

~~CONFIDENTIAL~~

ARMY SERVICE FORCES

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New York Port of Embarkation

Camp Kilmer

New Brunswick New Jersey

1 November 1944

SUBJECT: INSTRUCTIONS TO TASK FORCE OFFICERS PRIOR TO EMBARKATION.

TO : All task Force Commanding Officers.

1. Task Force Officers about to depart for overseas assignments have frequently displayed concern regarding proper procedure and behavior.

2. In order to release all unnecessary tension, the mimeographed instructions given below will be used as a basis for lectures by qualified officers.

3. The mimeograph represents a compilation of data supplied by officers who have returned from overseas bases, and it is hoped that the information embodied therein, will be helpful. It is not to be construed, however as a directive, or as supplanting, modifying, or rescinding formal instructions published by competent authority.

INSTRUCTIONS TO OFFICERS PRIOR TO EMBARKATION.

1. THE ALERT. You must be prepared to be alerted at any time during your stay here. When this happens, you will be expected to remain within the limits set up by the Staging Area Commander. All personnel will observe and comply with alert regulations to the letter.

2. SECURITY Too much stress cannot be placed upon the matter of security. Your attention is called particularly to security measures for safeguarding military information as set forth in AR 380-5, and in T C No. 99, 4 December 1942. Every officer should read these regulations. They are vitally important. IT IS THE RESPONSIBILITY OF ALL OFFICERS TO INSURE THAT INFORMATION RELATIVE TO PORT OF EMBARKATION, SAILING DATES, OR DESTINATION, IS NOT DISCUSSED BY PERSONNEL OF THEIR COMMAND, AND THAT INDIVIDUALS WILL NOT, WHILE ENROUTE FROM ONE STATION TO ANOTHER COMMUNICATE BY TELEPHONE, MAIL, RADIO, OR TELEGRAPH WITH ANYONE EXCEPT AS MAY BE NECESSARY IN OFFICIAL BUSINESS. Be sure that your officers and men realize the vital importance of security at all times. Now is a good time to go over the items outlined in Port Memorandum No. 146, 18 December 1942.

- a. Do not discuss the number of ships, troops, aircraft, train or trucks of the armed forces.
- b. Do not mention except to those authorized to receive it, any information on Task Force numbers, Task Force commanders, or code designations, **names** or numbers.
- c. Do not associate any Army Post Office (A.P.O.) number, Task Force number, code designation, or destination. In other words, never use any two or more of these designations in combination.
- d. Do not, at any time, mail letters send telegrams, or accept messages for transmittal for any troops enroute from one point to another.
- e. Do not discuss military or naval forces, their armaments or equipment.

- f. Do not mention plans and forecasts or orders for future operations whether known or surmised.
- g. Do not mention marks used for identifications of baggage or material.
- h. Do not mention shipments of supplies to overseas stations.
- i. Do not discuss any destination, known or surmised, of personnel going overseas.
- j. Do not discuss the strength, character, or importance of any units.
- k. Do not mention towns or locations in connection with military organizations outside continental United States.
- l. Do not discuss military transportation facilities such as railways roads, or any other mode of transportation, which may be handling military materiel.
- m. Do not forward undeveloped film of any operations. Photographs and negatives may be sent only if approved by the censor.

C O N F I D E N T I A L

INSTRUCTIONS (contd)

Remember this always; whatever takes place at a Staging Area is confidential and should not be discussed. All these "DON'TS", if observed, will insure safety to you and the members of your command.

3. UNSAFE ITEMS. Unit commanders will be responsible for checking carefully to see that no items deemed unsafe are included in barracks bags which will be placed in the hold of the ship. Such items include lighter fluid, matches, ammunition, and other items of an inflammable nature. By unsafe items is meant any item that may cause fire or damage. Fire at sea is one of our gravest perils.

4. EMBARKATION.

a. Troops leave the Staging Areas for points of embarkation in accordance with schedules prepared by the Port of Embarkation. Transportation is by train, truck, ferry or harbor boat, or a combination thereof. Every effort should be made to maintain Passenger List Order, until troops are in their compartments aboard ship.

b. Except in the case of small shipments, the schedule will normally designate an Advance Party to proceed to each ship 24 to 48 hours ahead of the main body. It will comprise hqtrs., cooks, bakers, K.P.'S guards, loading officers, and sometimes augmentation for gun crews. The duties of loading officers are of paramount importance in the accomplishment of an orderly embarkation. They are responsible for berthing troops in compartments on the ships, seeing that every berth is occupied, that no soldier used two berths - one for himself and the other for his barrack bag and that they remain in their bunks until embarkation has been concluded. This is important because allowing men to roam the ship needlessly during embarkation would cause serious confusion and impede the operation. The Advance Party will be properly instructed on board ship before the main body arrives.

