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WAR DEPARTMENT

SERVICES OF SUPPLY

WASHINGTON

SERVICES OF SUPPLY ORGANIZATION MANUAL

FEBRUARY 15, 1943

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943

Headquarters, Services of Supply,
WASHINGTON, February 15, 1943.

1. The Services of Supply Organization Manual—1943 is promulgated as the basic organizational directive for the Services of Supply.

2. Parts I, II, III, and IV of the manual constitute a revision of the "Services of Supply Organization Manual—1942" dated September 30, 1942.

3. All Services of Supply orders, circulars, and memoranda and portions thereof which are inconsistent with the text of this manual are rescinded.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.

NOTE

1. Attached is a complete 1943 revision of Services of Supply Organization Manual—1942. The latter is no longer applicable and should be discarded.

2. *Note that the chart of each element of the organization is inserted before the text for that element.*

3. These pages should be attached with an Acco fastener to permit the insertion of future revisions.

INSTRUCTIONS

1. Method of numbering.—*a.* The Services of Supply Organization Manual is divided into four parts with subordinate chapters and sections. Sections will be identified by numbers consisting of five digits and a decimal point, as follows:

The part, first digit.

The chapter, second and third digits.

The section, fourth and fifth digits (preceded by a decimal point).

For example, "Section 102.01" indicates—

100, part I.

102, part I, chapter 2.

102.01, part I, chapter 2, section .01.

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 paragraph number; for example, 103.01 would be the second page on which appears part of section 103.01.

2

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.

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PART I
GENERAL

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ORGANIZATION OF THE ARMY

Chart A

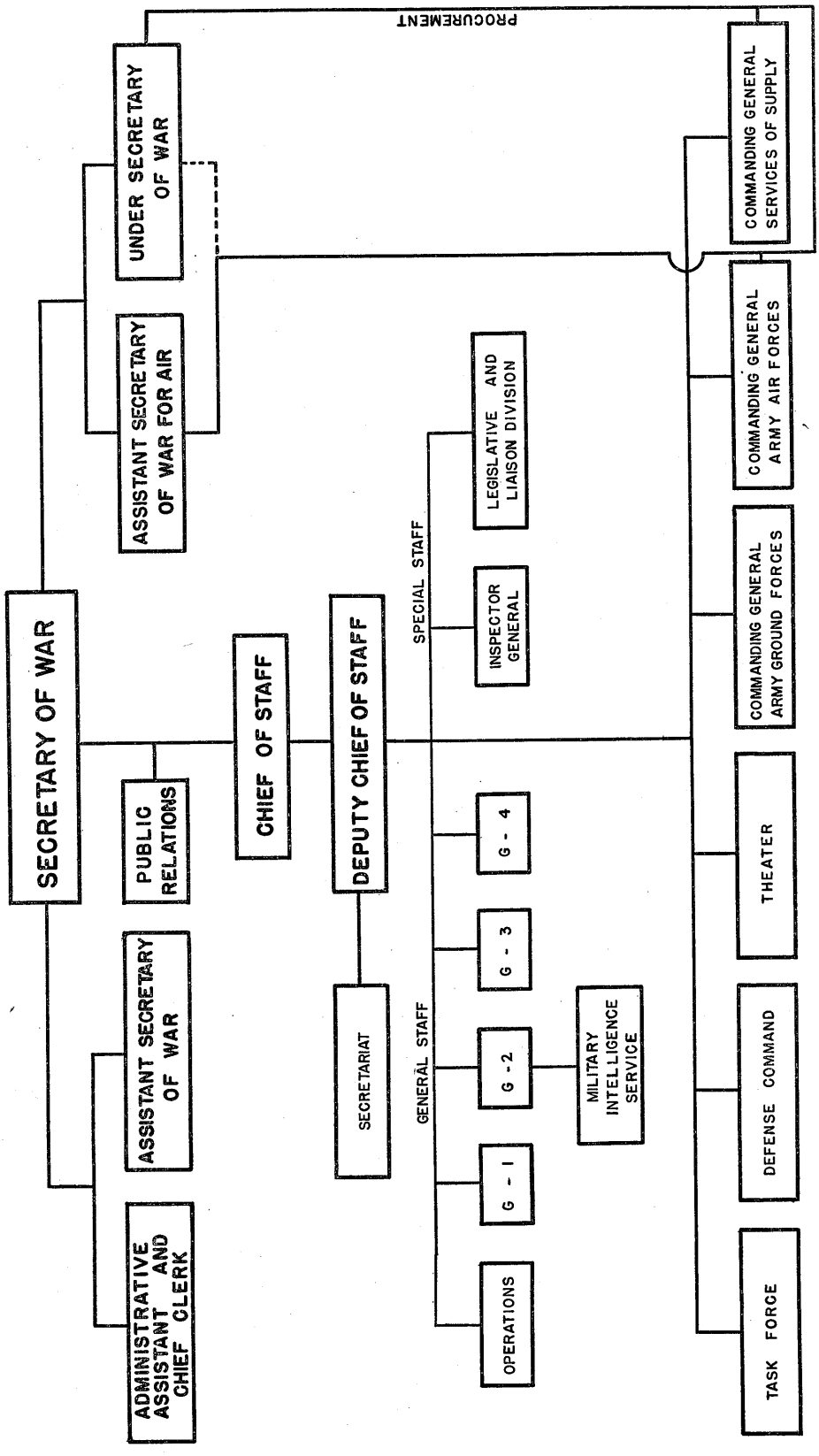
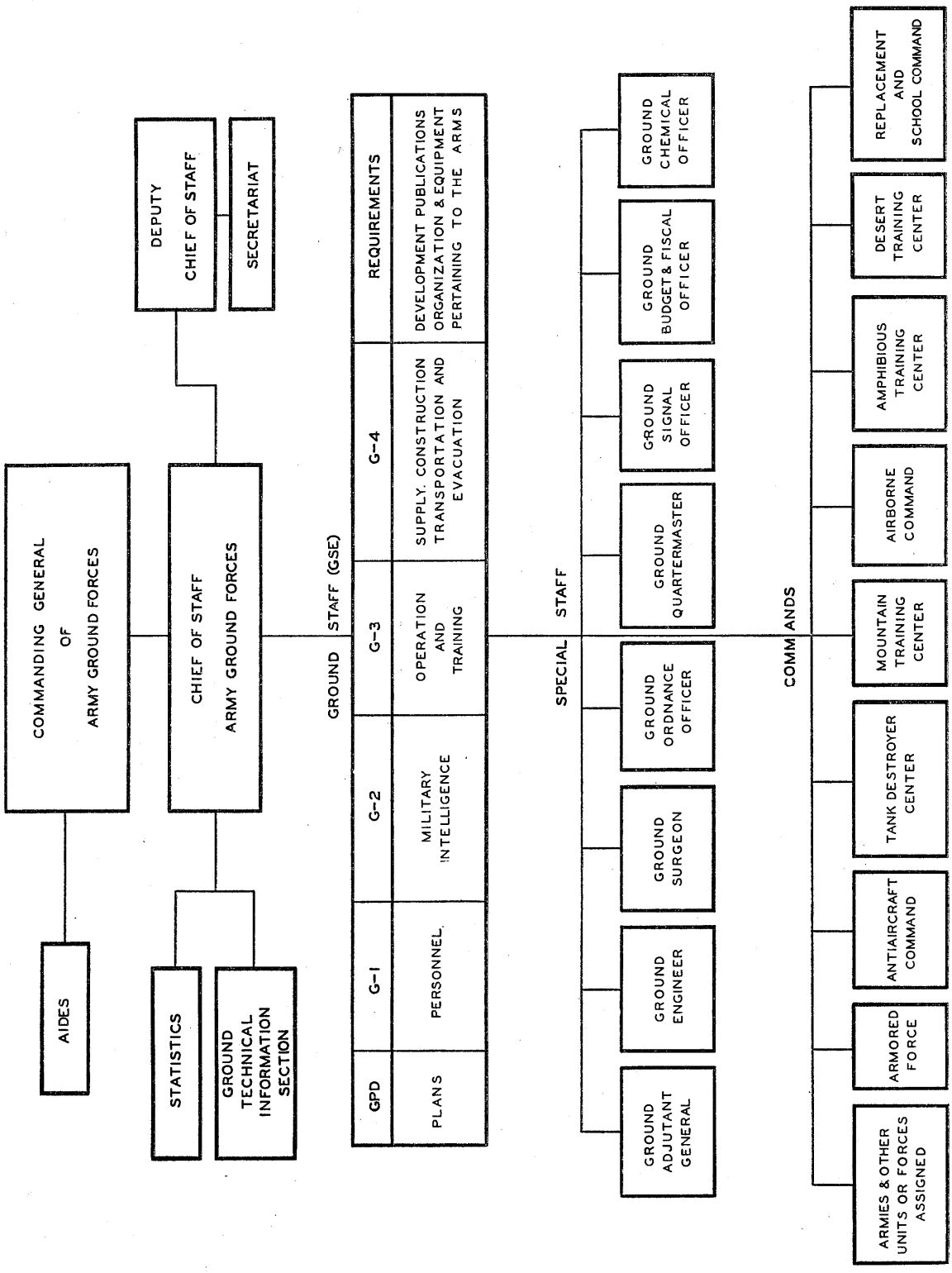


Chart B ORGANIZATION OF THE ARMY GROUND FORCES



ORGANIZATION OF THE ARMY AIR FORCES

Chart C

Chart D ORGANIZATION OF THE SERVICES OF SUPPLY

CHAPTER 1. MISSION OF THE SERVICES OF SUPPLY 101.00

a. The mission of the Services of Supply 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 Services of Supply and for the Army Ground Forces and Army Air Forces upon request; to provide necessary services for the Army including administrative, financial, legal, judicial, internal security, and statistical services; to provide for the transport, 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 Services of Supply 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) Command and training of personnel and units within the Services of Supply.
(10) Operation of training, replacement training and unit training centers, and of service schools.
(11) Provision of housing, welfare activities, medical service, evacuation and hospitalization, and sanitation for troops.
(12) Repair and maintenance of real property.
(13) Purchase or leasing of real estate.
(14) 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.

CHAPTER 2. COMPONENTS OF THE ORGANIZATION OF THE SERVICES OF SUPPLY

102.00

The organization of the Services of Supply is composed of five different classes of organizational units: (*a*) Office of the Commanding General, (*b*) Staff Divisions, (*c*) Administrative Services, (*d*) Supply Services, and (*e*) 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 Control Division, and the Office of Technical Information.

b. There are 14 *Staff Divisions* in the Headquarters, Services of Supply. Of these, three (Training Division, Adjutant General's Office, Fiscal Division) report directly to the Commanding General. The rest are grouped under Assistant Chiefs of Staff as follows:

(1) *Assistant Chief of Staff for Personnel.*
   (*a*) Military Personnel Division.
   (*b*) Individual Personnel Division.
   (*c*) Special Service Division.
   (*d*) Army Specialized Training Division.
(2) *Assistant Chief of Staff for Operations.*
   (*a*) Plans Division.
   (*b*) Strategic Logistics Division.
   (*c*) Distribution Division.
(3) *Assistant Chief of Staff for Matériel.*
   (*a*) Requirements Division.
   (*b*) Resources and Production Division.
   (*c*) International Division.
   (*d*) Purchases Division.

c. The 9 *Administrative Services* are directly supervised by the Chief of Administrative Services, who acts as deputy for the Commanding General in respect to these units of the organization:

(1) National Guard Bureau.
(2) Office of The Judge Advocate General.
(3) Office of The Provost Marshal General.
(4) Office of The Executive for Reserve and ROTC Affairs.
(5) Office of The Chief of Finance.
(6) Office of The Chief of Chaplains.
(7) Army Exchange Service.
(8) Women's Army Auxiliary Corps.
(9) Officer Procurement Service.

d. The 7 *Supply Services* report directly to the Commanding General:

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

e. Completing the picture of the Services of Supply 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 Services of Supply. The Chief of Administrative Services supervises and assures coordinated operations within the several Service Commands. (See Part IV.)

103.00 CHAPTER 3. THEORY OF ORGANIZATION

103.01 SECTION .01—GENERAL

a. While the over-all organization of the Services of Supply 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 Services of Supply 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.

SECTION .02—PRINCIPLES OF ORGANIZATION 103.02

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 of the organization is assigned to a single unit of that organization.

(2) The responsibilities assigned to the 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 a 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.

(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.

103. 03 SECTION .03—LINE AND STAFF ORGANIZATION

a. Principles of the line and staff type of organization upon which the Services of Supply is based are as follows:

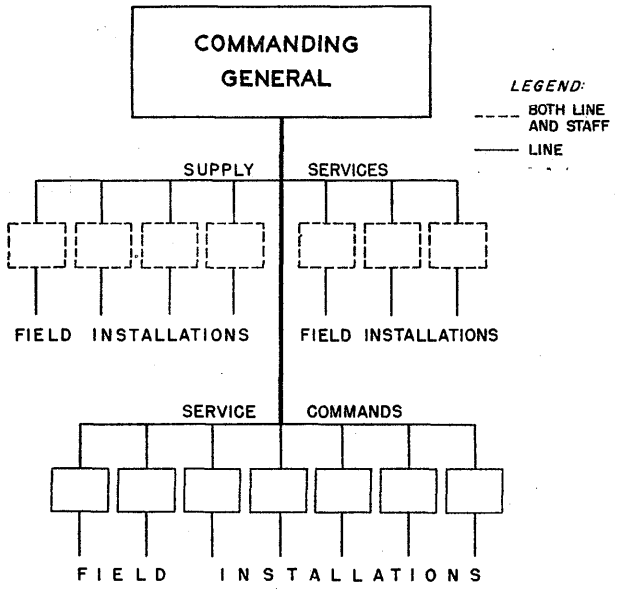
(1) The units of the organization which perform the operating duties of the Services of Supply are the Supply Services and the Service Commands. They are responsible for the ultimate execution of the various jobs that constitute the mission of the Services of Supply. Specifically, they design, manufacture, 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.

As *line units*, the Supply Services directly operate various field installations, such as procurement districts, depots, manufacturing arsenals, ports of embarkation, etc.

As *line units*, Service Commands directly operate posts, camps, and other installations not under the supervision of Supply Services or the Air Forces.

CHART I

LINE ELEMENTS OF THE SERVICES OF SUPPLY

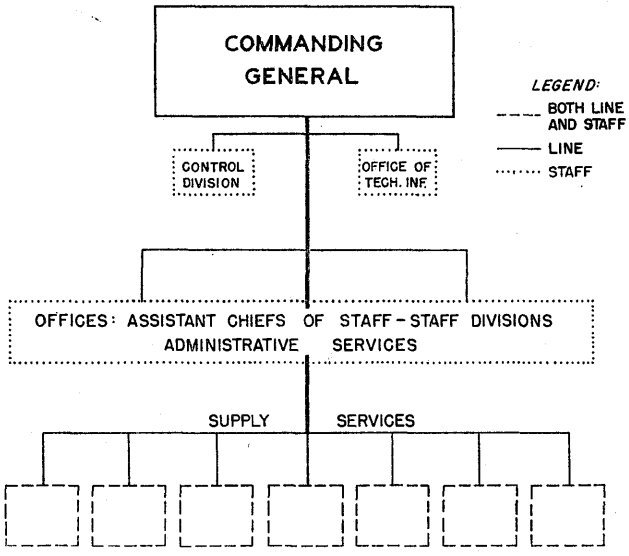


(2) The *purely staff units* of the Services of Supply are the various Staff Divisions and the Administrative Services.

The Supply Services are staff agencies in respect to certain activities within the Services of Supply which they do not directly perform. (See Chart III.)

LINE AND STAFF ORGANIZATION

CHART II STAFF ELEMENTS OF THE SERVICES OF SUPPLY



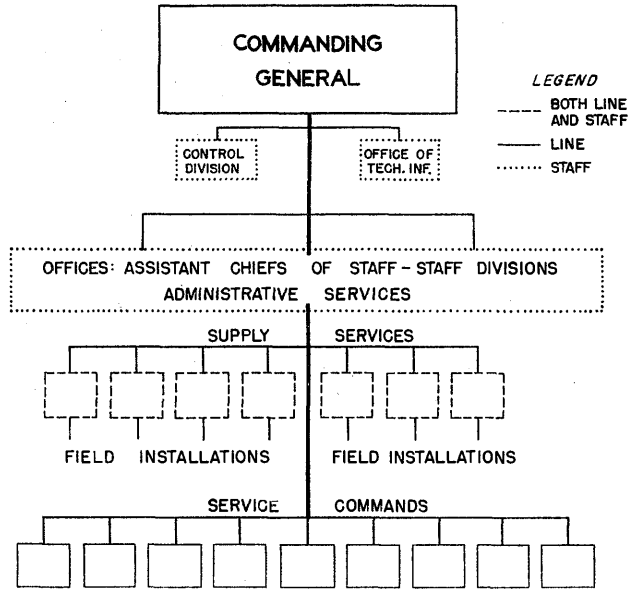
(3) The three classes of organizational units within the Services of Supply are as follows:

(*a*) *Purely line*—The Service Commands.

(*b*) *Purely staff*—The Staff Divisions and Administrative Services. The former exercise staff functions in respect to both Supply Services and Service Commands, and the latter in respect to Service Commands alone.

(*c*) *Both line and staff*—Supply Services. They are "staff" in respect to Service Commands only.

CHART III LINE AND STAFF ELEMENTS OF THE SERVICES OF SUPPLY



(4) The responsibilities of these various elements of the Services of Supply vary considerably in character:

(*a*) The Staff Divisions, including Administrative Services, cover in a staff capacity most Services of Supply functions. Such Divisions and Services are the functional specialists concerned with the manner in which the respective functions assigned to them are executed in all parts of the organization.

(*b*) The Supply Services have three basic responsibilities:

1. 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.

2. 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.

3. They *act in an over-all staff capacity* through Service Command Headquarters on questions involving issue, storage, repair, and maintenance, salvage, transportation, medical service, housing and utilities and training.

(*c*) The Service Commands perform all operating functions of the Services of Supply except those directly performed by the Supply Services and minor specialized activities which are under the direct control of the Staff Divisions or Administrative Services.

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

(*a*) The *pure staff activities* of Staff Divisions including Administrative Services, are composed of the following:

1. 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.

2. 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 specify how the function shall be performed throughout the 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.*

3. *To advise and provide service to subordinate operating units.* It is the responsibility of a Staff Division not only to tell how functions shall be performed throughout the organization, but also to advise and assist subordinate components in the performance of a job.
4. *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.

(*b*) *Staff Divisions, including Administrative Services, 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.

(*c*) Under certain exceptional circumstances, *direct supervision of certain field activities by Staff Divisions, including Administrative Services,* may be necessary where decentralization to one of the Supply 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.

(6) All functions other than those indicated as staff functions are actually executed by the line units of the Services of Supply.

SECTION .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 Assistant Chiefs of Staff) may issue instructions and directions, in the name of the Commanding General, to Administrative Services, Supply Services, and Service Commands.

b. Administrative and Supply 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, Administrative Services and Supply Services operate under the plans and policies formulated by Staff Divisions, and Service Commands operate under plans and policies formulated by Staff Divisions, Administrative Services, and Supply 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 or Administrative Service may not, on its own authority, direct any other unit of the organization. Similarly, Supply 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 Administrative Services and Service Commands, and from Administrative and Supply 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

CHARTS OF ORGANIZATION

(Except in special editions of the Manual, Organization Charts will be found inserted only at the beginning of Part I and before the appropriate texts in Parts III and IV.)

PART III
FUNCTIONS OF THE SERVICES OF SUPPLY
(Less Service Commands)

NOTE

All elements within the Services of Supply 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 descriptions of each of the elements of the Services of Supply 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, and, therefore, they are specifically described under "Adjutant General's Office" (302.09).

CHAPTER 1. OFFICE OF THE COMMANDING GENERAL 301.00

SECTION .01—GENERAL 301.01

The office of the Commanding General is the focal point for the operational direction of the entire Services of Supply. 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, the office includes the Control Division and the Office of Technical Information. The Control Division, while not engaged in activities directly concerned with the execution of the mission of the Services of Supply, is concerned with matters which make possible its efficient and expeditious attainment.

301.02 SECTION .02—CHIEF OF STAFF

a. The Chief of Staff—

(1) Is the deputy who acts for the Commanding General and through whom the Commanding General commands the Services of Supply.

(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.

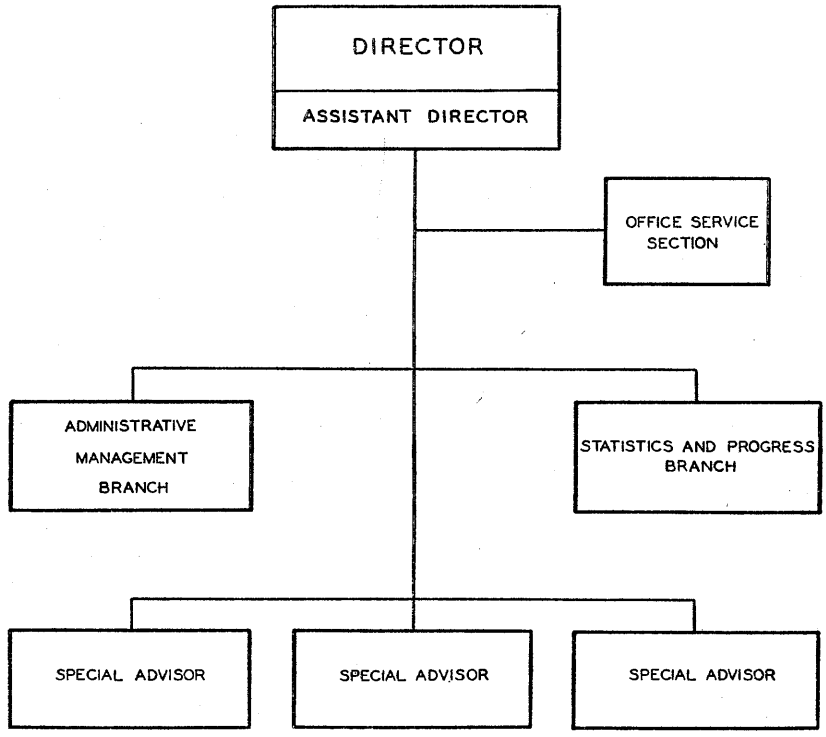
(3) Coordinates the work of the Staff Divisions.

b. Reporting to the Chief of Staff is the Office of Technical Information which—

(1) Plans and recommends to the Chief of Staff public relations activities of the Services of Supply.

(2) Maintains liaison with the War Department Bureau of Public Relations.

CONTROL DIVISION



SECTION .03—CONTROL DIVISION 301. 03

a. Mission.—(1) To gather, analyze, and evaluate data regarding the efficiency of the operations of all elements of the Services of Supply;

(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 Services of Supply and to prepare or supervise the preparation of statistical reports on the operations of the Services of Supply.

b. Major functions.—The Control Division performs the following functions:

(1) Maintains constant review of the organization and activities of the Services of Supply, 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 Services of Supply.

(3) Acts as staff agency over the execution of control functions throughout the Services of Supply.

(4) Supervises and coordinates statistical and reporting systems and methods of the Services of Supply, 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 adminstrative or organizational policies or procedures for the Services of Supply 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 Services of Supply; evaluates and makes recommendations in respect to proposed organizational changes within the Services of Supply, including the organization of Service Commands; maintains the Services of Supply Organization 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 Services of Supply 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 Services of Suppy; advises and services control offices throughout the Services of Supply 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 Services of Supply; 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 Services of Supply 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.

(3) The *Statistics and Progress Branch:*

(*a*) Supervises the reporting system of the Services of Supply, including clearance of recurring reports prepared by agencies of the Services of Supply for circulation outside of the preparing agency.

(*b*) Supervises preparation of the Monthly Progress Report of the Services of Supply, and other recurring reports. When necessary, compiles special reports.

(*c*) Analyzes those aspects of the progress of operations of the Services of Supply 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 Services of Supply.

(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.

(*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 .04—OFFICE OF TECHNICAL INFORMATION 301.04

a. Mission.—To assist and advise the Chief of Staff, Services of Supply, in the collection, preparation, and dissemination of technical information relating to the over-all operation of the Services of Supply.

b. Major functions.—(1) Plans and recommends to the Chief of Staff public relations activities of the Services of Supply.

(2) Maintains liaison with the offices of Technical Information within the Administrative Services and the Supply Services and with the War Department Bureau of Public Relations.

302.00 CHAPTER 2. STAFF DIVISIONS

302.01 SECTION .01—GENERAL

The Staff Divisions formulate policies and plans and direct their execution. Such divisions make recommendations to the Commanding General and in his name advise and instruct the Administrative and Supply Services and the Service Commands. In addition to such duties some Staff Divisions perform certain services for the Headquarters, Services of Supply, or for the War Department as a whole, and in some instances conduct specific operations throughout the Services of Supply. In order to coordinate their closely related activities, certain Staff Divisions have been grouped under the Assistant Chiefs of Staff for Matériel, Operations, and Personnel, respectively. The Staff Divisions reporting directly to the Commanding General are the Training Division, the Fiscal Division, and The Adjutant General's Office.

SECTION .02—OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR PERSONNEL 302.02

a. Mission.—To assist and advise the Commanding General on matters relating to military and civilian personnel.

b. Major functions.—Supervision and coordination of the activities of the Military Personnel Division, Industrial Personnel Division, Special Service Division, and Army Specialized Training Division.

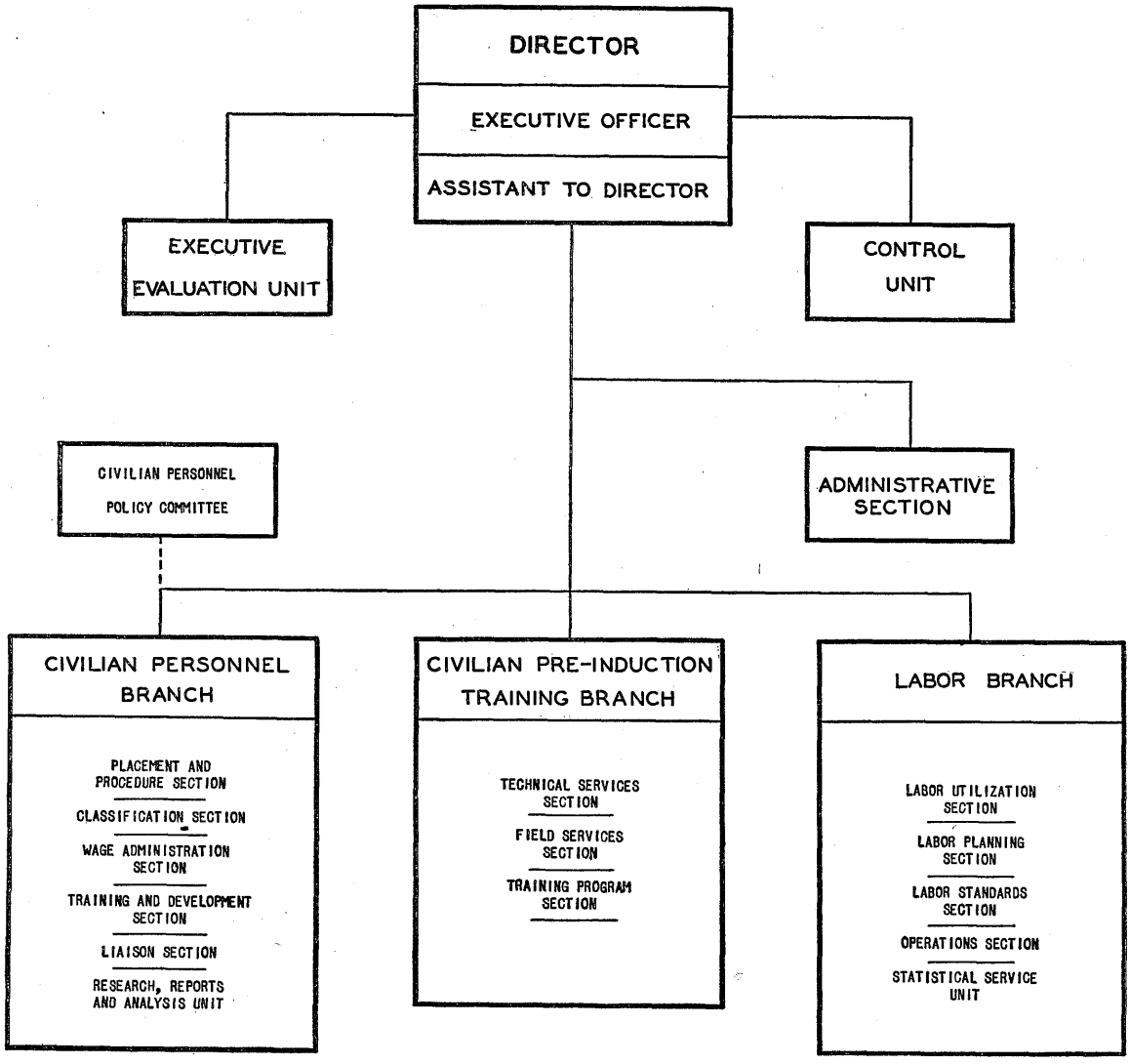
c. Organization.—The immediate office comprises the Assistant Chief of Staff for Personnel, a Deputy Assistant, and an Executive Officer. Operations are carried out with the assistance of subordinate staff divisions.

(Chart will be supplied later.)

SECTION .03—MILITARY PERSONNEL DIVISION 302.03

(Text will be supplied later.)

INDUSTRIAL PERSONNEL DIVISION



SECTION .04—INDUSTRIAL PERSONNEL DIVISION 302.04

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 policies and with strategic needs.

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

(*a*) To insure the effective utilization of civilian manpower engaged in 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.

2. Subject to national Selective Service policy, assists in formulation of War Department policy 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 Services of Supply,

1. Formulates policy and plans programs for the procurement, placement, training, and welfare of civilian personnel in the Services of Supply.

2. Subject to War Department policies, formulates procedures with respect to classification and appointment.

3. Plans programs for in-service training of executive, manual, and clerical civilian personnel of the Services of Supply.

4. In cooperation with Provost Marshal General and the Surgeon General, plans programs for promotion of the health and safety training of the civilian personnel in the Services of Supply.

(*c*) Formulates and coordinates policies and performs the following activities relating to labor relations:

1. Formulates policies, plans, and procedures 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 Services of Supply.

2. Reviews Services of Supply operations to insure their consistency with existing labor laws.

3. Makes recommendations with respect to laws, procedures, and practices affecting labor relations.

(*d*) Supervises a Civilian Personnel Policy Committee composed of representatives of the Supply and Administrative Services and of the Service Commands, which aids in the formulation of policies for the administration of personnel matters in the Services of Supply.

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

(*a*) To insure the effective utilization of civilian manpower engaged in War Production;

1. Coordinates labor supply activities of the Supply Services.

2. Serves as liaison with War Manpower Commission and its constituent agencies, with the War Production Board, Department of Labor, and other Government agencies dealing with industrial manpower problems.

3. Develops programs for non-military training of civilians prior to induction into the Armed Forces.

(*b*) To provide for the most effective utilization of civilian manpower employed directly by the Services of Supply.

1. Provides for effective utilization of civilian manpower in the departmental office of Services of Supply by assisting in the control of civilian personnel in order 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 adjustment 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*) Formulates and coordinates 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 government agencies dealing with labor relations problems.

2. Plans programs for the improvement of labor morale.

3. Maintains liaison with national and international labor organizations.

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

(2) The *Office of the Director* includes a Control Unit and an Administrative Section:

(*a*) The *Administrative Section* handles mail, records, and other office matters for the Division.

(*b*) The *Control Unit* evaluates the work of the Branches, maintains control over the number of personnel assigned to Branches and institutes follow-up and checking measures to assure the effective discharge of the functions of the Division.

(3) The *Labor Branch* is responsible for exercising staff supervision over the labor supply and labor relations activities of the Services of Supply, Service Commands and Matériel Command, Army Air Forces. It consists of the Labor Utilization Section, Labor Planning Section, Labor Standards Section, Operations Section and Statistical Services Unit.

The *Labor Branch*—

(*a*) Ascertains the manpower needs of the War Department and of War Department contractors, and evaluates affecting factors such as recruiting methods, training methods, transportation and housing facilities; formulates and recommends War Department policies and programs for the recruitment, 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, the War Production Board, the Navy, the Maritime Commission, and other agencies interested in labor supply and training; directly represents the Supply Services in their labor supply problems and in the coordination of their employment policies and practices with those of other agencies.

(*b*) Keeps informed concerning present and future military needs for manpower; formulates policies and plans programs for the transfer of civilians to noncombatant Army jobs which can be performed by women and men not eligible for military duty and provides general supervision for these programs. Supervises all matters dealing with the deferment from military service of such industrial personnel as may be deemed essential to the War Department or to contractors working for the War Department and the release from the Army of key industrial personnel necessary for the War Production program; represents the War Department on the Army and Navy Munitions Board, and similar organizations on manpower and military personnel matters in relation to labor supply and utilization problems; provides liaison on labor supply policies affecting military personnel with the Military Personnel Division, Services of Supply, the Adjutant General's Department, the General Staff and other War Department agencies, the Army Air Forces, the Army Ground Forces, and the Navy and with the Selective Service Administration.

(*c*) Collects, analyzes, and interprets data on volume of current and anticipated civilian employment in the Services of Supply and analyzes labor needs of the War Department; keeps informed as to labor market areas in which anticipated shortages are apparent and develops lists of essential war occupations in which critical shortages have developed or are expected to develop; obtains periodic information on manpower problems in particular industries such as munitions, aircraft, tanks, etc. in which the Services of Supply may have special interest; coordinates with other agencies to develop procedures and techniques for improving and expanding sources of information on labor supply and cooperates with

the War Production Board, the United States Employment Service, and the Civil Service Commission.

(*d*) Supervises liaison activities of Service Commands who serve as Army representatives on labor supply matters between the Army and the Selective Service System; provides technical supervision and coordinates labor-supply activities in the Supply Services; conducts investigations of industrial or rural labor-supply problems involving war production and takes action on the local level to secure solution of problems.

(*e*) Formulates labor relations policy for the War Department and interprets application of existing labor legislation to the War Department, Army contractors, and sub-contractors; studies labor-relations problems presented by the Industrial Personnel Branch and recommends corrective action; develops programs for the effectuation of policies promulgated in War Department establishments and in establishments of private companies engaged in war production; develops overall policies with respect to labor standards, including medical care, working conditions, accident prevention, and wage problems; develops policies for labor-relations problems arising from War Department internal security measures such as plant guards, or the removal, suspension, or discharge of subversives; develops policies and programs with respect to labor-relations problems affecting minority groups, union restrictions, effective utilization of labor and also other problems arising from military operations in continental United States and overseas; advises the Division on the status of all War Labor Board, National Labor Relations Board, and other cases involving labor disputes that may affect the Services of Supply; and 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 Labor Division and other agencies dealing with labor relations.

(*f*) Supervises labor relations activities of the War Department with respect to the formulation of policies applicable to contractor-owned and operated, government-owned and contractor operated, and government-owned, government-operated facilities and to private commercial enterprises requisitioned or taken over by the War Department, such as warehouse and longshore activities, plants requisitioned for various reasons, and buildings taken over for Army use where the labor-relations problems are more comparable to private industry than those of traditional governmental establishments; receives, analyzes, investigates, and takes necessary action on all cases brought to the attention of the Division involving discrimination against minority racial groups; maintains liaison with Industrial Personnel Branch to insure consistent policy in the disposition of individual cases; maintains liaison with the Office of the Secretary of War, the President's Committee on Fair Employment Practices, and other agencies concerned with minority racial groups'

programs; conducts surveys on phases of anticipated minority problems and makes recommendations for adjustments.

(4) The *Civilian Personnel Branch* consists of the Placement and Procedure Section, Classification Section, Wage Administration Section, Training and Development Section, Liaison Section, and the Research, Reports and Analysis Unit. It functions in a staff capacity to provide means for the effective utilization of civilian manpower in the Services of Supply and to assist in the control of civilian personnel in accordance with Administrative Memorandum No. 51 of October 10, 1942.

(*a*) The *Placement and Procedure Section.*—Subject to basic policies of the War Department, develops programs, standards, and procedures for the recruitment, selection, placement, induction, transfer, promotion, and separation of civilian employees; develops procedures, prepares manuals and directives, and informs operating offices as to the application of uniform procedures and the interpretation of policies and regulations relating to personnel actions; coordinates, encourages, and assists in the development of employee-testing programs designed to improve selection, placement, and promotion practices, and develops and coordinates methods for making and utilizing efficiency ratings.

(*b*) The *Classification Section.*—Develops procedures and assures the maintenance of satisfactory standards of classification of those positions in the Services of Supply which are subject to the Classification Act of 1923, as amended, and position classification generally.

(*c*) 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 (a) the War Department (b) the Army Exchange Service, and (c) Government-owned, privately-operated facilities of the War Department; establishes and supervises a system of job analysis and evaluation for ungraded positions in the Services of Supply, and authorizes the establishment of Locality Wage Boards in order to secure representation by all Services of Supply installations in each locality.

(*d*) The *Training and Development Section* formulates policy and procedures for in-service training of civilian employees of the Services of Supply and provides similar services to the Army Air Forces when requested; promotes and supervises programs for safety and health training; and maintains liaison with Federal, State, and private training and educational organizations so that these facilities can be fully utilized.

(*e*) The *Liaison Section* promotes and coordinates the execution of policies and practices in the field of personnel administration as developed by staff or operating organizations; appraises the effectiveness of civilian personnel administration as a whole; promotes and supervises employee

service activities, employee counseling, and other special employee relations projects in the Supply and Administrative Services and the Service Commands; takes appropriate action to insure uniform interpretation and application of personnel policies throughout the Services of Supply.

(*f*) The *Research, Reports and Analysis Unit* engages in research on civilian personnel policies, procedures, and practices of the Services of Supply; recommends changes in legislation, policies, or directives based on such research; conducts special investigations into the methods of handling of civilian personnel matters in the Services of Supply; compiles records of civilian personnel actions, and analyzes and interprets such records; initiates forms of request and reply for all periodical or special reports on civilian personnel functions desired by one or more of the Sections from the Services of Supply; submits proposed reports and requests for reports to the Control Division, Services of Supply for approval; arranges for transmitting such requests after approval of the Control Division; obtains the requested reports in accordance with the projected time schedule, and processes reports as received; maintains liaison with the Reports and Analysis Section of the Manpower Branch.

(5) The *Civilian Pre-Induction Training Branch* is responsible for the initiation, promotion and supervision of the special training of individuals prior to induction into the military service or 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 technical services in promotion, curriculum, teaching and research as required by any phase of the Pre-Induction Training program.

(*b*) The *Field Services Section* interprets pre-induction training needs, programs and policies through Field Representatives, maintains contact with Federal, State and School educational officials and with representatives of the channeling agents, advises on local problems, reports to Chief on training facilities and reports to Chief on progress and standards of training programs.

(*c*) The *Training Program Section* ascertains pre-induction training needs of the Army, formulates training program essentials, surveys civilian training facilities including personnel, and interprets training needs, programs and policies to the channeling agencies and to the civilian population.

(6) The *Civilian Personnel Policy Committee* assists the Division in the formulation of civilian personnel policy and in reviewing existing personnel practices, and serves as the agency through which the Division can measure the effectiveness of the civilian personnel program.

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

DIRECTOR
ASSISTANT TO DIRECTOR
ASSISTANT TO DIRECTOR
DEPUTY DIRECTOR
EXECUTIVE OFFICER
CONTROL BRANCH
ARMY MOTION PICTURE SERVICE
BUDGET AND FISCAL BRANCH
BUDGET AND ESTIMATES SECTION
FISCAL AND ACCOUNTING SECTION
TRAINING BRANCH
TRAINING DOCTRINE SECTION
SCHOOL SECTION
UNIT TRAINING SECTION
FIELD TRAINING SECTION
DISTRIBUTION BRANCH
DISTRIBUTION SECTION
PROCUREMENT SECTION
EDUCATION BRANCH
CORRESPONDENCE STUDY SECTION
GROUP INSTRUCTION SECTION
LIBRARY SECTION
ATHLETIC AND RECREATION BRANCH
ATHLETIC SECTION
ENTERTAINMENT SECTION
MUSIC SECTION
WELFARE AND LIAISON SECTION
FACILITIES SECTION
RESEARCH BRANCH
FIELD STUDIES SECTION
PRODUCTION SECTION
ANALYSIS SECTION
INFORMATION BRANCH
ORIENTATION AND PUBLICATIONS SECTION
FILM PRODUCTION SECTION
RADIO SECTION
ARMY NEWSPAPER SECTION

SECTION .05—SPECIAL SERVICE DIVISION 302.05

a. Mission.—To assist Commanders in developing and maintaining the mental and physical stamina of military personnel, thus increasing their effectiveness; to study and report on conditions affecting morale; to make available adequate and proper activities and facilities to keep military personnel informed concerning causes and current events of the war; to offer opportunities for education in subjects of value to them in their military careers; and to provide 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 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, including information as to the specific hazards to our national safety, territorial, economic, and military, and the resultant role and responsibilities of the individual soldier in the defense of the Nation, 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 discussion groups.

(*d*) Prepares the curriculum for the Army 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, 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 and studies for the purpose of obtaining information as to soldier attitudes.

(*k*) Supervises promulgation of training doctrine and programs; conduct of training; selection, assignment, promotion and relief of staff and faculty for the School for Special Service.

(2) The Special Service Division directly performs the following functions for the Army:

(*a*) Operates the Army Motion Picture Service, which provides motion picture

entertainment for troops in the United States and certain bases in the Western Hemisphere.

(*b*) Operates the Overseas Motion Picture Service, which provides 16-mm motion pictures for overseas bases, installations, and forces.

(*c*) Produces information and orientation material in the form of booklets for troops going overseas, pamphlets, and weekly newsmaps.

(*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 Units 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 service for camp and organization newspapers.

(*c*) Operates a radio and transcription service which produces radio programs to be beamed to overseas bases, installations, and forces, and provides radio transcriptions of popular radio network programs for use in bases and overseas forces.

(*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 Control Branch, the Army Motion Picture Service Branch, the Budget and Fiscal Branch, the Training Branch, the Distribution Branch, the Education Branch, the Athletic and Recreation Branch, the Research Branch, and the Information Branch.

(2) The *Control Branch*—

(*a*) Upon request, evaluates the effectiveness with which plans are executed and determines causes for failure of plans.

(*b*) Makes recommendations for adjustments in policies, procedures, organization, and methods to increase the effectiveness of the Division's activities and follows up on the execution of approved recommendations.

(*c*) Reviews and processes for appropriate action reports on Special Service activities made by The Inspector General's Office and by Special Service officers in the field.

(*d*) Prepares for the Director daily reports of important cases, weekly progress reports, and such other special reports on activities as may be required.

(*e*) Upon request, surveys internal administrative and operations procedures and office management.

(*f*) Prepares and maintains "zoning" of all posts, camps, and stations relative to visits of observation by officers of the Division; prepares itineraries for

officers of Special Service who make visits of observation, to control such visits and to insure proper coverage of activities; prepares report forms to be used in field visits, analyzes completed reports, and processes information to branch chiefs for appropriate action; prepares information on Special Service activities at camps, posts, and stations upon request for such information from other branches.

(*g*) Maintains a current roster of Special Service Officers in the field and a file of reports on all camps, posts, and stations.

(*h*) Collects, assembles, compiles, and maintains historical data for the Division.

(*i*) Records excerpts received from the Bureau of Censorship and evaluates morale trends for appropriate recommendations based thereon.

(*j*) Administers routing system and maintains daily case journal on all cases handled by the Division; conducts follow-up action on all important cases.

(3) 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 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.

(4) The *Budget and Fiscal Branch* consists of the Budget and Estimates Section and the Fiscal and Accounting Section.

(*a*) The *Budget and Estimates 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 and Accounting 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; supervises the negotiation, renegotiation, and modification of contracts for purchase of Special Service supplies and equipment, and for 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.

(5) The *Training Branch* consists of the Training Doctrine Section, the School Section, the Unit Training Section, and the Field Training Section.

(*a*) The *Training Doctrine Section* prepares or compiles, edits, and supervises the publication of technical manuals, field manuals, circulars and other training publications for Special Service activities; and prepares, edits,

revises, and recommends publication of Army Regulations, War Department Circulars, and other War Department publications relative to the activities of the Special Service Division.

(*b*) The *School Section* supervises the doctrine, curriculum, training programs, and conduct of training for the School for Special Service; recommends to The Adjutant General the selection, assignment, promotion, and reassignment of staff and faculty personnel of the School for Special Service; supervises the procurement, assignment, and reassignment of Special Service Officers Replacement Pool personnel.

(*c*) The *Unit Training Section* makes recommendations relative to the organization and equipment of Special Service Units; constitution, activation, and assignment of Special Service Units; recommends to The Adjutant General the selection, assignment, promotion, and relief of officers in Special Service Units; and prepares training programs and literature for Special Service Units.

(*d*) The *Field Training Section* prepares material and supervises its dissemination to commanders, staff officers, schools, and training installations in the field to inform them of the mission, activities, facilities, and services of the Special Service Division; and studies plans for the over-all expansion of Special Service activities in the armistice and demobilization periods.

(6) The *Distribution Branch* consists of the Distribution Section and the Procurement Section.

(*a*) The *Distribution Section* develops distribution plans for, and coordinates the assembly, warehousing, safe shipping, and distribution of Special Service material, supplies, and equipment for the Army; expedites distribution of such equipment through officer personnel assigned to all theaters of operations and ports of embarkation; makes recommendations to the Director, Distribution Division, Services of Supply, relative to distribution and issue of recreational equipment; supervises the shipment and distribution of information material; arranges shipments with representatives of the Transportation Corps and port commanders at ports of embarkation, and with Air Transport officers at air transport bases; and maintains records of issue and distribution of Special Service materials, supplies, and equipment.

(*b*) The *Procurement Section* establishes specification and standardization of recreation equipment, supplies, and kits for general issue; prepares estimates of requirements for future equipment and supply, to permit bulk procurement and to establish stocks of standard items; procures special materials, supplies, and equipment at the request of individual task force commanders or as directed by the Chief of the Distribution Branch; arranges matters of standardization and procurement with the Quartermaster General, the Chief Signal Officer, and the Director of Procurement, Services of Supply; maintains records of procurement of recreation materials, supplies, and equipment; and forwards to the Budget and Fiscal Branch requests for funds and purchase orders.

(7) 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 Army Institute operating under the provisions of AR 350–3100; 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 Army Institute enrollees; analyzes enrollments; and provides educational guidance.

(*b*) The *Group Instruction Section* prepares plans for the organization of classes and groups; arranges for the provision of educational facilities by educational institutions; selects and supplies educational motion pictures; provides foreign language recordings and glossaries; furnishes information concerning scholarships available to veterans and to children of military personnel; receives and answers all correspondence relative to inter-racial relationships; maintains files of newspaper clippings concerning inter-racial relationships in tension areas; assists in development of educational programs through education officers assigned to Service Commands and overseas forces on request of Commanders.

(*c*) The *Library Section* makes recommendations concerning the physical needs of the Army Library Service; 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.

(8) 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 pertaining to the 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 inclusion in the curriculum of the School for Special Service and for the training of Special Service Units.

(*b*) The *Entertainment Section* recommends personnnel 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, both musical and theatrical, designed to assist in 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, other recreational buildings, and recreational camps and areas; recommends policies concerning recreational building construction; makes recommendations relative to requests for recreational construction, and to the certification of U. S. O. facilities adjacent to military areas; approves procedures on requisitions for furniture and contracts for equipment; formulates policies for the use of recreational facilities and for the activities of field personnel (hostesses and librarians) operating them; maintains liaison with the Federal Security Agency or interested War Department agencies concerning recreational construction.

(9) 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, including information desired by the Army Ground Forces, the Army Air Forces, and Staff Divisions and Services of the War Department.

(*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.

(10) The *Information Branch* consists of the Orientation and Publications Section, the Film Production Section, the Radio Section, and the Army Newspaper Service Section.

