, plans, and directives for the research, development, standardization, and adaptation of types of supplies and equipment to fulfill military needs based on production possibilities.
- (20) Forecast requirements, to the extent that current planning permits, to make timely changes in the Army Supply Program.
- (21) Notifies the Director of Operations, Army Service Forces, the Operations and G-3 Divisions, War Department General Staff, and the Combined Chiefs of Staff when requirements of the Army Supply Program cannot be met so that necessary adjustments can be made in plans.
- (22) Approves and authorizes procurement of spare parts requirements; adjusts spare parts procurement program as recommended by the Maintenance Division; with concurrence of Director of Operations, revises over-all spare parts policies from the procurement standpoint; approves policies affecting spare parts requirements for lend-lease countries.
- (23) Coordinates the construction and procurement pertaining to harbor defense projects among the several divisions of the Army Service Forces which are concerned therewith; furnishes technical advice on such projects to all War Department agencies.
- (24) Represents the Army Service Forces, through its Director, on the Joint Staff Planners and keeps the Commanding General and other appropriate personnel of Army Service Forces advised with respect to studies and decisions of the Joint and Combined Chiefs of Staff which pertain to supply matters.
- (25) Has representation, through its Director, on the Munitions Assignments Committee (Ground) and the International Supply Committee.

c. Organization.—The *Requirements Division* consists of the Allowance Branch, the Construction Planning Branch, the Development Branch, the Liaison Branch, the Program Branch, and the Seacoast Defense Projects Branch, in addition to the Administrative Section in the Office of the Director.

- (1) The *Allowance Branch* consists of the Allowance Section, the Coordination Section, and the Record Section.
 - (a) The *Allowance Section* controls Tables of Basic Allowances, Tables of Allowances, and Section II, Equipment, Tables of Organization and Equipment of the Army Service Forces, their schools and replacement training centers; controls Tables of Allowances, and Tables of Equipment having general application to all arms and services; and maintains direct and constant contact with the personnel of those War Department agencies concerned with the formulation and approval of Tables of Basic Allowances, Tables of Allowances, and Tables of Organization and Equipment.
 - (b) The *Coordination Section* coordinates concurrence action of Requirements Division on: proposed Section I, Organization, Tables of Organization and Equipment and proposed changes in Section I, Organization, Tables of Organization and Equipment submitted by the Plans Division; proposed allowance tables, Section II, Equipment, Tables of Organization and Equipment and changes thereto approved by the Commanding Generals of the Army Ground Forces and the Army Air Forces (from procurement viewpoint); exceptional issue actions referred by the Director, Stock Control Division, to the Requirements Division for recommendation; and standardization actions of the Development Branch, Requirements Division, involving bases of issue.
 - (c) The *Record Section* maintains an up-to-the-minute file and associated data on all Tables of Basic Allowances, Tables of Allowances, and Tables of Organization and Equipment controlled by Army Air Forces, Army Ground Forces and Army Service Forces. Maintains liaison with the Publication Service, The Adjutant General's Office regarding the publication of Army Service Forces Tables of Basic Allowances, Tables of Allowances, and Tables of Organization and Equipment; assembles data for use in the preparation of directives, reports, correspondence and charts of statistical nature.
- (2) The *Construction Planning Branch* consists of the Continental United States Section, the Coordination and Analysis Section, and the Overseas Section.
 - (a) The *Continental United States Section* prepares directives for the formulation and maintenance of construction requirements in the continental United States, less determination of Army Air Forces requirements and plant facilities requirements, in terms of quantities and time schedules based on military needs and the possibilities of production and transportation, and issues directives to the Chief of Engineers for the execution of the construction program; maintains direct and constant contact with the various agencies of the War Department concerned with construction within the continental limits of the United States; reviews requests originating with a field agency on items of major construction, training, and technical projects; issues directives for the execution of these projects upon the determination of their military necessity.
 - (b) The *Coordination and Analysis Section* obtains the troop basis and furnishes to appropriate sections advance notices of anticipated changes of construction requirements; maintains an analysis of all construction authorized and capacities of all military establishments; analyses construction progress reports to insure that the time schedules are maintained; prepares for

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- publication construction policies and procedures as they are affected from time to time by production schedules, transportation and availability of materials; collates, analyzes, coordinates Section IV of the Army Supply Program and recommends necessary changes to overcome deficiencies; coordinates construction requirements and expenditure programs with fiscal programs and estimates; and accomplishes advance planning to extent of having areas available for immediate construction.
- (c) The *Overseas Section* prepares policies and procedures affecting construction outside of the continental United States; supervises overseas construction items in the Army Supply Program; collaborates with other War Department agencies including War Department General Staff in determination of military necessity for special overseas construction projects; prepares and maintains data indicating the relationship of completed and progressing construction to projected movements; issues directives to the Technical Services for execution of construction projects (excepting Army Air Forces projects) in areas outside the continental United States within which the Army Service Forces has been charged with responsibility for construction.
- (3) The *Development Branch* consists of the Engineering Section, the Operating Section, the Record Section, and the National Defense Research Committee Liaison Section.
- (a) The *Engineering Section* furnishes technical advice to the Operation Section, Development Branch, and assists in maintaining proper liaison with all the Technical Services, the principal manufacturers, research laboratories, and the National Defense Research Committee on development-engineering matters.
- (b) The *Operating Section* issues directives to the Technical Services for the development, modification, and classification, including standardization, of equipment and materiel; maintains liaison with the Navy Department, the Army Ground Forces, the Army Air Forces, the National Inventors Council, and representatives of the Allied Powers; follows closely the program of the more important development projects by personal visits to testing laboratories, proving grounds and facilities.
- (c) The *Record Section* maintains complete files on all development projects, supervises compilation of monthly status reports showing the progress of each project, and maintains contact with the developing arms and services to secure records necessary for the above purposes; maintains records and prepares digests of military information relating to foreign equipment and materiel.
- (d) The *National Defense Research Committee Liaison Section* maintains liaison between the National Defense Research Committee and the War Department and with the Coordinator of Research and Development, Navy Department, relative to National Defense Research Committee matters.
- (4) The *Liaison Branch* consists of the Coordination and Analysis Section, the Plans Section, and a Stenographic and Typist Pool.
- (a) The *Coordination and Analysis Section* secures information from the Operations Division and G-3 Division, War Department General Staff, Plans Division, Headquarters, Army Service Forces, G-3 Division, Headquarters, Army Ground Forces, A-3 Division, Headquarters, Army Air Forces, and the Miscellaneous Returns Section of The Adjutant General's Office and maintains liaison with other Divisions of the above Headquarters and in

addition with the Navy, the War Production Board, and such other governmental agencies as may be required to assist the Director and other branches of the Requirements Division on proposed actions which require extensive coordination and personal contacts; maintains currently revised records of troop bases, foreign bases and projects, especially with respect to total strengths, rates of activation and rates of flow of troops overseas, for ready consultation by other branches of the Requirements Division and extraction of specific information as required; collates, analyzes, and evaluates changes in troop and other bases affecting requirements, and in conjunction with the Plans Section, Liaison Branch, presents summary reports and specific recommendations to the Director, Requirements Division, with respect to changes in the troop basis and Army Supply Program; maintains continuing studies on plans, troop basis and other pertinent data with a view to anticipating new requirements or changes in existing requirements as far in advance as current planning permits; maintains a current complete set of Tables of Organization; and prepares such analyses and special studies relative to requirements as may be desired by the Director and other branches of the Requirements Division, based on currently available statistical reports, and especially with respect to testing the accuracy and adequacy of stated Army Supply Program requirements.

- (b) The *Plans Section* secures from joint planning agencies (through the Strategy and Policy Group, Operations Division, WDGS) or from other War Department planning agencies (through the Coordination and Analysis Section) such firm and timely data with respect to troop bases, strategic plans, training plans, rate of troop activation, flow of troops overseas, task force plans and specific operational plans as will enable the preparation and revision of Section I of the Army Supply Program to accurately report United States military needs. Utilizing the bases determined above, formulates and issues directives for the preparation and revision of Section I of the Army Supply Program by the Technical Services; maintains liaison with the Control Division, Army Service Forces, with respect to tabulating methods; secures from the Navy and the International Aid Division, the requirements of the Navy and United Nations to be included in Section I of the Army Supply Program; prepares necessary directives for the computation of special requirements; in conjunction with The Adjutant General, publishes and distributes Section I of the Army Supply Program, Section II as prepared and approved by the Army Air Forces with the aid of the Technical Services, Section III as prepared by the International Aid Division, Army Service Forces, and Section IV as prepared by the Chief of Engineers and approved by the Construction Planning Branch, Requirements Division; determines the timing and frequency of revision and publication of the Army Supply Program and the periods of time to be covered by the program; determines and supervises the preparation and use by the Technical Services of such equipment expenditure programs as may prove necessary; coordinates and issues the necessary instructions covering the use of the Army Supply Program for the purpose of estimating funds to be appropriated for munitions; and studies and makes recommendations for improvement in policies and procedures pertaining to the Army Supply Program, and the operation of the Requirements Division. Assists the

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Director, Requirements Division, in his special function of representing the Army Service Forces on the Joint Staff Planners and in keeping the Commanding General and key personnel of the Army Service Forces constantly advised of all studies and decisions of the Joint and Combined Chiefs of Staff affecting supply matters, and insuring that interested agencies of the Army Service Forces are represented, when desirable, on subcommittees of the Joint and Combined Staff Planners.

- (c) The *Stenographic and Typist Pool*, attached to the Liaison Branch, trains and maintains a small pool of stenographers and typists for use as required within the Requirements Division.
- (5) The *Program Branch* consists of the Ordnance Section and the General Supplies Section.
- (a) The *Ordnance Section* supervises the preparation of the Army Supply Program as to items procured by the Ordnance Department (except for items of exclusive interest to the Army Air Forces); verifies sections of the program submitted by the Ordnance Department to insure that data included is in accordance with directives; reviews and approves procurement directives for special items not included in the Army Supply Program; checks the Army Supply Program for proper balance between related ordnance items therein, and initiates corrective action where required. Adjusts ordnance requirements in the Army Supply Program in the light of long-term production possibilities, including: determination of the frequency of such adjustments; notification to the Production Division to present specific data as to deficiencies, in the light of availability of critical materials, facilities, manpower, and power required by program objectives; and determination, in consultation with the Production Division of the method to be used in making adjustments in each case, e.g., whether by lowering quantities or extending the time over which the quantities will be produced. Checks procurement schedules for ordnance items in the Monthly Status Report against interim requirements based on troop activation rates, requirements of task forces and other military requirements of a similar nature, and initiates corrective action in appropriate cases; prepares and distributes preliminary forecasts of requirements to give advance notice of anticipated changes; issues, in consultation with Purchases Division, directives to the Ordnance Department to procure equipment listed in the Army Supply Program; adjusts the Army Supply Program to conform to short-term production possibilities and changes in military needs; and prepares necessary studies and notifies higher authorities when requirements of the Army Supply Program cannot be met so that necessary adjustments can be made in operational plans and troop activation schedules. In conjunction with the Construction Planning Branch, Requirements Division, and the International Aid Division, analyzes reports of the Production Division, as to net deficiencies in basic resources and finished articles pertaining to ordnance items, and submits specific recommendations as to over-all adjustments of the Army Supply Program necessary to overcome deficiencies. Subject to policies established by higher authority, determines the order of preference of ordnance items in Section I of the Army Supply Program based on relative urgency of military needs; consults International Aid Division with respect to urgency of United Nations require-

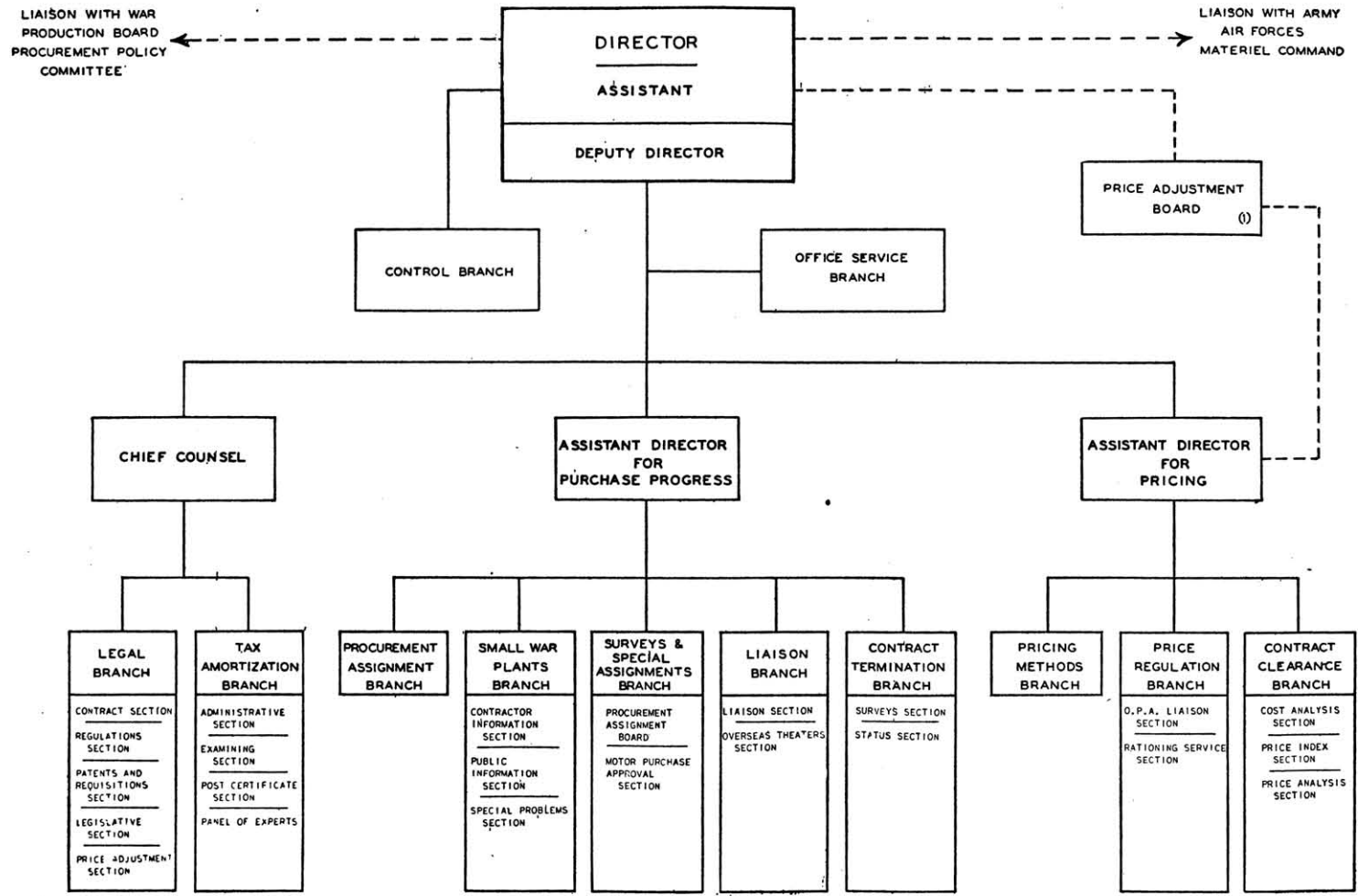
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- ments; authorizes procurement of initial spare parts as determined by end item requirements and adjusts procurement thereafter to reflect recommendations of the Maintenance Division; reviews over-all spare parts policies requirements to evaluate their effect on other requirements so far as procurement is concerned; with concurrence of the Director of Operations, revises spare parts policies in line with procurement possibilities; approves over-all spare parts policies affecting spare parts requirements for lend-lease countries; prepares analyses and summary reports as to over-all United States Army requirements and resources for ordnance items for ground troops for the use of the Munitions Assignments Committee (Ground); determines the United States Army requirements for ordnance items for presentation to Munitions Assignments Board and furnishes the agencies of the Combined Chiefs of Staff such information pertaining to ordnance materiel as is requested; reviews and approves maintenance and distribution factors used in requirements computations (with the exception of those peculiar to the Army Air Forces).
- (b) The *General Supplies Section* performs functions in respect to supplies and equipment procured by the Quartermaster Corps, Signal Corps, Corps of Engineers, Chemical Warfare Service, Medical Department, and Transportation Corps similar to those described for the Ordnance Section in (a) above.
- (6) The *Seacoast Defense Projects Branch* consists of the Technical Review Section, the Operations Section, and the Equipment Section (see AR 100-20).
- (a) The *Technical Review Section* analyzes new basic projects and supplements or revisions thereof; verifies coordination between the supplements and the basic projects; reconciles technical considerations and supply features with gunnery, fire control and tactical requirements; processes actions to insure coordination among all agencies concerned; upon request, furnishes technical advice concerning harbor defense projects to any War Department agency; maintains liaison with Operations Division, War Department General Staff, so as to insure that a current record of basic projects is available; maintains for current reference, a file of supplements and changes therein.
- (b) The *Operations Section* processes and reviews expenditure programs and requests for seacoast fortifications construction so as to insure that properly correlated action is taken by all Technical Services concerned; determines military necessity for requests not in accordance with approved supplements; coordinates construction directives with the Construction Planning Branch and issues directives relating to harbor defense projects; supervises compilation of such progress reports on seacoast defense projects as are necessary to coordinate the timing of the tasks of the Technical Services concerned.
- (c) The *Equipment Section* analyzes and correlates the equipment requirements for harbor defense projects; keeps the Technical Services, the Allowance and Program Branches of the Requirements Division and the Stock Control Division, informed of revised or additional project features that affect equipment requirements; maintains liaison with the Army Ground Forces; on call, assists Technical Services in preparing preliminary estimates of equipment prior to receipt of the supplement to the harbor defense project; collates harbor defense installations so as to facilitate computation of

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requirements; assists Technical Services in correlating types of equipment with structural designs and initiates action, if required, to coordinate responsibilities for the installation of equipment where collaboration between Technical Services is involved.

- (7) The *Administrative Section*, attached to the Office of the Director, handles civilian and military personnel, mail, office supplies, and records for the Division.



(1) ATTACHED TO THE PURCHASES DIVISION FOR ADMINISTRATION.

a. Mission.—To initiate and develop, together with the Technical Services, policies and procedures for the placement of supply and equipment orders for the War Department and to maintain continuous contact with procurement operations to insure that orders are placed properly and expeditiously. By delegation, the director acts for the Secretary and Under Secretary of War on all policy matters relating to Army Air Forces procurement.

b. Major functions.—(1) The Purchases Division performs the following staff functions:

- (a) Formulates and establishes policies, plans, and procedures concerning, and supervises the purchase of War Department supplies, equipment, construction facilities, and services and the making of purchase contracts for the War Department.
- (b) Supervises and coordinates, through the Price Adjustment Board, renegotiation proceedings relating to contracts and subcontracts with the War Department wherever it is determined that excessive profits have been realized or are likely to be realized.
- (c) Develops, establishes and supervises policies and procedures relating to the termination of War Department contracts.
- (d) Represents War Department on War Production Board Procurement Policy Committee.
- (e) Reviews progress of procurement and takes necessary steps through the Technical Services to expedite the purchasing function.
- (f) Serves as coordinating point for contact with and for the War Production Board, Office of Price Administration, and other Government agencies with respect to procurement policies and procedures for all Technical Services.
- (g)
 1. Clears, approves, and takes other action in respect to contracts, change orders, supplemental agreements, advance payments, awards, letter contracts, letter purchase orders, leases, amendments of contracts, and other contractual instruments.
 2. Approves contract forms and deviations from approved forms.
 3. Exercises the authority to make and amend contracts without regard to legal restrictions, delegated by the Under Secretary of War to the Commanding General, Army Service Forces, pursuant to the First War Powers Act, Title II (Bull. 36, W. D., 1941) and Executive Order No. 9001 (sec. III, Bull. 41, W. D., 1941).
- (h) Gives legal advice and counsel to the Director of Materiel, and the staff divisions under his supervision; also gives legal advice on matters relating to procurement to the other divisions of Headquarters, Army Service Forces; coordinates and expedites the procurement legal work of the Technical Services, and under the guidance of the Judge Advocate General, acts as the exclusive legal advisor to all divisions of Headquarters, Army Service Forces, on all questions of contract law and interpretation.
- (i) Drafts and reports on legislation and executive orders affecting procurement.
- (j) Establishes and directs policy in connection with advance payments and loans for the Technical Services and Army Air Forces.
- (k) Establishes and directs policy and procedure with respect to the need for and making of cost analyses.
- (l) Prepares, after coordination with the Army Air Forces, interested Technical Services and other agencies, all Procurement Regulations and other

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pertinent regulations and instructions relating to purchase policy and procedure.

- (m) Reviews requirements and regulations of Commissioner of Customs with respect to purchase of materials abroad.
 - (n) Initiates, directs, and coordinates War Department activities to implement work of small war plants corporations; assists manufacturers in establishing contacts with the proper Technical Services.
 - (o) Secures, in cooperation with other interested agencies of the War Department, the adoption and proper execution throughout the Army Air Forces and the Technical Services of appropriate purchasing policies in respect to the use and licensing of patents.
- (2) The Purchases Division directly performs the following functions for the Headquarters, Army Service Forces:
- (a) Administers provisions of Sec. 6, Bulletin No. 21, War Department, 1942, which requires approval of the Secretary of War for purchases of passenger motor vehicles for the Government.
 - (b) Processes requisitions and compulsory orders for the procurement of supplies within Headquarters, Army Service Forces, and obtains necessary clearances with respect thereto.
 - (c) Reviews, records, and prepares reports as to contracts which must be approved by the Under Secretary of War or his duly authorized representative.
 - (d) Assists, together with the Technical Services, in the securing of proper purchasing personnel.
 - (e) In conjunction with Technical Services, prepares and distributes Army Purchase Information Bulletin.
 - (f) Acts as representative of the War Department on the joint board created under the Patent Interchange Agreement with the United Kingdom.
- (3) In addition to the above, the Director of the Purchases Division coordinates with and assists the Price Adjustment Board of the Under Secretary of War's Office. Contact is maintained with Army Air Forces procurement to the end that Army Air Forces contracts and regulations are reviewed, processed, and coordinated. Liaison for Technical Services and Army Air Forces is maintained with the Special Legal and Liaison Division of the office of the Under Secretary of War.

c. Organization.—The Purchases Division consists of the Procurement Assignment Branch, the Small War Plants Branch, the Surveys and Special Assignments Branch, the Liaison Branch, the Contract Termination Branch, the Legal Branch, the Tax Amortization Branch, the Pricing Methods Branch, the Price Regulation Branch, the Contract Clearance Branch, Price Adjustment Board, Office Service Branch, and the Control Branch.

- (1) The *Procurement Assignment Branch* consists of the Procurement Assignment Board, and the Motor Purchase Approval Section.
- (a) The *Procurement Assignment Board* assigns responsibility for procurement and purchases to the appropriate service on items presented by the technical committees of the Technical Services, and reviews multiple procurement by the Technical Services so that such procurement may be centralized wherever necessary; cooperates with the Treasury Department, the War Production Board Procurement Policy Committee, and other Government agencies, in allocating responsibility for purchasing in connection with International Aid.

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- (b) The *Motor Purchase Approval Section* administers the provisions of Section 6 of Public Law 527, 77th Congress, published in War Department Bulletin, dated 12 May 1942, which requires approval of the Secretary of War for purchases of passenger-carrying motor vehicles by government agencies.
- (2) The *Small War Plants Branch* consists of the Contractor Information, Public Information, and Special Problems Section.
- (a) The *Contractor Information Section* handles such specific cases involving small war plants utilization as are referred directly to the Branch; assists prospective suppliers and Government agencies in establishing contact with proper purchasing offices of the War Department.
- (b) The *Public Information Section* prepares and disseminates information as to what the Army buys, and where it buys it.
- (c) The *Special Problems Section* studies and recommends action with respect to distressed areas or industries; reviews War Department procurement policy with respect to effect on small business; working with the Resources and Production Division and with contractors, analyzes specifications of items and components thereof procured by the Army in order to determine the possibility of increased utilization of small war plants in Army procurement.
- (3) The *Surveys and Special Assignments Branch* consists of the Survey Section and the Status Section.
- (a) The *Survey Section* conducts such surveys and performs special assignments as directed.
- (b) The *Status Section* receives and analyzes progress reports and prepares therefrom necessary material for use of the Liaison Section officers in the performance of their purchases expediting and coordinating functions.
- (4) The *Liaison Branch* consists of the Liaison Section, and the Overseas Theaters Section.
- (a) The *Liaison Section* evaluates purchasing operations of the Technical Services as to organization, procedures, and personnel, and makes recommendations for improvement; checks the Technical Services to see that purchase orders are placed properly and expeditiously; receives copies of purchasing and procurement responsibility assignments made by the Procurement Assignment Board and maintains continuous contact with the Technical Services to assure that such assignments are adhered to; processes such requests as come from the Services involving inter-branch purchase coordination; refers to the Procurement Assignment Board instances of multiple procurement for action by the Board.
- (b) The *Overseas Theater Section* develops suggested organization, policies and procedures for overseas theater procurement; when requested by Theater Commanders, assists General Procurement Agents in recruiting competent personnel for overseas procurement staffs.
- (5) The *Contract Termination Branch* develops and coordinates policies relating to the termination of War Department contracts; formulates with the assistance of Technical Services and other staff divisions, procedures for application in termination settlements; makes recommendations to the Under Secretary of War as to needed executive orders or legislation relating to current terminations; and initiates regulations and contract provisions dealing with this subject; consolidates Technical

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Services' records of current condition of contract terminations, following up with the Technical Services on those not completed within the specified time limit.

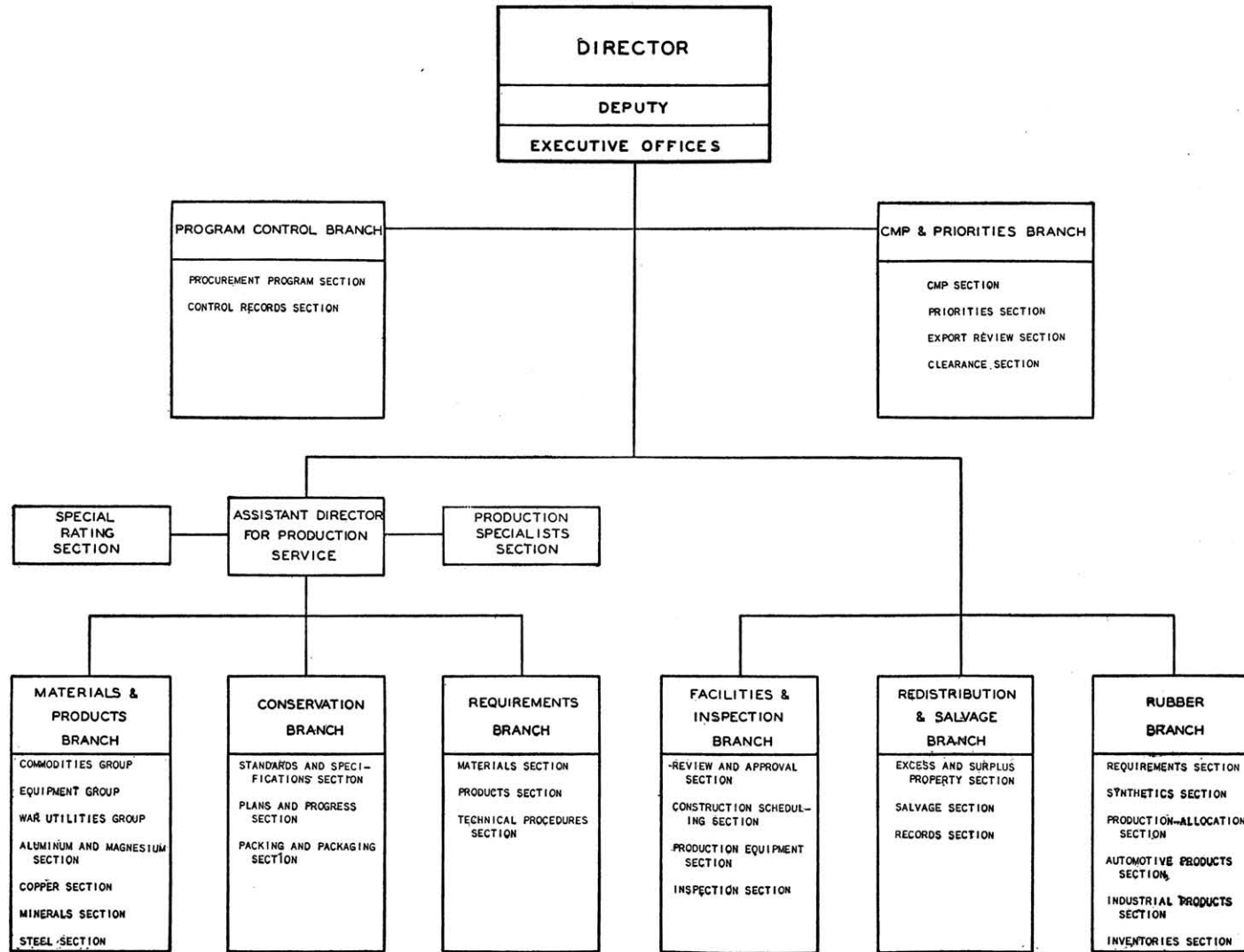
- (6) The *Legal Branch* gives legal advice and counsel to the Director of Materiel and the staff divisions under his supervision; also gives legal advice and counsel to the other divisions of Headquarters, Army Service Forces, in matters relating to procurement; coordinates and expedites the procurement legal work of the Technical Services and, under the guidance of the Judge Advocate General, acts as the exclusive legal advisor to all divisions of Headquarters, Army Service Forces, on all questions of contract law and interpretation. The Branch consists of the Contract, Patents and Requisitions, Legislative, Regulations, and Price Adjustment Sections.
 - (a) The *Contract Section* reviews for legal sufficiency contracts and other instruments relating to procurement which are presented to it; prepares and approves contract forms and clauses; disposes of all procurement legal problems not otherwise assigned including problems relating to regulations of the Office of Price Administration, taxation, accounting, other aspects of procurement (after coordination with other interested services and agencies) and similar matters.
 - (b) The *Patents and Requisitions Section* prepares forms for and processes compulsory orders and requisitions; coordinates requisitioning activities throughout the Technical Services, and secures, in cooperation with other interested agencies of the War Department, the adoption and proper execution throughout the Army Air Forces and the Technical Services of appropriate purchasing policies in respect to the use and licensing of patents; acts as representative of the War Department on the joint board created under the Patent Interchange Agreement with the United Kingdom; coordinates the activities of the Army Air Forces and the Technical Services pursuant to the Act of 31 October 1942 which provides for the adjustment of royalties paid by contractors for the use of inventions.
 - (c) The *Legislative Section* initiates and promotes, through the Special Legal and Liaison Division of the Office of the Under Secretary of War, proposals for legislation or executive action affecting procurement; studies and reports on similar matters initiated elsewhere; at the request of the Special Legal and Liaison Division of the Under Secretary of War's office, represents the War Department in connection with such matters.
 - (d) The *Regulations Section* prepares, after coordination with interested Technical Services and other agencies, all Procurement Regulations and instructions relating to purchase policy and procedure.
 - (e) The *Price Adjustment Section* advises the Price Adjustment Board on all legal matters.
- (7) The *Tax Amortization Branch* passes on and processes applications for tax amortization certificates on privately financed projects and prepares the necessary papers for approval of the Under Secretary of War. The Branch consists of the Administrative, Examining and Post Certificate Sections, and a Panel of Experts.
 - (a) The *Administrative Section* registers applications received, assigns office identification numbers to each application, maintains necessary follow-ups, and does the filing for the Section.
 - (b) The *Examining Section* reviews applications received, contacts other Government agencies for their comments, develops full facts on each case, and

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- makes recommendations to the Branch Chief as to the issuance of certificates.
- (c) The *Post Certificate Section* handles such amendments to certificates previously issued, as are occasioned by changes in the nature of the capital additions contemplated at the time of issuance of the original certificate.
 - (d) The *Panel of Experts* consists of men who are recognized authorities in the field of law, accounting and business administration, who are consulted on such applications as deemed advisable by the Branch Chief.
- (8) The *Pricing Methods Branch* coordinates the activities of the Army Air Forces and the Technical Services in all matters relating to pricing policies and procedures; develops forms and procedures to be followed by the Army Air Forces and the Technical Services in negotiating contracts; initiates and directs use by the Army Air Forces and the Technical Services of methods of price and cost analysis of end products and subassemblies and component parts thereof; initiates and directs the establishment in the Technical Services of adequate methods of checking, purchasing and contracting procedures of prime and subcontractors; assists in the preparation of manuals and other appropriate aids for procurement officers and arranges instructional material for such officers in price policies and methods. This Branch consists of the Cost Analysis, Price Analysis, and Price Index Sections.
- (a) The *Price Analysis Section* makes special price analyses and studies for the Purchases Division; develops in conjunction with other War Department price analysis agencies, methods and standards for the preparation of such analyses for ready use by Purchasing and Contracting Officers and Price Adjustment Sections and Boards.
 - (b) The *Price Index Section* gathers price data and maintains indices on items purchased by the Army (including Air Force) and for which the Army has price control responsibility.
 - (c) The *Cost Analysis Section* makes cost analyses and studies for the War Department Price Adjustment Board; develops in conjunction with other War Department cost analysis units, methods and standards for the preparation of such analyses for ready use by Price Adjustment Sections and Boards, and Purchasing and Contracting Officers.
- (9) The *Price Regulation Branch* consists of the O.P.A. Liaison Section and the Rationing Service Section.
- (a) The *O.P.A. Liaison Section* reviews proposed Office of Price Administration regulations; deals with the Office of Price Administration and Office of Economic Stabilization on specific requests for relief emanating from the Technical Services.
 - (b) The *Rationing Service Section* disseminates information to the Army, including the Air Force, regarding rationing regulations and procedures; handles requests for relief from rationing regulations.
- (10) The *Contract Clearance Branch* reviews and approves all awards of contracts and of contractual documents referred to the Director, Purchases Division, for approval; makes in connection with the review of awards and contractual documents, any necessary investigations; checks prices and compliance with regulations as to critical labor areas; supervises the use of compulsory orders; makes required reports of contract clearances to the Under Secretary of War and the Commanding General, Army Service Forces.

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- (11) The *Price Adjustment Board* performs the statutory duty imposed on the Secretary of War by the provisions of the Sixth Supplemental Appropriation of 1942 (as amended) to renegotiate contracts so as to eliminate excessive profits.
- (12) The *Office Service Branch* handles all Purchases Division civilian and military personnel matters, and maintains necessary records pertaining thereto; maintains central Purchases Division files; handles Purchases Division mail, and maintains necessary mail records; performs for Purchases Division various office services, such as assignment of office space, telephones, and office furniture and machinery.
- (13) The *Control Branch* currently evaluates the organization, methods and procedures of the Division; assists the Branch Chiefs in keeping their work-load and staff strength in balance; generally supervises the activities of the Office Service Branch; maintains contacts with the Control Division on matters affecting the Purchases Division.



a. Mission.—To aid in meeting the supply objectives of the Army Service Forces by initiating, developing and supervising policies and procedures relating to production activities of the Technical Services, including the acquisition, use and disposition of the necessary resources such as materials, products, and production facilities; to represent the Army Service Forces in the War Production Board on matters relating to production; to furnish appropriate representation on and provide administrative services for the Army and Navy Munitions Board.

b. Major Functions.—The Production Division performs the following staff functions:

- (1) Within the Army Service Forces and other designated agencies, formulates and supervises policies and procedures relating to all materials and production controls, such as the Controlled Materials Plan and Critical Common Component Scheduling.
- (2) Within the Army and other designated agencies, formulates and supervises priorities policies and procedures and exercises the priorities authority delegated to the Army and Navy Munitions Board by the War Production Board.
- (3) Coordinates and analyzes opinions on and formulates Army policy with respect to limitation, conservation, and priorities regulations and orders of the War Production Board, and reviews and handles Army Service Forces' appeals from the provisions of such regulations and orders.
- (4) Working with and through the Technical Services, makes recommendations and assists in taking remedial action to anticipate, avoid or overcome production difficulties and generally aids the Technical Services in meeting approved production schedules.
- (5) Analyzes the major factors bearing upon production and supply problems and serves as a source of information and advice on such matters for the Army Service Forces.
- (6) Formulates and supervises within the Army Service Forces policies and procedures designed to insure proper standardization and specification practices and the most economical use of resources.
- (7) Formulates and supervises policies and procedures relating to the preparing of requirements and the making of allotments of materials, components, subassemblies and products needed in connection with achievement of the supply objectives of the Army.
- (8) Recommends and initiates improvements in methods used in the Technical Services in connection with production scheduling and reporting.
- (9) Reviews all proposed changes in the Army Supply Program and advises Requirements Division concerning the feasibility of such changes in the light of available facilities and materials.
- (10) Reviews certain proposals for the building or expansion of industrial facilities to determine whether they are necessary and desirable, assists in expediting the completion of critically needed facilities, and formulates procedures designed to make available for other uses unneeded production equipment and facilities.
- (11) Formulates and supervises policies and procedures relating to inspection of materiel procured by the Army Service Forces.
- (12) Formulates and supervises within the Army Service Forces policies and procedures relating to the reporting, transfer and disposition of excess nonmilitary property and scrap and to the disposal of military property.

c. Organization.—The *Production Division* consists of the Materials and Products Branch, the Conservation Branch, the Requirements Branch, the Special Rating Section, and the Production Specialists Section—all of which report to the Director of the Division through the Assistant Director for Production Service; the CMP and Priorities Branch, the Program Control Branch,

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the Facilities and Inspection Branch, the Redistribution and Salvage Branch, and the Rubber Branch.

- (1) The *Materials and Products Branch* consists of the Commodities Group, Equipment Group, War Utilities Group, Aluminum and Magnesium Section, Copper Section, Minerals Section, and Steel Section.

Each of the Sections and Groups of the Materials and Products Branch, in the particular field of its responsibility, represents the Army Service Forces in the Industry Divisions and appropriate related committees of the War Production Board; keeps constantly informed concerning War Production Board orders, regulations and procedures and serves as a source of information for the Army Service Forces on these matters; with the assistance of the Requirements Branch secures from the Technical Services statements of requirements that are based on procurement plans established to meet the Army Supply Program or other authorized procurement; explains and defends such requirements before the appropriate Requirements and Allocations Committees in the War Production Board; initiates and assists in taking remedial action to avoid or overcome delays, obstructions and lack of balance in production, and, working with the appropriate Industry Divisions of the War Production Board, aids the Technical Services in all matters relating to scheduling and obtaining deliveries of critical items; cooperates with the Conservation Branch in initiating and promoting the substitution of less critical for more critical materials and the improvement and simplification of designs; reviews requirements of other Claimant Agencies and recommends modifications to prevent interference with the Army Supply Program; the Minerals Section of the Materials and Products Branch analyzes stockpiles, production, consumption, and working inventories of critical materials and makes reports and recommendations on these matters.

- (2) The *Conservation Branch* consists of the Standards and Specifications Section, the Plans and Progress Section, and the Packing and Packaging Section.

- (a) The *Standards and Specifications Section* initiates and supervises within the Army Service Forces policies and procedures in connection with simplification, standardization and technical specifications and coordinates such activities with other appropriate governmental and private agencies; reviews and approves Army Specifications for the purpose of eliminating duplication of specifications and effecting conservation of critical materials; maintains reference file of all specifications used by the War Department, and publishes annually an Index of U. S. Army and Federal Specifications; maintains official War Department liaison for all standardization activities with trade associations, technical societies, Navy Department, and other governmental agencies; represents the Army on Joint Army and Navy Committee for Specifications; formulates and supervises policies and procedures in the Technical Services covering catalog and nomenclature of all items of purchase and issue, coordinating this work with Procurement Division of the Treasury Department.

- (b) The *Plans and Progress Section* supervises, in cooperation with the appropriate Navy and other offices, draft revisions of and amendments to the "List of Prohibited Items for Construction Work" for consideration and issuance by the Army and Navy Munitions Board; represents the Army Service Forces in Conservation Division, War Production Board, and in other appropriate governmental and private agencies; collects, coordinates and transmits to the Technical Services information on relative criticalness of

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- materials; formulates policies and procedures in the Technical Services covering conversion, substitution and simplification of design or manufacturing process.
- (c) The *Packing and Packaging Section* in cooperation with the Storage Division, Army Service Forces, initiates and supervises policies and procedures concerning packing and packaging methods and specifications; represents the Army Service Forces on the War Procurement Agencies Container Coordinating Committee.
- (3) The *Requirements Branch* consists of the Materials Section, the Products Section, and the Technical Procedures Section.
- (a) The *Materials and Products Sections*, in the particular fields of their responsibilities, assist the Materials and Products, and Rubber Branches in the preparation of directives covering requirements studies, in the analysis, review, and approval of data submitted by the Technical Services pursuant to such directives, and in the presentation and advocacy of Army Service Forces requirements in the Industry Division Requirements Committees of the War Production Board; receive allotments made to the Army Service Forces by the War Production Board, and with the advice and concurrence of the Program Control Branch, determine the apportionment of such allotments (except for rubber); issue and make necessary transfers of allotments; review and approve requirements of materials and products involved in revisions of approved production or procurement schedules; prepare and maintain accounts relating to allotments of materials and products to the Army Service Forces and to the various Technical Services.
- (b) The *Technical Procedures Section* exercises staff supervision over the Technical Services in connection with procedures for obtaining, reviewing and coding bills of material used in developing accurate conversion factors for determining requirements; compiles, publishes and distributes the Army Service Forces "Official Materials Classification List"; assists the Technical Services in developing adequate procedures for computing requirements; assists in the preparation, review, and authentication of Army requirements; in cooperation with the Technical Services, develops procedures for maintaining records and controls of the receipt and disposition of allotments of materials and products.
- (4) The *Special Rating Section* represents the Army Service Forces in the Special Ratings Branch, Distribution Bureau, War Production Board, in connection with securing AAA and other upratings, rescheduling directives for emergency and bottleneck items, and the rating and uprating of construction projects within the limits of authority delegated to the Distribution Bureau of the War Production Board; suggests potential or alternate sources of supply in cases where out-of-line priority ratings or emergency rescheduling directives are not considered desirable; represents the Army Service Forces in reviewing applications for emergency priority treatment submitted by or through other government agencies in order to determine their effect on the Army Supply Program.
- (5) The *Production Specialists Section* carries out special assignments from the Assistant Director for Production Service involving remedial action required in order to avoid or overcome delays, obstructions and lack of balance in production.
- (6) The *CMP and Priorities Branch* consists of the Clearance Section, the Export Review Section, the Priorities Section, and the CMP Section.

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- (a) The *Clearance Section* obtains from the various interested units of the Army, opinions relating to limitation, conservation, and priorities regulations and orders of the War Production Board; coordinates and analyzes such opinions and formulates Army policy with respect to such regulations and orders; represents the Army on the Clearance Committee of War Production Board and presents to this Committee the Army viewpoint on all matters concerning limitation, conservation, and priorities regulations and orders of the War Production Board; reviews and handles appeals involving military contracts from the provisions of War Production Board limitation and conservation orders.
 - (b) The *Export Review Section* reviews quotas and programs of the Office of Lend-Lease Administration and Bureau of Economic Warfare covering indirect military and civilian requirements to evaluate them from a War Department viewpoint, determine their effect on the Army Supply Program and prevent unwarranted uses of critical materials; assigns preference ratings to cash orders for military use items being procured by or for foreign governments.
 - (c) The *Priorities Section* initiates and supervises within the Army and other designated agencies, policies and general procedures relating to priorities, and, in certain cases, reviews and processes priority applications; maintains liaison for and represents the Army and other designated agencies in connection with such matters in the appropriate Bureaus and Divisions of the War Production Board; assists representatives of government agencies and others regarding priority procedures; exercises responsibility in the Army and other designated agencies with regard to priorities under the authority delegated to the Army and Navy Munitions Board by the War Production Board.
 - (d) The *CMP Section* initiates and supervises within the Army Service Forces and other designated agencies, policies and general procedures relating to Controlled Materials Plan and Critical Common Component Scheduling; maintains liaison for and represents the Army Service Forces and other designated agencies in connection with such matters in the appropriate Bureaus and Divisions of the War Production Board; assists representatives of government agencies and others regarding CMP and Critical Common Component Scheduling procedures; initiates in consultation with the Military Training Division, Army Service Forces, such training programs within the Division and within the Technical Services as may be deemed necessary to carry out policies and procedures governing CMP and Critical Common Component Scheduling.
- (7) The *Program Control Branch* consists of the Procurement Program Section and the Control Records Section.
- (a) The *Procurement Program Section* reviews and initiates improvements in the procedures used by the Technical Services in scheduling end item and component programs, reporting of deliveries against objectives, and preparation of forecasts of deliveries; reviews and approves schedules submitted by the Technical Services in support of statements of requirements for materials and products; advises and concurs with the Requirements Branch as to the apportionment and transfer of allotments of materials and products, and, in cases where the Army Supply Program is affected, obtains concurrence

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of Requirements Division; represents the Army Service Forces in the War Production Board on matters of procurement programming; receives from the Technical Services applications, based on considerations of production expediency, for approval of procurement variations from Army Supply Program objectives and authorizes or disapproves such proposals, after obtaining the concurrence of the Requirements Division; concurs for the Production Division, with respect to the effect on materials and facilities, in all changes in the Army Supply Program, and, where such concurrence is appropriate, in related actions affecting procurement objectives.

- (b) The *Control Records Section* supervises preparation and publication of Section 1-A, Procurement, Section 1-C, Deliveries of Selected Items, and Section 1-D, Revised Delivery Forecasts, of the Monthly Progress Report; issues necessary instructions to the Technical Services in this connection and checks, reviews, and consolidates data submitted by them.
- (8) The *Facilities and Inspection Branch* consists of the Review and Approval Section, the Construction Scheduling Section, the Production Equipment Section, and the Inspection Section.
- (a) The *Review and Approval Section* receives from the Army Air Forces and Army Service Forces all proposals for new industrial facilities or expansions of existing industrial facilities requiring approval of the Headquarters, Army Service Forces, under provisions of Procurement Regulation No. 10; reviews all such proposals originating in the Army Service Forces, and, when favorable action is determined upon, prepares a report recommending approval by the appropriate Facility Committee of the War Production Board; establishes methods of analysis and procedure to be followed by the Technical Services in processing proposals for facility projects; supervises maintenance of data by the Office of the Chief of Engineers on the War Department industrial facility program and on the use and disposition of each project sponsored or built by the War Department; formulates procedures for handling cutbacks of facilities, and is generally responsible for the assembly and dissemination of information pertaining to the cutback program; exercises staff supervision over and aids the Technical Services in conversion to other uses of facilities rendered idle in whole or in part as a result of cutbacks; prepares correspondence and maintains records for the Under Secretary of War on the financing of all industrial facilities involving Expediting Production Funds.
- (b) The *Construction Scheduling Section* compiles and distributes urgency lists of uncompleted manufacturing facilities sponsored or built by the War Department; assembles and analyzes construction progress schedules on programs of critical importance; aids in effecting delivery of critical items for such programs; assists in defending needs of War Department facilities against competing programs and advises on priorities and allotments affecting particular facility programs; supervises administration in the Army of the Army and Navy Munitions Board "List of Prohibited Items for Construction Work".
- (c) The *Production Equipment Section* initiates and supervises activities and formulates policies and procedures in the Technical Services designed to make available for other uses unneeded items of production equipment in facilities under their control; prescribes methods for and supervises com-

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- pilation of inventory of production equipment owned by the War Department.
- (d) The *Inspection Section*, in connection with inspection of materiel procured by the Army Service Forces, formulates and supervises policies and procedures designed to eliminate duplication and to produce uniformity and simplification of practices; reviews all proposed inspection instructions before publication and supervises the preparation and maintenance of an Inspection Manual for use in the Army Service Forces; reviews the reports and recommendations on inspection practices made by the Inspector General and supervises the taking of appropriate action by the Technical Services; serves as contact point for the Army Service Forces with other Government agencies on inspection matters.
- (9) The *Redistribution and Salvage Branch* consists of the Excess and Surplus Property Section, the Salvage Section, and the Records Section.
- (a) The *Excess and Surplus Property Section* formulates policies and procedures relating to the reporting and transfer of excess raw materials, work-in-process, industrial supplies, industrial tools and equipment, including construction equipment not acquired for tactical units, real estate and industrial facilities within Army Service Forces or among Army Service Forces contractors and determines when such items are surplus to the War Department; formulates policies and procedures for disposition of property surplus to the War Department, excepting property pertaining to Army Air Forces; represents Army Service Forces in the Redistribution Division of War Production Board.
- (b) The *Salvage Section* formulates policies and procedures relating to facilities for, organization of, and activities of salvage personnel in connection with all types of property, including collection and classification of salvage into reclamation and scrap, collection and segregation of scrap and waste and disposal of military and nonmilitary scrap and waste and items of un-serviceable property of a military nature; reviews manuals and recommends procedures applicable to the collection, classification, segregation, reclamation, and shipment of battlefield salvage and scrap; represents Army Service Forces in the Salvage Division, War Production Board.
- (c) The *Records Section* formulates within the Army Service Forces policies and procedures for the maintenance of control records concerning salvage, scrap, waste and redistribution of excess and surplus property, maintains summary records and coordinates with other Divisions of Headquarters, Army Service Forces, concerning fiscal and accounting records relating to these matters; maintains lists of certain items of excess and surplus property.
- (10) The *Rubber Branch* consists of the Requirements Section, the Synthetics Section, the Production-Allocation Section, the Automotive Products Section, the Industrial Products Section, and the Inventories Section.
- (a) The *Requirements Section* formulates procedures relating to preparation by the Technical Services of requirements statistics covering natural, reclaimed, and synthetic rubbers and rubber products; reviews and concurs in, or approves where appropriate, all changes in Army specifications, procedures and programs on matters relating to rubber and rubber products; continually studies, with Office of Rubber Director, status and forecasts

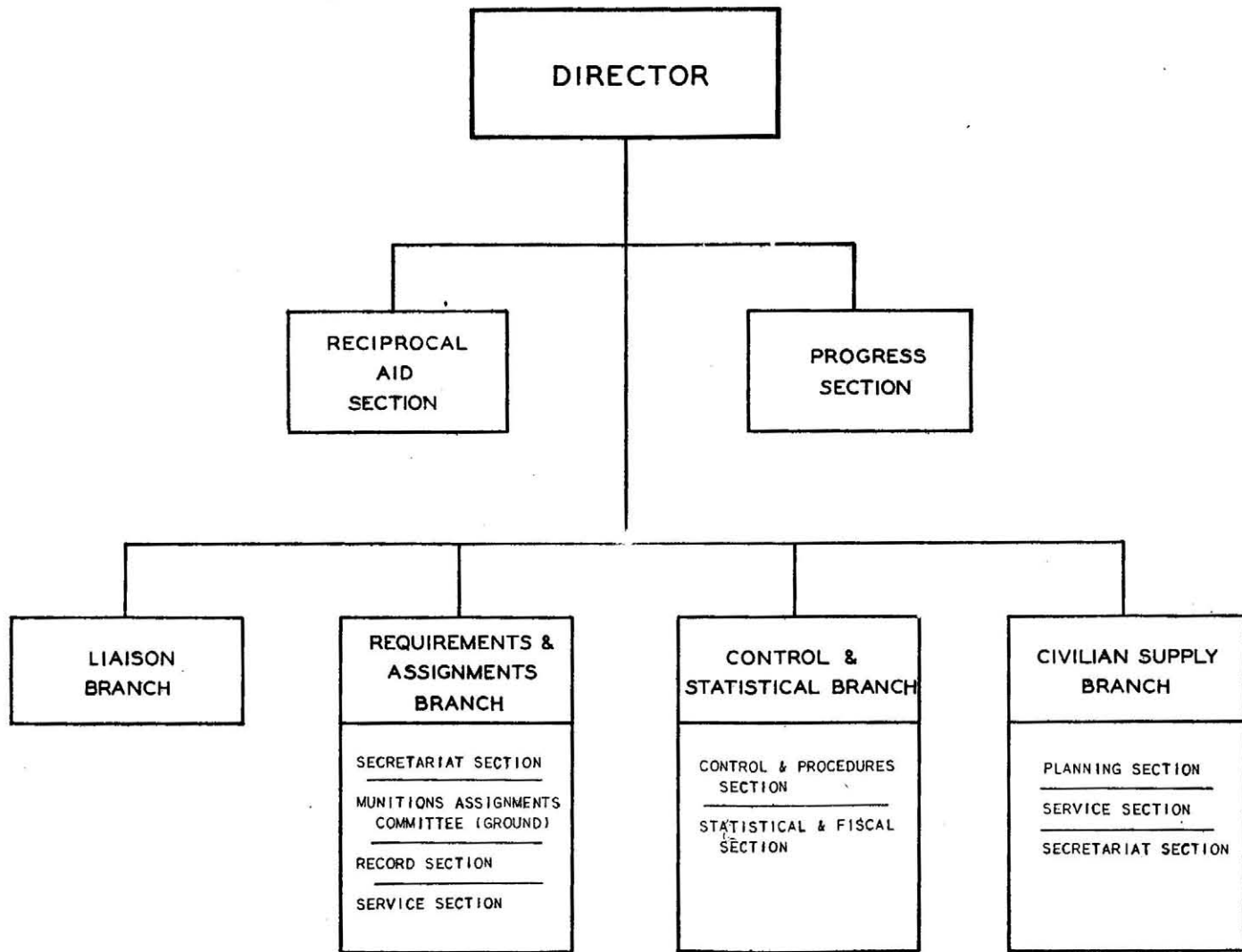
PRODUCTION DIVISION

of United Nations rubber and synthetic rubber stockpiles, and keeps higher authority and the Technical Services informed; maintains close relations with all government agencies concerned with the supply and use of rubber and rubber substitutes.