c. The procedure in Embarkation is governed by Section 1, Embarkation Regulations. Commanding Officers of embarking units have no authority to set aside any of these regulations on loading plans. They retain full command of their troops and accompany them to the gangplank, but do not cross the gangplank simultaneously with them. At this point, the guides and loading officers take charge until the troops are in their proper compartments. Commanding Officers, after consultation with the Transport Commander, will make the necessary assignments to their subordinate officers to provide for the welfare and discipline of their troops.

d. The Troop Movement Division makes all assignments of space allotted to officers and troops, and in general does not change them except as required by unforeseen circumstances. Once the ship is completely loaded according to original billeting, then any necessary changes can be made through the Transport Commander without causing undue confusion. Rooms assigned to permanent transport personnel are not available to passenger.

e. Officers assigned to a given ship will get their assignments at one selected gangplank, from which point they will go aboard.

f. War needs may require, at times, that two men be assigned to one bunk (double-loading), where one man stays for a period in an area without bunks while the other sleeps in the bunk; they then exchange places for an equal period and so forth. By giving up some bunk space and double-loading the remainder, a transport may carry a considerable overload above "single-loading" capacity. While not unbearable, conditions aboard a crowded transport are never very pleasant, so don't expect an excursion. This is particularly so when it is necessary to overload ships. If all officers will inform their men ahead of time not to expect a joy ride, the troops will be better prepared psychologically for the conditions that will confront them.

g. On each Army Transport and certain other ships there will be a permanent Transport Commander who will exercise administrative and staff control in the name of the Commanding General, New York Port of Embarkation whom he represents. His functions are similar to those of a Post Commander. A line officer, senior in rank to the Transport Commander, does not have the authority to intervene in the administrative details of the ship, although he retains full command of his own troops. He will furnish such special details as the Transport Commander may require.

C O N F I D E N T I A L

INSTRUCTIONS (contd)

H. When a ship has no permanent Transport Commander, an officer designated by the Commanding General, New York Port of Embarkation, will assume the functions and authority of the permanent Transport Commander, except in the cases of Navy and foreign transports, where the Transport Commander is definitely under the orders of the ship's master and can only function within the framework of the ship's regulations.

5. THE TRANSPORT. It is well that you have a general idea of what is expected of you and your troops once you are aboard an Army transport. Each ship has certain characteristics which must be considered by those aboard. Each ship's regulations cover the facts you must know. You will be well informed of all points once you embark. The following information is general to all ships:

a. Transport Commander. Paragraph 1, AR 55-320 provides that a Transport Commander will be assigned to each Army passenger transport. He assumes command of all permanent military personnel and otherwise functions as a post, camp, or station commander. The relationship of the Transport Commander to unit commanders aboard is that of a station commander to the commanders of units temporarily bivoyacked at his station. Unit commanders will provide the Transport Commander upon request, with staff officers and any details required for the performance of his mission. Orders and instructions for the conduct of all passengers and troops will be issued through the Transport Commander. Orders and instructions relating to the internal administration of a unit being transported will be issued by unit commanders.

b. Chain of Command.

(1) The staff appointed to assist the Transport Commander for each voyage usually consists of executive, adjutant, mess officer, provost marshal, police officer, and baggage control officer, as well as such other assistants that the Transport Commander may require.

(2) Ships usually are divided into areas, each consisting of one or more troop compartments with an Area Commander designated for each. Under the jurisdiction of the area commanders are the troop commanders and the compartment commanders.

(3) Group commanders command a group of troop compartments when two or more troop compartments make up an area command.

(4) Compartment Commanders are designated by the area commander. There will be a commissioned officer in each troop compartments when two or more troop compartments make up a area command.

c. Ship's Regulations. One of the first steps taken by the Transport Commander is to see that all personnel are acquainted with the ship's regulations. These regulations usually cover the following points:

(1) Smoking must be controlled at all times. Fires at sea are usually traceable to carelessness. **SMOKING IS PROHIBITED DURING EMBARKATION AND DEBARKATION. NO EXCEPTION TO THIS REGULATION IS AUTHORIZED.** Each ship has areas where smoking is permitted subsequent to embarkation.

(2) Life Jackets. All personnel must wear or carry their life jackets with them all times. This rule is effective immediately upon boarding. The life jacket should not be used as a pillow or as a seat for these practices decrease its buoyancy.

(3) Uniform worn on board. Immediately upon embarking, all personnel should remove leggings. They are not to be worn again until debarkation.

(4) Fire and Emergency Drills. Area Commanders personally assume command of all personnel of their area during these drills. Fire and emergency imperative that every man aboard know just what he must do when such drills occur. Drills are held until this is accomplished.