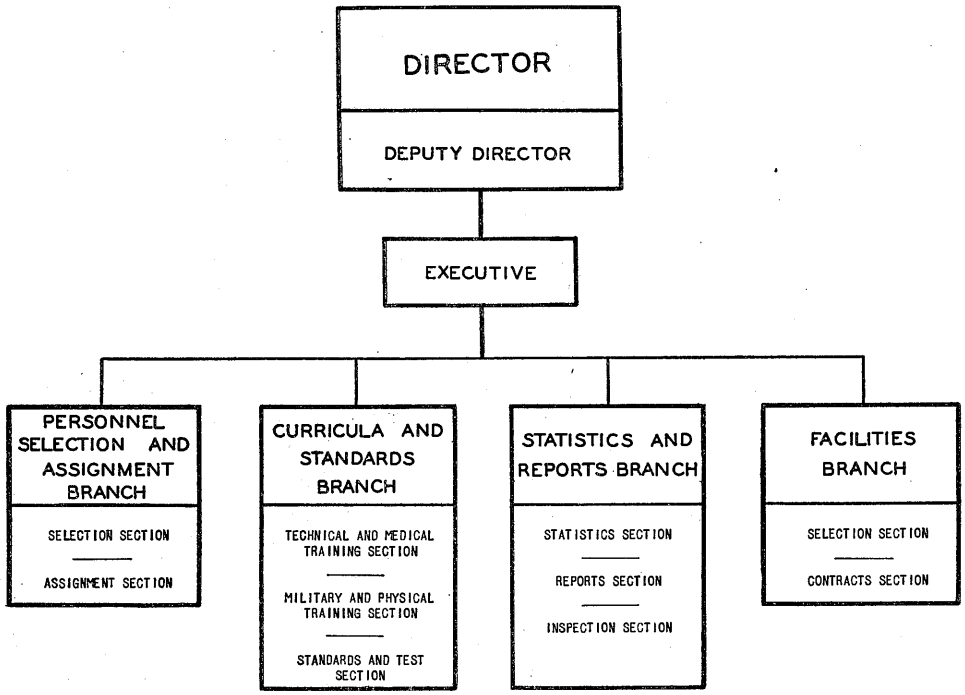
(a) The *Orientation and Publications Section* formulates policies and procedures for giving military personnel information concerning the background, causes, and current phases of the war through the media of motion pictures radio, pamphlets, and newsmaps; prepares these materials for distribution to Army installations in the United States and overseas; 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 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 radio programs directed to troops, reaching them by means of short-wave broadcasts, long-wave broadcasts in outlying areas, Radio Phonograph Box B, 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, recordings; recommends the allocation of radio equipment and transcriptions for distribution in the United States and overseas; maintains continual technical studies and surveys of reception.

(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.

ARMY SPECIALIZED TRAINING DIVISION



SECTION .06—ARMY SPECIALIZED TRAINING DIVISION 302.06

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) Develops 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) Exercises supervision over the special training program of Army Aviation Cadets in civilian institutions outside the Army Specialized Training Program.

(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. Enters into 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.

(1) The Army Specialized Training Division consists of the Curricula and Standards Branch, the Personnel Selection and Assignment Branch, the Facilities Branch, and the Statistics and Reports Branch.

(2) The *Curricula and Standards Branch*—

(*a*) Consults with Army elements and leading educators to ascertain the types and amount of training required, and prepares curricula designed to effectuate the necessary training.

(*b*) 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.

(*c*) Develops tests and criteria for admission of trainees to all courses of training prescribed under the Army Specialized Training Program.

(*d*) Exercises supervision over the special training program of Army Aviation Cadets in civilian institutions outside the Army Specialized Training Program.

(*e*) Conducts inspections to assure that courses of training are carried out as prescribed.

(*f*) Recommends such changes in curricula, prerequisites, and achievement standards and procedures as appear desirable in the light of experience under the Program.

(3) The *Personnel Selection and Assignment Branch*—

(*a*) Establishes quotas of enlisted men to be trained in individual institutions.

(*b*) Supervises the development of tests to determine the qualifications of enlisted men for the Army Specialized Training Program.

(*c*) Coordinates the activities of personnel charged with the responsibility of selecting enlisted men for the Army Specialized Training Program in the Selection Boards of the Army Ground Forces, Army Air Forces, and Service Commands.

(*d*) Establishes qualification standards of enlisted men for selection for the Army Specialized Training Program.

(*e*) Effects transfers of enlisted men from one Service Command to be assigned to institution 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.

(*f*) Prescribes procedures governing the transfer by Service Commands of enlisted men selected for the Army Specialized Training Program from Field Commands to educational institutions designated.

(*g*) Inspects the effectiveness of the selection and assignment of personnel in the field.

(4) The *Facilities Branch*—

(*a*) Consults with the Joint Army-Navy-War Manpower Selection Committee as to assignment of institutions for the Army Specialized Training Program.

(*b*) Prepares standardized contract forms to be used in engaging instructional and physical facilities in civilian educational institutions, and contracts with such institutions on behalf of the War Department.

(*c*) 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.

(*d*) Maintains list of all contracts in force or under negotiation for instruction of Army or Army Air Force personnel in civilian institutions outside the Army Specialized Training Program.

(*e*) Advises as to the location of units of the Army Specialized Training Program.

(*f*) Maintains liaison with the administrative officers of civilian educational institutions in matters pertaining to physical and instructional facilities.

(*g*) Prepares standards for determining the adequacy of facilities in civilian educational institutions.

(*h*) Inspects facilities in civilian educational institutions under contract with the War Department to determine their adequacy and proper use.

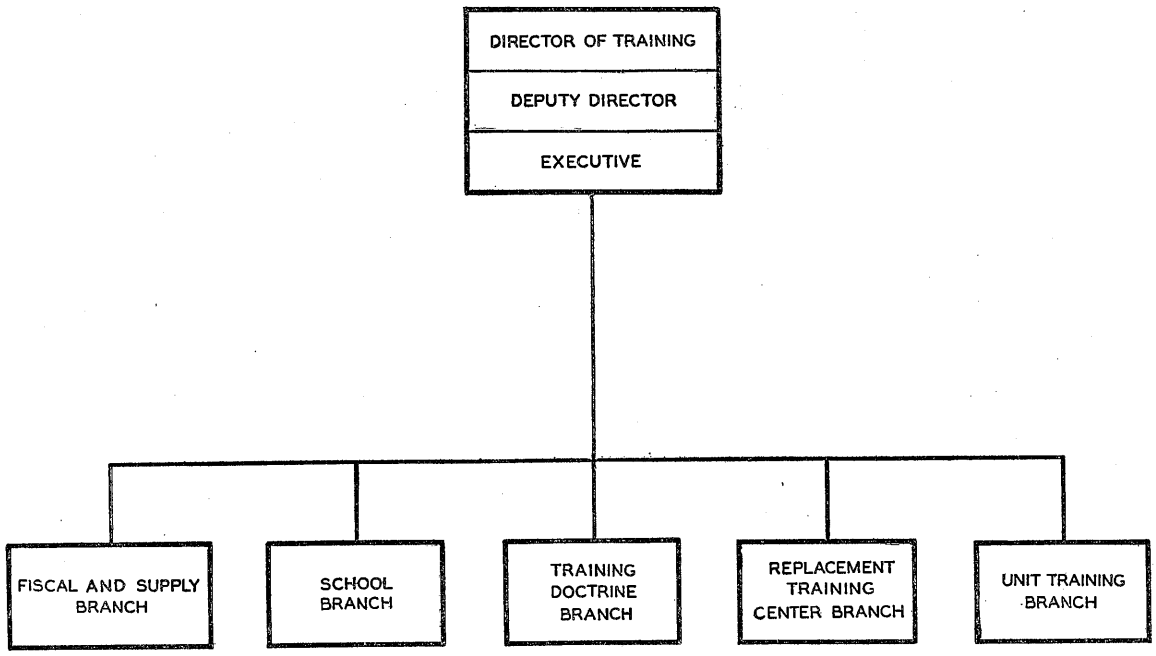
(5) The *Statistics and Reports Branch*—

(*a*) Prepares reports and statistical studies of operations of the Army Specialized Training Program.

(*b*) Develops criteria and data indicating the effectiveness of the training received by trainees under the Army Specialized Training Program as demonstrated by their subsequent military duties.

(*c*) Conducts inspections to insure that courses of training are carried out as prescribed and that other terms of contracts with the institutions are being met

TRAINING DIVISION



SECTION .07—TRAINING DIVISION 302.07

a. Mission.—To prepare plans and policies for, and to supervise the training of, all elements of the Services of Supply, 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 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, replacement depots, special service schools, officer candidate schools, Service Commands, and other organized units under the jurisdiction of the Services of Supply.

(*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 Auxiliary Corps 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, reviews, and approves the training doctrines in all War Department tactical and technical publications which apply to the Services of Supply; coordinates the training doctrine for the Army as a whole with the Army Ground Forces and the Army Air Forces; directs the publication and distribution of approved doctrines in appropriate training publications and in other devices.

(5) Estimates, suballocates, and controls the expenditure of funds and ammunition allocated to the Services of Supply for training activities.

c. Organization.—The Training Division consists of the Fiscal and Supply Branch, the School Branch, the Training Doctrine Branch, the Replacement Training Center Branch, and the Unit Training Branch.

(1) The *Fiscal and Supply Branch*—

(*a*) Prepares estimates, consolidates estimates from major subordinate agencies, suballocates and controls the expenditure of funds and ammunition allocated to the Services of Supply for training.

(*b*) Estimates and allots training ammunition allocated to Operations Division, War Department General Staff, to Theatres, Bases, and Defense Commands.

(*c*) Allots "Field Exercise" funds to Defense Commands within the continental United States.

(2) 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, the Reserve Officers' Training Corps, and the Women's Army Auxiliary Corps Training Center.

(*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 establishments of this character.

(3) The *Training Doctrine Branch*—

(*a*) Directs the preparation of, reviews, and approves for publication War Department training manuals, visual training projects, and training circulars which apply to the Services of Supply, and training literature for the civilian components of the Army.

(*b*) Directs the publication and distribution of approved War Department Field Manuals and Technical Manuals prepared by the Army Ground Forces and Army Air Forces when these manuals have been concurred in by all interested agencies.

(4) The *Replacement Training Center Branch*—

(*a*) Formulates policies, plans, and procedures for the training of individuals in reception centers, replacement training centers, and replacement depots.

(*b*) Directs, reviews, and approves for publication Mobilization Training Programs for these centers.

(*c*) Conducts training inspections and passes upon training facilities and sites for new establishments of this character.

(5) 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 Tables of Organization for service units.

(*c*) Supervises the training of station complements and units assigned to the Services of Supply, including units of the National Guard not in Federal service, the Organized Reserves, and State Guards.

(*d*) Maintains records on status of training of service units under Services of Supply control.

(*e*) Conducts training inspections and passes upon training facilities and sites for new establishments of this character.

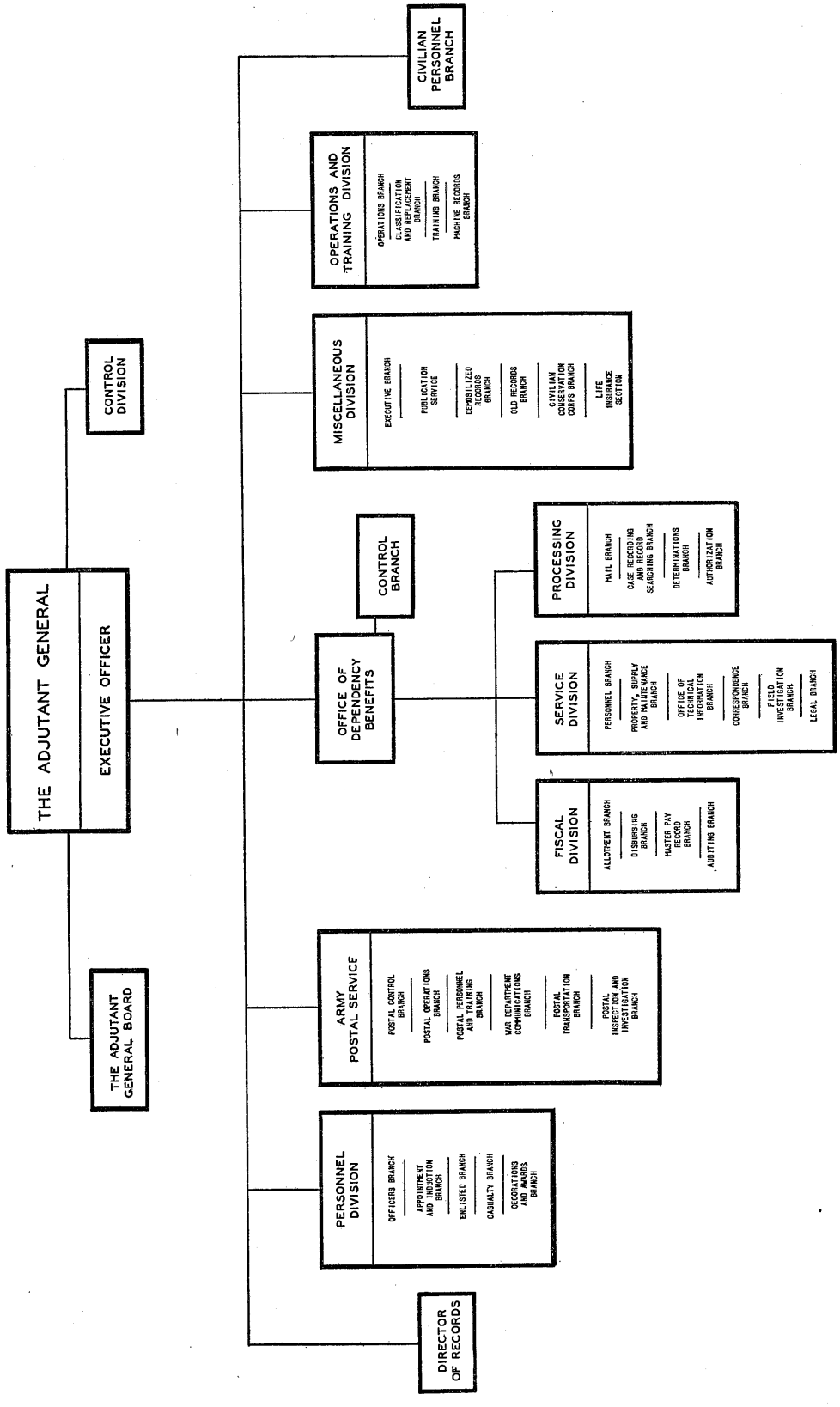
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SECTION .08—FISCAL DIVISION

302.08

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ADJUTANT GENERAL'S OFFICE



SECTION .09—ADJUTANT GENERAL'S OFFICE 302.09

a. Mission.—To carry out for the War Department and the Army administrative functions concerning personnel, records, correspondence, publications, decorations and awards; to operate the Army Postal Service; and to act as official representative on various boards which are prescribed by law or delegated by higher authority.

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*) Develops personnel qualifications, aptitude tests, and interview techniques.

(*c*) Prepares regulations on personnel classification procedure.

(*d*) Recommends disposition of all the permanent military or other records of which The Adjutant General is the legal custodian.

(*e*) Acts as Adjutant General for the Services of Supply.

(*f*) Is responsible for office management, and the preparation of administrative policies, methods, and procedures.

(*g*) Submits to the Procurement and Accounting Division, Office, Secretary of War, estimates for office supplies and operating equipment.

(*h*) Establishes policies and prepares plans and procedures for the operation of the Army Postal Service.

(*i*) Supervises the operation of Adjutant General depots for the supply of publications.

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

(*a*) Is the operating agency for 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*) Acts as 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 charged with the custody and 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 with the coordination of 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, Services of Supply.

(*f*) Processes personnel actions and maintains personnel records and controls civilian personnel at Headquarters, Services of Supply.

(*g*) Administers and disburses allowances and allotments of military personnel for family dependency.

(*h*) 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.

(*i*) Processes recommendations for citations, decorations, and awards; presents them to the War Department Decorations Board, and conducts correspondence relating thereto.

(*j*) Maintains liaison with the Secretary of War's Personnel Board; Director, Women's Army Auxiliary Corps; War Department Decorations Board; and the Army Emergency Relief.

(*k*) Maintains machine records.

(*l*) Supervises and coordinates office service activities.

(*m*) Administers all claims, medical reports, and complaints regarding Civilian Conservation Corps activities (in liquidation).

(*n*) Processes all in-coming and out-going mail and classified documents.

(*o*) Supervises Services of Supply mail rooms and message centers; operates War Department post offices, Services of Supply pneumatic tube systems and the Army Courier Service for the Military District of Washington.

(*p*) Acts in the name of the Commanding General, or the Chief of Staff, Services of Supply, on all routine administrative matters.

(*q*) Maintains current general files.

(*r*) Maintains a property accounting system for the requisitioning, receipt, storage, and issuance of supplies and equipment.

(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 operation of classification and replacement activities.

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

(1) The *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 Auxiliary 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."

(*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 and the Women's Army Auxiliary Corps.

(*c*) The *Casualty Branch* receives and edits all causalty 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 addresses; prepares instructions for commanders in all theaters of operations regarding methods of handling casualty reports and correspondence in connection therewith; and final delivery 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, 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.

(2) The *Operations and Training Division* formulates and operates procedures pertaining to operation and training. It is subdivided into four branches: Operations, Classification and Replacement, Training, and Machine Records.

(*a*) The *Operations Branch* prepares correspondence; maintains station lists; supervises intradepartmental correspondence and files; administers Army Extension Courses; arranges for War Department space assignments; distributes training directives received from higher authority for promulgation. 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 re-

turning from foreign service; and the maintenance of strength data of 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, Services of Supply; 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.

(3) The *Miscellaneous Division* formulates and operates procedures pertaining to the administration of allowances and allotments. Reproduces and distributes military publications and maintains records of demobilized units, personnel and noncurrent records; and administers the Civilian Conservation Corps. It is subdivided into four branches, one service, and one section: Executive, Demobilized Records, Old Records, and Civilian Conservation Corps Branches, Publication Service, and Life Insurance Section.

(*a*) 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; represents the Adjutant General in contacts with various Government officials, agencies, and the general public; furnishes estimates of required office supplies, furniture and equipment; supervises the handling of mail and central files (less 201 records); arranges space assignments for Headquarters, Services of Supply.

(*b*) The *Demobilized Records Branch* administers records from November 1, 1912, of disbanded organizations, and of individuals who have been discharged or separated from the service since that date; and prepares correspondence required in connection with such records.

(*c*) The *Old Records Branch* maintains and administers all military and semi-military records covering the period from the establishment of the Government to October 31, 1912, inclusive; and prepares correspondence required in connection with such records.

(*d*) The *Civilian Conservation Corps Branch* administers the records of and conducts correspondence concerning inquiries, claims, medical reports, and complaints regarding activities or individuals formerly connected with the Civilian Conservation Corps.

(*e*) The *Publication* Service coordinates, reviews, edits, indexes, revises, and prepares for printing all military publications (with certain specified

exceptions) of the War Department; also requisitions, procures, distributes, warehouses, and ships same; operates a central reproduction plant for all elements of the Services of Supply located in the District of Columbia and vicinity; provides reproduction service to other agencies of the War Department upon request; produces duplicating work of all types; conducts training courses in photographic duplicating, and bindery operations; receives and stores supplies, machines, and paper, and cuts and distributes paper stock; purchases all equipment, materials, and supplies necessary for the operation of the plant; maintains mechanically and electrically all hand and mechanically operated equipment.

(*f*) The *Life Insurance Section* initiates and prepares directives and instructions to the Army in the form of Army Regulations, Circulars, and War Department letters; supervises all other operations and procedures in connection with War Department responsibility involving National Service Life Insurance, United States Government Life Insurance, and Article IV of the Soldiers and Sailors Civil Relief Act; initiates and releases information concerning insurance; drafts correspondence with Members of Congress, the Veterans' Administration, representatives of commercial insurance organizations and the general public; performs necessary research in preparation of proposals emanating from the section; and prepares forms for use by the Army.

(4) 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; and coordinates the control activities of the Adjutant General's Office and Department. It is subdivided into four branches: Methods Management, Inspection and Investigation, Planning and Statistical, and Policy and Historical.

(*a*) The *Methods Management Branch* conducts continuous inspection and investigation of methods, procedures, systems, forms, and reports within the Adjutant General's Office; studies and determines the needs 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* prepares plans for The Adjutant General; coordinates with other War Department agencies; makes studies and recommends revisions of Tables of Organization and Tables of Basic Allowances affecting the Adjutant General's sections; studies and reviews the drafting or revision of pertinent training manuals,

Army Regulations, and other War Department publications affecting the Adjutant General's procedure; formulates plans for consideration of The Adjutant General in providing for present and future demands on the Adjutant General's Department; provides estimates of cost, personnel, space, and equipment required by such demands, and makes specific recommendations thereon; and compiles and analyzes statistical reports and studies for the Office of the Adjutant General and assists branches in developing statistical and reporting procedures.

(*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 Services of Supply.

(5) 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 service to Army organizations in the zone of the interior; organizes and operates postal service for civilians in occupied enemy territory; and 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; Postal Inspection and Investigation Branch; and the Postal Control Branch.

(*a*) The *Postal Personnel and Training Branch* requisitions, assigns and reassigns the commissioned and enlisted personnel of the Army Postal Service; is responsible for the constitution, activation and training of Army Postal units, postal regulating sections and base post offices; and has administrative supervision over the selection of Army mail clerks and assistant Army mail clerks.

(*b*) The *Postal Operations Branch* establishes Army post offices and furnishes to the civil postal establishment and to Ports of Embarkation, information needed in the distribution, labeling and dispatching of Army mail; supervises the financial and mail handling operations of all Army postal installations, both in the zone of the interior and in theaters of operation; procures and distributes operating and accountable supplies and equipment; determines the need for and the type and adequacy of construction to house Army postal installations; supervises and coordinates the V-Mail and EFM services; prepares detailed postal plans for Task Forces; and organizes and operates the postal service for civilians in enemy occupied territory.

(*c*) The *War Department Communications Branch* establishes, maintains, and generally supervises mail and communication handling procedures (except those pertaining to classified communications) of War Department post offices, Services of Supply message centers and mail rooms and pneumatic tube stations located in Washington, D. C., and vicinity.

(*d*) The *Postal Transportation Branch* supervises and coordinates Army mail transportation by air and surface vessels to and from troops located overseas; transports by courier service, classified official mail to foreign countries and other points outside the United States; transmits in a similar manner classified communications between the War Department and other government agencies in and near Washington, D. C.; and plans and coordinates postal activities of Army post offices at Ports of Embarkation and staging areas.

(*e*) The *Postal Inspection and Investigation Branch* inspects and investigates all Army postal installations, both at home and abroad, and investigates complaints of the loss, rifling, delay, or other mistreatment of mail matter while in Army custody.

(*f*) The *Postal Control Branch* formulates basic plans for the operation of the Army Postal Service; makes recommendations for desirable changes in policy; assembles historical, statistical and fiscal data; and supervises public relations activities of the Army Postal Service; and continuously studies and analyzes the efficiency of Army Postal Service methods and operating procedures.

(6) The *Office of Dependency Benefits* administers and disburses family allowances and allotments to dependents 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 separate branch: Service, Processing and Fiscal Divisions, and the Control Branch.

(7) The *Civilian Personnel Branch* directs the activity of the branch within the policy and procedural limits established by orders and regulations of the Secretary of War, Civil Service Commission, General Accounting Office, and Civilian Personnel Division, Headquarters, Services of Supply; establishes standards and procedures for the processing of all personnel actions pertaining to civilian employees of Staff Divisions, Headquarters, Services of Supply, and directs the application of same; develops and operates specific induction, orientation and training programs, and operates employee relations programs for employees of Headquarters, Services of Supply; maintains records pertaining to employees' leave, retirement, and pay; compiles data and reports all personnel actions, statistics, etc.; maintains liaison with Staff Divisions, Services of Supply, Secretary of War, Civil Service Commission, etc.; prepares budget estimates and justification of personnel requirements for all civilian personnel, Headquarters, Services of Supply; establishes and maintains personnel control records for purpose of budget and personnel control; and prepares audits and certifies administrative payrolls and adjustment vouchers (Personal Services) for Headquarters, Services of Supply.

(8) The *Director of Records* operates and coordinates all activities of microfilming and disposition of records, Services of Supply; operates the central microfilming plant and such auxiliary plants as may be necessary; and technically supervises all Services of Supply noncurrent records.

302.10 Section .10—OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS

The office of the Assistant Chief of Staff for Operations performs the following staff functions for the Commanding General, Services of Supply:

1. Supervises and coordinates the activities of the Plans Division, Distribution Division, and the Strategic Logistics Division.

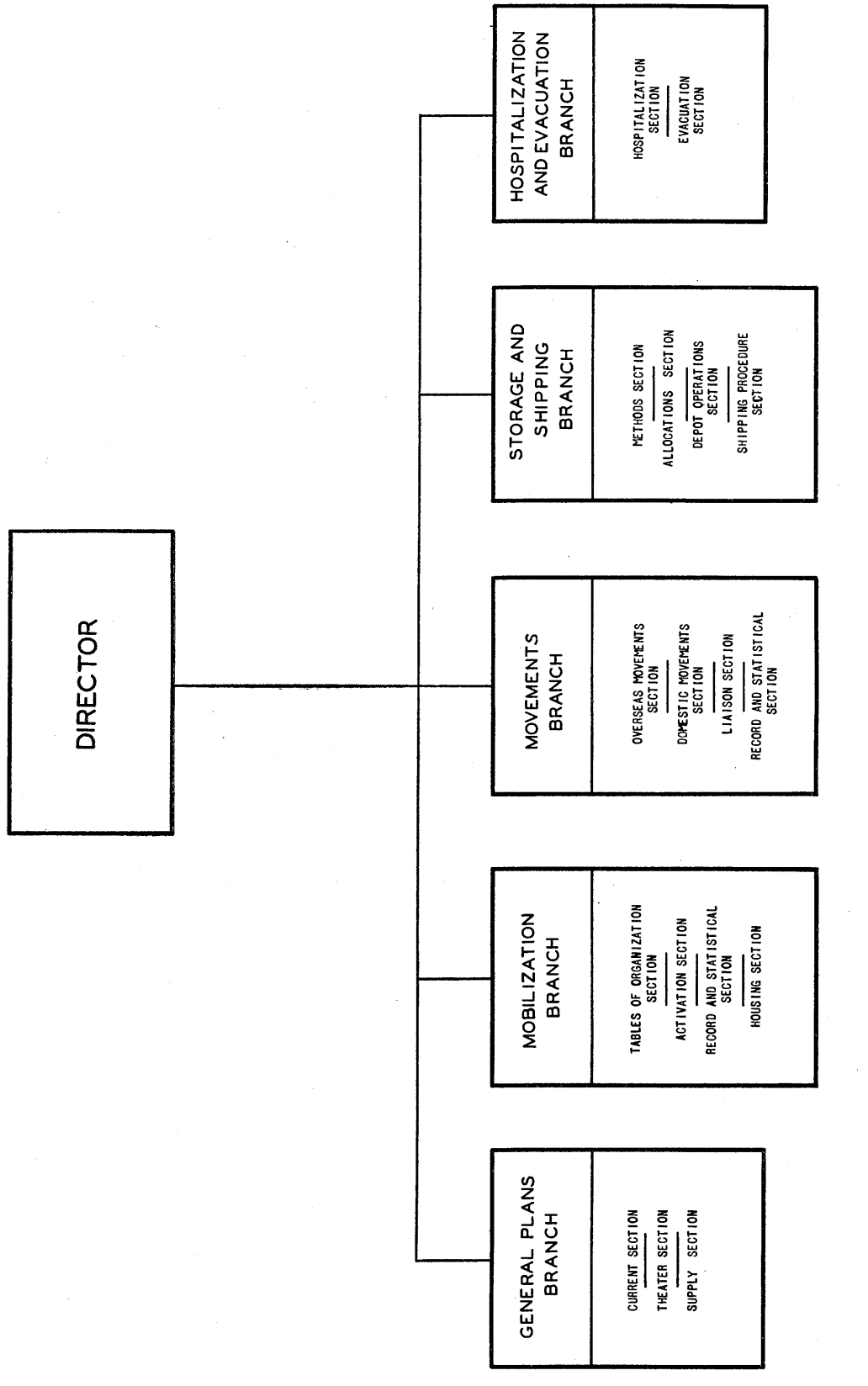
2. Prepares plans and instructions on projected and current operations where coordinated action is required between two or more of the various Administrative Services, Supply Services, and Service Commands, including troop movements, movement of supply and equipment, and supply matters in connection with specific, tactical, or strategic operations or other War Department activities.

3. Maintains close liaison with divisions of the War Department General Staff and those of the Army Ground Forces and Army Air Forces.

4. Supervises generally and with respect to their technical aspects all storage and warehousing activities throughout the Services of Supply, including those at quartermaster and other Supply Service depots, holding and reconsignment stations, and ports of embarkation.

5. Supervises logistical studies of the various possible theaters of operations.

PLANS DIVISION



SECTION .11—PLANS DIVISION 302.11

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

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

(1) Formulates the plan for the General Supply system of the Army, to include policies governing distribution of supplies from depots to troops; an oversea supply plan with approved minimum and maximum levels of supply, and procedures for operation of the plan.

(2) Prepares, in collaboration with the War Department General Staff, the Army Ground Forces, the Army Air Forces, and other divisions and services of the Services of Supply, policies and specific plans for supply and equipment of troop units in the zone of the interior, theaters of operations, and task forces.

(3) 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 supply in connection with movements of troops and follow-up to insure efficient and adequate action.

(4) Determines the numbers and types of service units required to support the over-all troop basis of the Army; determines and maintains records of the availability of service units, and prepares necessary plans to meet requirements for service units.

(5) Furnishes advance information to the Distribution Division and to the Supply Services regarding projected troop movements overseas, and any current changes in such plans.

(6) Coordinates matters relative to housing and supply of newly activated units between the Distribution Division, Service Commands, and the Army Ground Forces and Army Air Forces, and follows-up to insure efficient and adequate action.

(7) Reviews Tables of Organization for units not under the control of the Services of Supply so far as they affect the problems of supply and equipment.

(8) Coordinates and correlates the preparation of and approves Tables of Organization for units under control of the Services of Supply.

(9) Collaborates with the Army Ground Forces on Tables of Organization for all units under control of the Services of Supply.

(10) 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.

(11) Orders the activation of units under the control of the Services of Supply.

(12) Coordinates with the War Department General Staff and the Army Ground Forces the activation of service units for assignment to task forces and missions.

(13) Prepares and issues directives governing procedures and regulations governing code markings of equipment and supplies.

(14) Reviews and coordinates with the War Department General Staff, the Army Ground Forces, and the Army Air Forces, plans for the evacuation of the injured, sick, and other casualties from overseas and from within theaters of operation, defense commands, and Service Commands.

(15) Makes plans for and coordinates with the Chiefs of the Supply Services, matters affecting efficiency or economies in storage and operation of storage facilities, including necessary inspections to insure that announced policies are carried out.

(16) Maintains contact with procurement, production, and other agencies and Supply Services to determine, insofar as possible, the actual and potential flow and volume of commodities with a view to the maintenance of balanced utilization of storage facilities.

(17) Surveys and analyzes all movement and distribution of supplies, except Army Air Forces technical supplies, to assure efficient and coordinated procedure.

(18) Establishes policies for and coordinates all warehousing and storage functions for the War Department (except those at holding and reconsignment points and ports of embarkation); approves requirements for all such warehouse space for the Supply Services and allocates such space to the Supply Services except at Quartermaster jointly-occupied depots, but settles disputes regarding space allotments in such depots.

c. *Organization.*—(1) The *Plans Division* consists of an Executive Office, the General Plans Branch, the Movements Branch, the Mobilization Branch, the Hospitalization and Evacuation Branch, and the Storage and Shipping Branch.

(2) The *Executive Office* supervises and coordinates the activities of the branches of the division and handles all military and civilian personnel, mail, records, and other such matters for the division.

(3) The *General Plans Branch* consists of the Current Section, the Theater Section, and the Supply Section.

(*a*) The *Current Section* maintains files and cross indexes of publications of the Combined Chiefs of Staff and the Joint Chiefs of Staff; follows up on all radios assigned to the branch; acts on miscellaneous subjects assigned to the branch; makes correspondence and radio reports and prepares branch diary; prepares over-all service unit requirements; and is custodian of all registered documents.

(*b*) The *Theater Section* maintains liaison with all theater groups of the Operations Division, War Department General Staff; maintains liaison with the services in regard to operations within the various theaters; furnishes Operations Division, War Department General Staff, at its request, with information and recommendations for each theater or task force covering supply plans, special equipment, tonnages involved, service units, and transportation capabilities; maintains liaison with the Requirements and Resources Section, Operations Division, War Department General Staff; executes or directs action in the Services of Supply on all Services of Supply matters regarding the direction of task force operations on the basis of information received from Operations Division, War Department General Staff; reviews theater plans; coordinates supply and logistical planning with the Operations Division, War Department General Staff, Commanding General, Army Ground Forces, and Commanding General, Army Air Forces.

(*c*) The *Supply Section* is responsible for supply (including automotive) plans, policies, and procedure, including: plans for oversea supply; policies covering distribution of supplies and equipment to units in the zone of the interior; procedures in supply matters not covered in policies or standing instructions; coordination with Chiefs of Services, Distribution Division, Requirements Division, and Transportation Corps.

(4) The *Movements Branch* consists of the Overseas Movements Section, the Domestic Movements Section, the Liaison Section, and the Record and Statistical Section.

(*a*) The *Overseas Movements Section* prepares supply paragraphs for overseas movements of Army Ground Forces and Army Air Forces units; prepares orders for overseas movements of Services of Supply units; maintains liaison with the Transporation Corps and the Operations Division, War Department General Staff, regarding units scheduled for movement; follows up on each movement order to insure proper action; maintains contact with the Mobilization Branch and the General Plans Branch with respect to activation of units for overseas movement, and with Distribution Division with respect to supplies to accompany overseas movements.

(*b*) The *Domestic Movements Section* prepares orders for movements of Services of Supply units; keeps close touch with all rail movements so that priorities may be obtained as necessary and all agencies coordinated; maintains contact with the Overseas Movements Section for domestic rail movements prior to oversea movement with the Mobilization Branch, with respect to transfers with the Traffic Control Division, Transportation Corps, with respect to rail equipment, and with the Army Ground Forces and Army Air Forces, with respect to rail movements; and maintains contact with The Adjutant General with respect to movements of selectees and fillers.

(*c*) The *Liaison Section* informs all interested agencies of the Services of Supply as to projected troop movements and matters related thereto; maintains contact with units ordered overseas; maintains contact with agencies shipping supplies overseas; coordinates marking of supplies for oversea shipments; keeps oversea commanders informed as to movements to his command; and maintains contact with General Plans Branch with respect to plans for supply of new oversea bases.

(*d*) The *Record and Statistical Section* maintains detailed progress data, by unit and by shipment, of units which have been designated for or are engaged in movement overseas; assigns shipment numbers for overseas troop movements and maintains records thereof; prepares periodic reports relating solely to such movements and maintains reference data to assure adherence to established policies for supply requirements of overseas units.

(5) The *Mobilization Branch* consists of the Tables of Organization Section, the Activation Section, the Record and Statistical Section, and the Housing Section.

(*a*) The *Tables of Organization Section* processes Tables of Organization for the Services of Supply, Army Ground Forces, and Army Air Forces; and arranges with The Adjutant General for the publication of approved Tables of Organization.

(*b*) The *Activation Section* prepares activation orders for the activation of units set up by troops bases, and for missions and task forces in coordination with the Operations Division, War Department General Staff, the Assistant Chiefs of Staff, G–3 and G–4, and the Commanding General,

Army Ground Forces, and with the General Plans Branch on special activations; prepares special Tables of Organization for task force units or detachments and reports on all activations; prepares instructions and advises on priority of controlled items of equipment; selects and designates specific service units for task forces; furnishes Distribution Division, Services of Supply, list of units to be activated; recommends redesignations of Services of Supply units; and handles other miscellaneous matters dealing with troop units.

(*c*) The *Record and Statistical Section* maintains current reference material indicating as to each Table of Organization or tactical unit under control of the Services of Supply, the type, location, and identity of the controlling Services of Supply agency; in coordination with G–3 Section, Operations Division, Army Ground Forces; assigns designation of new units and parent units; keeps records of parent units and prepares reports on activation.

(*d*) The *Housing Section* obtains from Chief of Engineers, Requirements Division, Services of Supply G–3 Section Operations Division, Army Ground Forces, and commanding generals of Service Commands data from which to maintain complete and current status records on housing; obtains from G–3 and G–4, War Department General Staff, and from the Requirements Division, Services of Supply, necessary data and maintains status records of future requirements for housing and scheduled construction capacity; clears with all concerned and indicates availability of housing on all domestic activations and movements; and prepares reports on housing.

(6) The *Hospitalization and Evacuation Branch* consists of the Hospitalization Section and the Evacuation Section.

(*a*) The *Hospitalization Section* reviews plans for and coordinates activities related to military hospitalization overseas and within continental United States; and insures provision of adequate means for military hospitalization.

(*b*) The *Evacuation Section* reviews plans for and coordinates activities related to evacuation of sick, injured, and other casualties from overseas and within the continental United States delivered to the control of the Commanding General, Services of Supply; insures provision of all means required for evacuation of sick and wounded; and coordinates with Commanding General, Army Air Forces, on the development and operation of air evacuation.

(7) The *Storage and Shipping Branch* consists of the Shipping Procedure Section, the Depot Operations Section, the Allocations Section, and the Methods Section.

(*a*) The *Shipping Procedure Section* maintains liaison with procurement, production, and other agencies, and the Supply Services to:

1. Investigate, record, and analyze the fluctuations of storage load on supply establishments with a view to timely prediction of necessary diversion of flow of commodities to maintain balanced distribution and eliminate bottlenecks.

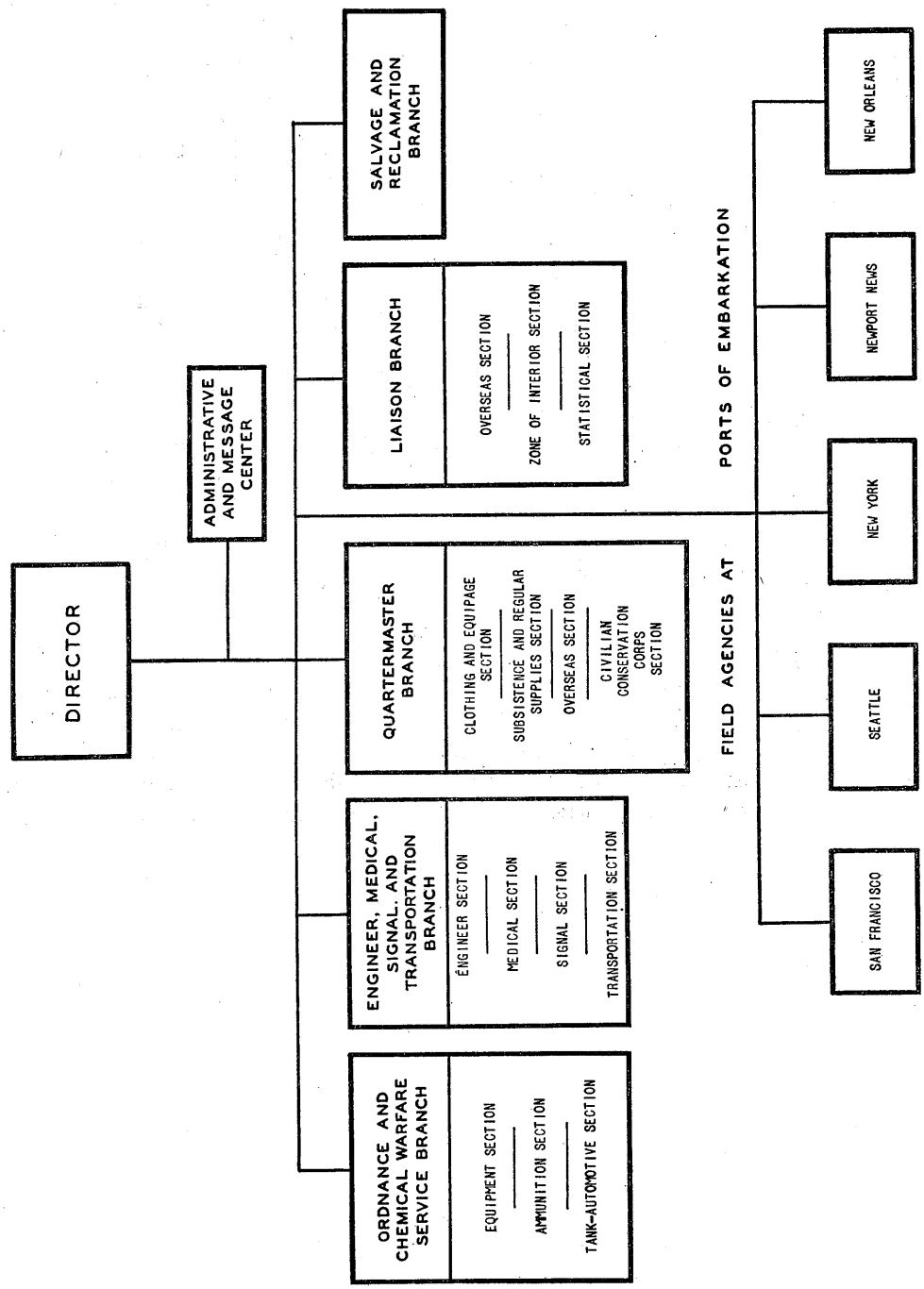
2. Survey and analyze all movement and distribution of supplies, except Army Air Forces technical supplies, to assure efficient and coordinated procedures, and, if found necessary, initiate corrective action through Chiefs of Supply Services.

(*b*) The *Depot Operations Section* establishes policies for and coordinates warehousing and storage functions for the War Department (except those at holding and reconsignment points and ports of embarkation), including the installation of modern commercial methods of materials handling, modern warehousing, space conservation, efficient use of labor, and training of warehouse personnel subject to the approval of the Training Division; obtains, assembles, and analyzes statistical data furnished by the Supply Services regarding the operation and administration of warehouses; makes plans for, and coordinates with, the Chiefs of Supply Services matters affecting efficiency or economics in storage and operation of storage facilities; makes inspections to insure that announced policies of the Storage and Shipping Branch are effected, and makes recommendations to the Chiefs of the Supply Services concerned.

(*c*) The *Allocations Section* approves the requirements for all warehouse space (exclusive of port facilities) and allocates space to the Supply Services, except at Quartermaster jointly-occupied depots and settles disputes regarding space allotments in such jointly-occupied depots. Allocates materials handling equipment for all Supply Services, approves requirements for leasing or new construction and the use of storage space, and initiates policies for the development and standardization of specifications for materials handling equipment.

(*d*) The *Methods Section* develops policies and procedures to establish uniform, modern, and efficient systems of stock inventory control in all storage facilities for the supply Services; reviews and investigates present systems in the field, both as to policy and theory and as to actual performance, and to ascertain that proper and efficient methods are being carried out; makes such other investigations as may be directed.

DISTRIBUTION DIVISION



SECTION .12—DISTRIBUTION DIVISION 302.12

a. Mission.—To coordinate and insure distribution of supplies and equipment coming within the jurisdiction of the Services of Supply, from the completion of manufacture through salvage.

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

(*a*) Maintains staff supervision over activities incident to the movement, storage, and distribution, exclusive of depot operation, of supplies and equipment to troops in Continental United States.

(*b*) Maintains staff supervision over the activities of the Chiefs of the Supply Services in the issue and movement of equipment and supplies to ports of embarkation as required by oversea garrisons.

(*c*) Formulates plans to assure maintenance of adequate quantities of all types of equipment at depots and warehouses.

(*d*) Maintains status of equipment records pertaining to oversea garrisons and keeps in touch with status of supplies and equipment of troops in the Continental United States.

(*e*) Initiates action through the Chiefs of the Supply Services to correct inefficiency and improper procedures in the distribution of supplies and equipment.

(*f*) Coordinates plans for maintenance, repair, and salvage of supplies and equipment of all types, and for the disposal of all surplus and salvage in accordance with the needs of war production.

(2) The Distribution Division, under the supervision of the Assistant Chief of Staff for 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 *Distribution Division* consists of five (5) Branches—namely: Liaison Branch; Ordnance and Chemical Warfare Service Branch; Engineer, Medical, Signal and Transportation Branch; Quartermaster Branch; and Salvage and Reclamation Branch. The Distribution Division has five (5) field agencies, located at San Francisco, New York, Newport News, New Orleans, and Seattle.

(1) The *Liaison Branch* consists of the Overseas Section, the Zone of Interior Section, and the Statistical Section.

(*a*) 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 is 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 in so far as insuring uniformity of procedures and, where necessary, coordinates the shipment of supplies and equipment to overseas bases; maintains active liaison with the ports of embarkation, overseas

bases, and Supply Services, concerning the supply of bases; 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 the agency charged with preparation of special list and distributes copies to all concerned; coordinates "bulk" shipments to overseas bases in accordance with plans prepared by the Plans Division.

(*b*) The *Zone of Interior Section* represents the Liaison Branch in supply matters affecting Zone of Interior distribution; coordinates the distribution of supplies and equipment to Service Commands and units within the continental United States; secures and maintains live information concerning the domestic supply situation, to include equipment in hands of troops and availability of supplies to Service Commands and units within the United States; maintains active liaison with the Army Ground Forces, the Army Air Forces, SOS units, Service Commands, and the Supply Services, pertaining to distribution of supplies and equipment within the United States; assures timely action to equip newly activated units, to include upon notice of activation a record of units to be activated; assures that Chiefs of Supply Services and Service Commands are advised of activation, place, date, T/O (dated), T/BA (dated), and how equipment will be furnished (automatic, requisition, or transfer), and that these units and Posts concerned are furnished promptly with copies of proper T/O and T/BA or Special Table of Equipment, and, when Special Tables of Equipment are to be used, procures list from agency charged with its preparation and then makes distribution of such lists to all concerned, with proper directive to effect distribution; assures that timely information of changes in the troop situation is furnished the Supply Services and Service Commands; has general supervision of procedures for distribution of controlled and credit articles; revises controlled and credit item lists quarterly; and supervises the obtaining and maintenance of data, based on monthly reports from Chiefs of Supply Services, to show status of distribution, in accordance with priorities, of controlled items and other articles in which there are important shortages.

(*c*) The *Statistical Section* records all data with reference to status of supplies for newly activated units, units under movement orders, and units arriving at staging areas as received from the Chiefs of Supply Services, Commanding Generals of Service Commands, and units in the field; prepares daily reports to the Statistical Section, Office of the Assistant Chief of Staff for Operations, covering status of supplies for newly activated units, units under movement orders, and units in staging areas; maintains statistical charts and reference data covering status of supplies; reviews

all monthly matériel and status reports; consolidates data from other Branches with respect to actual distribution of equipment as a base for the Requirements Division's activation and status of equipment estimates; and furnishes information to other Branches with reference to statistics maintained.

(2) The *Ordnance and Chemical Warfare Service Branch* consists of the Tank-Automotive Section, the Equipment Section, and the Ammunition Section.

(*a*) The *Tank-Automotive Section* maintains staff control over the distribution of combat and wheeled vehicles, parts, tools and maintenance equipment; regulates, through the issuance of proper directives, the issue of administrative motor vehicles, area standardization of vehicles, and the issue of the vehicles other than those covered by Tables of Basic Allowances and Tables of Allowances; insures compliance with distribution policies governing such equipment; takes follow-up action on shortages of task forces; reviews the motor section of movement orders; directs releases of combat and wheeled vehicles to Navy and Marines in accordance with approved directives, and directs distribution of vehicles repossessed from War Aid; regulates the establishment of pools of vehicles under control of the Chief of Ordnance and Service Commands; inspects automotive distribution facilities in War Department pools and in Service Commands; keeps informed as to the status of distribution; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces, and Army Air Forces; inspects maintenance installations and activities; reviews publications on automotive matters including Tables of Basic Allowances and Tables of Allowances concerning the adequacies of maintenance personnel and with respect to the composition of maintenance organizations; takes follow-up action on reports of deficiencies with respect to automotive maintenance.

(*b*) The *Equipment Section* insures completeness of supply of all units scheduled for overseas movement with respect to Ordnance (less Tank and Automotive) and Chemical Warfare matériel, based on shortage reports received from responsible commanders, approved directives and S. O. S. inspections; when necessary, furnishes advance notice of contemplated movements overseas to the Chiefs of Ordnance and Chemical Warfare Service, in order that timely action may be taken to equip these units; takes actions on requests for Ordnance (less Tank and Automotive) and Chemical Warfare Equipment which involve the issue of articles in excess of authorized allowances, based on appropriate clearance; insures compliance with distribution policies governing such supplies and equipment; directs shipments to supply edited shortages in overseas reports; maintains information concerning the status of distribution of controlled items of equipment and other articles in which there are important shortages, based on periodic reports from the Chiefs of Ordnance and Chemical Warfare Service; requests appropriate commanders to transfer equipment required for task forces which cannot be supplied from production or

stocks on hand; recommends to production and development agencies any apparent need for changes in their programs which will expedite distribution; and processes all papers pertaining to the issue of Ordnance (less Tank and Automotive) and Chemical Warfare Equipment.