- (b) The *Synthetics Section* furnishes the Technical Services with information on the properties of synthetic elastomers and substitutes and suggests possibilities of substituting them for natural rubber; studies the uses and necessary qualities of articles procured by the Technical Services and initiates research into the improvement of synthetic materials; maintains official liaison with the Office of the Assistant Deputy Rubber Director for Synthetic Processes; consults with the Office of the Rubber Director on matters relating to the program of synthetic plant construction.
- (c) The *Production-Allocation Section* initiates and supervises policies and comprehensive programs in the Technical Services involving rubber facilities, production, procurement, reconditioning equipment and repair materials; cooperates with the Redistribution and Salvage Branch on matters connected with salvage of rubber; coordinates directives, circulars and memoranda dealing with the production of rubber products originating in the Technical Services; furnishes technical advice and assistance in connection with screening of requisitions from theaters of operations for rubber products, reconditioning equipment and repair materials; screens Lend-Lease and International Aid requisitions involving rubber processing and reconditioning equipment; supervises policies for allocation of contracts for reconditioning Army Service Forces' tires and other rubber products; maintains official liaison with government agencies and the rubber manufacturing industry and its suppliers on matters relating to the production of rubber products.
- (d) The *Automotive Products Section*, in the field of automotive rubber products, and the *Industrial Products Section*, in the field of industrial rubber products, initiate and supervise policies and comprehensive programs in the Technical Services involving rubber content, size, shape, design, application, conversion to synthetics and development; cooperate with Facilities and Inspection Branch on matters concerning inspection; furnish technical advice and assistance to organizations reporting to the Director of Operations, Army Service Forces, in matters concerning standard and preventive maintenance, reconditioning, reclamation, and the technological aspects of storage and use; review and concur in, or approve where appropriate, changes in Army rubber specifications, procedures and programs; coordinate all directives, circulars and memoranda originating in the Technical Services dealing with technological matters relating to rubber products; screen Lend-Lease and International Aid requisitions involving rubber products; clear industry appeals from War Production Board limitation orders involving such products; maintain official liaison with government agencies and the rubber manufacturing industry and its suppliers on all technological matters other than those relating to production.
- (e) The *Inventories Section* initiates and supervises, in cooperation with organizations reporting to the Director of Operations, Army Service Forces, policies and comprehensive programs in the Technical Services involving control of inventories of all rubber products; coordinates all directives,

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circulars and memoranda originating in the Technical Services dealing with this matter; issues instructions for the guidance of the Technical Services as to the proper use of inventory information in connection with their procurement of rubber products; cooperates with the Office of Price Administration and the Office of Defense Transportation in their control of the supply and use of rubber and rubber products; maintains official liaison with government agencies and the rubber manufacturing industry and its suppliers on matters relating to control of inventories of rubber products.



a. Mission.—To insure that the requirements of the Lend-Lease countries for munitions of war (other than for their naval and air forces) are received, edited, screened, processed and given appropriate staff and technical service action to the end that such countries may be supplied with war materiel required by them in the common effort of accomplishing the complete defeat of the enemy; and to determine and present requirements for civilian supplies for use by the military in liberated and occupied areas.

b. Major functions.—(1) The International Aid Division performs the following staff functions:

- (a) Establishes policies and procedures governing War Department lend-lease matters, including reciprocal aid, and is responsible for the supervision of the Technical Services' performance in effectuating such policies and procedures.
- (b) Performs all appropriate staff and coordinating functions in connection with the procuring and assigning of munitions of war to lend-lease countries.
- (c) Acts as staff coordinating agency within the Army Service Forces and maintains liaison with appropriate civilian agencies on problems of civilian supply in liberated and occupied areas.

(2) The Director, International Aid Division, performs the following functions for the Headquarters, Army Service Forces:

- (a) Collects, consolidates, and screens the munitions requirements of the Lend-Lease countries and presents such requirements to the Requirements Division, Army Service Forces, for inclusion in the Army Supply Program.
- (b) Directs the Technical Services to procure the munitions requested by the Lend-Lease countries that are not included in the Army Supply Program.
- (c) Assembles from other agencies in the Army Service Forces information as to the production and availability of munitions currently required by the Lend-Lease countries and requested for assignment by the Lend-Lease countries.
- (d) Makes recommendations as to assignments to the Munitions Assignments Committee (Ground) and represents the countries not otherwise represented on the Committee.
- (e) Follows the progress of munitions assigned to the Lend-Lease countries, facilitates their transfer, and directs prompt repossession of materiel which has accumulated beyond the capacity to ship.
- (f) Secures and approves for export to the Lend-Lease countries technical information, documents, and drawings of articles transferred under Lend-Lease.
- (g) Provides trained officer personnel for the London Munitions Assignments Board, the Canadian Assignments Committee (Army), the Indian Assignments Committee and for other agencies abroad for handling lend-lease and reciprocal aid matters.

c. Organization.—The International Aid Division consists of the Reciprocal Aid Section, the Progress Section, the Liaison Branch, the Requirements and Assignments Branch and the Control and Statistical Branch.

- (1) The *Reciprocal Aid Section* administers, plans and coordinates all reciprocal aid activities of the War Department within the United States and proposes reciprocal aid procedures for use in theaters of operations.

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- (2) The *Progress Section* takes necessary steps to make materiel assigned to Lend-Lease countries available for shipment, and expedites the shipment and export thereof.
- (3) The *Liaison Branch* maintains friendly relationships with representatives of the Lend-Lease countries; assists representatives of the Lend-Lease countries in the preparation and presentation of their requisitions for all items of war materiel except those procured by the Navy and Air Forces; presents their requests for assignment before the Munitions Assignments Committee (Ground).
- (4) The *Requirements and Assignments Branch* consists of the Secretariat Section Munitions Assignments Committee (Ground), the Record Section and the Service Section.
 - (a) The *Secretariat Section Munitions Assignments Committee (Ground)* prepares and distributes agenda for and minutes of the Committee; handles and prepares material on "dissent" and other special cases from the Committee to the Munitions Assignments Board; and issues transfer directives on items assigned by the Committee and the Munitions Assignments Committee (Air).
 - (b) The *Record Section* assembles data for and makes distribution of monthly assignment schedule books; maintains files and records dealing with procurement, production and assignment of material processed by the Division.
 - (c) The *Service Section* prepares the International Aid portions of the Army Supply Program and submits requisitions for "spot" or interim procurement to the Technical Services for analysis; issues procurement directives on approved items; analyzes and makes recommendations with respect to bids submitted by Lend-Lease countries to the Munitions Assignments Committee (Ground); and furnishes the Secretariat of subcommittees of the Munitions Assignments Committee (Ground).
- (5) The *Control and Statistical Branch* consists of the Control and Procedures Section and the Statistical and Fiscal Section:
 - (a) The *Control and Procedures Section* analyzes and evaluates efficiency of the operations of the Division and recommends changes of existing policies, organizations and procedures in situations requiring corrective action; formulates and reviews procedures to be used by the Technical Services in the handling of Lend-Lease transactions; conducts surveys of the International Aid organizations and field organizations of the Technical Services to determine the effectiveness of such procedures; and coordinates internal procedures of the Army Service Forces relating to lend-lease transactions with procedures and regulations of other governmental agencies and of the foreign governments.
 - (b) The *Statistical and Fiscal Section* establishes and supervises recording systems for obtaining statistical information from the Technical Services and other agencies; prepares, analyzes and evaluates statistical reports; consolidates statistical information from all sources for publication in a progress report of the activities of the Division; maintains necessary fiscal records regarding allocations, obligations, expenditures and transfers of funds appropriated to the War Department for the lend-lease activities of the Army Service Forces; and in cooperation with the Office of the Fiscal Director, Army Service Forces, assists in the preparation of the War Department budget and determines policies and procedures to be followed and reports to be submitted by the Technical Services in accounting for the

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utilization of funds appropriated for the Lend-Lease activities of the Army Service Forces.

(6) The *Civilian Supply Branch* consists of the Planning Section, the Service Section and the Secretariat Section:

- (a) The *Planning Section* prepares statements of requirements for civilian supplies for use by the military authorities in occupied and liberated areas; exercises staff functions in connection with the distribution of such supplies to theater commanders; plans and recommends War Department policies and procedures on such matters; and maintains liaison with interested agencies.
- (b) The *Service Section* provides the channel of communication between the Headquarters Army Service Forces and the Technical Services on all matters of civilian supply.
- (c) The *Secretariat Section* prepares and distributes agenda for and minutes of the various inter-staff meetings within the Army Service Forces called for the purpose of discussing and formulating plans and procedures on problems of civilian supply within the Army's sphere of responsibility; and compiles and maintains files on the activities of various civilian agencies of the government which are concerned with civilian supply and relief operations.

206.00

SECTION 206.00—OFFICE OF THE FISCAL DIRECTOR

206.00

(Charts and text will be supplied later.)

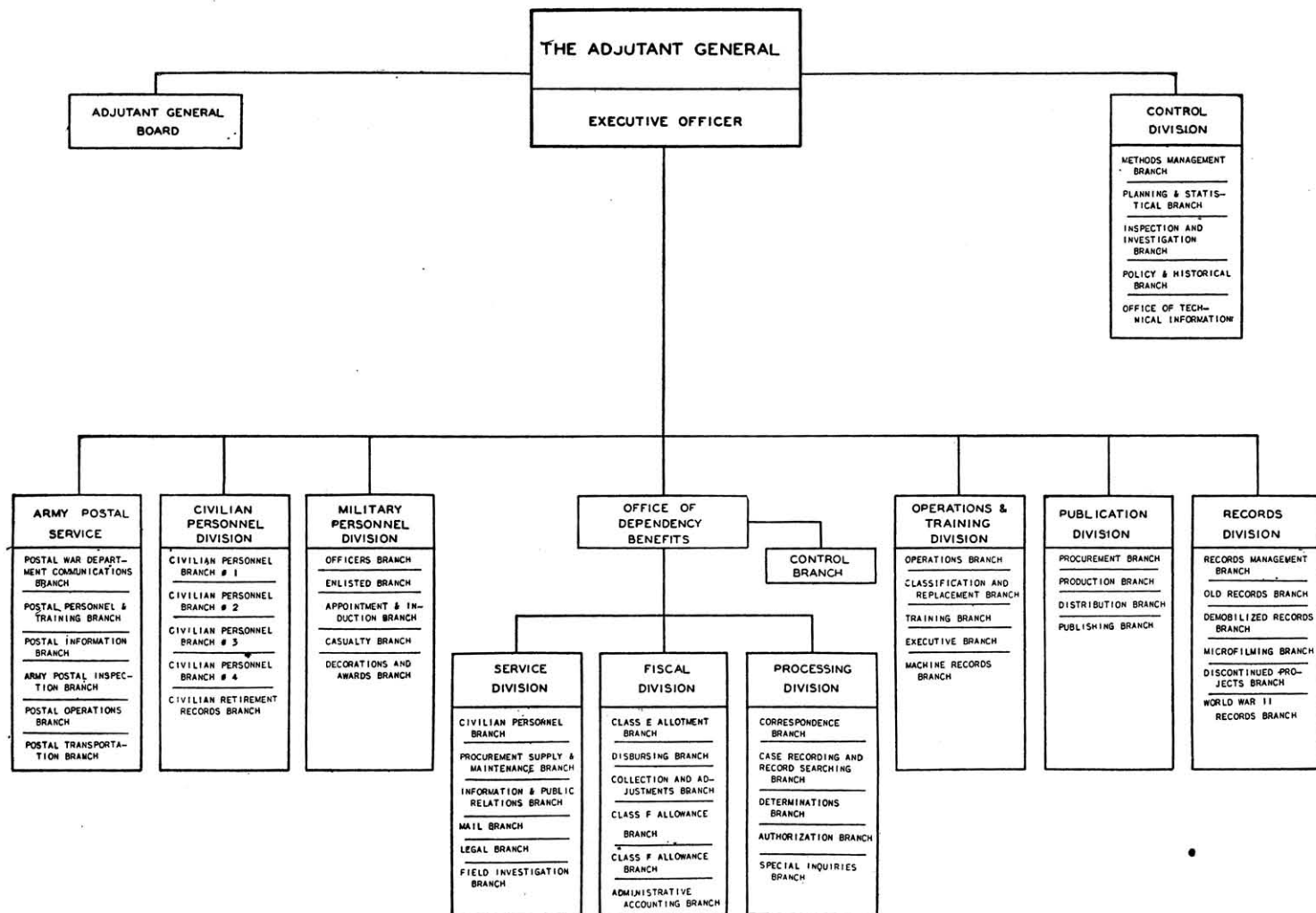
207.00

207.00 SECTION 207.00—OFFICE OF THE DIRECTOR OF ADMINISTRATION

a. Mission.—The Director of Administration assists and advises the Commanding General, Army Service Forces, on matters concerning the Services under his jurisdiction. He also assists and advises on matters pertaining to internal security, State guards and civil defense.

b. Major functions.—(1) Directs, supervises and coordinates the activities and functions of The Adjutant General, the Judge Advocate General, the Provost Marshal General, the Chief of the Army Exchange Service, the Chief of the National Guard Bureau, and the Executive for Reserve and ROTC Affairs.

- (2) Represents the War Department in the preparation of plans and policies pertaining to civil defense. Coordinates civil defense matters with the Office of Civilian Defense and other agencies.
- (3) Exercises staff supervision over all phases of the Army Service Forces internal security programs.
- (4) Formulates War Department policies and exercises supervision of planning and coordinating of all State guard activities.



207.01—THE ADJUTANT GENERAL'S OFFICE

a. Mission.—To carry out for the War Department and the Army, administrative functions concerning personnel, records, correspondence, publications, decorations and awards; to administer and disburse allowances and allotments of military personnel for family dependency; and to operate the Army Postal Service.

b. Major functions.—(1) The Adjutant General's Office performs the following staff functions:

- (a) Acts as The Adjutant General for the War Department.
- (b) Acts as Adjutant General for the Army Service Forces.
- (c) Develops qualification procedures, aptitude tests, and interview techniques for all military personnel.
- (d) Prepares regulations on personnel classification procedure.
- (e) Recommends disposition of all the permanent military or other records of which The Adjutant General is the legal custodian.
- (f) Determines office methods and procedures for the Army Service Forces.
- (g) Submits estimates to the Procurement and Accounting Division, Office, Secretary of War, for office supplies and operating equipment for The Adjutant General's Office and staff divisions of the Army Service Forces.
- (h) Establishes policies and prepares plans and procedures for the operation of the Army Postal Service.
- (i) Supervises the operations of Adjutant General Depots for the supply of publications.

(2) The Adjutant General's Office performs the following Headquarters operating functions:

- (a) Administers the procurement (except for officers of the Army of the United States appointed from civil life), appointment (subject to the approval of higher authority), promotion, retirement and discharge of all military personnel of the Army of the United States.
- (b) Is the channel of communication between the Secretary of War and the Army, and between the Chief of Staff and the Army, through the publication, authentication, and distribution of all orders, instructions, regulations, and announcements of established policies, issued at the direction of higher authority.
- (c) Is the custodian of, and controls the disposition of all permanent records of the War Department, and such other permanent records as may be prescribed by law, except such as are specifically exempted; and coordinates all business pertaining thereto.
- (d) Edits, indexes and provides for the printing, reproduction and distribution of publications authorized by the War Department.
- (e) Supervises and coordinates all staff civilian personnel activities in Headquarters, Army Service Forces.
- (f) Processes personnel actions, maintains personnel records and controls civilian personnel at Headquarters, Army Service Forces.
- (g) Maintains retirement records of all civilian employees of the Army Service Forces.
- (h) Administers and disburses allowances and allotments of military personnel for family dependency.
- (i) Prepares directives and supervises operations and procedures involving National Service Life Insurance, United States Government Life Insurance and Article IV of the Soldiers and Sailors Civil Relief Act.

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- (j) Announces the constitution, activation, strength and location of units, and maintains files of such announcements; also, the status, location and naming of posts and other installations.
 - (k) Processes recommendations for citations, decorations and awards; presents them to the War Department Decoration Board, and conducts correspondence relating thereto.
 - (l) Maintains liaison with the Secretary of War's Personnel Board; Director, Women's Army Corps; War Department Decorations Board; and the Army Emergency Relief.
 - (m) Maintains machine records.
 - (n) Administers all claims, medical reports and complaints regarding the activities of the Civilian Conservation Corps (in process of liquidation).
 - (o) Administers matters pertaining to discontinued projects.
 - (p) Processes all in-coming and out-going mail and classified documents.
 - (q) Supervises Army Service Forces mail rooms and message centers; operates War Department post offices, Army Service Forces pneumatic tube systems and the Army Courier Service for the Military District of Washington.
 - (r) Acts in the name of the Commanding General, or the Chief of Staff, Army Service Forces, on all routine administrative matters.
 - (s) Maintains central files for the War Department.
 - (t) Maintains a property accounting system for the requisitioning, receipt, storage and issuance of supplies and equipment for The Adjutant General's Office and staff divisions of the Army Service Forces.
 - (u) Assembles and disseminates interesting and constructive information covering all activities of The Adjutant General's Office in coordination with the Technical Information Division, Headquarters, Army Service Forces.
- (3) The Adjutant General's Office performs the following field operating functions:
- (a) Inspects both fixed and mobile Machine Records Units in the field.
 - (b) Operates the International Courier Service; expedites transfer of air mail at transfer points; and conducts field inspections of the operation of the Army Postal Service.
 - (c) Conducts field inspections relative to the operations of classification and replacement, and Adjutant General Department training.

c. *Organization.*—The Office of The Adjutant General consists of the Control Division, Military Personnel Division, Civilian Personnel Division, Operations and Training Division, Publication Division, Records Division, Office of Dependency Benefits and the Army Postal Service.

- (1) The *Control Division* obtains information regarding the efficiency of operations of the Adjutant General's Department; evaluates the effectiveness and progress with which plans of The Adjutant General are executed; recommends to The Adjutant General adjustments in policies, methods and organizations to increase such effectiveness and progress; coordinates the control activities of The Adjutant General's Office and Department; allocates and assigns space for Army Service Forces units in Washington and vicinity; edits requisitions for certain items of office equipment and furniture; and plans and develops programs to provide a continuous flow of information covering all activities of The Adjutant General's Office. It is subdivided into five branches: Methods Management, Inspection and Investigation, Planning and Statistical, Policy and Historical, and Office of Technical Information.
- (a) The *Methods Management Branch* conducts continuous inspection and investigation of methods, procedures, systems and forms within The

Adjutant General's Office; studies and determines the need for new and additional office equipment; provides services of specially trained personnel on methods and procedures when required; and prepares reports and makes specific recommendations for increasing the effectiveness of methods and procedures.

- (b) The *Inspection and Investigation Branch* continuously inspects and investigates execution of The Adjutant General's directives, policies, and plans, and coordinates all such activities between The Adjutant General's Office and field installations of the Adjutant General's Department.
 - (c) The *Planning and Statistical Branch* makes studies and recommends revision of Tables of Basic Allowances, Tables of Allowance, and Tables of Organization and Equipment affecting Adjutant General Sections. Prepares plans for consideration of The Adjutant General in providing for present and future demands of The Adjutant General's Department. Operates as an agency to control the allocation and distribution of space and office equipment to elements of the Army Service Forces located in Washington, D. C. and vicinity. Provides a service for all elements of the Army Service Forces for conducting surveys of office space, utilization of office equipment, flow of work, and office layout. Administers all matters pertaining to recurring statistical reports referred to The Adjutant General's Office.
 - (d) The *Policy and Historical Branch* maintains files on precedent and policy, conducts correspondence involving legislation and historical records; collects data and compiles the annual report of the Secretary of War and of The Adjutant General. This branch is also charged with the preparation of The Adjutant General's Section of the History of the Army Service Forces.
 - (e) The *Office of Technical Information* formulates plans and develops programs providing for a continuous flow of interesting and constructive information covering all activities of The Adjutant General's Office, within the policy and procedural limits established by the Technical Information Division, Headquarters, Army Service Forces; directs and supervises all public relations activities of The Adjutant General's Office to insure coordination and balance of programs and activities; maintains liaison, except in routine matters, with the War Department Bureau of Public Relations through the Technical Information Division, Headquarters, Army Service Forces.
- (2) **The Military Personnel Division** formulates and operates procedures pertaining to the procurement, maintenance, separation and records of military personnel for all components of the Army of the United States. It is subdivided into five branches: **Officers**, **Appointment and Induction**, **Casualty**, **Decorations and Awards**, and **Enlisted**.
- (a) The *Officers Branch* formulates and operates procedures pertaining to requisitioning, classification, allotment, promotion, assignment and reassignment (both in the United States and overseas), separation, and records of individual officers, nurses, warrant officers, and members of the Women's Army Corps; leaves of absence and duty rosters; detail and transfer from one branch of the service to another; and the compilation of information to be published in the "Army Register," and the "Army List and Directory."

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- (b) The *Appointment and Induction Branch* formulates and operates procedures pertaining to the appointment and induction of all military personnel for all components of the Army of the United States.
 - (c) The *Casualty Branch* receives and edits all casualty reports for personnel in the military service, both within the United States and outside the continental limits of the country; maintains files of casualties, sends notices to emergency addressees; prepares instructions for commanders in all theaters of operations regarding methods of handling casualty reports and correspondence in connection therewith; and finally disposes of mail addressed to personnel who have become battle casualties.
 - (d) The *Decorations and Awards Branch* recommends design and procurement of decorations and service medals and performs all administrative functions in connection with the award of same; maintains all records connected therewith; edits citations; transmits certificates of authority to private individuals, firms and corporations for the manufacture and sale of service medals, service ribbons and similar articles.
 - (e) The *Enlisted Branch* maintains records and correspondence files of all enlisted personnel of the Army of the United States; formulates and operates procedures pertaining to assignment, reassignment, promotion, transfer, retirement, and separation from service of enlisted personnel; prepares, processes and maintains records of general prisoners, including receipt of application for clemency, restoration to duty and home parole, and processing of recommendations in connection therewith for submission to the Secretary of War; examines and processes individual records of all enlisted men, including those retired and deceased; and issues allotment of grades and ratings on directives of higher authority.
- (3) The *Civilian Personnel Division* operates civilian personnel activities within the policy and procedural limits established by orders and regulations of the Secretary of War, Civil Service Commission, General Accounting Office, and Industrial Personnel Division, Headquarters, Army Service Forces; prepares all personnel functions relating to the civilian personnel of the Staff Divisions, Army Service Forces, except those under the Fiscal Director; exercises technical staff direction over the civilian personnel programs of the organizational units of The Adjutant General's Office located in Newark, N. J., New York, N. Y., and Omaha, Nebr.; establishes standards and procedures for the processing of all personnel actions pertaining to civilian employees, and effects the application of same; develops and operates specific induction, placement, classification, orientation training and employee relations programs; maintains records pertaining to employees' leave, retirement and pay; furnishes budgetary information and justification for personnel requirements; establishes and maintains consolidated records of retirement deductions of all civilian personnel, field and departmental, of the Army Service Forces, and certifies required individual retirement records and consolidated reports to the Civil Service Commission. It is subdivided into five branches and two separate sections: Civilian Personnel Branch No. 1; No. 2; No. 3; No. 4; the Civilian Retirement Records Branch; the Machine Record Training School Section; and the War Bond Section.
- (a) The *Civilian Personnel Branch No. 1* formulates and establishes standards and procedures for the processing of all personnel actions, within the policy

- and procedural limits established by higher authority. Develops and operates specific induction, placement, classification, training and employee relations programs. Maintains records pertaining to employees' leave, retirement and pay. Prepares reports to justify budget estimates. Performs above civilian personnel functions for Staff Divisions, Army Service Forces, located in The Pentagon, except those divisions under the Fiscal Director.
- (b) The *Civilian Personnel Branch No. 2* formulates and establishes standards and procedures for the processing of all personnel actions, within the policy and procedural limits established by higher authority. Develops and operates specific induction, placement, classification, training and employee relations programs. Maintains records pertaining to employees' leave, retirement and pay. Prepares reports to justify budget estimates. Performs all civilian personnel functions for those branches of The Adjutant General's Office located in The Pentagon, and the Microfilming Branch at Alexandria, Virginia.
- (c) The *Civilian Personnel Branch No. 3* formulates and establishes standards and procedures for the processing of all personnel actions within the policy and procedural limits established by higher authority; develops and operates specific induction, placement, classification, training and employee relations programs; maintains records pertaining to employees' leave, retirement and pay; certifies payrolls, prepares reports to justify budget estimates; performs all civilian personnel functions for those units of the Staff Division, Army Service Forces, which are located in the District of Columbia, east of the Potomac River.
- (d) The *Civilian Personnel Branch No. 4* formulates and establishes standards procedures for the processing of all personnel actions, within the policy and procedural limits established by higher authority. Develops and operates specific induction, placement, classification, training and employee relations programs. Maintains records pertaining to employees' leave, retirement and pay. Preparation of reports to justify budget estimates. Performs all civilian personnel functions for the Demobilized Records Branch at High Point, North Carolina.
- (e) The *Civilian Retirement Records Branch* administers all matters pertaining to civilian retirement records for all elements of the Army Service Forces within the policies and procedures prescribed by higher authority; establishes and maintains consolidated records of retirement deductions, keeping such records current from reports received from certifying officers; transfers Forms CSC 2806 to other appropriate retirement offices upon intradepartmental transfers, and to the Civil Service Commission upon absolute separation; receives, examines, and processes to the Civil Service Commission applications for refund, retirement, service credit, deposit, etc., and such information to the Civil Service Commission as may be required; and suggests changes in procedures of policies effecting retirement work.
- (f) The *Machine Record Training School Section* provides basic and refresher training of key punch machine tabulating operators and junior supervisors of IBM machines for IBM installations of the Army Service Forces located in Washington and in the field.

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- (g) The *War Bond Section* maintains a sales program for war bond payroll deductions, creates and distributes promotional material, records sales and delivery of bonds, and compiles progress reports pertaining thereto.
- (4) The *Operations and Training Division* formulates and operates procedures pertaining to operation and training. It is subdivided into five branches: Operations, Classification and Replacement, Training, Machine Records, and Executive.
- (a) The *Operations Branch* prepares correspondence; maintains station lists; supervises intradepartmental correspondence and files; administers Army Extension Courses; distributes training directives received from higher authority for promulgation; and prepares directives and instructions and supervises operation and procedures involving National Life Insurance, United States Government Life Insurance and Article IV of the Soldiers and Sailors Civil Relief Act. This Branch is designed to carry on all work that is not specifically charged to any other activity of The Adjutant General's Office.
- (b) The *Classification and Replacement Branch* conducts research in the development and validation of tests, interviewing procedures and other devices for the classification of military personnel. Formulates and operates procedures pertaining to the classification of enlisted men and the allocation of enlisted personnel from reception centers to replacement training centers, the assignment and movement of enlisted replacements from reception centers to replacement training centers and from replacement training centers to units and installations, the assignment and movement of enlisted replacements to units and installations departing for and returning from foreign service, and the maintenance of strength data for all units and installations receiving replacements.
- (c) The *Training Branch* develops and prepares training programs for special training units, prepares and standardizes methods, materials and aids for teaching and testing individuals in these units, under the supervision of the Director, Training Division, Army Service Forces; reviews and edits programs, schedules, and projected training materials for The Adjutant General's School and Army Administration Schools; maintains staff liaison and action between these schools and other Training Divisions and Branches; determines student qualifications and quota requirements for the Adjutant General's Schools and Army Administration Schools.
- (d) The *Machine Records Branch* codes pertinent data from military documents, records it in files of punch cards, which are supplemented by additional cards from Service Commands and field Machine Record Units; coordinates the latter units by publication of written standard operating procedures and instructions; and furnishes statistical information.
- (e) The *Executive Branch* acts as the coordinating agency for all divisions of The Adjutant General's Office; reviews correspondence prepared for the signature of The Adjutant General; furnishes estimates of required office supplies, furniture and equipment, and supervises the handling of mail and central files less 201 records.
- (5) The *Publication Division* coordinates, reviews, edits, indexes, revises and prepares for printing all military publications (with specified exceptions) of the War Department, and requisitions, procures, distributes, warehouses and ships same. Reproduces all approved material for the Army Service Forces and other War Department

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agencies in Washington and vicinity upon request; operates Central Reproduction Plant; exercises staff supervision over the distribution systems employed by Service Command Depots and Ports of Embarkation; and initiates action to eliminate nonessential, and improve the quality of essential publications. It is subdivided into four branches, a review board and a separate section: Procurement Branch; Publishing Branch; Production Branch; Distribution Branch; Publications Review Board, and Personnel Section.

- (a) The *Procurement Branch* procures publications and blank forms for the Army Service Forces, and equipment, supplies and materials for the Division. Prepares the annual Division budget. Receives, disburses and accounts for all allotted funds. Receives and stores materials, supplies and equipment for the Division. Makes pick-ups and deliveries of such publications in Washington area. Provides internal transportation and messenger service for the Division.
 - (b) The *Publishing Branch* determines and secures necessary clearances on all publications prior to printing or reprinting. Determines media through which Administrative Directives will be issued. Determines whether publications will be printed or otherwise reproduced, the format to be followed, and priority to be given in relation to other publications. Edits manuscripts for conformity with existing policies and regulations, reads proof for consistency with manuscript and instructions, reviews finished products and issues releases for distributions. Prepares periodical indexes and compilations of War Department Circulars, General Orders, etc.; and performs duties imposed by Federal Register Act of 1935. Maintains Translation Section for conversion of War Department publications into foreign language as directed.
 - (c) The *Production Branch* reproduces upon request all approval material in the Adjutant General's Central Reproduction Plant of the Army Service Forces and other War Department agencies in Washington and vicinity. Operates and maintains the plant's facilities, and trains technical operating personnel.
 - (d) The *Distribution Branch* determines quantities of publications and blank forms to be published for initial distribution and stock. Receives, stores, distributes and accounts for publications and blank forms received from the Government Printing Office, contractors and the Central Reproduction Plant. Exercises staff supervision over the operation of the distribution systems employed by the Adjutant General's Depots in Service Commands and publication sections in Ports of Embarkation.
 - (e) The *Publications Review Board* reviews and evaluates existing and proposed Army Service Forces publications and blank forms for the purpose of eliminating the nonessential, and directing the improvement of the quality of the essential ones. Advises the Director on formation of procurement, publishing, production and distribution policies.
 - (f) The *Personnel Section* serves the Director and Chiefs of Branches of the Publication Division in processing personnel actions concerning the status of potential and actual employees of the Division, and in maintaining prescribed personnel records.
- (6) The *Records Division* plans and directs the receipt, administration, maintenance, storage and preservation of all permanent records of the Army now in custody of The

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Adjutant General's Office, or which may hereafter be transferred thereto, except those authorized to be maintained by other agencies of The Adjutant General's Office. Conducts investigation, inspection, and exercises technical supervision of current record procedures and policies of The Adjutant General's Office, including the formulation and execution of plans for the transfer of records from the field and the various branches of the War Department, curtailment of nonessential records, disposal of obsolete records, and preservation of permanent records. Administers all War Department activities of discontinued projects assigned to it, and operates the microfilming plant. It is subdivided into six branches: Records Management Branch; Demobilized Records Branch; Discontinued Projects Branch; Old Records Branch; World War II Records Branch; and Microfilming Branch.

- (a) The *Records Management Branch* is charged with investigation, inspection and technical supervision of current record procedures and policies of The Adjutant General's Office, including the formulation and execution of plans for the transfer of records from the field and the various branches of the War Department, the curtailment of nonessential records, the disposal of obsolete records, and the preservation of permanent records.
 - (b) The *Demobilized Records Branch* is charged with receipt, administration, maintenance, storage and preservation of all records in the custody of The Adjutant General's Office for the period (in general) between 1 November 1912 and 8 September 1939, except those current records which are authorized to be maintained by other divisions of The Adjutant General's Office.
 - (c) The *Discontinued Projects Branch* takes all necessary action to effect the completion of War Department functions pertaining to the administration of such discontinued projects as may be assigned.
 - (d) The *Old Records Branch* is charged with receipt, administration, maintenance, storage and preservation of all records in the custody of The Adjutant General's Office for the period (in general) prior to 1 November 1912, except those current records which are authorized to be maintained by other divisions of The Adjutant General's Office.
 - (e) The *World War II Records Branch* is charged with receipt, administration, maintenance, storage and preservation of all records in the custody of The Adjutant General's Office for the period (in general) since 8 September 1939, except organization records which are authorized to be maintained by other divisions of The Adjutant General's Office.
 - (f) The *Microfilming Branch* is charged with conduct of all microfilming (except oversea mail) for the Army Service Forces, and such microfilming for other establishments as may be requested by them and approved by The Adjutant General; and also with the segregation and distribution of records incident to microfilming operations.
- (7) The *Office of Dependency Benefits* administers and disburses family dependency allowances and allotments as voluntarily authorized by members of the military establishment; makes all determinations on relationship, dependency, hardship, death gratuities, etc.; computes payments to be made to eligible beneficiaries; prepares and authenticates authorization forms and maintains liaison with the War Department Dependency Board. It is subdivided into three divisions and a

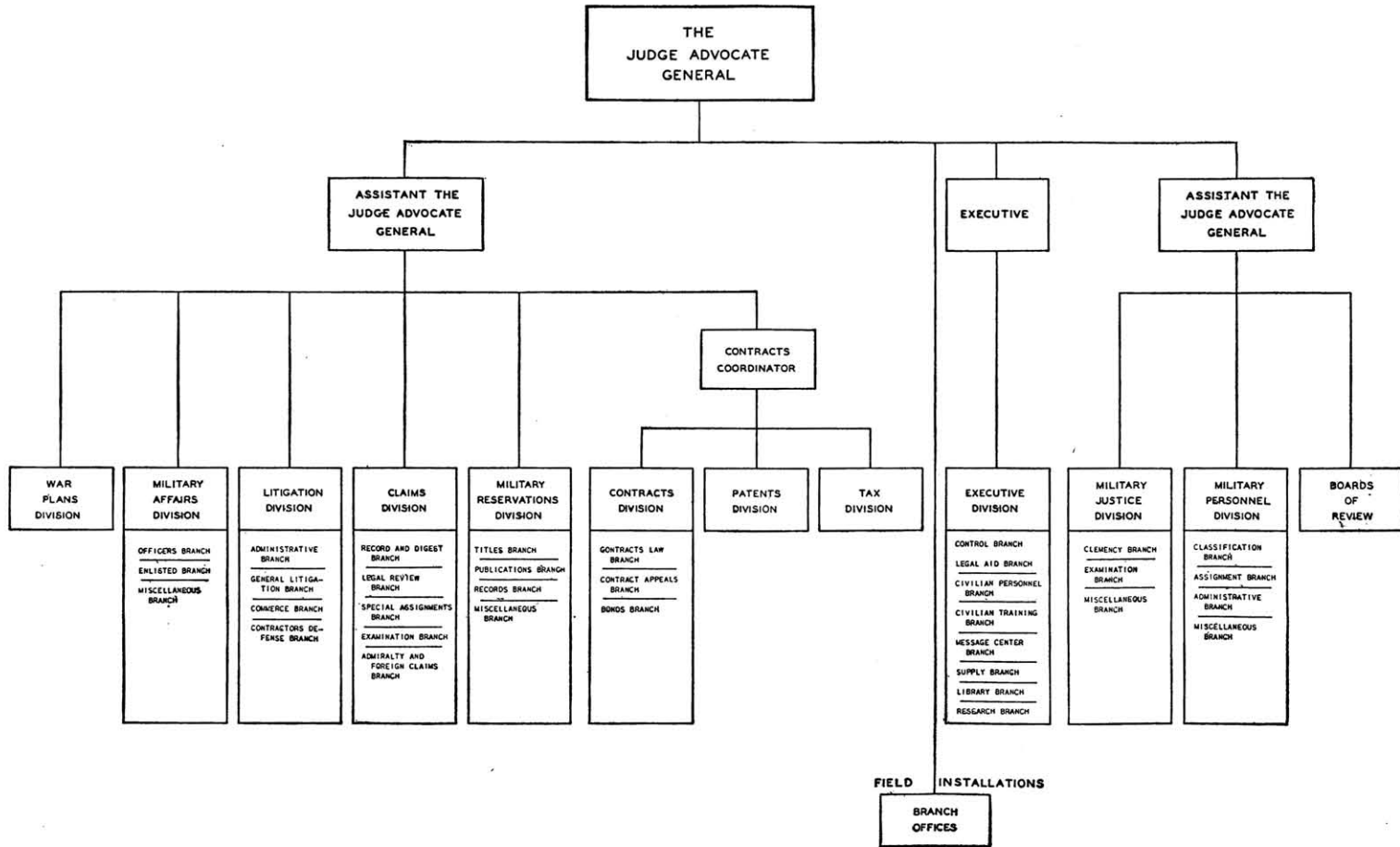
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separate branch. Service Division; Processing Division; Fiscal Division; and Control Branch.

- (a) The *Service Division* provides such services as mail facilities and messenger service, supply of personnel, procurement and maintenance of supplies and equipment, medical aid, legal assistance, investigation of claims; and it administers publicity activities of the Office.
 - (b) The *Processing Division* processes Class F Allowance and Dependency Allotment Cases, including the maintenance of case records, determination of eligibility for benefits under Public Laws 625 and 490 (77th Congress), and authorization of payments to such eligible dependents. Prepares general and special correspondence for other Branches of the Office.
 - (c) The *Fiscal Division* expends public funds provided for the benefits administered and the obligations incurred by the Office of Dependency Benefits. Prepares and disburses checks in payment of allowance and allotment accounts. Establishes and maintains accounts of all funds disbursed and remitted. Effects collections and adjustments on erroneously paid allowances and allotments. Maintains administration accounting records of the fiscal activities of the Office.
 - (d) The *Control Branch* constantly seeks to improve the efficiency of the Office of Dependency Benefits and to keep the essential elements of its operation before the Director by gathering data, analyzing the effectiveness with which operations of the Office are performed, recommending changes of policy, organization and procedure on the basis of these analyses, coordinating the activity of the various branches, measuring the progress of the operation and putting into effect policies and procedures ordered by the Director or by higher authority.
- (8) The *Army Postal Service* organizes, operates and supervises postal service for the Army in overseas theaters, and assists the civil postal establishment in providing postal services to Army organizations in the zone of the interior; organizes and operates postal service for civilians in occupied enemy territory; establishes, maintains and generally supervises mail and communication (other than classified) handling procedures in Washington, D. C., and vicinity; and maintains liaison with the Post Office Department for the War Department. It is divided into six branches: Postal Personnel and Training Branch; Postal Operations Branch; War Department Communications Branch; Postal Transportation Branch; Army Postal Inspection Branch, and Postal Information Branch.
- (a) The *Postal Personnel and Training Branch* administers matters connected with the procurement, assignment and training of postal personnel in the Army, including sections, organization, Tables of Organization and Equipment requirements.
 - (b) The *Postal Operations Branch* directs and coordinates Army Postal operations in the field.
 - (c) The *War Department Communications Branch* directs the establishment, maintenance and general supervision of mail and communication handling procedure (except those pertaining to classified communications, i.e., secret, confidential or restricted) of War Department Post Offices, Army Service Forces Message Centers, Distribution Centers and Pneumatic Tube Stations in Washington, D. C., and vicinity. Maintains liaison with the Post Office Department, and the Post Office, Washington, D. C.

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- (d) The *Postal Transportation Branch* plans and coordinates the transportation of mail for the armed forces of the United States located overseas; plans and coordinates activities at and between ports of embarkation in the forwarding of mail; coordinates officer courier service in the field and supervises courier service in Washington, D. C., and vicinity; considers and determines necessity for extensions of courier service.
- (e) The *Army Postal Inspection Branch* provides technical postal inspection service for all Army post offices and other Army mail handling units. Makes surveys and reports upon methods used in the handling of Army mail, and when so directed makes investigations of irregularities and complaints concerning such mail. Advises the Director as to the needs and conditions of the Army Postal Service.
- (f) The *Postal Information Branch* disseminates to the public through the Office of Technical Information, Adjutant General's Office, information regarding the Army Postal Service and postal operations. Coordinates with other branches to secure necessary information or investigation of complaints upon which to base replies in public statements.



a. Mission.—To serve as the chief law officer of the War Department and the chief legal adviser of the Secretary of War, the War Department, and the Military Establishment. To supervise the system of military justice throughout the Army, the work of all judge advocates of the Army, and the rendition of legal advice and services throughout the War Department and the Military Establishment. To operate the system of appellate review of records of general courts martial provided by Article of War 50½ and to furnish legal advice and service to all agencies of the War Department.

b. Major functions.—The Office of the Judge Advocate General, under the direction of the Director of Administration, performs the following functions:

- (1) Supervises the system of military justice throughout the Army.
- (2) Supervises the work of all judge advocates of the Army.
- (3) Supervises the rendition of legal advice and services throughout the War Department and the Military Establishment.
- (4) Operates the system of appellate review of records of general courts martial provided by Article of War 50½ and, for this purpose, establishes branches of his office wherever the Army is serving.
- (5) Furnishes legal advice and service to all agencies of the War Department on matters including those relating to claims by and against the Government; contracts with the Government; bonds of Government officials, contractors, and subcontractors; patents; copyrights; War Department land purchases, sales, leases, and grants; State and Federal taxation; litigation involving the War Department; the organization of the War Department and the Army; and the rights and obligations of military and civilian personnel of the War Department.
- (6) Controls and coordinates all patent activities of the War Department.
- (7) Represents the War Department in all litigation involving the department, except litigation arising out of rivers and harbors, flood control, and Washington aqueduct activities, and maintains liaison with the Department of Justice in connection with such litigation.
- (8) Recommends the appointment, assignment, and reassignment, and conducts the training of all judge advocates of the Army.
- (9) Maintains the office of record of all records of general courts martial, military commissions and courts of inquiry; all documents relating to the title to lands outside the District of Columbia under the control of the War Department; War Department patent assignments and licenses, and the records of the Army Section, Army and Navy Patent Advisory Board.
- (10) Prepares for publication the following War Department publications, supplements thereto, and changes therein: Military Laws of the United States; Military Reservations; Digest of Opinions of The Judge Advocate General of the Army; Bulletin of The Judge Advocate General of the Army.
- (11) Maintains the Military Law Library.
- (12) Exercises general administrative supervision with respect to the legal elements involved in claims against and in favor of the Government arising out of executed contracts, maritime accidents, and other claims authorized for administrative settlement under the various claims statutes.

c. Organization.—(1) The *Office of the Judge Advocate General* consists of the Judge Advocate General, two Assistants to the Judge Advocate General, the Executive Division, the Contracts Co-Ordinator, two statutory Boards of Review, the Military Justice Division, the Military Personnel Division, the Judge Advocate General's School,

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the Military Affairs Division, the Claims Division, the Contracts Division, the Patents Division, the Military Reservations Division, the War Plans Division, the Tax Division, and the Litigation Division.

- (2) One *Assistant to the Judge Advocate General* supervises the Boards of Review, the Military Justice Division, the Military Personnel Division, and the Judge Advocate General's School, and acts as chief adviser to the Judge Advocate General with respect to the system of military justice throughout the Army and the selection, training, and supervision of judge advocates.
- (3) The other *Assistant to the Judge Advocate General* supervises the Contracts Co-ordinator, Military Affairs, Claims, Military Reservations, War Plans, and Litigation Divisions, and acts as chief adviser to the Judge Advocate General with respect to the furnishing of legal advice and service to agencies of the War Department and the supervision of the rendition of legal advice and services throughout the War Department and the Military Establishment.
- (4) The *Executive Division* consists of the Control Branch, the Supply Branch, the Civilian Personnel Branch, the Library Branch, the Research Branch, the Message Center Branch, the Legal Aid Branch, and the Civilian Training Branch. The Executive, under the supervision of the Judge Advocate General, has general administrative supervision of the Office of the Judge Advocate General and the branch offices of the Judge Advocate General established with distant commands under A. W. 50½.
 - (a) The *Control Branch* obtains information regarding the efficiency of the operations of all elements of the office of the Judge Advocate General and the progress of the work of the office; studies the organization of the office, its research facilities, administrative procedures, procurement of supplies, and reports of work done; recommends changes in existing policies, organization, personnel, procedures and methods to overcome situations requiring corrective action, and prepares directives to carry out such changes; supervises preparation of the Bulletin of the Judge Advocate General of the Army, keeps the historical record, and performs the public relations work of the office.
 - (b) The *Supply Branch* performs office service functions.
 - (c) The *Civilian Personnel Branch* handles all matters pertaining to the appointment, pay, promotion, and transfer of civilian personnel of the office of the Judge Advocate General.
 - (d) The *Library Branch* operates the central library of the office of the Judge Advocate General, supervises the libraries of the divisions of the office, and supervises the libraries of the offices of judge advocates in the field.
 - (e) The *Research Branch* files and indexes all opinions of the Judge Advocates General of the Army and the Boards of Review rendered since 1842 and all records of general courts martial, military commissions and Courts of Inquiry appointed under authority of the United States since 1811. Compiles new editions of and supplements to the Military Laws of the United States and the Digest of Opinions of The Judge Advocate General of the Army. Under the supervision of the Chief, Control Branch, compiles the Bulletin of The Judge Advocate General of the Army. Maintains a legislative reference service. Assigns requests for opinions of The Judge Advocate General to divisions.

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- (f) The *Message Center Branch* receives, distributes, collects, and dispatches mail, telegrams, cables and teletype messages, safeguards classified documents, and provides messenger service.
 - (g) The *Legal Aid Branch* supervises the work of legal aid officers throughout the Army, maintains liaison with the American Bar Association and other civilian agencies which give legal aid to military personnel, furnishes all legal service required by the Soldiers' Home, and performs the legal aid work of the Office of the Judge Advocate General, including the rendition of legal advice to military personnel respecting their personal affairs, the drafting of wills, powers of attorney and similar legal documents, and the legal representation of inmates of the Soldiers' Home.
 - (h) The *Civilian Training Branch* trains newly employed stenographers and typists and provides a pool of stenographers and typists for use by operating divisions with peak loads of work.
- (5) The *Contracts Co-Ordinator* supervises the Contracts, Tax, and Patents Divisions and coordinates the legal work connected with Government contracts done by the Contracts, Patents, Tax, and Litigation Divisions and by legal agencies of the War Department outside the Office of The Judge Advocate General.
- (6) The *Boards of Review* exercise independent statutory duties under the provisions of Article of War 50 $\frac{1}{2}$; review court-martial records other than those coming within the purview of Article of War 50 $\frac{1}{2}$, when specially referred to the Boards; examine records of Courts of Inquiry; and conduct correspondence relating to such records.
- (7) The *Military Justice Division* consists of the Clemency Branch, the Examination Branch, and the Miscellaneous Branch.
- (a) The *Clemency Branch* examines all incoming court-martial records for the purpose of finding whether the sentences are within the allowable maximum limits and whether clemency should be extended immediately; handles all court-martial cases with a view to equalization of sentences; notes contents of holdings of Boards of Review; maintains equalization of sentence ledger; and prepares recommendations for clemency to be made to The Adjutant General.
 - (b) The *Examination Branch* examines as to legal sufficiency records of trial by general courts martial and military commissions which do not come within the purview of the Boards of Review; communicates directly with staff judge advocates in the field for instruction purposes and with a view to corrective action, and prepares necessary memoranda transmitting records found legally insufficient for reference to a Board of Review under the provisions of Article of War 50 $\frac{1}{2}$.
 - (c) The *Miscellaneous Branch* prepares opinions on points of law and procedure arising in the administration of military justice; sends out information covering military justice matters to judge advocates in the field, including military justice notes in the Bulletin of The Judge Advocate General of the Army; assists in the presentation of the Government's view in habeas corpus proceedings involving persons subject to military law; prepares recommendations to The Adjutant General with respect to the granting of general court-martial jurisdiction; and prepares recommendations to the Secretary of War with respect to wartime maximum sentences.
- (8) The *Military Personnel Division* consists of the Assignment Branch, the Classification Branch, the Administrative Branch, and the Miscellaneous Branch. It conducts

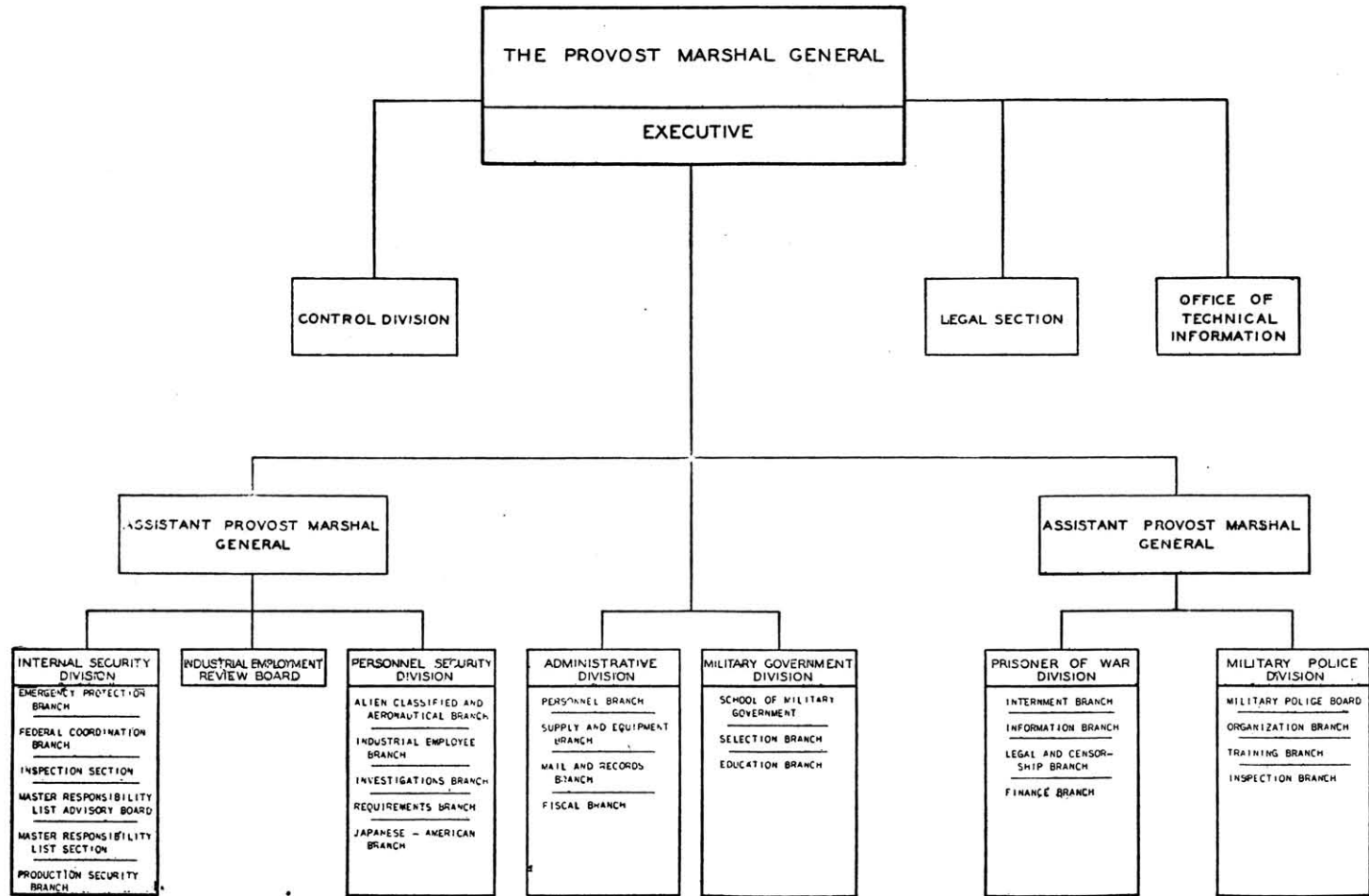
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- the military personnel administration of the Judge Advocate General's Department including all functions of the Judge Advocate General relative to procurement, assignment, transfer, reclassification, relief from active duty, discharge, retirement, promotion, decoration, and discipline of judge advocates of the Army.
- (9) The *Judge Advocate General's School* trains judge advocates and candidates for appointment or assignment as judge advocates.
- (10) The *Military Affairs Division* consists of the Officers Branch, the Enlisted Branch, and the Miscellaneous Branch. The division prepares opinions on questions of law pertaining to procurement, appointment, enlistment, pay and allowances, status, promotion, discharge, retirement, discipline, and administration of military and civilian personnel, and the organization of the War Department and the Army; prepares and revises drafts of legislation, reports, executive orders, and regulations relating to the foregoing matters; and prepares opinions on questions of law involving interpretation of laws and regulations not specifically allocated to other divisions of the office.
- (11) The *Claims Division* consists of the Examination Branch, the Legal Review Branch, the Special Assignments Branch, the Admiralty and Foreign Claims Branch, and the Record and Digest Branch. The Division exercises general administrative supervision with respect to the legal elements involved in claims against or in favor of the Government arising out of executed contracts, maritime accidents, and other claims authorized for administrative settlement under the various claims statutes; prepares opinions on law and procedure incident to claims and related matters, including reports to Congress on pending legislation, particularly private bills for relief; prepares drafts of revisions of Army Regulations relating to the foregoing matters, and maintains liaison with other agencies and departments relative thereto.
- (12) The *Contracts Division* consists of the Contracts Law Branch, the Bonds Branch, and the Contract Appeals Branch.
- (a) The *Contracts Law Branch* prepares opinions on questions of law as to the nature and extent of authority to contract; the availability of appropriations to contract; advertising; opening and awarding of bids; the negotiation, form, legal sufficiency, and effect of original and supplemental contracts and change orders; advance payments; rights and obligations arising upon modification, extension of time, renewal performance, delay, and breach of contracts; debarment of bidders; the assessment of liquidated damages; emergency purchases; acceptance of donations; the sale, lease, exchange, and other disposition of personal property; the construction and operation of contract provisions for unemployment, workmen's compensation, liability, and other forms of insurance.
- (b) The *Bonds Branch* examines as to legal sufficiency, form and execution, fidelity and surety bonds (bid bonds excepted), and consents of surety to modification of contracts; and maintains, for the War Department, files of powers of attorney indicating authority of representatives of authorized surety companies.
- (c) The *Contract Appeals Branch* represents the interests of the United States before the War Department Board of Contract Appeals.
- (13) The *Patents Division* supervises collection and preparation of evidence for use by the Department of Justice in defense of patent infringement suits filed against the

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United States; maintains files of patent assignments and licenses; prepares, files, and prosecutes applications for patents, interferences, and appeals; makes patent validity and infringement searches; renders opinion on questions of patents and copyright law; and maintains the records of the Army Section, Army and Navy Patent Advisory Board.