C O N F I D E N T I A L

INSTRUCTIONS (contd)

- (5) Procedure in case a man falls over board.
- (6) Care of fire fighting equipment.
- (7) Care of Electrical equipment.
- (8) Prohibited material such as cameras, radios, cigarette lighters, and so forth.
- (9) General information regarding messing.
- (10) Conservation of water. It is necessary to pay particular attention to the conservation of water throughout the voyage. Most transports ration water, and make it available only at specified hours.
- (11) Restricted areas for all personnel.
- (12) Blackout of ship which is designated by the Master of the ship. Blackout must be rigidly enforced. Every officer must consider it his duty to enforce the rules and apprehend violators immediately.
- (13) Movement on board.
- (14) Policing and sanitation.
- (15) Guard and other special details.
- (16) Discipline and morale.
- (17) Ship's Inspection.
- (18) The prohibition of the use and possession of intoxicating liquor.

- (19) Exercise and games.
- (20) Disposition of rubbish.
- (21) Bulletin Boards.
- (22) Relations between the ship's officers and crew.

d. Duty Details. The primary details required for each trip are guard, galley, fatigue and supplement to permanent gun crew. Other details are required, from time to time, and are supplied as needed.

e. Transport Chaplain. On each Army transport there is a permanent Transport Chaplain who conducts, coordinates, and controls the holding of divine services aboard. In addition, with the assistance of passenger chaplains, he is charged with matters pertaining to entertainment, recreation and other matters governing personal welfare.

f. Sales Commissary Officer. Each transport has a permanent sales commissary officer who runs and controls the sale of candy, cigarettes, and the like. Purchases are usually made by unit purchases, except for officers. The goods sold are priced for the benefit of the soldiers, and are not to be resold.

g. Messing. Messing during voyage of American Army Transports often consists of two meals per day; one in the morning and one at night. Frequently but not always, the same procedure is followed on Navy and foreign transports. Experience indicates that two meals enroute is sufficient and no hardships is suffered. When practical, certain transports supply sandwiches at mid-day. Traffic is an important issue in messing, and unit officers are utilized to control the mess line. It is advisable to have a unit officer eat each meal with his troops.

h. Disciplinary Action. Transport Commanders have Summary and Special Courts-Martial jurisdiction. Most transports are provided with a brig. Unit Commanders are urged to employ unit punishment in all cases where this form of punishment is deemed adequate.

i. Partial Payments to Troops. An agent finance officer is usually appointed for each transport and provided with authority and sufficient funds to make partial payments of not to exceed \$5.00 to each enlisted man aboard.

j. Dangers. The major potential possibilities for danger are fire, submarines, aircraft, and collision. Troops should be informed that protecting aircraft and naval escort vessels do not always operate within sight of the convoy. Just because they cannot be seen does not mean that the convoy does not have the proper protection. Certain escort vessels are assigned the mission of picking up personnel who have taken to life rafts or who have gone over the side in any manner as a result of an emergency.

k. Material for distribution aboard. Certain materials such as maps, rations, ammunition, and Red Cross kits are placed aboard for distribution to troops. These will be given to troops as soon as it is practical to do so.

C O N F I D E N T I A L

INSTRUCTIONS (contd)

l. Training Programs. The maintenance of training standards including physical standards will be maintained as far as is compatible with condition based on alternate schedules prepared by Transport Commanders for various contingencies aboard ship.

m. Medical Service for Troops. Each transport has a Transport Surgeon who is permanently assigned. With the assistance of such other surgeons who may be aboard as passengers, he will take care of the health of troops and maintain sick call as prescribed in the ship's standing orders.

n. Stowage of individual equipment. Area Commanders are responsible for the proper disposal of individual equipment of troops, which must be kept off the decks and out of the aisles. Arms will be secured in such a manner as to prevent damage or injury to personnel or the arms. Clothing should be disposed of in such a manner as will not impair ventilation. In no event should clothing be placed on fire extinguishers or electrical equipment.

o. Currency. Do not carry checkbooks or write checks after leaving the Staging Area. The three approved ways of carrying funds overseas are:

- (1) Cash.
- (2) Commercial money orders.
- (3) Treasury checks.

Officers should refer to W.D. Circular No. 106, 20 April 1943, and W.D. Circular No. 130, 3 June 1943. Army disbursing officers outside the continental United States are authorized to cash for military personnel, in accordance with paragraphs 6 and 9, (Cir. 130) travelers checks and money orders issued by the American Express Company, and travelers checks issued by the Bank of America, National Trust and Savings Association. The Mellon National Bank of Pittsburgh, and the National City Bank of New York, when these checks are countersigned in the presence of the disbursing officer, or his agent, and provided that the money orders referred to above are so drawn and endorsed that there is no violation of security regulations. DO NOT HAVE ANY TITLE OR RANK OR BRANCH OF SERVICE MENTIONED ON THE MONEY ORDER OR CHECKS. In case you are carrying negotiable papers, have them made out in your name only.