(*c*) The *Ammunition Section* issues directives to the Chief of Ordnance and the Chief of Chemical Warfare Service relative to the distribution of caliber .30 and caliber .50 ammunition to the Army Air Forces, and relative to the distribution of all types of ammunition to other components of the Army; maintains records of the status of ammunition in Defense Commands, overseas departments, theatres, bases, Service Commands and State Guards; directs issue of ammunition to U. S. Navy in accordance with the allocations or other specific directives, as established by the War Department General Staff; informs the War Department General Staff and Headquarters, Services of Supply, of the status of depot stocks of both Ordnance and Chemical Warfare ammunition; prepares data upon which the War Department General Staff bases directives for monthly allocation of training ammunition to all U. S. Army Forces and maintains records of these releases to Army Ground Forces, Army Air Forces, Overseas Troops and Services of Supply troops; prepares data upon which monthly requirements for U. S. Forces (including Navy) are based for submission to the Munitions Assignment Committee; and processes all actions pertaining to the above in the Ordnance-Chemical Warfare Service Branch.

(3) The *Engineer, Medical, Signal and Transportation Branch* consists of an Engineer, a Signal, a Medical and a Transportation Section.

(*a*) The *Engineer Section* maintains staff control over the Chief of Engineers in the distribution of Engineer equipment in accordance with priorities established by the War Department; takes corrective action on reported deficiencies in the distribution of Engineer equipment; takes action on special requests for issues in excess of authorized allowances; takes corrective action and follows up on shortages of such equipment for overseas movements; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces and Army Air Forces; keeps the Chief of Engineers informed of the status of new units to be activated, and follows up on supply; maintains records of the status of controlled items of equipment pertaining to overseas garrisons and issues necessary directives to fill shortages; keeps informed as to the availability of Engineer equipment and status of distribution.

(*b*) The *Signal Section* maintains staff control over the Chief Signal Officer in the distribution of Signal equipment in accordance with priorities established by the War Department; takes corrective action on reported deficiencies in the distribution of Signal equipment; takes action on special requests for issues in excess of authorized allowances; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces and Army Air Forces; takes corrective action and follows

up on shortages of Signal equipment for overseas movements; keeps the Chief Signal Officer informed of the status of new units to be activated and follows up on supply; maintains records of the status of controlled items of equipment pertaining to overseas garrisons and issues necessary directives to fill shortages; keeps informed as to the availability of Signal equipment and status of distribution.

(*c*) The *Medical Section* maintains staff control over The Surgeon General in the distribution of Medical equipment in accordance with priorities established by the War Department; takes corrective action on reported deficiencies in the distribution of Medical equipment; takes action on special requests for issues in excess of authorized allowances; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces and Army Air Forces; takes corrective action and follows up on shortages of Medical equipment for overseas movements; keeps the Surgeon General informed of the status of new units to be activated, and follows up on supply; maintains records of the status of controlled items of equipment pertaining to overseas garrisons and issues necessary directives to fill shortages; keeps informed as to the availability of Medical equipment and status of distribution.

(*d*) The *Transportation Section* maintains staff control over the Chief of Transportation in the distribution of transportation equipment in accordance with priorities established by the War Department; takes corrective action on reported deficiencies in the distribution of Transportation equipment; takes action on special requests for issues in excess of authorized allowances; takes corrective action and follows up on shortages of equipment for overseas movements; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces and Army Air Forces; keeps the Chief of Transportation informed of the status of new units to be activated and follows up on supply; keeps informed as to the availability of Transportation equipment and status of distribution.

(4) The *Quartermaster Branch* consists of the Clothing and Equipage Section, the Subsistence and Regular Supplies Section, the Overseas Section and the Civilian Conservation Corps Section.

(*a*) 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; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces and Army Air Forces; promulgates policies for distribution of clothing and equipage; takes action upon extraordinary requests for clothing and equipage in excess of authorized allowances; makes field inspections of depots, ports, posts, camps, and stations, in connection with the foregoing.

(*b*) The *Subsistence and Regular Supplies Section* maintains staff control over

the distribution of subsistance and Quartermaster regular supplies, in accordance with approved policies and directives; takes action on exceptional requests for subsistence and regular supplies in excess of authorized allowances; coordinates all pertinent maintenance and repair activities with Supply Services, Army Ground Forces and Army Air Forces; takes corrective action on reported deficiencies in the issue of Quartermaster regular supplies to newly activated divisions; makes field inspections of depots, ports, posts, camps, and stations, in accordance with the foregoing; and renders decisions upon requests for authority for the commutation of rations in lieu of subsistence in kind, and for increases in commutation.

(*c*) The *Overseas Section* maintains staff control over the shipment of supplies for troops destined overseas, in accordance with approved policies and directives; issues warning orders to The Quartermaster General for units newly activated or alerted for overseas shipments; transmits to The Quartermaster General all reports of shortages received from the field, together with directives for the reduction thereof; receives from The Quartermaster General reports of shortages and shipments on overseas movements; maintains follow-ups on all shortages and issues necessary directives for the reduction thereof; maintains file on level of supplies of overseas bases.

(*d*) The *Civilian Conservation Corps Section* assembles information of Civilian Conservation Corps property coming under War Department control; controls the distribution of property transferred from the Civilian Conservation Corps in accordance with established policy and procedure; obtains recommendations from the field as to the War Department needs for Civilian Conservation Corps property; presents claims on behalf of the War Department for Civilian Conservation Corps property or, as circumstances decree, waives War Department right for such property; replies to correspondence addressed to the War Department relative to disposition of Civilian Conservation Corps property.

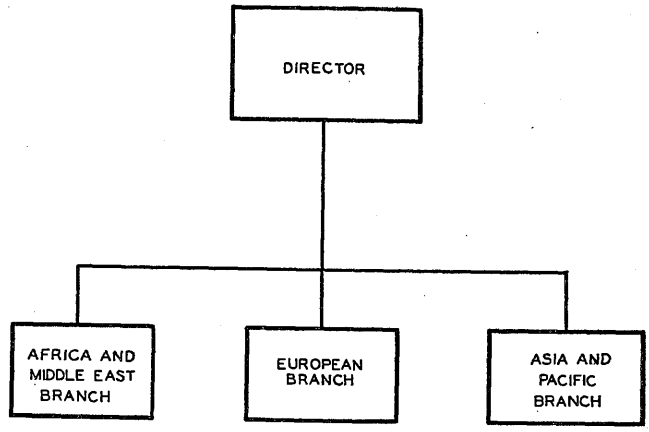
(5) The *Salvage and Reclamation Branch* formulates policies pertaining to salvage operations as concerns collection, segregation and disposition; coordinates and supervises all salvage operations involving more than one military agency; consults and coordinates with the various salvage sections of the War Production Board, Bureau of Economic Warfare, and Office of Price Administration, on Army salvage problems; conducts physical inspections of salvage operations at large scrap generating installations under Army jurisdiction, and renders technical assistance to field agencies; keeps posted on civilian scrap situation in connection with the War Industry and effort; formulates policies pertaining to the reclamation of property turned in to salvage, and the operations of Quartermaster reclamation shops and salvage depots; coordinates with Plans Division on Tables of Organization and Tables of Basic Allowances pertaining to salvage units; and coordinates with Plans Division on salvage operations pertaining to battlefields and task forces.

(6) The *Field Branches of the Distribution Division* when necessary initiate action to insure 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:

Informing the Director, Distribution Division, of the supply situation of each unit in concentration or staging areas and ports of embarkation; expediting the arrival of equipment in concentration areas, staging areas, and ports of embarkation; assisting unit, post, and port commanders in equipping units; recommending to the Director, Distribution Division, the provision by Chiefs of Supply Services of supply service liaison officers to assist in equipping units, if this assistance appears necessary; supervising the activities of supply service liaison officers, if these officers are provided; following up shipments of equipment pertaining to a troop movement, after the units have sailed, and reporting to the Director, Distribution Division, on efficiency of supply of troop movements, with pertinent recommendations for corrective action for future movements.

They also maintain liaison between the Distribution Division and the Ports of Embarkation.

STRATEGIC LOGISTICS DIVISION



SECTION .13—STRATEGIC LOGISTICS DIVISION 302.13

a. Mission.—To prepare logistical studies of and to formulate plans for the various possible theaters of operations.

b. Major functions.—The Strategic Logistics Division performs the following staff functions: Prepares logistical studies and formulates plans for possible theaters of operations, embracing location of ports and bases; main communication lines both to and within theater; special equipment and supply requirements; exploitation of local resources; construction requirements; Services of Supply troop requirements; time-space considerations.

302.14 SECTION .14—OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR MATÉRIEL

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.

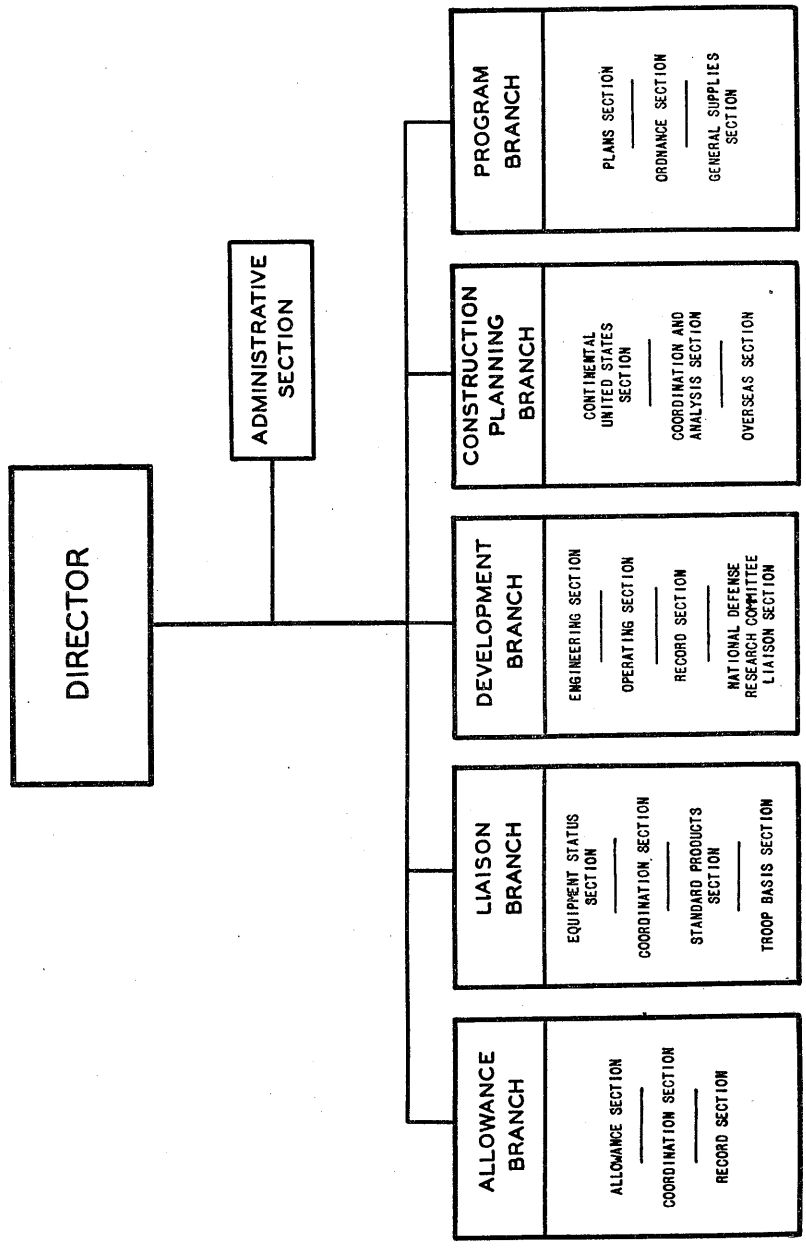
b. Functions.—The Assistant Chief of Staff for Matériel represents the Commanding General, Services of Supply, in matters relating to the determination of Army matériel requirements, their procurement and production.

c. Organization.—(1) The mission and duties of the *Director of Procurement* are identical with those assigned to the Assistant Chief of Staff for Matériel 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 Assistant Chief of Staff for Matériel.

(2) The *Director of Production Scheduling* serves as deputy to the Assistant Chief of Staff for Matériel 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* analyzes reports pertaining to the Army Supply Program, correlates staff functions, coordinates representation with other agencies with respect to Army requirements, and undertakes special studies and reports assigned by the Assistant Chief of Staff for Matériel.

302.15A


DIRECTOR
ADMINISTRATIVE SECTION
ALLOWANCE BRANCH
ALLOWANCE SECTION
COORDINATION SECTION
RECORD SECTION
LIAISON BRANCH
EQUIPMENT STATUS SECTION
COORDINATION SECTION
STANDARD PRODUCTS SECTION
TROOP BASIS SECTION
DEVELOPMENT BRANCH
ENGINEERING SECTION
OPERATING SECTION
RECORD SECTION
NATIONAL DEFENSE RESEARCH COMMITTEE LIAISON SECTION
CONSTRUCTION PLANNING BRANCH
CONTINENTAL UNITED STATES SECTION
COORDINATION AND ANALYSIS SECTION
OVERSEAS SECTION
PROGRAM BRANCH
PLANS SECTION
ORDNANCE SECTION
GENERAL SUPPLIES SECTION

SECTION .15—REQUIREMENTS DIVISION 302.15

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 Assistant Chief of Staff for Operations, Services of Supply, the Operations and G–3 Divisions, War Department General Staff and the Combined Chiefs of Staff such firm and timely data with respect to troop bases, strategic plans, training plans, rate 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 preparation and revision of the Army supply program and the periods of time to be covered by the program.

(4) Supervises the preparation and up-to-date maintenance of Tables of Basic Allowances, Tables of Allowances, and Equipment Tables in the Supply Services, and reviews, from the procurement standpoint, all allowance tables; maintains close liaison with the Plans Division, Services of Supply (for Services of Supply Tables of Organization), and with the Army Ground Forces and Army Air Forces to insure up-to-date maintenance and availablity of Tables of Basic Allowances, Tables of Allowances, Equipment Tables, and Tables of Organization pertaining to units under their control.

(5) Supervises the determination and use of maintenance and distribution factors in the Supply Services.

(6) Utilizing the bases determined above, formulates and issues directives for the prepparation and revision of the Army supply program in the Supply Services and supervises such work; maintains liaison with the Control Division with respect to tabulating methods.

(7) Secures from the Army Air Forces, the Navy, and the International Division 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 requiments 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 sections II and IV (Army Air Forces); consults International Division, Services of Supply, 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 Resourses and Production Division.

(12) Checks the Army supply program for proper balance between related items therein, and initiates corrective action where required.

(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 Resourses and Production Division, Services of Supply, 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 Resources and 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.

(14) Issues, in consultation with Purchases Division, Services of Supply, directives to Supply Services to procure equipment listed in the Army supply program.

(15) Determines and supervises the preparation and use by the Supply Services of such equipment expenditure programs as may prove necessary.

(16) Determines 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 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.

(18) Collaborates with the Resources and Production Division in the preparation of directives to the Services calling for requirements in end items; analyzes, screens, and adjusts requirements for end items as reported by the Services; forwards adjusted requirements in end items to the Resources and Production Division for processing to the War Production Board.

(19) Adjusts the Army supply program to conform to short-term production possibilities and changes in military needs.

(20) 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.

(21) Prepares and distributes preliminary forecasts of requirements to give advance notice of anticipated changes.

(22) Notifies the Assistant Chief of Staff for Operations, Services of Supply, 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.

(23) 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 Liaison Branch, the Program Branch, the Construction Planning Branch, and the Development 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 Records Section.

(*a*) The *Allowance Section* controls Tables of Basic Allowances, Tables of Allowances, and Equipment Tables of the Services of Supply, their schools and replacement training centers; controls Tables of Basic Allowances, Tables of Allowances, and Equipment Tables having general application to all arms and services; reviews and approves maintenance and distribution factors used in requirements computations (with the exception of those peculiar to the Army Air Forces); 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 Equipment Tables.

(*b*) The *Coordination Section* coordinates concurrence action of Requirements Division on proposed Tables of Organization, proposed changes in Tables of Organization and accompanying Equipment Tables submitted by the Plans Division, Office of the Assistant Chief of Staff for Operations, Services of Supply; proposed Allowance Tables and Equipment Tables and proposed changes in Allowance Tables and Equipment Tables 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, Distribution Division, to the Requirements Division for recommendation; and standardization actions of the Development Branch involving bases of issue and maintenance factors.

(*c*) The *Record Section* maintains contact with the Machine Records Control Section, Control Division, Services of Supply, with regard to machine records preparation of Allowance and Equipment Tables; maintains data on Tables of Basic Allowances, Tables of Allowances, and Equipment Tables controlled by Army Ground Forces and Army Air Forces; and maintains records of action which has been taken relative to maintenance factors which are used in requirements computations.

(2) The *Liaison Branch* consists of the Equipment Status Section, the Standard Products Section, Troop Basis Section, and Coordination Section.

(*a*) The *Equipment Status Section* maintains in a corrected status, with respect to selected items of the List of Controlled Items of Equipment, records of the status of equipment of all units of the Army, and prepares and issues a monthly report indicating the predicted date units will be completely equipped with such items, based on production schedules; submits special reports of discrepancies between actual distribution and the War Department policy for the distribution of the selected items of equipment; submits special reports to War Department General Staff on requirements of task forces and other military requirements of a similar nature.

(*b*) The *Standard Products Section* collaborates with the Resources and Production Division in the preparation of all directives to the Services calling for requirements of the Army for end items, as requested by the Resources and Production Division. Upon receipt of the stated requirements from the Services, analyzes, screens, and adjusts, as necessary, requirements for all end items, that is, those items which are used independently as

such. Upon completion of the adjustment, forwards the established requirements in proper form to the Resources and Production Division for presentation to the Army and Navy Munitions Board, War Production Board and its divisional committees.

(*c*) The *Troop Basis Section* maintains currently revised records of troop bases, foreign bases, color plans, and projects, for ready consultation by branches, and extraction of specific information as required; collates, analyzes, and evaluates changes in troop and other bases affecting requirements and presents summary reports to the Director, Requirements Division, recommending action to be taken on such changes; and maintains a current and complete set of Tables of Organization.

(*d*) The *Coordination Section* maintains liaison with the War Department General Staff, the Army Air Forces, the Army Ground Forces, other agencies of the Services of Supply, the Navy, the War Production Board, the Board of Economic Warfare, the Office of Price Administration, and other governmental agencies to assist the Director and other Branches of the Requirements Division by obtaining information, concurrences, and agreements on proposed actions which require extensive coordination and intimate personal contact; disseminates pertinent information to other Branches of the Division; performs special missions for the Division which, because of their nature, do not fall within the scope of other branch operations; and maintains a list, including a brief description of the duties of principal persons contacted in the various divisions and departments of the Army, Navy, and governmental agencies with whom liaison is established.

(3) The *Program Branch* consists of the Plans Section, the Ordnance Section, and the General Supplies Section.

(*a*) The *Plans Section* secures from the Liaison Branch, Requirements Division, and the Assistant Chief of Staff for Operations, Services of Supply, the Operations and G–3 Divisions, War Department General Staff, and the combined Chiefs of Staff, 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 operational plans as will enable the preparation and revision of sections I and III 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 sections I and III of the Army supply program in the Supply Services; maintains liaison with the Control Division, Services of Supply, with respect to tabulating methods; secures from the Navy and the International Division, Services of Supply, the requirements of the Navy and United Nations to be included in sections I and III of the Army supply program; publishes and distributes sections I and III of the Army supply program, sections II and IV as prepared by the Army Air Forces, section V as prepared by the Construction Branch, Requirements Division, Services of Supply, and section VI as prepared

by International Division, Services of Supply. Determines the timing and frequency of 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 Supply Services of such equipment expenditure programs as may prove necessary; and studies and makes recommendations for improvement in policies and procedures pertaining to the Army supply program and to operation of the Program Branch.

(*b*) 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 Resources and 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 Resources and 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, Services of Supply, 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 Division, analyzes reports of the Resources and 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 sections I and III of the Army supply

program based on relative urgency of military needs; consults International Division with respect to urgency of United Nations requirements; 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 matériel as is requested.

(*c*) 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 (3)(*b*) above.

(4) The *Construction Planning Branch* consists of the Continental United States Section, the Coordination and Analysis Section, and the Oversea 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; prepares policies and procedures affecting construction within the continental United States; 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 the 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; analyzes construction progress reports to insure that the time schedules are maintained; prepares for 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 V 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 *Oversea Section* prepares policies and procedures affecting construction outside of the continental United States; supervises oversea construction items in the Army supply program; determines military necessity for

special oversea construction projects, coordinating these with other War Department agencies including the War Department General Staff; prepares and maintains current data indicating the relationship of completed and progressing construction to projected movements.

(5) The *Development Branch* consists of the Engineering Section, the Operating Section, the Record Section, and the National Defense Research Committee Liaison Section.

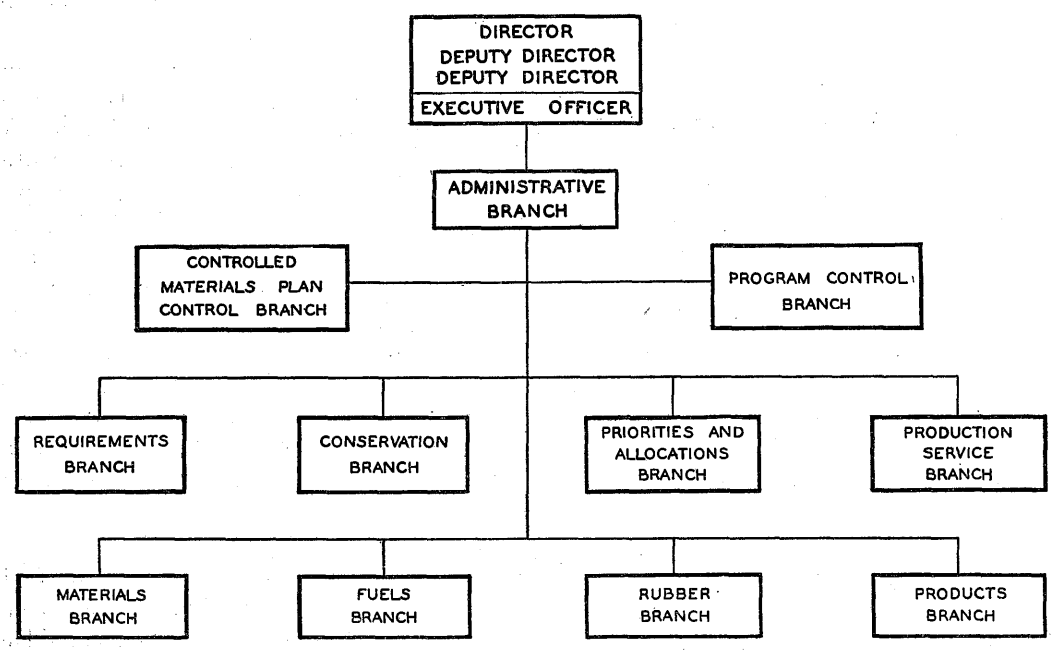
(*a*) The *Engineering Section* checks design and follows technical progress in order to expedite development; gives special attention to production possibilities, investigates technical and production aspects of proposed modifications, and assists in maintaining proper liaison with all the Supply Services, the principal manufacturers, research laboratories, and the National Defense Research Committee.

(*b*) The *Operating Section* issues directives to the Supply Services for the development, modification, and classification of equipment and matériel; 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; and administers the assignments and activities of all technical observers accompanying United States Army forces within the continental United States.

(*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 matériel.

(*d*) The *National Defense Research Committee Liaison Section* maintains close contact with the Operating and Administrative Sections of the National Defense Research Committee, and assists in coordination between such sections; keeps the Army informed of the work of the National Defense Research Committee and maintains liaison with the Coordinator of Research and Development, Navy Department.

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


DIRECTOR
DEPUTY DIRECTOR
DEPUTY DIRECTOR
EXECUTIVE OFFICER
ADMINISTRATIVE BRANCH
CONTROLLED MATERIALS PLAN CONTROL BRANCH
PROGRAM CONTROL BRANCH
REQUIREMENTS BRANCH
CONSERVATION BRANCH
PRIORITIES AND ALLOCATIONS BRANCH
PRODUCTION SERVICE BRANCH
MATERIALS BRANCH
FUELS BRANCH
RUBBER BRANCH
PRODUCTS BRANCH

SECTION .16—RESOURCES AND PRODUCTION DIVISION 302.16

a. Mission.—To initiate, develop and supervise production policies, procedures, and scheduling methods necessary to obtain supplies and equipment to meet the supply objective of the Army; and, through continuous liaison with and representation on appropriate committees of the War Production Board and the Army and Navy Munitions Board, to present, defend, obtain and distribute to the Supply Services the needs of the Army in terms of materials, products and production facilities and assist in their timely processing, production, and allocation.

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

(1) Initiates policies, methods and procedures to insure coordination of production schedules with respect to labor, materials, facilities and products, and supervises and assists the Supply Services in planning and expediting production in accordance with approved programs and schedules.

(2) Advises and assists the Supply Services in balancing production of component with end products, and in anticipating and eliminating production delays to insure adherence to production schedules, including provision of adequate production facilities.

(3) Receives from the Requirements Division the over-all supply objective for the Army, and prepares this information for presentation and interpretation to the War Production Board and the Army and Navy Munitions Board.

(4) Obtains and compiles for presentation to the War Production Board, requirements for raw and basic industrial materials and component items, and, in conjunction with Requirements Division, requirements for specific end items.

(5) Receives from the War Production Board over-all allocations of materials, component and end items, and, in conjunction with the Purchases Division where appropriate, suballocates such materials and items to the Supply Services.

(6) Initiates and develops methods and procedures governing the preparation by manufacturers of bills of materials and governing control of the flow of material from producers to finished end products.

(7) In conjunction with the Industrial Personnel Division determines such adjustments in the utilization of labor as may be necessary to accomplish the production program and assists in necessary corrective measures.

(8) Maintains authoritative information and studies of strategic, critical, and other categories of materials and standard products, including fuels, and power, with particular reference to their availability for estimated military requirements, forecasting anticipated deficiencies in materials or products which would affect the over-all supply program and recommending timely corrective measures and necessary adjustments.

(9) Determines the necessity for expansion of facilities to meet the supply objective of the Army, makes recommendations relative to the utilization of funds provided for expediting production, and processes the recommended projects for the approval of the Under Secretary of War.

(10) Provides and supervises representation and liaison of the Services of Supply on the committees, divisions and branches of the War Production Board and the Army and Navy Munitions Board.

(11) Correlates and coordinates with the War Production Board the War Department's duties of the Services o fSupply in connection with the Controlled Materials Plan, the Production Requirements Plan, and other procedures of priority and allocation, including supervision of the reconciliation of raw material requirements under proposed directives with available supply, and including indoctrination and training of Services of Supply personnel in the operation of these plans and procedures.

(12) Receives directives of the Joint Chiefs of Staff on over-all military priorities based upon strategic considerations transmitted to the Army and Navy Munitions Board, assists in translating these directives into appropriate urgency standing and industrial priorities applicable to proper percentages and categories of the supply objective of the Army, and, upon promulgation of priority directives by the War Production Board, issues appropriate priority instructions to the Supply Services.

(13) Consolidates and coordinates requirements for, and supervises distribution of machine tools, cutting tools and gages to the Supply Services and suppliers of War Department matériel, and passes on pool orders for such tools and gages.

(14) Establishes, coordinates, approves, and supervises policies in connection with standardization and specifications, coordinating with the Navy and other Government agencies.

(15) Initiates, coordinates and supervises work of the Supply Services in effecting conservation of critical materials, machines, equipment, labor and shipping space.

(16) Obtains and coordinates the reports and recommendations of the War Department on proposed material and limitation orders of the War Production Board, and prepares information for dissemination to appropriate agencies on the requirements and effect of such orders upon War Department agencies.

(17) In appropriate cases, advises and assists Army contractors in correcting deficiencies in management.

(18) Provides and supervises representation and liaison of the War Department with the Officers of the Petroleum Administrator for War and with the Office of the Rubber Director, War Production Board.

c. Organization.—The Resources and Production Division consists of the Program Control Branch, the Controlled Materials Plan Control Branch, the Requirements Branch, the Production Service Branch, the Priorities and Allocations Branch, the Conservation Branch, the Materials Branch, the Products Branch, the Fuels Branch, the Rubber Branch, and the Administrative Branch.

(1) The *Program Control Branch.*

(*a*) Analyzes procurement programs of the Supply Services, with respect to production objectives, forecasts and actual deliveries of end items and components to assure coordination of production to meet the requirements of the Army Supply Program and to serve as the basis for initiation of corrective measures—

(*b*) In order to obtain accurate and uniform bases for production control, consults with and advises the Supply Services on matters relating to procedures, records and definitions.

(*c*) Maintains liaison with the War Production Board on production scheduling methods.

(*d*) Analyzes and checks schedules used as the basis for computing material and product requirements under the Controlled Materials Plan; assists in the preparation of deficiency reports on allocations under the Controlled Materials Plan; and assists in the revision of requirements and schedules on the basis of such allocations.

(*e*) Prepares special reports for information and administrative action.

(2) The *Controlled Materials Plan Control Branch*—

(*a*) Exercises responsibility within the Services of Supply for the general supervision of the Controlled Materials Plan.

(*b*) Maintains liaison for the Services of Supply with respect to the Controlled Materials Plan with the Controlled Materials Division, the Program Bureau, and the Controller Division of the War Production Board.

(*c*) Supervises and coordinates Controlled Materials Plan activities of the various branches of the Resources and Production Division and of the Supply Services.

(*d*) Develops methods and procedures for the Controlled Materials Plan; integrates the Production Requirements Plan and the priorities and allocations system with the Controlled Materials Plan, and maintains a continuous review of the over-all operation of the Controlled Materials Plan.

(*e*) Develops and maintains a system of accounts and reports relating to the distribution of materials and products.

(*f*) Develops and supervises informational and training activities relating to the Controlled Materials Plan.

(3) The *Requirements Branch*—

(*a*) Prepares directives and supervises the preparation by the Supply Services of all requirements for materials, components, sub-assemblies, or end items that are related to production or procurement schedules which represent the plans of Supply Services for meeting the Army Supply Program or other procurement authorized by the Requirements Division. Issues such directives, after having first obtained the concurrence of the Requirements Division with respect to end items, of the Products Branch with respect to components, sub-assemblies and end items, and of the Materials Branch with respect to materials.

(*b*) Correlates and consolidates all such requirements data and transmits same to the Materials or Products Branches.

(*c*) Receives from the Materials or Products Branches the respective allocations to the Army, relates same to requirements, and supplies data to the Requirements Division and to the Program Control Branch so that reductions in schedules may be directed where indicated.

(*d*) Based on adjusted schedules approved by the Requirements Division and by the Program Control Branch, divides and issues allotments to and between the Supply Services, furnishing copies to the Controlled Materials Plan Control Branch and to the Materials Branch or Products Branch in appropriate cases.

(*e*) Reviews and concurs in requirements of materials or products involved in all revisions of approved production schedules.

(*f*) Establishes and supervises the procedure, coding and method used by the Supply Services in the machine computation of material or product requirements.

(*g*) Supervises and coordinates methods employed by the Supply Services in connection with the analyses of Bills of Material, factors, or other data, to the end that unit weight files are maintained on a current basis and in accordance with current instructions issued by the War Production Board and the Controlled Materials Plan Control Branch, Resources and Production Division, as to Class B products.

(*h*) Coordinates, codes, publishes and distributes the "Red Book" after the classifications therefor have been approved by the Materials Branch.

(4) The *Production Service Branch*—

(*a*) Coordinates with other Government agencies to insure that available facilities and machine tools are employed to best advantage to meet military objectives.

(*b*) Determines, together with the Supply Services, where and in what manner new facilities shall be provided and where existing facilities shall be expanded, contracted, or shifted between Services, with due consideration to long-term requirements for manpower, housing, and transportation.

(*c*) With respect to specific situations arising under (*b*), above, aids the Supply Services in the determination of needs for machine tools.

(*d*) Presents all War Department direct or sponsored projects for manufacturing facilities to the Facility Clearance Board or Facility Review Committee, War Production Board, for review.

(*e*) Establishes standards of procedure for the Supply Services in processing facilities.

(*f*) Upon request of Tax Amortization Branch of Purchases Division, reviews and makes recommendations respecting applications for certificates of necessity.

(*g*) Works with and supplements the efforts of the Supply Services to insure adherence to production schedules, initiating remedial action to avoid production delays and obstructions and to accelerate production to meet urgent military needs.

(*h*) Based on analyses made by the Program Control Branch takes steps to insure balance and synchronization of current and future production to insure meeting the requirements of the Army Supply Program.

(*i*) In appropriate cases analyses specific situations where improper management results in unsatisfactory production performance, and initiates and supervises remedial action where necessary.

(5) The *Priorities and Allocations Branch*—

(*a*) Is responsible for the exercise by the Army of the authority delegated to the Army and Navy Munitions Board by the War Production Board in regard to priorities and allocations.

(*b*) Represents the War Department and the Army and Navy Munitions Board

in the several Divisions, except the Controlled Materials Plan Division of the Program and Distribution Bureaus of the War Production Board; and furnishes Army representation to the appropriate Committees and Sub-Committees of the War Production Board and of the Army and Navy Munitions Board in connection with all plans and procedures for the control of materials other than the Controlled Materials Plan.

(*c*) Studies existing procedures and policies concerning all systems for the control of materials other than the Controlled Materials Plan and, in collaboration with the War Production Board officials concerned, recommends modifications in such procedures and policies when such action appears to be desirable.

(*d*) Represents and advocates before the War Production Board the Army side of the Army and Navy Munitions Board in drawing and revising priorities directives and implements those directives by promulgating, with the concurrence of War Production Board, priorities and allocation instructions to the Supply Services.

(*e*) In coordination with the Controlled Materials Plan Branch, establishes and modifies from time to time procedures and policies concerning all phases of priorities or allocations which are within the authority of the Army and Navy Munitions Board and which are to be administered by the Products and Materials Branches of the Resources and Production Division and by the Supply Services and the Army Air Forces.

(*f*) Exercises supervision, in accordance with controlling directives, of the assignment of preference ratings to contracts and orders and extensions of such ratings by procurement officers and others concerned with such procedure in order to insure conformity with established policies of the Army and Navy Munitions Board.

(*g*) Instructs and advises procurement officers of the Army with regard to all plans and procedures for the control of materials.

(*h*) Administers, as the Army side of the Army and Navy Munitions Board, priorities and assigns ratings on orders for items for military usage by or for foreign governments; assists the War Production Board in screening the procurement of other than military items proposed by or for foreign governments.

(*i*) Assists representatives of government agencies (other than War and Navy Departments) and others, when necessary, regarding their priorities and allocations problems.

(*j*) Secures and assigns emergency ratings on orders for the Army.

(*k*) Assists the Supply Services by suggesting potential or alternate sources of supply in cases where out-of-line priority action is not considered to be desirable or advisable.

(*l*) Scrutinizes the application of priority directives, policies, and authorized ratings within the jurisdiction of the Army and Navy Munitions Board by Government and private agencies and persons, and enforces compliance with established policies and directives.

(*m*) Represents the War Department in connection with the formulation of policies,

procedures, and allocation of materials under the Production Requirements Plan and coordinates the activities of the representatives of the Resources and Production Division engaged in processing and reviewing Production Requirements Plan forms within the War Production Board.

(*n*) Constitutes, by means of sub-offices, the Army side of the Army and Navy Munitions Board in San Francisco; and handles priorities matters for Hawaii and eleven western states; and the Army side of the Army and Navy Munitions Board in New York with the Construction and Utilities Bureau of the War Production Board.

(*o*) Collates and submits to the Director of the Resources and Production Division the opinion of the armed services regarding limitation and conservation orders of the War Production Board, makes recommendations concerning the viewpoint to be expressed on such matters, and prepares information for dissemination to appropriate agencies on the requirements and effect of such orders on War Department agencies.

(*p*) Assures that exemptions for the Armed Services are included in such limitation or conservation orders, when necessary, and that such orders do not unnecessarily interfere with the procurement programs of the Services.

(6) The *Conservation Branch*—

(*a*) Except as to rubber and fuels, initiates, develops and supervises, with the Supply Services, policies and procedures designed to insure the most economical use of resources, including critical materials, machines, equipment, labor and shipping space, necessary in meeting the supply objective of the Army.

(*b*) Supervises, coordinates, approves and establishes in conjunction with the Supply Services, the Navy, other Government agencies and agencies outside the Government, policies in connection with standardization and specifications.

(*c*) Formulates policies and procedures for the Supply Services for conversion, substitution and simplification of design or manufacturing process to obtain maximum utilization of critical tools and materials.

(*d*) Initiates, reviews and coordinates the methods, materials and design of packing and packaging standards to insure maximum conservation of shipping space and delivery of goods to destination in proper condition.

(*e*) Supervises the daily administration, for the Army, of the Army and Navy Munitions Board, "List of Prohibited Items for Construction Work", coordinating with the Navy, in supervising revisions and amendments thereto.

(*f*) Supervises, summarizes and maintains monthly control records of conservation reports from the Supply Services and Army Air Forces.

(*g*) Secures and furnishes foreign industrial data to Army, Navy, Army Air Forces, War Production Board and other Government agencies.

(7) The *Materials Branch* (Except Rubber and Fuels)—

(*a*) Represents the War Department in the Material Divisions, War Production Board, including the Requirements, Advisory, and Industrial Committees of such Divisions.

(*b*) Institutes surveys through the Requirements Branch and analyzes material requirements of the Supply Services.

(*c*) Presents and defends Army requirements to the Requirements Committees of the War Production Board Material Divisions.

(*d*) Assists the Supply Services or their contractors, when necessary, in placing orders for allocated materials with producers.

(*e*) Arranges adjustments of monthly schedules of allocated materials as requested by the Supply Services.

(*f*) Analyzes the national material supply and demand balance sheets for stocks, production, imports, exports, consumption and working inventories, including analyses of Lend-Lease requisitions for materials, with special emphasis on supply for Army requirements.

(*g*) Keeps informed as to the current and probable resources of the various materials.

(*h*) Makes plans and recommendations relative to threatened shortages and for accumulation and maintenance of stockpiles.

(*i*) Makes recommendations regarding conservation, economic warfare, export control, certificates of necessity, price control, strategic roads, facilities, plant expansions, manpower, standards, and production insofar as they pertain to the Materials Branch.

(*j*) Analyzes requests for out-of-line priority preference ratings in a consultative capacity; processes priority matters referred to the Materials Branch; and cooperates in the implementation of Production Requirements Plan and Controlled Materials Plan.

(8) The *Products Branch.*

(*a*) Provides representation for the War Department within the Industry Divisions of the War Production Board having to do with standard products, general industrial equipment, power and machine tools, including the Requirements, Advisory and Industrial Committees of such Divisions.

(*b*) Assists in the processing and handling of all priority and material or product allocation forms within the above defined Industry Divisions of the War Production Board.

(*c*) Obtains, through the Requirements Branch, the requirements of the Supply Services and, where appropriate, of the Army Air Forces, for component items, and items, power and machine tools, and presents, interprets and defends these requirements to the War Production Board.

(*d*) Upon final determination of the allocation of component or product items to the Army, furnishes such information to the Requirements Branch and in appropriate cases to the Army Air Forces.

(*e*) Coordinates and consolidates over-all requirements for, and the distribution of machine tools, cutting tools and gages and passes on pool orders for such tools and gages and processes the necessary letters of recommendation on orders requiring financing to the Office of the Under Secretary of War.

(*f*) Keeps currently informed of the power situation throughout the United States, maintains studies and makes recommendations concerning the availability of and requirements for power to meet estimated military requirements.

(*g*) Anticipates delays or obstructions in production or delivery of component parts, sub-assemblies, or end items necessary to meet end item schedules and recommends appropriate preventive action.

(9) The *Rubber Branch*—

(*a*) Supervises and coordinates comprehensive programs in the Supply Services, covering inventory control, conservation, substitution, and usage of natural, synthetic and reclaimed rubber.

(*b*) Maintains official liaison with the Supply Services, Navy, all National War Agencies, the rubber manufacturing industry and its suppliers, and rubber conservation bodies of the United Nations on all matters relating to rubber conservation, requirements, development, and conversion to synthetics.

(*c*) Coordinates War Department directives dealing with all phases of the rubber problem, which originate in the Supply Services.

(*d*) Reviews methods and standards to insure maximum conservation in the use of rubber.

(*e*) Reviews and approves all changes in Army specifications of all rubber parts involving rubber content, size, shape, design, application, maintenance and conversion to synthetics.

(*f*) Clears all changes of standards and specifications with the Conservation Branch.

(*g*) Initiates and develops procurement policies and projects designed to increase the adequacy of supply of rubber products.

(10) The *Fuels Branch*—

(*a*) Supervises and coordinates comprehensive programs, in the Supply Services, covering production, conservation, conversion and usages of all fuels and lubricants.

(*b*) Analyzes the supply and demand balance sheets of stocks, production, imports and consumption of all fuels and lubricants, with special emphasis on supply, to meet Army requirements.

(*c*) Forecasts anticipated deficiencies in all fuels and lubricants, which would affect the war program, and recommends to appropriate agencies, corrective measures and necessary adjustments.

(*d*) Recommends action and policies to appropriate governmental agencies concerning export control, certificates of necessity, facilities, plant expansion, standards, and production, insofar as they affect the supply of fuels and lubricants, to the Armed Forces.

(*e*) Represents the War Department on the Materials Branches of War Production Board, and other governmental agencies, who have the control of the flow of materials used in connection with production, manufacture, or transportation of fuels and lubricants.

(*f*) Analyzes requests for out-of-line priority preference ratings, and makes recommendations to appropriate governmental agencies.

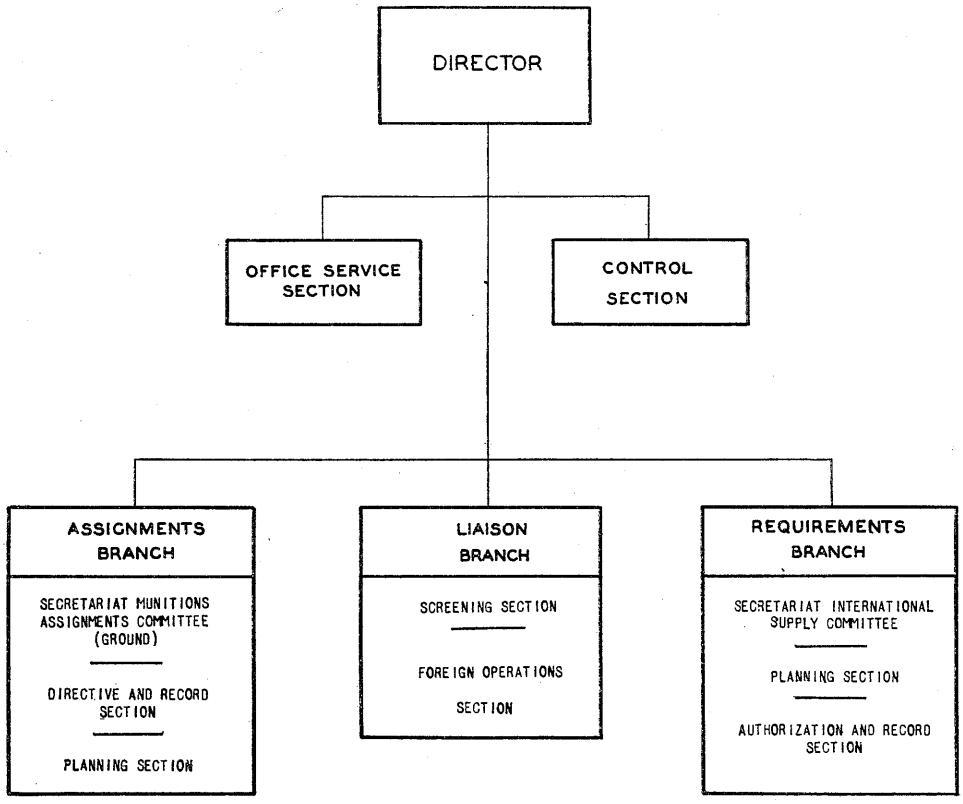
(*g*) Aids the processing of all priority matters that are referred to the Fuels Branch, and which affect the supply and distribution of fuels and lubricants.

(11) The *Administrative Branch*—

Performs the normal duties of such an office and includes in its personnel such staff assistants as are necessary to aid the Director on matters affecting the activities of the Resources and Production Division.

NOTE.—In order to avoid repetitive exceptions and inclusions in the foregoing text it is understood that wherever there appears the designation "Materials Branch" it includes, in the excepted or the included sense, the Rubber Branch and/or the Fuels Branch, as appropriate.

302.17A


DIRECTOR
OFFICE SERVICE SECTION
CONTROL SECTION
ASSIGNMENTS BRANCH
SECRETARIAT MUNITIONS ASSIGNMENTS COMMITTEE (GROUND)
DIRECTIVE AND RECORD SECTION
PLANNING SECTION
LIAISON BRANCH
SCREENING SECTION
FOREIGN OPERATIONS SECTION
REQUIREMENTS BRANCH
SECRETARIAT INTERNATIONAL SUPPLY COMMITTEE
PLANNING SECTION
AUTHORIZATION AND RECORD SECTION

SECTION .17—INTERNATIONAL DIVISION 302.17

a. Mission.—To assure that requirements of the United Nations, other than for the Army Air Forces and the Navy, are adequately presented to the Requirements Division, Services of Supply, the International Supply Committee, and Munitions Assignments Board in order that munitions may be procured for and assigned to the United Nations.

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

(*a*) Provides the Secretariat for the International Supply Committee.

(*b*) Designates membership on the International Supply Committee.

(*c*) Provides the Secretariat for the Munitions Assignments Committee (Ground).

(*d*) Provides member for the Munitions Assignments Committee (Air).

(*e*) Maintains contact with the Combined Production and Resources Board and the Office of Lend-Lease Administration for the purpose of coordinating requirements and strategic plans.

(*f*) Establishes policies and procedures governing War Department lend-lease matters, including reverse lend-lease, and is responsible for technical supervision of the Supply Services performance in effectuating such policies and procedures.

(2) The Director, International Division, directly performs the following functions for the Headquarters, Services of Supply:

(*a*) Collects, consolidates, and screens the munitions requirements of the United Nations and presents such requirements to the Requirements Division, Services of Supply, for inclusion in the Army supply program, and determines the form in which foreign requirements will be submitted.

(*b*) Submits to the International Supply Committee requests of United Nations for the procurement of munitions not included in the Army supply program.

(*c*) Prepares procurement directives to the Supply Services in accordance with decisions of the International Supply Committee.

(*d*) Assembles from other agencies in the Services of Supply information as to the production and availability of munitions currently required by the United States and requested for assignments by the United Nations.

(*e*) Makes recommendations as to assignments to the Munitions Assignments Committee (Ground) and its subcommittees.

(*f*) Justifies before the International Supply Committee and the Munitions Assignments Committee (Ground) the requirements of those nations not represented on these committees.

(*g*) Authorizes for transfer and export to the United Nations those munitions procured by the Supply Services and assigned to the United Nations by the Munitions Assignments Board.

(*h*) Follows the progress of munitions assigned to United Nations, facilitates their transfer, and directs prompt repossession of matériel which has accumulated beyond the capacity to ship.

(*i*) Supervises the preparation of, and distributes to higher military authority and other Government agencies, records and reports as to lend-lease transactions as applied to the War Department.

(*j*) Supervises the activities of the Army overseas Service Commands in the North African and Iranian areas.

(*k*) Secures and approves for export to the United Nations technical information, documents, and drawings of articles transferred under lend-lease.

(*l*) Acts as sole agency of the War Department in the direct exchange or in the control of the exchange of information on lend-lease materials.

(*m*) Makes necessary arrangements with other War Department agencies for the purpose of sending civilian technical experts overseas to observe military equipment.

(*n*) Trains officer personnel for assignment to foreign areas for the purpose of supervising lend-lease and reciprocal lend-lease matters.

c. Organization.—The International Division consists of the Office of the Director, the Assignments Branch, the Requirements Branch, and the Liaison Branch.

(1) The *Office of the Director* is responsible to the Assistant Chief of Staff for Matériel for coordinating the supply requirements of the other United Nations with those of the Army of the United States; for conducting meetings of the International Supply Committee and the Munitions Assignments Committee (Ground) in the best interests of the war effort; for efficient management of the International Division; and for supervision of performance of Supply Services activities with respect to lend-lease transactions.

(*a*) The *Deputy Director* is the next senior officer of the division and acts for the director in his absence.

(*b*) The *Assistant to Director* represents the director on special matters and performs such other duties as may be assigned. Develops reverse lend-lease policies and procedures.

(*c*) The *Executive Officer* coordinates the administrative activities within the division.

(*d*) The *Control Section*—

1. Analyzes and prepares pertinent comments on reports received from Supply Services and other sources.

2. Initiates procedures for use by the Supply Services and by branches of the division designed to facilitate the handling of lend-lease transactions.

3. Conducts surveys of International Aid Branches or divisions in the Supply Services to determine the effectiveness of procedures.

4. Reviews procedures submitted by the Supply Services and makes recommendations for approval of the Director.

(*e*) The *Office Service Section*—

1. Performs office service functions.

2. Controls and files secret and confidential documents of the Division.

3. Handles cables, including requests for reverse lend-lease articles.
4. Handles requests for reverse lend-lease articles.
5. Processes military and civilian personnel documents and maintains records relating thereto.