- (14) The *Military Reservations Division* consists of the Titles Branch, the Publications Branch, the Records Branch, and the Miscellaneous Branch.
- (a) The *Titles Branch* prepares opinions on questions of law pertaining to the acquisition, title, possession, and disposition of real property under the control of the Secretary of War, including questions relating to condemnation, purchase, title, encumbrances, limitations, boundaries, possession, transfers, deeds, easements, and leases; and drafts documents incident thereto.
 - (b) The *Publications Branch* prepares the War Department publication "Military Reservations."
 - (c) The *Records Branch* classifies, indexes, files, and preserves title records pertaining to military reservations and other land under the control of the Secretary of War, including deeds, easements, leases, licenses, and permits.
 - (d) The *Miscellaneous Branch* prepares opinions on questions of law relating to State and Federal jurisdiction over military reservations and other lands under the control of the Secretary of War; the administration of such property, including custody, control, buildings, roads, materials, licenses, and permits; flood control; and to the regulation, improvement, and use of navigable waters of the United States.
- (15) The *War Plans Division* prepares opinions on questions of law involving the laws of war, international law, military government, martial law, prisoners of war, internment of enemy aliens, billeting of troops, and related subjects.
- (16) The *Tax Division* prepares opinions on questions of law in which the principal problem is one as to the applicability of a Federal, State, or local tax; cooperates with other divisions of the office in the preparation of opinions in cases in which tax questions are presented incidentally; and conducts correspondence and conferences with State and local authorities for the friendly adjustment of controversies concerning the applicability of Federal, State, and local taxes to War Department and Army agencies, personnel, and activities.
- (17) The *Litigation Division* consists of the Administrative, General Litigation, Commerce and Contractor's Defense Branches. The Division takes or prepares all action required of the Judge Advocate General by AR 410-5 with relation to litigation affecting the War Department, excepting matters expressly assigned by the Judge Advocate General to other divisions or officers; arranges with the Department of Justice for proper representation of the interests of the Government in all such litigation, and cooperates with that Department in producing witnesses and documentary evidence as required; furnishes counsel to represent the War Department before Federal and State administrative tribunals in proceedings affecting the interests of the War Department; and (while these offices continue to be widely separated) provides such special liaison as may be required between the offices of the Secretary of War, the Under Secretary of War, the Assistant Secretary of War, and the Assistant Secretary of War for Air, as well as other War Department offices located in Washington, D. C.



a. Mission.—To recommend general policies and procedures whereby facilities and commodities which are the internal security responsibility of the Commanding General, Army Service Forces, will be made secure against all hazards including fire, accident, air raid, espionage, sabotage, and civil disorders, and to exercise general supervision over its operation under the staff supervision of the Director of Administration; to prepare general policies and procedures and exercise staff supervision over the Corps of Military Police, the internment of prisoners of war and enemy aliens, and the determination of loyalty of civilians in prescribed categories; to furnish trained personnel for civil affairs duties in occupied areas.

b. Major functions.—(1) The Office of the Provost Marshal General, under the Director of Administration, performs the following staff functions for the Commanding General, Army Service Forces:

- (a) Prepares, revises, maintains custody of and assists in the operations under the War Department Emergency Plan White, Counter Fifth Column Plan, and War Disaster Relief Plan, and reviews the Service Command Plans.
 - (b) Prepares general policies and procedures whereby the internal security responsibility of the Commanding General, Army Service Forces, will be discharged, and exercises supervision over the operation of the Internal Security Program, except where specifically charged to another agency.
 - (c) Prepares plans and procedures and formulates doctrine on matters relating to the Corps of Military Police.
 - (d) Exercises staff supervision over the determination of loyalty of civilians in certain categories important to the war effort.
 - (e) Exercises staff supervision over the internment, care, and treatment of alien enemies and prisoners of war.
- (2) The Provost Marshal General, under the supervision of the Civil Affairs Division, Office of The Chief of Staff, selects and exercises supervision over the training of personnel for civil affairs service in occupied areas.
 - (3) The Provost Marshal General, acting for the Secretary of War and the Secretary of the Navy, supervises and is responsible for the granting or denying of consent for the employment of aliens on aeronautical and classified contracts.
 - (4) The Provost Marshal General, acting for the Under Secretary of War, removes alleged subversives from private plants and War Department plants privately operated of importance to Army procurement.
 - (5) The Provost Marshal General, acting for the Assistant Secretary of War, performs prescribed functions for the Japanese-American Joint Board.

c. Organization.—The *Office of The Provost Marshal General* consists of the Provost Marshal General, two Assistant Provost Marshals General, the Executive Officer, the Administrative Division, the Control Division, the Industrial Employment Review Board, the Internal Security Division, the Legal Section, the Military Government Division, the Military Police Division, the Personnel Security Division, the Prisoner of War Division, and the Office of Technical Information.

- (1) *The Provost Marshal General* directs the accomplishment of his mission, and supervises the Military Government Division.
- (2) One *Assistant Provost Marshal General* supervises the Industrial Employment Review Board, the Internal Security Division, and the Personnel Security Division.
- (3) The other *Assistant Provost Marshal General* supervises the Military Police Division and the Prisoner of War Division.
- (4) The *Executive Officer* supervises the Administrative Division, the Control Division, the Office of Technical Information, and the Legal Section.

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- (1) The *Administrative Division* consists of the following branches: Personnel, Supply and Equipment, Mail and Records, and Fiscal.
 - (a) The *Personnel Branch* processes for military personnel orders, assignments, requests for transfer, and other customary services; maintains records on military personnel, personnel requirements, and allotments; coordinates with the Military Personnel Division, Headquarters, Army Service Forces.
 - (b) The *Supply and Equipment Branch* and the *Mail and Records Branch* perform office service functions.
 - (c) The *Fiscal Branch* prepares budget estimates for all activities under the direct jurisdiction of the Office of the Provost Marshal General; controls all funds allotted to the Office of the Provost Marshal General; coordinates activities within policies established by the Office of the Fiscal Director, Army Service Forces; advises on all fiscal or financial problems; supervises the preparation of annual estimates of required funds by various divisions, branches, and sections.
- (2) The *Control Division* performs the following staff functions: conducts surveys of the operations of the office; recommends adjustments in policies, methods, and procedures designed to effect maximum efficiency; follows up the execution of approved recommendations; keeps the Provost Marshal General informed of the progress of work; prepares and consolidates necessary reports; collects historical data; and maintains liaison with the Control Division, Headquarters, Army Service Forces.
- (3) The *Industrial Employment Review Board* acts for the Secretary of War and the Secretary of the Navy in reviewing denials of consent for the employment of aliens on aeronautical and classified War Department and Navy Department contracts when such consent is required under statute, regulation, or contract provision; acts for the Under Secretary of War in reviewing removals of individuals suspected of subversive activity from private plants or government-owned plants privately operated of importance to the war effort.
- (4) The *Internal Security Division* consists of the following branches: Emergency Protection Branch, Federal Coordination Branch, Inspection Section, Master Responsibility List Advisory Board, Master Responsibility List Section, and Production Security Branch.
 - (a) The *Emergency Protection Branch* prepares, revises, and has custody of War Department emergency plans, and analyzes and approves Service Command emergency plans; collects and disseminates information on all incidents threatening internal security; maintains situation maps, charts, and statistics to assist the Provost Marshal General in supervising emergency operations which require action by the War Department; exercises staff supervision over the military organization and training of plant guards as Auxiliary Military Police; prepares policies and exercises staff supervision over those phases of continuing protection involving physical prevention of unauthorized entry into facilities, including classified reproducers, and safeguarding of military information at such facilities.
 - (b) The *Federal Coordination Branch* maintains coordination on a national level with the War Production Board except for matters pertaining to fire and accident prevention equipment, the Navy, Federal Power Commission, Bureau of Mines, the Office of Civilian Defense, and all other interested Federal and private agencies on matters pertaining to the protection of facilities and commodities important to the prosecution of the war, and

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- prepares general policies and procedures incident thereto; obtains action by appropriate Federal Agencies upon recommendations of Commanding Generals of Service Commands, where the facility is not under contract with the War or Navy Departments; initiates and recommends passive defense policies pertaining to facilities and commodity storages.
- (c) The *Inspection Section* inspects internal security activities to determine adherence to established policies and procedures, except where these functions have been charged to other agencies.
- (d) The *Master Responsibility List Advisory Board*, composed mainly of liaison officers from Navy, Army Air Forces, and technical services, recommends which important war facilities and commodity storages should be added to or deleted from the Master Responsibility List and their priority ratings, based upon recommendations received from Service Commands, Technical Services, Resources Protection Board of the War Production Board, and other sources.
- (e) The *Master Responsibility List Section* maintains a current card file of all facilities and commodity storages important to the prosecution of the war and periodically publishes a Master Responsibility List; assigns, in coordination with the Master Responsibility List Advisory Board, responsibility for continuing protection thereof to appropriate Service Commands, Technical Services, Navy, Army Air Forces, or other agencies; maintains a card file of approved commercial reproducers of classified film, blueprints, and other such materials and periodically publishes a list of such approved reproducers.
- (f) The *Production Security Branch* prepares policies and supervises the Army Service Forces' Accident Prevention Program, and the Fire Prevention Program at facilities and commodity storages on the Master Responsibility List; maintains coordination with the War Production Board on matters pertaining to fire and accident prevention equipment; collaborates with the Chief of Engineers in matters pertaining to the installation of fire protection equipment at War Department installations on the Master Responsibility List; supervises protective surveys and inspections made to effectuate the Army Service Forces' continuing protection responsibility; supervises the Visitor Clearance Program; prepares and disseminates educational information pertaining to internal security.
- (5) The *Legal Section* investigates specific questions of law, not referred to the Judge Advocate General, involving State, local, and Federal laws, regulations, and orders affecting the Office of the Provost Marshal General.
- (6) The *Military Government Division* consists of the School of Military Government, the Selection Branch, and the Education Branch.
- (a) The *School of Military Government* (Charlottesville, Virginia) trains officers of the Army of the United States, between the grades of Captain and Colonel, inclusive, for subsequent assignment and detail to perform top general administrative functions of military government and liaison, and makes tentative estimates and plans for setting up military governments and liaison organizations.
- (b) The *Selection Branch* reviews processed applications received from the Officer Procurement Service, obtains confidential reports when desired, and makes recommendations for commissioning specially qualified civilians in the

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Specialist Reserve Section, Officers Reserve Corps, for future assignment to specialist functions in military government; maintains qualification standards for specialists; develops sources, both private and governmental, of apparently qualified individuals for consideration; maintains liaison and cooperates with the Officer Procurement Service regarding submission of applications by that agency.

- (c) The *Education Branch* arranges and supervises programs for military government training of specialists at the Provost Marshal General's School, Fort Custer, Michigan, (Specialist Officers' Course) and at Civil Affairs Training Schools in various civilian educational institutions; supervises programs for training of occupational military police at the Provost Marshal General's School (Company Officers' Course and Enlisted Course); maintains liaison with government research agencies and prepares military government handbooks from material submitted by such agencies; furnishes instructional material to colleges and universities participating in the training program; acts as a clearing house for data, statistical information, or studies to be used in connection with matters other than those of a strictly military nature arising in or concerning areas occupied as a result of military operations.
- (7) The *Military Police Division* consists of the Military Police Board, the Organization Branch, the Training Branch, and the Inspection Branch.
- (a) The *Military Police Board* plans film projects, writes scenarios for training films, prepares film strips, and assigns technical and military advisers to assist in production; makes service tests of Military Police equipment; conducts studies and research, and makes recommendations for the improvement of the Corps of Military Police.
 - (b) The Organization Branch recommends policies governing the selection, assignment, transfer, classification, and reclassification of officers and enlisted men of the Corps of Military Police officers and reassigns officers and enlisted men from Service Commands or Ports of Embarkation to other Service Commands and Ports of Embarkation to Defense Commands, Task Forces, and Theatres; recommends the disposition and use of Military Police organizations to higher authority, plans estimates and requirements for units and personnel, and recommends means for accomplishment; requests troop movements from Service Commands or Ports of Embarkation to other Service Commands and Ports of Embarkation, develops and processes Organization Sections of Tables of Organization and Equipment, and maintains data on proposed changes, coordinating with field agencies; develops and processes Equipment Sections of Tables of Organization and Equipment, and maintains data on proposed changes, coordinating with field agencies; represents the Military Police Division on various technical committees, coordinating with all Supply agencies of the War Department.
 - (c) The *Training Branch* initiates, formulates, and processes training doctrine and War Department policies for the Corps of Military Police; prepares training programs and curricula for the Provost Marshal General's School, the Military Police Replacement Training Center, and the Military Police Unit Training Center; prepares training programs and supervises the training of the Provost Marshal General's Replacement Pool; establishes student quotas and prepares allotment letters designating the number and

OFFICE OF THE PROVOST MARSHAL GENERAL

- type of students to attend the several Military Police schools and other specialist schools to which Military Police personnel are ordered; prepares, processes, and publishes training programs, manuals, and training memoranda; supervises the preparation of materials for films and film strips.
- (d) The *Inspection Branch* inspects periodically Military Police units in the field, and reports to the Provost Marshal General, to the Military Training Division, Army Service Forces, and to the Service Commands, on the status of training of such units; reviews reports of inspection relating to training, employment, and performance of Military Police units; recommends any changes needed to conform with established policies and suggests amendments to existing policies to improve the efficiency of Military Police units; maintains necessary records of pertinent information on the various Military Police units; maintains a number of inspectors observing the operation of Military Police in enforcing regulations concerning conduct of military personnel on trains, in stations, and in cities and towns.
- (8) The *Personnel Security Division* consists of the Alien Classified and Aeronautical Branch, the Industrial Employee Branch, the Investigations Branch, and the Requirements Branch.
- (a) The *Alien Classified and Aeronautical Branch* supervises, for the Secretary of War and the Secretary of the Navy, the granting or denying of consent for employment of aliens on aeronautical and classified War and Navy Department contracts, and exercises staff supervision over the decentralization of operating functions of the Alien Program to the Service Commands.
- (b) The *Industrial Employee Branch* provides staff supervision over the operation of the Industrial Employee Security Program whereby determination is made of the loyalty of the personnel employed at facilities and commodity storages important to Army and Navy procurement; orders the removal of alleged subversives and reviews Service Command orders of removal in compliance with the unnumbered War Department Circular, 5 February 1942; supervises the program whereby fingerprint cards or other identifying information is forwarded to FBI concerning alleged subversives removed from employment; certifies to the Industrial Employment Review Board appeals made by alleged subversives removed from employment in war industries.
- (c) The *Investigations Branch* maintains staff supervision and control over all loyalty investigations; exercises complete control over the duties and assignments of the enlisted personnel (sergeant-investigators); maintains direct contact with Commercial Investigative Agencies for the purpose of establishing and maintaining standards of investigations and reports; maintains liaison with the Chief of various Arms and Services requiring loyalty investigations and prepares programs for meeting adequately their personnel investigative needs; maintains liaison with the Federal Bureau of Investigation; exercises staff supervision over the operation of the Fingerprint Program in the service commands.
- (d) The *Japanese-American Branch* performs service functions for the Japanese-American Joint Board as required of the Provost Marshal General by the AGO directive of 20 January 1943, File AG 291.2 (1-19-43) OB-S-F; maintains central record files of Japanese-Americans cleared for em-

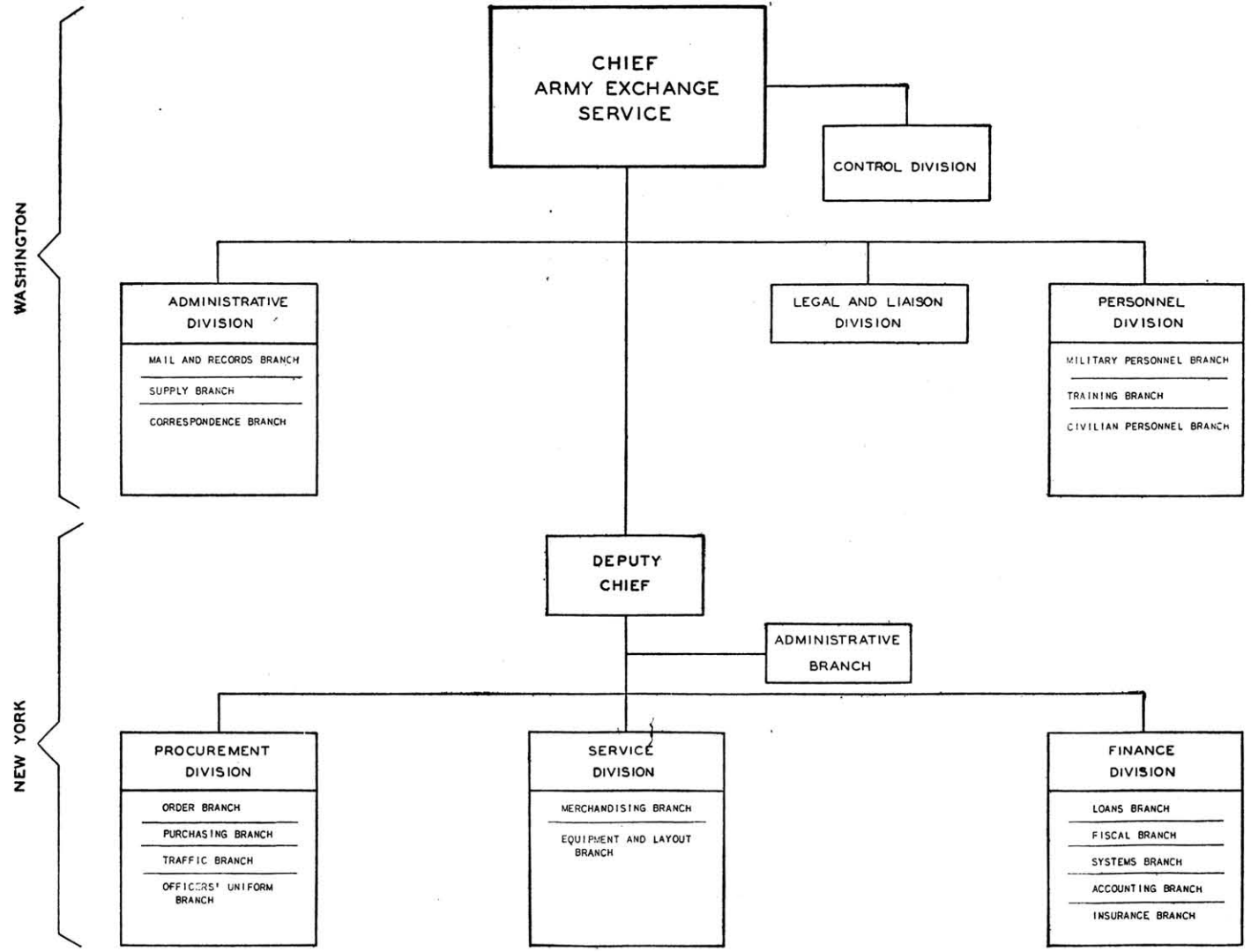
OFFICE OF THE PROVOST MARSHAL GENERAL

ployment in war industry by the Japanese-American Joint Board and the Provost Marshal General.

- (e) The *Requirements Branch* prepares and revises the various operational manuals of the Personnel Security Division; reviews reports of inspections and maintains follow-up systems on recommendations; maintains statistical analysis of service command reports to determine rate and direction of progress within the Service Commands; inspects Personnel Security activities in Service Commands to determine adherence to established policies and procedures.
- (9) The *Prisoner of War Division* consists of the Internment, Information, Legal and Censorship, and Finance branches.
- (a) The *Internment Branch* formulates policies and plans for internment of prisoners of war and enemy aliens in accordance with the Geneva Convention, 1929, and applies terms thereof in the administration of internment camps, prepares regulations for camps and conducts inspections to insure compliance with policies; determines necessity for construction of internment camps, secures authority therefor, suggests possible sites and approves final selections, approves camp layouts and suggests necessary alterations; determines necessity for activation of escort guard companies, submits requests to Director of Personnel, ASF, therefor; determines and requests allocation of guard companies to camps, requests allotments for service commands of personnel for camps and generally coordinates activities of all agencies concerned with internment camps; discharges the War Department responsibility relating to repatriation and exchange of enemy aliens and prisoners of war; allocates and directs transfers of prisoners of war and internees between Service Commands, from Ports of Debarkation, to temporary and permanent camps, and coordinates activities of all agencies concerned therewith; maintains records of location, capacity, number and nationality of internees and prisoners of war at each camp.
 - (b) The *Information Branch* maintains detailed records of all prisoners of war and internees by name, nationality, and serial number, including picture, fingerprints, vital information and records of personal property; receives record of capture from the International Red Cross or Protecting Power concerning all American prisoners of war taken by the enemy including men from Army, Navy, and civilian internees, and maintains detailed records, handles all correspondence with respect to American citizens detained abroad and American prisoners of war abroad, including advising next of kin of change of status; maintains the official central prisoner of war information bureau as provided for by the Geneva Convention of 1929, in respect to both enemy prisoners of war and civilian internees and American prisoners of war and internees in the hands of the enemy.
 - (c) The *Legal and Censorship Branch* prepares and revises internee regulations and passes on all legal matters relating thereto; answers correspondence relating to status of internees; reviews certain types of mail to and from internees including letters to government officials or departments and the Protecting Powers, official complaint letters for delivery to the Protecting Powers of the internee under the Geneva Convention, mail to be forwarded to aliens who have been repatriated, and checks on censorship to insure

prompt delivery of mail; processes petitions for repatriation of enemy aliens and renders legal opinions in regard to the interpretation of the Geneva Convention and discharges War Department responsibility relating to release or parole of internees and transfers to the Department of Justice.

- (d) The *Finance Branch* arranges procedures whereby camp commanders handle all financial affairs of internees, accounting for all money in a Trust Fund account and securities and other valuables for safekeeping. Coordinates this procedure with Chief of Finance, General Accounting Office and Treasury Department and establishes procedures for the maintenance by camp commanders of detailed records of all funds of internees; and of amounts credited to such internees under the Geneva Convention.
- (10) The *Office of Technical Information* collects, prepares, and disseminates technical information relating to the over-all operation of the Office of the Provost Marshal General, and analyzes, evaluates, and makes recommendations as to news releases; maintains liaison with the Technical Information Division, Army Service Forces, and the War Department Bureau of Public Relations.



WASHINGTON

NEW YORK

207.04—ARMY EXCHANGE SERVICE

a. Mission.—To formulate and administer policies and procedures for the efficient operation of Army Exchanges.

b. Major functions.—(1) The Army Exchange Service, under the direction of the Director of Administration, performs the following staff functions:

- (a) Exercises an advisory and policy-making function for the War Department in all matters pertaining to Army Exchanges.
- (b) Recommends standardized plans and procedures for organization of the Exchange system.
- (c) Develops plans and procedures for and supervises the installation and operation of uniform systems of accounting methods, operating and merchandising methods, auditing activities, and personnel and pricing policies.
- (d) Formulates regulations to effectuate policies, plans and procedures.

(2) The Army Exchange Service, under the direction of the Director of Administration, performs the following operations directly:

- (a) Negotiates with lending agencies to borrow funds for relending to new or expanding Army Exchanges.
- (b) Enters into price agreements with manufacturers and distributors of merchandise, fixtures and general supplies purchased by Army Exchanges, and makes distribution of price agreements to exchanges for guidance in making purchases.
- (c) Purchases merchandise and equipment for exchanges operating outside the continental limits of the United States; maintains appropriate accounts of such exchanges.
- (d) Negotiates with appropriate agencies to provide adequate insurance protection for Army Exchange property.
- (e) Administers the Army Exchange Service Fund and utilizes such fund for the best interest of the Army as a whole in connection with the establishment, expansion and operation of Exchanges generally.
- (f) Prepares curricula for the Army Exchange School and its training program for the training of officers for exchange duty; selects, assigns, promotes and relieves staff and faculty personnel; assists in the in-service training of Exchange Officers.
- (g) Arranges distribution through Army Exchanges and civilian dealers, in cooperation with the Quartermaster General, of articles of officers' uniforms.
- (h) Exercises jurisdiction over and supervises the operation of Exchanges through Commanding Generals of Service Commands, Departments, Independent Task Forces and Theaters of Operation.

c. Organization.—The Office of the Chief of Army Exchange Service consists of the Control, Administrative, Legal and Liaison, Personnel, Procurement, Service and Finance Divisions. The Procurement, Service and Finance Divisions operate under the supervision of the Deputy Chief, and are located in New York City.

(1) The *Control Division* consists of the Administrative Management, Statistics and Progress, Planning and Inspection Branches.

- (a) The *Administrative Management Branch* prepares recommendations for necessary adjustments in policies, organization and methods; maintains policy files; employs special advisors and consultants on projects in highly specialized and technical fields; forms survey teams of personnel best fitted for each individual assignment, drawing from within and without the divi-

ARMY EXCHANGE SERVICE

- sion; reviews proposed articles and items of magazine, newspaper or other publications pertaining to the Army Exchange Service; assists in the dissemination of matter pertaining to the Army Exchange Service of general public interest; takes appropriate action to foster good-will and understanding between the Army Exchange system and the civilian public.
- (b) The *Statistics and Progress Branch* prepares studies of significant shortages and deficiencies in the progress of the program of Army Exchange Service and makes recommendations for corrective action in such matters based on reports, statistical data and analyses, and interprets statistical reports and studies for the Chief of Army Exchange Service; supervises and coordinates reporting and statistical work throughout the Army Exchange Service; assists operating divisions in developing statistical and reporting procedures; prepares the statistical requirements of the Commanding General, Army Service Forces, in matters relating to exchange activities; maintains historical records.
- (c) The *Planning and Inspection Branch* studies and develops plans for the operation of Army Exchange Service; evaluates operations in the light of development of the military program, and makes recommendations for appropriate changes or new procedures. The branch, through office and field inspections, evaluates the effectiveness and progress with which directives of the Commanding General, Army Service Forces, and plans of the Chief of Army Exchange Service are executed in matters pertaining to exchange activities; makes recommendations to the Chief of Army Exchange Service for adjustment in policies, organization, and methods to increase such effectiveness and progress.
- (2) The *Administrative Division* consists of the Mail and Records, Supply, and Correspondence Branches.
- (a) The *Mail and Records Branch* receives, records, classifies subjectively, controls and distributes incoming Army Exchange Service mail; provides messenger service for the Office of Chief of Army Exchange Service; dispatches outgoing official communications; maintains centralized general correspondence files; maintains index of policies and precedents of the Army Exchange Service.
- (b) The *Supply Branch* procures, issues and accounts for office equipment and supplies; maintains equipment, inventory and stock control records; repairs office machines and equipment; allots and controls office space; procures building services from the Public Building Administration, and enforces building regulations; procures and distributes War Department publications within the Army Exchange Service.
- (c) The *Correspondence Branch* trains stenographers and correspondence clerks in the conduct of War Department correspondence; supervises the conduct of specified routine correspondence according to pre-established policy; maintains correspondence suspense system and follow-up files on correspondence prepared in the Army Exchange Service; reviews correspondence prepared in the Army Exchange Service for policy content, form and style.
- (3) The *Legal and Liaison Division* passes upon all matters involving the existence, operation, alteration, determination, interpretation and effect of law, regulation and War Department policy with respect to personnel, property and finance as the same

pertains to the activities of the Army Exchange Service and Army Exchanges. The Division maintains liaison and takes necessary action as to all such matters with other branches within the War Department or, with permission of the proper Division of Headquarters, Army Service Forces, with any other proper governmental authority. All matters relating to priorities, allocations or other means of supply assistance, and matters of price control and rationing are referred to the Division for determination as to whether the desired action is in accord with the requirements of law, regulation, War Department and Army Exchange Service policy, and for necessary action thereon.

- (4) The *Personnel Division* consists of the Military Personnel, Training, and Civilian Personnel Branches.
 - (a) The *Military Personnel Branch* recommends candidates for Army Administration School and officers for attendance at the Exchange School to be trained for exchange duty; recommends standards regarding previous training, experience and other qualifications necessary in exchange officers; assigns military personnel allotted to the Army Exchange Service; maintains military personnel records; prepares requests for travel orders, pay and allowance, and miscellaneous reimbursement vouchers for military personnel; arranges for procurement of identification tags and cards for officers; prepares recommendations for promotion of military personnel; advises and informs newly commissioned officers from civil life on matters of military procedure and customs, rules and regulations; prepares officers' applications for National Service Life Insurance and pay deductions for same.
 - (b) The *Training Branch* arranges the training program and curricula for the Exchange School in the training of officers for exchange duty; supervises and prepares training programs for in-service training for military personnel assigned to the Office of the Chief of Army Exchange Service; assists in the in-service training of Exchange Officers and in the preparatory training for officers to be assigned for exchange duty overseas; coordinates and supervises all training activities throughout the Army Exchange Service.
 - (c) The *Civilian Personnel Branch* formulates and administers policy matters involving position classification and pay scales, leave matters, hours of work, disciplinary actions, and other rules and regulations affecting civilian personnel policies in the Office of the Chief of Army Exchange Service; effects appointments, changes in status and separations of civilian personnel; acts as employee counsel and provides for employee welfare; coordinates policy with other agencies of the Headquarters, Army Service Forces, on matters pertaining to the administration of civilian personnel in the Army Exchange Service; makes recommendations and furnishes advice and counsel on personnel policies and procedures applicable to the administration of civilian personnel of Army Exchanges through the Exchange Branch, Service Command; and when requested, procures civilians for key civilian positions at Exchanges, such as civilian managers, assistant exchange managers, office managers, warehouse superintendents, and branch supervisors.
- (5) The *Administrative Branch of the New York Office* consists of the Mail and Records, Supply, Correspondence and Personnel Sections.
 - (a) The *Supply and Correspondence Sections* correspond in functions with those of the Staff Administrative Division branches hereinabove set forth,

ARMY EXCHANGE SERVICE

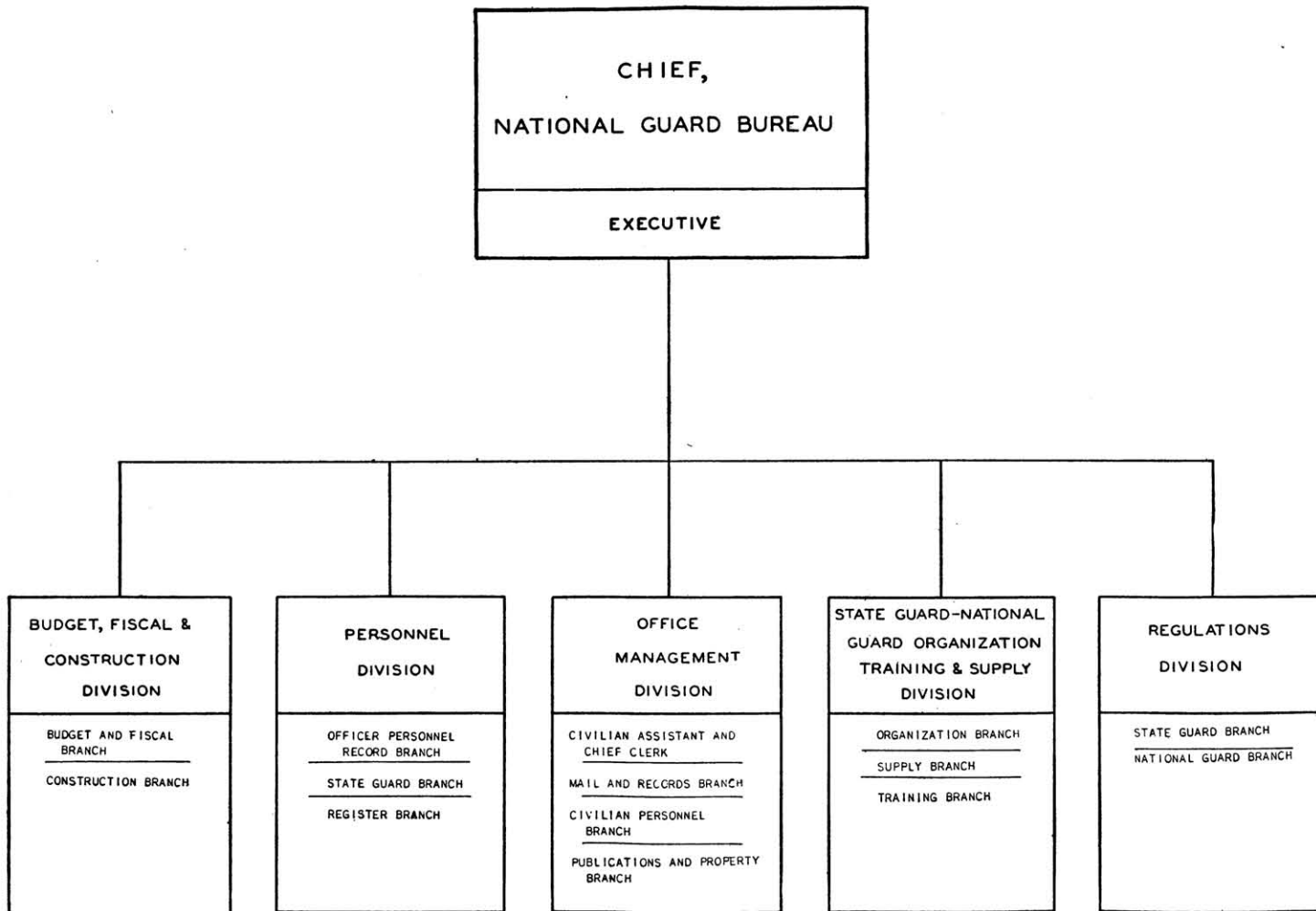
paragraph (2) (a), (b), (c), with which branches their activities are closely coordinated.

- (b) The *Personnel Section* is an adjunct of the Staff Personnel Division, with which it maintains close coordination, in performing for the Deputy Chief the functions outlined in paragraph (4) (a), (c), above.
- (6) The *Procurement Division* consists of the Order, Purchasing, Traffic and Uniforms Branches.
- (a) The *Order Branch* receives and classifies for handling by Army Exchange Service or Quartermaster orders for the purchase of supplies for overseas exchanges; reviews orders and ascertains through Legal and Liaison Division that necessary allocations and priorities have been received from the appropriate governmental agencies; ascertains from the Fiscal Branch, Finance Division, that necessary credit has been authorized and established.
 - (b) The *Purchasing Branch* makes direct purchases of supplies for overseas exchanges when requested; prepares task force exchange supplies requirements; provides for the automatic supply to overseas and task force exchanges; negotiates price agreements in accordance with which merchandise may be purchased by Army Exchanges within the continental limits of the United States; prepares, prints and distributes to all Army Exchanges price agreement schedules, and maintains and distributes schedules of price changes; assists, when requested, in the purchasing of merchandise and equipment for exchanges in continental United States.
 - (c) The *Traffic Branch* coordinates and expedites shipments of exchange supplies from points of manufacture to the various Ports of Embarkation; obtains space on commercial and Government vessels for transportation of merchandise and supplies to Army Exchanges abroad; and coordinates the movement of supplies with transportation officers of Ports of Embarkation.
 - (d) The *Officers' Uniform Branch*, in collaboration with the Office of the Quartermaster General, arranges for the manufacture of regulation Army officers' uniforms for distribution to Army Exchanges and authorized retailers; maintains control records of uniforms on hand at Quartermaster Storage Depots, Exchanges and authorized retailers; receives applications of dealers to sell military insignia; makes recommendations to the Adjutant General for issuance of certificates of authority to sell insignia.
- (7) The *Service Division* consists of the Merchandising, and Equipment and Layout Branches.
- (a) The *Merchandising Branch* recommends merchandising policies, initial mark-up and gross profit objectives; recommends varieties and qualities of merchandise sold in Exchanges with stock turnover objectives and price schedules consistent with local conditions; recommends procedures for receiving, warehousing, and merchandise stock control; compiles estimates of exchange merchandise requirements; consolidates estimates of requirements of rationed commodities for use and sale in Army Exchanges for submission to the Office of Price Administration by the Legal and Liaison Division; makes recommendations for food preparation, sale and cost control; makes recommendations for fountain and beer dispensing systems and equipment.

- (b) The *Equipment and Layout Branch* recommends plans for arrangement of exchange buildings, fixtures; coordinates with the Office of the Chief of Engineers in the planning of exchange building construction; consolidates estimates of Army Exchanges for automotive equipment, service station equipment and petroleum products required for exchange operation and for sale; makes recommendations as to type, style and layout of service station installation; consolidates estimates of Army Exchange requirements for office and business machines; approves requisitions for machines in accordance with the Army Exchange Service allotments, and maintains necessary records.
- (8) The *Finance Division* consists of the Loans, Fiscal, Systems, Accounting, and Insurance Branches.
- (a) The *Loans Branch*, upon application from exchanges, approved by the Loan Committee and the Chief of Army Exchange Service, makes loans from Army Exchange Service funds and from funds borrowed from the Defense Supplies Corporation; examines Army Exchange loan applications as to necessity, propriety and advisability in view of the exchange financial condition and character of its management; acts as technical advisor to the Loan Committee of the Army Exchange Service appointed by the Chief of Army Exchange Service.
- (b) The *Fiscal Branch*, acting as fiscal agency, receives and disburses funds, renders statements, arranges for ocean cargo and war risk insurance claims, and accounts for purchases of overseas exchanges; accounts for exchange funds for which the branch as fiscal agent is accountable; maintains records of all loan transactions with exchanges outside the continental limits of the United States.
- (c) The *Systems Branch* improves and revises Army Exchange accounting, auditing, and inventorying systems with a view to standardizing financial statements rendered by Army Exchanges; develops standardized accounting systems to be used by overseas field exchanges; distributes to exchanges necessary accounting forms and manuals; makes recommendations as to plans and procedures.
- (d) The *Accounting Branch* receives, disburses and accounts for funds received by the Army Exchange Service; analyses and summarizes statistical data supplied by exchanges for the use of the Army Exchange Service in determining financial policies; performs fiscal duties pertaining to the administration of the Army Exchange fund; receives and forwards dividends and equity payments due military organizations no longer served by the transmitting exchange; prepares consolidated financial statements from consolidated exchange statements of the Service Commands and Departments for the Headquarters, Army Service Forces; maintains files of financial statements and audit reports.
- (e) The *Insurance Branch* makes studies of the national basis of rates and forms of insurance carried by individual exchanges within the continental limits of the United States for the protection of exchange assets and liabilities; negotiates with national rating authorities to establish separate rating classifications for Army Exchanges and to obtain reductions in rates; arranges for insurance for exchanges outside the continental

ARMY EXCHANGE SERVICE

limits of the United States, to cover transportation and warehouse storage hazards; arranges for special open cargo and war risk policies covering Army Exchange ocean voyage shipments; arranges for standardized blanket insurance policies, covering exchange assets at overseas bases, through the exchange fiscal officer; arranges for fidelity bonds covering individual exchange officers and exchange employees; arranges for all insurance coverages for the Office of the Chief of Army Exchange Service, including liability and property insurance of automotive equipment, workmen's compensation, money and securities insurance, fidelity bonds, and the administration of group life, accident and sickness policies for Army Exchange Service employees; assists in the presentation of group insurance plans for employees of individual exchanges; conducts correspondence and maintains all records of statistical information pertaining to Army Exchange Service insurance affairs; advises and supervises all exchange insurance matters through Service Command Exchange Branches.



a. Mission.—The National Guard Bureau is charged with the administration of War Department plans, policies, and procedures relating to the organization, equipment, and training of the National Guard not in Federal service and of the several State Guards. It maintains and has custody of all War Department records of the National Guard not in the service of the United States, the State and Territorial Guards of the several States and territories, and of the militia.

b. Major functions.—The National Guard Bureau, under the direction of the Director of Administration, performs the following staff functions:

- (1) Initiates proposals for changes in existing policies, regulations, and law with respect to the State Guards, and to the National Guard and militia not in the active military service of the United States.
- (2) Administers War Department policies in connection with the State Guards and the National Guard not in the service of the United States.
- (3) Coordinates the furnishing of Federal aid to the State Guards in collaboration with the appropriate Staff Divisions; and promulgates training orders and instructions.
- (4) Maintains Federal records of National Guard and State Guard personnel, units, equipment, armament, installations, and appropriated funds.

c. Organization.—The *National Guard Bureau* consists of the Budget, Fiscal, and Construction Division; Personnel Division; State Guard—National Guard, Organization, Training, and Supply Division; the Regulations Division; and the Office Management Division.

- (1) The *Budget, Fiscal, and Construction Division* consists of the Budget and Fiscal Branch and the Construction Branch.

(a) The *Budget and Fiscal Branch* prepares and submits estimates for National Guard appropriations; prepares program of expenditures and appropriated funds and maintains fiscal records; makes fiscal reports and reviews; and makes recommendations on unliquidated claims; keeps a file of notices of exception and certificates of settlement of the accounts of United States Property and Disbursing Officers; assists United States Property and Disbursing Officers in clearing exceptions; prepares letters for signature of the Secretary of War in response to letters from the Comptroller General advising of settlement of accounts of United States Property and Disbursing Officers; prepares relief legislation for United States Property and Disbursing Officers; reviews investigations in connection with United States Property and Disbursing Officers accounts; receives, records, and transmits official bonds of United States Property and Disbursing Officers; prepares correspondence pertaining to the appointment and relief of United States Property and Disbursing Officers.

(b) The *Construction Branch* approves and processes bids and contracts for construction and maintenance projects at National Guard camps, air fields, and target ranges; examines and leases and prepares correspondence pertaining to the acquisition and establishment of National Guard training camps, air fields, and target ranges; maintains historical records and data in connection with National Guard training camps, target ranges, and air fields.

- (2) The *Personnel Division* consists of the Officer Personnel Record Branch, Register Branch, and State Guard Branch.

(a) The *Officer Personnel Record Branch* receives, checks, and records efficiency reports and reports of physical examination. Processes appointments,

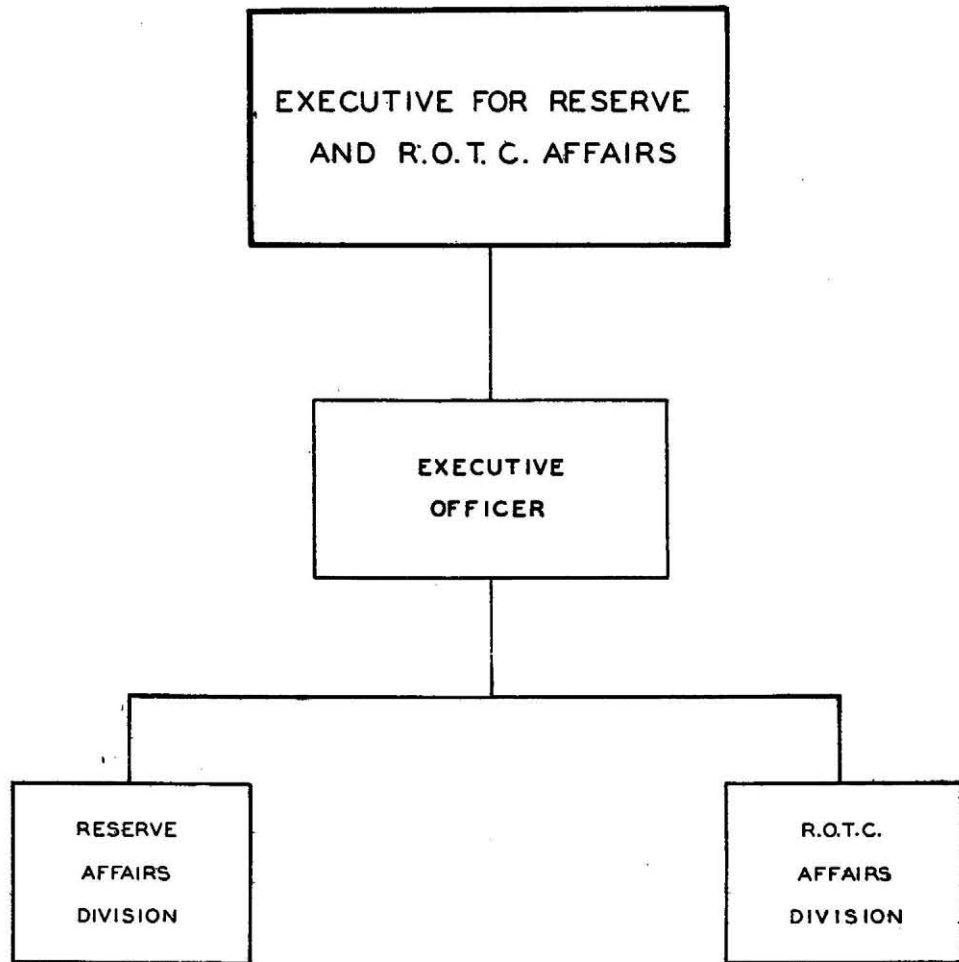
NATIONAL GUARD BUREAU

- promotions, reassignments, and separations of National Guard officers; records service authorized for credit in determining relative rank; records appointments, promotions, and separations in the National Guard of the United States and Army of the United States.
- (b) The *Register Branch* prepares compilation of data for National Guard Register; verification and recording of personal statistical information including education, citations, awards, etc.; verification and recording of military service including Federal service and attendance at service schools.
- (c) The *State Guard Branch* maintains a file by State and organization of officer personnel of the State Guard.
- (3) The *State Guard—National Guard Organization, Training, and Supply Division* consists of the Organization Branch, the Training Branch, and the Supply Branch.
- (a) The *Organization Branch*, as to—
1. *State Guards*, suggests Tables of Organization; maintains strength returns; maintains State legislative information; maintains station list and active-duty status.
 2. *National Guard*, arranges for preparation, revision, and maintenance of National Guard Tables of Organization.
- (b) The *Training Branch*, as to—
1. *State Guards*, suggests training programs and instructional aids; reviews inspection reports (armory, field, school, etc.) and maintains Progress Capability Chart.
 2. *National Guard*, formulates future plans and policies relative to training and inspection of National Guard units; and maintains graduate school records; arranges joint military passenger agreements with Transportation Division.
- (c) The *Supply Branch*, as to—
1. *State Guards*, maintains records of all clothing and equipment received from the Army and other sources, and the distribution of these items to the State Guards. Assists in priority requirements.
 2. *National Guard*, standardizes property and maintains up-to-date files on all matters pertaining to supply of the National Guard, disposes of all surplus, excess, obsolete, and unserviceable property still accountable prior to induction of the National Guard.
- (4) The *Regulations Division* consists of the State Guard Branch and the National Guard Branch.
- (a) The *State Guard Branch* drafts manuals and regulations, studies and proposes publicity, maintains statistics, and renders advice on legal, legislative, and general policy matters relating to the State Guards; collects data pertaining to the State Guards for the Annual Report of the Chief of the National Guard Bureau; renders legal advice to the Chief of the National Guard Bureau on matters pertaining to the State Guards.
- (b) The *National Guard Branch* prepares new regulations and revises and amends existing regulations; assembles data for and edits annual report; maintains statistical data of National Guard; studies and prepares current publicity, and makes research affecting the present and past activi-

NATIONAL GUARD BUREAU

ties of the National Guard; collects data for and edits the Annual Report of the Chief of the National Guard Bureau; renders legal advice to the Chief of the National Guard Bureau pertaining to the National Guard.

- (5) The *Office Management Division* consists of the Mail and Records Branch, the Publication and Property Branch, and the Civilian Personnel Branch, which perform office services.



207.06—OFFICE OF THE EXECUTIVE FOR RESERVE AND RESERVE
OFFICERS' TRAINING CORPS AFFAIRS

a. Mission.—To promote a better understanding and more effective cooperation between the War Department, the Officers' Reserve Corps, and the Reserve Officers' Training Corps.

b. Major functions.—(1) Under the jurisdiction of the Director of Administration, the Office of the Executive for Reserve and Reserve Officers' Training Corps affairs performs the following staff functions for the Commanding General, Army Service Forces: Submits recommendations (to the appropriate division of the War Department General Staff or of the Army Service Forces) concerning changes in the policies governing the Officers' Reserve Corps and the Reserve Officers' Training Corps, and is in turn consulted by those divisions on matters affecting such policies.

(2) The Office of the Executive for Reserve and Reserve Officers' Training Corps affairs, under the jurisdiction of the Director of Administration, performs the following operations directly:

(a) Provides a point of contact in the War Department for Reserve officers and their organizations and for representatives of institutions composing the Reserve Officers' Training Corps.

(b) Visits and informally inspects activities and installations of the Officers' Reserve Corps and the Reserve Officers' Training Corps.

c. Organization.—The *Office of the Executive for Reserve and Reserve Officers' Training Corps Affairs* consists of the Reserve Affairs Division and the Reserve Officers' Training Corps Affairs Division.

(1) The *Reserve Affairs Division* acts as contact between the Officers' Reserve Corps of the War Department with respect to policies affecting the Officers' Reserve Corps.

(2) The *Reserve Officers' Training Corps Affairs Division* acts as contact between the Reserve Officers' Training Corps of the War Department with respect to policies affecting the Reserve Officers' Training Corps.

PART III
THE TECHNICAL SERVICES

300.00

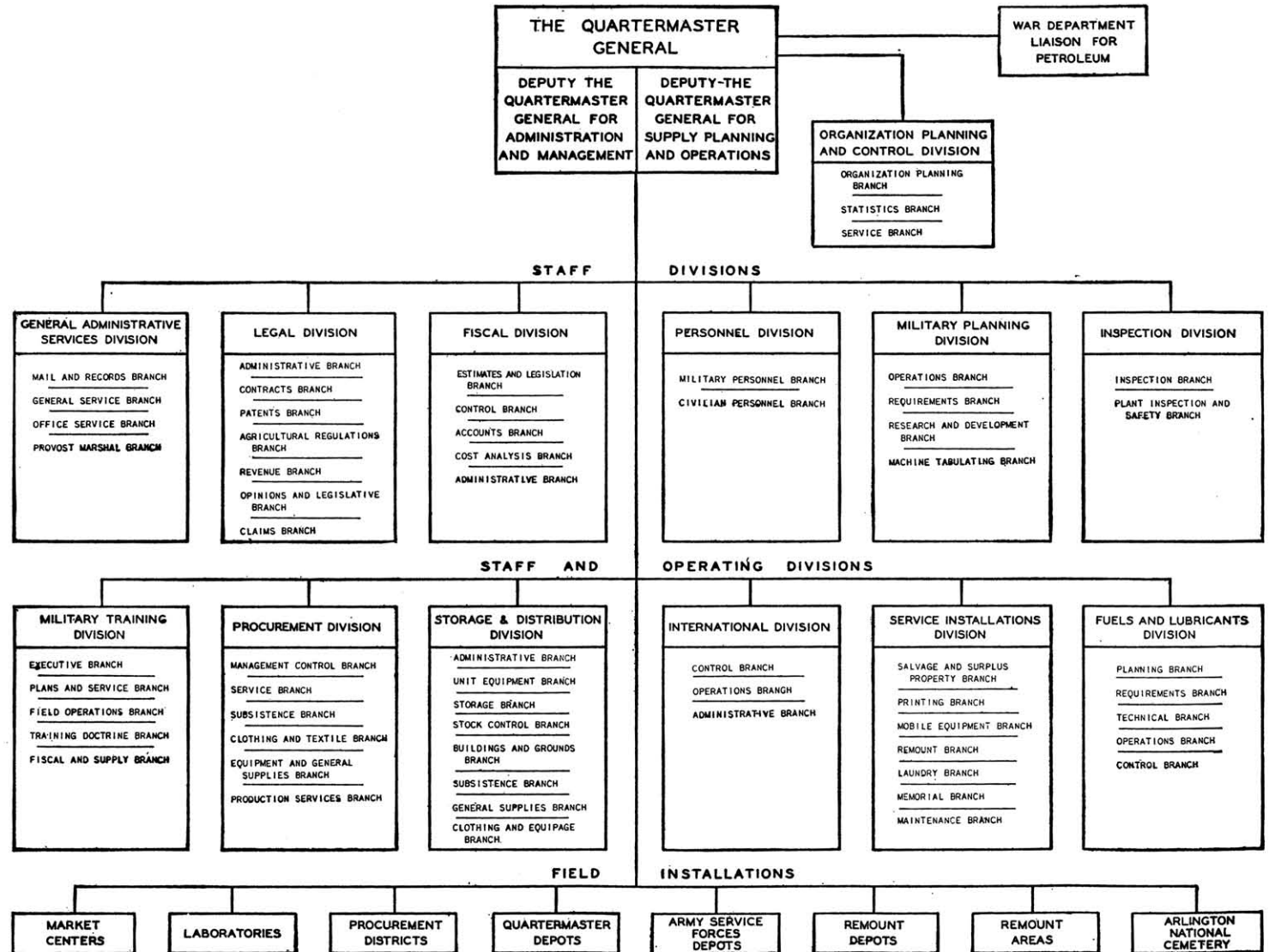
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SECTION 300.00—THE TECHNICAL SERVICES

300.01

300.01—GENERAL

The Technical Services perform those functions which are related to procurement of Army supplies and equipment including experimentation, purchasing, manufacturing, new construction, storage, issuance and transportation. Thus, the Technical Services purchase, produce, distribute, store, and issue supplies and equipment. They also train troops of their own service within the policies established by the Training Division, Army Service Forces, and supply such troops to Service Commands and units of the field forces. The Technical Services consist of the offices of the Quartermaster General, the Chief of Ordnance, the Chief of the Chemical Warfare Service, the Chief of Engineers, the Chief Signal Officer, the Surgeon General, and the Chief of Transportation.



a. Mission.—To assure the supply to the Army of equipment and supplies for which the Quartermaster General is responsible; to procure, store, and distribute such equipment and supplies in quantities and at such times as may be required to meet the Army Supply Program and other directives of higher authority; to provide Quartermaster items required for lend-lease supply; to insure proper training of Quartermaster troops furnished to Service Commands and units of the Army Ground Forces and Army Air Forces; to prescribe methods of operation for certain types of installations providing services connected with the maintenance of troops. Major items purchased by the Quartermaster General are subsistence, clothing, equipage, general supplies, liquid and solid fuels, lubricants, materials handling equipment, and items of a non-military nature. Other responsibilities of the Quartermaster General include the direction of remount activities, formulation of policies for the operation of Military cemeteries, and the disposition of deceased personnel of the War Department.

b. Major functions.—(1) The Office of the Quartermaster General performs the following staff functions for the Commanding General, Army Service Forces:

- (a) Determines policies and procedures for the operation of the Quartermaster Corps within the limits prescribed by higher authority.
- (b) Determines requirements of Quartermaster items of supply with respect to quantities needed and timing of delivery, and translates such requirements into terms of raw materials and production facilities.
- (c) Acts in coordination with other elements of the War Department, with other Federal agencies, and with industries on problems of production, raw material requirements, conservation of critical and strategic materials, production facilities and stock piling.
- (d) Participates in the preparation of war plans with respect to activities of the Quartermaster Corps.
- (e) Plans and supervises the purchase of subsistence, clothing, equipage, general supplies, fuels, lubricants, materials handling equipment, and other Quartermaster items; assists contractors in the solution of production problems.
- (f) Plans and supervises the storage and distribution of Quartermaster items as directed by higher authority; determines stock levels of Quartermaster items to be maintained in all depots; supervises the storage of supplies and equipment for other Technical Services in Quartermaster Depots.
- (g) Acts to reduce the requirements of critical and strategic materials used in Quartermaster items of supply, and to secure the necessary priorities, allocations, or preference ratings for Quartermaster items.
- (h) Supervises the training of military and civilian personnel within the Quartermaster Corps, and of specialized troops to be provided to the Service Commands, and for installations and theaters of operation under War Department plans.
- (i) Conducts research on, and design and development of new and improved Quartermaster items; arranges for field tests of the suitability of such items.
- (j) Prepares specifications for Quartermaster items, including considerations of military characteristics, availability of raw materials and industrial production facilities.
- (k) Prepares and maintains Tables of Basic Allowances and Table of Allowance for Quartermaster items of supply, and Section I, Organization, Tables of Organization and Equipment for certain Quartermaster units; prepares

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- and distributes to Quartermaster depots and to the Service Commands Quartermaster equipment charts and lists.
- (l) Maintains liaison with International Aid Division, Headquarters, Army Service Forces, interdepartmental boards and committees, and other interested agencies, with regard to the supply of both standard and non-standard Quartermaster items to the United Nations.
 - (m) Prepares and recommends procedures for the use of the Service Commands with respect to the storage issue, maintenance and salvage of Quartermaster supplies and equipment.
 - (n) Formulates training doctrine for Quartermaster schools; prepares curricula, training courses, manuals and other publications for the training of Quartermaster personnel; selects, assigns and relieves staff and faculty personnel assigned to Quartermaster schools and replacement training centers under the jurisdiction of the Quartermaster General.
 - (o) Insures, by proper inspection, the operating efficiency of Quartermaster installations, and of Quartermaster units under Service Commands; prescribes policies for plant protection and safety for Quartermaster field installations.
 - (p) Performs all staff functions necessary to the discharge of operating responsibilities for petroleum products within the Army Service Forces, except for staff functions specially assigned to the Director of Operations and Director of Materiel, Headquarters, Army Service Forces.
 - (q) Assigns to other Technical Services responsibilities for the preparation and testing of specifications for petroleum products and containers and coordinates all specification activities with the War Department Committee on Liquid Fuels and Lubricants.
 - (r) Maintains liaison for the War Department on all petroleum matters with other Government agencies.
 - (s) Represents the Quartermaster Corps in securing funds necessary for Quartermaster activities.
 - (t) Interprets laws of Congress and regulations of Federal Agencies with respect to their effect upon the procurement of Quartermaster items.
 - (u) Supervises the establishment of installations for repair and salvage operations, and other service installations.
 - (v) Supervises remount activities, including the operation of the Army Horse Breeding Program, and the acquisition and training of dogs for military and plant protection purposes.
 - (w) Directs the establishment of, and formulates policies for the operation of military cemeteries.
- (2) The Office of the Quartermaster General directly performs the following operating functions as applied to field activities and installations of the Army Service Forces:
- (a) Operates procurement offices in depots which negotiate and award contracts for, and expedite the delivery of items purchased by the Quartermaster General, except for perishable subsistence.
 - (b) Operates market centers which negotiate and award contracts for perishable subsistence—fresh and frozen vegetables, fruits, meats, fish and dairy products.
 - (c) Operates Quartermaster Depots and Army Service Forces Depots assigned to the Quartermaster General by Headquarters, Army Service Forces, for

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the storage and issue of supplies and equipment for all Technical Services, and in connection therewith:

1. Applies War Department storage policies, including the installation of modern commercial methods of materials handling, warehousing, space conservation and efficient utilization of civilian personnel with periodic inspection to insure proper application of these policies.
 2. Inspects and authorizes acceptance of all items purchased by the Quartermaster General.
 3. Stores and distributes all Quartermaster items.
 4. Maintains stocks of Quartermaster items at prescribed levels.
 5. Furnishes recurring stock reports to the Office of the Quartermaster General.
- (d) Operates laboratories at depots which test, review, and inspect materials and articles submitted to meet standard Quartermaster quality requirements, and in conjunction therewith, performs certain research and development work.
- (e) Operates certain service installations such as printing plants and shoe re-building shops.
- (f) Operates remount depots.
- (g) Operates Arlington and Mexico City National cemeteries; procures grave sites, headstones, and markers; provides for the disposition of deceased personnel of the War Department; maintains all graves registration records.
- c. *Organization.*—(1) The *Office of the Quartermaster General* consists of the Deputy the Quartermaster General for Administration and Management, the Deputy the Quartermaster General for Supply Planning and Operations, the Organization Planning and Control Division, the General Administrative Services Division, the Legal Division, the Fiscal Division, the Personnel Division, the Military Training Division, the Procurement Division, the Storage and Distribution Division, the Military Planning Division, the International Division, the Service Installations Division, the Inspection Division, and the Fuels and Lubricants Division.
- (2) The *Deputy the Quartermaster General for Administration and Management* acts for the Quartermaster General on matters involving administrative activities, personnel, and training programs.
- (3) The *Deputy the Quartermaster General for Supply Planning and Operations* acts for the Quartermaster General on matters involving the procurement, purchase, and distribution of supplies, planning activities, and the operations of exempted Quartermaster field installations.
- (4) The *Organization Planning and Control Division* consists of the Organization Planning Branch, the Statistics Branch and the Service Branch.
- (a) The *Organization Planning Branch* provides a management consulting service to the Office of the Quartermaster General; plans organization changes and assignments of functions resulting from revisions of policies by higher authority; plans, recommends, and installs improvements in office procedures to increase efficiency and to eliminate unnecessary work; conducts and assists in the conduct of work simplification studies; coordinates results of studies with the program for Better Utilization of Personnel; surveys and coordinates the development of recurring reports and reporting systems; prepares organization and procedure manuals; maintains liaison with Control Division, Headquarters, Army Service Forces, on problems of organization, procedures, and reports.

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- (b) The *Statistics Branch* compiles, summarizes and interprets statistical information concerning activities of the Quartermaster Corps for the Quartermaster General; collaborates with statistical offices of public and private agencies to provide information on various industrial activities pertinent to Quartermaster Operations; compiles and analyzes statistical information concerning requirements, procurements, deliveries, delinquencies and stocks of textiles, clothing, equipage, general supplies and subsistence items; analyzes and interprets present and probable future trends in procurement and deliveries, including coordination of Office of the Quartermaster General forecasting of deliveries; disseminates statistical data to, and makes special statistical and economic studies at the request of Quartermaster operating Divisions; prepares statistical charts, maps, tables and graphic means of presenting data; provides a clearing house through which requests for statistical information from higher authority or other agencies shall flow, in order to assure orderly procedure and minimize duplication in the collection of data.
 - (c) The *Service Branch* performs general office services for the Division, including the receipt and dispatch of mail, and requisitioning and issuing of office supplies and equipment; maintains a library of Army Regulations and data necessary for the use of Divisional personnel in performing Divisional operations; maintains a Division correspondence file, and handles matters on safeguarding military information; administers personnel activities within the Division.
- (5) The *General Administrative Services Division* consists of the Mail and Records Branch, the General Service Branch, the Office Service Branch, and the Provost Marshal Branch.
- (a) The *Mail and Records Branch* performs the following functions for the Office of the Quartermaster General: distributes incoming mail, radiograms, and telegrams; collects and dispatches outgoing communications; maintains central correspondence files; directs and controls the central messenger service.
 - (b) The *General Service Branch* prepares and distributes War Department Circulars, Bulletins, Army Regulations, and Office of the Quartermaster General Circulars pertinent to Quartermaster activities; establishes and controls counter intelligence activities within the Office of the Quartermaster General; serves as a public relations unit in the Office of the Quartermaster General, clearing all statements and material for publication through the War Department, Bureau of Public Relations; plans and supervises Army-Navy production "E" award ceremonies at plants holding Quartermaster contracts; assists in the preparation of depot and farm morale programs; collects historical data covering Quartermaster Corps activities; maintains a reference library for the Office of the Quartermaster General.
 - (c) The *Office Service Branch* receives requests for, prepares requisitions, and distributes office supplies, publications, circulars and forms used in the Office of the Quartermaster General; inspects and receives office supplies and equipment ordered by the Office of the Quartermaster General; dispatches and delivers reproduction work; maintains Office of the Quartermaster General space records; maintains warehouse and storage space for

supplies and equipment requisitioned; maintains records of requisitions, supplies received and issued.

- (d) The *Provost Marshal Branch* maintains liaison with various municipal departments; supervises the conduct and discipline of all messengers in the Office of the Quartermaster General; issues all badges; arranges transportation, both public and private, for employees of the Office of the Quartermaster General; handles such personnel matters as the administration of oaths and fingerprinting.
- (6) The *Legal Division* consists of the Administrative Branch, the Contracts Branch, the Patents Branch, the Agricultural Regulations Branch, the Revenue Branch, the Opinions and Legislative Branch, and the Claims Branch.
- (a) The *Administrative Branch* provides services of an administrative nature to the Legal Division and performs all duties relating to office management, office standards and office methods; receives and distributes incoming mail, radiograms, teletypes, telegrams, and memoranda, and collects and dispatches outgoing correspondence and communications; carries out all office service functions, including the procurement of supplies and equipment, maintenance of files, and supervision of stenographic and messenger service; handles all matters pertaining to the appointment, pay, promotion and transfer of civilian personnel of the Legal Division; performs all administrative duties incident to assisting officers assigned to the Legal Division for training conferences.
- (b) The *Contracts Branch* advises on questions of law pertaining to authority to contract; interprets contractual provisions; determines the legal sufficiency of contracts; drafts contracts and contractual provisions; advises on the enforcement of contracts, together with penalties, rights and obligations incurred, and determines whether legal grounds exist for waiving excess costs and other damages in special cases; reviews and processes contractor's petitions for relief from losses sustained under Quartermaster contracts; advises on questions of law arising out of termination of contracts; advises on advance payments and approves the legal sufficiency of documents relating thereto; advises on V-Loans, assignments of money due under contracts, and the acquisition and financing of additional plant facilities; acts as liaison with the Office of the Under Secretary of War on Defense Plant Corporation matters.
- (c) The *Patents Branch* renders opinions on questions of patent and copyright law; advises on royalty payments; makes patent validity and infringement searches and performs research to aid in the development by other divisions of the Office of the Quartermaster General of supplies and equipment for the armed forces; collects and prepares evidence for use by the Department of Justice in patent infringement suits on Quartermaster items filed against the United States; initiates and prosecutes applications for patents, including the necessary drawings, interferences and appeals; secures licenses for the manufacture and use of war material by the United States and Quartermaster contractors; makes recommendations under the Patent Interchange Agreement between the United States and Great Britain on the exchange of inventions, manufacturing processes, technical information, design and patent rights, insofar as the Quartermaster Corps is concerned; maintains liaison with the Patent Division of the Office of the

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- Judge Advocate General; maintains liaison with the Alien Property Custodian in connection with the use of vested patents by the Quartermaster Corps.
- (d) The *Agricultural Regulations Branch* advises on legal problems relating to the procurement, storage, and distribution of food supplies for the Army; prepares regulations and performs other legal services pertaining thereto; drafts special contract forms, clauses, and agreements where necessary for the procurement of food supplies for the Army; prepares all necessary papers in securing exemptions from the provisions of the Walsh-Healey Public Contracts Act for contracts for the purchase of food supplies for the Army; advises on all matters concerning the Office of Price Administration Rationing Regulations and Ration Banking Regulations as affect Quartermaster activities; advises on all matters pertaining to the requisitioning of any supplies by the Quartermaster Corps, prepares all appropriate documents in any requisition case and takes necessary action pertaining thereto in behalf of the Quartermaster General in accordance with existing Procurement Regulations; maintains liaison activities with appropriate branches of the War Department and other Government agencies on legal matters pertaining to the procurement of subsistence supplies for the Army.
- (e) The *Revenue Branch* advises as to the applicability of Federal, state and local taxes of all types; advises on the issuance of tax exemption certificates in connection with Quartermaster activities; advises on customs matters in connection with transactions involving Quartermaster activities; makes arrangements necessary for the acceptance of gifts of money and other property; maintains liaison on tax matters, tax exemption certificates, customs matters and donations with other War Department and government agencies; prepares all action required of the Legal Division in relation to price adjustments, profit limitations, or revenue from any source whatever.
- (f) The *Opinions and Legislative Branch* prepares opinions on all questions involving interpretation of laws or regulations not specifically allocated to other branches of the Legal Division; coordinates opinions of the General Counsel prepared in other branches of the Legal Division; prepares, revises and reviews drafts of legislation, executive orders, and regulations relating to Quartermaster activities; maintains the Quartermaster Supplement to the War Department Procurement Regulations; prepares and supervises a schedule of conferences for officers of the Quartermaster Corps with a view to qualifying such officers for service as legal advisers and contracting officers; determines the necessary qualifications and previous training requisites of officers for assignment to conferences; keeps the Legal Division informed as to changes in policies and procedures in the War Department and other Government agencies, forwarding instructions relating to new purchase policies and procedures to the Depot legal staffs.
- (g) The *Claims Branch* examines claims for and against the United States arising out of Quartermaster Corps contracts, and makes administrative reports and recommendations in connection therewith to be submitted to the General Accounting Office; assembles necessary documents, exhibits and correspondence regarding appeals of contractors, to be submitted to the War Department Board of Contract Appeals.

(7) The *Fiscal Division* consists of the Estimates and Legislation Branch, the Control Branch, the Accounts Branch, the Cost Analysis Branch, and the Administrative Branch.

(a) The *Estimates and Legislation Branch* directs the compilation of all estimates for appropriations for the Quartermaster Corps; insures uniformity and consistency in the basis of computing requirements for funds for the Quartermaster Corps; reviews estimates to be submitted, and arranges for their justification before budget agencies of higher echelons; maintains contact with other divisions of the Office of the Quartermaster General, and with Headquarters, Army Service Forces, regarding proposed and pending legislation affecting fiscal matters in the Quartermaster Corps; prepares, on request, reports concerning proposed and pending legislation.

(b) The *Control Branch* prepares and issues instructions relating to accounting policies and procedures within the Quartermaster Corps; reviews and makes recommendations for changes in existing accounting procedures; installs revised accounting procedures in Quartermaster field installations; audits fiscal records at Quartermaster field installations; tabulates and analyzes fiscal statistics for the Quartermaster Corps.

(c) The *Accounts Branch* maintains control accounts for all funds administered by the Quartermaster General; audits, processes for payment, and records all reimbursement transactions; takes action on requests for funds from Quartermaster field installations; prepares and issues Fund Authorizations and Allotments to the field; analyzes reports of the status of Fund Authorizations issued to determine any necessary changes.

(d) The *Cost Analysis Branch* establishes policies relating to cost analysis procedures to be followed in the field and supervises the collection, analysis and preparation of data on costs of manufacture and rates of profit for Quartermaster purchases; furnishes data to serve as a basis for renegotiation of contracts where excessive profits have been made; furnishes data to assist in the determination of fair contract prices for current procurement; investigates and compiles financial and cost data to assist in the determination of action to be taken on requests from Quartermaster contractors for relief from burdensome contracts; furnishes data to assist in the verification of claims against the Government made under Supplemental Agreements, Change Orders, Acceleration Orders, Cancellations of Contracts, etc.; maintains liaison with other Divisions of the Office of the Quartermaster General with field installations of the Quartermaster Corps, and with Headquarters, Army Service Forces, on matters of cost analysis procedure and policy.

(e) The *Administrative Branch* coordinates activities of other Branches to avoid duplication of effort within the Division; performs administrative services relating to office management, office standards and methods; receives, distributes and dispatches mail; maintains personnel records; maintains files of office orders, circulars and Army Regulations used for reference work.

(8) The *Personnel Division* consists of the Military Personnel Branch and the Civilian Personnel Branch.

(a) The *Military Personnel Branch* assigns, promotes, transfers and selects for training, all commissioned personnel under the control of the Quartermas-

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- ter General, including warrant officers, and performs preliminary surveys incident to the procurement of commissioned officers; procures, selects and recommends issuance of orders for the assignment of Quartermaster Corps enlisted personnel; maintains all records of Officers, Warrant Officers, Women's Army Corps, enlisted personnel and Quartermaster Corps organizations; maintains statistical data on requirements and allotments of all Quartermaster military personnel; performs all duties with reference to the utilization and assignment of members of the Women's Army Corps detailed to the Quartermaster Corps.
- (b) The *Civilian Personnel Branch* administers the Classification Act in the Office of the Quartermaster General, maintains liaison with the Office of the Secretary of War, and Civil Service Commission on classification problems and post-audits field classification actions to insure proper application of standards; conducts surveys and studies for wage administration in ungraded jobs and maintains liaison with Headquarters, Army Service Forces, and other agencies involved in establishment of wage schedules; recruits, appoints, assigns, promotes, and transfers civilian employees in the Office of the Quartermaster General in accordance with Civil Service laws and War Department Regulations; supervises the operations of field personnel administration; directs and supervises civilian training programs both in the Office of the Quartermaster General and in the field; prepares training manuals to establish uniformity in employee instruction; assists in formulating and interpreting labor policies for the Quartermaster Corps, coordinating labor supply and labor relations activities within the Office of the Quartermaster General; prepares payrolls and maintains all records of civilian employees in the Office of the Quartermaster General; maintains a counselling staff for the benefit of employees in the Office of the Quartermaster General; initiates recreation programs, and investigates living conditions, financial needs, health and transportation problems of employees.
- (9) The *Military Training Division* consists of the Executive Branch, the Plans and Service Branch, the Field Operations Branch, the Training Doctrine Branch, and the Fiscal and Supply Branch.
- (a) The *Executive Branch* provides administrative and office services for the Division; recommends the selection, assignment, promotion or relief of training staff, faculty, and military personnel assigned to schools under jurisdiction of the Quartermaster General; allots and maintains records of quotas of students for authorized classes and quotas under the jurisdiction of the Quartermaster General.
- (b) The *Plans and Service Branch* computes training requirements, formulates plans for administration of training programs, and prepares time schedules of courses at all Quartermaster Corps installations; maintains liaison with other Divisions in the Office of the Quartermaster General and other Arms and Services on training requirements; prepares illustrative and graphical material for manuals; arranges schedules of training inspections.
- (c) The *Field Operations Branch* supervises training operations at Quartermaster Schools, Replacement Training Centers, Unit Training Centers, and at installations under the jurisdiction of the Quartermaster General; submits special and periodical reports on activities and progress of training; co-

- ordinates training at Quartermaster Schools, Replacement Training Centers and Unit Training Centers to insure uniformity in operation and conformity with prescribed policy and procedure; recommends and prepares changes in doctrine for approval by other divisions in the Office of the Quartermaster General.
- (d) The *Training Doctrine Branch* develops, reviews and recommends training programs and courses of study for all phases of Quartermaster training; supervises the development and operation of instructor training programs at Quartermaster training installations; coordinates and supervises the preparation of doctrine by the Technical Training Services of the Quartermaster Replacement Training Centers, the Quartermaster School and other Quartermaster training installations; assists in the preparation of all training films, film strips, visual aid materials and methods; prepares Quartermaster programs, courses of study, training materials and aids for pre-induction training and Army Specialized Training Program.
- (e) The *Fiscal and Supply Branch* determines the availability of supplies and equipment for Quartermaster units and installations essential to training activities; reviews and recommends requests for funds, new construction, improvements, supplies, and equipment for Quartermaster training installations; prepares data for the Quartermaster Corps military training budgets; procures training funds not available to Service Commands.
- (10) The *Procurement Division* consists of the Management Control Branch, the Service Branch, the Subsistence Branch, the Clothing and Textile Branch, the Equipment and General Supplies Branch, and the Production Services Branch.
- (a) The *Management Control Branch* evaluates the efficiency and progress with which the plans of the Division are being executed; recommends changes to improve and simplify policies, organization, procedures and methods in the interest of efficiency and progress; studies personnel, space and equipment requirements for the Division and prepares plans and recommendations for the Director of Procurement; acts as management consultant to the Division on all problems in connection with its activities; studies depot procurement activities and makes recommendations to increase efficiency of these organizations and to clarify the relationship between the procurement divisions of the depots and the Office of the Quartermaster General.
- (b) The *Service Branch* performs administrative services relating to office management; examines and reviews contracts and contractor's financial statements to determine whether there is a basis for renegotiation or adjustment; arranges and presides over all renegotiation hearings; determines amounts to be refunded to the Government and prepares and makes recommendations to the Director of Procurement and to the War Department Price Adjustment Board, Army Service Forces; advises other Branches of the Division on all problems of price control as formulated by the Office of Price Administration; processes all recommendations for the Army-Navy Production Award for plants holding Quartermaster contracts; handles all tax amortization matters and coordinates them with other Divisions of the Office of the Quartermaster General and government agencies.
- (c) The *Subsistence Branch* supervises the application of policies with respect to purchase of subsistence items, and reviews and studies the relationships

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with other War Department and government agencies on problems related to subsistence purchase.

- (d) The *Clothing and Textile Branch* directs the purchase of clothing, equipage, and textile items; reviews requirements, nomenclature, specifications, priority ratings, delivery schedules and other essential data prior to issuance of purchase directives for such items; collaborates with Military Planning Division with regard to technical development affecting items assigned to the Branch; administers the operation of the Duck and Webbing Pooled Purchase Plan for all Arms and Services.
 - (e) The *Equipment and General Supplies Branch* directs the purchase of kitchen, mess, and bakery equipment, general supplies items, materials handling equipment, recreational equipment, chemicals, and laundry supplies; reviews requirements, nomenclature, specifications, priority ratings, allocations and other essential data prior to issuance of directives, with regard to such items; collaborates with Military Planning Division regarding technical developments affecting items assigned to the Branch.
 - (f) The *Production Services Branch* administers the application of priorities, and the operations of the Controlled Materials Plan with respect to Quartermaster Depots; maintains liaison with Army-Navy Munitions Board, War Production Board, and Headquarters, Army Service Forces, on matters relating to priorities; expedites deliveries on delinquent contracts; determines methods of inspection of supplies and equipment purchased, and supervises field inspection; maintains liaison with War Production Board regional offices with respect to availability of facilities.
- (11) The *Storage and Distribution Division* consists of the Administrative Branch, the Unit Equipment Branch, the Storage Branch, the Stock Control Branch, the Buildings and Grounds Branch, the Subsistence Branch, the General Supplies Branch, and the Clothing and Equipage Branch.
- (a) The *Administrative Branch* publishes orders, regulations, and instructions pertaining to the Division; coordinates all matters affecting two or more Branches; makes arrangements for the transfer and disposition of supplies, Civilian Conservation Corps and other government property made available to the Quartermaster Corps; maintains liaison with the Transportation Corps on transportation problems; receives and transmits communications for the Division.
 - (b) The *Unit Equipment Branch* disseminates information and instructions to Quartermaster field installations regarding the supply of units to be activated or alerted; coordinates action to be taken on reports of shortages of equipment pertaining to task force maintenance; forwards combination equipment charts and requisition forms to the appropriate regional depot and Commanding General, Army Ground Forces, with the activation letter; coordinates with Headquarters, Army Service Forces, and Port Commanders in supplying maintenance and other factor tables for the proper editing of overseas requisitions; compiles tonnage—weight and cubage data covering supplies for overseas movement by type and source of supply for use of Ports of Embarkation.
 - (c) The *Storage Branch* develops programs and procedures for the storage and handling of Quartermaster supplies; supervises the installation and operation of materials handling methods in Quartermaster depots and Army

Service Forces depots; develops and puts into effect improved methods of packing, crating and marking of Quartermaster supplies; maintains records of available space, and assigns space in Quartermaster depots, and commercial pooled warehouses; administers the Kansas City Plan and Open Storage Station Plan for the storage of Quartermaster supplies and for other Technical Services; compiles weight and cubage data of Quartermaster items; develops methods of reporting and analyzing statistical reports of depot operations; studies and recommends improvements in depot office procedures; prepares and distributes consolidated reports of the status of stocks in depots and ports of embarkation showing quantities on hand, due in, due out and issued; supervises the electric accounting machine system of stock accounting in depots and ports of embarkation; catalogs all Quartermaster Corps supplies and prepares for publication the Quartermaster Supplement to the Federal Standard Stock Catalog.

- (d) The *Stock Control Branch* prescribes the procedure to be followed within the Storage and Distribution Division for the compilation of the necessary data to check the Army Supply Program prepared by Requirements Branch, Military Planning Division, and approves for the Director of the Division for inclusion in the Army Supply Program, requirements of items under the control of the Division; reviews and approves for the Director of the Division the Master Production Schedule for items under the control of the Division; reviews and approves Procurement Requests originating in other Branches of the Division; originates policies and procedures for the determination of stock levels at depots and checks and approves recommendations of the Commodity Branches of the Office of the Quartermaster General for the establishment of specific levels for each item; determines policies and procedures for the distribution of items on contract or directive and for the redistribution of stocks on hand and approves distribution orders recommended by the Commodity Branches of the Office of the Quartermaster General; analyzes the stock status of items for which the Quartermaster Corps has storage and distribution responsibility and recommends remedial action to the appropriate operating divisions of the Office of the Quartermaster General when any element of the stock position is found out of balance; determines the type of stock data which will be compiled, the policies and procedures governing its compilation and dissemination within the Office of the Quartermaster General and methods used in the preparation of stock status reports; disseminates within the Division, data on troop strength, inductions, attritions and troop dispersion necessary for stock control purposes; recommends to the Stock Control Division, Headquarters, Army Service Forces, the detailed stock control procedures to be followed by posts, camps and stations in regard to Quartermaster items of supply; reviews action taken by the depots on station stock status reports to insure compliance with established policies and procedures.
- (e) The *Buildings and Grounds Branch* prepares maps and layout plans of Quartermaster depots and Quartermaster sections of Army Service Forces depots; maintains capacity and other data on buildings at Quartermaster field installations; reviews and processes projects and maintains liaison with the Office of the Chief of Engineers on construction and alteration

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- of buildings at Quartermaster depots, remount depots, and other exempted Quartermaster installations, including fire prevention and fire department operating methods; coordinates the acquisition of land and buildings for Quartermaster activities; develops and maintains Depot Storage Plans covering all Quartermaster storage space at Quartermaster depots and Army Service Forces depots including leased installations, indicating actual unobstructed floor area available for storage of supplies.
- (f) The *Subsistence Branch* formulates and supervises application of policies in the procurement, storage and distribution of subsistence supplies for the Army; prepares and recommends revisions of Army Regulations, Orders and Circulars pertaining to subsistence matters; maintains liaison with other government agencies in connection with subsistence matters; maintains liaison with the Office of Price Administration and Food Distribution Administration on food allocation matters and the Federal point rationing system as it affects the Army; estimates requirements on all food and food accessory items, in collaboration with Military Planning Division; prepares and revises technical material for training courses, conference bulletins, training aids, manuals, pamphlets, and bulletins pertaining to Bakers and Cooks activities, in collaboration with Military Training Division; provides technical inspection of operations of garrison bakeries and maintenance of their machinery and equipment; formulates policies for mess supervision and mess management in the Army; prepares master menus and special menus; formulates and recommends the establishment of policies and orders of the Quartermaster General to Field Headquarters and other Market Centers which form the Market Center System; interprets and coordinates policies and orders of Governmental Agencies affecting procurement and distribution of perishable subsistence.
- (g) The *General Supplies Branch* translates established stock levels into quantities to be maintained in stock at depots of all items of equipment and supply procurable under the subappropriation of "Regular Supplies" and "Animal Transportation," except warehouse and fuel handling equipment, and printing equipment and supplies; supervises the application of policies for their storage, distribution, and issue; determines the supply needs and initiates procurement requests for all such items of general supplies; directs the distribution of excess stocks and new production between depots; administers the application of quotas on typewriters and office machines for all War Department agencies.
- (h) The *Clothing and Equipage Branch* supervises the application of policies for the storage, distribution, and issue of clothing and equipage items; translates established stock levels into quantities of clothing and equipage items to be carried in stock at depots; determines the supply needs and initiates procurement requests for clothing and equipage items; develops clothing and shoe tariffs; direct the distribution of new production and excess stocks between depots.
- (12) The *Military Planning Division* consists of the Operations Branch, the Requirements Branch, the Research and Development Branch and the Machine Tabulating Branch.
- (a) The *Operations Branch* prepares general plans for, and maintains liaison with Headquarters, Army Service Forces, regarding all Quartermaster

matters pertaining to the supply of task forces, overseas bases, units in A-2-a priority and the Desert Training Center; coordinates Quartermaster matters pertaining to supply of task forces, overseas bases, units in A-2-a priority and the Desert Training Center with other Divisions of the Office of the Quartermaster General; coordinates all Quartermaster activities incident to field maneuvers, including attendance of observers and dissemination of reports from observers to interested divisions; determines mobilization requirements of Quartermaster units and the rate of their activation to meet War Department mobilization objectives; prepares and recommends Section I, Organization, Tables of Organization and Equipment, for Quartermaster units for which the Office of the Quartermaster General is responsible, and reviews Section I, Organization, Tables of Organization and Equipment for Quartermaster units prepared by other agencies; provides long range planning for organization and equipment of Quartermaster units; maintains custody of, determines policies and procedures in the handling of, and provides security measures for all secret papers and documents and confidential papers and documents pertaining to war planning within the Office of the Quartermaster General.

- (b) The *Requirements Branch* computes requirements for Quartermaster items for the Army Supply Program; computes unit requirements for all Quartermaster units and for task forces; edits and reviews the Quartermaster Section of proposed Section II, Equipment, Tables of Organization and Equipment, Tables of Basic Allowances and Tables of Allowances for all Arms and Services; directs the preparation of reports showing initial and maintenance requirements, and weight and cubic displacement of Quartermaster supplies for Forces ordered abroad, and for other forces; analyzes present allowances and factors used and recommends changes; prepares combination requisition and equipment charts for all units to be activated; plans and conducts field studies and surveys to obtain factual data necessary for the determination of requirements for Quartermaster items; reviews reports from the Continental United States and Theaters of Operation to determine the effect of requirements for Quartermaster items; maintains liaison with Requirements Division, Headquarters, Army Service Forces, on matters relating to allowances, factors, and requirements for Quartermaster items.
- (c) The *Research and Development Branch* initiates action to insure continued practical development of Quartermaster supplies and equipment and supervises the operation of laboratories at depots and other locations which conduct research and development activities in connection therewith; approves specifications for all Quartermaster items; ascertains problems of production and materials, and recommends solutions; recommends action to insure conservation of critical materials; supervises all activities in the Quartermaster Corps concerned with the operations of the Controlled Materials Plan; prepares the Master Production Schedule in collaboration with other divisions of the Office of the Quartermaster General, translates end item schedules into raw materials requirements, and reviews activities of all divisions in connection with the translation of the Master Production Schedule into procurement activity; coordinates the

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testing activities of the Quartermaster Corps and using Arms and Services in connection with the testing of newly developed items and the general serviceability of all Quartermaster items in the field; represents the Office of the Quartermaster General on the technical committees of other Arms and Services, and serves as the Executive Office of the Quartermaster Corps Technical Committee; maintains liaison with the Production Division, Headquarters, Army Service Forces, in connection with Controlled Materials Plan, use of materials in general, and production scheduling; designs and submits for approval Coats-of-Arms and distinctive insignia for elements of the military service; analyzes Bills of Materials, and maintains centralized files thereof.

- (d) The *Machine Tabulating Branch* prepares, by means of electric accounting machines, computations for the Army Supply Program, Training and Mobilization Plans, Task Forces and related programs; tabulates analyses of contract activities of the Office of the Quartermaster General; performs machine tabulating operations in connection with the Controlled Materials Plan; prepares clothing size analyses for enlisted men, and the Women's Army Corps; performs other related machine tabulating functions as required.
- (13) The *International Division* consists of the Control Branch, the Operations Branch and the Administrative Branch.
- (a) The *Control Branch* maintains records and prepares fiscal, statistical and special reports for Headquarters, Army Service Forces, and other agencies with respect to Quartermaster supplies and equipment transferred to and from other United Nations; maintains an accounting system to record Lend-Lease funds allocated to the Office of the Quartermaster General by the Budget Officer; maintains file system of shipping tickets, procurement directives, procurement authorities, and special statistical reports from Quartermaster depots; maintains follow-up system to expedite transmittal of all shipping tickets.
 - (b) The *Operations Branch* receives and transmits to operating divisions in the Office of the Quartermaster General directives for procurement and transfer of both standard and nonstandard Quartermaster items to other United Nations; maintains records of materiel directed to be transferred; transmits instructions covering shipment, storage and recall of assigned supplies and equipment; cooperates with other Services and Divisions to insure that shipments proceed on schedule.
 - (c) The *Administrative Branch* performs administrative services relating to office management and service; maintains mail control, necessary records and files; maintains library of regulations, orders, circulars, and other literature.
- (14) The *Service Installations Division* consists of the Salvage and Surplus Property Branch, the Printing Branch, the Mobile Equipment Branch, the Remount Branch, the Laundry Branch, the Memorial Branch, and the Maintenance Branch.
- (a) The *Salvage and Surplus Property Branch* develops and supervises the installation of new methods to facilitate the reclamation and disposition of salvage materials; supervises the disposition of all Army waste material, except scrap generated by manufacturing operations under the supervision

- of chiefs of other services; administers the sale of Quartermaster Surplus Property.
- (b) The *Printing Branch* administers policies formulated by higher authority and coordinates Army activities concerning field printing, plant operations, commercial contract printing for the Army, and printing procured for Quartermaster and certain other activities at the Government Printing Office; establishes and directs installation of field printing production methods and procedures; exercises technical supervision over War Department field printing plants; acts as a central clearing house for and takes necessary steps to procure items of graphic arts machinery (except tactical) for the War Department; obtains authorizations from the Joint Committee on Printing for commercial field printing for the various arms and services of the War Department; directs procurement of printing for the Quartermaster Corps, Transportation Corps, Finance Department and certain other Army organizations, including service publications, from the Government Printing Office; studies, reviews and revises to effect simplification and standardization all printed matter which the Quartermaster Corps is responsible for supplying.
- (c) The *Mobile Equipment Branch* determines the requirements, develops military characteristics and initiates procurement requests for, coordinates research, design and development of special vehicles peculiar to the Quartermaster Corps, together with their special accessories and equipment, and portable fumigation chambers; determines the requirements for plant vehicles at Quartermaster Depots; conducts field studies of operation to determine adaptability of vehicles and equipment.
- (d) The *Remount Branch* directs the procurement, processing, distribution and maintenance of horses and mules for all military purposes and for the United States Coast Guard Beach Patrol; directs the procurement, training, distribution and maintenance of dogs for war purposes; directs the training of men in handling dogs and dog administration; encourages through the medium of the Army Horse Breeding Plan, civilian production of riding and utility horses suitable for the military service.
- (e) The *Laundry Branch* prescribes methods, standards, regulations and allowances for the operation of Quartermaster laundries and dry cleaning plants, fumigation chambers and disinfestation plants; approves, in conjunction with the Corps of Engineers, floor plans, types and quantities of machinery and equipment for new Quartermaster laundries and dry cleaning plants; determines the necessity for the establishment of Quartermaster laundries and dry cleaning plants; maintains liaison with War Production Board in connection with approval of requests for new machinery for Quartermaster laundries and dry cleaning plants as well as for commercial plants rendering service to the Army; determines policies and procedures for contracting for laundry and dry cleaning services with commercial firms; makes technical inspections of Quartermaster laundries, as well as of commercial laundry facilities in areas requesting establishment of Quartermaster laundries; determines production standards, reviews production reports and suggests methods for improvement of laundry operations.
- (f) The *Memorial Branch* directs the operation of Arlington and Mexico City national cemeteries; directs the establishment of, and prescribes policies

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for the operation of all other national and post cemeteries, soldiers plots, monuments and parks under the jurisdiction of the War Department; directs the training and assignment of supervisory personnel for national cemeteries; provides for the recovery and disposition of remains of deceased military and civilian personnel of the War Department; purchases grave sites; procures and distributes Government headstones and grave markers; maintains all interment records; handles all graves registration activities in the United States; maintains historical records pertaining to national and post cemeteries.

- (g) The *Maintenance Branch* formulates policies and procedures for maintenance and repair of all items of Quartermaster supplies and equipment; prepares lists of spare parts for each echelon of maintenance, establishes composition of repair sets or kits and prepares schedules of parts required by time periods and quantity groups for repair purposes; directs the performance of operational maintenance for all items of Quartermaster supplies and equipment and supervises the operation of all maintenance facilities under the jurisdiction of the Quartermaster General; furnishes technical advice and instruction to Service Commands, theater commanders and other Services on the operation of Quartermaster maintenance activities; initiates requests for procurement of certain parts, tools, supplies and equipment required for repair purposes; prepares data for instruction manuals for use in repairing and maintaining Quartermaster supplies and equipment and for use in Quartermaster training courses.

- (15) The *Inspection Division* consists of the Inspection Branch and the Plant Protection and Safety Branch.

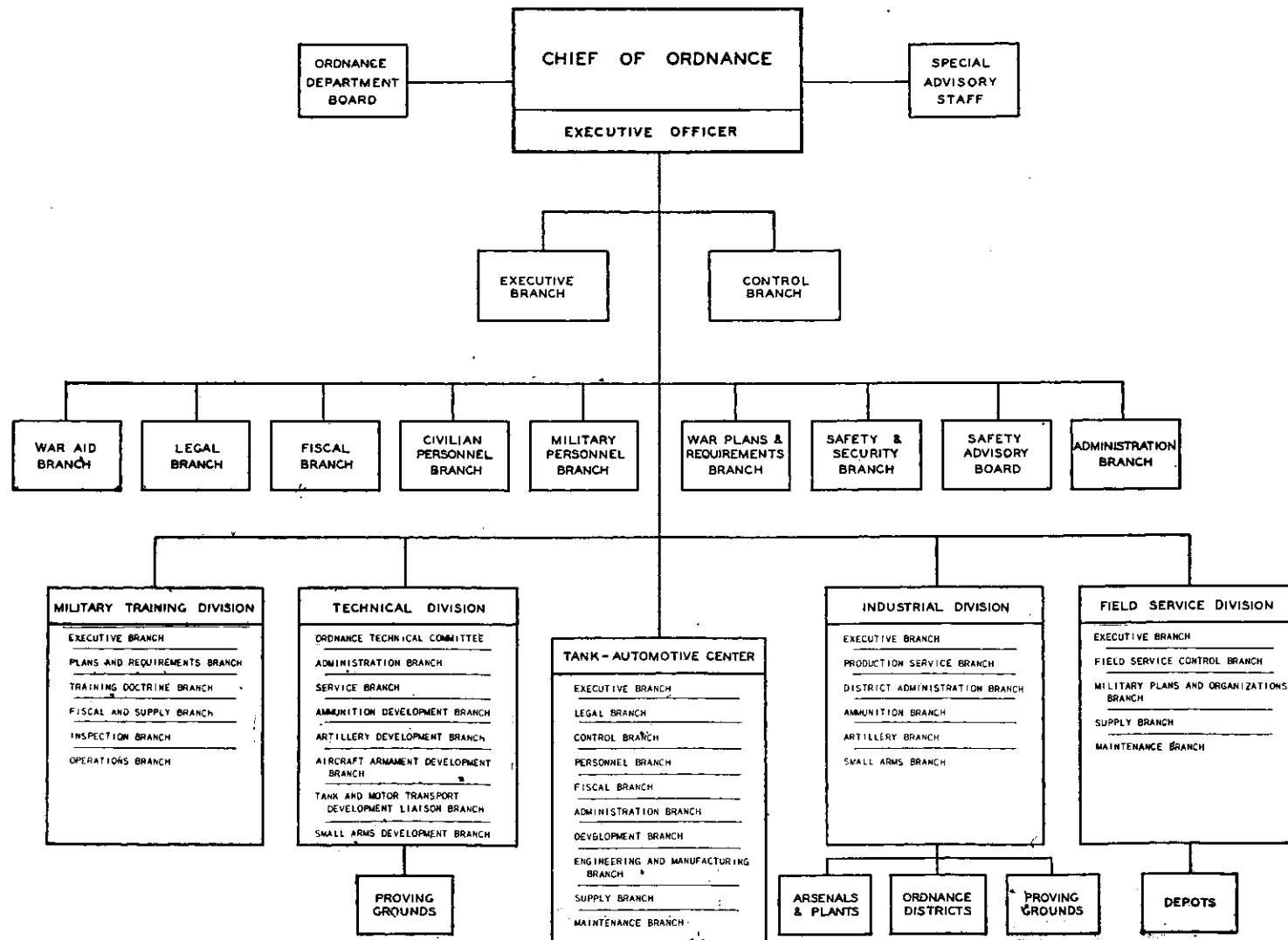
- (a) The *Inspection Branch* investigates operations at Quartermaster field installations, and of Quartermaster units at posts, camps, and stations to determine efficiency and adequacy of operations and methods; recommends improvements in activities of Quartermaster units; processes all reports of inspection made by officers of the Inspector General's Department referred to the Quartermaster General; processes all technical inspection reports and reports of visits made under travel orders by officers of the Office of the Quartermaster General; investigates such matters as may be referred to it by the Quartermaster General.
- (b) The *Plant Protection and Safety Branch*, within the limits of established policies, assists the Provost Marshal General in the preparation of programs on safety and prescribes technical protective policies, standards and procedures for Quartermaster field installations; clears requests to visit Quartermaster field installations where appropriate; maintains list of Quartermaster contracts awarded plants and makes recommendations, indicating appropriate priority to the Provost Marshal General for inclusion in the Master Responsibility List; recommends changes in priorities and deletions of plants from the Master Responsibility List to the Provost Marshal General; studies the necessity for, and recommends, when desirable, the use of dogs for plant protection at Quartermaster field installations; maintains a source of technical information and analysis to assist Quartermaster facilities in utilizing proper plant protection and accident prevention methods.

- (16) The *Fuels and Lubricants Division* consists of the Planning Branch, the Requirements Branch, the Technical Branch, the Operations Branch and the Control Branch.
- (a) The *Planning Branch* plans, supervises and coordinates comprehensive programs for the Army covering production, conservation and transportation of fuels and lubricants; forecasts anticipated deficiencies of all fuels and lubricants which would affect the war program of the Army and recommends through the Director to proper agencies all necessary corrective measures and adjustments; collects and analyzes all available information on the supply of fuels and lubricants to ascertain the need of planned action to meet Army requirements.
- (b) The *Requirements Branch*, with respect to all fuels, lubricants and containers therefor used by the Army, excluding cutting oils, fuels and lubricants for army aircraft, and containers therefor, recoil and hydraulic fluids, lubricants and greases for weapons, including railroad artillery equipment, performs the following functions: supervises computation of requirements and assembles and edits requirements submitted by using services for the Army Supply Program; prescribes standard methods of procedure applicable to all services in the computation of the Army Supply Program; recommends such allocations as may be necessary; assembles all requirements for posts, camps and stations as a basis for Treasury Procurement Schedules and other types of contracts; keeps progressive records on usage factors and Army plans affecting requirement figures; modifies program to reflect troop or vehicle strength changes and changes in types of vehicles planned with respect to the type of fuel or lubricant used; makes quarterly reports on all requirements by over-all requirements by product, theaters of operation, and zone of interior by areas; maintains liaison on requirements with the Planning Division, Operations, Army Service Forces; collects and compiles information on enemy resources as a basis for strategic planning; prepares and defends all estimates of funds required for petroleum products.
- (c) The *Technical Branch* plans, supervises and coordinates the program for the development or rehabilitation of enemy or Army occupied oil fields, refineries and other facilities, including the drafting of plans, and specifications for machinery and equipment; assigns to other technical services responsibility for the preparation and testing of specifications for liquid and solid fuels, lubricants and containers therefor, and coordinates all specification activities with the War Department Committee on Liquid Fuels and Lubricants; reviews and approves all specifications for petroleum products and other fuels used by the War Department and maintains records of approved specifications, except for petroleum products for which responsibility has been assigned to Army Air Forces; maintains liaison with the Army-Navy Petroleum Board on technical standards of users other than the Army; collects and makes available for proper distribution within the Army, military intelligence information concerning fuels and lubricants; represents the War Department on the Material Branches of the War Production Board and other Governmental agencies which have control of the flow of materials used in connection with production, manufacture and transportation of fuels and lubricants and requisite containers therefor; analyzes requests for out-of-line priority preference ratings on

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all material and equipment to be used for the production and manufacture of fuels and lubricants and containers therefor; makes recommendation on preference ratings to appropriate Governmental agencies.

- (d) The *Operations Branch* directs the purchase, storage and distribution of all petroleum products, solid and gaseous fuels and containers therefor (for which the Army has procurement responsibility) excluding fuels and lubricants for aircraft, and petroleum products and containers for which procurement responsibility has been assigned to other Technical Services; supervises inspection of the above products; expedites deliveries on overseas shipments and special task force movements.
- (e) The *Control Branch* conducts studies of policies, organizational structure, functions, and procedures of the Division for recommendations as to improvement and clarification; correlates activities of liaison representatives detailed from other Technical Services and the Army Air Forces; coordinates action to clarify and delegate responsibilities on petroleum products and containers therefor throughout the Army Service Forces; analyzes and reports to the Director on all special problems not specifically assigned to other Branches of the Division; coordinates arrangements for special surveys on problems related to petroleum products and containers therefor; administers personnel activities within the Division; provides general administrative services for the Division.



a. Mission.—To develop, design, procure, store, maintain for and supply to the Army such equipment and supplies as are assigned to the Ordnance Department for procurement, in such quantities and at such times as are required to meet the Army Supply Program and other directives of higher authority; and to train and furnish specialized ordnance troops to Service Commands and units of the field forces. The major types of items procured by the Ordnance Department are tanks, self-propelled mounts, motor combat and transport vehicles, artillery and its ammunition, small arms and their ammunition, bombs, grenades, pyrotechnics, mine equipment, spare parts, and other ordnance materiel and raw materials, ingredients, and facilities, including machine tools and other tools and equipment necessary for their production and maintenance.

b. Major functions.—(1) The Office of the Chief of Ordnance performs the following staff functions:

- (a) Within the limits of policies determined by Army Service Forces Staff Divisions, determines policies and procedures for procurement of ordnance supplies and equipment.
- (b) Computes requirements for and periodically reappraises and distributes information with respect to supplies and equipment, indicating both the quantity needed and the timing involved, and also the breakdown of such requirements into quantities of raw materials required.
- (c) Acts in coordination with other elements of the War Department, with other Federal agencies, and with industry on problems of production, labor supply, financing, raw materials requirements, conservation of critical and strategic materials and facilities, stock piling, and priorities, allocations, and preference ratings with respect to ordnance supplies and equipment.
- (d) Determines Ordnance personnel requirements for use by Service Commands, and at installations and Theaters of Operation.
- (e) Supervises the activities of Service Commands with respect to ordnance matters.
- (f) Supervises the maintenance, repair, alteration, and salvage of ordnance supplies and equipment.
- (g) Formulates and enforces safety, security and industrial hygiene policies and procedures in plants and installations specifically assigned for continuing protection responsibility.
- (h) Makes periodic inspections of storage activities at ordnance establishments to insure that War Department policies are carried out.
- (i) Prepares curricula for and inspects ordnance schools and training centers, prepares extension courses, training publications, manuals, and other instructional materials for training and field use.
- (j) Investigates occurrences involving loss of life, serious injury, serious damage, or malfunctioning in connection with production, storage or use of ordnance supplies and equipment.
- (k) Studies captured enemy materiel and tabulates characteristics thereof.
- (l) Participates in the determination of military characteristics of, and prepares specifications for, ordnance supplies and equipment.
- (m) Participates in the preparation of war plans in respect to activities of the Ordnance Department.
- (n) Prepares, maintains and distributes the Ordnance Catalogue, Tables of Organization and Equipment, Tables of Basic Allowances, and Tables of

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Allowances charged to the Ordnance Department, and adjusts them as required.

- (o) Plans and conducts research and development work and designs, develops and tests new and improved ordnance items and new and improved materials for ordnance use.
 - (p) Prepares firing tables, bombing tables, trajectory charts, and ballistics data.
 - (q) Determines the necessity for and recommends the construction of new manufacturing plants, and the conversion and expansion of existing plants, new depots, and their facilities.
 - (r) Continually reviews operations to secure the most effective utilization of manpower.
- (2) The *Office of the Chief of Ordnance* performs the following field operative functions:
- (a) Operates procurement districts through which ordnance supplies and equipment are procured and inspected.
 - (b) Operates ordnance arsenals, proving grounds, and depots, and supervises the operation of Government-owned, contractor-operated ordnance manufacturing plants.
 - (c) Trains personnel for field operation in the storage, issue and maintenance of ordnance materiel.
 - (d) Furnishes troops trained in Ordnance Department service to the Army Ground Forces and the Army Air Forces.
 - (e) Manufactures ordnance materiel.
 - (f) Places contracts with private industry for the manufacture and development of ordnance materiel.
 - (g) Stores, issues and maintains ordnance materiel not under the jurisdiction of Service Commands, Ports of Embarkation, Defense Commands, the Army Ground Forces, the Army Air Forces, Theaters or Bases.

c. *Organization.*

- (1) The *Office of the Chief of Ordnance* consists of the Ordnance Department Board, Special Advisory Staff, General Office consisting of ten Staff Branches, the Military Training Division, the Technical Division, the Industrial Division, the Field Service Division, and the Tank-Automotive Center (Detroit).
- (2) The *Ordnance Department Board* considers such subjects pertaining to Ordnance as may be referred to the Board by the Chief of Ordnance, and originates and submits to the Chief of Ordnance recommendations looking to the improvement of the service rendered by the Ordnance Department to the land and air forces of the Army.
- (3) The *Special Advisory Staff*, consisting of leaders in industry, finance, and other spheres of activity, selected by the Chief of Ordnance, assists him in formulating policies and procedures for the efficient accomplishment of the mission of the Ordnance Department.
- (4) The *Staff Branches* consist of the Executive Branch, the Control Branch, the War Aid Branch, the Legal Branch, the Fiscal Branch, the Civilian Personnel Branch, the Military Personnel Branch, the War Plans and Requirements Branch, the Safety and Security Branch, and the Administration Branch.
 - (a) The *Executive Branch*, under the direction of the Chief of Ordnance, coordinates the activities of the Office of the Chief of Ordnance; performs miscellaneous executive duties; supervises and coordinates the liaison (other than technical) established by the Office of the Chief of Ordnance with the other agencies of the War Department and the Federal Government; super-

- vises the preparation and publication of news matter and official literature; maintains liaison with the War Department Bureau of Public Relations.
- (b) The *Control Branch* advises and consults with the various elements of the Department in regard to problems involving matters of policy, organization, methods, procedures and statistical reporting practices; on its own initiation, or as directed by higher authority, surveys the effectiveness of operations and prepares recommendations for adjustments based thereon; reviews proposed major changes in organization, methods or procedures and personnel requirements in connection therewith; prepares special reports for the Chief of Ordnance; prepares and coordinates the preparation of certain types of statistical reports; works with the Control Division, Headquarters, Army Service Forces.
- (c) The *War Aid Branch* cooperates with International Aid Division, Headquarters, Army Service Forces, other War Department and Federal agencies, and foreign purchasing commissions, on Ordnance War Aid matters; receives Ordnance War Aid communications and takes necessary action thereon directly, or through reference to the appropriate Division or Branch with any necessary follow-up; initiates requests for funds for lease-lend requirements not in the Army Supply Program; supervises preparation of War Aid reports required by higher authority; works with Ordnance organizations concerned with War Aid in improving methods and results.
- (d) The *Legal Branch* acts as General Counsel for the Chief of Ordnance, Divisions and Branches in his office and all Ordnance district offices, manufacturing and field establishments, in all procurement and purchase policy, tax, renegotiation, claim, and related legal matters, and advises staffs therefor throughout the Department; prepares and issues all directives, circulars, etc., in reference to such matters; maintains liaison for the Department with all Governmental agencies on legal questions pertaining to war transactions, interpretation of laws and regulations, and effect of related new legislation.
- (e) The *Fiscal Branch* advises the Chief of Ordnance on fiscal matters; administers established fiscal policies and procedures throughout the Ordnance Department; establishes or discontinues fiscal organizations in the Office of the Chief of Ordnance and Ordnance field establishments; provides supervision and technical direction of accounting, auditing, advance payments, and other fiscal processes throughout the Department; builds and aids defense of Ordnance budgets; compiles price and purchase action statistics and releases price data to authorized inquirers; allots funds for Ordnance operations; maintains accounting records; prepares fiscal reports; prepares District of Columbia departmental payrolls and maintains leave records; supervises insurance coverage of cost-plus-a-fixed-fee contractors; issues Ordnance directives, circulars, etc., dealing primarily with fiscal matters; maintains liaison on fiscal matters with all authorized agencies.
- (f) The *Civilian Personnel Branch* determines policies for, gives counsel and assistance in, and maintains necessary liaison on, all personnel matters in the Ordnance Department and all of its establishments, including positions—classification, placement, employee relations, labor relations, labor supply, occupational analyses and wage surveys, and training programs. As to the departmental services: allocates positions to classes; recruits per-

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sonnel through the Civil Service Commission; handles placement problems and procedures; administers training programs; conducts employee relations programs; keeps records of civilian personnel; issues travel orders.

- (g) The *Military Personnel Branch* administers all matters connected with procurement, assignment, classification, promotion, and discipline of military personnel under the control of the Chief of Ordnance, and maintains records of all other Ordnance military personnel; administers all matters relating to military personnel as individuals, for reference to other War Department agencies; issues Ordnance Department general and special orders and exercises general supervision of military personnel sections.
- (h) The *War Plans and Requirements Branch* maintains currently corrected equipment charts and other basic and special records of Ordnance materiel requirements for all organizations of the Army; determines requirements of Ordnance general supplies and ammunition for Army Supply Programs (incorporating items for agencies other than the Army), for bases, theaters and task forces, and for scheduled aircraft production, including requirements for Army Supply Program Part 1 B and other miscellaneous requirements; compiles statistics on level of supplies in bases and theaters; makes special studies of requirements as directed by higher authority; maintains liaison with General Staff, Headquarters, Army Service Forces, Army Ground Forces, Army Air Forces, Navy, War Aid Agencies, War Production Board, and other agencies relative to Ordnance war plans and requirements; advises the Branches and Divisions of the Ordnance Department with reference to, and interprets, requirements.
- (i) The *Safety and Security Branch* discharges the responsibility of the Commanding General, Army Service Forces, for continuing protection of facilities assigned to the Chief of Ordnance, which are those where explosives, propellants or explosive ingredients are manufactured, processed, or stored for the War or Navy Departments; establishes technical standards and issues regulations for fire protection, explosive safety, and industrial safety and health at such facilities; makes periodic inspections of such facilities and, upon request, of other similar facilities; approves design and lay-out of explosives plants from the standpoint of safety and security; investigates fires, explosions, and other unusual occurrences at assigned facilities; renders technical advice on the processing, handling, transportation, and storage of ammunition and explosives; compiles statistics and disseminates information; maintains necessary liaison regarding assigned duties.