(2) The *Assignments Branch* is responsible for the supervision and performance of the functions assigned to the following sections:

(a) *Secretariat Munitions Assignments Committee (Ground)*—

1. Prepares and distributes agenda for and minutes of meetings of the Munitions Assignments Committee (Ground).
2. Handles and prepares material on "dissent" and other special cases.

(b) The *Directive and Record Section*—

1. Assembles data for and the preparation and distribution of the Monthly Assignment Schedule Books.
2. Tabulates assignments made by the Munitions Assignments Committee (Ground) and (Air).
3. Prepares and distributes transfer directives and maintenance of files relative thereto.

(c) The *Planning Section*—

1. Receives and analyzes bids for available material to be assigned by the Munitions Assignment Committee (Ground). These bids are filed by the other United Nations for articles listed in the Army supply program and for spot items.
2. Assembles technical data and information on availability of articles bid for, for inclusion in agenda prepared by the Secretariat Section.
3. Assembles data on delayed shipments for action by the Munitions Assignments Committee (Ground) with respect to repossession of such articles.

(3) The *Requirements Branch* is responsible to the Director for the supervision and performance of the functions assigned to the following sections:

(a) *Secretariat International Supply Committee*—

1. Receives and collates analyses of spot requisitions with related requisitions filed by the other United Nations.
2. Prepares and distributes agenda for and minutes of meetings of the International Supply Committee.
3. Handles and receives material on "dissent" and other special cases.

(b) The *Authorization and Record Section*—

1. Prepares and distributes "lend-lease procurement directives" and distribution of copies of "requisitions for lend-lease articles" to proper agencies.
2. Controls sequence record numbers assigned to directives.
3. Maintains files and records.
4. Prepares reports showing status of actions taken on spot requisitions by the other United Nations and on the items recommended for procurement and transfer by the International Supply Committee.

(*c*) The *Planning Section* is responsible for the assembling of data necessary for and the preparation of revisions of sections I, II, III, and VI of the Army supply program covering the supply requirements of the other United Nations which have been recommended for approval by the International Supply Committee for transmittal to the Requirements Division, Headquarters, Services of Supply.

(4) The *Liaison Branch* is responsible to the Director for the supervision and performance of functions assigned to the following section:

(*a*) The *Screening Section*—

1. Develops close working relationships with representatives of the other United Nations with respect to their supply requirements except Navy and Army Air Forces items.

2. Receives all requests for supply requirements from the other United Nations whether long range, spot, or bids for items in the Army supply program.

3. Assists representatives of the other United Nations in their contacts with international aid branches or divisions of the Supply Services and in the preparation of formal requisitions for consideration by the International Supply Committee or by the Munitions Assignments Committee (Ground).

4. Conducts a preliminary screening survey of bids and requests of the other United Nations for lend-lease articles in order to reduce such bids and requests to writing on as firm a basis as possible prior to transmittal to the Munitions Assignments Committee (Ground).

5. Receives and processes requests of representatives of other United Nations for specifications which are furnished by the Supply Services and furnishes such technical information on United States Army standard items, upon receipt of properly authorized requests.

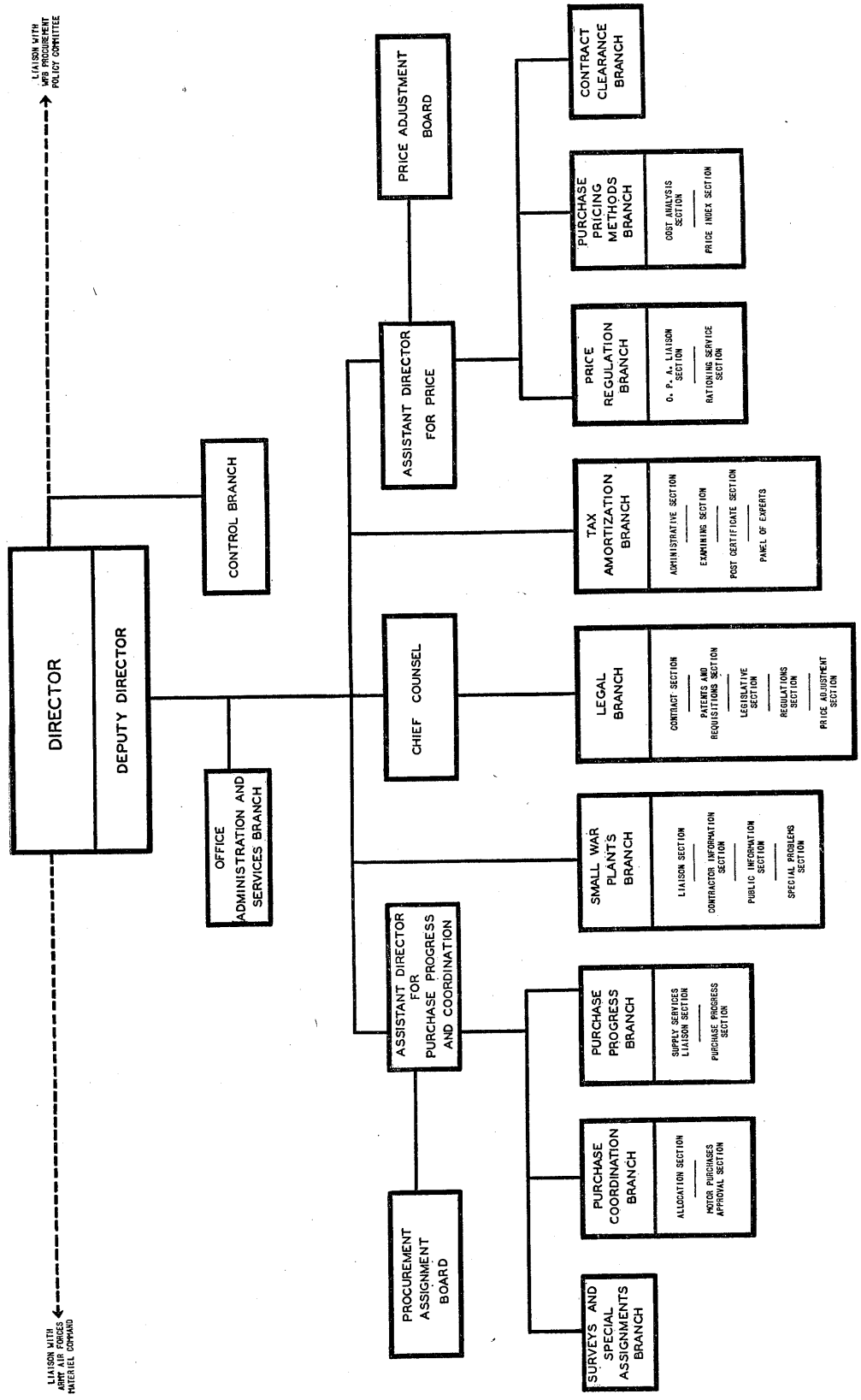
6. Maintains liaison with the office of lend-lease administration for the purpose of assisting in coordinating the procurement of supply requirements filed with that agency, and for expediting the shipment or diversion of such military purchases to meet the strategic needs of all the United Nations.

7. Receives and processes applications from firms for civilian technical and service specialists to observe and report on performance of matériel in the field.

(*b*) The *Foreign Operations Section* handles miscellaneous matters in connection with the completion of the transfer to other War Department agencies of the operations of foreign missions. This transfer was effected by December 31, 1942, and it is anticipated that all incidental matters in connection therewith will be transferred as soon as practicable.

PURCHASES DIVISION

302.18A



SECTION .18—PURCHASE DIVISION 302.18

a. Mission.—To initiate and develop, together with the Supply 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*) Represents War Department on War Production Board Procurement Policy Committee.

(*d*) Reviews progress of procurement and takes necessary steps through the Services of Supply to expedite the purchasing function.

(*e*) 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 Supply Services.

(*f*) *1.* Clears, approves, and takes other action in respect to co tracts, change orders, supplemental agreements, advance pay ents, awards, letter contracts, letter purchase orders, leases, a...endments of contracts, and other contractual instruments.

2. Approves and authorizes sales of equipment, supplies, and material.

3. Approves contract forms and deviations from approved forms.

4. Exercises the authority to make and amend contracts without regard to legal restrictions, delegated by the Under Secretary of War to the Commanding General, Services of Supply, pursuant to the First War Powers Act, Title 11 (Bull. 36, W. D., 1941), and Executive Order No. 9001 (sec. III, Bull. 41, W. D., 1941).

(*g*) Investigates contractors and their records in matters relating to the performance of the functions of the division.

(*h*) Gives legal advice and counsel to the Assistant Chief of Staff for Matériel, the Director of Procurement, and the staff divisions under their supervision; also gives legal advice on matters relating to procurement to the other divisions of Headquarters, Services of Supply, in matters relating to procurement; coordinates and expedites the procurement legal work of the Supply Services, and under the guidance of the Judge Advocate General, acts as the exclusive legal advisor to all divisions of Headquarters, Services of Supply, 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 Services of Supply and Army Air Forces.

(*k*) Establishes and directs policy on insurance and surety bonds for the Services of Supply and the Army Air Forces.

(*l*) Establishes and directs policy and procedure with respect to the need for and making of cost analyses.

(*m*) Prepares, after coordination with the Army Air Forces, interested Supply Services and other agencies, all Procurement Regulations and other pertinent regulations and instructions relating to purchase policy and procedure.

(*n*) Reviews requirements and regulations of Commissioner of Customs with respect to purchase of materials abroad.

(*o*) Initiates, directs, and coordinates War Department activities to implement work of small war plants corporations; assists manufacturers in establishing contacts with the proper Supply Services.

(*p*) Furnishes representation on the International Supply Committee and the Quartermaster Corps and Medical Corps subcommittees thereof.

(*q*) Secures, in cooperation with other interested agencies of the War Department, the adoption and proper execution throughout the Army Air Forces and the Supply 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, Services of Supply:

(*a*) Through the Price Adjustment Board, renegotiates certain contracts.

(*b*) 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.

(*c*) Processes requisitions and compulsory orders for the procurement of supplies within Headquarters, Services of Supply, and obtains necessary clearances with respect thereto.

(*d*) Reviews, records, and prepares reports as to contracts which must be approved by the Under Secretary of War or his duly authorized representative.

(*e*) Supervises and takes necessary action with respect to interdepartmental transfers of surplus property.

(*f*) Assists, together with the Supply Services, in the securing of proper purchasing personnel.

(*g*) In conjunction with Supply Services, prepares and distributes Army Purchase Information Bulletin.

(*h*) 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. Continuous contact is maintained with the Army Air Forces Procurement Branch to the end that Army Air Forces contracts and regulations are reviewed, processed,

and coordinated. Liaison for Supply 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 Purchase Coordination Branch, the Purchase Progress Branch, the Surveys and Special Assignments Branch—all of which, together with the Procurement Assignment Board, report to the Assistant Director for Purchase Progress and Coordination; the Purchase Pricing Methods Branch, the Price Regulation Branch, the Contract Clearance Branch—all of which, together with the Price Adjustment Board, report to the Assistant Director for Price; the Legal Branch, the Tax Amortization Branch, the Small War Plants Branch, the Office Administration and Services Branch, and the Control Branch.

(1) The *Purchase Coordination Branch* consists of the Allocations Section and the Motor Purchase Approval Section.

(*a*) The *Allocations Section* initiates and follows through in the establishment of purchase policy and procedure in allocations of end products covered by limitation orders; maintains necessary records to control quantities allocated to Supply Arms and Services; reviews requests from Supply Arms and Services for quantities in excess of amounts originally allocated and makes necessary representations in an attempt to fill such additional requests.

(*b*) The *Motor Purchase Approval Section* administers the provisions of Sec. 6, Bulletin No. 21, War Department, 1942, which requires approval of the Secretary of War for purchases of passenger-carrying motor vehicles by government agencies; takes necessary action in behalf of the Purchases Division as to transfers of surplus property of the War Department.

(2) The *Purchase Progress Branch* consists of the Purchase Progress Section and the Supply Services Liaison Section.

(*a*) The *Purchase Progress Section* receives and analyzes progress reports and prepares therefrom necessary material for use of Supply Services Liaison Section officers in the performance of their purchases expediting and coordination functions.

(*b*) The *Supply Services Liaison Section* evaluates purchasing operations of the Supply Services as to organization, procedures, and personnel, and makes recommendations for improvement; checks the Supply 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 Supply Arms and 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.

(3) The *Surveys and Special Assignments Branch* conducts such surveys and performs special assignments as directed.

(4) The *Procurement Assignment Board* assigns responsibility for procurement and purchases to the appropriate service on items presented by the technical committees

of the Supply Services, and reviews multiple procurement by the Supply Services so that such procurement may be centralized wherever advantageous; cooperates with the Treasury Department, the W. P. B. Procurement Policy Committee, and other Government agencies, in allocating responsibility for purchasing in connection with International Aid.

(5) The *Purchase Pricing Methods Branch* coordinates the activities of the Army Air Forces and the Supply Services in all matters relating to pricing policies and procedures; develops forms and procedures to be followed by the Army Air Forces and the Supply Services in negotiating contracts; initiates and directs use by the Army Air Forces and the Supply Services of methods of price and cost analysis of end products and sub-assemblies and component parts thereof; initiates and directs the establishment in the Supply Services of adequate methods of checking, purchasing and contracting procedures of prime and sub-contractors; 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 Section and the Price Index Section.

(*a*) The *Cost Analysis Section* makes cost analyses and studies for the 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 Purchasing and Contracting officers.

(*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.

(6) 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 Office of Price Administration and Office of Economic Stabilization on specific requests for relief emanating from the Supply Arms and 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.

(7) The *Contract Clearance Branch* supervises the use of compulsory orders; 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; makes required reports of contract clearances to the Under Secretary of War and the Commanding General, Services of Supply.

(8) The *Price Adjustment Board* performs the statutory duty imposed on the Secretary of War by the provisions of the Sixth Supplemental Appropriation Act of 1942 (as amended) to renegotiate contracts so as to eliminate excessive profits.

(9) The *Legal Branch* gives legal advice and counsel to the Assistant Chief of Staff for Matériel, the Director of Procurement, and the staff divisions under their supervision; also gives legal advice and counsel to the other divisions of Headquarters,

Services of Supply, in matters relating to procurement; coordinates and expedites the procurement legal work of the Supply Services and, under the guidance of the Judge Advocate General, acts as the exclusive legal advisor to all divisions of Headquarters, Services of Supply, 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 (after coordination with the Assistant Director for Price in matters relating to price and price policies); disposes of all procurement legal problems not otherwise assigned, including problems relating to insurance, regulations of the Office of Price Administration, taxation, accounting, fiscal 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 Supply 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 Supply 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 Supply Services pursuant to the Act of October 31, 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, represents the War Department in connection with such matters.

(*d*) The *Regulations Section* prepares, after coordination with interested Supply Services and other agencies, all Procurement Regulations and other pertinent regulations and instructions relating to purchase policy and procedure.

(*e*) The *Price Adjustment Section* advises the Price Adjustment Board on all legal matters.

(10) 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 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.

(11) The *Small War Plants Branch* consists of the Liaison, Contractor Information, Public Information, and Special Problems Sections.

(*a*) The *Liaison Section* maintains liaison with the Supply Arms and Services and with the Air Force Matériel Command in order to assure maximum utilization of small war plants within the limits of War Department policies.

(*b*) 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.

(*c*) The *Public Information Section* prepares and disseminates information as to what the Army buys, and where it buys it.

(*d*) 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 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.

(12) The *Office Administration and Services 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.

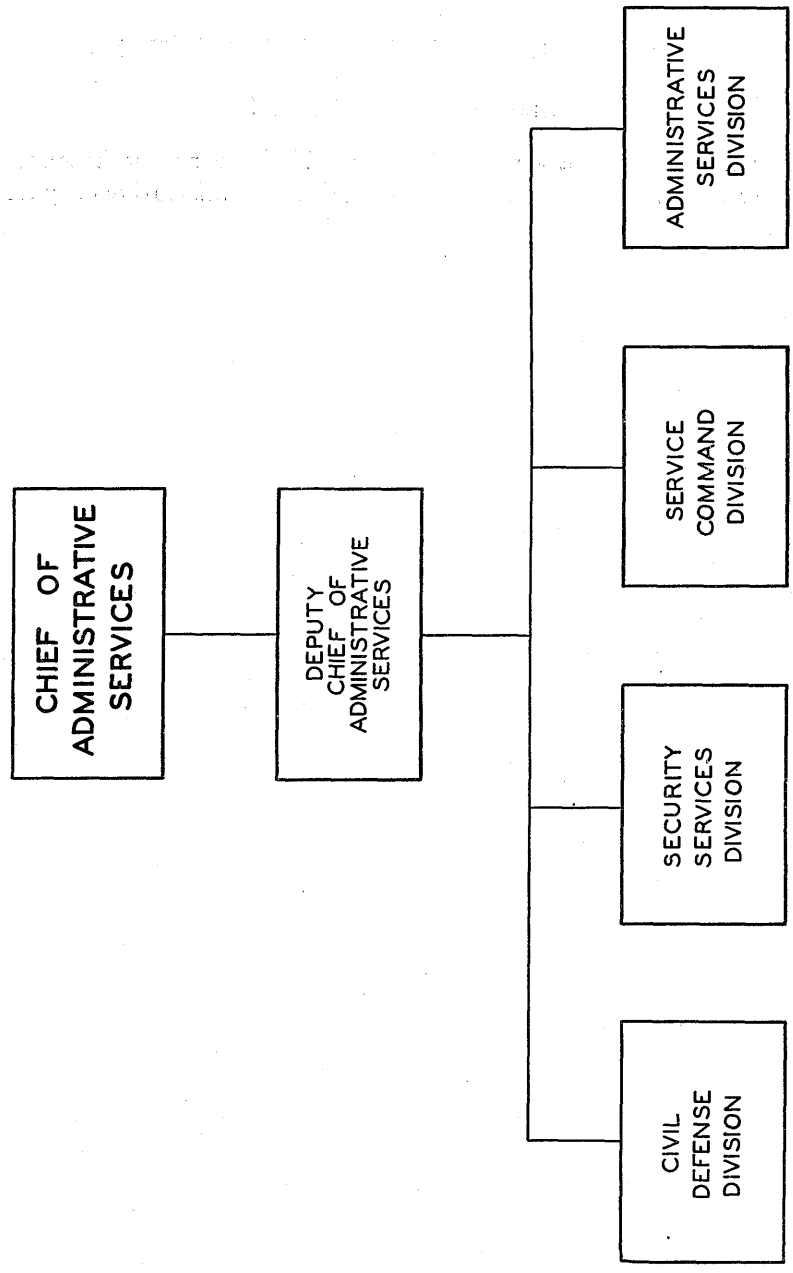
(13) The *Control Branch* currently evaluates the organization, methods and procedures of the Division; assigns to the several Branches of the Division the work originating in or referred to the office of the Director of the Division; follows up on all work in process in the Branches; assists the Branch Chiefs in keeping their work-load and staff strength in balance; generally supervises the activities of the Office Administration and Services Branch; maintains contacts with the Control Division on matters affecting the Purchases Division.

CHAPTER 3. ADMINISTRATIVE SERVICES 303.00

SECTION .01—GENERAL 303.01

The Administrative Services are grouped under unified supervision because of the character of their functions which consist of providing services of an administrative or quasi-administrative nature to the Army.

CHIEF OF ADMINISTRATIVE SERVICES



SECTION .02—CHIEF OF ADMINISTRATIVE SERVICES 303. 02

a. Mission.—The Chief of Administrative Services assists and advises the Commanding General, Services of Supply, on matters concerning the Administrative Services and the Service Commands.

b. Major functions.—The Chief of Administrative Services performs the following functions:

(1) Directs, supervises, and coordinates the activities and functions of the Chief of the National Guard Bureau, the Executive for Reserve and ROTC Affairs, the Director of the Women's Army Auxiliary Corps, the Chief of Chaplains, the Chief of Finance, the Judge Advocate General, the Provost Marshal General, the Chief of the Army Exchange Service, and the Director of Officer Procurement Service.

(2) Acting as the deputy of the Commanding General, Services of Supply, for Service Command administration, supervises and assures coordinated operations within the several Service Commands; makes necessary recommendations to appropriate staff divisions of the Commanding General, Services of Supply, to facilitate coordinated operations between the Service Commands and the Services of Supply agencies in Washington.

(3) Represents the War Department in the preparation of plans and policies pertaining to civil defense, State guards, and internal security.

c. Organization.—(1) The Office of the Chief of Administrative Services consists of the Civil Defense Division, the Security Services Division, the Service Command Division, and the Administrative Services Division.

(2) The *Civil Defense Division* performs the following staff functions:

(*a*) Reviews plans relating to the participation of War Department agencies in civilian defense activities; reviews plans relating to passive defense measures; prepares plans and policies concerning and supervises activities relating to Army school instruction of civilians on civilian defense subjects.

(*b*) Studies subjects related to passive defense measures in which the War Department has an interest and which must be coordinated with plans of other Federal and civilian agencies; initiates the preparation of material for pamphlets and specifications on passive defense subjects; prepares directives for the perfecting of passive defense measures already established, where experience indicates desired change; and replies to inquiries made to the War Department in connection with passive defense measures or refers such inquiries to the proper agencies.

(*c*) Initiates, reviews, and recommends legislation concerning civilian defense matters; explains the intent and scope of War Department civilian defense policies in answer to inquiries from within or outside the War Department; maintains contact with other War Department agencies and with Federal, State, and local authorities in order to insure cooperation of the War Department civilian defense activities with those of other agencies, and to render such assistance as may be mutually agreeable.

(*d*) Reviews policies and problems submitted by Service Commanders relating to civil defense matters and makes appropriate recommendations to the Chief of Administrative Services.

(*e*) Coordinates civil defense matters between the Service Commands, the War Department and the Office of Civilian Defense.

(3) The *Security Services Division* performs the following staff functions:

(*a*) Prepares, reviews, and recommends policies relating to internal security and other activities of the Provost Marshal General.

(*b*) Formulates, reviews, and recommends policies relating to the activities of the National Guard Bureau and State guards and other nonfederal military forces.

(*c*) Reviews policies and problems submitted by Service Commanders relating to all internal security, Provost Marshal General, State or National Guard matters, and makes appropriate recommendations to the Chief of Administrative Services.

(*d*) Coordinates internal security, Provost Marshal General, State and National Guard activities between the Service Commands and the appropriate agencies in Washington.

(*e*) Represents the Services of Supply in domestic intelligence matters requiring coordination with Assistant Chief of Staff, G–2.

(4) The *Service Command Division* performs the following staff functions:

(*a*) Initiates, reviews, and recommends policies and procedures on all problems and activities within the Service Commands except those assigned to other Services of Supply staff agencies.

(*b*) Acts as a clearing house for Service Command requests for solutions to problems presented and processes same to conclusion.

(*c*) Prepares and recommends revisions to Part IV of the Services of Supply Organization Manual.

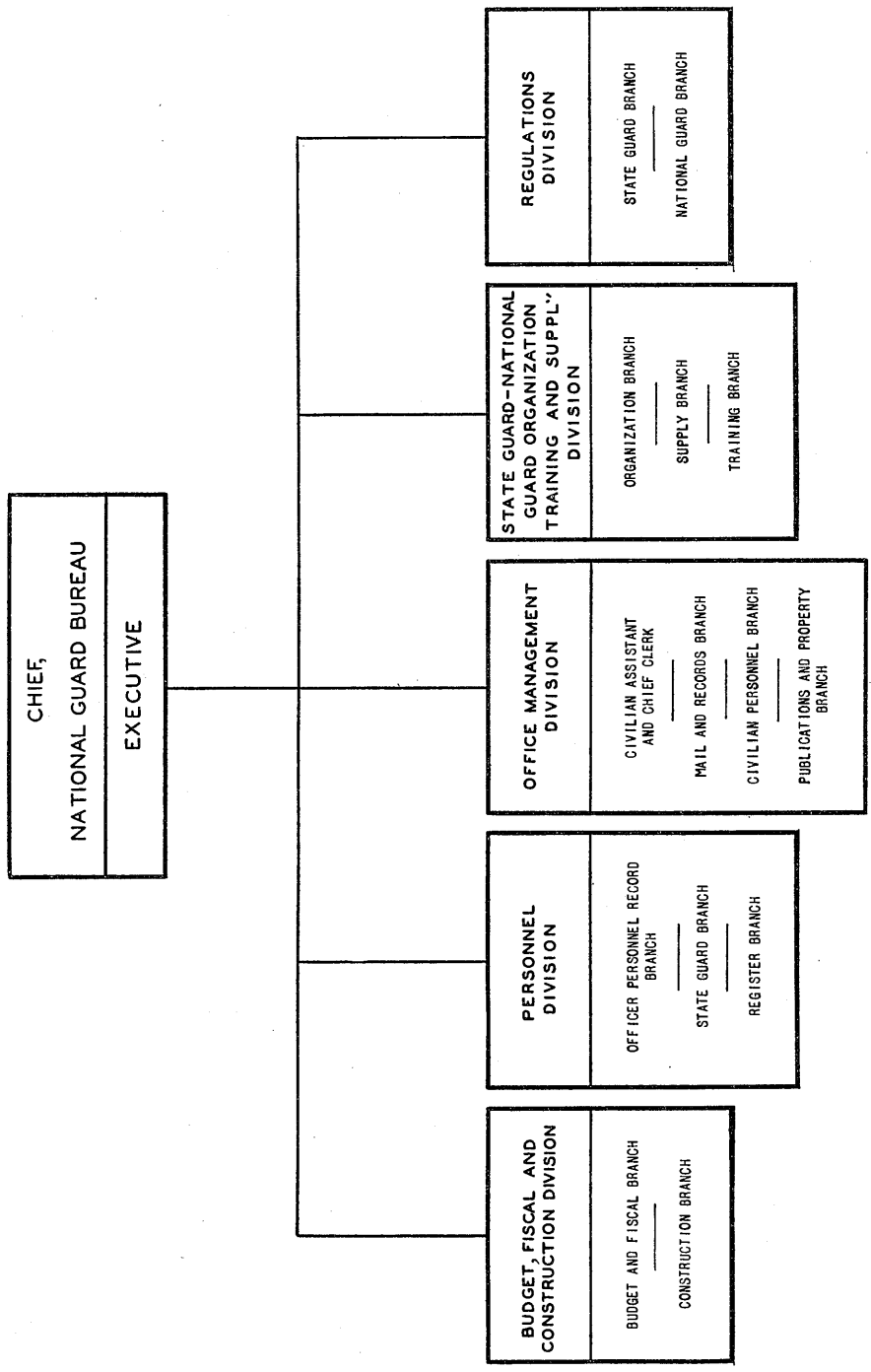
(5) The *Administrative Services Division* performs the following staff functions:

(*a*) Initiates, reviews, and recommends policies affecting all Administrative Services except the Provost Marshal General and the National Guard Bureau.

(*b*) Supervises and coordinates the activities of all Administrative Services except the Provost Marshal General and the National Guard Bureau.

(*c*) Reviews policies and problems submitted by Service Commanders relating to those matters affecting all the Administrative Services except the Provost Marshal General and the National Guard Bureau.

303.03A


CHIEF,
NATIONAL GUARD BUREAU
EXECUTIVE
BUDGET, FISCAL AND CONSTRUCTION DIVISION
BUDGET AND FISCAL BRANCH
CONSTRUCTION BRANCH
PERSONNEL DIVISION
OFFICER PERSONNEL RECORD BRANCH
STATE GUARD BRANCH
REGISTER BRANCH
OFFICE MANAGEMENT DIVISION
CIVILIAN ASSISTANT AND CHIEF CLERK
MAIL AND RECORDS BRANCH
CIVILIAN PERSONNEL BRANCH
PUBLICATIONS AND PROPERTY BRANCH
STATE GUARD-NATIONAL GUARD ORGANIZATION TRAINING AND SUPPL'' DIVISION
ORGANIZATION BRANCH
SUPPLY BRANCH
TRAINING BRANCH
REGULATIONS DIVISION
STATE GUARD BRANCH
NATIONAL GUARD BRANCH

SECTION .03—NATIONAL GUARD BUREAU 303.03

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 Chief of Administrative Services, 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; 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 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 leases and prepares correspondence pertaining to the acquisition and establishment of National Guard trainning 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, 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, 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; 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

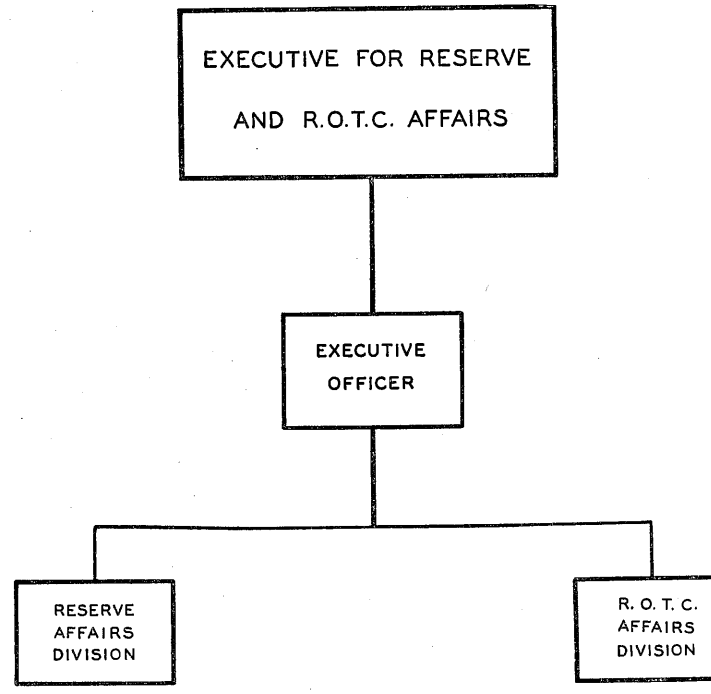
of the National Guard Bureau; renders legal advice to the Chief of the National Guard Bureau on matters pertaining to the State Guards.

(*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 activities 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.

OFFICE OF THE EXECUTIVE FOR RESERVE AND R. O. T. C. AFFAIRS

303.04A



SECTION .04—OFFICE OF THE EXECUTIVE FOR RESERVE AND RESERVE OFFICERS' TRAINING CORPS AFFAIRS 303.04

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 Chief of Administrative Services, the Office of the Executive for Reserve and Reserve Officers' Training Corps affairs performs the following staff functions for the Commanding General, Services of Supply: Submits recommendations (to the appropriate division of the War Department General Staff or of the Services of Supply) 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 Chief of Administrative Services, performs the following operations directly:

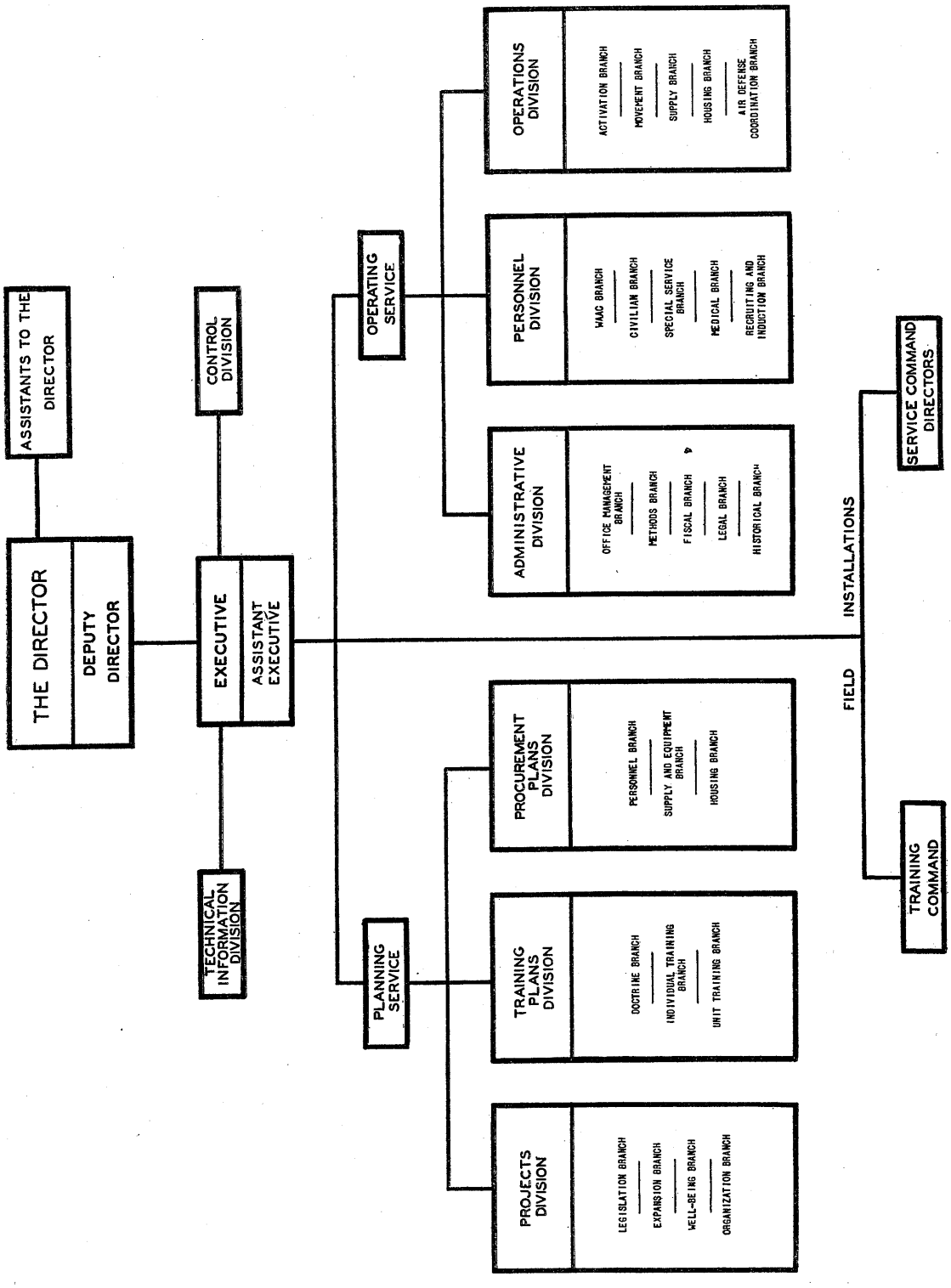
(*a*) Provides a point of contact in the War Department for Reserve officers and their organizations and for representatives of institutions composing the Reserve Officers' Training Corps.

(*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.


THE DIRECTOR
DEPUTY DIRECTOR
ASSISTANTS TO THE DIRECTOR
EXECUTIVE
ASSISTANT EXECUTIVE
CONTROL DIVISION
TECHNICAL INFORMATION DIVISION
OPERATING SERVICE
PLANNING SERVICE
OPERATIONS DIVISION
ACTIVATION BRANCH
MOVEMENT BRANCH
SUPPLY BRANCH
HOUSING BRANCH
AIR DEFENSE COORDINATION BRANCH
PERSONNEL DIVISION
WAAC BRANCH
CIVILIAN BRANCH
SPECIAL SERVICE BRANCH
MEDICAL BRANCH
RECRUITING AND INDUCTION BRANCH
ADMINISTRATIVE DIVISION
OFFICE MANAGEMENT BRANCH
METHODS BRANCH
FISCAL BRANCH
LEGAL BRANCH
HISTORICAL BRANCH
PROCUREMENT PLANS DIVISION
PERSONNEL BRANCH
SUPPLY AND EQUIPMENT BRANCH
HOUSING BRANCH
TRAINING PLANS DIVISION
DOCTRINE BRANCH
INDIVIDUAL TRAINING BRANCH
UNIT TRAINING BRANCH
PROJECTS DIVISION
LEGISLATION BRANCH
EXPANSION BRANCH
WELL-BEING BRANCH
ORGANIZATION BRANCH
FIELD
INSTALLATIONS
SERVICE COMMAND DIRECTORS
TRAINING COMMAND

SECTION .05—WOMEN'S ARMY AUXILIARY CORPS 303.05

a. Mission.—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.—(1) The Headquarters, Women's Army Auxiliary Corps, performs the following staff functions:

(*a*) Advises on all matters pertaining to the establishment of the Women's Army Auxiliary Corps.

(*b*) Makes recommendations as to plans and policies of the Corps concerning its most effective use in meeting the Army's needs, with the most economic use of womanpower possible.

(*c*) To promote the efficiency of the Corps and to maintain a high state of morale and well-being, makes recommendations concerning the procurement, assignment, employment, transfer, training, promotion, discipline, enrollment, discharge, supply, and welfare of the individual members of the Corps.

(2) The Headquarters, Women's Army Auxiliary Corps, directly performs the following functions for the Headquarters, Services of Supply:

(*a*) Administers the Women's Army Auxiliary Corps in accordance with normal military procedure of command under such regulations as may be prescribed by the Secretary of War.

(*b*) Receives and correlates all requests for Women's Army Auxiliary Corps personnel to replace enlisted men of the Army.

(3) The Headquarters, Women's Army Auxiliary Corps, directly performs the following operating functions as applied to the Services of Supply:

(*a*) Recommends to the Secretary of War all promotions of Women's Army Auxiliary Corps officers and prescribes the methods for promoting all Women's Army Auxiliary Corps noncommissioned officers.

(*b*) Is the final authority on all matters of discipline within the Corps which do not fall within the provisions of the Second Article of War.

c. Organization.—(1) The Deputy Director performs such duties as are specified by the Director, and exercises such authority as the Director may delegate. The Assistants to the Director function in the same manner as do aides to a general officer. The Military Advisor and Executive acts as military advisor to the Director, and supervises, coordinates, and directs the activities of all the divisions of the Corps' Headquarters, namely, the Technical Information and Control Divisions, the Planning Service and the Operating Service.

(2) The *Technical Information Division.*

(*a*) Advises the Director concerning status and means of improving the dissemination of information concerning the WAAC.

(*b*) Compiles informational and reference material relating to the WAAC.

(*c*) Makes replys to all requests for articles, photographs, speeches, and stories.

(*d*) Acts as liaison to the press and public.

(*e*) Obtains clearance through the Bureau of Public Relations for all speeches and stories concerning the WAAC.

(*f*) Assists in the preparation of recruiting publicity.

(3) The *Control Division.*

(*a*) Assists and advises the Director in all matters concerning improvement of administrative and organizational procedure pertaining to the operation of the WAAC.

(*b*) Coordinates matters of policies and procedures with other agencies, particularly with the Control Division, Administrative Services, SOS.

(*c*) Gathers, analyzes, and evaluates data regarding the efficiency of all elements of the WAAC.

(*d*) Conducts such special studies as the Director or Military Advisor and Executive may direct.

(4) The *Planning Service* supervises and coordinates the formulation of long range plans, particularly in connection with the proposed expansion of the WAAC and public policy, and submits recommendations for procurement, training and employment of individuals, and of the corps as a whole, through channels to the Director. It consists of the Projects Division, Training Plans Division and Procurement Plans Division.

(*a*) The *Projects Division* functions through the Legislation, Expansion, Well-Being and Organization Branches.

1. The *Legislation Branch* submits recommendations for legislation required to meet the needs of the WAAC and to provide for its growth.

2. The *Expansion Branch* analyzes requests for WAAC units or individuals; studies types of employment suitable for members of the corps; and formulates plans and policies which will serve as the sound foundation for the development of the WAAC in relation to the Army.

3. The *Well-Being Branch* studies the problems of well-being of WAAC's, especially in regard to those special matters peculiar to women, including conditions in schools, training centers, and in the field; and recommends policies on disciplinary questions which may arise.

4. The *Organization Branch* studies conditions under which units will operate; and makes recommendations as to the various types of units which should be set up.

(*b*) The *Training Plans Division* consists of the Doctrine, Individual Training and Unit Training Branches.

1. The *Doctrine Branch* formulates and recommends training policies and procedures governing the over-all training program; originates and reviews visual and other training aids and requests new issue of such aids; prepares training manuals and publications and submits revisions thereof.

2. The *Individual Training Branch* makes plans for the basic and specialized training of individuals, and maintains records and charts relating to the progress of training for the purpose of accurate planning to meet requirements.

3. The *Unit Training Branch* plans schedules and curricula for the training of WAAC units in the field.

(c) The *Procurement Plans Division* is composed of the Personnel, Supply and Equipment, and Housing Branches.

1. The *Personnel Branch* formulates plans for minimum standards and methods of procuring officers and enrolled members to meet the requirements of the corps.

2. The *Supply and Equipment Branch* makes estimates and schedules of requirements for clothing, supplies and equipment to meet expanded needs.

3. The *Housing Branch* submits recommendations as to the facilities which will be required to house the expanded Corps.

(5) The *Operationing Service* supervises, directs and coordinates the activities of the operating agencies, namely, the Administrative, Personnel and Operations Divisions.

(a) The *Administrative Division* consists of the Office Management, Methods, Fiscal, Legal, and Historical Branches.

1. The *Office Management Branch* acts as officer manager of Headquarters, including the maintenance of the Mail Room and procurement of supplies; prepares orders and directives; disseminates information; prepares replies to general correspondence; is accountable for all classified correspondence and is custodian of the files and records.

2. The *Methods Branch* formulates policies and procedures which will be of assistance to field offices and installations of the WAAC; and surveys the internal administration of such components.

3. The *Fiscal Branch* prepares budget estimates; makes financial reports; prepares pay and travel vouchers and civilian payrolls; furnishes advice on fiscal and financial matters; and maintains liaison with the Office of the Chief of Finance.

4. The *Legal Branch* renders advice on legal problems; prepares opinions and memoranda; drafts proposed legislative changes and regulations; and acts as liaison with the Office of the Judge Advocate General.

5. The *Historical Branch* gathers all information which relates to the WAAC; maintains a chronological record of events; and prepares historical reports.

(b) The *Personnel Division* assists and advises on all matters relating to procurement, assignment, transfer, rating, promotion, enrollment, discharge, welfare and accounting for personnel of the WAAC, and the procurement and placement of civilian employees. It consists of the WAAC, Civilian, Special Service, Medical, and Recruiting and Induction Branches.

1. The *WAAC Branch* formulates recommendations on policies for the procurement of officers and enrolled members; initiates action for procurement of officers; controls assignment, transfer, discharge, leaves, furloughs and promotion of personnel;

reviews proceedings of discharge and disciplinary boards; supervises classification and reclassification; makes such personnel reports as are required; and prepares allotments of personnel.

2. The *Civilian Branch* classifies and procures employees; maintains liaison with the Civil Service Commission; and prepares civilian personnel reports.

3. The *Special Service Branch* coordinates the welfare and morale program of the WAAC with the Special Service Division, Services of Supply, and with such agencies as the USO and American Red Cross; maintains liaison with the Army Institute; and makes recommendations with respect to types of entertainment and recreational activities which are of interest to women.

4. The *Medical Branch* maintains close liaison with the Office of The Surgeon General with reference to the health program and sanitary and hospitalization facilities necessary for women; procures and transfers WAAC medical personnel; compiles statistics on medical and sanitary conditions; cooperates with the United States Employees' Compensation Commission on all claims for death and disability; and maintains records of deaths and discharge for disability.

5. The *Recruiting and Induction Branch* maintains liaison with and assists the Recruiting and Induction Service, AGO, on matters relating to WAAC procurement; prepares recommendations on methods, means and standards for recruiting; and maintains recruiting records and statistics.

(*c*) The *Operations Division* is responsible for all matters which relate to the formation of units, their movement, supply and housing, and also handles specialized problems such as WAAC participation in Air Defense activities. It consists of the Activation, Movement, Supply, Housing, and Air Defense Coordination Branches.

1. The *Activation Branch* prepares recommendations for Tables of Organization, Manning Tables, Tables of Distribution or Allotment Charts for WAAC units; obtains approval of priorities in furnishing units; requests authority for activation and constitution of units; compiles statistics and prepares flow charts; determines personnel requirements for units; and maintains an operations map.

2. The *Movement Branch* prepares requests for movement orders; arranges for travel orders and priorities for WAAC personnel; contacts the Training Centers with reference to availability of personnel for movement; notifies the Commanding General of the Service Command concerned the arrival date of WAAC units; and coordinates all movements to and from Training Centers with Traffic Control Branch, Services of Supply.

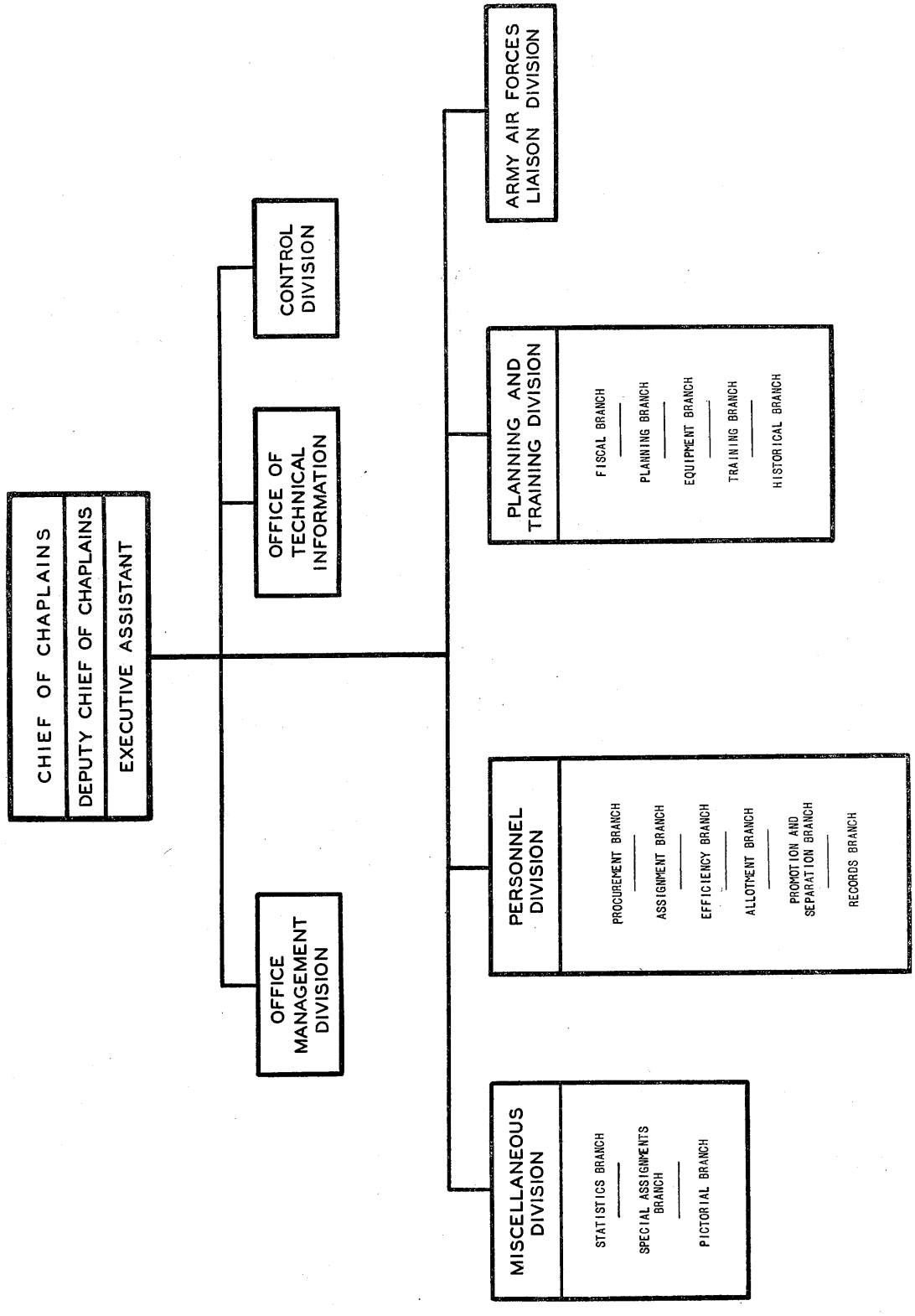
3. The *Supply Branch* prepares recommendations for Tables of Basic Allowances, Tables of Equipment and Tables of Allowances; arranges for approval of new articles of clothing and equipment; supervises and coordinates items of issue with supply branches; assures supply of necessary clothing and equipment, including special issue for overseas units; and coordinates with the Office of the Quartermaster General concerning establishment of WAAC supply depots and the shipment of supplies and equipment thereto.
4. The *Housing Branch* approves plans for new construction; initiates requests for new construction and conversion of existing facilities to WAAC needs; inspects and approves housing facilities; studies the progress of construction; and maintains liaison with the Office of the Chief of Engineers.
5. The *Air Defense Coordination Branch* handles problems which relate to the Aircraft Warning Service and the Antiaircraft Artillery Command.

(6) *Field Installations.*

(*a*) The *Training Command* conducts and supervises the training program at WAAC training centers in conformity with prescribed doctrine and principles; makes recommendations relating to selection, assignment and relief of staff and faculty assigned to training centers; maintains records of the state of training; and conducts periodic training inspections.