(j) The *Administration Branch*

For the Office of the Chief of Ordnance:

Reproduces, publishes and distributes orders, memorandums, bulletins, circulars, etc.; maintains central files for publications, drawings, correspondence and records; maintains the technical library; receives and distributes mail and other communications; procures, stores and issues office supplies; procures, maintains and repairs office machinery and equipment; assigns office space and telephone and interoffice communication facilities; furnishes services for moving office equipment; furnishes stenographic services for conference reporting and temporary assignments; furnishes information and personnel identification services;

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conducts the War Bond Campaign and receives contributions from employees for charities.

For the Ordnance Department:

Stores and issues all rationed items of an administrative nature; advises field establishments on procurement from mandatory sources; assists in securing necessary clearances for scarce items; controls Ordnance publications and supplies liaison therewith; maintains file of signed contracts.

- (5) The *Military Training Division* consists of the Executive Branch, the Plans and Requirements Branch, the Operations Branch, the Fiscal and Supply Branch, the Inspection Branch, and the Training Doctrine Branch.

(a) The *Executive Branch*

For the Division:

Performs duties assigned by the Chief of the Division; coordinates the work of other Branches; administers military and civilian personnel matters; performs miscellaneous administrative duties.

For training establishments under command of the Chief of Ordnance:

Supervises promotion, assignment and relief of military personnel.

- (b) The *Plans and Requirements Branch* compiles the requirements for trained troop units, trained officers, officer candidates, trained enlisted specialists, and trained replacements; determines requirements for training centers; prepares plans to meet the requirements for trained personnel and training facilities; furnishes other branches with information necessary to prepare their own action plans.
- (c) The *Operations Branch* directs, supervises and coordinates all training conducted in Ordnance schools, replacement training centers and unit training centers; takes action necessary to establish and place in operation new Ordnance schools and training centers and to activate new units; allots available student quotas for officers and enlisted men to Ordnance service schools; arranges for transfer of troops from one training establishment to another.
- (d) The *Fiscal and Supply Branch* prepares budget estimates; administers and allocates funds for training expenses of training establishments; performs preliminary work pertaining to leases and contracts with civilian agencies for training of military personnel; arranges for supply of technical training equipment to training establishments under Division jurisdiction; arranges for supply of Ordnance materiel to civilian schools pursuant to contracts and directives; recommends new and revised Tables of Allowances for training establishments and Ordnance Board; justifies training equipment requirements for unit training centers.
- (e) The *Inspection Branch* inspects Ordnance schools, training centers and units under the command of the Chief of Ordnance, in order to determine the adequacy of unit officers, training staff, equipment, facilities, and training; recommends corrective action.
- (f) The *Training Doctrine Branch* incorporates into training programs all Headquarters, Army Service Forces training doctrine directives; initiates curricula and approves courses prepared under technical supervision of Military Training Division; reviews Ordnance Field Manuals, training films, film strips, visual aids, Ordnance school texts and other texts prepared for

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use in Ordnance training establishments, prior to approval by Headquarters, Army Service Forces.

- (6) The *Technical Division* consists of the Ordnance Technical Committee, the Service Branch, the Administration Branch, the Ammunition Development Branch, the Artillery Development Branch, the Tank and Motor Transport Development Liaison Branch, the Small Arms Development Branch, and the Aircraft Armament Development Branch.
- (a) The *Ordnance Technical Committee* acts in an advisory capacity to the Chief of Ordnance; considers and recommends final action upon all technical matters effecting Ordnance materiel designed for, and intended to be issued to, the armed forces.
 - (b) The *Service Branch* analyzes and evaluates the work of the Development Branches; prepares and clears specifications for Ordnance materials and materiel; supervises, coordinates, and records research and development programs of Ordnance laboratories; investigates inventions recommended by the Inventors Council; conducts research on conservation of strategic materials; obtains, evaluates, and distributes technical Ordnance information from foreign and domestic sources; supervises preparation of firing tables, bombing tables, ballistic data, etc.; collaborates with the National Defense Research Council and other technical agencies in matters affecting Ordnance research.
 - (c) The *Administration Branch* handles administrative matters pertaining to Aberdeen Proving Ground and other proving grounds assigned to the Division; handles military and civilian personnel matters and internal office procedures for the Division; prepares estimates and administers funds for research and development; controls the release of technical information to foreign governments.
 - (d) The *Ammunition Development Branch*, with respect to all ammunition larger than caliber .60, bombs, grenades, pyrotechnics, mines, and rockets, including appertaining accessories: recommends, plans, procures materials and services for, and executes experimental development up to the point of standardization, release for procurement, or cancellation; supervises engineering tests during development; recommends general and assembly drawings for approval; collaborates with Industrial Division and Maintenance Branch, Field Service Division, on engineering changes affecting military characteristics; maintains liaison with military, naval and civil agencies concerned.
 - (e) The *Artillery Development Branch* functions as outlined in (d) above for cannon above caliber .60, carriages, mounts, recoil mechanisms, carts, caissons, limbers; fire control and optical instruments; submarine mines; and related equipment and accessories.
 - (f) The *Tank and Motor Transport Development Liaison Branch*, with respect to combat and transport motor vehicles: renders consulting service to Chief, Technical Division and to the Tank-Automotive Center, Development Branch; prepares and processes necessary reports and correspondence to initiate development projects; maintains liaison between the Ordnance Technical Committee and Army Ground Forces, Headquarters, Army Service Forces, Tank-Automotive Center, Service Boards, Technical Committees of other Supply Services, Government research agencies, industry

- and the public; transmits documents, directives, reports, etc., to the Tank-Automotive Center.
- (g) The *Small Arms Development Branch* functions as outlined in (d) above for machine guns, mounts, (exclusive of mounts in combat vehicles), hand carts, rifles, hand arms, pyrotechnic projectors, and rocket projectors (shoulder type) and ammunition up to and including caliber .60, except items peculiar to aircraft armament.
- (h) The *Aircraft Armament Development Branch* functions as outlined in (d) above for all aircraft cannon of 20 millimeters and above, other aircraft armament, and airborne equipment.
- (7) The *Industrial Division* consists of the Executive Branch, the District Administration Branch, the Production Service Branch, and three Materiel Operating Branches, viz: the Ammunition Branch, the Artillery Branch, and the Small Arms Branch.
- (a) The *Executive Branch*
For the Division:
Performs duties assigned by the Chief of the Division; coordinates the administration of arsenals, pursuant to AR 170-10; supervises financial matters, including determination of prices; assembles estimates of funds needed and controls funds for projects common to two or more Branches; supervises administrative work on Defense Plant Corporation projects and tax amortization phases of contracts; follows up on Inspector General's reports; supervises military and civilian personnel matters; coordinates the establishment of Industry Integration Committees for the materiel operating Branches; reviews organization and procedures and recommends changes to increase effectiveness of operation.
- (b) The *District Administration Branch*, with respect to Ordnance District Offices: exercises staff supervision; estimates and allots required funds; effects uniformity of procedures and implements policies; acts as liaison with Legal Branch; recommends improvements in organization structure; studies special problems relating to District operations; maintains liaison with branches of the Office of the Chief of Ordnance; assists in obtaining adequate personnel; supervises military personnel matters.
- (c) The *Production Service Branch*
For the Department:
Allocates controlled materials; allots equipment and machine tools; supervises and coordinates activities in relation to priorities; coordinates activities relative to redistribution and disposition of serviceable and unserviceable property; coordinates requirements of Ordnance facilities and establishments for fuels, power and lubricants with other governmental agencies; coordinates Ordnance drawings, nomenclature, interchangeability of items and parts, and use of standard parts; considers and recommends to the Army Board for Production Awards the plants to receive the Army & Navy "E" Award.
- For the Division:
Plans, schedules, and coordinates activities common to more than one Branch including production, inspection, and production reports; supervises procurement of War Aid machine tools; designs, procures and inspects inspection gages and provides for expansion of gage facilities; consolidates requirements and orders proof materials and equipment;

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processes project requests for construction and expansion or reduction of industrial facilities for manufacturers of Ordnance materiel; recommends action on suggestions relative to conversion, redesign and related matters.

- (d) The *Ammunition Branch*, with respect to ammunition larger than caliber .60, and to bombs, grenades, pyrotechnics and components: prepares estimates of funds needed; cooperates with Technical Division in development of materiel; furnishes production engineering services; plans and supervises procurement, inspection and acceptance of assigned materiel; supervises and reports on progress of production; determines costs and establishes prices; administers assigned proving grounds and government-owned facilities producing assigned materiel; reviews instructional material for technical accuracy.
 - (e) The *Artillery Branch* functions as outlined in (d) above for cannon larger than caliber .60; carriages, carts, caissons, limbers, etc.; recoil mechanisms, fire control and optical instruments; submarine mines; and related equipment and accessories.
 - (f) The *Small Arms Branch* functions as outlined in (d) above for small arms materiel, including ammunition of caliber .60 and under, rifles, machine guns and mounts (exclusive of mounts in combat vehicles), and hand arms, pistols and revolvers, pyrotechnic projectors, rocket projectors (shoulder type), accessories and hand carts.
- (8) The *Field Service Division* consists of the Executive Branch, the Field Service Control Branch, the Military Plans and Organizations Branch, the Supply Branch (Stock Control and Storage), and the Maintenance Branch.
- (a) The *Executive Branch* coordinates the work of the other Branches; administers military and civilian personnel matters for the Division; performs the fiscal functions of the Division; prepares, or reviews, and publishes all Ordnance military publications, except Tables of Organization and Equipment; administers contracts and maintenance operations assigned to the Division for services to be rendered overseas.
 - (b) The *Field Service Control Branch* advises and consults with the various elements of the Division and its field establishments in regard to problems involving matters of policy, organization, methods and statistical reporting practices; on its own initiation or as directed by higher authority, develops indices for, and surveys the effectiveness of, operations and prepares recommendations for adjustments based thereon; reviews proposed major changes in policies, organization and methods including manpower requirements affected thereby; prepares special reports for the Chief of Field Service Division; prepares or coordinates preparation of statistics and charts of operations; works with the Control Branch, Office, Chief of Ordnance.
 - (c) The *Military Plans and Organizations Branch* secures advance information regarding activation and movement of troops for use in logistical planning; secures and disseminates Ordnance information from Overseas Theatres; assists Ordnance officers in Theatres and Defense Commands; prepares Ordnance Tables of Organization and Equipment and Tables of Basic Allowances, reviews Ordnance materiel in all such tables; establishes requirements for, and recommends movements of, cadres and units.

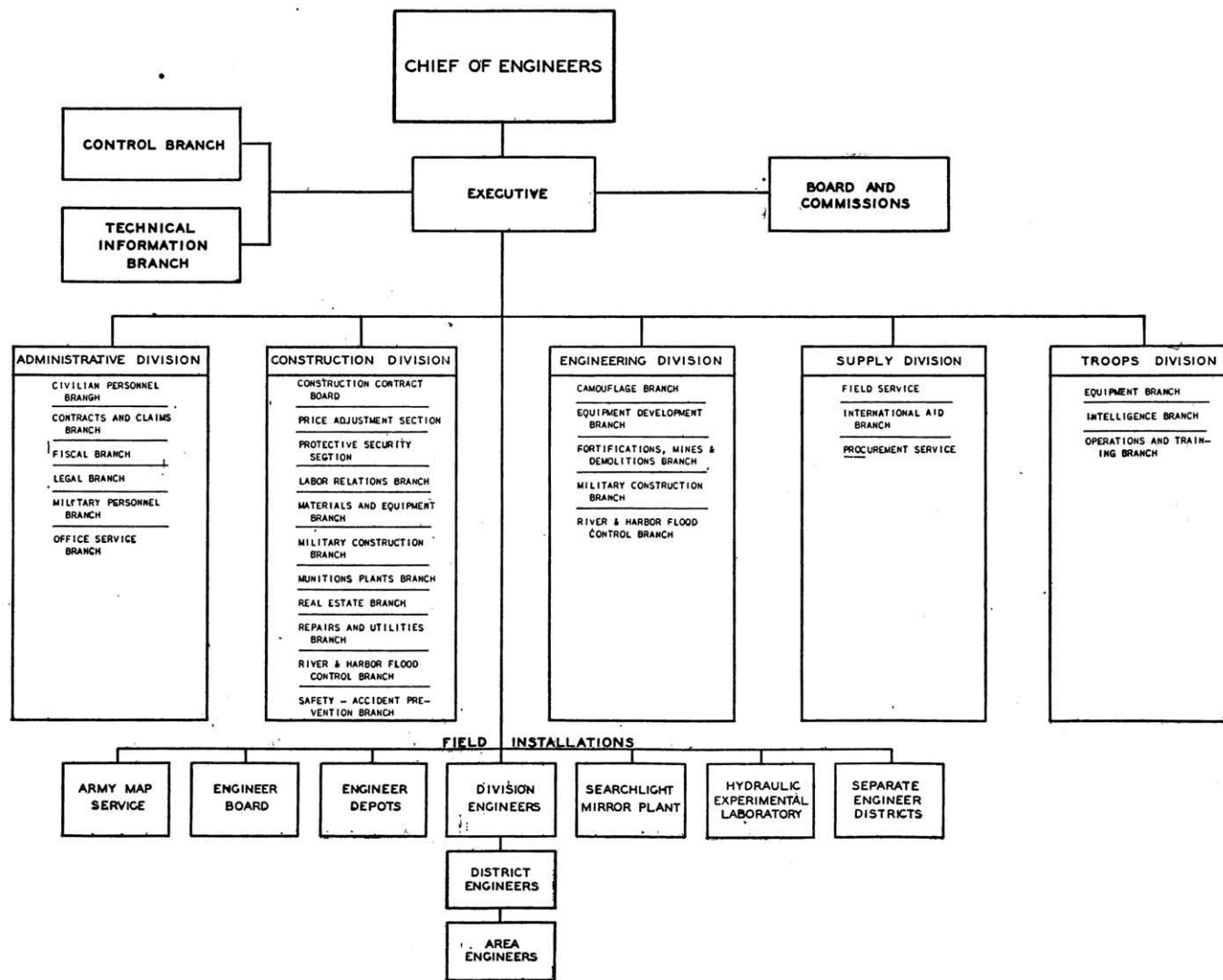
- (d) The *Supply Branch* is responsible for stock control and storage functions as follows:
- Stock Control:* Coordinates distribution of all Ordnance materiel, equipment, and supplies; receives instructions on supply of Ordnance materiel to troop units and directs shipment; records status of supply to Field Forces; is responsible for inventory control, records and reports of stocks and issues, depot stock levels, adequacy of stocks, arrangements for replenishment of stocks, planning of missions of storage depots, delivery to storage and using agencies.
- Storage:* Develops lay-outs and over-all plans for storage facilities, equipment, and expansion thereof; allocates storage space; is responsible for conservation of storage space and manpower in storage operations, for preservation of materiel in storage, and for methods of receiving, storing, packaging, handling, and issuing; initiates storage training.
- (e) The *Maintenance Branch* directs engineering activities peculiar to maintenance in connection with such matters as design, product correction, modification, reclamation of parts, and requirements for parts, tools, and equipment; directs maintenance operations at arsenals, depots, and base shops; supervises technical aspects of maintenance, including preventive maintenance, through appropriate channels throughout the Army; prepares plans for maintenance facilities at depots; assigns missions to, and specifies special methods to be used by maintenance organizations; prescribes lists, tools and equipment for maintenance; supervises inspection of materiel in storage and in use; recommends and reviews Tables of Organization and Tables of Basic Allowance for Maintenance Units; prepares technical manuals, Standard Nomenclature Lists, and other pertinent publications.
- (9) The *Tank-Automotive Center* executes on behalf of the Technical, Industrial, and Field Service Divisions of the Office of the Chief of Ordnance their responsibilities for the development, design, manufacture, storage, supply and maintenance of tanks, self-propelled gun mounts, combat, transport and other vehicles assigned to Ordnance; and discharges such other functions as may be assigned properly. The Center has the following Branches: Executive Branch, Control Branch, Legal Branch, Personnel Branch, Fiscal Branch, Administration Branch, Development Branch, Engineering and Manufacturing Branch, Supply Branch and Maintenance Branch.
- (a) The *Executive Branch*, under direction of the Chief of the Center, coordinates activities of the Center; prepares speeches, articles, and news releases; digests press comments on Tank-Automotive matters; directs safeguarding of military information and security of Center personnel and Government property; directs execution of policies pertaining to War Aid activities; conducts liaison with authorized and accredited representatives of the United Nations; edits and approves all technical publications pertaining to G-group major items.
- (b) The *Control Branch*, in accordance with procedures established by Control Branch, Office, Chief of Ordnance, advises and consults with the various elements of the Center in regard to problems involving matters of policy, organization, methods, procedures, and statistical reporting practices; on its own initiation, or as directed by higher authority, surveys the effectiveness thereof; reviews proposed major changes in organization,

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- methods, or procedures and personnel requirements in connection therewith; prepares special reports for the Chief and Assistant Chief of the Center; prepares, or coordinates the preparation of, certain types of statistical reports.
- (c) The *Legal Branch*, in accordance with procedures established by Legal Branch, Office, Chief of Ordnance, advises the Chief of the Center and subdivisions of the Center on all legal matters; renders legal advice and assistance, as requested, to Ordnance districts on the Tank-Automotive program.
 - (d) The *Personnel Branch*, in accordance with procedures established by the Civilian Personnel Branch, Office, Chief of Ordnance, administers civilian personnel affairs for the Center; coordinates civilian personnel activities of other Branches; develops and establishes internal personnel procedures; and in accordance with procedures established by Military Personnel Branch, Office, Chief of Ordnance, maintains records for the Center relative to military personnel; maintains officers' register; administers Officers' Training Program; publishes special orders for the Center.
 - (e) The *Fiscal Branch*, in accordance with procedures established by Fiscal Branch, Office, Chief of Ordnance, procures, allots, accounts for, and reports upon funds for operation of the Center; prepares civilian payrolls for the Center.
 - (f) The *Administration Branch* publishes all Tank-Automotive Center orders, bulletins, etc., except as otherwise prescribed; provides office service, including assignment of space, communications, supplies and equipment, and maintenance thereof; receives and distributes all correspondence, and controls and operates mail and record system for the Center; utilizes services provided by Transportation Corps personnel, Army Service Forces.
 - (g) The *Development Branch*, under instructions of the Chief of Technical Division, Office, Chief of Ordnance, with respect to materiel assigned to Tank-Automotive Center: recommends, plans, procures materials and services for, and executes research and development up to the point of standardization, release for procurement, or cancelation; supervises engineering tests during development; recommends general and assembly drawings for approval; collaborates with Engineering and Manufacturing Branch and Maintenance Branch on engineering changes affecting military characteristics; maintains liaison with civil, military, and naval agencies concerned.
 - (h) The *Engineering and Manufacturing Branch*, under instructions of the Chief of Industrial Division, Office, Chief of Ordnance, with respect to materiel assigned to Tank-Automotive Center: prepares estimates of funds needed; does engineering work on materiel previously standardized or released for procurement; plans and supervises procurement, inspection, and acceptance of assigned materiel; supervises and reports on progress of production; makes price analyses; reviews instructional material for technical accuracy; cooperates with Development Branch on development of materiel and on changes involving military characteristics.
 - (i) The *Supply Branch*, under instructions of the Chief of Field Service Division, Office, Chief of Ordnance, with respect to materiel assigned to Tank-Automotive Center: furnishes data as a basis for determining requirements for storage and handling facilities; issues technical regulations

on methods of receiving, storing, issuing and transporting; records status of stocks, requirements for equipment of Field Forces, and status of supply to such forces; schedules requirements for replacement, issue, and sale; requisitions procurement to maintain necessary level of stocks; issues orders for, and records transfers to, agencies other than the Army; plans automatic supply for new units; completes equipment of task forces; provides initial maintenance supplies and plans automatic replacement.

- (j) The *Maintenance Branch*, under instructions of the Chief of Field Service Division, Office, Chief of Ordnance, with respect to Tank-Automotive materiel: directs engineering activities peculiar to maintenance in connection with such matters as design, product correction, modification, reclamation of parts, and requirements for parts, tools, and equipment; directs maintenance operations at arsenals, depots, and base shops; supervises technical aspects of maintenance, including preventive maintenance, through appropriate channels throughout the Army; prepares plans for maintenance facilities at depots; specifies special methods to be used by maintenance organizations at depots and repair bases; prescribes lists, tools and equipment for maintenance; supervises inspection of supplies in storage and in use; prepares and reviews Section I, Organization, Tables of Organization and Equipment, and Tables of Basic Allowance for Maintenance Units, Technical Manuals, and Standard Nomenclature Lists.



SECTION 303.00—OFFICE OF THE CHIEF OF ENGINEERS

a. Mission.—To assure the supply to the armed services and International Aid of such equipment and supplies as are assigned to the Corps of Engineers for procurement, in such quantities and at such times as are required to meet the needs of the Army Supply Program, and to fulfill directives of higher authority; to train and furnish specialized engineer troops to Service Commands and units of the field forces; to acquire and dispose of real estate for the Army; to assure the proper execution of war construction projects and the adequate performance of repairs and utilities work for the Army. The major types of items procured by the Corps of Engineers are bridges (both floating and fixed), heavy construction equipment of all kinds, surveying and map reproduction equipment, camouflage materials (including nets, garnishing strips, and paint), antiaircraft searchlights, barrage balloons, airplane landing mats, demolition equipment and supplies, water purification and distributing equipment and supplies, fire-fighting equipment for posts, camps, and stations, maintenance equipment, such as mobile shops, etc., general construction equipment (such as carpenters', blacksmiths', and electricians' tools), field fortification supplies (such as barbed wire, sandbags, etc.), theater of operations construction materials and equipment, and gasoline and fuel oil distributing equipment.

b. Major functions.—(1) The Office of the Chief of Engineers performs the following staff functions:

- (a) Participates in the preparation of war plans in respect to the Corps of Engineers.
- (b) Formulates policies and procedures governing the design and construction of all buildings, structures, and permanent fortifications for the War Department.
- (c) Formulates policies and procedures governing operation of utilities and maintenance and repair of all Army installations except at Wright Field, aircraft assembly plants, and Army Air Forces depots in the continental United States.
- (d) Formulates policies and procedures governing the acquisition, disposal, and leasing of real estate by the War Department and the settlement of claims arising from use and occupancy.
- (e) Determines personnel requirements for, and provides specialized engineer troops for use by the Service Commands, and at installations and theaters of operation under War Department plans.
- (f) Within the limits established by Staff Divisions, determines procurement policies and procedures for engineer items.
- (g) Determines the requirements of and periodically reappraises and distributes information with respect to engineer supplies and equipment, indicating both the quantity needed and the timing involved, and also the breakdown of such requirements into quantities of raw materials necessary.
- (h) Prepares, maintains, and distributes Tables of Organization and Equipment, Tables of Basic Allowances, and Tables of Allowances with respect to the activities of the Corps of Engineers, adjusting them as required to accord with those of other arms and services.
- (i) Acts on strategic or other Federal-aid and State roads construction projects that are referred to the War Department by the Public Roads Administration for determination of importance to national defense.
- (j) Coordinates the War Department construction program and the relations of the War Department with the defense housing program.

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- (2) The Office of the Chief of Engineers performs the following operating functions for headquarters, Army Service Forces:
- (a) Gathers, analyzes, and prepares strategic intelligence data pertaining to Engineer matters in foreign areas.
 - (b) Furnishes maps.
- (3) The Office of the Chief of Engineers performs the following field operating functions:
- (a) Operates procurement offices through which engineer supplies and equipment are purchased and inspected.
 - (b) Supervises the storage and distribution of engineer supplies and equipment.
 - (c) Operates engineer depots for the storage and issue of engineer equipment.
 - (d) Conducts research and development work, and designs, tests, and develops new engineer items; participates in the preparation of military characteristics of, and prepares specifications for, engineer supplies and equipment.
 - (e) Prepares and publishes instructions for the maintenance, repair, and salvage of engineer supplies and equipment.
 - (f) Conducts power surveys.
 - (g) Prepares curricula, extension courses, manuals, and other publications for Engineer schools.
 - (h) Directs the acquisition of all real estate and facilities required by the Army, the issue of licenses in connection therewith, the settlement of claims arising from use and occupancy of real estate and the disposition of real estate in accordance with existing law.
 - (i) Prepares standard construction plans, and directs and supervises, through Division Engineers, the design and construction of all buildings, structures, and permanent fortifications.
 - (j) Constructs and supervises the maintenance, repair, operation, and management of civilian war housing for the Army.
 - (k) Prepares and distributes military maps.

c. Organization.—The *Office of the Chief of Engineers* consists of the Administrative Division, the Construction Division, the Engineering Division, the Supply Division, the Troops Division, the Control Branch, and the Technical Information Branch.

- (1) The *Administrative Division* provides all administrative services of a general nature, and establishes procedures applicable to the work of the Office of the Chief of Engineers and the field installations thereunder as a whole. It procures funds and personnel and is responsible for their proper use under the law. The Administrative Division consists of the Civilian Personnel Branch, the Contracts and Claims Branch, the Fiscal Branch, the Legal Branch, the Military Personnel Branch, and the Office Service Branch.
- (a) The *Civilian Personnel Branch* directs all phases of civilian personnel administration, including classification and wage administration, planning and placement, employee relations service, and training for the Office of the Chief of Engineers and the Engineer Department.
 - (b) The *Contracts and Claims Branch* directs and coordinates contractual policies and procedures in connection with all activities of the Office of the Chief of Engineers and the Engineer Department.
 - (c) The *Fiscal Branch* directs property, finance, and cost accounting policies and procedures; maintains control accounts of all funds pertaining to the activities of the Corps of Engineers; directs all matters relating to insurance on cost-plus-fixed-fee construction contracts.

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- (d) The *Legal Branch* furnishes legal advice to the Chief of Engineers, the Assistant Chiefs of Engineers, and to other administrative officers of the Corps of Engineers.
 - (e) The *Military Personnel Branch* coordinates the procurement and employment of military personnel in accordance with policies established by higher authority.
 - (f) The *Office Service Branch* performs office service functions for the Office of the Chief of Engineers.
- (2) The *Construction Division* consists of the Labor Relations Branch, the Materials and Equipment Branch, the Military Construction Branch, the Munitions Plants Branch, the Real Estate Branch, the Repairs and Utilities Branch, the River and Harbor-Flood Control Branch, the Safety-Accident Prevention Branch, the Construction Contract Board, the Protective Security Section, and the Price Adjustment Section.
- (a) The *Labor Relations Branch* is responsible for the proper administration of labor laws and executive orders applicable to construction and supply.
 - (b) The *Materials and Equipment Branch* procures and allocates certain construction materials: lumber, rail, steel tanks, boilers, and other such items; determines quantities, capacities, and sizes of all equipment required to be purchased or allocated centrally for construction projects; determines policies in connection with the allocation of lumber and plywood for all armed services including the Navy, Air Force, Maritime Commission, and other Federal agencies, and allocates lumber and plywood to these agencies under instructions from the Army-Navy Munitions Board. Handles purchase and distribution of equipment for laundries, bakeries, kitchens and mess halls; allocates steel plate and copper for engineer construction requirements; expedites delivery of materials and equipment for projects by communicating with manufacturers, by finding other sources of supply, by suggesting available substitutes, or through transfers of excess materials; prepares and issues instructions to field agencies regarding construction machinery and equipment rental agreements, rental rates and recapture and transfer; obtains releases through channels from higher authority for all automotive equipment from the Office of Defense Transportation; notifies Division and District offices of all restrictions placed on vehicles by higher authority including limitation orders of the Office of Defense Transportation; directs the procurement, transfer, and redistribution of all office equipment (i.e., labor saving devices, etc.); coordinates expediting and priority work with the War Production Board and Army-Navy Munitions Board. Analyzes priority rules and regulations and instructs field agencies in the operation and application of priority rules and regulations; processes requests for higher priority ratings on construction projects; supervises distribution of surplus and excess materials and equipment, and salvage operations.
 - (c) The *Military Construction Branch* is responsible for the authorization and control of all military construction in continental United States except munitions plants; and, in addition, of certain other projects specifically assigned to it outside continental United States. It is responsible for the construction of War Department-approved Civil Aeronautics Authority airfields; civilian war housing at military installations; passive protection of military installations, War Department-owned plants and other vital

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war plants; and the authorization and control of such other projects or construction as may be assigned; exercises certain staff functions delegated to the Chief of Engineers; these include the application of War Department construction policy to determine the military necessity for requested construction, and the enforcement of the various restrictions or prohibitions against the use of critical materials. It supervises the activities of the field agencies in the performance of their construction functions; makes inspections; renders assistance and advice as required in the interest of the over-all program, and coordinates the construction effort in general. Through the medium of directives it authorizes work and controls the funds made available for such work. In coordination with Headquarters, Army Service Forces, with Army Ground Forces, Army Air Forces, and with other Technical Services, develops programs of construction, and prepares estimates and justifications therefor for appropriations.

- (d) The *Munitions Plants Branch* is responsible for the authorization and control of all construction and installation of equipment for Chemical Warfare Service Depots and Plants, Ordnance Manufacturing Plants, and Chemical Warfare Service experimental facilities. In the performance of these responsibilities, the Munitions Plants Branch exercises certain staff functions delegated to the Chief of Engineers. These include the application of War Department construction policy to determine the military necessity for requested construction and the enforcement of the various restrictions on the use of critical materials. It supervises the activities of the various Division and District Engineers in the performance of their construction functions; makes inspections; renders assistance and advice as required; and maintains close liaison with the using services. Through the medium of directives, it authorizes work and controls the funds made available for the work; prepares budget estimates for such construction; prepares engineering and contract information; and participates in negotiations for contracts, supplements and change orders.
- (e) The *Real Estate Branch* is responsible for all real estate matters (military and civil) of the War Department: the acquisition of fee or leasehold interest in land, buildings and improvements by purchase, condemnation, lease, donation, exchange, or transfer from other government agencies; the acquisition of easements, rights-of-way, and other interests in land; the elimination of outstanding grazing, mineral and water rights on government-owned lands; the granting of leases, licenses, easements, or permits for the occupation and use of Federal property which is under the control of the War Department; the disposal by sale, transfer, or otherwise, of Federal lands or interests therein, buildings, improvements, and growing crops, under the control of the War Department; the settlement of claims arising out of the use and occupancy of real estate by the War Department; and the procurement of exclusive or partial jurisdiction over lands acquired by the War Department.
- (f) The *Repairs and Utilities Branch* is responsible for staff supervision of work defined in Army Regulation 100-80 which includes the maintenance and repair of buildings, structures, grounds, and utilities for the Army; the provision and operation of utilities; the provision, operation, repair and maintenance of necessary equipment therefor; environmental pest control;

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- the selection of types of fuel for new or converted installations; provides advisory service for negotiation and renegotiation of utilities contracts; fire prevention and protection and the provision, operation, maintenance, and repair of equipment necessary therefor. The Chief of the Branch serves as War Department "Power Procurement Officer."
- (g) The *River and Harbor-Flood Control Branch* is responsible for River and Harbor (Navigation) and Flood Control Projects on which the Chief of Engineers acts under the direct authority of the Secretary of War, including the administration of all matters pertaining to investigations, authorization, construction and operation of navigation, and flood control projects, multiple purpose projects involving navigation, flood control, hydroelectric power and allied uses, and other civil works projects as assigned. Supervises activities of Division and District Engineers in performance of their civil functions; makes inspections; renders assistance and advice as required; arranges for assignment of job priorities and coordinates the general construction effort. Authorizes work and controls funds made available for such work. Develops programs of work, prepares budget estimates and justifies such estimates before Congressional Committees and Bureau of the Budget. Passes on allotments, subprojects, maintenance and disposal of river and harbor and flood control plant and equipment, harbor lines, permits and bridge plans, wrecks and obstructions, laws and regulations relating to navigable and international boundary waters, pollution abatement of navigable waters.
- (h) The *Safety-Accident Prevention Branch* is responsible for planning, organizing and promulgating the necessary activities for the prevention of accidental injuries, disease and sickness, destruction and damage to equipment and materials, in connection with military construction, river and harbor and flood control operations, civil works and operations of the Engineer Board, the Engineer Supply Depots, the Army Map Service, and other establishments under the direction of the Chief of Engineers.
- (i) The *Construction Contract Board* conducts investigations and interviews to determine the qualifications of contractors, and advises the Chief of Engineers through the Chief of the Construction Division as to the proper selection of contractors for large negotiated contracts; assists in the negotiation of important contracts; furnishes consulting services to divisions and districts when requested.
- (j) The *Protective Security Section* formulates policies and procedures affecting and supervises the operations of Protective Security Service throughout the Engineer Department; investigates or takes other appropriate action with regard to allegations of dishonesty or disloyalty in the conduct of the construction program; supervises the safeguarding of military information and classified documents; establishes and implements procedures relating to the fingerprinting of construction employees located outside continental United States; integrates, as may be appropriate, the security measures adopted at construction projects to the requirements of the Internal Security Program.
- (k) The *Price Adjustment Section* exercises control over statutory renegotiations of contracts to eliminate excessive profits; supervises the function-

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ing of price adjustment sections in the divisions; maintains liaison with the War Department Price Adjustment Board, and conducts renegotiations in special cases.

- (3) The *Engineering Division* consists of the Camouflage Branch, the Equipment Development Branch, the Fortifications, Mines and Demolitions Branch, the Military Construction Branch, and the River and Harbor-Flood Control Branch.
- (a) The *Camouflage Branch* is responsible for the development of camouflage doctrine, technique, and materials, for the preparation of manuals and other publications relating to camouflage, for advice to troops on camouflage, for supervision of the activities of the Engineer Board relating to camouflage, and for technical advice on camouflage.
 - (b) The *Equipment Development Branch* is responsible for the development of technical equipment and material for Engineer Troops, the direction of the activities of the Engineer Board, providing technical assistance to the Engineer Board, the coordination of the development activities of other Branches of the Engineering Division, and for technical advice on matters of engineer equipment.
 - (c) The *Fortifications, Mines and Demolitions Branch* is responsible for type designs and specifications relating to seacoast and permanent fortifications, structural protection, gas and blackout protection, land mines, booby traps, and obstacles, the preparation of manuals and other publications pertaining to the work of the Branch, the formulation and supervision of test programs, and for supervision of the technical activities of the Engineer Board with respect to matters within the purview of this branch.
 - (d) The *Military Construction Branch* is responsible for the preparation of standard plans and specifications for all types of military buildings, structures, utilities and other facilities, the preparation of the Engineering Manual and other publications as assigned, the review of plans prepared in the field, and for supervision of the technical activities of the Engineer Board on matters pertaining to this Branch.
 - (e) The *River and Harbor-Flood Control Branch* is responsible for the review of plans, specifications, engineering reports, and estimates pertaining to river and harbor and flood control projects and to such other projects as may be assigned; and for the study of reservoir operation, hydraulic, hydrologic, and structural problems.
- (4) The *Supply Division* is organized into the Field Service, the International Aid Branch, and the Procurement Service.
- (a) The *Director of Field Service* through his staff branches is responsible for establishing general policies relating to the determination of requirements and to the storage, issue and maintenance of equipment, and for supervising and coordinating the field offices and depots concerned with storage and issue. The Field Service is organized into the Issue Branch, the Maintenance Branch—Engineer Field Maintenance Office (Columbus, Ohio), the Requirements and Stock Control Branch, and the Storage Branch.
 - 1. The *Issue Branch* is responsible for preparation, issuance and follow-up of requisitions to supply newly-activated troop units; issuance of requisitions to supply equipment and supplies of a Class IV nature to troops overseas and those moving overseas; issuance of requisitions to supply maintenance allowances to troops moving

overseas; requisitioning items from depots to fill shortages reported by units in connection with oversea troop movements; analysis and editing of requests for issuance of items in excess of authorized allowances, or not authorized; initiation of emergency requests for purchase when necessary to supply troops overseas or troops moving overseas; handling of depot extracts; direction of the distribution of controlled items; control of the distribution of used construction equipment made available to the Supply Division; and the issuance of instructions to depots concerning the filling of issue requisitions.

2. The *Maintenance Branch—Engineer Field Maintenance Office (Columbus, Ohio)* is responsible for general technical supervision of Corps of Engineers field maintenance activities pertaining to Engineer troop equipment; coordinating activities relating to the development and procurement of Engineer spare parts, tools, maintenance shop equipment and supplies; determining requirements and initiating procurement requisitions for these items; supervising their storage, and controlling their issue; preparing, reviewing, and publishing instructions and technical information on preventive maintenance, repair, and export processing of Engineer troop equipment; and coordinating and directing the regional maintenance services provided in the United States by the Corps of Engineers for Engineer troops, depots, and ports.
3. The *Requirements and Stock Control Branch* is responsible for review and editing of allowances; preparation of equipment list; preparation of the Engineer Expendable Supply Circular; determination of requirements and available resources; preparation of budget estimates; preparation and revision of the Engineer portion of Section I of the Army Supply Program; issuance of purchase requisitions; control of the distribution of supplies from production; maintenance of balanced stocks in depots; assignment of standard nomenclature and stock numbers; preparation and revision of the Engineer Supply catalog, Parts I and II, the Class IV stock list and the Standard Nomenclature List; establishment and revision of maintenance and distribution factors; handling all matters for the Office of the Chief of Engineers pertaining to procurement and purchase responsibility; maintenance of records to supplement depot stock records; and arranging for disposition of excess, obsolete and unserviceable stocks in depots.
4. The *Storage Branch* is responsible for determining the need for additional storage space; arranging for construction of new storage facilities; arranging for allocation of space in Army Service Forces Depots to the Corps of Engineers; exercising control over shipments into Engineer Depots and Engineer Sections of Army Service Forces Depots; exercising general supervision over the operation of Engineer Depots and Engineer Sections of Army Service Forces Depots; supervision of procedures for the packing, crating and marking of Engineer Supplies (excepting mechanical equipment) by depots; standardization of depot operating procedures; supervision of the disposition by depots of excess property at posts, camps, and sta-

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tions; supervision and follow-up of supply by depots to units, particularly newly activated units, at posts, camps and stations; coordination, with Headquarters, Army Service Forces and other agencies, of matters relating to procurement of truck chassis and warehouse-handling equipment for the Corps of Engineers; and the procurement of used cranes (except locomotive cranes) for the Army.

- (b) The *International Aid Branch* is responsible for the coordination of all functions pertaining to international aid matters within the Office of the Chief of Engineers. It assists representatives of the United Nations in the preparation of requirements for engineer equipment and supplies; analyzes spot requisitions of the United Nations in accordance with instructions issued by the International Aid Division, Army Service Forces; initiates procurement of engineer equipment and supplies for the United Nations as authorized by the Commanding General, Army Service Forces; arranges transfer of engineer equipment and supplies to the United Nations as authorized; arranges for the repossession of all items previously authorized for transfer to the United Nations, as directed by the Commanding General, Army Service Forces; and provides representation on Engineer Subcommittees of the International Supply Committee and the Munitions Assignments Committee (Ground).
- (c) The *Director of the Procurement Service* through his staff branches is responsible for establishing general policies and procedures for operation of the Field Offices of the Procurement Service, and for supervising and coordinating the functions of the Field Offices to insure efficient procurement of Engineer supplies. The Procurement Service is organized into the Allocation and Contract Branch, the Antiaircraft Equipment Branch, the Central Planning Branch and the Operations Branch.
1. The *Allocation and Contract Branch* is responsible for controlling and recording allocations of purchase requisitions to procuring offices; expediting placement of purchase and execution of contracts; executing contracts and purchase orders for special items; processing advance payments to contractors; executing change orders and supplemental agreements; supervising the administration of all contracts and purchase orders; supervising Small War Plant relations.
 2. The *Antiaircraft Equipment Branch* is responsible for supervising the design, specifications, inspection and coordinating of procurement of all Barrage Balloons, 18", 24" and 60" searchlights and associated equipment; supervising the storage and issue of Barrage Balloons and Searchlight equipment; and preparing all Barrage Balloon requirements.
 3. The *Central Planning Branch* is responsible for securing allocation of all raw materials for the Corps of Engineers; maintaining liaison with the Army Service Forces and the War Production Board on the Controlled Materials Plan and the Production Requirements Plan matters; computing all material requirements, preparing material budgets, and allocating materials to meet procurement requirements; expediting material deliveries; coordinating material

requests with the Army Supply Program and the Construction Program, and production forecasts; preparing schedules for procurement in accordance with the Army Supply Program and the Construction Program; supervising the handling of priorities and the administration of priority regulations.

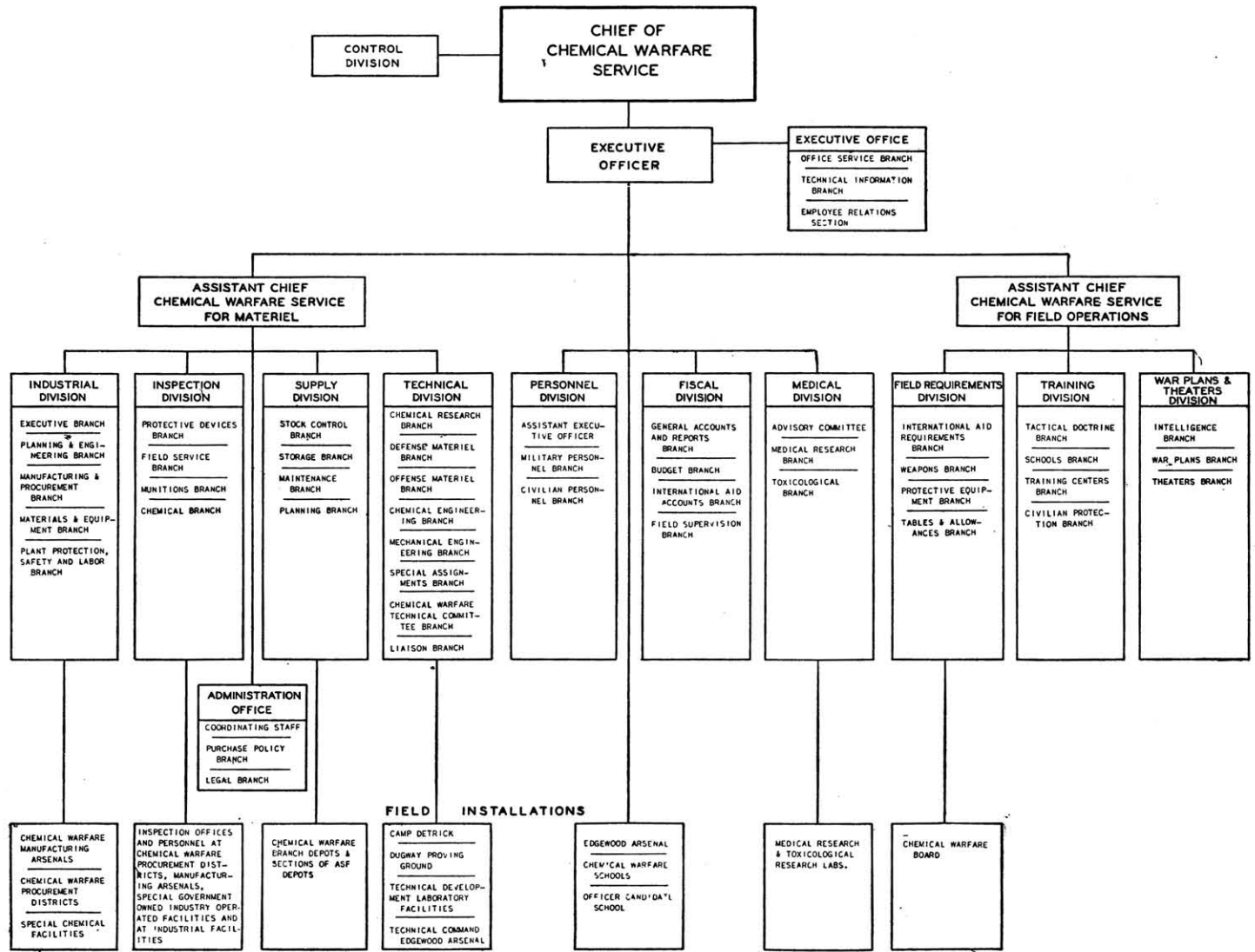
4. The *Operations Branch* is responsible for supervising the production, inspection, and shipment of all procurement items; expediting production of all items; coordinating production with the Army Supply Program requirements and forecasts; maintaining liaison with the Army Service Forces, the Army-Navy Munitions Board, and the War Production Board on production matters.
- (5) The *Troops Division* is organized into the Equipment Branch, the Intelligence Branch, and the Operations and Training Branch.
- (a) The *Equipment Branch* prepares Tables of Allowances and Tables of Basic Allowances for all engineer troop units and changes thereto, and Section II, Equipment, Tables of Organization and Equipment for engineer units of the Army Service Forces; collaborates with the Operations and Training Branch in the preparation of Section I, Organization, Tables of Organization and Equipment; draws up the military characteristics for development of new items of engineer equipment; supervises the testing of the equipment by troop units; determines types and quantities of engineer troop equipment and arranges for standardization of approved items; maintains liaison with other military and naval offices interested in equipment of troops; and represents the Chief of Engineers on all technical committees concerned with the development of military items of equipment.
 - (b) The *Intelligence Branch* prepares specifications, plans operations, and issues instructions for the production and distribution of all maps used by the field forces; insures that the field forces have maps suitable for their operations; provides other Government agencies with military maps as required; compiles and issues foreign and domestic geodetic information; prepares budget estimates for military mapping and allots funds to field agencies; compiles and disseminates information of an engineering nature on strategic areas; assembles and analyzes information on foreign engineering developments and transmits this and other engineering information to appropriate interested agencies; supervises and coordinates intelligence activities in the Corps of Engineers; and with reference to topographic and mapping equipment and supplies, is responsible for research, engineering and development, assignment and supervision of Engineer Board Projects, supervision of service tests, coordination and cooperation with other agencies in procurement and delivery to troop units, determination of type and quantities of basic organizational requirements, assistance to the Equipment Branch in preparation of Tables of Basic Allowances, and Tables of Organization and Equipment, and maintenance of liaison with other interested offices and agencies.
 - (c) The *Operations and Training Branch* establishes training doctrine for all engineer troop units; prepares or supervises the preparation of Engineer Field Manuals and other engineer training literature; supervises the training of engineer troop units assigned to the Army Service Forces; prepares

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Section I, Organization, Tables of Organization and Equipment for engineer troop units of the Army Service Forces and other units as assigned; prepares the curricula for the Engineer School and the Engineer Replacement Training Centers; collaborates with the Army Ground Forces in forming the cadres for engineer troop units; collaborates with other War Department agencies in the activation and mobilization of engineer troop units; prepares the engineer parts of plans for task forces and field operations as assigned; collaborates with the Equipment Branch in drawing up the military characteristics for new items of engineer equipment and in preparation of Section II, Equipment, Tables of Organization and Equipment; establishes engineer requirements in facilities, supplies equipment, and troops in Theaters of Operations.

- (6) The *Control Branch* is composed of the office of the Chief of the Branch, and four Sections: (a) The Administrative Review Section, (b) The Organization and Procedures Section, (c) The Program Analysis Section, and (d) The Reports and Statistics Section. To carry out the mission of the Branch the following functions are performed:
- (a) The *Administrative Review Section* receives and reviews for evidence of proper clearance, for conformance to policy, for form, and for language, all Army Regulations, War Department Circulars, and revisions thereto, originating within the Office of the Chief of Engineers, and coordinates within the Office of the Chief of Engineers, the review and clearance of such of the above publications as originate outside the Office of the Chief of Engineers and are referred to this Office for clearance; receives and reviews, for evidence of proper clearance, conformance to policy, form, clearness of language, essentiality, and brevity all Manuals, Circular Letters, O.C.E. Memoranda, and similar directives prepared within the Office of the Chief of Engineers; acts for the Chief of the Branch on all matters pertaining to conflict in policy arising in connection with the above functions; performs administrative functions for the Branch.
 - (b) The *Organization and Procedures Section* examines the organization and functions of the Office of the Chief of Engineers for evidence of over-staffing due to layering, duplication of functions, non-essential activities, involved procedures, or faulty structural organization; carries out such surveys as may be indicated in order to identify deficiencies and evolve their solution.
 - (c) The *Program Analysis Section* develops adequate statistics to provide comprehensive analyses of the progress and performance of the program charged to the Chief of Engineers; prepares brief summaries of such analyses for action by the Chief of Engineers; examines existing reporting devices in the Office of the Chief of Engineers to determine their sufficiency.
 - (d) The *Reports and Statistics Section* prepares recurring and special statistical reports as directed by the Chief of the Branch; advises the Chief of the Branch and his assistants on technique of report compilation; acts as consultant for the Office of the Chief of Engineers on matters involving the design and format of statistical reports.
- (7) The *Technical Information Branch* consists of the Army-Navy Production Awards Section, the Contract Awards Section, the Historical Section, and the Office of Technical Information.

- (a) The *Army-Navy Production Awards Section* represents the Office of the Chief of Engineers in all matters pertaining to presentation of awards made on nomination by the Chief of Engineers, notifying Division and District Engineers and public relations officers, supplying speakers, writing speeches and assisting in preparation of programs.
- (b) The *Contract Awards Section* selects from directives issued by the Military Construction Branch and the Real Estate Branch, those suitable for publication, and issues the Construction Bulletin and the Contract Awards Bulletin; acts as contact with members of the Congress on announcements of construction contracts.
- (c) The *Historical Section* prepares the Engineer Section of the Annual Historical Report of the Commanding General, Army Service Forces, and maintains the historical record of the Corps of Engineers in the War.
- (d) The *Office of Technical Information* plans and develops programs to provide a continuous flow of interesting and instructive information covering all phases of the activities of the Corps of Engineers.



SECTION 304.00—OFFICE OF THE CHIEF OF THE CHEMICAL
WARFARE SERVICE

304.00

a. Mission.—To develop, procure (manufacture and purchase) and supply to the Army all chemical weapons, materiel and equipment used by the various arms and services, and to procure articles designated in procurement lists approved by the Commanding General, Army Service Forces; to formulate and develop tactical doctrine for Chemical Warfare Service in accordance with War Department doctrine; to promulgate training doctrine and prepare necessary publications for the employment, instruction and training of the Chemical Warfare Service and for the care and use of chemical materiel and equipment; to prepare mobilization plans for Chemical Warfare Service and service annexes to all specific war plans; to act as technical advisor to the Chief of Staff in all matters pertaining to the mobilization of the Chemical Warfare Service. The major types of items procured by the Chemical Warfare Service are smoke and incendiary materials, toxic gases, chemical weapons and munitions, rear area smoke appliances, chemical agents, chemicals, ceramics, gas masks and components, protective fabrics and materials, and other chemical warfare supplies and equipment including chemical plant equipment, tools, jigs, dies, manufacturing aids, and machines for Chemical Warfare Service manufacturing activities.

b. Major functions.—(1) The Office of the Chief of the Chemical Warfare Service performs the following staff functions:

- (a) Within limits determined by the Commanding General, Army Service Forces, determines procurement policies and procedures.
- (b) Determines requirements for and plans procurement and supply of chemical warfare supplies and equipment.
- (c) Conducts investigation, research, design, experimentation and development work of chemical warfare and of all chemical warfare items and formulates military characteristics of, and prepares specifications for, chemical warfare supplies and equipment.
- (d) Plans, develops and prepares training doctrine, curricula and training programs in chemical warfare, and field manuals and other publications.
- (e) Ascertains, records, analyzes and disseminates information regarding foreign chemical warfare developments and activities.
- (f) Develops and gives technical advice on chemical warfare to chemical sections of ports of embarkation, chemical officers, and other elements of the Army.
- (g) Participates in the preparation of war plans affecting and affected by the activities of the Chemical Warfare Service, and furnishes technical advice in matters pertaining to the mobilization of the Chemical Warfare Service.
- (h) Prepares mobilization plans of the Chemical Warfare Service and service annexes to all specific war plants.
- (i) Initiates medical research in the field of chemical warfare.

(2) The Office of the Chief of the Chemical Warfare Service performs the following Headquarters operating functions:

- (a) Procures and directs supply to the Army of chemical warfare supplies and equipment.
- (b) In accordance with the Controlled Materials Plan, directs procurement and maintains production control for Chemical Warfare Service.
- (c) Maintains records relative to status of stocks of chemical warfare supplies and equipment and directs supply of controlled materials, newly activated units and units alerted for overseas movement.

(3) The Office of Chief of the Chemical Warfare Service performs the following field operating functions:

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- (a) Operates procurement districts through which chemical warfare supplies and equipment are procured.
- (b) Inspects all materiel procured by the Chemical Warfare Service.
- (c) Operates Chemical Warfare Depots and, to the extent authorized by Headquarters, Army Service Forces Sections of Army Service Forces Depots.
- (d) Operates chemical warfare manufacturing arsenals, laboratories, plants and proving grounds.
- (e) Trains civilian personnel in civilian protection and conducts civilian protection schools.
- (f) Conducts special service schools and Officer Candidate School of the Chemical Warfare Service.
- (g) Maintains experimental laboratories and conducts investigation, research, design, experimentation and development work of Chemical Warfare Service and all chemical warfare items.
- (h) Maintains medical and toxicological research laboratories.

c. *Organization.*—(1) The *Office of Chief of the Chemical Warfare Service* consists of an Executive Office, the Control Division, the office of the Assistant Chief, Chemical Warfare Service, for Materiel, the office of the Assistant Chief, Chemical Warfare Service, for Field Operations, the Industrial Division, the Inspection Division, the Supply Division, the Technical Division, the Personnel Division, the Fiscal Division, the Medical Division, the Field Requirements Division, the Training Division, and the War Plans and Theaters Division.

(2) The *Executive Office Staff* supervises the Office Service Branch, the Technical Information Branch, and an Employee Relations Section.

- (a) The *Office Service Branch* operates Message Center in Office of the Chief of the Chemical Warfare Service; maintains central classified and unclassified mail and record files; provides messenger service; maintains liaison with Duplicating Devices Section, and with Director of Publications Service, Adjutant General's Office; procures, distributes and maintains files of War Department, Chemical Warfare Service and other official publications within the Office of Chief, Chemical Warfare Service.
 - (b) The *Technical Information Branch* maintains Office of Technical Information and carries on public relations activities for the Chemical Warfare Service; functions as information center in Office of Chief, Chemical Warfare Service; fosters interest in the Service; assists in building morale of personnel; maintains necessary liaison with Headquarters, Army Service Forces, and War Department Bureau of Public Relations. Compiles and edits historical data for complete history of Chemical Warfare Service in the war effort.
 - (c) The *Employee Relations Section* interviews and counsels employees concerning job maladjustments and off-the-job problems; conducts orientation and exit interviews; plans programs for improvement of employee relations at Chemical Warfare Service field installations.
- (3) The *Control Division* obtains information regarding the efficiency of operation and progress obtained on functional objectives of all phases of Chemical Warfare Service activities and responsibilities; reviews, analyzes and evaluates this information and the effectiveness with which plans of the Chief, Chemical Warfare Service, are executed; makes recommendations to the Chief, Chemical Warfare Service in respect to policies, organizations, and methods to increase effectiveness

and progress. The Control Division consists of the Statistics and Progress Branch, the Administration and Management Branch and the Special Surveys Branch.

- (a) The *Statistics and Progress Branch* collates, analyzes and submits to other units of the War Department, or other Government agencies, the Army Supply Program and estimates of requirements and statistical reports; appraises and evaluates statistical data and reports on progress.
 - (b) The *Administration and Management Branch* maintains a continuous survey of all activities under the Chief of Chemical Warfare Service; makes recommendations for appropriate action to attain maximum effectiveness in operation.
 - (c) The *Special Surveys Branch* performs such duties as may be assigned in highly specialized and technical fields. Where required, operates through survey teams, which may include experts outside of Control Division.
- (4) The *Assistant Chief for Materiel* supervises and coordinates the development, procurement, inspection and supply of all materiel for Chemical Warfare Service. Directs the activities of the Industrial Division, the Inspection Division, the Supply Division, the Technical Division, the Legal Branch and the Purchase Policies Branch.
- (a) The *Industrial Division* procures and produces all Chemical Warfare Service material; provides for construction of new facilities and the conversion, expansion and maintenance of existing facilities; performs all duties incidental thereto, not otherwise specifically assigned, including the administration of field establishments and maintenance of liaison with industry; maintains liaison with Technical Division in connection with design and specifications of Chemical Warfare Service materiel, and with respect to the construction and operation of Chemical Warfare Service facilities; assumes responsibility for the quantity and quality of all production, subject to designs and specifications prepared by the Technical Division. The Industrial Division consists of the Executive Branch, the Planning and Engineering Branch, the Materials and Equipment Branch, the Manufacturing and Procurement Branch, and the Plant Protection, Safety and Labor Branch.
 1. The *Executive Branch* supervises and coordinates the operation of the Controlled Materials Plan so far as it applies to Chemical Warfare Service; supervises preparation of all schedules in accordance with Army Supply Program requirements; coordinates the changes in Army Supply Program taking into consideration re-scheduling and reallocation of materiel; clears all requests for information from the Industrial Division; supervises preparation of all forecasts; analyzes and audits all production reports; prepares administrative procedure in the Industrial Division; analyzes and supervises installation of standard procedures in field installations under control of Industrial Division; controls distribution and transmittal of all correspondence; maintains working files for Industrial Division; operates the International Business Machines installation in Office of Chief of Chemical Warfare Service; performs such other duties as may be assigned by Chief, Industrial Division, for the purpose of improving the business organization and management of Industrial Division and activities supervised by it; analyzes and

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- reports to Chief, Industrial Division, on all matters pertaining to the progress of the procurement program.
2. The *Planning and Engineering Branch* coordinates with Technical Division on Pilot Plant and Production Plant Design; maintains liaison with and secures concurrence from Technical Division on all matters relating to changes in plans and specifications; concurs in all new and revised drawings and specifications; clears specifications through industry; maintains master drawings and specifications files; issues approved changes and waivers on drawings and specifications to all interested parties; after approval by Technical Division; prepares complete bills of material for every item to be procured; clears for procurement all items approved for the Army Supply Program; computes and reports detailed chemical and materiel requirements to Army Service Forces; conducts industrial and facility surveys; is the official Chemical Warfare Service liaison with the Office of the Chief of Engineers on all matters pertaining to construction; initiates action with proper War Department agencies to provide new facilities and correlates the design thereof.
 3. The *Materials and Equipment Branch*, in accordance with Army Service Forces budgets, allots and distributes all controlled materials and maintains pertinent records; supervises Controlled Materials Plan training programs; obtains and distributes allocations of materials, equipment and supplies not under the Controlled Materials Plan; issues and records priority ratings, and processes out-of-line priority rating requests; analyzes effect of proposed limitation orders on the Chemical Warfare Service procurement program, and recommends necessary revisions; supervises all Chemical Warfare Service salvage and excess property redistribution and disposal; prepares reports for Headquarters, Army Service Forces, on activities mentioned; maintains liaison with Headquarters, Army Service Forces, and other agencies relative to Controlled Materials Plan, priorities, allocations, redistribution and disposal of salvage and excess property, and other related matters.
 4. The *Manufacturing and Procurement Branch* supervises and controls all Chemical Warfare Service manufacturing and procurement functions pertaining to the several Chemical Warfare Procurement Districts, Arsenals and special manufacturing facilities; issues manufacturing and procurement orders; plans for operations and maintains control of deliveries on contracts; controls and maintains manufacturing aids; maintains liaison with Planning and Engineering Branch in connection with production engineering problems; maintains liaison with Chief of Ordnance on schedules for filling Ordnance items for which Office of the Chief, Chemical Warfare Service is responsible.
 5. The *Plant Protection, Safety and Labor Branch* supervises the operation of the War Department Internal Security Program as it pertains to Chemical Warfare Service installations, manufacturing, storing or processing poisonous, incendiary, or irritant chemicals and explosives for exclusive use of Chemical Warfare Service, including safety matters incident to the protection of employees of the Service and

of employees in private facilities which are assigned to Chemical Warfare Service for continuing protection responsibility; coordinates labor matters and data for Chemical Warfare contractors; supervises the passive defense program of the War Department in facilities assigned for continuing protection; formulates policies in accordance with directives of higher authority for the application of assigned responsibilities at Chemical Warfare Service installations including the procurement districts; maintains liaison with proper agencies on subjects related to the responsibility of the Branch; inspects Chemical Warfare Service installations relative to functions delegated.

- (b) The *Inspection Division* inspects, accepts, or rejects, in accordance with applicable specifications and drawings, all items manufactured or procured by the Chemical Warfare Service; coordinates and maintains uniform inspection and test procedures throughout all Chemical Warfare Service Arsenals and Districts; designs, procures (through the Industrial Division), distributes and maintains all gages and test equipment used to inspect Chemical Warfare Service items; conducts proof-firing and surveillance tests; directs storage of surveillance items in accordance with applicable directives; originates instructions for recalling and disposing of munitions and material which surveillance or other tests have proved to be deteriorated, ineffective, or defective; prepares and issues Inspection Procedure manuals; designates lot and serial numbers when not included in the specifications; furnishes "Accepted Items" reports, through field inspectors, to Commanding Generals of Arsenals and Commanding Officers of Districts, as required; pending approval of the Technical Division, to facilitate production when functioning of the end item is in no way impaired; approves temporary waivers of minor deviations, as requested by the Commanding Generals of Arsenals and Commanding Officers of Districts; trains inspectors in inspection procedures, use and care of gages and testing equipment; serves as a member of Chemical Warfare Service Technical Committee, and all related committees incident to the standardization of Chemical Warfare Service items of equipment; maintains liaison with outside agencies concerning quality of Chemical Warfare Service items; furnishes the Industrial and Technical Divisions with all data developed during inspection, tests or surveillance which bear directly on design or production problems; performs other logical and related functions. The Inspection Division consists of the Protective Devices Branch, the Field Service Branch, the Munitions Branch, the Chemical Branch and Inspection Offices at Chemical Warfare Procurement Districts, Arsenals and other field installations.

1. The *Protective Devices Branch* inspects, accepts or rejects, in accordance with applicable specifications or drawings, all protective equipment items manufactured or procured by the Chemical Warfare Service; inspects facilities in Districts and Arsenals, and corrects or improves inspection and test procedures; determines necessary gages, instruments and test equipment, in cooperation with the Gage Section; prepares and distributes inspection manuals in cooperation with the Field Service Branch; prepares training manuals, in co-

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- operation with the Inspector Instruction Section; establishes uniform inspection procedures throughout all Districts and Arsenals pertaining to gas masks, collective protectors, smoke generators, decontaminating apparatus, vesicant ointments, impregnation plants, dust respirators and infant protectors.
2. The *Field Service Branch* designs, procures, distributes and maintains all gages and test equipment; conducts proof-firing and surveillance tests; directs storage of surveillance items in accordance with applicable directives; prepares and issues inspection procedure manuals; designates lot and serial numbers when not included in the specifications; trains inspectors in inspection procedure, use and care of gages and test equipment; maintains files of approved up-to-date drawings and specifications.
 3. The *Munitions Branch* inspects, accepts, or rejects, in accordance with applicable specifications or drawings, all munitions manufactured or procured by the Chemical Warfare Service; inspects facilities in Districts and Arsenals, and corrects or improves inspection and test procedures; determines necessary gages, instruments, and test equipment, in cooperation with the Gage Section; prepares and distributes inspection manuals, in cooperation with the Field Service Branch; prepares training manuals in cooperation with the Inspector Instruction Section; establishes uniform inspection procedures throughout all Districts and Arsenals pertaining to 4.2" chemical mortars, shell, fuzes, Livens projectors and ammunition, grenades, bombs and flame throwers.
 4. The *Chemical Branch* inspects, accepts or rejects any chemicals procured by Chemical Warfare Service; consults with other Branches of Inspection Division on all questions relating to chemicals, chemical loading, packing, laboratory equipment and practices; pending consultation with Technical Division, authorizes minor variations of specifications to meet production schedules, provided no relaxation of final quality requirements is involved.
- (c) The *Supply Division* directs storage, preservation and issue of chemical warfare supplies; directs procedures for maintenance, repair and salvage of chemical warfare items of issue; exercises supervision over all supply agencies under the jurisdiction of the Chief, Chemical Warfare Service, or to which the Chief, Chemical Warfare Service, is required to give technical advice, and maintains technical supervision over all supply agencies subject to such supervision by the Chief, Chemical Warfare Service. The Supply Division consists of the Planning Branch, the Stock Control Branch, the Storage Branch, and the Maintenance Branch.
1. The *Planning Branch* performs necessary liaison with other agencies on supply matters; performs necessary computations in connection with special supply planning in coordination with Stock Control Branch, and prepares logistical tables, SNPL, supply letters, and Chemical Warfare Service Catalogs.
 2. The *Stock Control Branch* controls levels of supply and supervises issue of chemical warfare supplies and equipment.
 3. The *Storage Branch* plans over-all space requirements of the Chemical

Warfare Service, determines need for additional space, maintains records of depot storage space and status of occupancy; prepares estimates of funds required for depot operations, develops warehousing methods and procedures and secures the concurrence of Storage Division, Headquarters, Army Service Forces, on such procedures prior to release; supervises all warehousing operations at depots and, through field inspections, assists the depot commander in carrying out such operations; insures maximum use of house labor; determines requirements for materiel handling equipment, authorizes transfer of such equipment between depots to meet demands; supervises packing, crating and marking at depots and maintains liaison with Industrial and Technical Divisions relative to packing and crating specifications; initiates training programs, reviews qualifications of operations and warehouse officers.

4. The *Maintenance Branch* supervises the collection, servicing, overhauling, repairing, reclamation and salvaging of all damaged or worn chemical warfare items of issue; and prepares policies and procedures pertinent thereto.
- (d) The *Technical Division* initiates scientific research in the field of chemical warfare and in other fields specifically assigned to the Chemical Warfare Service; assigns and supervises preliminary investigations; initiates research and development projects approved by the Commanding General, Army Service Forces; allocates the work on approved projects to appropriate technical field installations of the Chemical Warfare Service, to the National Defense Research Committee and to other public or private agencies; exercises general supervision over the progress of approved projects and reports to the Chief of Chemical Warfare Service from time to time with respect to preliminary investigations and with respect to the status of each approved project; initiates and prepares directives for the conduct of approved service tests; prepares and approves and submits for coordination to Assistant Chief, Chemical Warfare Service, for Materiel all specifications, changes in specifications, drawings and manufacturing directives and coordinates specifications and changes in specifications with other arms and services of the Army and Navy and other Government agencies concerned; maintains master copies of all Chemical Warfare Service specifications, drawings and manufacturing directives; these functions include the development of all processes through the pilot plant stage and the design of manufacturing and filling plants; coordinates matters of research, development, supervision of quantity and quality of products, and matters of design, construction and operation of facilities; acts in a consulting capacity to the Chief, Chemical Warfare Service, and to the Chiefs of other Divisions in the Office of Chief, Chemical Warfare Service, to the Technical Command and other field installations of the Chemical Warfare Service, to the Assistant Chiefs of Chemical Warfare Service, and to technical organizations of the Army, Navy and other Government agencies, on chemical warfare subjects; conducts all business of the Chemical Warfare Technical Committee. The Technical Division consists of the Liaison Branch, the Chemical Research Branch, the Defense Materiel Branch, the Offense Materiel Branch,

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the Chemical Engineering Branch, the Mechanical Engineering Branch, the Chemical Warfare Technical Committee Branch, and the Special Assignments Branch.

1. The *Liaison Branch* maintains close liaison with Technical Division, Edgewood Arsenal, and with Chemical Warfare Service Development Laboratories at M. I. T., Cambridge, Mass., and Columbia University, New York, N. Y., and Dugway Proving Ground; maintains a complete file on research, development and status of Chemical Warfare Service items for the use and guidance of other Divisions of the Office of Chief, Chemical Warfare Service; for the Army Ground Forces; for the Army Air Forces, and for British and Canadian Staff members in Washington. Maintains files of essential drawings and specifications on chemical warfare items and approved fillings for chemical warfare munitions for the information of other Divisions of the Chemical Warfare Service and other arms and services in Washington, makes drawings and modifications thereon as required on items undergoing development; maintains liaison with industries producing chemical warfare materiel; receives from England and Canada Chemical Warfare Service research and intelligence reports and transmits to them our reports and intelligence on Chemical Warfare Service matters; maintains close contact with Offices of the Surgeon General, Engineers, Signal Corps, Ordnance and the Quartermaster General; maintains liaison with the Navy and the Marine Corps; represents Technical Division at meetings of services mentioned above as well as Joint Aircraft Board, Army-Navy Munitions Board and the War Production Board; furnishes technical information for field forces here and overseas through War Plans and Theater Division and Training Division; arranges for clearance of visitors to Chemical Warfare Service laboratories and for visit of Chemical Warfare Service Technical personnel to industries; maintains close liaison with the National Defense Research Council and arranges for special supplies to the National Defense Research Council; arranges for meetings of and completes minutes for Chemical Warfare Technical Committees and subcommittees; examines patent applications to determine the restriction and classification that shall be placed on them.
2. The *Chemical Research Branch* makes recommendations to the Chief, Technical Division, as to the allocation of projects, or phases thereof, preliminary investigations and personnel, particularly as relates to chemical research; coordinates, advises, expedites and exercises general supervision over the various projects or phases assigned to this Branch by the Chief, Technical Division.
3. The *Defense Materiel Branch* makes recommendations to the Chief, Technical Division, as to the allocation of projects, or phases thereof, preliminary investigations and personnel, particularly as relates to defense materiel development; coordinates, advises, expedites and exercises general supervision over the various projects or phases assigned to this Branch by the Chief, Technical Division.
4. The *Offense Materiel Branch* makes recommendations to the Chief,

Technical Division, as to the allocation of projects, or phases thereof, preliminary investigations and personnel, particularly as relates to offense materiel development; coordinates, advises, expedites and exercises general supervision over the various projects or phases assigned to this Branch by the Chief, Technical Division.

5. The *Chemical Engineering Branch* makes recommendations to the Chief, Technical Division, as to the allocation of projects or phases thereof, preliminary investigations and personnel, particularly as relates to chemical engineering; coordinates, advises, expedites and exercises general supervision over the various projects or phases assigned to this Branch by the Chief, Technical Division.
 6. The *Mechanical Engineering Branch* makes recommendations to the Chief, Technical Division, as to the allocation of projects, or phases thereof, preliminary investigations and personnel, particularly as relates to mechanical engineering, specifications and designs; coordinates, advises, expedites and exercises general supervision over the various projects or phases assigned to this Branch by Chief, Technical Division.
 7. The *Chemical Warfare Technical Committee Branch* coordinates, advises, expedites and exercises supervision over the preparation of all records and reports in connection with standardization of Chemical Warfare Service items; prepares, obtains necessary approval and distributes technical subcommittee reports; prepares, obtains approval, and distributes minutes of Technical Committee meetings; maintains files of Chemical Warfare Technical Committee; maintains Chemical Warfare Service Book of Standards.
- (e) The *Legal Branch* acts in an advisory capacity to the Chief and the Assistant Chiefs of the Chemical Warfare Service, and other administrative officials of Chemical Warfare Service on matters of substantive and procedural laws and regulations; passes on form and legal sufficiency of contracts, supplemental agreements, change orders and letters of intent involving procurement, construction and manufacture; maintains liaison with various war and other Government agencies on matters pertaining to contracts, bonds, assignments, insurance, hours of labor, and claims; acts upon claims and contractors' appeals in connection with the operations and contracts of the Chemical Warfare Service; prepares directives in connection with procurement and other procedures, and handles all matters pertaining to patents and applications for patents.
- (f) The *Purchase Policies Branch* develops information appropriate to assure sound pricing policies for Chemical Warfare Service; in cases assigned for price adjustment by the War Department Price Adjustment Board, negotiates final and other agreements with contractors in accordance with the Sixth Supplemental National Defense Appropriation Act, 1942, and regulations issued thereunder; prepares cost analyses for use in renegotiation of contracts, price analysis, and for the procurement agencies; analyzes prices of supplies procured; makes available to Chemical Warfare Service procurement agencies and other appropriate authority, information as to prices.

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- (5) The *Assistant Chief, Chemical Warfare Service, for Field Operations* supervises and coordinates the preparation of plans for the utilization of chemical warfare materiel and troops. Supervises Training Division, Field Requirements Division, and War Plans and Theaters Division.

(a) The *Training Division* prepares and establishes courses and student qualifications, ascertains quotas for and supervises the Chemical Warfare Schools; prepares and revises mobilization training programs; supervises and controls activities of the Chief, Chemical Warfare Service, relating to Chemical Warfare unit and replacement training centers and trainees; supervises the preparation and revision of field and technical manuals and coordinates them with the proper agencies; develops tactical doctrine and promulgates training doctrine; reviews publications of other arms and services affecting chemical warfare; arranges for the attendance of Chemical Warfare troops at specialist, other service and civilian schools; coordinates preparation of scenarios, training film, film strips and instructional charts; directs Air Raid Protection Schools; coordinates activities related to the supply of chemical warfare materiel under the Civilian Protection Program, and coordinates all other functions pertaining to civilian protection. The Training Division consists of the Tactical Doctrine Branch, the Schools Branch, the Training Centers Branch, and the Civilian Protection Branch.

1. The *Tactical Doctrine Branch* develops tactical doctrine and promulgates training doctrine; supervises preparation and revision of field and technical manuals and coordinates them with the proper agencies; reviews publications of other arms and services affecting chemical warfare; develops visual training aids pertaining to chemical warfare.
2. The *Schools Branch* develops courses and course programs for Chemical Warfare Schools; supervises scheduling; arranges quotas; provides for attendance of Chemical Warfare personnel at other schools.
3. The *Training Centers Branch* supervises and controls activities of the Chief, Chemical Warfare Service, relating to chemical warfare unit and replacement training centers and trainees; prepares and revises mobilization training programs; makes appropriate technical inspections at training centers.
4. The *Civilian Protection Branch* acts as the Liaison Office between the Office of the Chief, Chemical Warfare Service, and the Office of Civilian Defense on all matters relating to Civilian Protection activities; directs Air Raid Protection Schools; coordinates procurement, storage and distribution of Chemical Warfare Service items supplied under the Civilian Protection Program (as directed by the Secretary of War).

(b) The *Field Requirements Division* ascertains and periodically reviews military characteristics for chemical warfare materiel, and submits these characteristics to the appropriate development agency; conducts and supervises field and service tests of chemical warfare materiel to determine its utility; submits recommendations for standardization, de-standardization and necessary changes of chemical warfare materiel; estimates and recommends requirements, allowances and maintenance and distribution fac-

tors for chemical warfare materiel; ascertains the requirements of friendly foreign nations for chemical warfare materiel from the United States, and when and where such materiel will be required, and performs the functions incident thereto; prepares and revises Tables of Allowances, Tables of Basic Allowances, and Tables of Organization and Equipment; prepares and coordinates with the necessary agencies over-all plans and policies for the provision of adequate numbers of Chemical Warfare troops; ascertains and establishes requirements for the Army Supply Program and for over-all reserves of chemical warfare supplies; supplies basic data for and reviews the result of its inclusion in the Army Supply Program; supervises the Chemical Warfare Board for the Chief of the Chemical Warfare Service. The Field Requirements Division consists of the International Aid Requirements Branch, the Weapons Branch, the Protective Equipment Branch, and the Tables and Allowances Branch.

1. The *International Aid Requirements Branch* ascertains from foreign nations and Office of Strategic Services their requirements for chemical warfare materiel and such other items as are assigned to the Chemical Warfare Service for procurement; coordinates the activities of the Office of Chief, Chemical Warfare Service, for procurement, assignment, shipment and delivery of such materiel; sees that all transactions are completed and records are maintained; directs all transactions for delivery of materiel to the United States under Reverse Lend-Lease; arranges for visits of representatives of foreign nations, after G-2 clearance, to Chemical Warfare Service installations, arsenals and facilities.
2. The *Weapons Branch* ascertains and periodically reviews the military characteristics for chemical warfare weapons and submits these characteristics to the appropriate development agency; originates and supervises field and service tests and makes field surveys of chemical warfare materiel to determine its utility; submits recommendations for standardization, de-standardization, and necessary changes of chemical warfare weapons; estimates and recommends requirements for the Army Supply Program and for over-all reserves of and maintenance and distribution factors for chemical warfare weapons.
3. The *Protective Equipment Branch* ascertains and periodically reviews the military characteristics for chemical warfare protective equipment and submits these characteristics to the appropriate development agencies; originates and supervises field and service tests and makes field surveys of chemical warfare protective equipment to determine its utility; submits recommendations for standardization, de-standardization and necessary changes of protective equipment; estimates and recommends requirements for the Army Supply Program and for over-all reserves of and maintenance and distribution factors for chemical warfare protective equipment.
4. The *Tables and Allowances Branch* prepares and revises Tables of Allowances, Tables of Basic Allowances, and Tables of Organization and Equipment; prepares and coordinates with the necessary agencies over-all plans and policies for the provision of adequate

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numbers of chemical warfare troops; correlates the basic data prepared by the various branches of the Division for submission to the Control Division for inclusion in the Army Supply Program, and reviews the results of its inclusion in the Army Supply Program; estimates and recommends requirements, and maintenance and distribution factors, including spare parts for Chemical Warfare Service weapons and protective equipment.

- (c) The *War Plans and Theatres Division* prepares for the utilization of chemical warfare materiel and troops; coordinates the activities of the Chemical Warfare Service with the chemical warfare services or their equivalent of the other United Nations; collects, records, evaluates, and disseminates intelligence information, summaries and intelligence estimates; maintains liaison with overseas installations by all appropriate means; administers and clears all communications from and to theaters, bases and commands outside the continental United States; expedites action arising from communications and contacts with such theaters, commands and bases. The War Plans and Theaters Division consists of the Intelligence Branch, the War Plans Branch, and the Theaters Branch.
1. The *Intelligence Branch* collects, records, evaluates and disseminates intelligence information, summaries and intelligence estimates; maintains necessary liaison activities on intelligence matters; prepares regulations for the secrecy classification of Chemical Warfare information and for safeguarding such information; directs internal security measures and counter-intelligence activities in Office of the Chief of the Chemical Warfare Service; clears military personnel.
 2. The *War Plans Branch* plans for the utilization of Chemical Warfare units and materiel in operations; makes periodic review of the readiness of the Army and of the United Nations for chemical warfare; coordinates the activities of Chemical Warfare Service with the activities of the chemical warfare services, or their equivalent, of the other United Nations; recommends the advice to be given by the Chief, Chemical Warfare Service, on chemical warfare plans and operations; and recommends activation and movement of chemical warfare units.
 3. The *Theaters Branch* maintains liaison with overseas installations by all appropriate means; administers and clears all communications from and to theaters, bases and commands outside the continental United States; and expedites action arising from communications and contacts with such theaters, commands and bases.
- (6) The *Personnel Division* supervises and administers all matters concerning procurement, appointment, promotion, assignment, transfer, classification, wage administration, reclassification, discipline and travel of military and civilian personnel; obtains allotments; supervises training of civilian employees. Maintains 201 files for departmental personnel and 201 files for all Chemical Warfare Service officers. The Personnel Division consists of the Office of Assistant Executive Officer, the Military Personnel Branch and the Civilian Personnel Branch.
- (a) The *Office of Assistant Executive Officer* maintains time and leave records;

- prepares payroll for civilian employees of the Office of Chief, Chemical Warfare Service; advises and assists officers and civilian employees in preparing reimbursement vouchers; prepares travel orders, temporary duty orders and air-travel priorities for both military and civilian employees; audits reimbursement vouchers; maintains 201 files for all Chemical Warfare Service officers and departmental civilian personnel; maintains suspense files of pending military action and monthly roster files; trains stenographers and typists and furnishes stenographic and typing assistance to divisions having excessive or emergency work loads.
- (b) The *Military Personnel Branch* procures, assigns and transfers all military personnel; processes all action relative to military personnel and members of the Women's Army Corps, including promotion; all pursuant to War Department policies and regulations.
- (c) The *Civilian Personnel Branch* processes all personnel actions, maintains personnel records and controls civilian personnel in Office of Chief, Chemical Warfare Service; formulates policies with respect to personnel matters affecting civilian employees in exempt Chemical Warfare Service field installations, including policies relating to procurement, assignment, placement, classification, wage administration and job instruction in accordance with War Department directives and in accordance with pertinent statutes and Civil Service rules and regulations; plans programs for training of civilian personnel, both departmental and field; and prepares civilian personnel statistics.
- (7) The *Fiscal Division* keeps the Chief of the Chemical Warfare Service currently informed as to the status of all funds and as to efficiency of fiscal personnel and effectiveness of financial program throughout the Chemical Warfare Service; interprets all rules and regulations issued by higher authority relative to fiscal activities and sees that procedures are developed to give effect to such rules and regulations; sees that fiscal methods and procedures are standardized in field offices to the extent required for efficient operation; establishes standards of performance to cover all fiscal operations within the operating agency and, through field inspections, sees that such standards are maintained; maintains liaison with other organizational units within the Chemical Warfare Service, with other operating agencies, and with the Fiscal Director, Army Service Forces, relative to inter-related functions; evaluates and approves the technical qualifications of personnel for key fiscal positions within the fiscal organization and in field installations; arranges for in-service training in fiscal organization, policy, methods and procedure as required; supervises routine and special audits relative to all types of contracts and other fiscal functions; prescribes policies with respect to cost accounting practices and to the determination of costs used for Budget purposes. The Fiscal Division consists of the General Accounts and Reports Branch, the Budget Branch, the International Aid Accounts Branch and the Field Supervision Branch.
- (a) The *General Accounts and Reports Branch* maintains accounts to reflect the current status of available funds; prepares allotments within the amount of available funds; keeps the chief of the fiscal organization currently informed as to the status of funds and requests allocation of funds as required; reviews and consolidates field and other reports covering allocations, allotments, commitments, obligations and payments; prepares miscellaneous reports covering fiscal operations; develops procedures covering

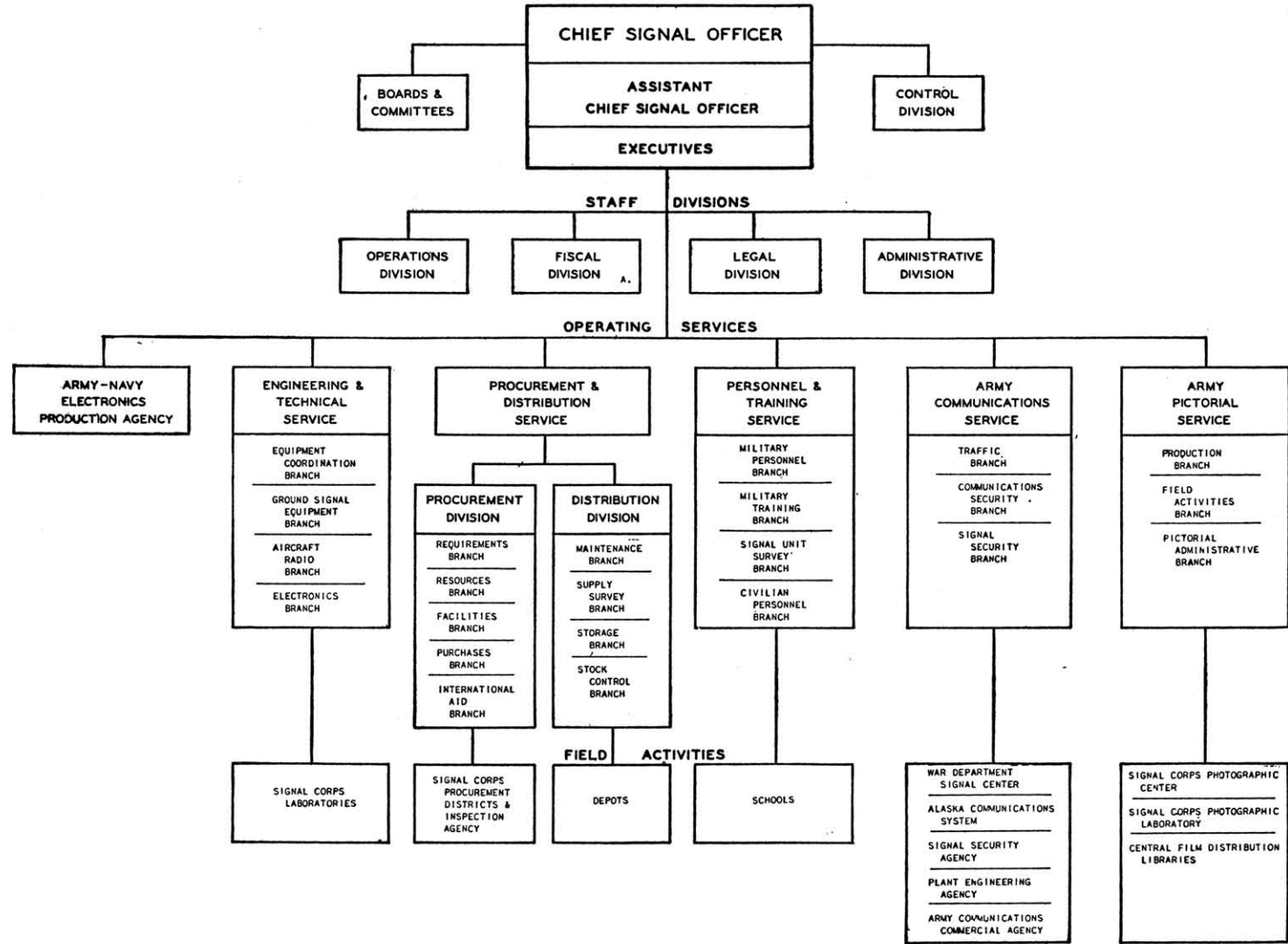
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- the responsibilities of the Branch; recommends examination of field office records when necessary for more efficient operation.
- (b) The *Budget Branch* prepares budget estimates covering all requirements of the operating agency, and prepares the defense and justification of such estimates; prepares drafts of bills covering proposed legislation affecting appropriations; reviews appropriation acts and related legislative hearings and reports; develops procedure relative to budget preparation and administration.
- (c) The *International Aid Accounts Branch* maintains accounts to reflect the current status of available funds for equipment, supplies and services provided for International Aid by this Service and the money value of International Aid rendered and Reciprocal Aid received; develops methods and procedure necessary for arriving at the money value of International Aid rendered and integrating such money-value accounts with the budgetary accounts; compiles estimates of amounts of funds required for International Aid purposes during succeeding fiscal years for inclusion in budget estimates; prepares reports covering International Aid and Reciprocal Aid fiscal operations of this Service; maintains liaison with other organizational units within this Service and with the Fiscal and International Aid Divisions, Headquarters, Army Service Forces, relative to inter-related functions; develops International Aid fiscal methods and procedure in the field in accordance with over-all directions and policies of the Chief, Fiscal Division, and higher authority, to promote standardization and integration of field accounts covering related International Aid and Army Supply operations.
- (d) The *Field Supervision Branch* technically supervises all fiscal functions in the field and assists the field in carrying out the fiscal program through interpretation of fiscal policy and through instruction and advice on methods and procedure; inspects field offices for compliance with established fiscal policy and procedure, and sees that required standards are maintained; keeps the chief of the fiscal organization informed as to the efficiency of all fiscal activities, personnel and procedure in the field; reports deficiencies disclosed through examination of the fiscal records, such as misinterpretation of or deviation from established procedure, delay in payment of vouchers, or other lack of progress in the over-all supply effort, and recommends corrective action when required; sees that property accountability and cost records are installed and maintained in accordance with prescribed procedure; supervises special and routine audits relative to cost-plus-a-fixed-fee, lump sum, and negotiated fixed-price contracts and purchase and hire work; conducts special audits of field and project offices as required; prepares audit reports and makes appropriate recommendations.
- (8) The *Medical Division* initiates medical research in the field of chemical warfare and other fields specifically assigned to Chemical Warfare Service to determine the most practicable prophylactic and curative treatments for casualties from toxic agents; initiates research projects, with the approval of the Commanding General of the Army Service Forces; allocates the work on approved projects to appropriate field installations of the Chemical Warfare Service and to other public and private agencies; directs or supervises approved projects and reports to the Chief, Chemical

Warfare Service, from time to time with respect to the status and results of each approved project; carries out approved toxicological investigations required by the Chief of the Technical Division; investigates hazards to the health of the Chemical Warfare Service research and production personnel due to toxic agents, and recommends precautions to be taken to safeguard the health of the personnel so engaged from these hazards; informs the Surgeon General of the results of the investigations in preventive and curative medicine and recommends measures to be taken for the prevention and treatment of casualties from toxic agents; acts as chief consultant to Post Surgeons at posts engaged in investigation or production of toxic agents on the treatment of casualties resulting from toxic agents. The Medical Division consists of the Medical Research Branch, Edgewood Arsenal, the Toxicological Research Branch, an additional Medical Research Branch, and an Advisory Committee.

- (a) The *Advisory Committee* advises on the scope and functions of the work of the Medical Division; recommends the approval of Medical Research projects; maintains files and records of the work of the Committee.
- (b) The *Medical Research Branch, Edgewood Arsenal*, carries out medical and toxicological investigations, and investigates health hazards in the fields assigned to the Branch; maintains records of the work performed; reports the results of the work carried out.
- (c) The *Toxicological Research Branch* carries out toxicological investigations; maintains records of the work performed; reports the results of the work carried out.
- (d) The *Medical Research Branch* carries out medical investigations and investigates health hazards in the fields assigned to the Branch; maintains records of the work performed; reports the results of the work carried out.

d. Field installations.—The field installations under the command of the Chief, Chemical Warfare Service, are the following: Chemical warfare procurement districts, Chemical Warfare Service arsenals, the Technical Command at Edgewood Arsenal, chemical warfare depots and chemical sections of Army Service Forces depots, technical development, research, and special manufacturing facilities (including laboratories), chemical warfare renovation sections at Quartermaster depots, field inspection offices, the Chemical Warfare Board, the Chemical Warfare School, the Chemical Warfare Officers Candidate School (at Edgewood Arsenal), War Department Civilian Protection Schools, and a proving ground.



A. INCLUDES COST ANALYSIS AGENCY AT PHILADELPHIA AND FIELD OFFICES AT CHICAGO AND SAN FRANCISCO

a. Mission.—To meet the primary responsibility of the Signal Corps, as the communication agency of the Army, for military signal communication; to develop, procure, store, issue, and repair communication equipment and supplies in such quantities and at such times as are required to meet the Army Supply Program; to install, maintain and operate communications systems of all types and wherever needed; to coordinate, integrate and standardize signal communication equipment, methods and procedures within the Army, with the Navy, and with friendly foreign powers; to train and furnish specialized signal troops and units to all requiring elements of the Army; to perform photographic work for Army Ground Forces, and Army Service Forces and such other photographic work for the Army as is assigned by the Army Pictorial Board, or other authority. The major items of equipment and supplies procured by the Signal Corps include radio communication equipment; electrical apparatus for radio direction and range finding; telephone, cable, telegraph, printing telegraph, and facsimile equipment; signal communication equipment for aircraft, for fixed airways systems, and air navigational aids; communication equipment for motorized armored forces and other ground forces, including parachute troops; sound recording, and interception, equipment; meteorological, photographic, V-Mail, fixed sea coast defense and command and fire control, and pigeon equipment; cryptographic, coding and cipher equipment, including secret inks and associated chemicals; and experimental, research, and special types of Signal Corps equipment.

b. Major Functions.—(1) The Chief Signal Officer performs the following staff functions for the Commanding General, Army Service Forces:

- (a) Acts as advisor to all echelons of the War Department with respect to communications, signal security, radar, photography, and cryptography.
- (b) Represents the War Department in all agencies charged with determination of national and international communications policies. Serves as War Department member of the Board of War Communications; Chairman of U. S. Joint Communications Board; Chairman of Combined Communications Board; and President of Army Communications Board. Directs the activities of the Signal Corps Board.
- (c) Initiates general communications policies for the Army; coordinates and standardizes military radio operations and stations; assigns call letters, frequencies, power, types of emission and schedules for all Army radio stations.
- (d) Maintains, for the War Department, digests of military and technical characteristics of signal equipment employed by the Navy and foreign military forces.
- (e) Establishes types of signal equipment for communications throughout the Army in Army operations, for joint operations with the Navy, and combined, and limited combined (Signal Corps) operations, with allied stations.
- (f) Determines policies and enforces regulations, with respect to signal security, and cryptographic operations and equipment.
- (g) Initiates procedures to accomplish standard and uniform practices, by all agencies, in signal communications.
- (h) Supervises the installation, maintenance, and operation of military signal communications systems and equipment, including military cables, telephone and telegraph lines, radio apparatus and stations, fixed airways systems, and temporary systems used by combat troops.
- (i) Prepares the signal communication section of War Plans.

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- (j) Supervises research and development of all types of Signal Corps equipment and supplies including communications, intercept, detection, and photographic equipment and supplies, and with respect thereto prepares specifications, conducts tests, determines military characteristics and recommends standardization.
 - (k) Establishes plans and procedures for photographic work for Army Ground Forces and Army Service Forces (except basic photography intended for direct, internal use by the respective elements thereof, and topographic photography), and such other photographic work for the Army as is assigned by the Army Pictorial Board, or other authority.
 - (l) Determines procurement policies and procedures in accordance with War Department policies.
 - (m) Establishes and maintains requirements programs for all Signal Corps equipment and supplies, including raw materials requirements; and allocation of materials to contractors under the Controlled Materials Plan.
 - (n) Supervises the purchase, timing, production, inspection, storage, issue, maintenance, repair, and salvage of Signal Corps equipment and supplies to meet Army and Lend-Lease requirements.
 - (o) Minimizes contractors' requirements for critical and strategic materials for Signal Corps equipment and supplies; and secures the necessary priorities, allocations, and preference ratings with respect to such materials.
 - (p) In conjunction with the War Department, other governmental agencies, and industry, determines procedures involving production, raw materials, labor, and facilities.
 - (q) Determines personnel requirements for Signal Corps troops in the Army Service Forces, overseas departments or bases, and theaters of operation.
 - (r) Directs all activities of training schools and centers under control of the Chief Signal Officer.
 - (s) Processes training doctrine, programs, schedules, and literature for the training of Signal Corps troops and units at schools and training centers under other commands, and training of officers and enlisted men of other arms and services in signal communication subjects.
 - (t) Prepares instruction data for the Army in the use of equipment developed, procured and issued by the Signal Corps.
 - (u) Prepares and processes Tables of Organization and Equipment, Tables of Basic Allowances, and Tables of Allowances for Signal Corps Troops and Units.
 - (v) Supervises the organization and operation of the Army Amateur Radio System.
 - (w) Furnishes personnel and administrative services to Army-Navy Electronics Production Agency.
 - (x) Exercises technical supervision over Signal Corps matters in the service commands.
- (2) The Chief Signal Officer directly performs the following functions for the Headquarters, Army Service Forces:
- (a) Operates the War Department Signal Center, including associated radio stations in or near Washington, D. C., and the War Department code room.
 - (b) Supervises the procurement and operation, in the War Department, of War Department private wire, telephone, telegraph and facsimile net works.

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- (c) Operates motion picture projection rooms, and associated photographic facilities; maintains the War Department photographic files; operates the United Nations Film Library; and provides trained personnel, equipment and supplies for Photo-Mail service.
 - (d) Maintains the Signal Corps Reference Library; and facilities for the identification and analysis of enemy signal communication equipment.
 - (e) Prepares and distributes daily digest of foreign communication intelligence.
 - (f) Maintains and operates a War Department strategic communications chart room.
 - (g) Promulgates communication security measures, and enforces policies and regulations of the War Department Traffic Security Board.
 - (h) Prepares and justifies estimates of appropriations required for Signal Corps activities, and administers apportioned funds.
- (3) The Chief Signal Officer directly performs the following functions as applied to field activities and installations of the Army Service Forces:
- (a) Installs, maintains and operates military signal communication systems and equipment, including military cable, telephone and telegraph lines, radio apparatus and stations; except the routine maintenance and operation of certain fixed systems; namely, seacoast defense and command and fire-control, airways and airdrome control, radio aids to navigation, and such activities as are specifically assigned to other commands.
 - (b) Installs, maintains, and operates the Alaska Communication System.
 - (c) Operates signal security service and all goniometric and intercept activities associated therewith; operates an agency for the solution of enemy codes and ciphers; maintains a laboratory for the employment and detection of secret inks; prepares, publishes, revises, stores, accounts for, and distributes all codes, ciphers and cryptographic material required by the Army.
 - (d) Maintains liaison with other arms and services, the Navy, and friendly foreign powers on all cryptographic matters.
 - (e) Enforces War Department Traffic Security Board regulations pertaining to communications handled by commercial facilities.
 - (f) Operates Signal Corps radar, aircraft radio, ground signal equipment, film production, photographic and technical laboratories, and pigeon breeding and training centers.
 - (g) Operates Signal Corps Procurement Districts.
 - (h) Operates Signal Corps Inspection Agency.
 - (i) Operates Signal Corps branch depots and signal sections in other depots.
 - (j) Installs authorized radio equipment in all pilot models of combat and reconnaissance vehicles; and supervises the installation of signal communication equipment in such vehicles.
 - (k) Installs, makes major alterations, and performs major maintenance tasks with respect to weather equipment issued by the Signal Corps to the Army Air Forces.
 - (l) Operates repair facilities for signal equipment, except within units of field forces, Air Service Command, and Service Commands.
 - (m) Produces and procures still and motion pictures; procures, stores and issues photographic equipment and supplies, including those for V-Mail and Photo-Mail operations; operates photographic facilities; and furnishes

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trained photographic personnel, except with respect to those functions specifically assigned to other elements of the Army.

- (n) Commands and administers all activity at Eastern Signal Corps Training Center and Southern Signal Corps School.
- (o) Furnishes trained personnel to the Army Ground Forces, Army Air Forces, and Army Service Forces.
- (p) Prepares and revises instruction books, manuals, pamphlets, and data required by the Army pertaining to the use of equipment developed, procured, and issued by the Signal Corps.
- (q) Trains civilian personnel required in the operation of Signal Corps agencies.
- (r) Conducts inspections at Signal Corps branch depots, Signal Corps Sections at other depots, repair shops, schools, training centers, laboratories and other establishments, and of troops to assure that War Department policies with respect to the Signal Corps are complied with.
- (s) Provides personnel and facilities for the Signal Corps Board.

c. Organization.

- (1) The *Office of the Chief Signal Officer* consists of a staff and operating services.
 - (a) The Staff consists of the Assistant Chief Signal Officer, as Chief of Staff; Control Division; Operations, Fiscal Legal, and Administrative Divisions.
 - (b) The operating services consist of the Engineering and Technical, Procurement and Distribution, Personnel and Training, Army Communications, and Army Pictorial Services; including field activities.
- (2) The *Assistant Chief Signal Officer* acts as the principal assistant to the Chief Signal Officer and represents him during his absence; acts for the Chief Signal Officer as the principal coordinating agency in transmitting his decisions, and assists the Chief Signal Officer as required in directing his operations; acts in a capacity comparable to that of Chief of Staff; and directs activities of the executive staff divisions.
- (3) The *Control Division* studies and evaluates the functions, organization, administration, methods, procedures, and operations of all activities under control of the Signal Officer, both departmental and field; investigates sources of difficulties and recommends corrective action to the Chief Signal Officer. Recommends methods and procedures to be prescribed for the compilation of statistical reports, and reviews all such reports as are required by the Chief Signal Officer or higher authority. Maintains statistical information as to the progress and status of operations, and prepares summaries of such information for the Chief Signal Officer. Evaluates the effectiveness with which plans and directives of the Chief Signal Officer are being executed, and makes appropriate recommendations for corrective action to the Chief Signal Officer. The Director of Control Division is responsible directly to the Chief Signal Officer. The division consists of Progress and Statistics Branch, Evaluation Branch, and Administrative Management Branch.
 - (a) The *Progress and Statistics Branch* maintains and reviews information as to the progress and status of operations, and prepares or supervises the preparation of summaries of such information for the Chief Signal Officer. Studies the statistical reporting and record systems of the Signal Corps and recommends methods and procedures to be used. Reviews recurring reports which are required by the Chief Signal Officer or higher authority.
 - (b) The *Evaluation Branch* reviews currently reports and statistics relative to the status and progress of Signal Corps operations to determine the operating significance indicated and recommends corrective action where required.

- (c) The *Administrative Management Branch* studies the functions, organization, administration, methods, procedures and operations of all activities under the control of the Chief Signal Officer; investigates sources of difficulties and recommends corrective action to the Chief Signal Officer. Acts in an advisory capacity to departmental and field activities with respect to organization, administration, methods, procedures and operations.
- (4) The *Operations Division* plans and supervises programs and projects pertaining to strategical and tactical requirements for Signal Corps personnel and matériel; provides staff supervision of operating services as may be required by the Chief Signal Officer; performs staff functions relating to communications policies, procedures, tactical doctrines and techniques. The Division consists of: Office of Planning, Supply Operations Branch, Operational Research Branch, Military Intelligence and Historical Branch, Communication Liaison Branch, and Communication Coordination Branch. The Director of the Operations Division reports directly to the Assistant Chief Signal Officer.
- (a) The *Office of Planning* directs operation of Military Organization Branch, Theaters Branch, and Requirements Planning Branch.
1. The *Military Organization Branch* prepares, edits, and processes Tables in accordance with AR 310-60; distributes such Tables within the OCSigO; reviews requests for standard equipment in excess of approved allowances and issues recommendations relating thereto for the Chief Signal Officer; prepares OCSigO Circulars 10-1 and 10-2; prepares plans for future organization of Signal Corps tactical units; distributes mobilization regulations to interested agencies; collaborates with Headquarters, Army Service Forces, Army Air Forces, and Army Ground Forces in plans for the mobilization of Signal Corps units under such Headquarters; drafts directives for processing by Commanding General, Army Service Forces to the Adjutant General for the constitution, reorganization and disbanding of Signal Corps units; maintains files of authorized strengths, stations and assignments of Signal Corps units; operates equipment pool plan for the Signal Corps, recommends policy and necessary action.
 2. The *Theaters Branch* reviews, coordinates, and expedites all signal matters pertaining to theaters, task forces, base commands, and defense commands; receives and assigns responsibility for action and follows up all classified and unclassified radiograms received in the Office of the Chief Signal Officer from overseas and defense commands; maintains liaison with higher authority in regard to operational plans and special projects requiring Signal Corps equipment; prepares estimates of requirements for future operations; obtains approval of higher authority and transmits approved estimates for appropriate action; receives and reviews approved or proposed theater projects and recommends to higher authority appropriate changes thereon; ascertains, with the assistance of the Requirements Planning Branch, whether or not future operations can be supported and submits appropriate recommendations to higher authority. Acts as nucleus for the planning staffs of task

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force Signal Officers during the planning and formative stages of task forces being planned within the War Department.

3. The *Requirements Planning Branch* determines whether operational and training requirements will be met. Reviews plans and schedules for future procurement, production, distribution and maintenance of major standard, special, and new equipment, and of supplies; and for future procurement of personnel and future procurement and production of training literature. Determines the adequacy, necessity, and extent of coordination of such plans and schedules to meet operational and training needs. Determines where corrective action is necessary and recommends such action. Determines whether future operations can be supported.
- (b) The *Supply Operations Branch* exercises necessary staff supervision over current operations of supply activities to insure that the needs of the field are being met as expeditiously as possible. Investigates status of specific items of Signal Corps equipment and supplies with respect to research, development, requirements, scheduling, procurement, production, expediting, inspection, storage, issue, marking, shipping, and delivery and recommends necessary corrective action; establishes operating performance schedules for meeting special or regular supply requirements as necessary to assure satisfactory performance, and follows up operations; considers supply operating problems arising between operating services which are not the responsibility of other branches of the executive staff, and recommends appropriate action; receives special supply problems referred to the Chief Signal Officer or other branches of the executive staff by operating services, higher authority, and outside agencies, determines action required and recommends and expedites such action; prepares special reports as required; refers to Control Division matters requiring correction relating to organizational structure, procedures, and assignment of functional responsibilities.
- (c) The *Operational Research Branch* acts as advisor, analyst, and consultant to the Chief Signal Officer and to services and divisions on the unusual and scientific aspects of equipment, its operation, and the training of personnel. Provides advisory and consulting representatives of the Chief Signal Officer to be made available to other agencies of the Armed Forces, manufacturers, laboratories, and scientific organizations as required.
- (d) The *Military Intelligence and Historical Branch* collects, compiles, evaluates, and disseminates, for military purposes, information on military communications of United States, Allied, Axis, and Neutral Nations. Obtains, on request, information on commercial communications in areas of potential military operations. Exercises staff supervision over matters pertaining to captured enemy communications equipment and the training and assignment of personnel for the Enemy Equipment Identification Service. Prepares the history of the Signal Corps in World War II.
- (e) The *Communication Liaison Branch* assigns radio frequencies for all War Department installations and activities. Reviews, revises, and approves the frequency range of radio equipment prior to its standardization, and reviews with respect to the frequency range all requisitions and purchase requests for new type radios. Reviews, revises, and approves with respect

to frequency all requisitions and purchase requests for crystals. Compiles and assigns tactical and international call signs for Army installations and activities, and tactical call signs for all of the United Nations forces (other than Naval) operating within the United States' theaters. Maintains liaison with Army Air Forces concerning long distance radio communications operating problems and recommends action concerning wave propagation difficulties. Maintains liaison with International Radio Propagation Laboratory. Acts as technical advisor on all radio propagation matters. Maintains liaison for the War Department with other agencies regarding frequency allocations, radio interference, and related matters. Represents the War Department on Interdepartment Radio Advisory Committee and other interdepartmental committees concerned with national and international radio frequency allocations. Participates in the activities of the Combined Communications Board committees involving frequency and call signal allocations. Reviews non-government license applications where military necessity is involved.

- (f) The *Communication Coordination Branch* coordinates and recommends communication procedures to permit rapid and efficient communication among ground, air, and naval forces of the United Nations. Formulates tactical doctrine and techniques for the employment of signal communication units and equipment (other than signal security and photographic). Reviews field manuals and other literature involving communication procedures and tactical doctrine and recommends changes therein. Implements decisions rendered by higher authority dealing with signal communication procedures and tactical doctrine. Makes special studies to serve as a basis for the formulation of national, international, Army, Joint, and Combined communications policies of the Chief Signal Officer and the War Department. Collects, digests, and assembles for the Chief Signal Officer data on action of other Government departments and agencies and on legislative developments affecting communications.
- (5) The *Fiscal Division* exercises staff supervision over all fiscal matters under control of the Chief Signal Officer. Investigates fiscal methods, procedures, records, and accounts of activities under control of the Chief Signal Officer and recommends corrective action when necessary. Administers the War Department Fiscal Code. Supervises the preparation of estimates of appropriations for which the Chief Signal Officer is responsible and justification therefor. Allots funds in accordance with approved programs and maintains records of funds expended. Receives all communications concerning construction, leasing, purchase, and other real estate matters and presents them to the Chief of Engineers. Obtains production costs and other factual information for use by the Purchases Branch and contracting officers in the negotiation and renegotiation of contracts and for use by the Price Policy Committee. Operates Cost Analysis Agency, Philadelphia, including subsidiary offices at Chicago and San Francisco. The Director of the Fiscal Division reports directly to the Assistant Chief Signal Officer.
- (6) The *Legal Division* acts as general counsel to the Chief Signal Officer, and acts as the Chief Signal Officer's representative on all legal matters. Acts as the legal advisor on the application and interpretation of common law, statutes, regulations, or directives. Reviews pending legislation affecting activities of the Chief Signal Officer. Reviews awards and profit adjustments, to determine if they are in accord

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with law, regulation, and directive. Reviews appeals to the Chief Signal Officer from findings and decisions of contracting officers. Advises and assists in connection with patents, copyrights, and inventions. Administers patent searches, applications, and licenses. Administers interchange of technical information between contractors and between the United Nations involving rights to patents and inventions. Administers security of patent applications under 35 U. S. C. 42. Reviews all formal contracts to determine if in accord with law, regulation, and directive. Advises and assists in connection with the financing of contractors, whether under the Assignment of Claims Act, by Government Guaranteed Loan, advance payment, or Defense Plant Corporation emergency plant facilities expansion. Gives legal advice in connection with labor disputes. Gives legal, accounting, and auditing advice in connection with terminated contracts. Acts as liaison with the Office of the Under Secretary of War in connection with congressional inquiries and investigations. Compiles and codifies Signal Corps Procurement Instructions. Represents the Chief Signal Officer in matters related to labor relations and morale and supply of labor. The Director of the Legal Division reports directly to the Assistant Chief Signal Officer.