(*b*) *Service Command Directors.* One Service Command Director is assigned to each Service Command, and performs a dual function. As an officer on the Staff of the Commanding General, she is the Chief of the Women's Army Auxiliary Corps Branch, Personnel Division. On all matters pertaining to the assignment, transfer, promotion, rating, discipline, enrollment and discharge of members of the WAAC, she acts as the representative of the Director. The Service Command Director is the Commander of WAAC units and personnel on all matters which fall exclusively within WAAC responsibilities.

OFFICE OF THE CHIEF OF CHAPLAINS



SECTION .06—OFFICE OF THE CHIEF OF CHAPLAINS 303.06

a. Mission.—To assure moral training and religious ministration to the Army.

b. Major functions.—(1) The Office of the Chief of Chaplains, under the direction of the Chief of Administrative Services, performs the following staff functions:

(*a*) Supervises moral training and religious ministration 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*) Supervises the preparation of curriculum of the Chaplain School.

(2) The Office of the Chief of Chaplains performs the following functions for Headquarters, Services of Supply:

(*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 Chief of Chaplains' religious fund.

(*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 Control Division, the Office of Technical Information, the Personnel Division, the Planning and Training Division, the Miscellaneous 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 departmental personnel and printing and binding, and defends all estimates before budget committees; prepares administrative and financial reports; and performs office service functions.

(3) 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.

(4) The *Office of Technical Information* prepares material for release to press and radio, and reviews manuscripts and scripts.

(5) 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.

(*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.

(6) 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 Scriptures and the Chief of Chaplains' religious fund, and administers the funds allotted.

(b) The *Equipment Branch* studies the needs and recommends to the supply branches the procurement of needed equipment; recommends purchase by the Chief of Chaplains' religious fund 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 Tables of Organization and allotments to include needed chaplains.

(e) The *Training Branch* formulates training doctrine and conducts training at the Chaplain School, and prepares training literature and revisions of pertinent War Department publications.

(7) 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.

(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.

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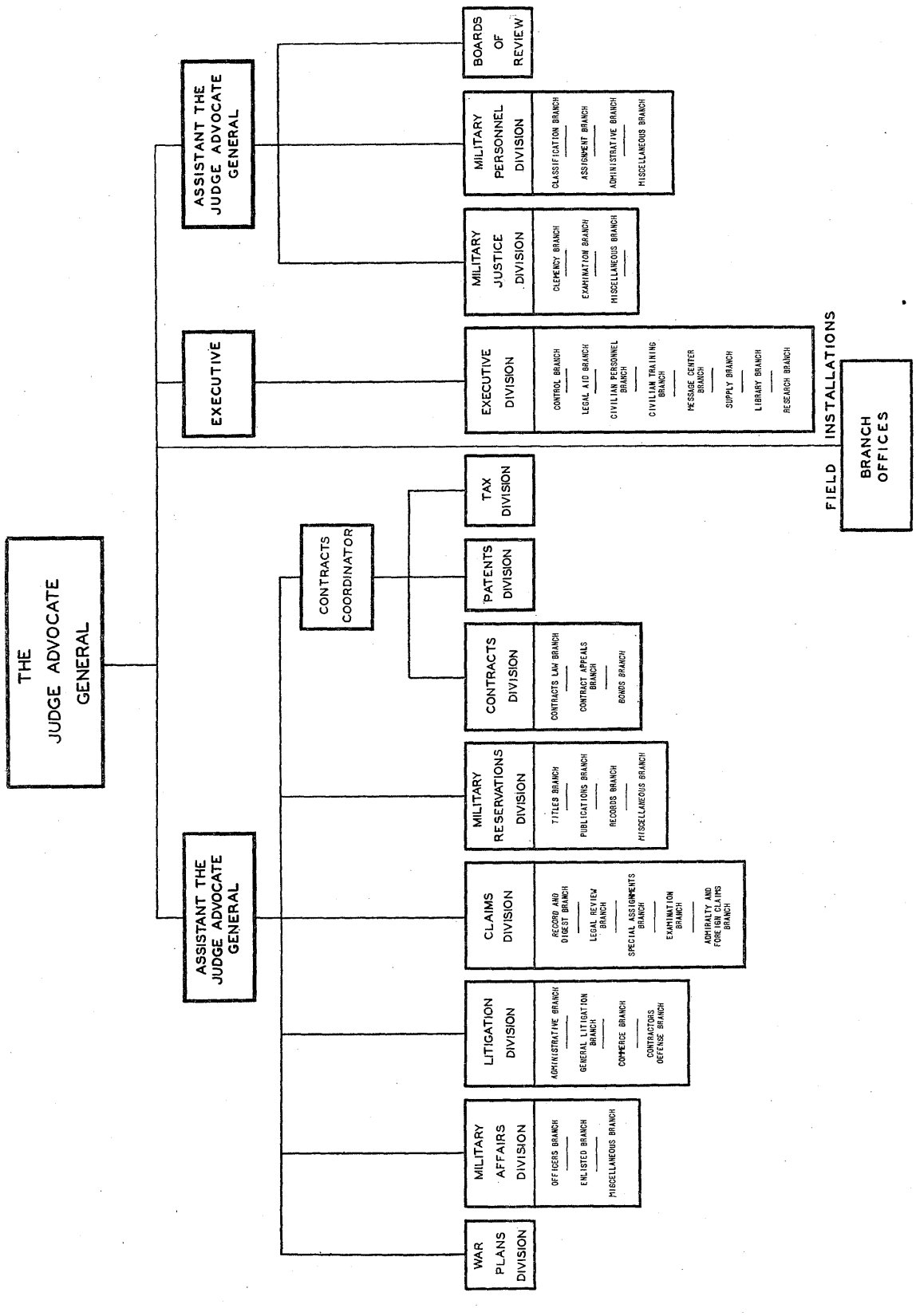
OFFICE OF THE CHIEF OF FINANCE

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SECTION .07—OFFICE OF THE CHIEF OF FINANCE 303.07

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OFFICE OF THE JUDGE ADVOCATE GENERAL



SECTION .08—OFFICE OF THE JUDGE ADVOCATE GENERAL 303.08

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 Chief of Administrative Services, 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, 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.

(*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 50½; review court-martial records other than those coming within the purview of Article of War 50½, 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 50½.

(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 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 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.

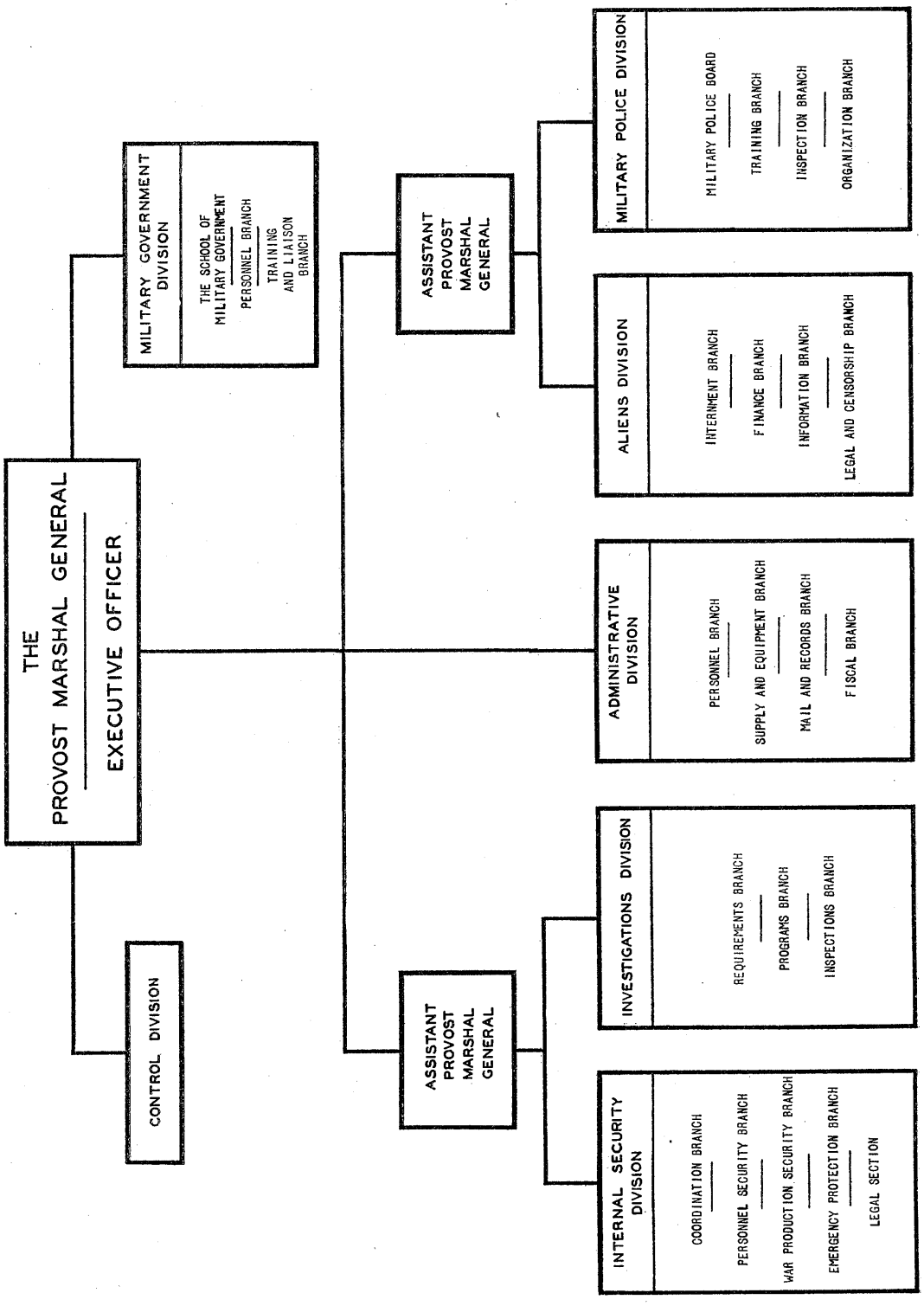
(15) The *War Plans Division* prepares opinions on questions of law involving the laws of war, international law, military government, martial law, prisoners of war, internment of enemy aliens, billeting of troops, and related subjects.

(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.

OFFICE OF THE PROVOST MARSHAL GENERAL



SECTION .09—OFFICE OF THE PROVOST MARSHAL GENERAL 303.09

a. Mission.—To prepare general policies and procedures whereby the internal security responsibility of the Commanding General, Services of Supply, will be discharged and to exercise staff supervision in carrying those policies and procedures into effect; to provide trained military police units for the service commands and the Army Ground Forces; to provide plans, policies, and procedures for the investigation of loyalty of civilian employees in military establishments or in private plants working on classified contracts; to plan for and exercise staff supervision over the internment of enemy aliens and prisoners of war according to law and to carry out the terms of the Geneva Convention of 1929 relative to the treatment of prisoners of war; and to make broad plans for the military government of occupied territory.

b. Major functions.—(1) The Office of the Provost Marshal General, under the direction of the Chief of Administrative Services, performs the following staff functions for the Commanding General, Services of Supply:

(*a*) Prepares, revises, maintains custody of and supervises 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*) Coordinates and exercises staff supervision over agencies responsible for the continuing protection of plants and facilities important to the war effort from all hazards including fire, theft, accident, sabotage, and espionage.

(*c*) Prepares plans and procedures on all matters relating to military police, including their training, and coordinates their disposition and use.

(*d*) Supervises the curriculum of the military police schools and the preparation of all training bulletins, manuals, handbooks and memoranda for use by the Military Police Corps.

(*e*) Prepares policies and procedures relating to and exercises staff supervision over the conduct of:

1. Loyalty investigations of Aliens for induction, and Aliens in War Industry or engaged in classified or aeronautical work.

2. Loyalty investigations of war department employees, and personnel under the Key Personnel Security Program.

3. Loyalty investigations of applicants for the Women's Army Auxiliary Corps, for enlistments in the enlisted reserve, for commission in the Army, for military personnel to be assigned to investigative branches in the service commands.

4. Loyalty investigations of scientists for the National Defense Research Committee and the personnel of other agencies whose programs are coordinated with those of the War Department.

(*f*) Exercises staff supervision over the internment, care and treatment of alien enemies and prisoners of war.

(*g*) Makes broad plans for and trains personnel for the administration of military government of occupied territory.

(2) The Office of the Provost Marshal General, under the direction of the Chief of Administrative Services, performs the following operations directly:

(*a*) Maintains an Enemy Alien and Prisoner of War Information Bureau.

(*b*) Directs the movement of internees and prisoners of war.

(*c*) Operates the School of Military Government.

c. Organization.—(1) The *Office of the Provost Marshal General* consists of the Control Division, the Administrative Division, the Aliens Divison, the Internal Security Division, the Investigations Division, the Military Police Division, and the Military Government Division.

(2) The *Control Division*—

(*a*) Performs the following staff functions for the Provost Marshal General:

1. Makes periodic surveys of the operations of the Office of the Provost Marshal General to discover delays and deficiencies, to eliminate duplications of functions, and coordinate the work of the office.

2. Recommends adjustments in policies, methods and form of organization in order to improve the efficiency of the office.

3. Follows up the execution of approved recommendations.

4. Keeps the Provost Marshal General informed on the progress of work and consolidates reports of divisions, branches, and sections within the office.

5. Undertakes surveys and investigations on its own initiative and as assigned; prepares necessary reports.

6. Collects historical data.

7. Maintains liaison with Control Division, Headquarters, Services of Supply.

8. Assembles data for periodic statistical reports to show the adequacy of internal security protection, the status, strength and training of Military Police Units, and the progress of loyalty investigations.

(3) The *Administrative Division* consists of the following branches: Personnel, Supply and Equipment, Mail and Records, and Fiscal. The Division as a whole performs the following functions for the Office of the Provost Marshal General:

(*a*) The *Personnel Branch* processes orders, assignments, requests for transfer, and performs other customary services for military personnel of the Office of the Provost Marshal General; maintains complete records and files on military personnel, personnel requirements, and allotments; handles the procurement, appointment, classification, promotion, transfer, resignation, dismissal, suspension and reinstatement of civilian personnel; supervises the training of civilian clerical personnel; coordinates with the Military Personnel Division and the Civilian Personnel Division, Headquarters, Services of Supply; is responsible for the establishment of policies in regard to, and the supervision of, civilian employee relations; maintains civilian personnel records, including leave records and necessary reports; maintains retirement records and a record of each employee's earnings for the Bureau of Internal Revenue.

(*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 Fiscal Division and the Office of the Chief of Finance, Headquarters, Services of Supply; acts as Defense Bond Officer; advises on all fiscal or financial problems; compiles all pay rolls for civilian personnel and supervises the preparation of annual estimates of required funds by various divisions, branches and sections.

(4) The *Aliens Division* consists of the Internment, Information, Legal and Censorship, and Finance branches.

(*a*) The *Internment Branch* establishes 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 Military Personnel, SOS. 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 branches of the Service 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 services 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 checking 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 procedure 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.

(5) The *Internal Security Division* consists of the following branches: Legal Section, Coordination Branch, Personnel Security Branch, War Production Security Branch, Emergency Protection Branch.

(*a*) The *Legal Section* investigates specific questions of law, not referred to the Judge Advocate General, involving State and Federal laws, regulations, and orders affecting the Internal Security Division.

(*b*) The *Coordination Branch* supervises, maintains, and distributes a Master Responsibility List of all facilities and commodity storages important to the prosecution of the war; supervises fingerprinting program and assigns appropriate code numbers; assigns responsibility for continuing protection to commanding generals of Service Commands where continuing protection of facilities producing for the Navy or Army Air Forces has been assumed by the Commanding General, Services of Supply, and where facilities and commodities have been rated by the Resources Protection Board of the War Production Board; assigns responsibility for continuing protection to—

1. Chief of Ordnance for facilities in which explosives, propellants, or explosive ingredients are manufactured, processed, or stored for the War or Navy Departments, and

2. Chief of Chemical Warfare Service for all facilities in which incendiary, poisonous, or irritant products are manufactured, processed or stored for the War or Navy Departments.

Maintains coordination with and initiates action to be taken by the War Production Board, the Navy, Federal Power Commission, Bureau of Mines, Office of Civilian Defense, and all other interested Federal and private agencies on matters pertaining to protection of facilities and commodities important to the prosecution of the war, and initiates and recommends policies pertaining to passive defense of such facilities and commodity storages.

(*c*) The *Personnel Security Branch* acts for the Secretary of War and the Secretary of the Navy in granting or denying consent for employment of aliens on aeronautical and classified (secret, confidential, or restricted) War and

Navy Department contracts: Orders the removal of alleged subversives employed at facilities and commodity storages important to the prosecution of the war, and reviews service command orders of removal, in compliance with unnumbered War Department Circular dated February 5, 1942, and provides staff supervision over the operation of the Key Personnel Security Program whereby the loyalty of key personnel employed at facilities and commodity storages important to the prosecution of the war is checked.

(*d*) The *War Production Security Branch* provides technical fire protection assistance, and reviews, analyzes and disseminates certain fire protection reports; formulates general policies and instructions for accident prevention program; supervises this program within the Services of Supply; and coordinates in Washington with Federal and civilian agencies performing accident prevention activities; prepares instructions on prevention of sabotage; reviews reports of sabotage and suspected sabotage which have occurred at facilities and commodity storages important to the prosecution of the war, and recommends corrective action where necessary; inspects internal security activities in Service Commands to determine adherence to established policies and procedures; exercises staff supervision over protective surveys and inspections conducted by all agencies of the Services of Supply to determine the adequacy of measures taken to protect facilities and commodities important to the prosecution of the war; and clears official visitors from Washington to facilities and commodity storages important to the prosecution of the war, issues identification cards for official inspectors, and promulgates policies pertaining to visitor clearance and identification, and prepares and disseminates educational matters pertaining to all elements of internal security and in coordination with the Bureau of Public Relations clears issuance of all War Department publicity relating to Fire and Accident Prevention.

(*e*) The *Emergency Protection Branch* prepares, revises, and has custody of War Department emergency plans, analyzes Service Command emergency plans, and conducts research to improve these plans; obtains information and analyzes intelligence reports; maintains situation maps, charts, and statistics to assist the Provost Marshal General in supervising emergency operations which require action by the War Department and provides staff supervision over the militarization, organization and training of plant guards as Auxiliary Military Police at facilities and commodity storages important to the prosecution of the war, and handles all correspondence and prepares, disseminates and effectuates all policies pertaining thereto.

(6) The *Investigations Division* consists of the Requirements Branch, Programs Branch, and Inspections Branch.

(*a*) The *Requirements Branch* establishes policies and procedures in matters of supplies and administration required in the loyalty investigative programs; studies efficiency of current procedures; performs such advance

planning as is necessary to determine the efficiency with which present procedures and policies will meet future demands for loyalty investigations, and publishes and revises Manual of Investigations Division, and issues such directives as are necessary to meet changing conditions.

(*b*) The *Programs Branch* establishes loyalty investigative programs by coordination and cooperation with agencies requesting large numbers of personnel to be investigated; exercises staff supervision over the decentralization of operating functions of the established programs to the convenient operating level of the agency requesting the investigations; demonstrates to service commands the operations of the programs, and instructs the service commands in the matters of control and management of investigative programs.

(*c*) The *Inspections Branch* prepares and revises inspections manual for use of inspectors; trains Investigation Division inspectors in policies and procedures, and maintains schedules of field inspections; reviews reports of inspections and maintains follow-up systems to recommendations and maintains statistical analyses of service command reports to determine rate and direction of progress within service commands.

(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* originates and submits to The Provost Marshal General recommendations for improvement in the equipment, training, and personnel of the Corps of Military Police. Makes service tests of all new Military Police material and equipment. Makes studies and recommendations on such subjects pertaining to the Corps of Military Police as may be referred to it. Makes suggestions for the revision or correction of Army Regulations, Field Manuals and other Military publications where they concern the Provost Marshal General, or the Corps of Military Police. Makes studies, writes scenarios and makes recommendations on training films pertaining to the Corps of Military Police and provides technical advice on the production of those films.

(*b*) The *Organization Branch* establishes policies governing the selection, assignment, transfer, classification and re-classification of officers and enlisted men of the Corps of Military Police; requests transfers and assignments, between Service Commands, and from Service Commands to task forces or Theaters of Operations; obtains from the Adjutant General priorities on enlisted men; provides and coordinates data on cadres, officers, and filler replacements for new activations; processes Tables of Organization, and maintains data on proposed changes in same, coordinating with field agencies; processes Tables of Equipment; and maintains data thereon coordinating with field agencies and the Military Police Board on all matters of equipment and supplies; represents the Military Police Division on various technical committees, coordinating with all Supply agencies of the War Department and represents the Provost Marshal General

in conferences relative to the disposition and use of Military Police Organizations.

(*c*) The *Training Branch* initiates and formulates training doctrine and policies for the Corps of Military Police; reviews training programs, curricula and schedules, at the Provost Marshal General's Training Center; and processes the assignment, promotion and relief of staff and faculty personnel; prepares allotment letters designating the number and type of students to attend the several Military Police Schools and other Specialist Schools to which Military Police Personnel are ordered, and prepares, processes and publishes training programs, manuals and training memoranda and advises on the preparation of films and film strips for all Military Police units. Supervises the execution of training programs and memoranda.

(*d*) The *Inspection Branch* inspects periodically Military Police units in the field, and reports to The Provost Marshal General and to the Training Division, Services of Supply, on the status of such units with reference to their strength, extent and quality of training under the Mobilization Training Regulations, adequacy of equipment, quality and effectiveness of commissioned personnel and instructors, readiness to function in assigned missions, and the state of training for overseas assignment; reviews reports of inspection relating to the training, employment, and performance of Military Police Units; recommends any changes needed to conform with established policies; and suggests amendments of existing directives or policies to increase the efficiency of Military Police units; maintains a visible record upon which is posted detailed information on units inspected and maintains a number of inspectors in the field checking the conduct of military personnel on trains, in stations and in cities and towns; and observes the operation of Military Police in enforcing regulations concerning conduct of personnel in these places.

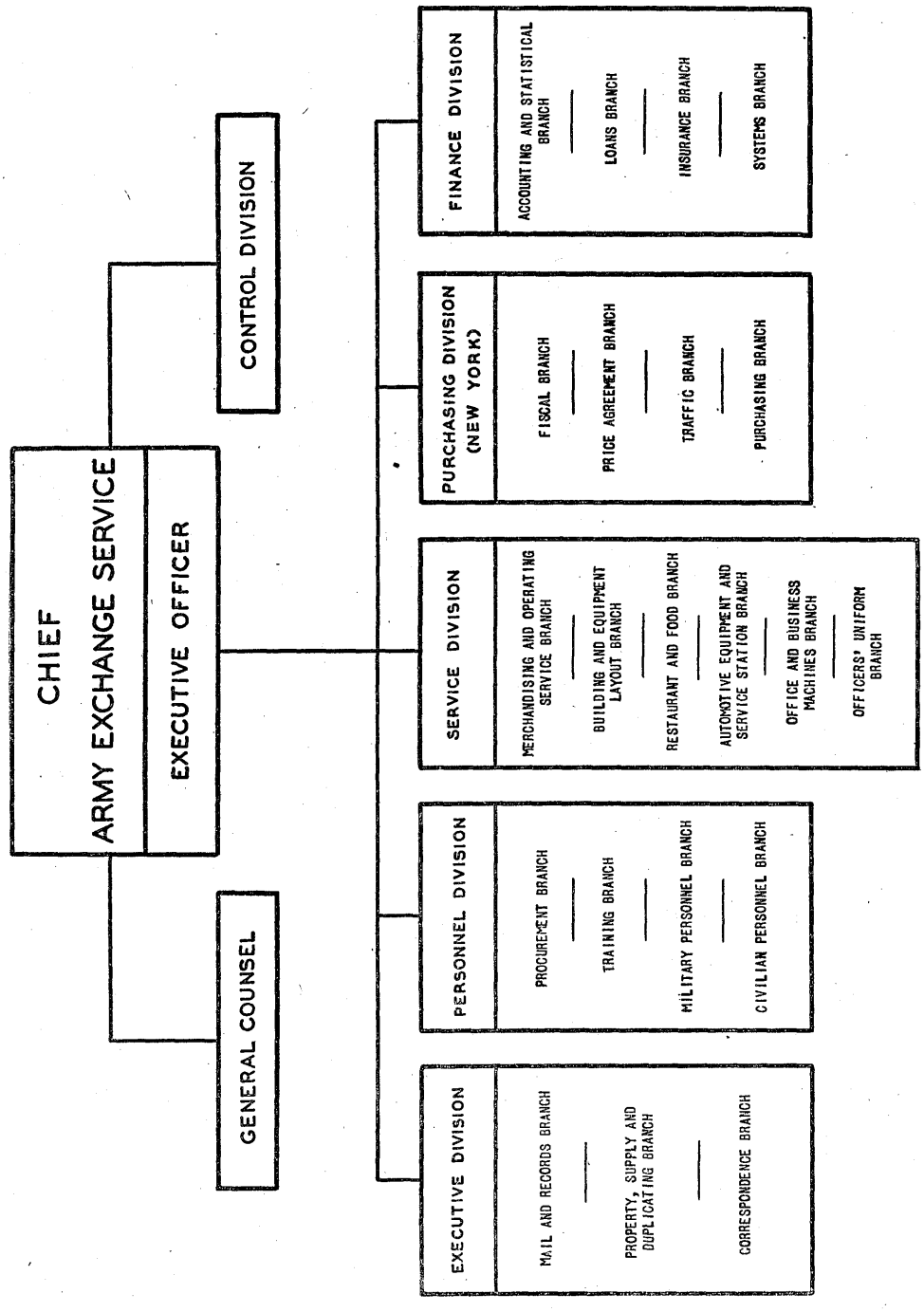
(8) *The Military Government Division* consists of the School of Military Government, the Personnel Branch and the Training and Liaison Branch.

(*a*) The *School of Military Government* (Charlottesville, Va.) trains officers of the Army of the United States, between grades of Captain and Colonel inclusive in public administration, army organization and staff functioning, liaison, international and military law, historical, political, economic, and cultural backgrounds of areas in which military operations may be conducted, and other pertinent subjects, 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 *Personnel Branch* recruits, selects, and appoints students for the School of Military Government, and makes assignments, recommendations for graduates of the School and recommends selected civilians for commissioning in the Specialists Reserve Section, Officers Reserve Corps, for future appointment to specialist functions in military government.

(*c*) The *Training and Liaison Branch* develops plans for the training of specialists at various colleges and universities; supervises military government training in the military police schools; maintains liaison with other War Department, Federal government, and private agencies with a view toward integrating plans for the government of occupied areas; and cooperates with the Military Intelligence Service in the preparation of surveys of various countries, for the use of civil affairs officers, for references in military government and liaison training, and for planning purposes.

ARMY EXCHANGE SERVICE



SECTION .10—ARMY EXCHANGE SERVICE 303.10

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

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

(*a*) Formulates policies and regulations for the operation of Army Exchanges.

(*b*) Develops uniform accounting systems for Army Exchanges.

(*c*) Recommends standardized plans and procedures of organization for Army Exchanges.

(2) The Army Exchange Service, under the direction of the Chief of Administrative Services, 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*) When requested, purchases merchandise and equipment for exchanges operating outside the continental limits of the United States.

(*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 curriculum for the Army Exchange School and its training program for the purpose of training exchange officers and assistant exchange officers commissioned from civilian life and selects, assigns, promotes, and relieves staff and faculty personnel.

(*g*) Develops the business policies for exchanges which will insure lowest possible prices for exchange merchandise.

(*h*) Advises Army exchanges on management, merchandizing, purchasing, and maximum utilization of equipment.

c. Organization.—(1) The Army Exchange Service consists of the Control Division, General Counsel, Service Division, Personnel Division, Executive Division, Finance Division, and Purchasing Division.

(2) The *Control Division* consists of the Administrative Management Branch and the Progress and Statistics Branch. The Control Division evaluates the effectiveness and progress with which directives of the Commanding General Services of Supply, and plans of the Chief of the Army Exchange Service to Service Commands and Departments are executed in matters pertaining to exchange activities; makes recommendation to the Chief of the Army Exchange Service for adjustment in policies, organization, and methods to increase such effectiveness and progress; maintains appropriate liaison with other Government agencies.

(*a*) The *Administrative Management Branch* surveys the effectiveness of operations in the field, specifically assigned by the Chief, Control Division;

prepares recommendations for necessary adjustments in policies, organization, and methods; maintains policy file; consolidates divisional reports; employs special advisors and consultants on projects in highly specialized and technical fields; forms survey teams from personnel best fitted for each individual assignment, drawing from within or without the Division; obtains necessary priority releases from War Production Board and Army and Navy Munitions Board for essential items to be resold in exchanges and for equipment containing critical materials to be sold by Army Exchanges; secures from War Production Board and, in appropriate cases, from the Office of the Petroleum Coordinator, through the Requirements and Resources Divisions, Services of Supply, approval of allotments based on estimates.

(*b*) The *Progress and Statistics 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; maintains progress record index; consolidates, analyzes, and interprets statistical reports and studies for the headquarters office of the 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, Services of Supply, in matters relating to exchange activities; maintains historical record.

(3) The *General Counsel* acts as advisor to the Chief of the Army Exchange Service with regard to legal problems concerning the operation of the Army Exchange Service. Where called upon, prepares for submission changes in Army Regulations necessary to carry out the policy of the Army Exchange Service; passes upon the legality of proposed activities such as contracts, loans, and similar matters; acts for the Chief of the Army Exchange Service in matters pertaining to the Office of the Judge Advocate General; periodically lectures to the trainees at the Exchange School concerning the legal problems of exchange operations.

(4) The *Service Division* consists of the Merchandising and Operating Service Branch, the Building and Equipment Lay-out Branch, the Restaurant and Food Branch, the Automotive Equipment and Service Station Branch, the Office and Business Machines Branch, and the Officers' Uniform Branch.

(*a*) The *Merchandising and Operating Service Branch* recommends merchandising policies, initial mark-up and gross profit objectives; recommends varieties and qualities of merchandise sold in exchanges with stock turn-over objectives and price schedules consistent with local competition; recommends procedures for receiving, warehousing, and merchandise stock control; makes available representatives for field visits to exchanges for improvement in operations; compiles estimates of exchange 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 Control Division.

(*b*) The *Building and Equipment Lay-out Branch* recommends arrangement of exchange buildings, fixtures, and equipment; provides representatives to make visits to field installations to furnish recommendations on exchange equipment and lay-out of exchanges; works with the Office of the Chief of Engineers in the planning of building construction.

(*c*) The *Restaurant and Food Branch* makes recommendations for food preparation, sale, and cost control; makes recommendations for fountain and beer dispensing systems and equipment; provides representatives for visits to field installations to make such recommendations.

(*d*) The *Automotive Equipment and Service Station Branch* consolidates estimates of Army Exchanges for automotive equipment, service station equipment, and petroleum products required for exchange operation; makes recommendations as to type, style, and lay-out of service station installations; advises on methods and types of service station installations.

(*e*) The *Office and Business Machines Branch* consolidates estimates of Army Exchange requirements for office and business machines; approves requisitions for machines in accordance with the Army Exchange Service allotments.

(*f*) 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' authorized retailers and tailors to the trade; maintains control records of uniforms on hand with manufacturers, authorized dealers, and tailors and cloth stock at the Philadelphia Quartermaster Depot; receives applications of dealers to sell military insignia; makes recommendations to The Adjutant General for issuance of certificates of authority to sell insignia.

(5) The *Personnel Division* consists of the Procurement Branch, Training Branch, Military Personnel Branch, and Civilian Personnel Branch.

(*a*) The *Procurement Branch* procures officers for Army Exchange activities and for certain key civilian personnel for exchanges; recruits trainees for admittance to the Army Exchange Service School as commissioned officers in the Army of the United States and in the Army Specialist Corps for training as exchange and assistant exchange officers; examines and selects candidates in accordance with Army Exchange Service pre-established standards as to previous training, experience, and other qualifications; makes arrangements with medical boards for physical examinations of applicants and conducts preliminary investigations by correspondence as to character and qualifications of applicants; prepares for signature of the Chief of the Army Exchange Service recommendations to The Adjutant General for final appointment and issuance of Special Orders; conducts all correspondence pertaining to applications and selections of candidates for Exchange School trainees; coordinates recruiting activities with the Training Branch, recommends candidates for appointment as civilian exchange managers, assistant exchange

managers, office managers, warehouse superintendents, and branch supervisors upon request from proper authority.

(*b*) The *Training Branch* arranges training programs and conducts certain training activities for the military personnel assigned to the Office of the Chief of the Army Exchange Service; makes periodical visits to the Exchange School, Service Commands, and department headquarters, and to certain posts, camps, and station exchange installations.

(*c*) The *Military Personnel Branch* 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; prepares and submits reports of entry on active duty for all newly commissioned officers of the Exchange School and Office of the Chief of the Army Exchange Service.

(*d*) 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 the 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, Services of Supply, 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.

(6) The *Executive Division* consists of the Mail and Records Branch, the Property, Supply, and Duplicating Branch, and the Correspondence Branch.

(*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 the Chief of the 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 *Property, Supply, and Duplicating 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 con-

duct 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 Army Exchange Service for policy, content, form, and style.

(7) The *Finance Division* consists of the Accounting and Statistical Branch, the Loans Branch, the Insurance Branch, and the Systems Branch.

(*a*) The *Accounting and Statistical Branch* receives, disburses, and accounts for funds received by the Army Exchange Service; analyzes 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 Service Fund; receives and forwards dividends and equity payments due military organizations no longer served by the transmitting exchange; prepares consolidated financial statements from individual exchange statements for the Service Commands and departments; maintains files of financial statements and audit reports.

(*b*) The *Loans Branch*, upon applications from exchanges, 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, makes loans to exchanges operated outside the continental limits of the United States through the Director of the Purchasing Division who is the exchange fiscal officer; maintains records of all loan transactions with exchanges outside the continental limits of the United States.

(*c*) 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 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 oversea 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 the Army Exchange Service including liability and property insurance of automotive equipment, workmen's compensation, messenger robbery insurance, fidelity bonds, burglary insurance, 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.

(*d*) 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 oversea field exchanges, distributes to field exchanges necessary accounting forms and manual; makes recommendations to the Director of the Finance Division on plans for policies.

(8) The *Purchasing Division* consists of the Fiscal Branch, the Price Agreement Branch, the Traffic Branch, and the Purchasing Branch.

(*a*) The *Fiscal Branch*, acting as fiscal agency, receives and disburses funds, renders statements, and arranges for ocean cargo and war risk insurance claims and accounts for purchases of Overseas Exchanges; accounts for exchange funds for which the Director of the Purchasing Division as fiscal agent is accountable.

(*b*) The *Price Agreement Branch* 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 price agreements schedules to all Army Exchanges and maintains and distributes schedules of price changes.

(*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 *Purchasing Branch* makes direct purchases of supplies for Overseas Exchanges; prepares task force exchange supplies requirements; provides for the automatic supply to overseas and task force exchanges, and obtains priorities required for such purchases.

OFFICER PROCUREMENT SERVICE

(Chart will be supplied later)

SECTION .11—OFFICER PROCUREMENT SERVICE

303.11

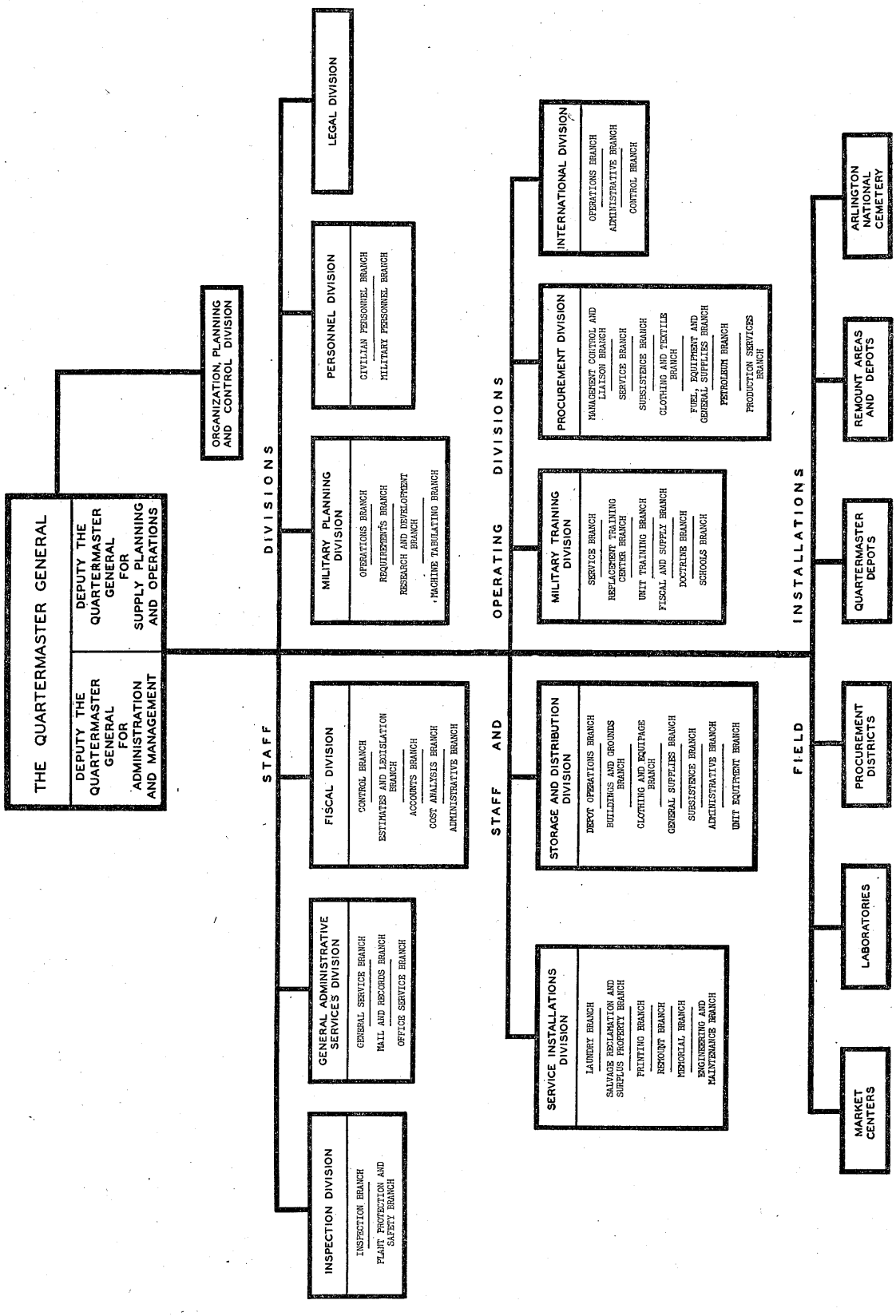
(Text will be supplied later)

CHAPTER 4. SUPPLY SERVICES 304.00

SECTION .01—GENERAL 304.01

The Supply Services perform those functions related to procurement of Army supplies and equipment including experimentation, purchasing, manufacturing, new construction, storage, and transportation. Thus, the Supply 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, Services of Supply, and supply such troops to Service Commands and units of the field forces. The Supply Services consist of the office of the Quartermaster General, the office of the Chief of Ordnance, the office of the Chief of the Chemical Warfare Service, the office of the Chief of Engineers, the office of the Chief Signal Officer, the office of the Surgeon General, and the Transportation Corps.

OFFICE OF THE QUARTERMASTER GENERAL



SECTION .02—OFFICE OF THE QUARTERMASTER GENERAL 304.02

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, fuel, materials handling equipment, and items of a nonmilitary 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, Services of Supply:

(*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 procurement and production of subsistence, clothing, equipage, general supplies, equipment and other Quartermaster items.

(*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 Supply 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 Tables of Allowances for Quartermaster items of supply, and Tables of Organization for certain Quartermaster units; prepares and distributes to Quartermaster depots and to the Service Commands Quartermaster equipment charts and lists.

(*l*) Maintains liaison with International Division, Services of Supply, interdepartmental boards and committees, and other interested agencies with respect to the supply of 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.

(*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*) Represents the Quartermaster Corps in securing funds necessary for Quartermaster activities.

(*q*) Interprets laws of Congress and regulations of Federal Agencies with respect to their effect upon the procurement of Quartermaster items.

(*r*) Supervises the establishment of installations for repair and salvage operations, and other service installations.

(*s*) 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.

(*t*) 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 Services of Supply:

(*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 for the storage and distribution of supplies and equipment for all Supply 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. Allots storage and office space in jointly occupied depots to the Supply Services; the Commanding Officer may temporarily reassign space among Supply Services already located within his command.
3. Inspects and authorizes acceptance of all items purchased by the Quartermaster General.
4. Stores and distributes all quartermaster items.
5. Maintains stocks of Quartermaster items at prescribed levels.
6. 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 rebuilding shops.

(*f*) Operates remount depots, and training centers for dogs.

(*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, and the Inspection 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 an operations and management consulting service to the Office of The Quartermaster General on questions of policy, organization, procedures and controls in the Quartermaster Corps; makes surveys of organization and procedures; initiates, installs, and develops approved recommendations; renders a continuous counselling service to The Quartermaster General and his staff on management problems.

(*b*) The *Statistics Branch* collects, interprets, and supplies to the Quartermaster General and to the operating divisions, vital statistical information which will assist the efficiency and promptness of operations within the Quartermaster Corps.

(*c*) The *Service Branch* performs administrative services relating to office management, office standards and methods; maintains reference files on all Army Regulations; prepares and transmits correspondence and communications; controls internal division functions; conducts studies of administrative procedures.

(5) The *General Administrative Services Division* consists of the Mail and Records Branch, the General Service Branch, and the Office Service Branch.

(*a*) The *Mail and Records Branch* performs routine office service functions.

(*b*) The *General Service Branch* prepares and distributes Army Regulations, War Department and Office of The Quartermaster General Circulars pertinent to Quartermaster activities; directs the system of Military Intelligence for the Office of The Quartermaster General; prepares all correspondence with members of Congress; clears all public relations activities pertaining to the Office of The Quartermaster General for dissemination through the War Department, Bureau of Public Relations; expedites all correspondence requiring immediate action; collects and prepares historical data covering the activities of the Quartermaster Corps; maintains a reference library for the Office of The Quartermaster General.

(*c*) The *Office Service Branch* requests the procurement of, stores and issues office equipment and office supplies for the Office of The Quartermaster General; stores and issues War Department Circulars, Army Regulations and Office of The Quartermaster General Circulars.

(6) The *Legal Division* prepares opinions and reports on all legal questions and proposed legislative action for the information and guidance of The Quartermaster General and his staff; renders advice in the negotiation, drafting, and enforcement of contracts and agreements; drafts proposed legislation, office orders, rules and regulations deemed desirable for the more efficient operation of the Quartermaster Corps; prescribes policies and procedures for the legal staffs of Quartermaster Depots; maintains liaison on legal and legislative matters with other offices in the War Department, and with other Government agencies.

(7) The *Fiscal Division* consists of the Estimates and Legislation Branch, the Control Branch, the Cost Analysis Branch, the Accounts 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 fiscal requirements affecting projects by the branches of operating divisions; reviews estimates to be submitted, and arranges for their justification before budget agencies of higher echelons; maintains contact regarding proposed and pending legislation affecting the Quartermaster Corps; prepares, on request, reports concerning such 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 procedures in field agencies; audits fiscal records; tabulates and analyzes fiscal statistics for the Quartermaster Corps.

(*c*) The *Cost Analysis Branch* studies current conditions and information relating to past contracts to determine the rate of profit and fair contract prices for future procurements; accumulates data to serve as a basis for the renegotiation of contracts already placed on which the rates of profit are determined to be unreasonably high.

(*d*) The *Accounts Branch* maintains all fiscal records pertaining to funds allocated to the Quartermaster Corps by the Budget Officer of the War Department and funds allotted to the Quartermaster Corps by other War Department agencies, including controls of quarterly limitations and special purpose limitations; processes all reimbursement transactions between the Quartermaster Corps and other Services or Government agencies.

(*e*) The *Administrative Branch* performs administrative services relating to office management, office standards and methods; prepares and transmits correspondence and communications; controls internal division functions.

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

(*a*) The *Civilian Personnel Branch* establishes and classifies positions; recruits, appoints, assigns, trains, promotes, transfers, and separates civilian employees of the Quartermaster Corps, in accordance with Civil Service laws and regulations and War Department directives.

(*b*) The *Military Personnel Branch* obtains allotments and makes suballotments of army officers, specialists, warrant officers, and enlisted men for the Quartermaster Corps; requisitions, assigns, promotes, and transfers such military personnel; sets up new Quartermaster organizations, and furnishes personnel for cadres.

(9) The *Military Training Division* consists of the Replacement Training Center Branch, the Schools Branch, the Unit Training Branch, the Doctrine Branch, the Fiscal and Supply Branch, and the Service Branch.

(*a*) The *Replacement Training Center Branch* supervises the training operations at Quartermaster Replacement Training Centers; computes and reviews personnel requirements at these centers necessary to carry out their training mission; coordinates activities at Replacement Training Centers with Reception Centers and Schools to insure an even flow of personnel in training; inspects operations, organization, and personnel at Training Centers to insure conformity with prescribed policies and procedures.

(*b*) The *Schools Branch* supervises training operations at all Quartermaster Schools, including Special Service Schools, civilian trades schools, and civilian educational institutions; coordinates the activities of all schools to insure uniformity of operation and conformity with prescribed policies; supplies training material and information; computes and reviews person-

nel requirements for the schools; inspects the operations of the schools to determine the effectiveness of training programs.

(*c*) The *Unit Training Branch* maintains records of the status of Quartermaster units; follows up on training of Quartermaster units to prepare them for overseas assignment; renders inspection and technical advisory service to Quartermaster units; supervises training of Quartermaster units assigned to the Quartermaster General for training.

(*d*) The *Doctrine Branch* develops, reviews, and recommends training programs, materials, and courses of study on all phases of Quartermaster training; distributes training texts, manuals, and films; supervises the development and operation of instructor training programs at Quartermaster training installations; maintains liaison with the Quartermaster Board, Quartermaster units in the field, and other operating divisions of the Office of The Quartermaster General to keep abreast of the latest developments of Quartermaster operations and equipment in order to incorporate all improvements into Quartermaster training operations.

(*e*) The *Fiscal and Supply Branch* determines the availability of supplies and equipment for Quartermaster units; reviews and recommends requests for funds, new construction, improvements, supplies, and equipment for Quartermaster training installations.

(*f*) The *Service Branch* performs administrative services relating to office management, office standards and methods; maintains personnel records, prepares and transmits correspondence and communications.

(10) The *Procurement Division* consists of the Management Control and Liaison Branch, Subsistence Branch, Clothing and Textile Branch, Fuel, Equipment and General Supplies Branch, Petroleum Branch, Production Services Branch, and Service Branch.

(*a*) The *Management Control and Liaison Branch* evaluates the efficiency and progress with which the plans of the Procurement Division are being executed and recommends improvements; studies personnel and space requirements; studies depot procurement and inspection organizations; provides representation for conferences and meetings with other services and outside agencies.

(*b*) The *Subsistence Branch* maintains general supervision over the procurement of Subsistence items until they are received for storage by the Depots.

(*c*) The *Clothing and Textile Branch* issues procurement directives to the Procurement Divisions of the Depots directing the procurement of all clothing, textile and textile equipage items; surveys industrial facilities and maintains records of same; maintains general supervision over the fabrication of these items until they are finally shipped to the receiving depot; adjusts industry production programs with supply needs in collaboration with Storage and Distribution Division.

(*d*) The *Fuel, Equipment and General Supplies Branch* issues procurement directives to the Procurement Divisions of the Depots directing the procurement of all fuel, heavy warehouse equipment and general supplies

items; surveys industrial facilities and maintains records of same; maintains general supervision over the fabrication of these items until they are finally shipped to the receiving depot; adjusts industry production programs with supply needs in collaboration with Storage and Distribution Division.

(*e*) The *Petroleum Branch,* with respect to all petroleum products, containers, and drums used by Army Ground Forces (including Marine amphibious equipment) and Army Air Forces (excluding airplanes and other aircraft equipment) used in internal-combustion motors and equipment powered by them, plus those used for special purposes, plans procurement, directs purchase, storage, and distribution, expedites delivery, and supervises inspection; reviews specifications, and suggests changes and improvements; assembles requirements from all Supply Services; maintains liaison with Army-Navy Petroleum Board; directs the reconstitution of petroleum products required by changes in specifications, and the renovation of used containers and drums.

(*f*) The *Production Services Branch* administers the priorities system; expedites deliveries when necessary; determines methods of inspection of supplies and equipment procured.

(*g*) The *Service Branch* performs all administrative services relating to office management; establishes contract procedures; advises the Procurement Division on all matters relating to price control; after analysis of contracts, determines and makes recommendations for renegotiation.

(11) The *Storage and Distribution Division* consists of the Unit Equipment Branch, the Depot Operations Branch, the Buildings and Grounds Branch, the Clothing and Equipage Branch, the General Supplies Branch, the Subsistence Branch, and the Administrative Branch.

(*a*) The *Unit Equipment Branch* disseminates information and instruction to field agencies of the Quartermaster Corps regarding the supply of units to be activated or alerted; coordinates action to be taken on reports of shortages of equipment pertaining to activated or alerted units, and on requisitions pertaining to Task Force maintenance and overseas supply.

(*b*) The *Depot Operations Branch,* in accordance with policies established by higher authority, develops improved packing and warehousing methods, and prepares and issues standard procedure instructions for depots; allots storage and office space in jointly occupied depots and commercial storage space to the Supply Services, as directed by the Commanding General, Services of Supply; supervises the use of assigned Quartermaster storage space; prepares stock reports; supervises the distribution of warehouse equipment to Quartermaster depots.

(*c*) The *Buildings and Grounds Branch* prepares maps and layout plans of depots; maintains capacity and other data on buildings at Quartermaster field installations; maintains liaison with the Office of the Chief of Engineers on construction and alteration of buildings at Quartermaster depots, Remount depots, and other exempted Quartermaster installations, in-

cluding fire prevention and fire department operating methods; coordinates the acquisition of land and buildings for Quartermaster activities.

(*d*) The *Clothing and Equipage Branch* translates established stock levels into quantities of clothing and equipage items to be carried in stock at depots; supervises application of policies for their storage, distribution, and issue; maintains records of stock quantities; determines the supply needs and initiates procurement requests for clothing and equipage items; suggests changes in specifications in accordance with field experience; develops clothing and shoe tariffs; recommends revised or new factors for maintenance and distribution; directs the redistribution of excess stocks and new production between depots.

(*e*) 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 sub-appropriations 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; maintains records of stock quantities; determines the supply needs and initiates procurement requests for all such items of general supplies; suggests changes in specifications in accordance with field experience; directs the redistribution of excess stocks and new production between depots.

(*f*) The *Subsistence Branch* translates established stock levels into quantities of subsistence to be maintained in stock at depots; supervises the application of policies for their storage, distribution, and issue; determines the supply needs of subsistence items; directs their procurement under the general supervision of the Director of Procurement; prepares food specifications; develops new food items, special rations, and packaging methods; prepares master menus and special menus; prepares technical material for training manuals and courses of instruction in baking and cooking; provides technical inspection of post bakery operations; supervises the supply of commissary sales stores in the United States, and of overseas sales stores.

(*g*) The *Administrative Branch* receives and transmits communications; publishes orders, regulations, and instructions pertaining to the Division; coordinates all matters affecting two or more branches; reviews the determination of supply needs, and matters pertaining to the transfer and disposition of surplus Civilian Conservation Corps property; maintains liaison with the Transportation Corps and the Office of Defense Transportation on transportation problems.

(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, maintains liaison, and coordinates all Quartermaster matters pertaining to the supply of Task and Overseas Forces; provides long range planning for organization of and equipment for Quartermaster units; supervises and coordinates all Quartermaster functions incident to field maneuvers; has custody of,

and provides security measures for all secret and confidential papers pertaining to war planning.

(*b*) The *Requirements Branch* computes requirements for the Quartermaster Sections of the Army Supply Program, and for Task Forces; analyzes present allowances and maintenance and distribution factors, and prepares changes; prepares equipment charts and tables of weight and cubages.

(*c*) The *Research and Development Branch* develops new items and improves old items of Quartermaster equipment; approves all Quartermaster specifications; ascertains problems of production of materials and recommends solutions; recommends action to insure conservation of critical materials; translates Army Supply Programs into requirements of materials, and exercises supervision over the use of such materials.

(*d*) The *Machine Tabulating Branch* utilizes electric accounting machine equipment in the preparation of Army Supply Program computations, task forces supply computations, unit activations, etc., and analyses of raw and basic industrial materials; tabulates complete analyses of procurement activities of the Office of The Quartermaster General and special machine tabulating projects as required.

(13) The *International Division* consists of the Control Branch, the Operations Branch, and the Administrative Branch.

(*a*) The *Control Branch* prepares fiscal, statistical, and special reports for Headquarters, Services of Supply, and other agencies, with respect to Quartermaster supplies and equipment transferred to other United Nations.

(*b*) The *Operations Branch*, with respect to Quartermaster supplies and equipment furnished to other United Nations, receives and transmits to operating divisions directives for procurement and transfer of noncommon items as well as the assignment and transfer of common items of supplies and equipment; maintains records of material directed to be transferred; secures and furnishes to the International Division, Services of Supply, and other agencies, data on estimated production schedules; cooperates with other Services and Divisions to insure shipments; secures and transmits instructions covering shipments and recall of assigned supplies and equipment.

(*c*) The *Administrative Branch* performs administrative services relating to office management, office standards and methods; prepares and transmits correspondence and communications; controls internal division functions.

(14) The *Service Installations Division* consists of the Salvage, Reclamation, and Surplus Property Branch, the Printing Branch, the Engineering and Maintenance Branch, the Remount Branch, the Laundry Branch, and the Memorial Branch.

(*a*) The *Salvage, Reclamation, and Surplus Property Branch* directs the conservation and reclamation of all Quartermaster items; supervises the disposition of all Army waste material except scrap materials from manufacturing, and of all surplus property pertaining to the Quartermaster Corps; directs the distribution of equipment and supplies for salvage installations.

(*b*) The *Printing Branch* develops plans for those technical and general printing requirements for the supply of which the Quartermaster Corps is responsible; initiates studies for the standardization of existing, new, and revised forms for the Quartermaster Corps; directs the procurement of all printing requirements for the Quartermaster Corps, Finance Department, Transportation Corps, and certain other organizations, Standard and War Department forms required for Quartermaster Corps and Transportation Corps activities, and forms for normal administrative requirements at camps, posts, and stations; formulates policies pertinent to U. S. Army field printing operation and inspection; administers policies for commercial contract printing for the Army.

(*c*) The *Engineering and Maintenance Branch* determines the requirements for special vehicles peculiar to the Quartermaster Corps, together with their special accessories and special equipment, and of plant vehicles at Quartermaster Depots; develops military characteristics for, and coordinates research, design, and development of such vehicles and the installed equipment; initiates procurement requests for such vehicles, including installed equipment and spare parts; formulates instructions and policies for, and exercises the technical supervision of 1st and 2nd echelon organizational maintenance in Quartermaster Corps units, and of motor vehicle maintenance at Quartermaster Depots; maintains liaison with Ordnance Department, Service Commanders, Commanders of exempted installations, Army Air Forces and Army Ground Forces, with respect to 3rd and 4th echelon repairs to Quartermaster special purpose motor vehicles and equipment installed therein.

(*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 Coastal patrol; directs the procurement, training, distribution and maintenance of dogs for all war purposes for all governmental agencies, and the training of men in connection therewith; encourages, by every proper means, through the medium of the Army Horse Breeding Plan, civilian production of riding and utility horses suitable for the military service; in cooperation with the Surgeon General, develops rations for horses, mules and dogs, and prepares specifications for same; establishes policies for the administrative procedures, regulations, and training activities of remount stations.

(*e*) The *Laundry Branch* prescribes methods, standards, and regulations for operation of Quartermaster Corps laundries and dry cleaning plants; determines allowances for machinery, equipment, and supplies; approves, in conjunction with the Corps of Engineers, floor plans for new laundries and dry cleaning plants, and specifies necessary equipment required; determines the necessity for the establishment of Quartermaster Corps laundries and dry cleaning plants; maintains liaison with the War Production Board in connection with the approval of requests for new machinery for Quartermaster Corps laundries and for commercial firms 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 Corps laundries, as well as of commercial laundry facilities in areas requesting establishment of Quartermaster Corps laundries; conducts research activities for the improvement of laundry operations; prepares specifications for mobile laundry and sterilization units, their equipment and supplies; initiates procurement requests for additional machinery for Quartermaster Corps laundries and for mobile laundry and sterilization units.

(*f*) The *Memorial Branch* operates and maintains Arlington and Mexico City National Cemeteries; directs the establishment of, and prescribes policies 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, including authorization for payment of burial expenses and claims for reimbursement of same; purchases grave sites; procures and distributes Government headstones and grave markers; maintains all interment records; maintains historical records pertaining to national and post cemeteries; handles all Graves Registration activities in the United States.

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

(*a*) The *Inspection Branch* investigates Quartermaster Corps operations to determine completeness of supply and methods of operation; 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 made 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; supervises issue of preference rating certificates for safety equipment recommended by Plant Protection officers in the Service Commands for plants holding Quartermaster contracts, and recommends substitutions for critical materials where possible; 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 Master Responsibility List to The Provost Marshal General; studies the necessity for, and recommends to The Provost Marshal General, the use of dogs for plant protection.

304.03A

OFFICE OF THE CHIEF OF ORDNANCE

SECTION .03—OFFICE OF THE CHIEF OF ORDNANCE 304.03

a. Mission.—To assure the supply to the Army of 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, combat and transport vehicles, artillery and its ammunition, small arms and their ammunition, bombs, grenades, pyrotechnics, mine equipment, and other ordnance matériel and raw materials, ingredients, and facilities, including machine tools necessary for their production.

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

(*a*) Within the limits of policies determined by 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, 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, and salvage of ordnance supplies and equipment.

(*g*) Assures the application of Army storage policies in ordnance depots.

(*h*) Formulates safety policies in connection with production, storage and use of ordnance supplies and equipment.

(*i*) Makes periodic inspections of storage activities at ordnance establishments to insure that War Department policies are carried out.

(*j*) Prepares curricula for ordnance schools, prepares extension courses, manuals, and other training publications.

(*k*) Investigates occurrences involving loss of life, serious injury or serious damage in connection with production, storage and use of ordnance supplies and equipment.

(*l*) Studies captured enemy matériel and prepares tables of characteristics thereon.

(*m*) Participates in the determination of military characteristics of, and prepares specifications for, ordnance supplies and equipment.

(*n*) Participates in the preparation of war plans in respect to activities of the Ordnance Department.

(*o*) Prepares, maintains and distributes Tables of Organization, Tables of Basic

Allowances, and Tables of Allowances with respect to the activities of the Ordnance Department, and adjusts them as required to accord with those of other Supply Services.

(*p*) Conducts research and development work and designs, develops and tests new and improved ordnance items and new and improved materials for ordance use.

(*q*) Prepares firing tables, bombing tables, trajectory charts, and ballastics data.

(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, renovation plants, motor bases 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 matériel.

(*d*) Furnishes troops trained in Ordnance Department service to the Army Ground Forces and the Army Air Forces.

(*e*) Manufactures ordnance matériel.

(*f*) Places contracts with private industry for the manufacture of ordnance matériel.

(*g*) Stores, issues and maintains ordnance matériel not under the jurisdiction of Service Commands, Ports of Embarkation, Defense Commands, the Army Ground Forces, or the Army Air Forces.

c. Organization.

(1) The *Office of the Chief of Ordnance* consists of the Staff Branches, the Military Training Division, the Technical Division, the Industrial Division, the Field Service Division, and the Tank-Automotive Center (Detroit).

(2) 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* coordinates the activities of the Office of the Chief of Ordnance; provides a channel of nontechnical liaison with other agencies in the Federal Government; and supervises the preparation of official literature and news matters.

(*b*) The *Control Branch* works with the Control Division of Headquarters, Services of Supply, and performs the following functions: Supervises and coordinates the statistical and reporting activities of the Ordnance Department, aids the divisions and branches in developing related procedures, compiles and analyzes statistical reports and studies, and administers statistical requirements of higher authority and outside agencies; furnishes in concise form for the use of the Chief of Ordnance information as to Ordnance Department objectives, plans, and progress; obtains from appropriate sources information regarding the efficiency of operations of all elements of the Ordnance Department, the progress of pro-

curement, storage and distribution of ordnance supplies and equipment, and the progress of provision of ordnance personnel and ordnance units for the Army; recommends for the consideration of the Chief of Ordnance changes in policies, organization, methods, and procedures to overcome situations requiring corrective action; follows up the effectiveness of execution of approved recommendations.

(*c*) The *War Aid Branch* receives correspondence pertaining to International Aid; prepares routine and special reports; effectuates procedures, performs follow up and handles special problems as requested by the International Division, Headquarters, Services of Supply; receives information from foreign governments pertaining to transferred matériel; assists representatives of foreign nations in preparing munitions requirements; advises on the following operations performed in the Divisions: procurement; transfers; repossessions.

(*d*) The *Legal Branch* advises the Chief of Ordnance and all ordnance establishments on all legal matters; prepares and advises on the use of general and special contract forms and examines all contracts; acts as legal counsel for the Ordnance Department; handles all matters pertaining to patents and claims arising out of activities of the Department; advises on policies relating to procurement price adjustment.

(*e*) The *Fiscal Branch* prepares budgets and expenditure programs; allots funds available to the Ordnance Department; prepares financial reports; supervises cost accounting systems used by ordnance contractors and audits financial accounts; acts as liaison between the Ordnance Department and the International Division, Services of Supply, on fiscal matters pertaining to war aid.

(*f*) The *Civilian Personnel Branch*, for the Departmental Service, recruits civilian personnel through the Civil Service Commission, and has responsibility for establishing and maintaining a placement program. In both the field and departmental service, is responsible for proper operation of the personnel program, including establishing of policy, review of classification, planning and operation of training programs, occupational analyses wage surveys, and employee relations; interprets statutes, regulations, etc., governing personnel problems arising in field stations; advises on problems related to the Selective Training and Service Act, represents the Ordnance Department on all matters dealing with manpower and the utilization of labor; handles other related matters.

(*g*) The *Military Personnel Branch* handles all matters in connection with requisitioning, separation, assignment and classification, administration, discipline, and promotion of military personnnel assigned to the Department, including supervision of subordinate division or branch personnel offices, and maintains the necessary records in connection therewith.

(*h*) The *War Plans and Requirements Branch* prepares and keeps current the Ordnance Sections, Parts I and II, of the Army supply program; interprets and analyzes these portions of the Army supply program for operat-

ing divisions, the Chief of Ordnance, War Production Board, and other organizations; makes special studies pertaining to war plans and requirements and maintains contact with the Army, Navy, War Production Board, and foreign agencies; computes periodically the requirements for major items of general supplies and ammunition for bases, theaters, and oversea departments.

(*i*) The *Safety and Security Branch* discharges for the Chief of Ordnance the responsibility of the Commanding General, Services of Supply, to assure the safety and security of plants, facilities and installations handling explosives, and is responsible for handling all safety and security matters for the Chief of Ordnance, establishes standards for fire protection, visitor control, explosive safety and industrial safety and health, and makes necessary inspections; supervises programs regarding alien employees, removal of subversives, key personnel, fingerprinting and personnel identification in accordance with general policies and procedures established by the Provost Marshal General; prepares, approves, and issues the Ordnance Safety Manual and other pertinent safety regulations; approves the design and lay-out of explosive plants from the standpoint of safety and security; administers the Safety Advisory Board; advises other government agencies on technical problems pertaining to transportation of explosives; is responsible for investigating and reporting fires, explosions or other serious occurrences in explosive plants; maintains liaison with the Military Intelligence Service; maintains contact with other War Department, Federal, State, and private agencies on matters pertaining to safety and security.

(*j*) The *Administration Branch* reproduces and issues Ordnance Department orders, bulletins, and circulars; maintains central files for publications, drawings, and correspondence; is responsible for office services and equipment for the office of the Chief of Ordnance; receives and distributes all mail and correspondence for the office of the Chief of Ordnance, and maintains the technical library; determines Ordnance Department requirements for all items under the jurisdiction of the Standard Products Committee of the War Production Board; rations allocations by the Standard Products Committee to various units of the Ordnance Department.

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

(*a*) The *Executive Branch* performs duties assigned by the Chief of the Military Training Division to aid him in the direction of the division; insures that the functions of the various other branches of the division do not overlap; receives and distributes incoming mail for the various branches; obtains, assigns and initiates promotion for all military and civilian personnel within the Division; discusses, on behalf of other branches, problems requiring action by the Military Personnel Branch.

(*b*) The *Plans and Requirements Branch* obtains and tabulates the requirements for trained ordnance troop units, trains officers, trains officer candidates, determines the requirements for trained ordnance enlisted specialists, and trained ordnance replacements required throughout the Army of the United States; determines the capacity and number of ordnance training centers required; prepares training plans; furnishes other branches of the division with information necessary to prepare their own plans of action.

(*c*) The *Training Doctrine Branch* receives directives from Headquarters, Services of Supply, ordering inclusion of specific items in courses of study; initiates curricula or approves courses prepared by military units under the technical supervision of the Military Training Division; reviews ordnance field manuals, training films, film strips, ordnance school texts, and other texts prepared for use in ordnance training establishments prior to approval by Headquarters, Services of Supply.

(*d*) The *Operations Branch* directs the training establishments in accordance with instructions issued by the chief of the Military Training Division in matters pertaining to administration of their training duties; issues instructions as to particular training courses to be given; allots the available student quotas for officers and enlisted men at service schools under the control of the division; arranges for transfer of troops from one training establishment to another.

(*e*) The *Fiscal and Supply Branch* of the Military Training Division prepares estimates for and supervises the allotment and expenditure of all training funds required by the Military Training Division and administers and controls all funds so apportioned; performs the preliminary work for matters pertaining to leases and to contracts with civilian schools for training of ordnance personnel; arranges for the supply and procurement of all technical training equipment and controls distribution of equipment to units under the technical supervision of the Military Training Division; is directly responsible for the preparation of equipment requirements for unit training centers and prepares and submits for approval recommendations for new Tables of Allowances and revisions to existing Tables of Allowances for Ordnance Service Schools and Ordnance Replacement Training Centers; secures technical and trade publications and arranges for distribution of same; initiates purchase of equipment for the Military Training Division and controls distribution to units under its control; establishes the requirements for, and obtains construction and facilities necessary for the training of ordnance military personnel; and maintains liaison with the Technical and Industrial Divisions to obtain engineering and production data pertaining to matériel and equipment authorized for issue to troops.

(*f*) The *Inspection Branch* inspects all schools, ordnance training centers, and replacement training centers under the technical supervision of the Military Training Division in order to determine the adequacy of commanding

officer and training staff, instructors, equipment, training facilities; and the ability of graduated students and units to perform in the field.

(4) The *Technical Division* consists of the Ordnance Technical Committee, the Executive Branch, the Service Branch, the Artillery Development Branch, the Ammunition Development Branch, the Aircraft Armament Development Branch, the Small Arms Development Branch, and the Tank and Motor Transport Development Liaison.

(*a*) The *Ordnance Technical Committee* is an advisory body to the Chief of Ordnance, and considers and recommends technical action upon all matters affecting matériel designed for and intended to be issued to the armed forces coming within the jurisdiction of the Ordnance Department and upon such matters as may be referred to it by the Chief of Ordnance.

(*b*) The *Executive Branch* administers the activities and services of Aberdeen Proving Ground; handles both military and civilian personnel matters for the Division; prepares estimates and administers funds for research and development, and controls receipt and release of technical information.

(*c*) The *Service Branch* administers the preparation and clearance of specifications for ordnance matériel; supervises the preparation of firing tables, bombing tables, ballistic computations, etc.; maintains contact with civilian research; forwards inventions to the Inventors Council and investigates inventions recommended by that body; performs research on the conservation of strategic materials; supervises research and development programs of arsenal laboratories; records and analyzes programs on research and development, and obtains through military intelligence technical information from foreign countries.

(*d*) The *Artillery Development Branch* performs the following duties for cannon larger than caliber .60, carriages, recoil mechanisms, animal- and motor-drawn carts, caissons, submarine mines, fire control and optical instruments: recommends to the chief of the division for necessary approval specific design and performance characteristics of new ordnance matériel and improvements to existing ordnance matériel; coordinates and controls the execution of development projects until the chief of the Technical Division declares the development stage finished, or the item is standardized, at which time the project will be terminated or released for production to the appropriate Matériel Operating Branch for the Industrial Division; prepares subcommittee reports and data on research and development projects for submission to the Ordnance Technical Committee by the Technical Division; for the Chief of the Technical Division, handles technical matters with the Services of Supply, Ground Forces, Line Boards, Army Air Forces, and other War and Navy Department agencies pertaining to the development of new ordnance matériel and improvements to existing ordnance matériel; records and handles investigations of all cases of defective functioning of standard items of ordnance and processes findings through the Ordnance Technical Committee; considers and recommends to the Chief of the Technical Division for his

approval on behalf of the Chief of Ordnance, general and assembly drawings, also drawings and specifications covering revisions of ordnance matériel in which the military characteristics are affected; and plans, negotiates, and executes the procurement of materials and services required for approved research projects including orders for pilot models and limited procurement types for extended service tests.

(*e*) The *Ammunition Development Branch* functions as outlined in (*d*) above for all ammunition larger than caliber .60, bombs, grenades, and pyrotechnics, including appertaining accessories.

(*f*) The *Aircraft Armament Development Branch* functions as outlined in (*d*) above for all calibers of small arms, cannon, and other armament applicable to aircraft usage.

(*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 ammunition up to and including caliber .60, except items peculiar to aircraft armament.

(*h*) The *Tank and Motor Transport Development Liaison* functions as the contact medium between the public, industry, Government research agencies, National Defense Research Committee of the Office of Scientific Research and Development and the Ordnance Technical Committee in analyzing inventions or ideas. The General Staff and other higher authority send reports directly to this liaison group for the preparation of directives to the Deputy Chief of Ordnance at the Tank-Automotive Center.

(5) The *Industrial Division* consists of the Executive Branch, the Production Service Branch, the District Administration Branch, and four Matériel Operating Branches, viz: The Small Arms Branch, the Ammunition Branch, the Artillery Branch, and the Tank and Motor Transport Liaison.

(*a*) The *Executive Branch* coordinates the general administration of all establishments and branches under the jurisdiction of the Industrial Division; handles both military and civilian personnel matters for the division; supervises all financial matters pertaining to the division; supervises determination of prices for ordnance matériel; assembles estimates for funds and controls funds allocated, and supervises administrative work in connection with Defense Plant Corporation projects.

(*b*) The *Production Service Branch* plans, schedules, and coordinates activities common to more than one branch of the division, performs over-all planning and scheduling of production; reviews and recommends actions on suggestions received from ordnance manufacturers relative to conversions and related matters; allocates commodities, materials, machine tools, and supervises procurement of war aid machine tools; operates the priority system; designs, procures, and inspects inspection gages, and provides for expansion of all gage facilities; processes project requests for construction and expansion of industrial facilities for the Ordnance Department; coordinates inspection problems common to more than one branch, and all transportation and storage problems for the division.

(*c*) The *District Administration Branch* supervises administration of offices of the ordnance districts, estimates and allots required funds; represents the Ordnance Department in dealings with other agencies on conversion of industry, Smaller War Plants Corporation, and related matters.

(*d*) The *Small Arms Branch* is concerned with hand arms, pistols, revolvers, pyrotechnic projectors, rifles, machine guns and mounts (excluding mounts in combat vehicles), accessories pertaining to such items, and ammunition up to and including caliber .60. It prepares estimates of funds needed, cooperates with the Technical Division on new matériel, performs engineering work on matériel released for production, prepares over-all plans for procurement of assigned matériel, delegates to offices of the ordnance districts negotiation and administration of contracts, and the inspection and acceptance of matériel; supervises progress of production and submits progress reports, determines costs and establishes prices, and administers new Government-owned facilities producing assigned matériel.

(*e*) The *Ammunition Branch* functions as outlined in (*d*) above for bombs, grenades, pyrotechnics, and other ammunition larger than caliber .60, including appertaining accessories.

(*f*) The *Artillery Branch* functions as outlined in (*d*) above for cannon larger than caliber .60, carriages, recoil mechanisms, animal- and motor-drawn carts, caissons, limbers, etc., fire control and optical instruments, and submarine mines, equipment, and accessories.

(*g*) The *Tank and Motor Transport Liaison* is concerned with tanks, combat cars, armored scout cars, self-propelled mounts, armored personnel and arms carriers, track-laying prime movers, special ordnance vehicles and gun mounts pertaining thereto, and motor transport vehicles of all kinds. It cooperates with the Technical Division on new matériel, acts as Washington representative of the Deputy Chief of Ordnance at the Tank-Automotive Center, and arranges for transmittal to him of instructions relative to policy and other matters concerning procurement of assigned matériel.

(6) The *Field Service Division* consists of the Executive Branch, the Plans and Operations Branch, the Maintenance Branch, the Ammunition Supply Branch, and the General Supply Branch.

(*a*) The *Executive Branch* coordinates the activities of the other branches; handles both military and civilian personnel matters for the division; disseminates information and interpretation of orders and regulations; correlates necessary War Department documents for action by Board of Regulations; reviews field service planning and fiscal matters and approves allocation of funds to branches; reviews recommendations for assignment and movement of ordnance units; compiles the ordnance section of Tables of Organization; adjusts basic allowance tables for ordnance matériel; supervises action with regard to the salvage and scrapping of ordnance matériel; prepares and publishes ordnance technical documents pertaining

to field service operations; coordinates administrative actions at ordnance field stations under the command of the Chief of Ordnance.

(*b*) The *Plans and Operations Branch* supervises and coordinates planning activities; supervises the preparation of statistical information for the Field Service Division; controls space in depots for storage; originates plans, prepares drawings, specifications, and estimates for, and directs the general activities of field service establishments; arranges for rail and water transportation of matériel for the Field Service Division in the zone of the interior.

(*c*) The *Maintenance Branch* prescribes methods and techniques for maintenance, repair, alteration, and inspection of small arms and artillery, and estimates and allots funds therefor; directs the technical operation of maintenance field establishments under the command of the Chief of Ordnance; determines tools and organizational equipment required for maintenance of ordnance matériel; determines spare parts required for first and second years' maintenance of small arms and artillery; compiles related statistical data. It issues instructions to the Deputy Chief of Ordnance at the Tank-Automotive Center for carrying out the above functions with respect to tanks and automotive matériel.

(*d*) The *Ammunition Supply Branch* is responsible for the storage, issue, maintenance, surveillance, and renovation of the ammunition for the United States Army and arranges for the supply of ammunition procured by the Ordnance Department, to the Navy, Marine Corps, Coast Guard, and other executive departments of the United States Government and its allies.

(*e*) The *General Supply Branch* supervises the storage, issue, and distribution of all small arms and artillery and spare parts therefor, maintains inventory control of supply installations, computes supply requirements and directs distribution of these items, is responsible for the technical operation of general supply section of storage depots, estimates and allots funds for activities of the General Supply Branch, provides engineering and technical advice for packing and marking of ordnance matériel, handles the transfer of ordnance matériel to the Navy, Marine Corps, and foreign governments; maintains related records and statistical data. It issues instructions to the Deputy Chief of Ordnance at the Tank-Automotive Center for carrying out the above functions with respect to tank and automotive matériel.

(7) The *Tank-Automotive Center* constitutes the operating portion of the office of the Chief of Ordnance concerned with the development, design, manufacture, storage, supply, and maintenance of tanks, self-propelled mounts, motor combat and transport vehicles. The division chiefs will issue instructions to the Deputy Chief of Ordnance (Tank-Automotive Center) as to matters that come within their stated responsibilities as outlined in (4), (5), and (6) above. The Deputy Chief of Ordnance, as the special representative in Detroit, of the Chief of Ordnance, and of the division chiefs, will maintain close cooperation with industry; administer the Tank-

Automotive Center; supervise and direct activities of the various subdivisions of the Center; and perform such other related duties as may be assigned by the Chief of Ordnance. The branches of the center are: the Staff Sections, the Control Branch, the Development Branch, the Manufacturing Branch, the Supply Branch, and the Maintenance Branch.

(*a*) The *Staff Sections* coordinate the general administration of the Tank-Automotive Center.

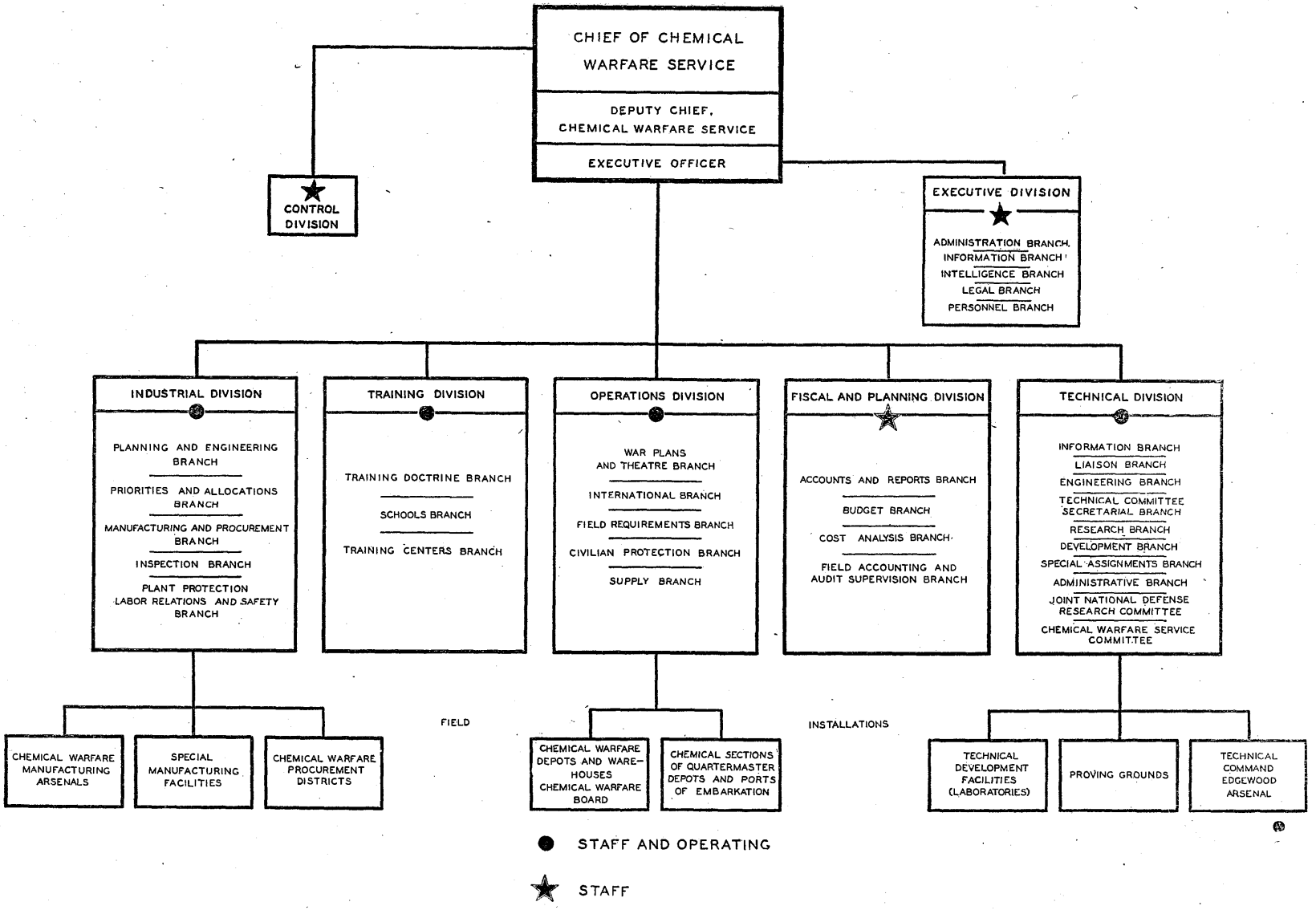
(*b*) The *Control Branch* supervises and coordinates the statistical and reporting activities of all the branches of the Tank-Automotive Center; is responsible for progress of the programs of the Deputy Chief of Ordnance for Tank-Automotive Center; makes examinations with a view to improving the effectiveness of operations of field installations.

(*c*) The *Development Branch* carries out, at the direction of the Deputy Chief of Ordnance at the Tank-Automotive Center, instructions received in accordance with (4) (*h*) above.

(*d*) The *Manufacturing Branch* carries out, at the direction of the Deputy Chief of Ordnance at the Tank-Automotive Center, instructions received in accordance with (5) (*g*) above.

(*e*) The *Supply Branch* carries out, at the direction of the Deputy Chief of Ordnance at the Tank-Automotive Center, instructions received in accordance with (6) (*e*) above.

(*f*) The *Maintenance Branch* carries out, at the direction of the Deputy Chief of Ordnance at the Tank-Automotive Center, instructions received in accordance with (6) (*c*) above.


CHIEF OF CHEMICAL WARFARE SERVICE
DEPUTY CHIEF, CHEMICAL WARFARE SERVICE
EXECUTIVE OFFICER
CONTROL DIVISION
EXECUTIVE DIVISION
ADMINISTRATION BRANCH
INFORMATION BRANCH
INTELLIGENCE BRANCH
LEGAL BRANCH
PERSONNEL BRANCH
INDUSTRIAL DIVISION
PLANNING AND ENGINEERING BRANCH
PRIORITIES AND ALLOCATIONS BRANCH
MANUFACTURING AND PROCUREMENT BRANCH
INSPECTION BRANCH
PLANT PROTECTION LABOR RELATIONS AND SAFETY BRANCH
TRAINING DIVISION
TRAINING DOCTRINE BRANCH
SCHOOLS BRANCH
TRAINING CENTERS BRANCH
OPERATIONS DIVISION
WAR PLANS AND THEATRE BRANCH
INTERNATIONAL BRANCH
FIELD REQUIREMENTS BRANCH
CIVILIAN PROTECTION BRANCH
SUPPLY BRANCH
FISCAL AND PLANNING DIVISION
ACCOUNTS AND REPORTS BRANCH
BUDGET BRANCH
COST ANALYSIS BRANCH
FIELD ACCOUNTING AND AUDIT SUPERVISION BRANCH
TECHNICAL DIVISION
INFORMATION BRANCH
LIAISON BRANCH
ENGINEERING BRANCH
TECHNICAL COMMITTEE SECRETARIAL BRANCH
RESEARCH BRANCH
DEVELOPMENT BRANCH
SPECIAL ASSIGNMENTS BRANCH
ADMINISTRATIVE BRANCH
JOINT NATIONAL DEFENSE RESEARCH COMMITTEE
CHEMICAL WARFARE SERVICE COMMITTEE
FIELD
INSTALLATIONS
CHEMICAL WARFARE MANUFACTURING ARSENALS
SPECIAL MANUFACTURING FACILITIES
CHEMICAL WARFARE PROCUREMENT DISTRICTS
CHEMICAL WARFARE DEPOTS AND WAREHOUSES CHEMICAL WARFARE BOARD
CHEMICAL SECTIONS OF QUARTERMASTER DEPOTS AND PORTS OF EMBARKATION
TECHNICAL DEVELOPMENT FACILITIES (LABORATORIES)
PROVING GROUNDS
TECHNICAL COMMAND EDGEWOOD ARSENAL
STAFF AND OPERATING
STAFF

SECTION .04—OFFICE OF THE CHIEF OF THE CHEMICAL WARFARE SERVICE 304.04

a. Mission.—To develop, procure (manufacture or purchase) and supply to the Army all such equipment and supplies as are assigned to the Chemical Warfare Service for procurement in such quantities and at such times as are required to meet the Army Supply Program, International Supply and Navy requisitions, and other directives of higher authority; to prepare training doctrines and programs in chemical warfare for the Army; to train chemical warfare officers and to train specialized chemical warfare troops and units and furnish such troops and units to Service Commands and the field forces, as directed by higher authority; to prepare mobilization plans for C. W. S. and service annexes to all specific war plans, and to furnish technical advice 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 the limits of policies determined by the Commanding General, Services of Supply, determines procurement policies and procedures.

(*b*) Determines requirements for, and periodically reappraises information with respect to chemical warfare supplies and equipment.

(*c*) Plans for filling the raw-material requirements and for conservation and substitution of material with respect to chemical warfare procurement with public and private agencies.

(*d*) Conducts investigation, research, design, experimentation, and development work of chemical warfare and of all chemical warfare items and participates in the determination of military characteristics of, and prepares specifications for, chemical warfare supplies and equipment.

(*e*) Distributes information with respect to chemical warfare supplies and equipment, indicating the quantity needed, the time involved, and the breakdown of such requirements into quantities of raw materials required.

(*f*) Prepares, maintains, and distributes Tables of Organization, Tables of Allowances, Tables of Basic Allowances and War Planning Equipment Charts with respect to the activities of the Chemical Warfare Service and adjusts these to accord with those of other Supply Services.

(*g*) Supervises the maintenance, repair, and salvage of chemical warfare supplies and equipment.

(*h*) Makes periodic inspections of field installations to insure that Army policies are carried out.

(*i*) Determines personnel requirements for and provides specialized troops and units for use by Service Commands, and at installations and theaters of operation under War Department plans.

(*j*) Plans, develops, and prepares training doctrine, curricula, and training programs in chemical warfare, and prepares and promulgates field manuals and other publications.

(*k*) Submits to the Commanding General, Services of Supply, recommendations as to the organization and training of units in the Chemical Warfare Service, including those of the Reserve Officers Training Corps.

(*l*) Ascertains, records, analyzes and disseminates information regarding foreign chemical warfare developments and activities.

(*m*) Supervises plant protection activities with respect to Chemical Warfare Service establishments under the jurisdiction of the Chief of the Chemical Warfare Service for these purposes.

(*n*) Develops and gives technical advice on chemical warfare to chemical sections of ports of embarkation, chemical officers, and other elements of the Army.

(*o*) 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.

(*p*) Prepares mobilization plans of the Chemical Warfare Service and service annexes to all specific war plans.

(*q*) Maintains liaison with other elements of the War Department, with other Federal agencies, and with industries on problems of production, raw materials requirements, conservation of critical and strategic materials and facilities and stock piling, and on priorities, allocations, and preference ratings with respect to the procurement of chemical warfare supplies and equipment.

(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*) Maintains production control and status of stocks records for Chemical Warfare Service.

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

(*a*) Operates procurement districts through which chemical warfare supplies and equipment are procured and inspected.

(*b*) Operates Chemical Warfare Depots and, to the extent authorized by Army Regulations, Chemical Sections of General Depots.

(*c*) Operates chemical warfare manufacturing arsenals, laboratories, plants, and proving grounds.

(*d*) Supervises chemical warfare construction and installation of chemical warfare equipment.

(*e*) Trains civilian personnel in civilian protection and conducts civilian protection schools.

(*f*) Trains troops and units in chemical warfare and supplies such troops and units to Service Commands and the field forces.

(*g*) Conducts special service schools of the Chemical Warfare Service.

(*h*) Maintains, repairs, and salvages chemical warfare supplies and equipment.

(*i*) Maintains experimental laboratories and conducts investigation, research, design, experimentation and development work of Chemical Warfare and all Chemical Warfare items.

c. Organization.—(1) The *Office of the Chief of the Chemical Warfare Service* consists of the Executive Division, the Control Division, the Industrial Division, the Operations Division, the Technical Division, the Training Division, and the Fiscal and Planning Division.

(2) The *Executive Division* consists of the Personnel Branch, the Administration Branch, the Intelligence Branch, the Legal Branch, and the Information Branch.

(*a*) The *Personnel Branch* administers matters concerning military personnel, including requisitioning, promotion, assignment, transfer, classification, travel, maintenance of 201 files; performs similar services in respect to civilian employees in the departmental service, including training and retraining and civilian employee relations, recommends policies for administration of civilian personnel in the C. W. S. field establishments, and, in accordance with War Department directives and in liaison with Industrial Division, determines labor relations policies for civilian personnel in the field.

(*b*) The *Administration Branch* performs office service functions, maintains and distributes office supplies, exercises disciplinary control over departmental civilian employees, operates the Message Center of the OC-CWS, and maintains pay-roll records for civilian employees in the departmental service.

(*c*) The *Intelligence Branch* collects, interprets and disseminates information of foreign chemical warfare developments and activities, including both those of enemy and friendly powers; prepares and administers regulations for classification of chemical warfare information, and for safeguarding such information; maintains and operates an intelligence message center and maintains liaison with the office of the Assistant Chief of Staff, G–2, with the Counterintelligence Branch, Military Intelligence Division, War Department General Staff, and with the office of the Provost Marshal General; initiates requests for information and receives and disseminates reports of military attachés and other intelligence reports; prepares and disseminates periodical intelligence summaries and bulletins; promulgates regulations for the safeguarding of military information, and is responsible for the security of the Office of the Chief of the Chemical Warfare Service.

(*d*) The *Legal Branch* advises on general legal matters, reviews form and legal sufficiency of chemical warfare contracts, experimental agreements, change orders, and letters of intent; maintains liaison with agencies of the War Department and other Government agencies of matters pertaining to contracts, renegotiation of contracts, bonds, assignments, insurance, hours of labor and claims; handles claims arising out of operations of Chemical Warfare Service.

(*e*) The *Information Branch* establishes and maintains public relations of Chemical Warfare Service; disseminates available information, War Depart-

ment circulars, orders, field manuals, Bulletins, Army Regulations, directives and memoranda; fosters interest in Chemical Warfare Service; assists in promoting morale of personnel; maintains liaison with information agencies of the War Department and other agencies; publishes and distributes Chemical Warfare News Letter and Chemical Warfare Bulletin.

(3) The *Control Division* consists of the Statistics and Progress Branch, Administration and Management Branch, and Special Surveys Branch. The Control Division submits information regarding the efficiency of operation and progress attained on functional objects of all phases of C. W. S. activities and responsibilities; reviews, analyzes and evaluates this information and the effectiveness with which plans of the Chief, C. W. S., are executed; makes recommendations to the Chief, C. W. S., in respect to policies, organization and methods to increase effectiveness and progress.

(*a*) The *Statistics and Progress Branch* collates, analyzes and submits to other units of the War Department or other Government agencies Army supply and expenditure programs, estimates of requirements and statistical reports; appraises and evaluates statistical data as to the efficiency of discharge by the Chief, C. W. S., of his duties of procurement and supply; coordinates all proposed changes in the Army supply program and prepares and submits to other branches of the Army and War Department and to other Government agencies all statistical reports (except Fiscal Reports); prepares War Planning Equipment Chart.

(*b*) The *Administration and Management Branch* maintains a continuous survey of all activities under the Chief, C. W. S., and 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.

(4) The *Industrial Division* consists of the Executive, Manufacturing and Procurement Branch, Priorities and Allocations Branch, Planning and Engineering Branch, Inspection Branch, and the Plant Protection, Labor Relations and Safety Branch. The Industrial Division procures, produces, inspects and accepts all chemical warfare matériel; provides for construction of new facilities and the conversion and expansion of existing facilities necessary for procurement; performs all duties incidental thereto not otherwise specifically assigned, including the administration of field establishments and the maintenance of liaison with industry. Coordinates its activities with the Technical Division in respect to the construction and operation of facilities and the supervision of the quantity and quality of production and obtains the concurrence of the Technical Division in respect to such matters as directed by the Chief, Chemical Warfare Service.

(*d*) The *Executive* administers the Industrial Division; directs action from operating information received from all branches of the Industrial Division and from other Divisions of OC-CWS in accordance with policies of the Chief of the Industrial Division; controls the distribution and transmittal of all correspondence; on behalf of the Industrial Division

reviews all approved Army Supply Programs before procurement is initiated; approves and coordinates special requests for procurement and allotment of funds.

(*b*) The *Manufacturing and Procurement Branch* supervises and controls all Chemical Warfare Service manufacturing and procurement functions pertaining to the several chemical warfare procurement districts, manufacturing arsenals, and special manufacturing facilities; issues manufacturing and procurement orders, and maintains records incident thereto; plans for operations and maintains control of deliveries on contracts; controls and maintains manufacturing aids and keeps detailed records of such tools, etc.; maintains liaison with Planning and Engineering Branch in connection with production engineering problems and with Chief of Ordnance on schedules for filling ordnance items for which Chemical Warfare Service is responsible.

(*c*) The *Priorities and Allocations Branch* handles all matters pertaining to the Controlled Materials Plan and the obtaining of necessary priorities and allocations of all critical raw materials (such as iron, steel, copper, aluminum, chemicals, capital equipment and machine tools, etc.), needed for Chemical Warfare Service, and distributes and controls the flow thereof; maintains liaison with Material Control Officer, Headquarters, Services of Supply, with War Production Board, and Army and Navy Munitions Board on all matters regarding priorities and allocations of material and equipment; administers control of all scrap and critical materials in conjunction with War Production Board and releases of materials controlled by War Production Board limitation orders; maintains necessary records and makes appropriate reports.

(*d*) *Planning and Engineering Branch* computes detailed requirements and prepares complete bills of material for every item to be procured; computes requirements for heavy chemicals; computes manufacturing requirements; conducts industrial and facilities surveys; coordinates with the Technical Division in respect to construction and operation of facilities and supervision of quantity and quality of production and obtains concurrence of the Technical Division in such matters as directed by Chief, Industrial Division; prepares general plans for procurement of all items assigned for procurement to OC–CWS; clears specifications through industry and Headquarters, Services of Supply; maintains master drawing and specification files; collects data and prepares estimates relative to chemical warfare facilities and the problem of equipment and installation thereof; represents Chief, Chemical Warfare Service, on the War Department commodities committees and maintains liaison with Headquarters, Services of Supply, Office of the Under Secretary of War, and Chief of Engineers on all matters relating to activities of this Branch; initiates action with proper War Department agencies to provide new facilities and correlates design thereof.

(*e*) The *Inspection Branch* supervises and reports on the inspection, acceptance, and rejection of all raw materials, components, and completed items procured in Chemical Warfare Service arsenals and in industry, inspection practices and the personnel concerned therein; coordinates instruction of inspection personnel; makes studies and recommendations on inspection directives, establishes inspection procedures, and directs the distribution of inspection aids.

(*f*) The *Plant Protection, Labor Relations and Safety Branch* administers all matters pertaining to the operation of the plant protection system of the War Department as it pertains to C. W. S.; coordinates all safety matters incident to the protection of employees of C. W. S. and of private facilities assigned to C. W. S. for plant protection responsibility; coordinates labor relations in facilities allocated to C. W. S.; supervises the passive defense program of the War Department in facilities assigned to C. W. S. for plant protection responsibility; formulates basic policies in accordance with directives of higher authority for the application of the specialized activities of chemical warfare establishments, including procurement districts; maintains liaison with Personnel Branch and with other Government agencies on related subjects.

(5) The *Operations Division* consists of the War Plans and Theater Branch, the Field Requirements Branch, the Supply Branch, the International Branch, and the Civilian Protection Branch. The general functions of the Operations Division are as follows: Advises on and controls for the Chief of Chemical Warfare Service all matters affecting the functions of Chemical Warfare Service relating to the field, except those specifically assigned to other Divisions of the Office, Chief of Chemical Warfare Service; advises on and controls all matters involved in storage, issue and transportation of Chemical Warfare matériel and equipment; prepares plans for the utilization of Chemical Warfare units, munitions and weapons; prepares and revises Tables of Equipment, Tables of Basic Allowances and Tables of Allowances and coordinates with the Chief, Training Division, on bases for Chemical Warfare units; obtains requirements from and makes recommendations and estimates regarding the allowances of Chemical Warfare supplies and equipment for all other units of the Army; administratively supervises the Chemical Warfare Board; establishes military requirements and prepares logistical factors pertaining to Chemical Warfare Service equipment; prepares recommendations for activation and movement of Chemical Warfare units and coordinates with Army Ground Forces and Army Air Forces with respect to this function; directs the procurement, storage and delivery of Chemical Warfare matériel in connection with International Aid; conducts Civilian Protection Schools and controls procurement, storage and distribution of Chemical Warfare items supplied under the Civilian Protection Program, and acts as liaison between OC–CWS and OCD on all matters pertaining to Civilian Protection Activities.

(*a*) The *War Plans and Theater Branch* prepares current and long range plans for the utilization of chemical warfare units and matériel; establishes the logistical bases for such plans; makes periodic estimates of the situa-

tion of the United States and United Nations in gas defense and in the ability to undertake and maintain chemical warfare; and maintains liaison with Commands of Theaters of Operation.

(*b*) The *Field Requirements Branch* recommends requirements for equipment, weapons and munitions; establishes military requirements and prepares logistical factors pertaining to chemical warfare equipment; supervises preparation and revision of Tables of Equipment, Tables of Basic Allowances and Tables of Allowances, and coordinates with Chief, Training Division on the bases for chemical warfare units; obtains requirements from and makes recommendations and estimates to other units of the Army regarding allowances of chemical warfare supplies and equipment; makes recommendations for activation and movement of Chemical Warfare units and coordinates with the Army Ground Forces and Army Air Forces on this function; directs special projects of the Chemical Warfare Board; supervises the administration of the Chemical Warfare Board.