- (7) The *Administrative Division* performs administrative functions for the OCSigO. Maintains an office of temporary record. Routes papers immediately received in the Office of the Chief Signal Officer to their proper destinations and operates a follow-up system to assure prompt action and return of such correspondence. Receives officers visiting the Office of the Chief Signal Officer who are to confer with the Chief Signal Officer or his Assistant. Assigns or reassigns officers to duty in Services, Divisions, and Branches, OCSigO, and to committees, boards, and other additional duty as directed by the Chief Signal Officer. Prescribes office procedures as directed by the Chief Signal Officer; prepares, authenticates, and distributes Office Orders and memoranda as directed by the Chief Signal Officer. Administers civilian personnel counseling services within OCSigO and field activities in the Military District of Washington. Operates Signal Corps Reference Library; operates the Enemy Communication Equipment Collection Display. Operates statistics service for the compilation and preparation of special and recurring reports as directed by the Chief Signal Officer. Issues regulations pertaining to security within OCSigO as directed by the Chief Signal Officer; and makes recommendations with respect to violations of security regulations. Prepares annual report of the Chief Signal Officer. Performs general service functions.

The Executive Officer is Director of the Administrative Division. The Executives, under the senior called the Executive Officer, act as executive officers for the Chief and Assistant Chief Signal Officers.

The Administrative Division consists of the Headquarters Personnel Branch, Service Branch, Special Activities Branch, and Headquarters Security Branch. The Director of the Administrative Division reports directly to the Assistant Chief Signal Officer.

- (a) *Headquarterters Personnel Branch* administers civilian personnel counseling services within the OCSigO and field activities in the Military District of Washington; assigns or reassigns officers to duty in Services, Divisions, and Branches, OCSigO, and to committees, boards, and other additional duty as directed by the Chief Signal Officer.
- (b) The *Service Branch* performs office service functions and Provost Marshal functions for the OCSigO, including office supplies, furniture, and equip-

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- ment; messenger service; transportation; reproduction; building maintenance; distribution of mail; allocation of office space; and maintenance of basic record files. Operates central machine tabulating service for OCSigO.
- (c) The *Special Activities Branch* formulates and executes Signal Corps policy concerning the dissemination of information. Gathers and distributes information to newspapers, magazines, radio, picture services, and other media through War Department Bureau of Public Relations. Disseminates classified information to Services, Divisions, and Branches, OCSigO, and field activities under control of the Chief Signal Officer. Arranges ceremonies for Army-Navy "E" Awards to plants manufacturing Signal Corps equipment. Prepares the annual report of the Chief Signal Officer.
- (d) The *Headquarters Security Branch* supervises activities under the jurisdiction of the Chief Signal Officer in connection with subversive matters pertaining to military and civilian personnel. Arranges for investigations and makes reports on Signal Corps personnel in OCSigO, and maintains a record of such personnel authorized access to classified information. Reviews and classifies photographs insofar as they pertain to signal equipment and personnel. Investigates violations of security measures in OCSigO and makes recommendations relating thereto. Makes recommendations for maintaining security of military information in OCSigO.
- (8) The *Engineering and Technical Service* directs research and development of Signal Corps equipment, except fixed communication, photographic, and such cryptographic equipment as may be specified by the Chief Signal Officer. Evaluates military characteristics of equipment and makes recommendations to Signal Corps Technical Committee. Arranges engineering and service tests and for necessary modifications in equipment and specifications. Directs engineering projects and coordinates technical maintenance matters concerning equipment for which the Service is made specifically responsible by the Chief Signal Officer. Operates, through the Signal Corps Technical Committee, to standardize Signal Corps equipment, except fixed plant and fixed airways equipment, in accordance with AR 850-25. Plans reduction of the number of types of signal equipment. Coordinates use of equipment with all arms and services. Maintains a digest of military and technical characteristics of signal equipment employed by the Navy and foreign military forces. Assigns stock and IBM code numbers to Signal Corps equipment. Publishes official parts lists for assemblies. Prepares manuscript for technical manuals on all major items of equipment for which the Service is responsible and submits such manuscript to Personnel and Training Service for review and editing. Prepares descriptive sections of Signal Corps catalog. Standardizes component parts. Recommends the source of procurement and distribution of radio quartz crystals. Assigns nomenclature to Signal Corps equipment. Recommends training programs for specialized personnel required to operate new equipment. Represents the Signal Corps on research and development policy-making committees and military-industry standardization committees. Provides expert consultant service and loans technical personnel to the other operating services as required.

The Engineering and Technical Service consists of the Equipment Coordination Branch, Ground Signal Equipment Branch, Aircraft Radio Branch, Electronics Branch, and the following field activities: Signal Corps Ground Signal Agency, including Headquarters, Bradley Beach (New Jersey); Fort Monmouth Signal

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Laboratory; Camp Evans Signal Laboratory; Camp Coles Signal Laboratory; Eatontown Signal Laboratory; Toms River Signal Laboratory; Laboratory Purchase Division; Personnel Division; and Florida Field Station, Cleremont (Florida); Signal Corps Aircraft Signal Agency, Wright Field (Ohio), including the Signal Corps Aircraft Radio Laboratory; Stock Numbering Agency, Philadelphia; and Signal Corps Standards Agency, Red Bank (New Jersey). The Chief, Engineering and Technical Service, reports directly to the Chief Signal Officer.

- (a) The *Equipment Coordination Branch*, operating as the standing sub-committee of the Signal Corps Technical Committee, in accordance with provisions of AR 850-25, paragraph 6, receives and processes proposed military characteristics from using arms or services; prepares all necessary cases on standardization and reclassification of equipment except fixed plant, and fixed airways equipment; acts to insure that all pertinent regulations and directives concerning standardization of such equipment are carried out; initiates and circulates necessary forms to obtain data to effect standardization of such equipment. Acts as the secretariat of the Signal Corps Technical Committee. Conducts studies for the Army Communications Board, the Joint Communications Board, and the Combined Communications Board on such cases as are submitted to it to effect the standardization for joint or combined use, and to effect reductions in numbers of types of equipment; prepares such actions as may be necessary to insure follow-up on all Signal Corps and Army Communications Board cases; receives and processes all maneuver-observers' reports and submits pertinent extracts to agencies of the Office of the Chief Signal Officer; supervises the requisitioning, shipment and display of communication equipment for the combined United States-British equipment display.
- (b) The *Ground Signal Equipment Branch* supervises the research, development and design of field, portable, semi-portable and vehicular types of radio, wire-line equipment, ground direction finding equipment, auxiliary and relating requirements pertaining to the aforementioned; collects technical information for laboratory uses; processes research and development projects with the Combined Communications Board, Joint Radio Board, National Defense Research Committee, and similar agencies; and coordinates with using arms problems concerning adequacy and instruction of personnel to install and operate ground signal equipment; carries out the development and arranges for service testing of all equipment for which the Branch is responsible resulting from military characteristics furnished to the Engineering and Technical Service by the using arm or service.
- (c) The *Electronics Branch* supervises the research, development and engineering of ground and airborne radar and special electronics equipments assigned to this Branch; processes research and development projects with Combined Communications Board, Joint Radio Board, National Defense Research Committee, and other agencies. Makes recommendations concerning the adequacy of equipment requirements and the number and training of personnel to install and operate such equipment; arranges for service testing of all equipments for which the Branch is responsible; prepares requests for adoption of military characteristics and standardization of equipments for submission to Signal Corps Technical Committee; maintains contacts with using agencies to coordinate technical requirements and establish

methods of use; follows the status of procurement in order to effect engineering changes during production.

- (d) The *Aircraft Radio Branch* supervises the research, development and design of airborne communications equipment, VHF fighter control systems (both ground and airborne), remote control devices of airborne nature, meteorological and other aircraft signal equipment; gathers technical information from using units for laboratories; processes research and development projects with Combined Communications Board, Joint Radio Board, National Defense Research Committee; and maintains liaison with commercial airlines. Coordinates problems of special nature with the Air Service Command; and makes recommendations as to the adequacy of equipment requirements and trained personnel. Carries out the development, arranges for service testing and standardization of all equipment for which the Branch is responsible resulting from military characteristics furnished to the Engineering and Technical Service by the using arm or service.
- (9) The *Procurement and Distribution Service* assembles and compiles requirements for all Signal Corps equipment and supplies, and procures all Signal Corps equipment and supplies, except such equipment and supplies as are authorized for procurement by other services. Inspects, accepts, stores, and issues such equipment and supplies. Maintains, repairs, and salvages Signal Corps equipment and supplies within the responsibility of the Chief Signal Officer, except cryptographic and fixed plant equipment, and equipment for which Engineering and Technical Service is responsible.

The Procurement and Distribution Service consists of Supply Control Branch, Supply Coordination Branch, Procurement Division and Distribution Division. The Chief, Procurement and Distribution Service, reports directly to the Chief Signal Officer.

- (a) The *Supply Control Branch* recommends to Chief, Procurement and Distribution Service, action regarding organization, functions, and operations of divisions and agencies of Procurement and Distribution Service. Analyzes and interprets statistical reports and recommends corrective action. Compiles, audits, and issues statistical reports as requested by Chief, Procurement and Distribution Service, or higher authority; maintains files of purchase orders and inspectors acceptance reports of items of Signal Corps procurement for reference use by OCSigO; maintains detailed records of status of procurement by component parts of all end items in the Army Supply Program; edits forecast information received from several sources and incorporates this data with plan of procurement for meeting the Army Supply Program in the form that it may be used as an operating report.
- (b) The *Supply Coordination Branch* is responsible for accelerating deliveries of special items of Signal Corps equipment to troops; collects and maintains information regarding current status of requirements, procurement, and distribution of specific items of Signal Corps equipment. Determines actual or potential problems restricting deliveries and recommends corrective action to Chief, Procurement and Distribution Service. Prepares reports comparing requirements with the status of procurement and production of specific items of Signal Corps equipment. Prepares special reports on procurement and distribution matters on request or as necessity therefor is indicated by studies.
- (c) The *Procurement Division* assembles and compiles requirements for all

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Signal Corps equipment and supplies and procures all Signal Corps equipment and supplies except such equipment and supplies as are authorized for procurement by other services. Computes, and allocates to contractors, raw materials, requirements under the Controlled Materials Plan. Surveys available and required production facilities. Acts to reduce requirements for critical and strategic material. Conducts price adjustment and contract renegotiation in connection with such procurement. Maintains contacts with war agencies concerned with production and procurement of communication equipment. Administers all Signal Corps matters involving international aid. Recommends procurement, contractual, obligating, and price policies.

The Procurement Division consists of the Requirements Branch, Resources Branch, Facilities Branch, Purchases Branch, International Aid Branch, and the following field activities: The Philadelphia, Dayton, and Monmouth Procurement Districts; Price Adjustment Field Offices at Philadelphia and Chicago; Signal Corps Inspection Agency, with Headquarters at Dayton, and five subsidiary zone offices located at Newark, Philadelphia, Dayton, Chicago, and San Francisco. The Director, Procurement Division reports directly to the Chief, Procurement and Distribution Service.

1. The *Requirements Branch* computes Army Supply Program requirements of end items of signal equipment for all interested arms and services of the Army except the Army Air Forces, based upon Tables of Organization, Tables of Basic Allowances, Tables of Equipment, and Tables of Allowances, and obtains approval thereof for inclusion in the Army Supply Program; operates to secure necessary procurement funds, including funds for Signal Corps items required by the Army Air Forces, and controls distribution of such funds; initiates action for procurement; compiles and issues information as to costs; coordinates Signal Corps requirements for items allocated and restricted by the Army Service Forces; requests precedence listings for ground signal items.
2. The *Resources Branch* converts Army Supply Program requirements for end items into related components and parts, computes requirements for and secures materials for Signal Corps equipment; receives allotments of controlled materials, and supervises the allocations thereof among contractors; establishes Signal Corps procurement plan schedules; authorizes production schedules; recommends rescheduling of production when necessary; clears discrepancies between requested and required materials; acts to assure the flow of materials to Signal Corps contractors. Makes special studies with respect to sources and conservation of materials; coordinates mission of the branch with the Army-Navy Electronics Production Agency, the Navy, Headquarters, Army Service Forces, other government agencies and contractors.
3. The *Facilities Branch* determines capacities and manufacturing loads of industries to insure equitable and adequate distribution of Signal Corps production; studies the necessity for, justifies, and recommends plant expansions and conversions; devises over-all industry production plans; acts in conjunction with other interested agencies,

including industries, to assure the continuance of production; allocates and expedites the delivery of machine tools; and prepares recommendations for purchase plans with respect to manufacturing capacities.

4. The *Purchases Branch* prepares and issues purchase plans for the procurement of Signal Corps supplies and equipment; issues letter contracts for large procurements; analyzes bids; supervises the modification and cancellation of contracts and settlement thereof; maintains records and files of formal contracts covering procurement of Signal Corps equipment, including changes and supplements thereto; handles printing requisitions for Signal Corps forms printed by the Government Printing Office for use in OCSigO and field installations; conducts over-all price renegotiation and maintains contact with other war agencies with respect to price regulations and adjustments; exercises staff supervision over Signal Corps procurement districts, Contracting Officers, and the contractual phases of procurement including the placement of production orders; maintains liaison with Smaller War Plants Division, War Production Board, and Purchases Division, Army Service Forces, on all matters related to Smaller War Plants.
 5. The *International Aid Branch* analyzes United Nations requisitions for Signal Corps equipment; obtains necessary approval and forwards such requisitions to Requirements Branch for initiation of procurement; follows progress of procurement to shipment; maintains liaison with the International Aid Division, ASF, other agencies concerned with lend-lease matters and foreign governments; processes reverse lend-lease requisitions; and advises various war agencies in matters of foreign signal requirements.
- (d) The *Distribution Division* stores, issues, distributes, maintains, repairs, and salvages Signal Corps equipment and supplies, except cryptographic equipment, and except maintenance, repair and salvage of fixed plant equipment and such equipment as Engineering and Technical Service is responsible for. Operates Signal Corps depots and associated repair shops, and Signal Sections of Army Service Forces depots. Recommends T/Os, T/Es, and T/BAs for maintenance and salvage organizations. Recommends policies relating to packing, crating, and marking. Recommends over-all maintenance factors and policies, and replacement and spare parts requirements. Operates field supply survey activities.

The Distribution Division consists of Stock Control Branch, Supply Survey Branch, Maintenance Branch, Storage Branch, and the following field activities: Storage and Issue Agency, Philadelphia; Signal Corps depots at Boston, Philadelphia, Dayton, Lexington, Bradley Beach, Chicago, Los Angeles, Seattle, and Sacramento; Signal Sections of the following Army Service Forces depots: Atlanta, New Cumberland, San Antonio, and Utah (Ogden); Signal Corps Aircraft Maintenance Agency, Wright Field; Signal Corps Ground Maintenance Agency, Philadelphia; Signal Corps Supply Survey Agency, Philadelphia; and Signal Corps Installation Agency, Philadelphia. The Director, Distribution Division reports directly to the Chief, Procurement and Distribution Service.

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1. The *Stock Control Branch* administers the following: all stock control activities at depots and stations including formulation of plans to assure maintenance of adequate stocks; control of distribution of supplies from production; redistribution of unbalanced stocks; replenishment of stocks in liaison with Procurement Division; field inspections of stock control activities; and review of technical qualifications of key stock control depot personnel. Develops procedures concerning stock levels, inventory records and reports and related activities; develops, distributes and maintains stock catalogues; coordinates with Engineering and Technical Service concerning stock numbers and nomenclature; supervises issue of all initial and maintenance supplies and equipment to posts, camps, stations, tactical units, task forces, overseas troops movements and overseas bases and theaters; supervises code marking of supplies and equipment; and expedites issue of supplies and equipment.
2. The *Supply Survey Branch* makes surveys of depots and other field installations of the Chief Signal Officer in Zone of Interior to determine adequacy of: distribution and salvage of Signal Corps matériel; supply and distribution of replacement and repair parts; civilian maintenance personnel, methods, equipment, and training facilities; assists Signal Unit Survey Branch in inspection of units alerted for overseas movement; assists Ports of Embarkation in handling special shipments of Signal Corps equipment; makes special investigations for other Branches of the Distribution Division; provides inspection service in Theaters of Operation to determine adequacy of: distribution and salvage of Signal Corps matériel; supply of replacement and repair parts; maintenance organization, personnel, methods and equipment, and investigates equipment failures; procures data upon which maintenance factors can be based; submits reports of inspection to interested agencies and makes recommendations when required.
3. The *Maintenance Branch* exercises staff supervision over maintenance, maintenance methods and policy, salvage, requirements for replacement and spare parts on all Signal Corps equipment except that supplied exclusively to the Army Air Forces or units under its control, cryptographic and fixed plant equipment; determination of requirements for recruitment, training and assignment of civilian and Signal Corps military personnel for maintenance.
4. The *Storage Branch* administers the following: plans for over-all depot space requirements; additional space requirements; development of modern warehousing methods; warehousing operations including maximum use of depot space, warehouse personnel and material handling equipment, depot training programs, and review of qualifications of key depot personnel; determination of requirements for all materials handling equipment, and authorization of transfer of such equipment between depots; packing, crating and marking; assists depot commanders through field inspections in performing warehousing operations.

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- (10) The *Personnel and Training Service* administers the procurement, appointment, classification, promotion, reduction, transfer, retirement, discharge, and travel of military personnel under control of the Chief Signal Officer; and the interview, appointment, assignment, classification, transfer, travel, leave, pay, and separation of civilian personnel in OCSigO. Recommends suballotments of officers, enlisted, and civilian personnel for all activities under control of the Chief Signal Officer, and the Army-Navy Electronics Production Agency. Maintains assignments within the general allotments to the Chief Signal Officer. Recommends policies and procedures relating to the administration of all civilian personnel in all activities under control of the Chief Signal Officer. Prescribes methods for reporting military and civilian personnel strengths and related data. Prepares plans relating to the activation and inactivation of Signal Corps affiliated units. Promulgates training doctrines, establishes students quotas, and prepares training programs for the training of Signal Corps military personnel, Reserve Officers' Training Corps, Enlisted Reserve Corps, and Women's Army Corps personnel. Directs the activities of training schools and centers under control of the Chief Signal Officer, and exercises staff supervision over other schools training military and civilian personnel for the Chief Signal Officer. Recommends policies for, and exercises staff supervision over, in-service training for civilian personnel in all activities under control of the Chief Signal Officer. Determines requirements for, and recommends training of, civilian personnel to meet such requirements. Inspects Signal Corps tactical units in the continental United States as directed by the Inspector General. Supervises the preparation and editing of plans for training films and film strips pertaining to the Signal Corps. Prepares, edits, and arranges for the publication and distribution of Signal Corps technical manuals pertaining to the use of signal communications equipment and personnel in the Army. Prescribes requirements for admission of students to Signal Corps schools. Prepares budget estimates and recommends allotment of funds for Signal Corps training, supplies, and equipment, and for the payment of salaries, tuition, and maintenance costs for civilian instructors and trainees. The Personnel and Training Service consists of Military Personnel Branch, Military Training Branch, Signal Unit Survey Branch, Civilian Personnel Branch, and the following field activities: Eastern Signal Corps Training Center, Fort Monmouth; Southern Signal Corps School, Camp Murphy; Signal Unit Survey Groups at Fort Monmouth, Atlanta, Camp Crowder, Dallas, and Camp Kohler; and Army Pigeon Service Agency, Philadelphia. The Chief, Personnel and Training Service reports directly to the Chief Signal Officer.

- (a) The *Military Personnel Branch* administers the procurement, appointment, classification, assignment, promotion, reduction, transfer, retirement, discharge and travel of Signal Corps military personnel. Maintains assignments of military personnel within the general allotments to the Chief Signal Officer. Prepares plans relative to the activation and inactivation of affiliated Signal Corps units, and the composition of affiliated cadres for Signal Corps affiliated units. Recommends the affiliation of Signal Corps units with the Army Air Forces, designates which units should be affiliated and prescribes the necessary cadre to be furnished by the Signal Corps and the sponsoring company. In coordination with Military Organization and Military Training Branches, prepares studies and plans relative to the procurement and assignment of Signal Corps military personnel under war, theater, task forces, mobilization and training programs. Prepares

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and maintains status files on all Signal Corps units showing organization, authorized strength, grades and ratings, location, movements, contemplated movements, affiliation, and references to correspondence relative to the units. Maintains records of future requirements and probable availability of military personnel. Maintains efficiency and personnel records for Signal Corps military personnel.

- (b) The *Military Training Branch*, within policies prescribed by higher authority, promulgates training doctrine, establishes student quotas, and prepares training programs for the training of Signal Corps military personnel, Reserve Officers' Training Corps, Enlisted Reserve Corps, and Women's Army Corps personnel. Supervises all activities of training schools and centers under the control of the Chief Signal Officer, including the selection, assignment, and relief of staff and faculty personnel. Supervises the preparation and editing of plans for training films and film strips pertaining to the Signal Corps; and the preparation, editing, publication and distribution of Signal Corps field manuals, technical manuals and regulations for all agencies which train personnel, military, and civilian reservists, under the direction of the Chief Signal Officer. Determines requirements for admission of students and the aim, scope, duration and training procedures of courses. Determines quota of military personnel and civilian reservists in the various specialties to be trained at Signal Corps schools and training centers. Supervises the revision of the Signal Section of Army Regulations for which the Chief Signal Officer is responsible. Exercises staff supervision over the operation of the Army Pigeon Service Agency. Prepares budget estimates and recommends allotment of funds for Signal Corps training supplies, equipment, repairs and replacements of equipment; for Army Pigeon Service Agency; and for commercial technical publications pertaining to communications activities; for payment of salaries, tuition and maintenance costs for civilian instructors and trainees.
- (c) The *Signal Unit Survey Branch* inspects Signal Corps units in the continental United States, under control of the Chief Signal Officer, for training, upon activation, during and upon completion of training and when alerted for overseas movement; makes additional inspections of Signal Corps units of Army Service Forces authorized by the Commanding General, Army Service Forces, and inspects Signal Corps units designated for Special Task Forces when requested by Task Force commanders; upon request, assists the Inspector General in inspection of Signal Corps units of Army Service Forces, Army Ground Forces, and Army Air Forces, when alerted for overseas movement; prepares reports and recommendations to responsible commanders for correction of deficiencies noted and follows up to insure that corrective action is taken; makes special inspections of Signal Corps activities as directed by the Chief Signal Officer.
- (d) The *Civilian Personnel Branch* administers the interview, appointment, assignment, classification, transfer, travel, leave, pay and separation of civilian personnel in OCSigO. Recommends policies and procedures relating to the administration of all civilian personnel in all activities under control of the Chief Signal Officer. Maintains assignments of civilian personnel within the general allotments to the Chief Signal Officer. Recommends policies for, and exercises staff supervision over, pre-service and

in-service training in all activities under control of the Chief Signal Officer. Determines requirements for, and recommends training of, civilian personnel to meet such requirements.

- (11) The *Army Communications Service* controls and directs the installation, operation, and maintenance of fixed radio and wire communication facilities for the Army, except those facilities specifically assigned to other elements of the Army; procures, installs, and handles major maintenance of facilities of the Army Air Forces communication systems; controls and directs the operation of the War Department radio net and associated facilities; supervises the Army Amateur Radio System; prepares plans for military fixed communications requirements throughout the world; inspects, operates, and maintains fixed communication installations for the Army as required and authorized; contracts for commercial communication services for the War Department in Washington and for certain communication facilities in Service Commands, and establishes policies relating thereto; formulates tactical doctrines and techniques for the protection of Army communications against enemy action; prepares technical manuals for equipment for which the Service is responsible; performs duties relating to signal security for which the Chief Signal Officer is responsible; maintains liaison with other arms and services, with the Navy and with friendly foreign powers of cryptographic matters; administers security regulations of the War Department Traffic Security Board; operates signal security service and all goniometric and intercept activities associated therewith; operates an agency for the solution of intercepted enemy codes and ciphers; maintains a laboratory for the employment and detection of secret inks; initiates action for the enforcement of signal security measures pertaining to all communications; prepares, publishes, revises, stores, accounts for, and distributes all codes, ciphers, and cryptographic material required by the Army.

The Army Communications Service consists of Traffic Branch, Communications Security Branch, Signal Security Branch, and the following field activities: Plant Engineering Agency, Philadelphia, including four sector headquarters at Presque Isle, Miami, Seattle, and San Francisco; Alaska Communication System; Signal Security Agency and associated stations; Army Communications Commercial Agency, New York; New York Field Office of Communications Security Branch; and War Department Signal Center. The Chief, Army Communications Service reports directly to the Chief Signal Officer.

- (a) The *Traffic Branch* exercises staff supervision and control over the operation and minor maintenance of the War Department Radio Net, War Department Leased Lines and wire circuits, and the administrative communications systems at posts, camps and stations; directs the activities of the Army Amateur Radio System; provides engineering, consultation and analytical services relative to all phases of administrative communications services; determines the amount, type, and arrangement of equipment and facilities necessary to serve proven requirements; develops appropriate operating procedures and practices; prepares detailed engineering studies and recommendations for acceptance and execution by affiliated staff branches and various command organizations; maintains follow-up and review of installations to assure conservation of critical materials; maintains liaison with the staff and command organization of the Army Air Forces, Ground Forces, and Service Forces, other government agencies and United Nations, as well as commercial communications companies and manufacturers of communications equipment; operates the War Department Signal Center,

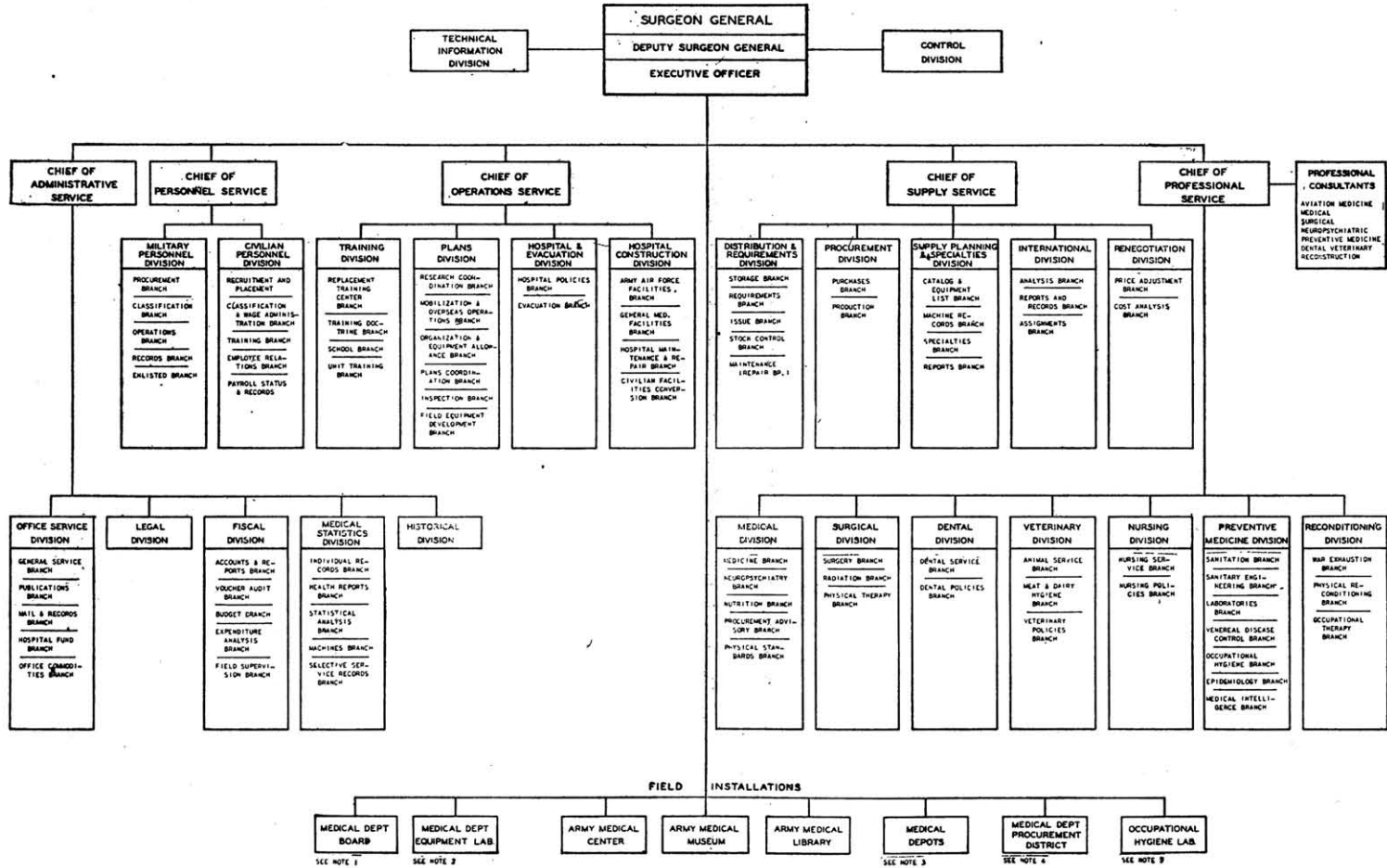
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War Department Code Center and associated Transmitting and Receiving Stations in or near Washington. These functions combine to fabricate the War Department Administrative Communications Network, comprising Radio, Telephone, Telegraph, Wire and Radio Photo transmission, together with respectively related communications media. Supervises the selection, training and qualification of personnel to fulfil the manpower requirements of the various activities of the Branch, as well as at Fixed Stations throughout continental United States and connecting termini, Overseas Bases, and Fixed Stations throughout the world; exercises staff supervision over the 17th Signal Service Company.

- (b) The *Communications Security Branch* administers security regulations of the War Department Traffic Security Board; recommends policies concerning the security of Army Communications transmitted over commercial and military facilities; studies and coordinates cryptographic security operating practices in War Department and connected networks, and within all Signal and Message Centers; maintains liaison with all governmental and non-governmental agencies on matters concerning the security of domestic and over-seas communications.
 - (c) The *Signal Security Branch* operates signal security service and all goniometric and intercept activities associated therewith; operates an agency for the solution of enemy codes and ciphers; maintains a laboratory for the employment and detection of secret inks; initiates action for the enforcement of signal security measures pertaining to all communications; prepares, publishes, revises, stores, accounts for, and distributes all codes, ciphers, and cryptographic material required by the Army; formulates tactical doctrine and techniques for protection of Army communications against enemy action; coordinates research, development and production of equipment for protection of Army communications against enemy action, and directs training of personnel engaged in such activities; maintains liaison with other arms and services, with the Navy and with friendly foreign powers on cryptographic matters.
- (12) The *Army Pictorial Service* performs all photographic work of the Army Service Forces, including the formulation of operational plans and procedures; the research, design, procurement, storage, and issue of photographic supplies and equipment; the procurement, storage, release, and distribution of still and motion pictures; the operation of photographic facilities; and exercises staff supervision over the provision of individually trained personnel for photography. Performs such other photographic work for elements of the Army, other than the Army Service Forces, as may be assigned by the Army Pictorial Board. Operates United Nations Film Library. Prepares technical manuals, as required, for equipment for which the Service is responsible.

The Army Pictorial Service consists of Production Branch, Field Activities Branch, Pictorial Administrative Branch, and the following field activities: Signal Corps Photographic Center, Long Island City, and branches thereof at Beverly Hills and Detroit; Signal Corps Photographic Laboratory, Army War College. The Service provides technical personnel and funds for Training Film Production Laboratory, Wright Field (Ohio), and exercises technical supervision over Film Photographic Laboratory Service Unit, Camp Livingston (Louisiana), and Service Command film libraries. The Chief, Army Pictorial Service reports directly to the Chief Signal Officer.

- (a) The *Production Branch* initiates policies, methods and procedures to insure procurement and production of approved motion picture films and film strips for training, historical, record and publicity purposes; advises and assists Training Doctrine Branch, Military Training Division, Army Service Forces and Training Literature and Visual Aids Division, Requirements Section, Army Ground Forces, with respect to production schedules and availability of production crews; obtains approvals from the Army Ground Forces and Army Service Forces for the production of training films, film bulletins, and film strip requirements; assists Military Training Division, Army Service Forces in coordinating Army Service Forces Training Program with Army Ground Forces Training Program to avoid duplication in production; assigns and schedules production; obtains and compiles reports on the status of stages of all types of film production; initiates action to establish photographic requirements for the Army Supply Program; supervises photographic requirements for the Army Supply Program; supervises procurement of photographic supplies and equipment; initiates and develops T/BA, T/A and Equipment Sections of T/O and E photographic requirements; receives and processes requests for special items of photographic equipment and supplies not included in Tables; initiates and develops methods and procedures for the distribution of all film, film bulletins, special projects, and film strips in the Zone of the Interior.
- (b) The *Field Activities Branch* anticipates and develops procedures and methods to fulfil requirements for photographic operations within the continental United States, in Theaters of Operation, Defense Commands and Overseas Departments; makes recommendations concerning Tables of Organization, Allowances and Equipment for photographic units; exercises staff supervision over the preparation of field manuals for photographic units and field laboratories, and the selection and training of specialist personnel; supervises the provision of equipment for photographic units, and the overseas distribution and maintenance of films and projection equipment; supervises the supply of V-Mail and Official Photo Mail facilities, personnel and equipment, and procures privately owned V-Mail services as required; exercises staff supervision over still libraries and photographic laboratories in the Zone of the Interior.
- (c) The *Pictorial Administrative Branch* formulates and directs administrative procedures for Army Pictorial Service, and prepares and issues directives pertaining thereto; coordinates training of photographic personnel, including instructional methods and procedures, and obtains approval of training curricula; assists Army Ground Forces in preparation of training media for the Mobilization Training Program; reviews and edits photographic material for field manuals, and training memoranda and directives on photographic subjects; coordinates the assignment of military personnel to field photographic units and activities; prepares budget estimates, and recommends and correlates the allotment and transfers of funds to various Army elements for photographic purposes; reviews and evaluates reports of photographic operations; processes all civilian personnel matters for Army Pictorial Service; operates War Department motion picture projection rooms, and supervises still picture displays.



NOTE 1 - MEDICAL DEPARTMENT 80, REPORTS DIRECTLY TO PLANS DIVISION, OPERATIONS SERVICE.

NOTE 2 - MEDICAL DEPARTMENT EQUIPMENT LABORATORY REPORTS DIRECTLY TO RESEARCH COORDINATION BRANCH, PLANS DIVISION OPERATIONS SERVICE.

NOTE 3 - MEDICAL DEPOTS REPORT DIRECTLY TO DISTRIBUTION DIVISION SUPPLY SERVICE.

NOTE 4 - MEDICAL DEPARTMENT PROCUREMENT DISTRICTS REPORT DIRECTLY TO PROCUREMENT DIVISION SUPPLY SERVICE.

NOTE 5 - OCCUPATIONAL HYGIENE LABORATORY, REPORTS DIRECTLY TO OCCUPATIONAL HYGIENE BRANCH, PREVENTIVE MEDICAL DIVISION, PROFESSIONAL SERVICE.

SECTION 306.00—OFFICE OF THE SURGEON GENERAL

a. Mission.—To assure the proper physical selection of military personnel; to conserve military manpower through appropriate disease-preventive measures, adequate medical, surgical and dental treatment, and suitable hospitalization; to assure proper physical selection and professional care of military animals; to train and furnish specialized Medical Department troops to Service Commands and units of the field forces; to assure the supply to the Army of such equipment and supplies as are assigned to the Medical Department for procurement, in such quantities and at such times as are required to meet the Army Supply Program, and other directives of higher authority. The major types of items procured by the Medical Department are medical, dental, surgical, veterinary, hospital, and laboratory supplies, equipment and instruments, biologicals, drugs and chemicals, laboratory strains, X-ray machines and supplies, physiotherapy equipment, surgical appliances and dressings, and field medical equipment.

b. Major functions.—(1) The Office of the Surgeon General performs the following staff functions:

- (a) Determines upon the physical standards applying to officer and enlisted personnel in all branches of the military service, including also standards for admission to the United States Military Academy, Reserve Officers' Training Corps, Army Nurse Corps, and Women's Army Corps.
- (b) Reviews physical examination reports and advises upon the physical fitness of candidates for admission to the U. S. Military Academy or for commission in the Regular Army, and of those individuals for induction or reenlistment, previously discharged for physical disability from the Army, Navy or Marine Corps; reviews and recommends action on all Board proceedings involving retirement for physical disability.
- (c) Conducts a program of research and development applying to new professional items and Medical Department items of field equipment, and participates in the preparation of military characteristics of and prepares specifications for Medical Department supplies and equipment.
- (d) Determines personnel requirements for, and provides specialized troops for use by Service Commands and Theaters of Operations under War Department plans, and supervises distribution of specialized officer personnel at medical installations, as determined necessary for the adequate and efficient care of the sick and wounded.
- (e) Participates in the preparation of war plans with respect to activities of the Medical Department.
- (f) Prepares and maintains Tables of Organization and Equipment, Tables of Basic Allowances, and Tables of Allowances with respect to the activities of the Medical Department, and adjusts these as required to accord with those of other Technical Services.
- (g) Determines upon the appropriate contents of the soldiers' ration from the standpoint of health.
- (h) Investigates the desirability of hospital sites and advises upon the technical suitability of hospital construction for the hospitalization of men and animals.
- (i) Maintains technical supervision over Medical Department training activities, designates training personnel, prepares curricula for the various Medical Department schools, prepares extension courses, manuals, and other training publications.

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- (j) Within the limits of policies determined by Staff Divisions determines procurement policies and procedures for Medical Department supplies and equipment.
 - (k) Determines future requirements of, and periodically appraises and distributes information with respect to supplies and equipment, indicating both the quantity needed and the timing involved and also the breakdown of such requirements into quantities of raw materials required.
 - (l) Maintains liaison with the War Department, with other Federal agencies, and with industries on problems of production, raw material requirements, conservation of critical and strategic materials and facilities, and stockpiling, and on the operations of priorities, allocations, and preference ratings with respect to Medical Department supplies and equipment.
 - (m) Assures the application of War Department storage policies at medical depots.
- (2) The Office of the Surgeon General performs the following Headquarters operating functions:
- (a) Supervises the operation of the Army Medical Center, Washington, D. C., including the professional service and enlisted specialist schools, and the Walter Reed General Hospital.
 - (b) Supervises the operation of the Army Medical Library.
 - (c) Supervises the operation of the Army Medical Museum.
 - (d) Compiles records of vital statistics for the Army.
- (3) The Office of the Surgeon General performs the following field operating functions:
- (a) Based upon investigative studies and records of disease prevalence in all parts of the world, determines upon and supervises the vaccination, inoculation, and other protective measures required by military personnel.
 - (b) Determines upon and supervises the sanitary measures to be enforced in all localities where troops are located.
 - (c) Supervises the health inspection of meat, meat food, and dairy products to be consumed by troops.
 - (d) Supervises professional treatment methods (medical, surgical, dental, nursing, and veterinary) throughout the military service.
 - (e) Supervises the distribution of patients in Army hospitals.
 - (f) Conducts a program of venereal disease control in troop areas.
 - (g) Conducts a program of industrial hygiene and prevention of health hazards in Army-controlled industrial plants.
 - (h) Supervises operation of procurement districts through which medical supplies and equipment are procured and inspected.
 - (i) Supervises the operation of medical depots.
 - (j) Makes periodical inspections of storage activities at medical depots to insure that War Department policies are carried out.

c. Organization.—The Office of the Surgeon General consists of the Office of Technical Information, the Control Division; an Administrative Service composed of the Office Service Division, the Legal Division, the Fiscal Division, the Medical Statistics Division, and the Historical Division; a Personnel Service composed of the Military Personnel Division and the Civilian Personnel Division; an Operations Service composed of the Training Division, the Plans Division, the Hospitalization and Evacuation Division, and the Hospital Construction Division; a Supply Service composed of the Distribution and Requirements Division, the Procurement Division, the Supply Planning and Specialties Division, the International Division, and the Renegotiation Di-

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vision; and a Professional Service composed of the Medical Division, the Surgical Division, the Dental Division, the Veterinary Division, the Nursing Division, the Preventive Medicine Division, and the Reconditioning Division.

- (1) The *Office of Technical Information* compiles, tabulates and furnishes information cleared through higher authority concerning the activities of the Medical Department of the Army through correspondence, speeches, articles, or radio scripts; furnishes liaison representation for the Surgeon General with Military Intelligence officials and other authorized agents, including the Office of War Information.
- (2) The *Control Division* provides a management service to the Office of the Surgeon General on questions of policy, organization and procedures; conducts studies of operating procedures in order to effect improvements; trains operating divisions in procedural techniques; coordinates organization charts and other procedural material; reviews forms and form letters to determine necessity for information and effectiveness of design; follows up the execution of directives and approved recommendations; establishes standards for space utilization; maintains liaison with the Control Division, Headquarters, Army Service Forces. It also serves as the central source of statistical information regarding Medical Department operations; reviews statistical reports prepared in the Office of the Surgeon General; develops methods and procedures for compilation of reports required by directives; and prepares summaries reflecting status of operations.
- (3) The *Administrative Service Staff* supervises, correlates, if necessary, and resolves the common and special problems of the Office Service Division, the Legal Division, the Fiscal Division, the Medical Statistics Division and the Historical Division.
- (4) The *Office Service Division* consists of the General Service Branch, the Publications Branch, the Mail and Records Branch, the Hospital Fund Branch, and the Office Commodities Branch.
 - (a) The *General Service Branch* requisitions telephone, electric, building, mechanical and repair services; authorizes official travel of civilian employees; issues building and property passes and identification badges to civilian personnel and visitors; recommends assignment of office space; operates stenographic pool; and performs miscellaneous general administrative services.
 - (b) The *Publications Branch* reviews proposed Surgeon General Office orders and other directives for content and form; maintains approved distribution lists; analyzes all incoming informational material; manages and edits the Army Medical Bulletin and edits manuscripts for reproduction; maintains reference library; and advises other divisions on preparation and publication of articles.
 - (c) The *Mail and Records Branch* receives, distributes, classifies, indexes, extracts, and dispatches all communications of the Surgeon General's Office; maintains central files for correspondence and related records; and provides internal security for classified material.
 - (d) The *Hospital Fund Branch* administers the Central Hospital Fund and supervises the operations of the field Hospital Funds.
 - (e) The *Office Commodities Branch* requisitions, receives, stores, issues and accounts for all office equipment and supplies; maintains records and inventories on nonexpendable property; procures printing, multilith, mimeograph and similar services, and furnishes minor reproduction services; and distributes office orders, circular instructions, and other reproduced material.

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- (5) The *Legal Division*, subordinate to the functions of the Judge Advocate General as legal advisor of the Surgeon General, acts as general counsel for the Office of the Surgeon General, its procurement districts and its contracting officers, and gives legal advice on various matters, including procurement procedures and contracts, statutes, regulations, directives, renegotiation of contracts and Office of Price Administration, War Production Board, and labor matters.
- (6) The *Fiscal Division* consists of the Accounts and Reports Branch, the Voucher Audit Branch, the Budget Branch, the Expenditure Analysis Branch, and the Field Supervision Branch.
- (a) The *Accounts and Reports Branch* prepares allotment documents for all funds under the control of the Surgeon General and estimates of quarterly requirements of installations to which allotments are made; maintains all central bookkeeping records on status of appropriations and on funds allotted to the Office of the Surgeon General; prepares reports on status of appropriations, renegotiated contracts, and other related accounting matters; prepares statements for hospitalization and treatment of personnel of other agencies by the Medical Department; prepares all correspondence in connection with inquiries or actual donations received by the Surgeon General and makes required arrangements for equipment and personnel at presentation ceremonies.
- (b) The *Voucher Audit Branch* audits and clears for payment all vouchers for medical care and treatment of Army personnel in civilian and other Government hospitals, services rendered the Medical Department by other Federal agencies, research, travel and per diem of civilian employees of the Surgeon General's Office, purchases by Army Medical Library and Army Medical Museum; conducts research in matters involving technical and medical points and special audits of vouchers for spectacles referred from the fiscal branch offices.
- (c) The *Budget Branch* prepares budget estimates covering all requirements of the Medical Department together with the defenses and justifications of such estimates; presents and defends the budget estimates at War Department, Bureau of the Budget, and other hearings; develops budget preparation procedure, factors for justifications, and methods of rapid calculation of such fund requirements; prepares drafts of proposed legislation affecting appropriations; maintains liaison with other divisions of the Office of the Surgeon General and other War Department agencies in matters relating to fund requirements; reviews appropriation acts and related legislative hearings and reports.
- (d) The *Expenditure Analysis Branch* analyzes reports from field installations regarding costs of operation; prepares cost data, total direct expenditures, and unit cost factors for estimating and other purposes; conducts research and development of new methods of cost analysis and improvement of existing procedures.
- (e) The *Field Supervision Branch* supervises all fiscal functions in fiscal branch offices; assists field personnel in the execution of the fiscal program through interpretation of fiscal policy; instruction, and advice on methods and procedures; examines fiscal records from fiscal branch offices, reports delinquencies and recommends corrective action; prepares, in conjunction with other branches of the Fiscal Division, all fiscal procedure for use in

- fiscal branch offices as required; prepares audit reports and makes appropriate recommendations.
- (7) The *Medical Statistics Division* consists of the Individual Records Branch, the Health Reports Branch, the Statistical Analysis Branch, the Machines Branch, and the Selective Service Branch.
- (a) The *Individual Records Branch* receives and extracts data from individual medical records.
 - (b) The *Health Reports Branch* receives all weekly reports forwarded on the health of the Army, studies them, consolidates and prepares summary reports.
 - (c) The *Statistical Analysis Branch* compiles, analyzes and interprets data from reports relative to health situations.
 - (d) The *Machines Branch* punches cards from reports; sorts and tabulates them.
 - (e) The *Selective Service Branch* receives completed physical examination forms on all selectees accepted or rejected by Induction Boards and Women's Army Corps for study and analysis.
- (8) The *Historical Division* collects, classifies, and indexes technical reports from field medical units, office publications, and other data having historical interest and value to the Medical Department in connection with the progress of the present emergency and state of war.
- (9) The *Personnel Services Staff*, under objectives established by higher authority and policies developed within them, supervises the functions of the Military Personnel Division and the Civilian Personnel Division of the Surgeon General's Office.
- (10) The *Military Personnel Division* consists of the Procurement Branch, the Classification Branch, the Operations Branch, the Records Branch, and the Enlisted Branch.
- (a) The *Procurement Branch* processes all applications for appointments in the Medical Corps, Medical Administrative Corps, Dental Corps, Veterinary Corps, Sanitary Corps, Army Nurse Corps, Medical Department Physical Therapy Aides, and the Medical Department Dieticians.
 - (b) The *Classification Branch* examines all available data concerning civilian occupation specialty of applicants and places them in proper professional group; recommends appropriate grades and professional assignments of applicants; maintains files pertaining to the classification specialties of officers; recommends qualified officers for specialty assignments.
 - (c) The *Operations Branch* issues orders for travel of all personnel under the control of the Surgeon General, and recommends the assignment of officers to fill vacancies, as per requisition or as fillers for newly-activated units and task forces, paying special attention to assignments according to professional qualifications and training; recommends to the Adjutant General appointments to officer grades in the Medical Department and for all assignments except those initiated within individual Service Commands; recommends promotion of officers under jurisdiction of the Surgeon General.
 - (d) The *Record Branch* maintains station assignments, files, and personnel card reports of all individuals of the Medical Department (records show the station assignments of all officers and their professional qualifications). Similar files are maintained for officers outside the continental limits of the United States, and those on duty with the Army Air Forces.
 - (e) The *Enlisted Branch* exercises an administrative control of all activities per-

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taining to Warrant Officers assigned to the Medical Department, and to enlisted personnel in the Medical, Dental, and Veterinary services; recommends the assignment or source of personnel; recommends increases or decreases in allotted enlisted personnel for stations and units.

- (11) The *Civilian Personnel Division* consists of the Recruitment and Placement Branch, the Classification and Wage Administration Branch, the Training Branch, the Employee Relations Branch, and the Status, Payroll and Records Branch.
- (a) The *Recruitment and Placement Branch* is responsible for the selection, appointment, placement, promotion, demotion, and development of qualification standards for employees and supervises efficiency rating and employee evaluation programs.
 - (b) The *Classification and Wage Administration Branch* approves for the War Department appropriate classification of all departmental service positions; makes periodic review of classification of all positions; reviews classification of field positions for conformity to standards; and advises and assists field stations in problems of wage administration for ungraded positions, and in the application of wage administration techniques promulgated by the Civilian Personnel Division, Army Service Forces.
 - (c) The *Training Branch* develops and conducts centralized, divisional, and "training-for-promotion" training programs; and advises and assists field stations with respect to training problems.
 - (d) The *Employee Relations Branch* counsels employees regarding various problems connected with their work, living and working conditions, health, recreation, and education; stimulates employee activities; formulates employee relations policies and procedures; advises and assists divisions and field stations in employee relations problems; reviews disciplinary cases and considers appeals from administrative decisions.
 - (e) The *Status, Payroll and Records Branch* is responsible for the processing of personnel papers, the preparation of payrolls, the maintenance of personnel records, and the preparation of personnel reports.
- (12) The *Operations Service Staff*, within policies and objectives established by higher authority, supervises the operation of the Training Division, the Plans Division, the Hospitalization and Evacuation Division, and the Hospital Construction Division.
- (13) The *Training Division* consists of the Replacement Training Center Branch, the Training Doctrine Branch, the School Branch, and the Unit Training Branch.
- (a) The *Replacement Training Center Branch* formulates, coordinates, and directs all training policies and plans, prepares Mobilization Training Programs, and makes training inspections of conduct of training in all the medical replacement training centers, special training units, and schools therein; prepares plans for the establishment of new or additional expansion in medical replacement training centers.
 - (b) The *Training Doctrine Branch* initiates, develops, directs, and coordinates the preparation of training doctrines for all types of medical units and submits for publication doctrines to include Field and Technical Manuals, Training Circulars, Training Films, Film Strips, and other training aids; prepares current statistical reports, charts, and graphs on mobilization training requirements and on available training facilities.
 - (c) The *School Branch* formulates, directs, and coordinates policies and plans

for the operation of the Special Service and enlisted technical schools of the Medical Department, and the Medical Administrative Corps officer candidate schools; formulates policies and coordinates, supervises, and inspects the technical training of commissioned and enlisted Medical Department personnel in military installations and civilian educational and vocational institutions; coordinates the conduct of professional and technical training in hospitals.

- (d) The *Unit Training Branch* prepares Mobilization Training Programs for, and coordinates and directs the training of, medical units assigned or attached to Army Service Forces; maintains records on the status of training and conducts training inspections of those medical units assigned or attached to Army Service Forces for training.
- (14) The *Plans Division* consists of the Research Coordination Branch, the Mobilization and Overseas Operation Branch, the Organization and Equipment Allowance Branch, the Plans Coordination Branch, the Inspection Branch, and the Field Equipment Development Branch.
- (a) The *Research Coordination Branch* coordinates the administrative details of the work of all agencies of the Medical Department concerned with research or development projects; maintains liaison with appropriate governmental and civilian research agencies; and conducts administrative and clerical activities of the Medical Department Technical Committee.
 - (b) The *Mobilization and Overseas Operation Branch* plans for the mobilization of the various types of Medical Department units, and plans for the tactical employment of Medical Department officers, troops and troop units.
 - (c) The *Organization and Equipment Allowance Branch* prepares the Medical Department Table of Basic Allowances, Tables of Allowance and Section I, Organization, Tables of Organization and Equipment; and reviews the medical sections of Section I, Organization, Tables of Organization and Equipment of other arms and services.
 - (d) The *Plans Coordination Branch* coordinates and prepares other varied planning activities of the Surgeon General's Office which occur from time to time, such as medical service in occupied areas, medical problems incident to demobilization, etc.
 - (e) The *Inspection Branch* coordinates inspections conducted by officers from all services and divisions of the Surgeon General's Office; coordinates inspection activities of Service Commands as to professional treatment, training, hospital administration, hospital facilities and sanitation.
 - (f) The *Field Equipment Development Branch* recommends and supervises development of new and improvement of existing field equipment to Medical Department needs; represents the Surgeon General on technical committees of various arms and services; reviews specifications on field equipment prepared in the Supply Service of the Surgeon General's Office.
- (15) The *Hospitalization and Evacuation Division* consists of the Hospital Policies Branch and the Evacuation Branch.
- (a) The *Hospital Policies Branch* develops and promulgates policies governing the hospitalization of military personnel and maintains advisory supervision over hospital administration; makes inspections of hospitals ad-

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ministrative functions and recommends measures to conserve manpower and time in treatment of patients.

- (b) The *Evacuation Branch* allocates bed credits in, and controls the transfer of, patients to named general hospitals; coordinates operations plans for hospitalization and evacuation; maintains liaison with the Chief of Transportation to coordinate medical and sanitary activities in ports of embarkation and debarkation, and medical service on transport and hospital ships.

- (16) The *Hospital Construction Division* consists of the Army Air Force Facilities Branch, the General Medical Facilities Branch, the Hospital Maintenance and Repair Branch, the Civilian Facilities Conversion Branch, and the Overseas Branch.

- (a) The *Army Air Force Facilities Branch* maintains liaison with the Director of Base Services, Army Air Forces, in determining the size of hospital needs at Army Air Forces stations and in their selection and integration into the hospital unit; and arranges typical plot plan or layout of the unit to establish the proper relationship between clinics, surgeries, laboratories, wards, special examination units and special research buildings; advises the number and recommends the position of regimental infirmaries and dental clinics in Army Air Forces stations and makes necessary inspections.