(*c*) The *Supply Branch* supervises, stores, issues, transports and supplies all items of Chemical Warfare Service equipment; directs all supply agencies under the control of the Chief, Chemical Warfare Service, and maintains technical supervision over supply agencies subject to such supervision by the Chief, Chemical Warfare Service; maintains records of depot storage space assigned to the Chemical Warfare Service; prepares estimates of storage requirements and depot personnel; prepares logistics pertaining to cubages and weight of Chemical Warfare Service equipment; maintains information relative to policies, procedures and regulations governing construction of toxic gas yards and magazines, and the storing and handling of incendiaries, toxic gases and other items of chemical ammunition; analyzes surveillance reports on chemical ammunition and makes recommendations relative to renovation or other disposition; prepares Standard Nomenclature and Price List for the Chemical Warfare Service.

(*d*) The *International Branch* ascertains requirements by foreign governments of chemical warfare matériel, plans for procurement, storage and delivery thereof and of other commodities assigned by International Division, Services of Supply, for procurement by the Chemical Warfare Service; coordinates all Chemical Warfare Service records on International Aid.

(*e*) The *Civilian Protection Branch* conducts Civilian Protection Schools; coordinates procurement, storage and distribution of Chemical Warfare Service items supplies under Civilian Protection Program; acts as liaison between OC–CWS and OCD on all matters relating to Civilian Protection; computes requirements of Chemical Warfare Service equipment and matériel for issue to civilians and storage thereof; maintains records of depots and space available for storage of such equipment and matériel.

(6) The *Technical Division* consists of an Executive, the Liaison Branch, the Information Branch, the Administrative Branch, the Research Branch, the Development Branch, the Engineering Branch, the Special Assignments Branch, the Technical Committee Secretarial Branch, and the Joint National Defense Research Com-

mittee—Chemical Warfare Service Committee. The Technical Division performs and supervises research and development of chemical warfare items; procures preliminary and final designs for testing, initiates service tests, prepares service test directives; coordinates specifications with the Industrial Division and with the other arms and services of the Army and Navy and with other governmental agencies; maintains master copies of specifications and drawings and coordinates the development and standardization of chemical warfare equipment.

(*a*) The *Executive* administers the Technical Division; supervises and directs the research and development program of field installations under the Technical Division; reviews and coordinates the reports and technical data from the other branches of the division; arranges for coordination of activities of the Technical Division with the Industrial Division in respect to research, development, design, and specifications.

(*b*) The *Liaison Branch* maintains liaison between the Technical Division and other divisions of OC–CWS, with representatives of allied governments stationed in or visiting Washington, and with Army and Navy of the United States relative to research and development projects; conducts the affairs of the Chemical Warfare Training Committee, including maintenance of the Book of Standards; maintains a complete file of all correspondence, reports, and documents pertaining to any program prosecuted jointly by the Technical Division and other agencies.

(*c*) The *Information Branch* obtains, coordinates, distributes, and files all information from foreign sources; compiles technical data; and exchanges technical data with foreign governments.

(*d*) The *Administrative Branch* performs office service functions for the Technical Division and distributes funds to research and development laboratories and Dugway Proving Grounds; coordinates experimental work and research products between research laboratories and Dugway Proving Grounds.

(*e*) The *Research Branch* initiates, supervises, coordinates, and evaluates experimental work of the Chemical Warfare Service laboratories and arsenals, under industrial research contracts, of the National Defense Research Council, of other Government research organizations, and of industrial representatives and organizations; studies designs, directives, training publications, and furnishes data upon which specifications are to be based; maintains liaison with National Defense Research Council.

(*f*) The *Development Branch* develops to a practical and useful stage basic principles investigated by research, or initiated by the Development Branch, relating to products, processes, methods, apparatus, equipment, and means of chemical warfare, and initiates, supervises, coordinates, and evaluates all such development work at the various Chemical Warfare Service arsenals and laboratories, contractors and cooperating agencies, such as National Defense Research Council and industry generally, and cooperates with other arms and services in the development of items of mutual interest; procures preliminary and final designs for testing;

initiates service tests; prepares service test directives; corrects defects noted in such tests; and makes final recommendations for standardization.

(*g*) The *Engineering Branch* coordinates with other branches of the Technical Division and with the Industrial Division, prepares and approves experimental and development data; coordinates specifications with other arms and services of the Army, the Navy, and other Government agencies; is custodian of master copies of specifications and drawings; designs, checks and approves plant designs, manufacturing and safety directives; prepares patent drawings; checks and extracts engineering data from Chemical Warfare Service laboratory reports, plant operation reports, and inspection reports, and substitutes alternate designs and materials to broaden procurement and conserve critical materials.

(*h*) The *Special Assignments Branch* accumulates and correlates information and data on special phases of chemical warfare and cooperates with the Surgeon General of the Army and with the Chief of the Bureau of Medicine and Surgery of the Navy, and maintains liaison with similar agencies of allied countries in the study of medical problems related to chemical warfare.

(*i*) The *Technical Committee Secretarial Branch* performs the secretarial duties of the Chemical Warfare Service Technical Committee; coordinates standardization of new equipment; coordinates the work of Chemical Warfare Service with the work of the arms and services in the development and standardization of types of equipment and preparation and coordination of specifications of new equipment; informs authorized persons as to the current status of items considered by the committee and prepares revisions to the Chemical Warfare Service Book of Standards.

(*j*) The *Joint National Defense Research Committee—Chemical Warfare Service Committee* plans, approves, and allocates all research and development work now carried on by the Chemical Warfare Service and National Defense Research Committee.

(7) The *Training Division* consists of the Training Doctrine Branch, the Schools Branch, and the Training Centers Branch. This Division establishes courses and quotas for Chemical Warfare Schools; obtains supplies and allowances for the Chemical Warfare School; estimates funds required by these installations; reviews training schedules for programs; obtains qualified men for the Officer Candidate School; acts as liaison agency between schools and Director of Training Division Headquarters, Services of Supply; prepares and reviews mobilization training programs; maintains liaison with agencies determining type of companies to be trained at replacement and unit training centers; responsible for coordination of movement of trainees with the AGO; determines requirements for the procurement of Training Aid, ammunition, etc. for the replacement and unit training centers; arranges for attendance of enlisted men at specialist schools; coordinates with Director of the Training Division, Services of Supply, on replacement and unit training matters; supervises preparation and revision of Chemical Warfare field and technical manuals and circulars and coordinates them with the proper agencies; reviews

and makes recommendations regarding publications of other arms and services insofar as they concern Chemical Warfare; coordinates preparations of scenarios and other matters pertaining to Chemical Warfare Training films, film strips and instructional charts; prepares special studies on training; furnishes the Operations Division the bases for computing Tables of Basic Allowances for Chemical Warfare Units and the preparation and revision of Tables of Organization for such units.

(*a*) The *Training Doctrine Branch* supervises preparation and revision of chemical warfare field and technical manuals, circulars and tables of organization, and coordinates them with the proper agencies; furnishes to the Operations Division the bases for computing Tables of Organization and Tables of Basic Allowances for chemical warfare units; directs the preparation of visual training projects pertaining to chemical warfare, including film planning; reviews publications of other arms and services insofar as they concern chemical warfare and makes recommendations relative thereto.

(*b*) The *Schools Branch* supervises Chemical Warfare Schools and Officer Candidate Schools; establishes courses for Chemical Warfare Schools; and reviews training schedules and programs with a view toward improving the efficiency of instruction.

(*c*) The *Training Centers Branch* prepares mobilization training programs; determines the type of training to be conducted; coordinates movement of trainees with the AGO; arranges for the attendance of enlisted men at Branch and civilian schools; coordinates with Headquarters, Services of Supply, on Replacement Training Center matters; coordinates with Unit Training Branch of Training Division relative to the training at the Unit Training Centers, of cadres and specialists required upon the activation of units; cooperates with responsible agencies in respect to matters relating to activation of Chemical Warfare units; reviews mobilization training programs; works with responsible agencies in determining types of chemical units to be trained; supervises and inspects training; determines organization; coordinates activities of the Replacement Training Branch and School Branch relative to specialists and cadres to be trained for units to be activated and officer training.

(8) The *Fiscal and Planning Division* consists of the Accounts and Reports Branch, the Budget Branch, the Cost Analysis Branch, and the Field Accounting and Audit Supervision Branch. The functions of the Fiscal and Planning Division are as follows: Keeps the Chief of Chemical Warfare Service currently informed as to the status of all funds, and as to efficiency of fiscal personnel and the effectiveness of financial program throughout the operating agency; 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 Office of the Chief, Chemical Warfare Service, with other operating agencies, and with the Fiscal Division, Services of Supply, relative to inter-related functions; evaluates and approves the technical qualifications of personnel for key fiscal positions within the fiscal organization and in the 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.

(*a*) The *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; analyzes cost reports submitted by the field, and prepares cost statements and data for operating and budget purposes; prepares miscellaneous reports covering fiscal operations; develops procedures covering the responsibilities of the section; 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 *Cost Analysis Branch* acts as a fact-finding body with respect to costs and profits on War Department contracts and subcontracts thereunder as required.

(*d*) The *Field Accounting and Audit 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; makes special cost studies as required; 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.

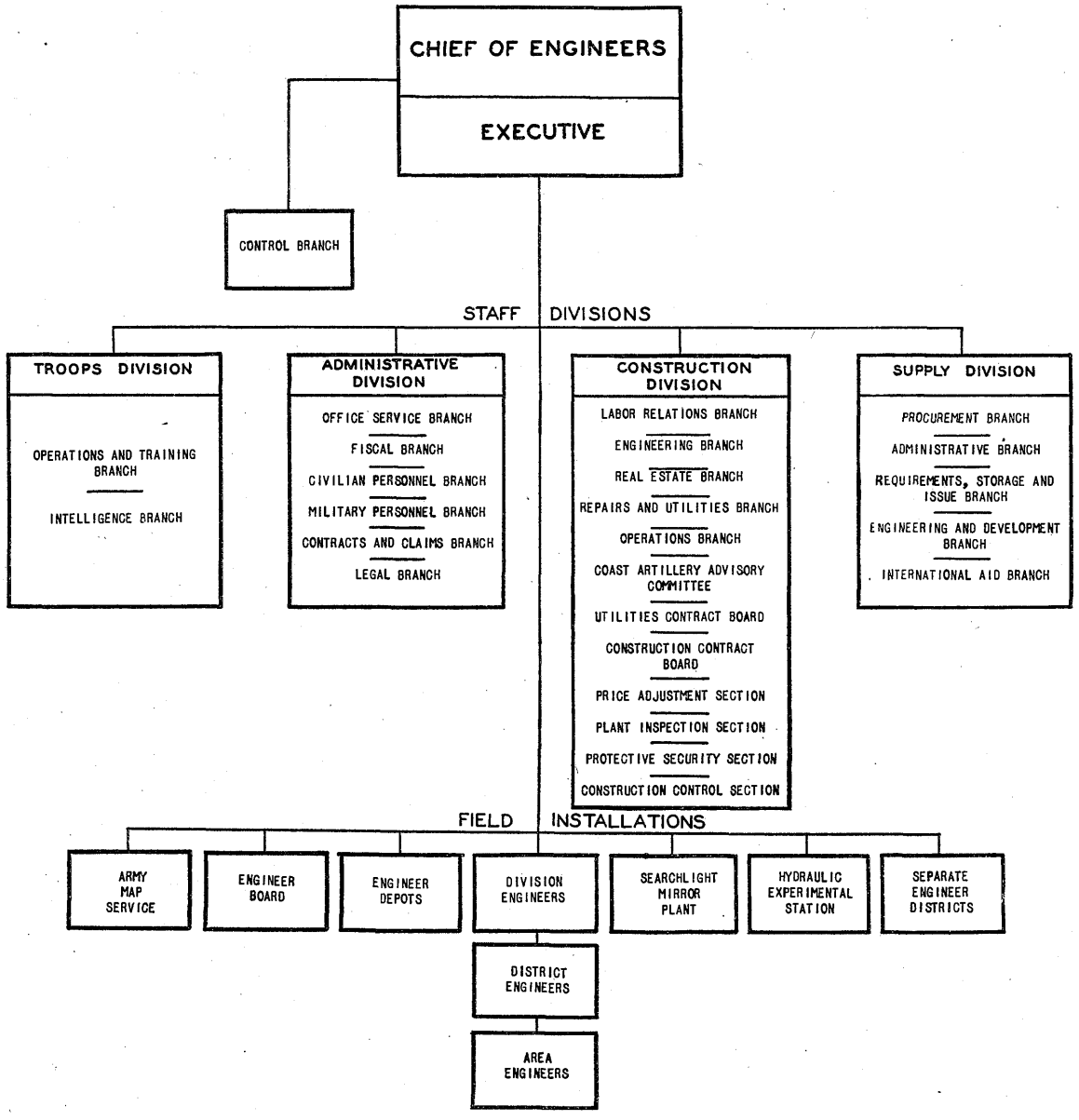
(9) The *Coordinating Committee—Industrial and Technical Divisions* coordinates the work of these divisions on research, development, design, specifications, the construction and operation of facilities, and the supervision of the quantity and quality of production.

(10) The *Field Installations* under the command of the Chief of Chemical Warfare Service are the following:

The Technical Command at Edgewood Arsenal, the Chemical Warfare Board, Chemical Sections of Quartermaster Depots and of Ports of Embarkation, Manufacturing Arsenals, and Chemical Warfare districts, technical development and special manufacturing facilities (including laboratories), depots, warehouses, and proving ground.

OFFICE OF THE CHIEF OF ENGINEERS

304.05A



SECTION .05—OFFICE OF THE CHIEF OF ENGINEERS 304.05

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 to assure 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 station, 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 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 Force depots in the Continental U. S.

(*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, 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 Supply 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.

(2) The Office of the Chief of Engineers performs the following operating functions for the Headquarters, Services of Supply:

(*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 districts 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 the medium of the 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 Supply Division, the Troops Division, the Control Branch, and the Coast Artillery Advisory Committee.

(1) 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, planning, and placement of civilian personnel for the Corps of Engineers; drafts legislation and executive orders to meet specific problems, and criticizes pending legislation.

(*b*) The *Contracts and Claims Branch* formulates, directs, and coordinates contractual policies and procedures in connection with all activities of the Corps of Engineers, including such policies and procedures with regard to the making of contracts, the legal problems arising in the administration of such contracts during performance thereof, and the handling of

appeals, claims, and litigation arising from the activities of the Corps of Engineers.

(*c*) The *Fiscal Branch* formulates cost accounting policies and procedures; audits money accounts and property accountability pertaining to civil and military construction projects, including adaptation of civil property accountability system to military procedures under Army Regulations; directs all fiscal functions in field offices; develops finance and budget accounting procedures; maintains control accounts and administrative control of all civil and military funds; directs all matters relating to insurance on fixed-fee construction contracts.

(*d*) The *Legal Branch* criticizes and prepares reports on legislation; assists the Attorney General in the prosecution and defense of cases for and against the United States; drafts legislation deemed desirable for the effective prosecution of the functions of the Corps of Engineers; acts as legal adviser to the Chief of Engineers, the assistant Chiefs of Engineers, and to other administrative officials of the Corps of Engineers.

(*e*) The *Military Personnel Branch* directs requisitioning, classification, and changes in status of military personnel; advises the Chief of Engineers and higher authority relative to all military personnel activities; interprets military policy from higher authority relative to the management and activities of military personnel; conducts research, makes studies, and compiles statistics in connection with military personnel functions and records.

(*f*) The *Office Service Branch* performs office service functions; disburses civil funds for the office of the Chief of Engineers, the Beach Erosion Board, and the Board of Engineers for Rivers and Harbors; maintains depository for all plans, maps, charts, books, and specifications pertaining to construction functions of the Corps of Engineers.

(2) The *Construction Division* consists of the Engineering Branch, the Labor Relations Branch, the Operations Branch, the Real Estate Branch, the Repairs and Utilities Branch, the Construction Contract Board, the Construction Control Section, the Plant Inspection Section, the Price Adjustment Section, the Protective Security Section, and the Utilities Contract Board.

(*a*) The *Engineering Branch* is responsible for all designs and engineering matters, control of critical materials, engineering consultation, etc., as pertaining to the Construction Division, and keeps divisions and districts advised on same; makes reviews and recommendations on field designs and other related engineering matters.

(*b*) The *Labor Relations Branch* is responsible for proper administration of labor laws and executive orders applicable to construction and supply; recommendation, development, and interpretation of labor policies; liaison on labor matters with other arms and services of the War Department and other Government agencies; liaison with contractors, organized labor, and others concerned with labor matters; maintenance of proper wage rate structure on all construction projects prosecuted under contract, includ-

ing any necessary adjustments; development and interpretation of personnel policies and establishment of salary schedules applicable to administrative, supervisory, and nonmanual employees of cost-plus-a-fixed-fee contractors; recommendation and assistance in the formulation of labor supply policies and the coordination of all labor supply and manpower activities; and supervision of the labor relations activities of all subordinate officers, including field inspections.

(*c*) The *Operations Branch* is responsible for the authorization and control of all military construction in continental United States and, in addition of certain other projects specifically assigned to it not in the continental United States. It also 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 war plants; and the authorization and control of such other projects or construction programs as may be assigned to it. (It is similarly responsible for the construction and operation of civil works pertaining to Rivers and Harbors (Navigation) and Flood Control for which the Chief of Engineers acts under the direct authority of the Secretary of War.) In the performance of its responsibilities outlined in the preceding paragraph, the Operations 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 or prohibitions against 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; controls and allocates lumber, rail, steel tanks, and boilers, and other materials through central procurement, as found necessary from time to time in the interest of the over-all program, procures and assigns construction equipment, assigns or arranges for the assignment of job priorities, and coordinates the general 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, Services of Supply, with Army Ground Forces, Army Air Forces, and the various services of the Services of Supply develops programs of construction, prepares estimates and justifications therefor for appropriations, and assists the Chief of Engineers or his representative in the processing of such estimates before the various budgetary bodies of the War Department, the Bureau of the Budget, and Congress.

(*d*) The *Real Estate Branch* exercises supervision and control over real estate matters. The Real Estate Branch is responsible for the acquisition of lands, easements, rights-of-way, and other interest in land needed for military or civil purposes; the granting of leases, licenses, easements, or permits for the occupation and use of Federal property under the control

of the War Department; the disposal by sale, transfer, or otherwise of Federal lands or interests therein under the control of the War Department; the settlement of claims arising out of the real estate activities of the War Department; and the procurement of exclusive or partial jurisdiction over lands acquired by the War Department.

(*e*) The *Repairs and Utilities Branch* develops and promulgates policies, procedures, methods, and techniques governing repairs and utilities activities; coordinates, revises, and publishes regulations, instructions, and orders pertaining to repairs and utilities, including Repairs and Utilities Manual, circular letters, policy files, and letters of instruction; exercises technical supervision over performance of repairs and utilities functions in the field.

(*f*) 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 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.

(*g*) The *Construction Control Section* keeps the Chief of the Construction Division informed concerning the status and progress of the program with which he is charged, through the development and continuance of adequate management control; the review and analysis of operations and progress; the preparation of summaries pointing out impending shortages, delays, bottlenecks, and other deficiencies; and appropriate recommendations for corrective action.

(*h*) The *Plant Inspection Section* exercises control over the design of Defense Plant Corporation projects sponsored by all supply arms and services of the Army for the purpose of minimizing the use of critical materials and restricting the type and scope of structures to the bare essentials required for the intended production.

(*i*) The *Price Adjustment Section* exercises control over the renegotiation of construction contracts and subcontracts, advises the chief of the division as to the organization of price adjustment sections in division and district offices, maintains liaison with the War Department Price Adjustment Board, and itself conducts renegotiation in special cases.

(*j*) The *Protective Security Section* formulates policies and procedures affecting, and supervises the operations of, the Protective Security Service throughout the Engineer Department; investigations of dishonesty or disloyalty in the conduct of the construction program; intelligence.

(*k*) The *Utilities Contract Board* recommends to the Chief of Engineers policies relating to the preparation of utilities contracts, makes recommendations to the Chief of Engineers on the engineering, operating, legal, and all other phases of utilities contracts for posts, camps, stations, and construction projects, when decisions by the Chief of Engineers are required; assists, when requested, in investigations of utilities matters while proj-

ects are still in the site investigation or planning stages; furnishes consulting services to division engineers upon request on matters concerning utilities contracts.

(3) The *Supply Division* is organized into the Administrative Branch, the Requirements, Storage, and Issue Branch, the Procurement Branch, the Engineering and Development Branch, the International Aid Branch, and the Control Section.

(*a*) The *Administrative Branch* is responsible for all administrative matters common to the division; furnishes advice as required on existing rules and regulations; is directly responsible for handling of all mail, services, and personnel; maintains detailed records of all fiscal transactions of the division; processes payments to and reimbursements from other Government agencies; processes contracts, purchase orders, and payments thereon executed by the Procurement Branch; maintains property accountability records for the equipment procured by the division.

(*b*) The *Requirements, Storage, and Issue Branch* determines requirements for engineer supplies and equipment, including those for international aid, and prepares expenditure programs in connection therewith; prepares and issues purchase requisitions for the purchase of engineer supplies and equipment; supervises the establishment and operation of engineer depots; directs the filling of credit schedules and oversea departments for engineer supplies and equipment; supervises the allocation of engineer equipment; supervises maintenance operations by engineer depot shop facilities and traveling master mechanics; advises on the training, assignment, and activities of maintenance specialists (officers and enlisted men); and publishes instructions on the maintenance of engineer equipment for the guidance of all using units.

(*c*) The *Procurement Branch* supervises the purchase of all engineer supplies and equipment, except some types of construction material, for the armed services and international aid, including purchases made by the procurement districts; approves designs for 60-inch antiaircraft searchlights, barrage balloons, and auxiliary equipment purchased by the Supply Division; supervises the inspection of all material and equipment purchased; supervises the shipment of all material and equipment purchased to domestic point of use, supply depot, or port of embarkation; supervises the application of price control measures to purchases made by the Supply Division; and determines the raw materials required for the accomplishment of the engineer supply program.

(*d*) The *Engineering and Development Branch* is responsible for research, engineering, and development work on engineer supplies and equipment; directs work by the Engineer Board on research, design, construction, testing, and use of new or modified types of engineer supplies and equipment, and testing of standard commercial equipment to determine adapability to engineer use; provides technical assistance to the Engineer Board; assembles material for consideration by the Corps of Engineers Technical Committee; studies and reports on the substitution of non-

critical for critical materials, and other means of conserving critical materials in the manufacture of engineer supplies and equipment; directs the coordination and standardization of U. S. Army Specifications for which the Corps of Engineers is responsible; and is responsible for standardization of engineer supplies and equipment, particularly standardization of international aid items with those used by the Corps of Engineers.

(*e*) The *International Aid Branch* is responsible for the coordination of all functions pertaining to international aid matters within the Office, 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 International Division, Services of Supply; initiates procurement of engineer equipment and supplies for United Nations as authorized by the Commanding General, Services of Supply; arranges transfer of engineer equipment and supplies to 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, Services of Supply; and provides representation on International Supply Committee and Munitions Assignments Committee (Ground).

(*f*) The *Control Section* is responsible for the development and maintenance of adequate management data for the information of the Chief of the Supply Division and others concerned as to the status and progress of accomplishment of the division's mission of determination, procurement, and distribution of engineer supplies and equipment; the development and regular publication of reports presenting this data in intelligible summary form; the preparation of special reports and studies as required; the analysis of reports and data to evaluate the progress of accomplishment of the division's mission; the analysis and evaluation of the organization, methods, and procedures through which the division performs and coordinates its functions; and recommendations for action, based on the foregoing studies.

(4) The *Troops Division* is organized into the Operations and Training Branch, the Intelligence Branch.

(*a*) The *Operations and Training Branch* incorporates—

1. Training.—Establishes training doctrine for all engineer troop units; prepares Engineer Field Manuals and other engineer training literature; supervises the training of engineer troop units assigned to the Services of Supply; prepares Tables of Organization and Tables of Basic Allowances for all engineer troop units; prepares the curricula for the engineer school and the engineer replacement training centers; draws up the military characteristics for new items of engineer equipment; and supervises the development and testing of the equipment.

2. Operations.—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; prepares plans and supervises construction of projects in areas outside the United States as assigned; prepares type plans for structures to be erected in theaters of operation; and assists in processing supplies of engineer equipment and materials for task forces and other forces in the field.

(*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, arranges, and issues in usable form geodetic information, both foreign and domestic; prepares budget estimates for military mapping and allots funds to field agencies; compiles information of an engineering nature on all strategic foreign areas; assembles and analyzes information on foreign engineering developments and transmits the information to interested War Department agencies; supervises and coordinates intelligence activities in the Corps of Engineers; and handles all press and public relations matters pertaining to the Corps of Engineers.

(5) The *Control Branch* consists of the office of the chief of branch and four sections.

(*a*) The *Administrative Survey Section* reviews, edits, and indexes all general administrative instructions originating in the office of the Chief of Engineers.

(*b*) The *Construction Survey Section* exercises general supervision over control matters affecting the war construction program, the active functions of such controls being performed by the Construction Control Section of the Construction Division.

(*c*) The *Supply Survey Section* exercises general supervision over control matters affecting the engineer procurement program, the active function of such controls being performed by the Control Section of the Supply Division.

(*d*) The *Troops Survey Section* exercises general supervision over control matters affecting the Troops Division of the office of the Chief of Engineers, the active functions of such controls being performed in the executive office of the Troops Division.

OFFICE OF THE CHIEF SIGNAL OFFICER

SECTION .06—OFFICE OF THE CHIEF SIGNAL OFFICER 304.06

a. Mission.—To meet the primary responsibility of the Signal Corps, as the communication agency of the Army, for military signal communication; to conduct research for the development and improvement of communications equipment, methods and procedures; to install, maintain and operate communications systems of all types and wherever needed for war purposes; to train and furnish specialized signal troops and units to Army Ground Forces, Army Air Forces, Services of Supply and to elements of the field forces; to assure the supply to the Army of all such equipment and supplies as are assigned to the Signal Corps for procurement in sufficient quantities and at such times as are required to meet the Army Supply Program and other directives of higher authority; and to coordinate, integrate and unify the use thereof within the Army. The major items of equipment and supplies procured by the Signal Corps include radio communication and radar equipment, telephone, telegraph, printing telegraph and facsimile equipment, meteorological equipment, Signal Corps photographic equipment, coding and cipher equipment, including secret inks and associated chemicals, pigeon equipment, experimental research and development equipment, equipment for aircraft communication and navigational purposes, communication equipment for motorized and armored forces, fire control and ground radio communication equipment, parachute and other special designs of communication equipment, and other items of Signal Corps equipment and supplies.

b. Major functions.—(1) The Chief Signal Officer performs the following staff functions for the Commanding General, Services of Supply:

(*a*) Acts as adviser to Chief of Staff and higher echelons with respect to communications and communications security, radar, photography, and cryptography.

(*b*) Determines general communications policies for the Army, including policies with respect to allocations of radio frequencies, power, types of emission, and schedules for radio operations, and including policies with respect to signal security and cryptographic operations.

(*c*) Supervises the installation, maintenance, and operation of all military signal communications systems and equipment including military cables, telephone and telegraph lines, radio apparatus and stations, fixed airways systems, and the operation of temporary systems used by combat troops in operations.

(*d*) Represents the War Department on all communications agencies charged with determination of national and international communication policies. Serves as the War Department member of the Board of War Communications and as chairman of the United States Joint Communications Board and chairman of the Combined Communications Board.

(*e*) Establishes types of signal equipment and standard procedures affecting communications throughout the Army for Army operations, joint operations with the United States Navy, and combined, and limited combined (Signal Corps) operations with allied nations.

(*f*) Determines the technical characteristics of radar equipment to meet established operational requirements.

(*g*) Establishes photographic plans and operating policies under War Department directives.

(*h*) Formulates training doctrine for promulgation to Signal Corps troops and units.

(*i*) Prepares the Signal Communication Section of war plans.

(*j*) Determines personnel requirements for Signal Corps troops in the Services of Supply, in oversea departments or bases, and in theatres of operation.

(*k*) Determines signal procurement policies in accordance with established War Department policies.

(*l*) Supervises the production, purchase, inspection, storage, issue as directed by higher authority, maintenance, repair, and salvage of Signal Corps equipment and supplies for the Army.

(*m*) Supervises research and development of Signal Corps equipment and supplies, including preparation of military characteristics, conduct of tests, and preparation of specifications.

(*n*) Supervises research and development of photographic equipment and supplies; except that required for photographic and cinematographic work made from aircraft, ground photography in connection with aircraft operation and maintenance, and other special purposes for which the procurement, storage, and issue of photographic supplies and equipment has been specifically charged by the War Department to another arm or service.

(*o*) Establishes and maintains requirements programs for Signal Corps equipment and supplies, including raw materials requirements.

(*p*) Computes requirements for Tables of Organization, Tables of Basic Allowances and Tables of Allowances for Signal Corps troops, except those units organized only for duty with the Army Air Forces. Supervises the types and quantities of Signal Corps equipment and supplies included on Tables of Basic Allowances for the Army.

(*q*) Acts to reduce the requirements for critical and strategic materials for Signal Corps equipment and supplies and to secure the necessary priorities, allocations, or preference ratings with respect to such materials and supplies.

(*r*) Functions in conjunction with the War Department, other Federal agencies, and industry with respect to problems of production, raw materials requirements, labor, conservation of critical and strategic materials, and facilities and stock piling.

(*s*) Supervises the activities of Service Commands with respect to Signal Corps matters.

(2) The Chief Signal Officer directly performs the following functions for the Headquarters, Services of Supply:

(*a*) Operates the War Department Signal Center, including associated radio stations in or near Washington, D. C., and the War Department code room.

(*b*) Procures, and operates in the War Department, the War Department private wire telephone, telegraph, and facsimile networks.

(c) Operates the War Department motion picture projection room and associated photographic facilities and maintains the War Department photographic files.

(d) Exercises communication security measures and represents the War Department through the War Department Traffic Security Board.

(e) Provides photographic personnel and equipment for V-Mail service, and for the preparation of identification papers for personnel.

(f) Maintains the Signal Corps Reference Library; and facilities for the identification and analysis of foreign communication equipment.

(g) Prepares and distributes daily digests of foreign communication intelligence.

(h) Maintains and operates for the War Department a strategic communications chart room.

(i) Prepares estimates of appropriations required for Signal Corps activities, and the justifications therefor.

(3) The Chief Signal Officer directly performs the following functions as applied to field activities and installations of the Services of Supply:

(a) Operates Signal Security Service and all goniometric and intercept activities associated therewith; operates an agency for the solution of intercepted enemy codes and ciphers; and maintains a laboratory for the employment and detection of secret inks.

(b) Enforces regulations necessary for the coordination of all military radio stations; assigns call letters, frequencies, power, types of emission and schedules for all Army radio stations.

(c) Prepares and revises instruction books, manuals, pamphlets, and data required by the Army to make proper use of equipment and apparatus developed, procured, and issued by the Signal Corps.

(d) Prepares, publishes, revises, stores, accounts for, and distributes all codes, ciphers, and cryptographic material required by the Army.

(e) Procures, prepares, and distributes photographs, motion pictures, training films and film strips, including the procurement thereof from commercial producers, for showing to military personnel, and which are not specifically assigned by appropriate War Department directives to other arms and services; also, adapts to the extent applicable, training films prepared and utilized by allied governments.

(f) Installs, maintains, and operates all military signal communications systems and equipment including military cables, telephone and telegraph lines, radio apparatus and stations, except the routine maintenance and operation of fixed fire-control communications systems and fixed airways and airdrome-control systems and radio aids to navigation, and except such activities as are specifically assigned to Service Commands.

(g) Installs, maintains, and operates the Alaska Communications System.

(h) Promulgates training doctrine, schedules programs, and supervises training; selects, assigns, and relieves staff and faculty personnel and students assigned to Signal Corps schools and replacement training centers.

(*i*) Provides personnel and equipment for communications for the Army Transport Service.

(*j*) Operates Signal Corps depots.

(*k*) Operates Signal Corps procurement districts through which Signal Corps equipment and supplies are procured.

(*l*) Conducts Signal Corps inspection activities through zone agencies.

(*m*) Operates Signal Corps radar, aircraft radio, ground equipment, film production, photographic, and technical laboratories; and photographic centers, and pigeon breeding and training centers.

(*n*) Provides personnel and facilities for the Signal Corps Board which considers Technical Signal Corps projects referred to it, and originates and submits recommendations looking to the improvement of the Signal Corps.

(*o*) Conducts inspections at Signal Corps depots, Signal Corps sections at other depots, repair shops, schools, replacement training centers, laboratories, and other Signal Corps establishments, and of troops in the field, to assure that War Department policies are complied with.

(*p*) Furnishes trained personnel to the Army Ground Forces, Army Air Forces, and Services of Supply.

c. Organization.—(1) The Office of the Chief Signal Officer consists of the *Assistant Chief Signal Officer, Deputy Signal Officer*, a staff and operating divisions. The staff consists of the Control Division and the Communication Coordination Division, which report through the Assistant Chief Signal Officer; Office of the Planning Director, Office of the Fiscal Director, Office of the Legal Director, and Executive Office, which report through the Deputy Signal Officer. The operating divisions consist of the Matériel Division, Research and Development Division, and Distribution Division (which, for command purposes, are under the control of the *Chief, Signal Supply Services*); and Army Pictorial Division, Army Communications Division, and Signal Troops Division (which, for command purposes, are under control of the *Chief, Signal Operating Services*).

(2) The *Control Division* evaluates the effectiveness and progress with which policies and plans of the Chief Signal Officer are executed, and makes recommendations to the Chief Signal Officer in connection with policies, organization and methods to increase effectiveness of operations. It consists of the Progress and Statistics Branch, Evaluation Branch, and Administrative Management Branch.

(*a*) The *Progress and Statistics Branch* serves as the central source of statistical information regarding Signal Corps operations; receives, reviews and audits statistical reports prepared in the Office of the Chief Signal Officer; prescribes methods and procedures for compilation of reports in conformity with standing instructions or directives; and prepares summaries reflecting status and progress of operation.

(*b*) The *Evaluation Branch* reviews currently reports and statistics relative to the status and progress of major and specific phases of Signal Corps operations to determine the operating significance indicated; directs attention to

evidence of actual or potential sources of difficulties, delays, failures or deficiencies.

(c) The *Administrative Management Branch* studies functions, administration, methods, procedures and results of operations conducted by the Chief Signal Officer; investigates sources of difficulties and recommends corrective action to secure effective operation.

(3) The *Communication Coordination Division* operates to standardize, classify and minimize types of communications equipment for use by the Army, and between the Army, the Navy and allied nations; and to coordinate communication methods and procedures employed by using agencies. It administers the assignment of radio frequencies and tactical and international call signs, and reviews and approves the frequency range of radio equipment; analyzes captured enemy equipment; makes recommendations as to the practicability of production and the maintenance factors of equipment; investigates security matters; and maintains the Signal Corps Reference Library. The Division consists of the Equipment Coordination Branch, Military Intelligence Branch, Procedures Coordination Branch, and Communication Liaison Branch; also incorporated therein are the activities of the Army Communications and Equipment Agency, and the Signal Corps Technical Committee.

(a) The *Equipment Coordination Branch,* under supervision of the Army Communications and Equipment Coordination Agency, studies and makes recommendations with respect to military characteristics, service tests, basis of issue, standardization and reclassification of all Signal Corps equipment, except Radar equipment in actual or proposed use. It recommends types of signal equipment for use, reviews Tables of Allowances, and Tables of Basic Allowances, and analyzes captured enemy signaling equipment.

(b) The *Military Intelligence Branch* collects, evaluates and disseminates information on technical and tactical phases of communications equipment employed by allied, enemy and neutral nations, and commercial agencies; trains and qualifies personnel in the identification of enemy signal equipment; and prepares information for the Enemy Communication Information Manual. Supervises security regulations; arranges the investigation of Signal Corps personnel; issues intelligence digests; operates to safeguard military information contained in photographs of Signal Corps activities, equipment and personnel; and operates the Signal Corps Reference Library.

(c) The *Procedures Coordination Branch* coordinates the methods and procedures for the employment of signal equipment of all types, in order to secure satisfactory communications within the various elements of the Army, between the Army and the Navy in joint operations, and between the Army and the armed forces of allied nations in combined and limited combined operations. It studies communication procedures used by foreign armies, and determines the adaption thereof to Army methods; and standardizes message center procedures within the Army, between the Army and Navy, and between the Army and friendly nations.

(*d*) The *Communication Liaison Branch* administers the assignment and release of radio frequencies and tactical and international call signs for Army installations. Reviews, revises, and approves the frequency range of radio equipment prior to its standardization; acts with respect to frequency range on all requisitions and purchase requests for fixed crystal and new types of radio; and communicates with other Federal agencies regarding all communications matters. Processes maps of fixed communications systems, and charts of frequencies allocations and assignments.

(*e*) The *Army Communications and Equipment Coordination Agency* represents and presents the viewpoints of all branches of Army, Navy, Marine Corps and Allies on matters pertaining to signal equipment in order to initiate a satisfactory plan for using the least possible number of types of signal equipment and a minimum quantity of each type of such equipment. Makes analyses of essential tactical requirements including frequency channels and assignments. Advises as to manufacture, practicability and available production capacity and informs other divisions regarding tactical aspects of Signal Corps equipment. Makes studies containing analyses of difference between the proposed tactical requirements and comparable United States and foreign equipment to include the advantages and disadvantages of each. Determines maintenance factors showing attrition rate of complete equipments or components thereof, including repair parts, replacement parts and replacement subassemblies; determines adequate procedures for correlating the supply of attrition replacements with repair functions in the field.

(*f*) The *Signal Corps Technical Committee* operates to standardize Signal Corps equipment. It receives data and recommendations regarding adoption of military characteristics and authorization of projects for development, standardization, and reclassification of signal equipment, prepares recommendations to Services of Supply regarding the adoption of military characteristics, standardization, and reclassification of Signal Corps equipment.

(4) The *Office of the Planning Director* acts as a planning agency for the general duties of the Chief Signal Officer. Based upon specific directives from higher authority or from Task Force, theatre or mobilization plans of the staff of the War Department, of the Army Ground Forces, of the Army Air Forces, or of the Services of Supply, prepares specific directives for issue to operating agencies of the Office of the Chief Signal Officer. Obtains from the Control Division reports on the accomplishments by the operating agencies and its recommendations for corrective action in all cases of apparent failures to meet the Chief Signal Officer's directives.

(5) The *Office of the Fiscal Director* supervises the preparation of estimates of appropriations for Signal Corps activities and justifications therefor in accordance with War Department policies. Allots funds in accordance with approved programs and accounts for funds expended for Signal Corps activities. Receives all communications concerning construction, leasing, purchase, and all real estate matters for Signal Corps activities and presents them to the Chief of Engineers. Inspects

fiscal records and accounts of activities under control of the Chief Signal Officer. Maintains staff of cost engineers and accountants, to cooperate administratively with similar staffs in the field, engaged in ascertaining production costs and other factual information for the use of contracting officers in the negotiation and renegotiating of contracts; the Price Adjustment Section in the overall adjustment of profits; and the Price Policy Committee in the determination of standards limiting expense items, allocations of overhead, and net profits that will be satisfactory to the Signal Corps. The office supervises Cost Analysis Agencies located at Philadelphia, Chicago, and San Francisco.

(6) The *Office of the Legal Director* gives legal advice as to application and interpretation of common law, statutes, regulations, and directives, subordinate to the functions of The Judge Advocate General; reviews pending legislation affecting the Signal Corps; reviews awards and drafts contracts. Administers financing of contractors, Defense Plant Corporation expansions, labor relations (labor disputes, morale, and supply), patents, copyrights, and inventions (patent searches, applications, and licenses); and auditing of terminated contracts. Receives all appeals from decisions and findings of contracting officers; if the appeal is to the Secretary of War, completes the record and forwards the same as required by War Department Board of Contract Appeals; if the appeal is to the Chief Signal Officer, investigates, determines the facts, hears evidence which the contractor desires to present in support of his contentions and advises the Chief Signal Officer with respect to the disposition thereof; if appeal is taken from the decision of the Chief Signal Officer, completes the record and forwards to the War Department Board of Contract Appeals. Administers liquidation of advance payments and reimbursement of Defense Plant Corporation.

(7) The *Executive Office* performs the administrative duties of the Chief Signal Officer. Receives all directives from higher authority requiring administrative supervision and directs appropriate actions thereon. Within the general plan of the Chief Signal Officer, apportions number of civilian employees, establishes officer allotments, specifies office procedure, and acts upon officer leaves of absence; prepares and issues all office orders, memoranda, and office regulations; determines the priorities of air travel by personnel of the Office of the Chief Signal Officer; signs all disapprovals of special requests; administers employee relations and counselling services within the Office of the Chief Signal Officer, and maintains the records of the Executive Office. The Executive Officer supervises the activities of the Civilian Personnel Branch, Service Branch, and Special Activities Branch.

(*a*) The *Civilian Personnel Branch* administers civilian personnel matters including the interview, classification, appointment, assignment, transfer, travel, leave, pay, separation, retirement, and welfare of civilian personnel, in accordance with instructions from the Civil Service Commission, the Office of the Secretary of War, and the Services of Supply; supervises the pre-service and in-service training of Signal Corps civilian personnel; determines the requirements for and authorizes the training of civilian trainees and employees in schools conducted by the Signal Corps and outside agencies; recommends the location of civilian schools; determines

the course of study; and inspects the schools to determine the effectiveness of the training.

(*b*) The *Service Branch* performs office service functions and performs Provost Marshal functions for the Office of the Chief Signal Officer.

(*c*) The *Special Activities Branch* collects and prepares for dissemination to Signal Corps units and establishments, technical and operating information relating to Signal Corps activities. It obtains releases through the War Department Bureau of Public Relations; and prepares Signal Corps information letters and bulletins.

(8) The *Matériel Division* determines requirements and maintains cost records for all Signal Corps equipment and supplies; computes raw materials requirements and allocates the same to Signal Corps contractors; makes surveys and recommendations with respect to available and required industrial production facilities; and maintains contacts with all war agencies concerned with production and procurement of communications equipment; controls Signal Corps procurement districts; directs all Signal Corps matters involving international aid; and plans and directs procurement, contractual and obligating procedures in the field. The Division consists of Requirements Branch, Resources Branch, Facilities Branch, Purchases Branch and International Aid Branch.

(*a*) The *Requirements Branch* computes requirements for Signal Corps equipment, based upon Tables of Organization, Tables of Basic Allowances and Tables of Allowances, and causes the inclusion thereof in the Army Supply Program; interprets and calculates the effect of the Army Supply Program and the Army Expenditure Programs, as they relate to the Signal Corps; operates to secure necessary procurement funds, and controls their distribution; initiates action on specific purchase plans; determines equipment delivery schedules; and compiles and issues information as to costs.

(*b*) The *Resources Branch* computes requirements for and secures materials for Signal Corps procurement; receives allotments for controlled materials, and supervises the allocations thereof among contractors, after establishing emergency reserves; allots material and priority ratings to Signal Corps industries, as issued by the War Production Board; reschedules procurement when necessary; clears discrepancies between requested and required materials; acts to assure the flow of materials to Signal Corps production. Makes special studies with respect to sources and conservation of materials; coordinates mission of the Division with the Army-Navy Munitions Board, Army-Navy Electronics Production Agency, the Navy, Headquarters, Services of Supply, War Production Board, and producers.

(*c*) The *Facilities Branch*, within policies prescribed by higher authority, determines capacities and manufacturing loads of industries to insure equitable and adequate distribution of the Signal Corps production; studies the necessity for, justifies, and recommends plant expansions and conversions; devises 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.

(*d*) The *Purchases Branch* prepares purchase plans for the procurement of Signal Corps supplies and equipment; supervises Signal Corps Procurement Districts, other Signal Corps procuring offices, Signal Corps contracting officers and the contractual phases of procurement, including the placement of production orders. It issues letters of intent for large procurements; analyzes bids; reviews, and controls the modification and cancellation of contracts; conducts over-all price renegotiations; and maintains contacts with other war agencies with respect to price regulations and adjustments.

(*e*) The *International Aid Branch* analyzes foreign requisitions for Signal Corps equipment; initiates procurement of such equipment and follows progress thereof until shipment; maintains close contacts with the International Division, Services of Supply, 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.

The field installations under the control of the Division include the Philadelphia, Wright Field, and Monmouth Procurement Districts; auxiliary procurement offices at Chicago and San Francisco; and price adjustment field offices at Philadelphia and Chicago.

(9) The *Research and Development Division* directs all Signal Corps research, development and engineering projects, and technical maintenance matters not specifically charged to other Signal Corps units; procures and distributes radio quartz crystals; exercises technical supervision over Signal Sections of fixed shops; assigns nomenclature to Signal Corps equipment; collects technical data from using agencies for use in Signal Corps laboratories; recommends training programs for specialized personnel; and represents the Signal Corps on research and development policy-making committees. Through field services and installations, controls and coordinates research, development, programming, procurement and supply of airborne radio equipment and ground radio navigational aids, and equipment and supplies adaptable to ground, portable, vehicular and other uses; assigns stock and IBM code numbers to Signal Corps equipment; publishes official parts lists for assemblies; prepares descriptive sections of the Signal Corps Catalog; standardizes radio component parts; consolidates requirements of Signal Corps laboratories into standards; and represents the Signal Corps on military-industry standardization committees. The division consists of Ground Signal Equipment Branch, Electronics Branch, Signal Corps Shop Branch, Aircraft Radio Branch, and two distinct operating sections namely: Quartz Crystal Section and Nomenclature Section.

(*a*) The *Ground Signal Equipment Branch* supervises the research, development, and design of field, portable, semi-portable and vehicular types of radio, wire line construction equipment, ground direction finding equipment, telephones and crystals; 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, operate, and maintain ground signal equipment.

(*b*) The *Electronics Branch* supervises the research, development and design of ground and airborne electronic and related equipment; collects technical data from using agencies for laboratory purposes; processes research and development projects with Combined Communications Board, Joint Radio Board, and other agencies. Makes recommendations concerning the adequacy of electronics equipment requirements and the number and training of personnel to install, operate, and maintain such equipment.

(*c*) The *Signal Corps Shop Branch* exercises supervision with respect to technical plans, equipment, methods and personnel employed in repair shops associated with Signal Corps Branch depots and Signal Sections of other fixed shops, (both within and beyond the continental limits of the United States); analyzes failures and deficiencies in repair activities and makes recommendations as to changes. Coordinates with the Army Air Forces with respect to matters in common in the operation of air depots and sub-depots.

(*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, trained personnel and composition of Tables of Basic Allowances.

(*e*) The *Quartz Crystal Section* supervises the standardization, procurement and distribution of quartz crystals, and plans production facilities therefor; issues technical instructions pertaining to quartz crystals; controls pools thereof; maintains liaison with the War Production Board, and Metals Reserve, Bureau of Standards and other interested organizations.

(*f*) The *Nomenclature Section* exercises broad policy on matters related to nomenclature; officially assigns nomenclature to Signal Corps equipment and distributes supplemental nomenclature on new types of equipment.

The field services and agencies under the control of the Division are Signal Corps Aircraft Signal Service, Wright Field; Signal Corps Ground Signal Service, Camp Evans, New Jersey; Stock Numbering Agency, Philadelphia; and Signal Corps Standards Group, Fort Monmouth.

(10) The *Distribution Division* supervises the establishment and operation of Signal Corps branch depots, Signal Sections in other depots, in the zone of the interior,

and repair shops associated therewith; controls operations relating to the storage, warehousing and, as directed by higher authorities, the issue of Signal Corps supplies and equipment, including controlled items; controls the location, transfer and distribution of equipment between warehousing and storage facilities; formulates specifications and methods for packing; maintains records and furnishes data as to inventories, weights and volume, space requirements and actions on deliveries and requisitions; initiates purchase requests for items authorized by Section III of the Army Supply Program, and supervises local purchases at depots to maintain stocks at required levels; installs communication equipment in Army vehicles; determines maximum and minimum inventories of maintenance materials; and maintains contacts with other agencies on distribution matters; is responsible for the over-all compilation, and distribution of the Signal Corps catalog. The Division includes the following field establishments: the *Storage and Issue Agency,* Philadelphia; eight Signal Corps branch depots; and Signal Sections in six other depots.

(11) The Chief, Signal Supply Services supervises the activities of the *Signal Corps Inspection Agency,* a field installation with Headquarters at Dayton, Ohio. The Agency consists of five (5) zone offices located at Dayton, Ohio, Newark, N. J., Philadelphia, Pa., Chicago, Ill., and San Francisco, Calif.

(12) The *Army Pictorial Division* procures, produces, files and distributes motion picture films, film strips and still pictures for training, technical, historical and publicity purposes of the Army; arranges for the production of films and film strips by commercial concerns; operates V-Mail service; analyzes and adapts to use, to the extent possible, foreign training films; and plans and coordinates the procurement of photographic equipment; supervises field photographic laboratories and installations. The division consists of the Motion Picture Production Branch, Pictorial Administrative Branch and Field Activities Branch.

(*a*) The *Motion Picture Production Branch* directs the procurement and production of motion picture films and film strips for training, historical and publicity purposes for the Army; advises Matériel Division regarding procurement of motion picture equipment; develops production programs and obtains approvals thereof by other authorities; operates the United Nations Film Library; synchronizes training films for use in foreign languages; analyzes foreign training films for potential use by Army; supervises production of special picture projects for the War Department.

(*b*) The *Pictorial Administrative Branch* directs training of photographic personnel and operates the War Department Motion Picture Projection Room and associated photographic facilities.

(*c*) The *Field Activities Branch* supervises field pictorial activities and services; directs the flow of photographs from theatres of operation, Service Commands, and departmental laboratories; furnishes technical advice regarding operation of V-Mail stations; supervises procurement and distribution of still pictures; prepares specifications of photographic equipment; advises regarding research and development and photographic equipment; maintains the War Department photographic files.

(*d*) The *Film Distribution and Utilization Branch* supervises distribution of

training films, film strips, foreign films and recordings and related pictorial aids to Service Commands, sub-regional and school libraries other than those of the Army Air Force in the United States; provides master positives of training films and film strips to the Army Air Forces; makes provision for the supply of training films and film strips for units of the Army, Marine Corps, Coast Guard, and civilian defense schools and organizations. Exercises staff supervision over use of training films and film strips in the field; and advises all arms and services as to the availability of training films, film strips, related pictorial aids, and pertinent equipment.

The photographic laboratories and field installations, under the supervision of the Division, consists of the Signal Corps Photographic Center, Astoria, New York, and branches thereof at Hollywood, California, and Detroit, Michigan; Training Film Production Laboratory, Wright Field, Ohio; Photographic Laboratory, Army War College; and Film Photographic Laboratory Service Unit, Camp Livingston, Louisiana.

(13) The *Army Communications Division* controls and directs the installation, operation and maintenance of fixed radio and wire communications facilities for the Army. Controls and directs the operations of the War Department Signal Center, Army Radio Net, the Alaska Communication System, four Sector Headquarters of Airways Communication and Control System, and the Army Amateur Radio System; and is responsible for signal security. The division consists of Office of the Chief Engineer, Plant Branch, Traffic Branch, Signal Security Branch, and Protective Security Branch.

(*a*) The *Office of the Chief Engineer*, under general direction of the Director, Army Communications Division, determines overall engineering and operating policies of the Division; prepares plans for major future military communications requirements throughout the world, and recommends equipment, organization and methods for meeting such requirements; determines current service and facility requirements for theatres of operation; directs and coordinates operations and conducts regular inspections of field installations; plans establishment of radio, telephone, teletype and telegraph facilities; maintains status records of construction projects; exercises staff supervision over traffic matters for which the division is responsible; and executes special assignments.

(*b*) The *Plant Branch* engineers and supervises construction, installation and maintenance of fixed wire and radio communication facilities. This assignment includes all fixed administrative radio communication systems for the Army, fixed command radio networks, Army boat radio installations, fire reporting, guard reporting systems, sea coast defense communications, telephone, teletype and facsimile systems, Army Airways communication and control systems. Administers all contractual activities in connection with rental and lease of communication facilities and services for the Army.

(*c*) The *Traffic Branch* exercises supervision and control over the operation and minor maintenance of the War Department Radio Net, the Alaska

Communication System, War Department leased lines and wire circuits, the administrative communications systems at posts, camps, and stations; and directs 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 meet proven requirements; maintains constant liaison with Army Air Forces, Army Ground Forces, Services of Supply, War agencies and commercial communications companies and manufacturers. Operates the War Department Signal Center, War Department Code Room and associated transmitting and receiving stations in or near Washington. Supervises the selection and training of personnel for field activities, including Army Transport Service; and exercises staff supervision over the 17th Signal Service Company.

(*d*) The *Signal Security Branch* 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 regulations pertaining to all communications with respect to signal security measures. Prepares, publishes, revises, stores, accounts for and distributes all codes, ciphers and cryptographic material required by the Army.

(*e*) The *Protective Security Branch* 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 the Navy and allied forces.

Other field activities, under the supervision of the division, are the Plant Engineering and Project Control Agency, Philadelphia; and certain signal security stations.

(14) The *Signal Troops Division* prepares plans for future organization of Signal Corps tactical units; formulates plans for training Signal Corps military personnel and civilian reservists; and supervises the homing pigeon activities of the Services of Supply; supervises the preparation, editing and publication, and arranges for the distribution of Signal Corps training pamphlets and regulations; supervises the requisitioning, appointment, classification, assignment, promotion, reductions, transfer, retirement, discharge and travel of Signal Corps military and auxiliary personnel, and maintains specialists, efficiency and personnel records; and coordinates with war and mobilization plans. The Division consists of the War Plans Branch, the Military Personnel Branch, the Military Training Branch, and the Signal Unit Survey Branch.

(*a*) The *War Plans Branch* prepares, edits and processes Tables in accordance with AR 310–60; and distributes all Tables within the Office of the Chief Signal Officer; prepares estimates of training ammunition for Signal Corps, and prepares recommendations on requests for additional standard

equipment in excess of approved allowances. Studies and plans future organization of Signal Corps tactical units, and recommends designations for new units by name and number. Distributes Mobilization Regulations to interested agencies. Collaborates with the Headquarters, Services of Supply, Army Air Forces, and Army Ground Forces in plans for the mobilization of Signal Corps units under such headquarters. Exercises staff authority for the Chief Signal Officer, in issuing directives to The Adjutant General for the constitution, reorganization and disbanding of Signal Corps units. Maintains files indicating authorized strengths, stations and assignments of Signal Corps units.

(*b*) The *Military Personnel Branch* administers the requisitioning appointment, classification, assignment, promotion, reduction, transfer, retirement, discharge and travel of Signal Corps military and auxiliary personnel. Determines future requirements and probable availability of military personnel. Recommends allotments of officers and enlisted men for field activities under the control of the Chief Signal Officer. Sub-allots military and auxiliary personnel as directed. 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 War Plans and Military Training Branches, prepares studies and plans relative to the requisitioning and assignment of Signal Corps military and auxiliary personnel under War, Theatre, Task Force, mobilization and training programs. Prepares 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. Prepares and maintains specialist files, efficiency and personnel records for Signal Corps military and auxiliary personnel.

(*c*) The *Military Training Branch*, within policies prescribed by higher authority, promulgates training doctrine, schedules and programs, and conducts and supervises the training of Signal Corps military personnel, civilian reservists and Women's Army Auxiliary Corps personnel for Signal Corps activities. Supervises the selection, assignment and relief of staff and faculty personnel assigned to Signal Corps schools, training centers, and unit training centers. 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, instruction books and regulations for all agencies which train personnel, military, civilian reservists, and auxiliary corps, 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 (including those sponsored by the U. S. Office of Education). Plans and administers homing pigeon activities including development and testing of pigeon equipment. Exercises staff supervision over the training of all Signal Corps, Reserve Officers' Training Corps and Enlisted Reserve Corps, and civilian personnel in active military status. Prepares budget estimates and allots funds for Signal Corps training supplies, equipment, repairs and replacements of equipment; for pigeon service; and for commercial technical publications pertaining to communications activities; for payment of civilian salaries, tuition, maintenance, quarters and travel in connection with activities at civilian institutions.

(*d*) The *Signal Unit Survey Branch* makes inspection of all Signal Corps Units in the Continental United States, when alerted for overseas or combat area assignment; and makes such additional inspections of Signal Corps Units as are authorized by the Commanding General, Services of Supply. In inspecting units, it determines the status of training, training methods, the efficiency of officer and enlisted personnel, adequacy of equipment, and ability to function efficiently. It makes reports and recommendations to responsible commanders for correction of deficiencies and follows up to insure that corrective action is taken. Makes special inspections of Signal Corps activities as directed by the Chief Signal Officer.

(*e*) Field installations under the supervision of the Division consist of Regional Survey Groups, with headquarters at Camp Kohler, Calif., Fort Sam Houston, Tex., Camp Crowder, Mo., Fort Monmouth, N. J., and Jacksonville, Fla.

The Division supervises the promulgation of training doctrine; the scheduling of programs, and conduct and supervision of training; and selection, assignment, and relief of staff and faculty personnel in the following field installations: Eastern Signal Corps Training Center, Eastern Signal Corps School, and Eastern Signal Corps Replacement Training Center, all at Fort Monmouth, New Jersey; Signal Corps Radar School, Camp Murphy, Florida; Central Signal Corps Training Center, Central Signal Corps Unit Training Center, Central Signal Corps Replacement Training Center, and Central Signal Corps School, all at Camp Crowder, Missouri; Western Signal Corps Replacement Training Center, Camp Kohler, California; and Western Signal Corps School, Davis, California.

(15) The *Signal Corps Advisory Council*, a permanent agency established by the mobilization plan of 1928 and consisting of reserve officers prominent in the communications and photographic industries, advises the Chief Signal Officer with respect to such matters as he may assign to it for consideration including the application and operation of the Signal Corps affiliated unit plan, the coordination of arrangements with industry for training Signal Corps personnel and communications security measures. In addition, certain committees and boards advise the Chief Signal Officer with respect to technical, procurement, and other matters. Chief among these agencies are the Signal Corps Civilian Advisory Board, Communications Production Advisory Board, and Signal Corps Board.

OFFICE OF THE SURGEON GENERAL

SECTION .07—OFFICE OF THE SURGEON GENERAL 304. 07

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 Auxiliary 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, 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 Supply 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 activi-

ties, designates training personnel, prepares curricula for the various Medical Department schools, prepares extension courses, manuals, and other training publications.

(*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 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.

(*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 operation of the General Dispensary, U. S. Army, Washington, D. C.

(*c*) Supervises the operation of the Army Medical Library.

(*d*) Supervises the operation of the Army Medical Museum.

(*e*) 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 Control Division, the Legal Division, the Training Division, the Fiscal Division; a Personnel Service, composed of the Military Personnel Division and the Civilian Personnel Division; an Administrative Service composed of the Office Administration Division, the Vital Records Division, the Research and Development Division, and the Historical Division; an Operations Service composed of the Plans Division, the Hospitalization and Evacuation Division, and the Hospital Construction Division; a Professional Service composed of the Medical Practice Division, the Preventive Medicine Division, the Dental Division, the Veterinary Division, and the Nursing Division; and a Supply Service composed of the Requirements Division, the Production Planning Division, the Purchases Division, the Distribution Division, the International Division, and the Price Adjustment Division.

(1) The *Control Division* consists of the Progress Branch and the Administrative Planning Branch.

(*a*) The *Progress Branch* schedules planned performance of operating divisions; follows progress to determine the effectiveness with which schedules are met; determines proper measures to remove obstacles; and makes recommendations for adjustments in policies to accelerate results.

(*b*) The *Administrative Planning Branch* conducts studies of organization and administrative or operating procedures, and helps effectuate improvements therein; trains procedure representatives of operating divisions in procedural techniques; reviews all forms and form letters to determine their necessity and effectiveness of design; analyzes all general directives issued by higher authority, indicating distribution and coordinating the action required therein; edits Army Medical Bulletin; coordinates standard practice instructions, organization charts, and other procedural material; determines the distribution of regulations within the Office of The Surgeon General; and establishes standards for space utilization, recommending allotments of space, and planning office arrangements.

(2) Subordinate to the functions of the Judge Advocate General as legal advisor of The Surgeon General, the Legal Division 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 OPA, WPB, and labor matters.

(3) 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, Train-

ing Circulars, Army Extension Courses, 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 Services of Supply; conducts training inspections of those medical units assigned or attached to Services of Supply for training.

(4) The *Fiscal Division* consists of the Budget Branch, the Accounts and Reports Branch, the Voucher Audit Branch, the Expenditure Analysis Branch, the Field Accounting and Audit Supervision Branch, and the Cost Analysis Branch.

(*a*) The *Budget Branch* prepares budget estimates covering all requirements of The Surgeon General, together with defense and justification of these estimates; prepares drafts of bills covering proposed legislation affecting appropriations; reviews appropriation acts and related legislative hearings and reports; and reviews Congressional Record, Federal Register, and Comptroller General rulings.

(*b*) The *Accounts and Reports Branch* prepares allotments and maintains accounts to reflect the status of funds apportioned, administrative reservations, and allotments issued to the field; requests apportionment of funds; reviews and coordinates field reports; prepares status of funds reports and statements for reimbursement for hospitalization and treatment of personnel of other Government agencies and foreign governments.

(*c*) The *Voucher Audit Branch* audits and clears for payment all vouchers for medical care and treatment of United States Army personnel in civilian and other government hospitals, civilian laundry service, spectacles, research, and other items requiring indefinite quantity contracts with periodic payment.

(*d*) The *Expenditure Analysis Branch* analyzes reports from field stations regarding costs of operations; coordinates and makes information available and develops procedures for obtaining supplementary and supporting cost data.

(*e*) The *Field Accounting and Audit Supervision Branch* supervises all fiscal functions in field stations and field offices and assists field personnel in carrying out the fiscal program; examines fiscal records from field stations; reports delinquencies and recommends corrective action; inspects and conducts special audits of field offices.

(*f*) The *Cost Analysis Branch* acts as a fact-finding unit with respect to prices

on War Department contracts which are assigned to the Price Adjustment Division of the Office of The Surgeon General for renegotiation; prepares such information and reports as may be required by the Price Adjustment Division for the renegotiation of contracts.

(*g*) The *Optical Branch* administers and coordinates the Surgeon General's spectacle program; responsible for the central and field organization for supplying spectacles, both commercial and gas mask type.

(5) The *Personnel Services Staff* under objectives established by higher authority and policies developed within them, supervises the functions of the Military Personnel and Civilian Personnel Divisions of The Surgeon General's Office.

(6) The *Military Personnel Division* consists of the Commissioned Personnel Branch, the Nursing Branch, the Enlisted Branch, and the Medical Aides Branch.

(*a*) The *Commissioned Personnel Branch* processes all applications for appointment in the Medical, Dental, Veterinary, Sanitary, and Medical Administrative Corps, and recommends appropriate grades and initial assignment and transfer of all officers of the various corps of the Medical Department; receives recommendations for Medical Department commissioned personnel from all units of the Army regardless of where they are serving, by informal action sheet from The Adjutant General, and reviews these requisitions to ascertain whether they are within prescribed allotment or Table of Organization strength; selects and recommends for assignment qualified individuals or the sources of such personnel as may be available; assigns qualified specialists to the appropriate position in units, installations, and task forces; recommends transfers of officers to fill requirements for professional and technical training; classifies officers according to specialties in conformity to code used by this office for medical specialists and maintains station specialty and assignment files for all officers of the Medical Department.

(*b*) The *Nursing Branch* accomplishes the appointment of all Army nurses and recommends their assignments, transfers, and other changes in status.

(*c*) The *Enlisted Branch* exercises administrative control of all activities pertaining to warrant officers assigned to the Medical Department and to enlisted personnel of medical, dental, and veterinary service.

(*d*) The *Medical Aides Branch* accomplishes processing and appointment of all Physical Therapy Aides and Dietitians. Assigns and transfers all members of these groups within the United States and within units prior to departure for the theaters of operation.

(7) The *Civilian Personnel Division* consists of the Employment Branch, the Classification and Wage Administration Branch, the Training Branch, and the Employee Relations Branch.

(*a*) The *Employment Branch* is responsible for selection, appointment, placement, promotion, demotion, the development of qualification standards, processing of personnel papers, preparation of pay rolls, maintenance of records, and preparation of personnel reports; 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; reviews classification of field positions for conformity to standards; makes periodic review of classification of all positions; 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, S. O. S.

(*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.

(8) The *Administrative Services Staff* supervises, correlates, if necessary, and resolves the common and special problems of the Office Administration Division, Vital Records Division, Research and Development Division, and the Historical Division.

(9) The *Office Administration Division* consists of the Mail and Records Branch, the Office Commodities and Reproduction Branch, the Hospital Fund Branch, and the Technical Information Branch.

(*a*) The *Mail and Records Branch* receives, distributes, classifies, indexes, extracts, and dispatches all communications pertaining to the Surgeon General's Office, including classified mail, and files all records pertaining thereto.

(*b*) The *Office Commodities and Reproduction Branch* controls and accounts for all office property and equipment; reproduces or obtains the reproduction of all office orders, circular letters, instructions, and other reproduced material and distributes these items.

(*c*) The *Hospital Fund Branch* supervises the various Hospital Funds (field), and administers and accounts for the Central Hospital Fund; approves applications for admission of pay patients to the Army and Navy General Hospital.

(*d*) The *Technical Information Branch* 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; furnishes official War Department liaison with the American Red Cross.

(10) The *Vital Records Division* consists of the Individual Records Branch, the Health Reports Branch, the Statistical Analysis Branch, the Selective Service Records Branch, and the Machines 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 recommends appropriate action).

(c) The *Statistical Analysis Branch* compiles the data from reports to analyze health situations.

(d) The *Selective Service Records Branch* receives completed physical examination forms on all selectees accepted or rejected by Induction Boards and Women's Auxiliary Army Corps for study and analysis.

(e) The *Machines Branch* punches cards from reports; sorts and tabulates; prepares tables, charts, and graphs.

(11) The *Research and Development Division* consists of the Civilian Liaison Branch, the Development Branch, and the Research Branch.

(a) The *Civilian Liaison Branch* represents the Surgeon General in relations with the National Research Council and other Government and quasi-Government advisory agencies in matters pertaining to medical research.

(b) The *Development Branch* coordinates details of development of Medical Department equipment; administers activities of the Medical Department Technical Committee.

(c) The *Research Branch* coordinates details of the Medical Department research program; compiles monthly reports of progress from various Medical Department research laboratories for consolidated reports to Headquarters, Services of Supply; advises Fiscal Division on fiscal matters relating to Medical Department research.

(12) 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.

(13) The *Operations Services Staff*, within policies and objectives established by higher authority, supervises the operation of the Plans Division, the Hospitalization and Evacuation Division, and the Hospital Construction Division.

(14) The *Plans Division* consists of the Mobilization Branch, the Organization Branch, and the Field Equipment Branch.

(a) The *Mobilization Branch* plans for the tactical use of Medical Department officers and troops and troop units.

(b) The *Organization Branch* prepares for approval Medical Department Tables of Organization and the medical sections of other organization tables.

(c) The *Field Equipment Branch* prepares Tables of Basic Allowances and guides the development of new field equipment for the Medical Department.

(15) The *Hospitalization and Evacuation Division* consists of the Bed Credits and Evacuation Branch and the Miscellaneous Branch. The division staff develops and promulgates policies governing the hospitalization of military personnel and maintains advisory supervision over hospital administration.

(*a*) The *Bed Credits and Evacuation Branch* allocates bed credits in, and controls the transfer of, patients to named general hospitals; coordinates operations plans for hospitalization and evacuation.

(*b*) The *Miscellaneous Branch* correlates functions relating to hospitalization and evacuation not otherwise assigned.

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

(*a*) 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 Army Transport Service Branch, Water Division, Transportation Corps and consulting architects in preparation of plans for hospital and ambulance ships; recommends to Army Transport Service 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; makes necessary inspections.

(*b*) 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.

(*c*) 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.

(*d*) 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.

(17) The *Professional Services Staff.*—Coordinates general professional aims, correlates the activities, and acts for The Surgeon General in resolving general or special problems arising in the Medical Practice Division, Preventive Medicine Division, Dental Division, Veterinary Division, and Nursing Division.

(18) The *Medical Practice Division* consists of the Surgery Branch, the Medicine Branch, the Neuropsychiatry Branch, the Nutrition Branch, the Procurement Advisory Branch, the Adjutant General's Liaison Branch, and the Physical Standards Branch.

(*a*) The *Surgery Branch* exercises general supervision of surgical practice throughout the Army.

(*b*) The *Medicine Branch* exercises general supervision of medical practice throughout the Army.

(*c*) The *Neuropsychiatry Branch* exercises general supervision of psychiatric practice throughout the Army.

(*d*) The *Nutrition Branch* exercises general supervision of nutritional problems throughout the Army as they affect the health of the soldier.

(*e*) The *Procurement Advisory Branch* renders professional advice on the selection of supplies and equipment, including medical books and periodicals.

(*f*) The *Adjutant General's Liaison Branch* coordinates problems pertaining to physical standards and physical examinations of Reserve components of the Army.

(*g*) The *Physical Standards Branch* coordinates all problems pertaining to the physical standards of the Regular Army, Selective Service, voluntary enlistments, Army Nurse Corps, and Women's Army Auxiliary Corps.

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

(*c*) 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 initial forces going abroad.

(*d*) 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.

(*e*) The *Venereal Disease Control Branch* formulates policies and studies methods related to venereal disease prevention; assists in selection and preparation of qualified personnel; studies methods and prepares material to educate soldiers in venereal disease prevention.

(*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 *Sanitary Engineering Branch* establishes policies for sanitary engineering activities, particularly the problems of sewage and waste disposal, water quality, and insect and rodent control.

(20) The *Dental Division* consists of the Dental Service Branch and the Miscellaneous Branch.

(*a*) The *Dental Service Branch* prepares administrative regulations for the dental service and recommends dental standards for adoption.

(*b*) The *Miscellaneous Branch* compiles dental reports and statistical data; recommends selection and distribution of dental equipment and supplies; prepares training literature for dental personnel and edits the Army Dental Bulletin; makes recommendations on the construction and repair of dental installations.

(21) The *Veterinary Division* consists of the Animal Service Branch, the Meat and Dairy Hygiene Branch, and the Miscellaneous 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 *Miscellaneous Branch* processes applications, makes recommendations as to appointment and assignments of veterinary personnel; edits Army Veterinary Bulletin; recommends as to selection and distribution of veterinary supplies and equipment and construction of veterinary installations.

(22) The *Nursing Division* consists of the Nursing Service Branch and the Selection and Standards Branch.

(a) The *Nursing Service Branch* promulgates professional policies governing Army nurses and supervises their application.

(b) The *Selection and Standards Branch* evaluates policies as to the educational and 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.

(23) The *Supply Services Staff.*—Within policies and objectives established by higher authority and plans developed by The Surgeon General, supervises the operation of the Requirements Division, Production Planning Division, Purchases Division, Distribution Division, International Division, and Price Adjustment Division.

(24) The *Requirements Division* consists of the Supplies Branch, the Factor Branch, and the Program Branch.

(a) The *Supplies Branch* maintains the Medical Department equipment lists, the Medical Department War Planning equipment chart, and the lists of authorized issues of expendable items.

(b) The *Factor Branch* computes, establishes, and revises maintenance and distribution factors for items of supply.

(c) The *Program Branch* computes item and raw material production requirements for the Medical Department.

(25) The *Production Planning Division* consists of the Production Planning and Scheduling Branch, the Facilities Branch, the Standards Branch, and the Controlled Materials Branch.

(a) The *Production Planning and Scheduling Branch* studies production problems and availability of raw material; schedules production of Medical Department requirements and conducts follow-up; effects compliance with existing priority directives; studies Manpower problems generally as to their effect on Medical Department production; makes recommendations with respect to labor disturbances and maintains liaison with the War Manpower Commission relative to Selective Service problems; represents The Surgeon General in matters pertaining to Army-Navy Production Awards.

(b) The *Facilities Branch* conducts surveys and resurveys of industrial facilities serving medical procurement and supervises productive capacity planning for present and future requirements of medical supplies.

(c) The *Standards Branch* prepares and coordinates Federal specifications of items of medical supply; revises and keeps current the Medical Department Supply Catalog.

(d) The *Controlled Materials Branch* is responsible for the operation of the Controlled Material Plan as it affects the Medical Department.

(26) The *Purchases Division* consists of the Purchase Policy Compliance Branch, the Purchase Branch, the Expediting Branch, and the Small War Plants Branch.

(a) The *Purchase Policy Compliance Branch* establishes policies and programs for the procurement for the Medical Department and supervises their application, as well as the purchasing records.

(*b*) The *Purchase Branch* initiates purchase requisitions and prepares contracts covering Medical Journal and Medical research projects.

(*c*) The *Expediting Branch* supervises the necessary field activities to expedite delivery of supplies on order.

(*d*) The *Small War Plants Branch* supervises the application of Public Law 603 to the purchase policies and programs for procurement for The Surgeon General's Office.

(27) The *Distribution Division* consists of the Depot Branch, the Station Branch, the Field Equipment Branch, and the Overseas Branch.

(*a*) The *Depot Branch* controls the distribution and storage of stock in the seventeen Medical Depots.

(*b*) The *Station Branch* supervises the issue of medical supplies (other than field equipment) in posts, camps, and stations in the United States.

(*c*) The *Field Equipment Branch* supervises the issue of medical field equipment to tactical units in the United States.

(*d*) The *Overseas Branch* supervises the issue of all medical supplies to overseas bases and departments.

(28) The *International Division* consists of the Service Branch, the Requirements Branch, the Requisition Branch, and the Distribution Branch.

(*a*) The *Service Branch* maintains detailed stock records covering all procurement data and transfers, as well as historical Lend-Lease record; furnishes scheduled and special reports for the War Department and other federal agencies; maintains required fiscal records.

(*b*) The *Requirements Branch* coordinates, analyzes, and assists foreign governments in preparing Lend-Lease programmed requirements and spot requisitions.

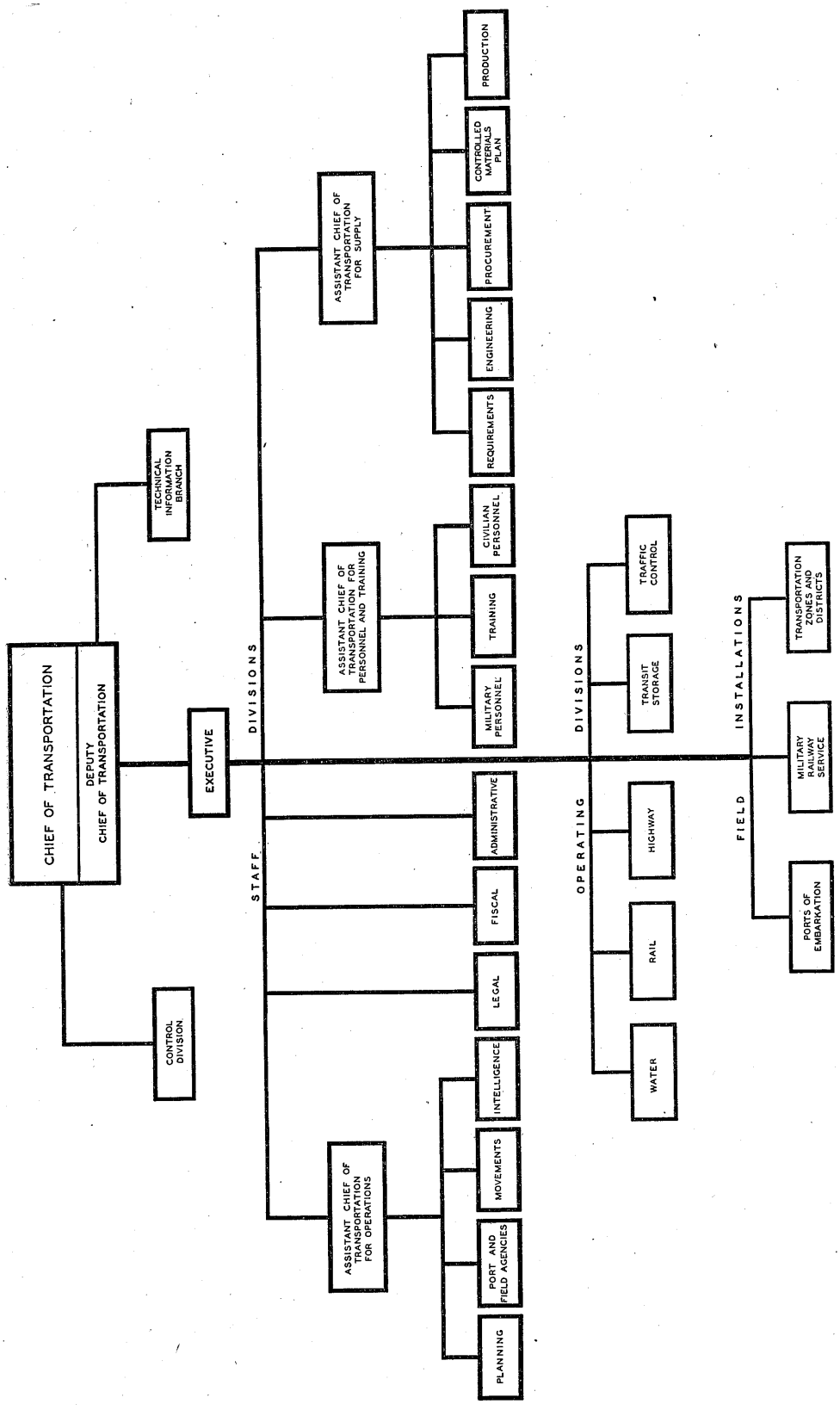
(*c*) The *Requisition Branch* initiates replenishment requisitions for procurement of foreign government requirements and transfer requisitions covering shipments destined for foreign governments.

(*d*) The *Distribution Branch* obtains transfer directives, authorizes shipment of material, and prepares necessary scheduled and special reports.

(29) The *Price Adjustment Division* conducts or supervises the renegotiation of contracts with companies supplying medical supplies or equipment to The Surgeon General's Office; maintains general contact and liaison with Price Adjustment Board; prepares renegotiated agreements and all supporting schedules, exhibits and reports.

304.08A

TRANSPORTATION CORPS



SECTION .08—TRANSPORTATION CORPS 304.08

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, Services of Supply, with respect to transportation problems.

(*b*) Represents the War Department in obtaining allocations of shipping from the War Shipping Administration and from 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 movement 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 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.

(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 railway equipment for the War Department; procures pier and operating equipment for the Transportation Corps.

(*c*) Routes all movements of War Department freight of two or more cars, truckloads of War Department freight of 10,000 pounds or more, and all inland movements of troops in groups of fifty 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.

(3) The Office of the Chief of Transportation performs the following field operating functions:

(*a*) Operation of Ports and Sub-Ports of Embarkation, and Transportation Zones and Districts.

(*b*) Operation of the water transportation facilities of the Army Transport Service including passenger and freight traffic, troop movements, ship operations, stevedoring, maintenance and repairs.

(*c*) Operation and maintenance of: way and equipment of military railroads in theaters of operations; equipment of military utility railroads, (except where such equipment is assigned to, and operated in, installations pertaining exclusively to another service); all railroads formerly assigned to the Corps of Engineers.

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

(*a*) *Staff Divisions:* Control, Technical Information (Branch), 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 ships, small boats, and pier equipment.

(3) The *Deputy Chief of Transportation* reports to, and is the principal assistant of, the Chief of Transportation; represents the Chief of Transportation during temporary absence.

(4) The *Control Division* reports directly to the Chief of Transportation and maintains liaison with the Control Division, Services af Supply, 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 Reports and Charts Branch, and the Statistics and Progress Branch.

(*a*) The *Administrative Management Branch* surveys the effectiveness of operation in fields specifically assigned by the Division Chief.

(*b*) The *Reports and Charts 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 and submits recommendation for corrective action.

(5) The *Technical Information Branch* operates directly under the Deputy Chief of Transportation; prepares information which is disseminated by the Office of Technical Information, Services of Supply; coordinates the public relations activities of field agencies of the Transportation Corps; publishes a monthly journal for the Transportation Corps; represents the Transportation Corps at the Army-Navy Production Awards Board.

(6) The *Assistant Chief of Transportation for Operations* is responsible for the operational functioning of the Transportation Corps. He coordinates the activities of the Operating Divisions, Ports of Embarkation, and other field agencies; 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.

(7) 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.

(8) The *Port and Field Agencies Division* acts for the Assistant Chief of Transportation for Operations on recommendations for acquisition of land and piers, for harbor boat design, and for construction of facilities for field installations; makes routine contacts with Ports of Embarkation and other field agencies on matters not directly concerned with the movement of passengers and freight; coordinates information on the transportation of petroleum products; synchronizes action on all matters in the Transportation Corps pertaining to Overseas Supply, including Port Reserves, Zone of the Interior Depot Credits, Supply Levels at Overseas Bases, and the editing of requisitions; formulates protective procedures within the Transportation Corps for the movement of all troops and cargo to overseas destinations, and is responsible that the established marking system as applied to overseas shipments is functioning efficiently.

(9) The *Movements Division* coordinates matters involving transportation of personnel and freight; disseminates information regarding priorities of passenger movements; coordinates with the War Department General Staff and the Staff of Headquarters, S. O. S. in the planning of troop and cargo movements; maintains liaison with the British Army Staff for joint American-British cargo and troop movements; coor-

dinates transportation of Lend-Lease supplies and the transportation of passengers and freight to United States Military Missions, including theaters of operation; and represents the Transportation Corps in liaison with the Transportation Committee of the War Production Board and its sub-committees.

(10) The *Intelligence Division* establishes, coordinates, and controls a system of Military Intelligence, Internal Security, and Accident Prevention within the Transportation Corps; maintains liaison with Military Intelligence Service, Provost Marshal General, Service Commands, War Shipping Administration, and other government and civilian agencies.

(11) 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 on the relaxation of state laws and regulations interfering with war transportation; provides information on legislation affecting the Transportation Corps; supervises labor relations for the Transportation Corps; coordinates such manpower matters as relate to the Transportation Corps in accordance with policies established by the Manpower Commission.

(12) The *Fiscal Division* keeps the Chief of the operating agency currently informed as to the status of all funds, the efficiency of fiscal personnel, and the effectiveness of the financial program throughout the operating agency; interprets all rules and regulations issued by higher authority relative to fiscal activities, and 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 inspection sees that such standards are maintained; maintains liaison with other organizational units within the operating agency, with other operating agencies, and with the Fiscal Division, S. O. S.; evaluates and approves the technical qualifications of personnel for key fiscal positions within the Fiscal Division and in field installations; arranges for in-service training in Fiscal Division policy, methods, and procedure as required; supervises routine and special audits relative to all types of contracts and other fiscal functions.

(13) 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 or his Deputy; receives and dispatches communications pertaining to the Office of the Chief of Transportation; controls and maintains suspense file on critical communications; maintains filing system in accordance with principles of the War Department Correspondence Manual; maintains messenger service; operates security sections for processing and safeguarding classified documents; and performs routine office service functions.

(14) The *Assistant Chief of Transportation for Personnel and Training* supervises the activities of the Military Personnel, Civilian Personnel and Training Divisions, and performs such other duties as may be directed by the Chief of Transportation.

(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 of the Transportation Corps.

(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, pay rolls, 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; prepares Tables of Organization, Tables of Allowances, and Tables of Equipment; recommends plans for the commitment of Transportation Corps Units for overseas service; maintains liaison with the Training and Plans Division, S. O. S.

(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 two staff branches—the Control Branch and the Administrative Branch; and five divisions—Requirements, Engineering, Procurement, Controlled Materials Plan, and Production.

(*a*) The *Control Branch* is responsible for establishing and maintaining a system of controls in the three divisions.

(*b*) The *Administrative Branch* processes personnel, mail, and records for the three 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; compiles and processes Transportation Corps requirements for items procured by other Services and other Governmental agencies; acts as Transportation Corps representative on clearance and allocation committees of the War Production Board, the Army and Navy Munitions Board, and the Procurement Assignment Board, as designated; coordinates the Supply Program with the Fiscal Division to assure adequate allotment of funds and budget estimates.

(20) The *Engineering Division* designs equipment for production to meet the Requirements Division programs; 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 Materi-

als Plan Division in the breakdown and study of Transportation Corps equipment; furnishes technical advice to the Assistant Chief of Transportation for Supply and the operating divisions.

(21) The *Procurement Division* makes purchases and lets contracts for the Chief of Transportation; determines field procurement procedure and policies, allots procurement objectives to the field and approves contracts made in the field for the Assistant Chief of Transportation for Supply; conducts necessary negotiation and auditing of Transportation Corps contracts; controls and maintains records of all contracts for reports required by other agencies; furnishes necessary budget estimating information to the Fiscal Division to report estimates of funds required; complies with Services of Supply 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 controlled materials and items needs of the Transportation Corps from data supplied by the Requirements Division; presents, through designated channels, approved requirements for controlled materials and items to the allocation committees; supervises distribution of controlled materials and items allocated to the Transportation Corps; maintains the Master Production Schedule for all items of Transportation Corps procurement, in conjunction with the Production Division; maintains required audits and records of the Controlled Materials Plan for the Transportation 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 on all materials and items acquired under Transportation Corps contracts, acting through Zone Offices; serves as expediting agency on all materials and items required by Transportation Corps Contracts, acting through Zone Offices; acts as approving agency for technical decision on proposed changes in Transportation Corps specifications and plans, obtaining concurrence of Engineering Division where necessary; schedules production of items, or components, of Transportation Corps Procurement Program; advises on availability of proposed items for procurement; manages the field service operations of inspection and expediting by Zone Offices; accepts completed items for the government; acts as delivery agent of floating, rail or other equipment procured by the Transportation Corps.

(24) The *Water Division* directs the transportation of troops and cargo to all parts of the world and the transportation aspects of continuous provisioning of these troops with supplies and munitions of war; coordinates and controls War Department water transportation by Government-owned and chartered transports, commercial vessels, and harbor vessels, and directs the operation of time-chartered vessels. The Water Division consists of the Division Management Branch, the Ship Operations Branch, the Ocean Traffic Branch, the Stevedoring and Ship Facilities Branch, the Harbor Boat Branch, and the Maintenance and Repair Branch.

(*a*) The *Division Management Branch* plans and directs administrative matters pertaining to departmental installations of the Division.

(*b*) 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 U. S. Army Transports (owned and bareboat chartered); maintains a turnaround report on all vessels employed in the Army Transport Service for the carrying of troops and cargo to overseas destinations; coordinates with the Marine Repair Branch regarding necessary layup periods for repairs; recommends crew complements and salaries pertaining thereto; performs services in the claims and insurance field in connection with marine property and interests pertaining to the War Department; maintains records of proposed and completed troop movements overseas and tabulations of volume of troops and material carried on Army-owned and chartered vessels; quotes and arranges for the collection of freight and passenger charges on commercial business carried by Army Transports; authorizes shipments of baggage, personal and household effects of military and civilian personnel; develops system of accounting for supplies for Army-owned and bareboat chartered vessels; analyzes voyage and ship property accounts; supervises handling of radio telegraph, cable messages, and mail to and from civilian crew members of United States Army Transport vessels.

(*c*) The *Ocean Traffic Branch* 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, securing additional tonnage, if required, from the War Shipping Administration; coordinates with the Naval Transportation Service for the maximum use of all tonnage; schedules and supervises vessels under the jurisdiction of the Water Division; 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 allocations; 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 on the status of cargo which is to be moved, moving to ports, aboard vessels, enroute, and that which has arrived.

(*d*) The *Stevedoring and Ship Facilities Branch* approves shore activities regarding terminal and stevedoring operations; maintains comparative port costs, recommends shore personnel including appointments, transfers, resignations, classifications, and funds required. This Branch also maintains Marine Terminal and Technical Information.

(*e*) The *Harbor Boat Branch* recommends the acquisition by construction, purchase, or requisition of all harbor boats and inter-island vessels required by the S. O. S.; assigns, operates and recommends the crewing of vessels; receives reports and maintains record of the activities of all harbor boats and inter-island vessels.

(*f*) The *Maintenance and Repair Branch* controls Army-owned or chartered harbor boats, inter-island transports, and ocean-going transports; maintains a staff of technical personnel able to effect conversions of cargo vessels into troop transports; maintains accurate technical data in which the Transportation Corps has, or has had, an interest; conducts surveys on vessels required; has jurisdiction over all Marine Repair Shops.

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

(*a*) The *Administrative Branch* is responsible for mail, records, office service, publications, and civilian personnel.

(*b*) The *Operations Branch* maintains liaison with the Office of Defense Transportation, Interstate Commerce Commission, and other Government agencies; the Ordnance Department, Corps of Engineers, Chemical Warfare Service, Army Air Forces, and other War Department agencies; the Association of American Railroads, and the railway carriers; keeps currently advised as to locomotive and car supply, construction and new equipment, materials for the repair of locomotives and cars, performance of switching service; negotiates operating arrangements and contracts with commercial railroads covering performance of any specific rail service; keeps currently informed as to any interruptions of service, and takes necessary action to restore normal conditions promptly; keeps constantly in touch with any cases of traffic congestion, especially at ports and War Department installations; supervises the operation of military utility railroads except when such equipment is assigned to, and operated in, installations pertaining exclusively to a service other than the Transportation Corps; investigates the operating needs, and recommends necessity certificates for proposed construction projects of domestic railroads.

(*c*) The *Mechanical Branch* makes plans regarding needs for motive power, rolling stock, and related equipment for the War Department in the Zone of the Interior, in theaters of operation, and for international aid; makes mechanical inspections of War Department rail equipment in the Zone of the Interior; directs and supervises repairs to be made; supervises the operation of Army railroad repair shops; arranges for rental of common carrier or other railway equipment in the Zone of the Interior. In cooperation with representatives of the United Nations and of the Assistant Chief of Transportation for Supply, prepares and recommends standards of equipment for use in theaters of operation.

(*d*) The *Engineering Branch* inspects and analyzes present railway facilities in the Zone of the Interior and in possible theaters of operation, and plans requirements; processes applications for abandonments and tax amortizations.

(*e*) The *Military Railway Branch* directs operation and maintenance of military railways. Cooperates with the Military Personnel, Procurement, and

Training Divisions in matters pertaining to the organization, equipment, activation, mobilization and training of railway troop units; makes recommendations to the Chief of Transportation for new military railroad construction likely to be needed; performs the staff functions of the Chief of Transportation with reference to command functions of the Military Railway Service.

(26) The *Highway Division* consists of the Field Operations and Training Branch, the Highway Traffic Engineering Branch, the Transportation of Persons Branch, the Transportation of Matériel Branch, and the Strategic Studies Branch.

(*a*) The *Field Operations and Training Branch* is responsible for liaison and coordination of highway transportation activities in Ports of Embarkation, Transportation Zones and Service Commands; assists in the selection and training of officer personnel.

(*b*) The *Highway Traffic Engineering Branch* keeps informed on highway traffic conditions and determines the control necessary to bring about efficient highway movement of war production, personnel and supplies; develops plans for more effective utilization of existing highways; supervises highway traffic control plans including ports, staging areas, and other War Department installations as well as industrial areas; coordinates traffic engineering activities with state and local highway and traffic authorities to assure proper marking of routes and maximum safety of movements; supervises activities of traffic engineer officer personnel in the field; plans for highway movements under emergency conditions of air raids and blackouts through liaison with the Office of Civilian Defense.

(*c*) The *Transportation of Persons Branch* is responsible for policies and procedures followed in the movement of persons to and from war production plants and other installations and areas in which the War Department is directly or indirectly concerned; secures necessary highway transportation equipment for areas where inadequate transportation facilities are available; coordinates with government agencies concerned with highway transportation problems.

(*d*) The *Transportation of Matériel Branch* is responsible for the development of policies and procedures for the expeditious movement of war matériel over highways; assists in securing the necessary trucks, parts, and personnel when existing facilities are inadequate to handle matériel in which the War Department is concerned.

(*e*) The *Strategic Studies Branch* analyzes available information pertaining to road conditions and road transport in potentially active foreign areas and determines highway transport personnel and equipment requirements for operating supply lines in any foreign area as occasion demands; represents the Transportation Corps in matters of joint responsibility with the Corps of Engineers in defining essential wartime highway improvement, in reviewing specific highway improvement projects, and in making recommendations.

(27) The *Transit Storage Division* consists of the following branches: Personnel, Operations and Inspections, Control, Equipment, Utilities and Maintenance, Reports and Statistics.

(*a*) The *Personnel Branch* acts on personnel matters; prepares organization and functional charts; and conducts wage surveys.

(*b*) The *Operations and Inspection Branch* supervises activities at Holding and Reconsignment Points and off-station areas; negotiates charges and handling costs of freight at off-station areas when sublet to private contractors; acts on special authorizations; prepares daily and weekly space reports and daily reports of cars.

(*c*) The *Control Branch* maintains liaison with the Traffic Control Division on rates, routes, agreements between railroads and Holding and Reconsignment Points and connecting lines, car demurrage, car interchange agreements, and other traffic matters; supervises special freight and short or damaged freight; supervises Transit Storage Sections of Port Agencies handling accountability papers for supplies in Holding and Reconsignment Points, open railroad yards, and Kansas City plan warehouses.

(*d*) The *Equipment Branch* recommends the procurement of mechanical equipment used in Holding and Reconsignment Points, and supervises the repairs and maintenance of this equipment.

(*e*) The *Utilities and Maintenance Branch* maintains liaison with construction and maintenance work being done by the Corps of Engineers at Holding and Reconsignment Points to assure proper facilities and utilities.

(*f*) The *Reports and Statistics Branch* prepares statistical reports, charts, and bulletins necessary in the operation of the Holding and Reconsignment Points.

(28) The *Traffic Control Division* consists of the following branches: Statistical, Freight, Passenger, International, Control, Regulating Stations, Traffic Planning, Tank Car, Inland Waterways, Field Management, U. S. Army Consolidating Stations.

(*a*) The *Statistical Branch* handles the selection of data and the preparation of statistics covering War Department rail transportation; tabulates and summarizes releases, forwardings, diversions, intransit storage, arrivals at ports, and floatings of carload port-bound traffic; prepares railway facility maps; makes special studies.

(*b*) The *Freight Branch* directs the inland movements of Army freight traffic; supervises routing of freight by inland commercial transportation; computes commercial and government freight rates with the purpose of evaluating bids and supplies; provides necessary contract information to contracting officers; analyzes rates and classification ratings; prepares instructions to the field concerning the billing and movement of War Department Traffic.

(*c*) The *Passenger Branch* directs inland passenger transportation of the Army by commercial means; arranges routings and schedules of all troop movements of 50 or more persons; assembles necessary railroad equipment; operates travel offices for military personnel and civilian employees of the

War Department; prepares daily report for the War Department General Staff, showing departing and arrival times of all secret troop movements in the United States.

(*d*) The *International Branch* confers with representatives of foreign government beneficiaries of Lend-Lease supplies, and arranges for release of port bound traffic for export; determines policies and procedures in effecting arrangements and releases to accord with available ship space.

(*e*) The *Control Branch*, traces, reconsigns, and diverts exports and domestic shipments for all arms and services; expedites movements and special trains; effects releases for overseas shipments for the Army, Navy, Treasury, and all other Government agencies; regulates the flow of traffic to Army installations and Ports of Embarkation, taking action to avoid congestion of facilities and delays in movement of equipment.

(*f*) The *Regulating Stations Branch* formulates policies and exercises supervision for operation of Regulating Stations and Sub-Stations.

(*g*) The *Traffic Planning Branch* prepares War Department publications for guidance of field activities; negotiates agreements with carriers for military traffic; analyzes traffic needs of military installations.

(*h*) The *Tank Car Branch* distributes, operates, and maintains the fleet of Government-owned railroad tank cars for transporting petroleum products, helium, and liquids for Army posts, camps, and stations.

(*i*) The *Inland Waterways Branch* prepares plans, policies, and procedures for the best utilization of barge service.

(*j*) The *Field Management Branch* prepares plans, policies, and instructions for traveling Transportation officers; selects and recommends appointment of traveling Transportation officers throughout the U. S.

(*k*) The *U. S. Army Consolidating Stations Branch* supervises consolidating stations and distributing agencies through which Army less-than-carload freight is assembled into carload lots and forwarded to break-bulk points adjacent to Ports of Embarkation or centers of troop concentration; issues instructions to field transportation officers relative to the use of these facilities.

(29) *Field Installations* aid in carrying out the responsibility of the Chief of Transportation by supervising in the field the transportation by rail, highways, inland waterways and some instances air, troops, War Department supplies and equipment and Lend-Lease matériel supplies and equipment from various points throughout the country to Ports of Embarkation. The responsibility includes loading of troops, supplies, matériel and equipment on board transports or cargo vessels for overseas destinations in accordance with prearranged schedules.

Field Installations consist of Ports of Embarkation, Military Railway Service and Transportation Zones.

(*a*) *Ports of Embarkation* include sub-ports of embarkation, staging areas, overseas discharge and replacement depots, unit training centers, officers schools at ports of embarkation or staging areas, and certain procurement functions.

(*b*) *Military Railway Service* is responsible for the operation and maintenance of Military Railways and for the training of Railway Battalions.

(*c*) *Transportation Zones and Districts* exercise general supervision over all transportation matters not included within the authority and responsibility of the defense commands, service commands, port commanders or installations not under the command of the Chief of Transportation.

1. *Transportation Zones* are constituted with territorial areas corresponding to those of service commands in the United States. A zone includes port agencies, holding and reconsignment points, regulating stations, consolidating stations, traffic control agencies, highway agencies, transit storage depots, subregulating stations, freight distributing agencies and zone procurement offices, under the supervision of a Transportation Officer.
2. In addition to their other duties, zone transportation officers are attached to the staffs of commanding generals of corresponding service commands and are charged, within the appropriate staff division of the service command headquarters, with staff supervision over all service command transportation matters.
3. *Transportation Districts* are under the jurisdiction and control of zone transportation officers with prescribed territorial limits within a zone.

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