- (b) The *General Medical Facilities Branch* maintains liaison with the Chief of Engineers in developing plans for all hospitals; prepares typical floor sketch plans showing space allocation within hospital buildings; indicates the location or spots the installation of built-in furniture or technical equipment, confers with the Site Planning Branch, Chief of Engineers; approves the selection of sites for hospitals at new stations and in the location of infirmaries, dental and other clinics within cantonment areas; prepares the Surgeon General's recommendations for the required division covering requirements for hospital or other Medical Department facilities; gives attention to special problems presented by the Supply Service; prepares rough plans for special infirmaries, examination buildings and other Medical Department facilities such as chemical decontamination units and delousing plants; collaborates with representatives of the Maintenance and Repair Branch, Water Division, Transportation Corps and consulting architects in preparation of plans for hospital and ambulance ships; recommends to Maintenance and Repair Branch, Water Division, Transportation Corps, hospital facilities aboard transports; collaborates with the American Red Cross, and the using Service for hospital facilities on leased commercial ships and for ambulance cars and hospital trains; make necessary inspections.

- (c) The *Hospital Maintenance and Repair Branch* collaborates with the Office of the Chief of Engineers, with reference to the maintenance, repair estimates and rentals of hospitals and other Medical Department installations; makes inspections of hospital installations and consults with local hospital authorities concerning additional needs, maintenance and repairs.

- (d) The *Civilian Facilities Conversion Branch* inspects and recommends civilian facilities such as hospitals and hotels or other structures for possible use by the Medical Department; collaborates with the Office of the Chief of Engineers in the preparation of plans for their conversion; supervises the

installation of the necessary technical equipment and makes necessary inspections.

- (17) The *Supply Service Staff*, within policies established by higher authority and plans developed by the Surgeon General, supervises the operation of the Distribution and Requirements Division, the Procurement Division, the Supply Planning and Specialties Division, the International Division, and the Renegotiation Division.
- (18) The *Distribution and Requirements Division* consists of the Storage Branch, the Requirements Branch, the Issue Branch, the Stock Control Branch, and the Maintenance (Repair) Branch.
- (a) The *Storage Branch* supervises the operation of Medical Department depot activities including storage, packing and crating, and operating procedures, both administrative and physical.
 - (b) The *Requirements Branch* determines supply requirements of the Medical Department and prepares the Medical section of the Army Supply Program.
 - (c) The *Issue Branch* supervises the issue of all medical supplies and equipment, and maintains liaison with the Office of Civilian Defense on delivery of medical supplies.
 - (d) The *Stock Control Branch* sets depot stock levels and controls depot inventories; controls the determination and disposition of surplus medical property.
 - (e) The *Maintenance (Repair) Branch* supervises the maintenance and repair of medical equipment, including the operation of repair shops under the jurisdiction of the Surgeon General, and prepares spare parts lists and repair manuals.
- (19) The *Procurement Division* consists of the Purchases Branch and the Production Branch.
- (a) The *Purchases Branch* supervises the procurement of medical supplies and equipment; coordinates, approves and directs distribution of purchase descriptions, Medical Department specifications, etc.; maintains liaison with the American Red Cross regarding the surgical dressing program.
 - (b) The *Production Branch* prepares and revises procurement and production schedules and supervises measures for governing manufacturers' compliance; assists representatives of industry in priority matters covering materials, products and facilities; and labor problems; conducts Controlled Materials Plan for the Office of the Surgeon General.
- (20) The *Supply Planning and Specialties Division* consists of the Reports Branch, the Specialties Branch, the Catalog and Equipment List Branch, and the Machine Records Branch.
- (a) The *Catalog and Equipment List Branch* prepares, revises and directs distribution of Medical Department Supply Catalog and Equipment Lists, following coordination with other Services of the Surgeon General's Office in the development and long range planning of medical supplies.
 - (b) The *Machine Records Branch* provides services rendered to Supply Service by the Machine Records Unit.
 - (c) The *Specialties Branch* plans, administers and coordinates special programs not following regular supply routine channels, to include the Orthopedic Program, the Spectacle Program, the Laundry Program, X-Ray Service, Blood Plasma, and other programs to be assigned.

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- (d) The *Reports Branch* prepares and analyzes all regular reports for higher authority on progress of procurement, production and distribution of medical items; prepares weekly report to Under Secretary of War on activities of the Supply Service, Surgeon General's Office.
- (21) The *International Division* consists of the Analysis Branch, the Reports and Records Branch, and the Assignments Branch.
- (a) The *Analysis Branch* analyzes and coordinates foreign government Lend-Lease programs and requirements; obtains information relative to availability of requirements for presentation to International Supply Committee; coordinates approved programs with the Distribution and Requirements Division for issue from United States Army stocks.
- (b) The *Reports and Records Branch* maintains historical records and policy files relative to International Aid activities; prepares all regular and special reports required by higher authority on Lend-Lease procurement, assignments or shipments.
- (c) The *Assignments Branch* prepares bids for all countries other than the United Kingdom to be presented before the Munitions Assignments Committee, Medical Sub-Committee; prepares requisitions for Lend-Lease depots; maintains liaison with Lend-Lease Depot.
- (22) The *Renegotiation Division* consists of the Price Adjustment Branch and the Cost Analysis Branch.
- (a) The *Price Adjustment Branch* conducts renegotiations and submits necessary required data to appropriate divisions and other agencies; defines duties and supervises renegotiation branches established in field agencies; represents the Surgeon General with the Price Adjustment Board, Army Service Forces, and maintains liaison with the Cost Analysis Branch of the Purchases Division, Army Service Forces.
- (b) The *Cost Analysis Branch* assembles cost and price data on firms assigned to the Surgeon General for price adjustment and renegotiation of contracts; conducts price studies for use of purchasing and contracting officers.
- (23) The *Professional Services Staff* coordinates general professional aims, correlates the activities, and acts for the Surgeon General in solving general or special problems arising in the Medical Division, the Surgical Division, the Dental Division, the Veterinary Division, the Nursing Division, the Preventive Medicine Division, and the Reconditioning Division.
- (24) The *Medical Division* consists of the Medicine Branch, the Neuropsychiatry Branch, the Nutrition Branch, the Procurement Advisory Branch, and the Physical Standards Branch.
- (a) The *Medicine Branch* exercises general supervision of medical practice throughout the Army.
- (b) The *Neuropsychiatry Branch* exercises general supervision of psychiatric practice throughout the Army.
- (c) The *Nutrition Branch* exercises general supervision of nutritional problems throughout the Army as they affect the health of the soldier.
- (d) The *Procurement Advisory Branch* renders professional advice on the selection of supplies and equipment, including medical books and periodicals.
- (e) The *Physical Standards Branch* coordinates all problems pertaining to the physical standards of the Regular Army, Selective Service, voluntary enlist-

ments, Army Nurse Corps, Physical Therapy Aides, Dieticians, and Women's Army Corps; as well as physical examinations of Reserve components of the Army.

- (25) The *Surgical Division* consists of the Surgery Branch, the Radiation Branch, and the Physical Therapy Branch.
- (a) The *Surgery Branch* exercises general supervision of surgical care throughout the Army; affords consultation and advice on matters pertaining to surgery; and assists in the identification and proper allocation of qualified commissioned surgical specialists.
 - (b) The *Radiation Branch* exercises general supervision of radiology throughout the Army; affords consultation and advice to all departments of the Surgeon General's Office on matters pertaining to radiology; and assists in the identification and proper allocation of qualified commissioned specialists in radiology.
 - (c) The *Physical Therapy Branch* exercises general supervision of physical therapy throughout the Army; affords consultation and advice to all departments of the Surgeon General's Office on matters pertaining to physical therapy; and assists in the identification and proper allocation of qualified physical therapists.
- (26) The *Dental Division* consists of the Dental Service Branch and the Dental Policies Branch.
- (a) The *Dental Service Branch* prepares administrative regulations for the dental service; makes recommendations as to the number, type, construction and repair of dental clinics, and for the selection and distribution of dental equipment and supplies; makes recommendations on inspection reports, curricula for Army dental schools; assists in the selection and proper allocation of qualified dental personnel.
 - (b) The *Dental Policies Branch* reviews dental articles for publication; edits the Army Dental Bulletin; reviews professional reports; supervises the tabulation of statistical data; establishes dental qualifications and procedures.
- (27) The *Veterinary Division* consists of the Animal Service Branch, the Meat and Dairy Hygiene Branch, and the Veterinary Policies Branch.
- (a) The *Animal Service Branch* establishes professional veterinary policies and procedures and service standards to insure adequate care of Army animals; compiles data concerning animal diseases and treatment; field inspections in connection with veterinary installations.
 - (b) The *Meat and Dairy Hygiene Branch* establishes policies for the operation of the meat and dairy hygiene service of the Army; compiles data concerning food items passed and rejected; makes field inspections.
 - (c) The *Veterinary Policies Branch* makes recommendations as to appointment and assignments of veterinary personnel; edits the Army Veterinary Bulletin; recommends as to selection and distribution of veterinary supplies and equipment, and construction of veterinary installations.
- (28) The *Nursing Division* consists of the Nursing Service Branch and the Nursing Policies Branch.
- (a) The *Nursing Service Branch* promulgates professional policies governing Army nurses and supervises their application.
 - (b) The *Nursing Policies Branch* evaluates policies as to the educational and

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professional qualifications needed for members of the Army Nurse Corps; advises upon equipment and clothing for Army nurses; and maintains liaison with civilian nursing organizations.

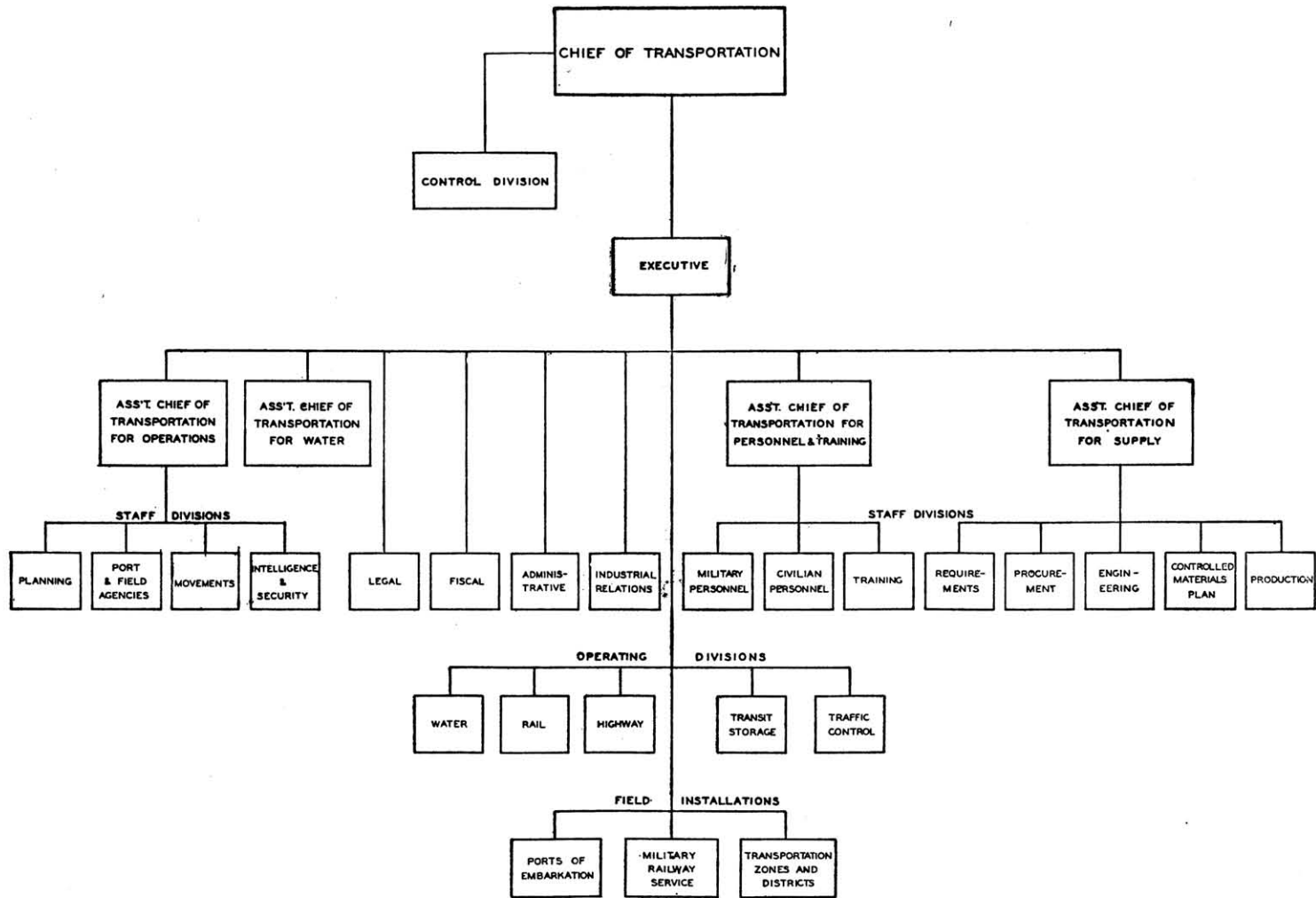
(29) The *Preventive Medicine Division* consists of the Sanitation Branch, the Sanitary Engineering Branch, the Laboratories Branch, the Venereal Disease Control Branch, the Occupational Hygiene Branch, the Epidemiology Branch, and the Medical Intelligence Branch.

- (a) The *Sanitation Branch* reviews and abstracts information received in sanitary reports; takes appropriate action on deficiencies and problems reported; initiates sanitary investigations and research, and formulates or modifies as required sanitary policies on housing, food handling, equipment, and environmental factors required for health.
- (b) The *Sanitary Engineering Branch* establishes policies for sanitary engineering activities, particularly the problems of sewage and waste disposal, water quality, and insect and rodent control.
- (c) The *Laboratories Branch* formulates and assists in accomplishment of organization and operation of Army Medical laboratories; advises on technical methods and the supply, selection, procurement and assignment of specialists.
- (d) The *Venereal Disease Control Branch* formulates policies and studies methods related to venereal disease prevention and treatment; assists in selection and preparation of qualified personnel; studies methods and prepares material to educate soldiers in venereal disease prevention.
- (e) The *Occupational Hygiene Branch* initiates and, through inspection and research, supervises medical service and hygiene for civilian workers in Army and contractor-operated industrial plants; stimulates research and advises on hazards of operating tanks and other mechanized equipment.
- (f) The *Epidemiology Branch* establishes policies and procedures, initiates and supervises surveys at home and abroad, for the prevention and control of infectious diseases; collects current data on the health of the Army and initiates control investigation; administers the activities of the "Civilian Board for the Investigation and Control of Influenza and Other Epidemic Diseases in the Army"; initiates and supervises special investigations by the board.
- (g) The *Medical Intelligence Branch* collects and distributes information on disease conditions and sanitation in foreign countries; prepares data for inclusion in War Department strategic surveys with recommendations as to precautions for forces going abroad; collects, analyzes, and distributes information on surgical and medical procedures, especially those developed as a result of war problems.

(30) The *Reconditioning Division* consists of the War Exhaustion Branch, the Physical Reconditioning Branch, and the Occupational Therapy Branch.

- (a) The *War Exhaustion Branch* formulates plans and policies governing the professional care of Air Force personnel in the treatment of cases resulting from war exhaustion, and maintains liaison with the Air Surgeon in this connection.
- (b) The *Physical Reconditioning Branch* develops and promulgates policies governing the physical reconditioning of Army personnel during and on completion of hospital care.

- (c) The *Occupational Therapy Branch* is responsible for policies and plans governing the over-all program of occupational therapy throughout the Army; sets qualification standards for therapists, teachers, equipment, etc.



SECTION 307.00—OFFICE OF THE CHIEF OF TRANSPORTATION 307.00

A. Mission.—To direct, coordinate, and supervise all transportation functions for the War Department, and operate the field installations pertaining to these functions.

b. Major functions.—(1) The Office of the Chief of Transportation performs the following staff functions:

- (a) Prepares plans for the transportation requirements of the War Department. Advises the Commanding General, Army Service Forces, with respect to transportation problems.
- (b) Represents the War Department in obtaining allocations of shipping from the War Shipping Administration and the Combined Shipping Adjustment Board.
- (c) Directs the application of shipping available to the War Department to meet the requirements of the Army, the United States military missions abroad, and, to some extent, the United Nations.
- (d) Represents the War Department on the Transportation Control Committee through which a block release system is controlled, to regulate the movements to ports of cargoes for export.
- (e) Prepares and disseminates information regarding the status of troop and freight movements, locations of ships, ship movements and ship and cargo losses.
- (f) Maintains liaison for the War Department with the railway industry and its facilities, the commercial motor transportation industry, the inland waterways and Great Lakes shipping industries, the Office of Defense Transportation and other United States Government agencies on all matters of transportation.
- (g) Establishes, coordinates, and supervises a system of military intelligence and security with respect to Army Transportation functions, except those in theaters of operation.
- (h) Establishes policies for, directs, and coordinates shipping procedures, and warehousing and storage functions at Holding and Reconsignment Points and Ports of Embarkation.
- (i) Exercises technical staff control over utility railroads.

(2) The Office of the Chief of Transportation performs the following Headquarters operating functions:

- (a) Acting in accordance with directives from the Transportation Control Committee, issues releases under a block system to regulate the movement to ports of cargo for export.
- (b) Designs, procures, and purchases floating equipment (except for the civil functions—Rivers and Harbors—of the Corps of Engineers) and rail equipment for the War Department; procures pier and operating equipment for the Transportation Corps.
- (c) Routes all movements of War Department freight of one or more cars, truckloads of War Department freight of 10,000 pounds or more, and all inland movements of troops in groups of forty or more.
- (d) Computes freight rates for procurement officers in the field; negotiates agreements with carriers for military traffic.
- (e) Operates the War Department fleet of railroad tank cars.
- (f) Operates a consolidated Travel Office for War Department personnel.

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- (3) The Office of the Chief of Transportation performs the following field operating functions:
- (a) Operation of Transportation Zones and Districts and Ports and Sub-Ports of Embarkation.
 - (b) Operation of the Army Transport Service including passenger and freight traffic, troop movements, ship operations, stevedoring, maintenance and repairs.
 - (c) Operation and maintenance of equipment and maintenance of way of units of such utility railroads as are assigned to, the Military Railway Service.

c. Organization.—(1) The *Office of the Chief of Transportation* consists of the Chief of Transportation, the Assistant Chiefs of Transportation for Operations, for Personnel and Training, and for Supply, and for Water, the Staff Divisions and the Operating Divisions.

- (a) *Staff Divisions*: Control, Industrial Relations, Planning, Port and Field Agencies, Movements, Intelligence, Legal, Fiscal, Administrative, Military Personnel, Civilian Personnel, Training, Requirements, Engineering, Procurement, Controlled Materials Plan, and Production.
 - (b) *Operating Divisions*: Water, Rail, Highway, Transit, Storage, Traffic Control.
- (2) The *Chief of Transportation* is the traffic manager for the War Department; he commands all Ports and Sub-Ports of Embarkation, Transportation Zones and Districts, and the Military Railway Service; is responsible for the procurement of necessary transportation equipment.
- (3) The *Control Division* reports directly to the Chief of Transportation and maintains liaison with the Control Division, Army Service Forces, and other agencies. The Control Division evaluates the effectiveness with which plans of the Chief of Transportation are carried out; measures the progress of operations of the Transportation Corps; makes recommendations for adjustment in policies, organization, and methods to increase effectiveness and progress; follows up the execution of approved recommendations. The Control Division consists of the Administrative Management Branch, the Ship Control Branch, the Statistics and Progress Branch, and the Overseas Operations Groups.
- (a) The *Administrative Management Branch* surveys the effectiveness of operation and submits recommendations for corrective action.
 - (b) The *Ship Control Branch* prepares secret reports which present the day-to-day performance of the Transportation Corps.
 - (c) The *Statistics and Progress Branch* analyzes statistics and progress reports covering the Transportation Corps.
 - (d) The *Overseas Operations Group* conducts continuous studies of transportation facilities and conditions, and solicits, reviews and follows up requests from overseas departments, theaters and separate bases for Transportation Corps items of supply and personnel. These activities are reported through the Chief of the Control Division to the Assistant Chief of Transportation for Operations.

- (4) The *Assistant Chief of Transportation for Water* is particularly charged with the Water transportation activities of the Transportation Corps; maintains liaison with the Maritime Commission and Navy Department with respect to the determination of the type and design of vessels to be constructed by them for Army use; performs such other functions specifically assigned from time to time by the Chief of Transportation.

- (5) The *Assistant Chief of Transportation for Operations* coordinates the activities of the Operating Divisions, Ports of Embarkation, and other field agencies of the Transportation Corps; determines current and projected War Department transportation requirements, including those of Lend-Lease and United States Military missions, and sees that such requirements are filled; announces priorities of shipping to and through seaports; maintains close liaison with the United States Navy on the joint use of shipping; announces policies on priorities of all movements of passengers and freight; makes long range transportation plans; supervises the systems of Military Intelligence, Internal Security and Accident Prevention within the Transportation Corps. Under his supervision are four staff divisions: Planning, Port and Field Agencies, Movements, and Intelligence and Security.
- (6) The *Planning Division* provides for long-range transportation planning; prepares estimates of available shipping resources; reviews proposed plans, and reports on their practicability from the standpoint of transportation facilities of foreign countries; analyzes reports on troop and cargo movements to determine shipping requirements for overseas troop movements; provides liaison with the War Shipping Administration, the Combined Shipping Adjustment Board, the Combined and Joint Transportation Committees.
- (7) The *Port and Field Agencies Division* supervises activities of ports of embarkation and port agencies in all matters not directly related to traffic movement, security, and accident prevention; acts upon all requests for acquisition and construction of facilities by Port of Embarkation and Zone Transportation officers; coordinates matters concerning documents and forms involved in shipping procedures, code marking, packing and packaging; insures delivery at overseas bases of advance copies of ships' papers, and supervises overseas courier service from Ports of Embarkation.
- (8) The *Movements Division* coordinates the projected movement of freight and other passengers overseas and return, together with their equipment overseas; collaborates with the Navy for provision of convoy escorts, and with the British Admiralty and British Army Staff on policy matters regarding reciprocal use of vessels and joint troop movements; coordinates for the Transportation Corps the transportation of Lend-Lease supplies and maintains liaison with the International Aid Branches of other Technical Services as well as other agencies of the United States and foreign governments; coordinates the operating procedure at Ports of Embarkation to insure maintenance shipments to overseas base commanders in accordance with requisitions furnished or with known needs; prepares daily ship report from teletype reports received from Ports of Embarkation, radios from overseas stations, naval communications and G-2 reports.
- (9) The *Intelligence and Security Division* establishes, coordinates, and controls a system of Military Intelligence, and Internal Security, within the Transportation Corps; maintains liaison with Military Intelligence Service, Provost Marshal General, Service Commands, War Shipping Administration, and other Government and civilian agencies.
- (10) The *Legal Division* renders legal counsel to the Transportation Corps; coordinates the handling of legal matters peculiar to the Transportation Corps with the Office of the Judge Advocate General, and other War Department legal offices; reviews Transportation Corps contracts from a legal standpoint, and assists in their preparation; issues directives to the field interpreting procurement regulations; works

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on the relaxation of state laws and regulations interfering with war transportation; provides information on legislation affecting the Transportation Corps.

- (11) The *Fiscal Division* keeps the Chief of Transportation currently informed as to the status of all funds, and the effectiveness of the financial program; interprets all rules and regulations issued by higher authority relative to fiscal activities; sees that fiscal methods and procedures are standardized in field offices to the extent required for efficient operation; establishes standards of performance to cover all fiscal operations within the Transportation Corps, and through field inspection sees that such standards are maintained; maintains liaison with other fiscal groups within other operating services and with the Office of the Fiscal Director, Army Service Forces; supervises routine and special audit relative to all types of contracts and other fiscal functions; prepares and justifies budget estimates.
- (12) The *Administrative Division* develops, establishes, and maintains simplified methods of administrative procedure for the Transportation Corps; edits, authenticates, and distributes Transportation Corps orders and publications, including blank forms; handles correspondence affecting two or more divisions in the Office of the Chief of Transportation and correspondence for signature of the Chief of Transportation; receives and dispatches communications pertaining to the Office of the Chief of Transportation; controls and maintains suspense file on critical communications; maintains central files; maintains messenger service; operates security sections for processing and safeguarding classified documents; performs routine office service functions; maintains liaison with the Publications Division, Adjutant General's Office; reviews and authenticates all mimeograph, multigraph and duplication work for the Office of the Chief of Transportation.
- (13) *Industrial Relations Division* is responsible for an adequate supply of manpower for all activities conducted under contract for the Transportation Corps or essential thereto; assures compliance with labor laws, Government and War Department labor policies affecting such contracts; aids in the maintenance of satisfactory labor relations with respect to Transportation Corps contracts; supervises all public relations activities of the Transportation Corps.
- (14) The *Assistant Chief of Transportation for Personnel and Training* formulates personnel and training plans and policies for the Transportation Corps and supervises the activities of the Military Personnel, Civilian Personnel and Training Divisions.
- (15) The *Military Personnel Division* obtains allotments, and makes suballotments, of all military personnel for the Transportation Corps; takes action on the procurement, classification, assignment, promotion, and separation of military personnel.
- (16) The *Civilian Personnel Division* takes action on departmental and field civilian personnel affairs for the Transportation Corps; is responsible for the efficient operation of the personnel program; recruitment and placement; classification under the Classification Act of 1923, as amended; maritime and casualty insurance, employee compensation claims, payrolls, including overtime compensation; wage board administration and wage rates for ungraded field positions; training, safety, health, and employee relations.
- (17) The *Training Division* plans, coordinates, and supervises training in Transportation Corps Unit Training Centers, training schools, and organized units and at ports; prepares Tables of Organization and Equipment, and Tables of Allowances; recommends plans for the commitment of Transportation Corps units for overseas service; maintains liaison with the Training and Plans Division, Army Service Forces.

- (18) The *Assistant Chief of Transportation for Supply* is responsible for all supply activities of the Transportation Corps, including the coordination of requirements, the design and development of railway, marine and other Transportation Corps equipment, the processing of contracts, the conforming of Transportation Corps supply and equipment requirements, distribution and utilization to the Controlled Materials Plan, and the expediting of production of items required. Under his direct supervision are three staff branches—the Planning Branch, the Control Branch and the Administrative Branch; and five divisions—Requirements, Engineering, Procurement, Controlled Materials Plan, and Production.
- (a) The *Planning Branch* is responsible for supervising the carrying out of the Controlled Materials Plan, including the preparation, issue and maintenance of the Master Production Schedule and plan of all production and procurement to be accomplished during specified periods in accordance with materials allocated under the Controlled Materials Plan.
 - (b) The *Control Branch* gathers, analyzes and evaluates data regarding the efficiency of operation within the Supply Division; recommends changes in existing policies and procedures; supervises and prepares statistical reports as required by higher authority.
 - (c) The *Administrative Branch* processes personnel, mail and records and furnishes office supplies and equipment for the five divisions.
- (19) The *Requirements Division* prepares, revises, and maintains the Transportation Corps part of all sections of the Army Supply Program and other tabulations of requirements; is responsible for stock control procedure and policies in Transportation Corps; supervises storage and initial issue of Transportation Corps equipment and supplies; compiles and processes Transportation Corps requirements for items procured by other technical services and other Governmental agencies; acts as Transportation Corps representative on the Procurement Assignment Board; coordinates the Supply Program with the Fiscal Division to assure adequate allotment of funds and budget estimates.
- (20) The *Engineering Division* designs, adapts and tests railway, marine and other Transportation Corps equipment in accordance with military and performance characteristics furnished by the using agencies; secures the approval of the operating division concerned on equipment ordered or approved by such division; passes on changes in designs or specifications requested by the Production Division; aids the Controlled Materials Plan Division in the breakdown and study of materials for Transportation Corps equipment; furnishes technical advice upon request.
- (21) The *Procurement Division* makes purchases and lets contracts for Transportation Corps equipment and supplies; determines field procurement procedure and policies; allots procurement objectives to the field and approves contracts made in the field; conducts necessary negotiations of Transportation Corps contracts; complies with Army Service Forces directives concerning Small War Plants; procures and requisitions used boats under 1,000 tons for the Transportation Corps, exclusive of chartered boats, acting through the proper Government agency.
- (22) The *Controlled Materials Plan Division* compiles the needs of the Transportation Corps for controlled materials and items; presents approved requirements for controlled materials and items to the allocation committees; supervises distribution of controlled materials and items allocated to the Transportation Corps; maintains required audits and records of the Controlled Materials Plan for the Trans-

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portation Corps; supervises the issuance of priorities and urgency ratings; presents claims for directives and out-of-line priorities for the Transportation Corps.

- (23) The *Production Division* serves as inspection agency for all materials and equipment acquired under Transportation Corps contracts, acting through Zone Offices; serves as expediting agency on all materials and equipment required by Transportation Corps contracts, acting through Zone Offices; in conjunction with the Engineering Division, acts as approving agency for technical decision on proposed changes in Transportation Corps specifications and plans; schedules production of items or components of Transportation Corps procurement program; advises on availability of proposed items for procurement; supervises the field service operations of inspection and expediting by Zone Offices; accepts completed items and acts as delivery agent of floating, rail and other equipment procured by the Transportation Corps.
- (24) The *Water Division* consists of two liaison sections, the Navy and War Shipping Administration Sections, the Administrative Branch, Control and Statistics Branch, Ship Operations Branch, Ocean Traffic Branch, Stevedoring and Ship Facilities Branch, Harbor Boat Branch, Maintenance and Repair Branch.
- (a) The *Administrative Branch* plans and directs administrative matters throughout the division.
- (b) The *Control and Statistics Branch* maintains operational records of all ships owned by, operated under bareboat charter by, and allocated to the War Department and used for the transportation of troops and Army cargo showing a complete and detailed history of the operations of each ship for each round voyage or for each trip; receives and checks all manifests for cargo shipped by Army Transports, chartered vessels, and War Shipping Administration allocated vessels; receives secret and confidential reports of cargo carried on Army-owned and chartered transports and of Government cargo carried on commercial vessels; maintains tabulations of cargo carried; compiles statistical data, prepares charts and graphs and furnishes statistical information as required.
- (c) The *Ship Operations Branch* prepares and issues Daily Sailing Schedule and Ship Employment Record covering all Army-owned transports (passenger and cargo), bareboat chartered vessels and War Shipping Administration allocated vessels; follows movements and employment of United States Army Transports (owned and bareboat chartered); maintains a turn around report on all vessels employed in Army Transport Service for the carrying of troops and cargo to overseas destinations; collaborates with the Maintenance and Repair Branch regarding necessary lay-up periods for repairs; recommends to Civilian Personnel Division the crew complements and salaries pertaining thereto for Army-owned and bareboat chartered vessels; performs services in the claims, salvage and insurance fields in connection with marine property and interests pertaining to the War Department; quotes and arranges for the collection of freight and passenger charges on commercial business carried by Army Transports; coordinates shipments of baggage and personal effects of military and civilian personnel on Army Transports; advises upon, formulates and develops plans, techniques and procedures concerning the accounting for supplies for Army-owned and bareboat chartered vessels; analyzes voyage and ship property accounts; supervises handling of radio,

- telegraph and cable messages and mail to and from civilian crew members of United States Army Transport vessels.
- (d) The *Ocean Traffic Branch* procures general information from the Distribution Division, Headquarters, Army Service Forces; obtains detailed information from supplying services and prepares forecasts of the amount of tonnage that is to be shipped to all Theaters of Operation; provides adequate ship tonnage by the use of Army Transports, procuring additional tonnage, if required, from the War Shipping Administration; collaborates with the Naval Transportation Service for maximum use of all tonnage; schedules and supervises vessels owned by or chartered to the War Department, except harbor boats; issues sailing orders to the superintendents of the Army Transport Service at the various Ports of Embarkation and keeps these officers advised concerning ship allocations and movements; controls and coordinates cargo moving on Army-owned transports, chartered vessels, and War Shipping Administration allocated vessels; follows the movement of cargo from the time its movement is planned up to and including its delivery at a Port of Debarkation in a Theater of Operations; provides information concerning the status of the cargo contemplated to be moved, that which is moving to the ports, that which is aboard vessels, that which is enroute, and that which has arrived, including cargo for special missions and special types of cargo; provides information concerning special problems of new installations of new Theaters of Operation; books Army cargo on commercial vessels; coordinates and, in some instances, books lend-lease shipments on Army transports; develops procedure to expedite the loading and transportation of War Department petroleum products to and through Ports of Embarkation, and acts as consultant in petroleum matters pertaining to the Transportation Corps.
- (e) The *Stevedoring and Ship Facilities Branch* approves shore activities with regard to terminal and stevedoring operations; maintains comparative port costs; makes recommendations concerning shore personnel, including appointments, transfers, resignations, classifications and funds required; maintains marine terminal and technical information surveys and reports on port and terminal facilities with regard to channels, water depths, etc., and all problems regarding ship operation and navigation; compiles data and records necessary in connection with the latter function, and furnishes technical data pertaining thereto when authorized or requested by superior officers.
- (f) The *Harbor Boat Branch* recommends the acquisition either by construction, purchase or requisition of all harbor boats and inter-island vessels required by the Army Service Forces; assigns new harbor boats and inter-island vessels, recommends the crewing of such boats and vessels, and receives reports and maintains records of their activities.
- (g) The *Maintenance and Repair Branch* exercises technical supervision over the maintenance and repair of all Army-owned and bareboat chartered vessels including transports and harbor boats; prepares analyses and recommendations concerning maintenance, repair and conversion of Army-owned and bareboat chartered vessels and their equipment including arming and defense features; reviews and approves from a technical standpoint contracts for repair of such vessels; ~~exercises~~ exercises administrative control

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over marine repair shops; coordinates maintenance and repair of cargo handling equipment at ports of embarkation; coordinates requirements and distribution of controlled materials necessary for marine maintenance and repair; secures emergency allotments of critical materials for maintenance and repair; conducts surveys on used vessels as required, and locates vessels of all types that have possibilities for future use; maintains records of used vessels.

(25) The *Rail Division* consists of the operations Branch, the Mechanical Branch, Engineering Branch and Military Railway Branch.

- (a) The *Operations Branch* negotiates and arranges for the execution of operating arrangements and contracts with commercial railroads covering performance of any specific rail service for the War Department; keeps currently informed with regard to interruptions of rail service, and takes action necessary to restore normal conditions promptly; keeps in contact with any cases of traffic congestion, particularly at the ports and at War Department installations; receives reports from Port Rail Representatives, through the District or Zone Transportation Officer, or through the Commanding Officers of the Ports of Embarkation, on all matters pertaining to rail conditions, congestions, delays, correctness of billing and service matters at the ports; approves or disapproves, from a rail transportation standpoint, the proposed location of, or extension of existing facilities at, War Department installations; as directed by Commanding General, Army Service Forces, inspects War Department locomotive assignments to determine the extent of utilization, and recommends reassignments if advisable; investigates the operating need for, and recommends issuance of, certificates of necessity for proposed construction projects of domestic railroads; advises concerning rail operating problems involved in new or enlarged rail facilities at War Department installations; maintains liaison with the Association of American Railroads, the Interstate Commerce Commission, the Office of Defense Transportation and directly with the commercial railroads of the United States in order to keep currently advised as to locomotive and car supply, construction and new equipment, materials for new equipment, materials for repair to locomotives and cars, and the adequacy of railroad service.
- (b) The *Mechanical Branch* collects information with respect to, maintains historical records of, and makes plans regarding the needs for motive power, rolling stock and related equipment for the War Department in the Zone of the Interior and Theaters of Operations, and for Lend-Lease countries; assigns and allocates available locomotive power and rolling stock and supervises substitutions and trades necessary to supply Transportation Corps rail equipment needs in the Zone of the Interior; maintains uniformity of equipment at specific stations and in geographic areas in the Zone of the Interior; supervises mechanical inspections of War Department rail equipment (except of tank cars) assigned in the Zone of the Interior; directs and supervises repairs on locomotives and other railway equipment (except to tank cars) which are made locally under contract with common carriers or equipment companies, or at Army railroad repair shops; supervises the operation of Army railroad repair shops; within the Zone of the Interior, arranges rental of common

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carrier or other railway equipment, including use of personnel for operation, and arranges authorization of funds for such services; prepares and recommends standards of equipment for use in Theaters of Operations in cooperation with representatives of the United Nations and the Assistant Chief of Transportation for Supply; makes technical investigations and recommendations with regard to rail equipment proposed for use by the Transportation Corps; determines military characteristics of rail equipment for use in Theaters of Operations and conducts research, development and tests to arrive at such determinations; acts as liaison between the Military Railway Service and the Supply Divisions to expedite the proper fulfillment of the Military Railway Service field requirements; reviews and makes recommendations on railway mechanical matters submitted by other agencies, including matters pertaining to repair, reclamation and salvage of available used equipment. The Chief of the Branch maintains records, a diary, and handles correspondence pertaining to technical committees of trade associations, technical societies and the Federal Specifications Executive Committee, for the Transportation Corps.

- (c) The *Engineering Branch* prepares operating requirement studies involving extensions of War Department rail facilities, proposed track layouts and service facilities; analyzes and inspects existing rail facilities, and studies proposed facilities; collects, keeps up to date, and distributes to interested divisions and Services, including the Military Railway Service, information on rail facilities in the Zone of the Interior and in both existing and possible Theaters of Operations, including traffic volume capabilities, clearances, strength of bridges operating requirements with regard to equipment and personnel, tonnage to be moved and capacity of ports from which railroad lines operate by steam, electric or diesel traction; provides information as to maintenance-of-way material requirements to be carried with Task Forces for use in Theaters of Operations, and is responsible for standards of maintenance of way of military railroads, including staff functions in connection therewith; evaluates reports from the Military Intelligence Service and other sources with regard to transportation capabilities of foreign railroads; prepares preliminary designs and budget estimates for track and structures needed for railroad use (with exception of new construction) in the Zone of the Interior and in Theaters of Operations; prepares recommendations for the Chief of Transportation for new military railroad construction; makes recommendations to the Executive Officer, Rail Division, in connection with applications for abandonment of lines of domestic rail carriers; recommends approval or denial of applications by commercial rail carriers for tax amortization certificates; maintains liaison with the Office of the Chief of Engineers, the Association of American Railroads and the War Production Board on railroad building and maintenance-of-way requirements; studies and determines availability of, and need for, bridge steel and steel rails for Transportation Corps operations.
- (d) The *Military Railway Branch* prepares plans for the operation and maintenance of military railroads and establishes policies for the Military Railway Service; collaborates with the Assistant Chief of Transportation

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for Supply, and with the Military Personnel and the Training Divisions as to the organization, equipment, activation, mobilization, and training of railway troop units; arranges with Class I commercial railroad companies of the United States for the procurement of officer personnel and for the sponsorship by specific railroad companies of certain railway troop units; prepares drafts of contracts with commercial steam railroads for the training of railway troop units, and arranges for training facilities and materials, including rolling stock, parts, tools and shop facilities for units of the Military Railway Service; evaluates the professional qualifications of candidates for appointment as officers in the Military Railway Service and submits the names, with recommendations to the Military Personnel Division for processing of appointments; assists in locating and procuring qualified enlisted personnel for railway troop units; supervises the technical training of railway troop units through a field agency designated as the Director of Railway Training, Military Railway Service located at Army Service Forces Unit Training Center, New Orleans, Louisiana; supervises the preparation of manuals, forms, and technical instructions; prepares drafts of Tables of Organization and Equipment, and Tables of Basic Allowances for such units.

- (26) The *Highway Division* consists of the Administrative Branch, Research and Statistics Branch, Transportation of Persons Branch, Transportation of Materiel Branch, Field Operations and Training Branch and Highway Traffic Engineering Branch.
- (a) The *Administrative Branch* is responsible for the administrative services necessary for conducting the functions of the division.
 - (b) The *Research and Statistics Branch* obtains and analyzes economic statistical information pertaining to highway transportation, including action taken or proposed by other governmental agencies; coordinates the research activities performed by other branches of the division; maintains a technical library, and also an information service for the staff members of the division and for War Department field installations; transmits Highway Division material to the Technical Information Branch and to the Historical Officer.
 - (c) The *Transportation of Persons Branch* considers and takes final action on all requests from Army Installations and in some cases from defense plants for passenger buses, and reviews plans of operation for such equipment to assure continuity of transportation; reviews and passes on all contracts for the lease of Army-owned passenger buses to operating companies, and the lease of private operating company equipment to the Army; performs functions required for the allocation and operation of passenger bus equipment as provided by law; determines bus equipment needs and preliminary design, and assists in creating Army motor bus pools; with private bus operating companies and Office of Defense Transportation coordinates the securing of additional service and equipment at Army installations; in accordance with directives from Army Service Forces and Army Air Forces in order to insure adequate transportation for war workers advises on matters of policy in transportation contracts with private war materiel manufacturers.
 - (d) The *Transportation of Materiel Branch* plans and coordinates surveys of motor truck transportation problems at and between war installations

or industries and makes necessary recommendations thereon; assists motor truck carriers, through appropriate channels, in securing replacement of equipment and parts, and in converting existing automotive equipment; provides, through appropriate channels, for the purchase of such units when necessary to assure uninterrupted flow of traffic to war installations and industries; assists motor truck carriers in securing additional authority to perform required motor truck operations; keeps current all available information on the motor truck industry to assure that motor truck transportation will be conserved consistent with requirements of war installations and industries.

- (e) The *Field Operations and Training Branch* assists in the coordination of Highway transportation activities of commercial concerns, and of such War Department installations as directed by Chief of Transportation; assists in selection of field personnel and in checking the technical activities of such personnel; correlates the procedure and operating plans of other branches of the Highway Division and transmits them to personnel in field agencies.
 - (f) The *Highway Traffic Engineering Branch* obtains information on highway traffic and roadway conditions; assures that highway traffic plans are developed to obtain maximum efficient utilization of existing highway facilities and prepares such plans for port areas and other War Department installations when necessary; assures that expenditures of critical materials and labor for highway construction and maintenance are appropriate, making detailed analysis of projects referred to the War Department for certification as essential to the war effort; assists on matters of policy in relation to wartime highway improvement and maintenance; estimates highway transport requirements for operation of supply lines in active or potentially active foreign areas, assists in the development of traffic circulation and control plans for supply operations in such areas, and for highway movements under emergency conditions including air raids and blackouts; coordinates activities of highway traffic engineer officers stationed in Zone Transportation Offices in order to maintain uniform relationships with federal, state, and local highway authorities, and with local defense committees.
- (27) The *Transit Storage Division* consists of the Administrative Branch, Operations and Storage Branch, Accountability Branch, Equipment Branch, Utilities and Maintenance Branch, and Reports and Statistics Branch.
- (a) The *Administrative Branch* plans and directs administrative functions within the division.
 - (b) The *Operations and Storage Branch* supervises the allotment and proper utilization of space and regulates flow of materials to Holding and Reconsignment Points and other installations under the jurisdiction of the Transit Storage Division; coordinates space authorizations and releases with Traffic Control Division; maintains liaison with Assistant Chief of Transportation for Supply to determine storage space and locations for material procured by the Transportation Corps; analyzes reports from Holding and Reconsignment Points and other installations under the jurisdiction of the Transit Storage Division, in connection with use of space, flow of materials, and disposition of old materials.

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- (c) The *Accountability Branch* supervises Transit Storage Sections of Zone Transportation Offices handling accountability papers on materials stored in railroad open yards or in commercial warehouses operating under the pooling arrangement known as "Kansas City Plan"; maintains liaison with installations under the jurisdiction of the Transit Storage Division for the purposes of determining method and procedure of maintaining accountability records for material held at such installations; maintains liaison with other Divisions for the purpose of determining interpretation and changes in procedures governing accountability; maintains an inventory of material at each of the Holding and Reconsignment Points, and other installations under jurisdiction of the Transit Storage Division; analyzes for the International Aid Division, Army Service Forces a monthly inventory of Type "A" Lend-Lease material on hand at each of the Holding and Reconsignment Points.
 - (d) The *Equipment Branch* initiates action through proper channels for procurement of equipment and repair parts for the Holding and Reconsignment Points and for warehousing of the port reserves at Ports of Embarkation; when flow of tonnage necessitates, arranges for transfer of equipment between facilities under the jurisdiction of the Transit Storage Division; supervises the proper tooling of repair shops at Holding and Reconsignment Points; supervises the repairs and maintenance of all mechanical cargo handling equipment including cranes, lift trucks, warehouse trucks, etc.
 - (e) The *Utilities and Maintenance Branch* maintains liaison with the Corps of Engineers on all matters pertaining to construction, repairs, remodeling and construction planning in connection with properties and building at Holding and Reconsignment Points; keeps informed on the progress of all new construction, and maintenance items, assists in the procurement of construction and maintenance material; checks on the state of repair and where needed suggests improvements of utilities at all Holding and Reconsignment Points.
 - (f) The *Reports and Statistics Branch* directs the handling of frustrated freight; supervises the preparation of "over" and "short" and "damaged" reports; prepares and maintains a current historical record of the development and operations of the Transit Storage Division; proposes, drafts and recommends to higher authority for approval, all forms for use of the division; maintains current files on all reports and other necessary data of concern to the Division; analyzes the Monthly Depot Space and Operating Statement from the Holding and Reconsignment Points.
- (28) The *Traffic Control Division* consists of the Executive Branch, General Traffic Branch, Technical Planning Branch, Freight Branch, Passenger Branch, Control Branch, Tank Car Branch, International Aid Branch, and the U. S. Army-Navy Consolidating and Distributing Agencies Branch.
- (a) The *Executive Branch* coordinates and exercises general direction over the activities of the various branches of the Traffic Control Division; prepares plans, rules and regulations to carry out required field traffic control activities; coordinates all correspondence involving two or more branches, and records and maintains check on all classified correspondence and records; procures technical traffic and transportation publications for the guidance

of the Traffic Control Division; prepares press releases for submission to the Technical Information Branch; maintains historical record data; administers all personnel matters for the division; selects data, and assembles, tabulates, and prepares statistics of War Department traffic in continental United States, including the tabulation and summarization of releases, forwardings, diversions, in-transit storage, arrivals at ports, and floatings of carload port-bound traffic; prepares statistical charts, graphs, and maps for use by the Traffic Control Division and other interested agencies; conducts technical research of statistical procedure on transportation data; photographs all War Department bills of lading by recordak on microfilm for filing and use in preparation of traffic statistics; maintains liaison with the Zone and District Transportation Officers and furnishes them traffic control information obtained from various offices within the War Department, other Government agencies, the Association of American Railroads, and other commercial organizations; arranges for handling, unloading, temporary storage and/or disposition of export freight remaining in ports for excessive periods; analyzes transport economics in the interest of avoiding needless cross and back hauling of freight and such other traffic irregularities as require remedial action; maintains liaison with various branches and services of the War Department in coordinating traffic requirements.

- (b) The *General Traffic Branch* issues information on proper methods and procedures in connection with common carrier transportation; maintains contact with other Government agencies and reviews cases pertaining to agreements on switching, terminal services, weights and weighing, and claim prevention; makes forecasts of freight car requirements; takes administrative action on loss and damage claims; advises on the preparation, handling and disposition of shipping documents; renders assistance to the Transportation officers at field installations and to other War Department offices with respect to customs matters in order to insure prompt clearance of War Department materials; maintains a watch service on tariffs, publications, Office of Defense Transportation and Interstate Commerce Commission orders and decisions, affecting War Department traffic by commercial means; ratifies claims for reimbursement for shipment of officers' household goods and private mounts, including packing and crating; authorizes emergency express shipments of personal property of officers; publishes terminal routing circulars relating movements of express, freight and passenger traffic; analyzes proposed sites for military installations with reference to traffic factors and makes recommendations as to site selection; studies proposed requisitioning and abandonment of railroad lines and makes recommendations to the Rail Division in connection therewith; negotiates with carriers concerning rates and services, arrangements for maximum advantageous use of rail facilities and economies in rate application and switching services at military establishments.
- (c) The *Technical Planning Branch* prepares drafts of Army Regulations, directives, circulars and publications for guidance in directing control and movement of all military freight and passenger traffic and advises concerning legislation on traffic and transportation matters; the branch Chief serves as Chairman of Usually Traveled Route Committee and as technical adviser on traffic and transportation policies and procedures; negotiates land-

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grant equalization and joint traffic agreements, and investigates performance thereunder; advises concerning the safe and expeditious transportation of explosives and other dangerous articles, and concerning the regulations of carriers and of the Interstate Commerce Commission pertaining thereto; negotiates with carriers with regard to such matters; maintains a complete technical library.

- (d) The *Freight Branch* routes all War Department freight, both domestic and export, over rail, highway, and water carriers within the continental United States, Canada and Mexico; negotiates with carriers for necessary adjustments of freight rates, charges and classification ratings to provide a fair and equitable basis for charges for the movement of War Department traffic; analyzes changes in rates, ratings or charges proposed by carriers, requesting suspension or cancellation where necessary, and assisting the Office of the Judge Advocate General in cases where formal proceedings before the Interstate Commerce Commission are held; negotiates special traffic arrangements for transit privileges, switching charges, storage, demurrage, and special transportation services; maintains complete library of freight tariffs of common carriers, agency and individual line issues, routing guides, industrial guides and switching tariffs, and carriers' division sheets for computing land grant deductions; analyzes Office of Defense Transportation and Interstate Commerce Commission orders, to determine their effect on War Department traffic, and when necessary recommends remedial action; exercises technical supervision over transit arrangements in effect at various field installations; ascertains whether or not full cooperation exists between the various water carriers in regard to the movement of vital war materials, and arranges for the interchange of equipment and power on the main navigable rivers of the United States; arranges for the coordination of rail and motor transportation with barge lines to effect savings in transportation costs.
- (e) The *Passenger Branch* arranges the routings of and schedules for all troop movements of forty persons or more and for all trains carrying impedimenta; arranges diversions of troop movements or troop trains carrying impedimenta; checks switchings, train minimums, and baggage and occupancy; maintains close liaison with the Military Transportation Section, Association of American Railroads, in connection with the routings and placing of equipment for domestic troop movements; consolidates rail troop movements to and from various points throughout the United States in order to obtain better train service, more economical rates, and conserve railroad equipment; assigns officers to accompany special troop movements to assist in expediting loading and unloading of troops and impedimenta, and to report observations and recommendations to Division Chief; maintains records of Alert, Warning and Movement orders; maintains complete record of all secret correspondence relative to the movement of troops, equipment and impedimenta; prepares monthly report of all movements showing the number of personnel, amount and type of equipment, number of special passenger, freight and mixed trains; checks records and schedules of movements of selectees from Local Boards to Induction Stations, and from Induction Stations to Reception Centers; prepares daily report for the War Department General Staff of all movements classified

as secret, showing departure and arrival times; operates a Travel Bureau which performs all of the services required by War Department personnel in connection with their official individual travel.

- (f) The *Control Branch* analyzes daily reports indicating current traffic control conditions at all posts, camps, stations and Ports of Embarkation; controls and regulates the flow of traffic to Army installations and Ports of Embarkation; takes necessary action to avoid congestion of facilities and the tying up of equipment; acts as liaison with all Arms and Services and with Associations of American Railroads to secure freight equipment in emergencies; maintains complete car records on government export shipments indicating forwarding and arrival at port of shipments made by all government agencies; receives, issues processes and confirms all releases for overseas shipments for Army, Navy, Treasury and all other government agencies; assigns Office of Defense Transportation permits on all Government export freight in accordance with existing ship allocations; sends daily teletype reports to all ports of embarkation and port agencies giving description of export shipments released during previous 24 hours and forwardings of export freight; receives daily teletype reports from all port agencies giving car arrivals of export freight and forwards this report to Office of Defense Transportation; sends and receives all teletype messages for the Transportation Corps concerning domestic and export release of freight shipments and car service matters; traces, reconsigns and diverts export and domestic shipments for all Arms and Services; arranges for all special train services; maintains records of all in-transit export freight placed in holding and reconsignment points, and secures necessary commercial storage space in emergencies; approves bills for demurrage, storage and other accessorial transportation charges.
- (g) The *Tank Car Branch* controls the distribution, routing and repair of tank cars owned by the War Department; makes arrangements when necessary for the leasing of tank cars for War Department use; supervises for efficient performance the handling of tank cars at refineries and loading points in-transit and at Army installations maintains all necessary records of tank car movements, maintenance costs, mileage returns, and compiles statistical reports of tank car performance.
- (h) The *International Aid Branch* routes all Lend-Lease materials and supplies from the time they leave the sources of production or procurement within the United States and Canada, until they reach a United States port for export to ultimate destinations; maintains contact with Zone and District Transportation Offices in order to effectively control the movement of such materials and supplies; issues TCR-ODT block permits on applications for release of all Lend-Lease shipments to ports; makes investigations of the authorization for the use of carrier routes, in order that the location of Lend-Lease material may be known at all times.
- (i) The *United States Army-Navy Consolidating and Distributing Agencies Branch* issues routing instructions for the movement of War Department freight through Consolidating Stations where LCL freight is assembled into carload lots and forwarded to break-bulk points adjacent to ports of embarkation or centers of troops concentrations; prepares and analyzes

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statistical reports and other data for the maintenance of control over consolidated car operations; assists in the developing of plans for the establishment of new Consolidating Stations.

(29) *Field Installations* consist of Transportation Zones and Districts, Ports of Embarkation, and Military Railway Service.

- (a) The *Transportation Zones* carry out the responsibility of the Chief of Transportation by aiding the transport by rail, highway, and inland waterways of troops, War Department supplies and equipment, and Lend-Lease material supplies and equipment from various points throughout the country to Ports of Embarkation. Transportation Zones are constituted within territorial jurisdictions corresponding to the Service Commands. A zone may include Port Agencies, Holding and Reconsignment Points, Regulating Stations, Consolidating Stations, Traffic Control Agencies, Highway Agencies, Transit Storage Depots, Sub-Regulating Stations, Army-Navy Freight Distributing Agencies and Zone Procurement Offices. Transportation districts are under the jurisdiction and control of Zone Transportation Officers, with prescribed territorial limits within a zone.
- (b) The *Ports of Embarkation* are responsible for reception, supply, transportation, embarkation and debarkation of troops, supplies, materiel and equipment. They include subports of embarkation, mobile ports, staging areas, overseas discharge and replacement depots, unit training centers, and officers schools at Ports of Embarkation or staging areas.
- (c) The *Military Railway Service* is responsible for the operation and maintenance of Military Railways and for the training of Railway Battalions.

PART IV

SERVICE COMMANDS

(Part IV, Service Commands, Services of Supply Organization Manual, dated 15 February 1943,
should be attached to this Manual as Part IV.)