6. DEBARKATION. Inasmuch as the debarkation requirements vary for the different ports, the Transport Commander will advise Unit Commanders of the action to be taken. At certain ports, the local Debarkation Officials come aboard with a complete schedule, while at other ports, the debarkation plan must be prepared by the Transport Commander in advance. In either event, the Unit Commander is responsible that his troops are ready for movement in accordance with the instructions given.

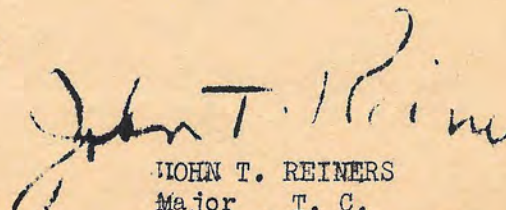
7. ON FOREIGN SOIL The importance of maintaining friendly relations with our Allies in our common cause should be impressed upon every officer and enlisted man. The British are a rather conservative race and are not quick to grasp the American ways. Anti-British expressions should be carefully avoided. Furthermore, the American soldier as compared to the British soldier, is highly paid, and care should be exercised not to embarrass our Allied troops by the unseemly display of money.

a. It is usual that our troops on debarking must travel some distance before they arrive at their new staging area. Rations are given to troops for their messing enroute. Unit officers should instruct their men not to eat their rations immediately on debarking otherwise they may go hungry for a long period, for the messing facilities enroute are either non-existent or at best limited. They should be instructed not to throw any food whatever from trains. This is to prevent children from rushing on to another track and being killed or injured by passing trains.

b. Mail should be deposited in Army Post Offices only and not in the local post office.

By order of Colonel RUTLEDGE:

5.


JOHN T. REIMERS
Major T. C.
Chief, Operations Div.

ARMY SERVICE FORCES
New York Port of Embarkation
Camp Kilmer
New Brunswick, New Jersey

MEMORANDUM:

Subject : Instructions
To : Train Commanders, NYPE

4. CAPT ALONZO J. GOLDEN

1730
1955

You are designated the train commander for a movement of troops determined by orders with which you are familiar.

Your duties do not involve:

1. Inspection of railroad equipment this point or at destination.
2. Movement of troops to entrainment area.
3. Entrainment details or assignment of troops to cars.
4. Feeding or mess arrangements.
5. Responsibility for records.

Your duties require:

- ✓ 1. That you receive from the Transportation Officer necessary Transportation Request which you must sign personally.
- ✓ 2. That you arrive at the railhead prior to arrival of troops.
- ✓ 3. That you contact the train conductor immediately and arrange for a mutually convenient time for checking personnel.
- ✓ 4. That after entrainment you, together with the train conductor, make an accurate count of the personnel.
- ✓ 5. That you surrender to the conductor the Transportation Request showing actual number carried.
- ✓ 6. That you be located in car "A" upon arrival at destination.
- ✓ 7. That you leave the car immediately upon arrival to contact officer detailed to meet you and who will direct further movement when troops detrain.
- ✓ 8. That you continue at the head of the column to embarkation point where you will be relieved.

You should instruct unit or car commanders at the rail-head:

- ✓ 1. That refuse or debris will not be thrown from the car windows at any point enroute or while the train remains in the Kilmer Yard. Any accumulation of trash will be placed in one end of the car or vestibule for disposition by the carrier.
- ✓ 2. That no mail, notes or restricted information will be passed from car windows by personnel enroute.
- ✓ 3. That the usual safety restrictions for troops enroute will be imposed.
- ✓ 4. Under no circumstances will personnel be permitted to ride on upper deck of ferry between Jersey City and embarkation pier.

As a matter of information, troops upon arrival at the rail terminal, will march approximately 300 yards to a ferry or harbor boat for further movement to the pier. The ferry trip requires approximately half an hour. After disembarking from ferry, control and direction of movement is assumed by NYPE personnel.

All arrangements have been made for the reception of your contingent. It is not expected that you will disturb the routine of movement as outlined and considered in the various conferences which have been held.

If your movement is made on Reading-CNJ-Railroad, exchange of Transportation Request for ticket is not made. The conductor will accept the Transportation Request. If there are fewer than indicated, endorsement will be made and signed on reverse certifying actual count. You are provided with a certificate to cover any number in excess, made out in duplicate, one to be surrendered to the conductor and the copy to be given to the officer who will meet you on arrival, for transmission to the Finance Officer, U. S. Army, Transportation Branch, Wash., D. C.

If movement is made on Pennsylvania R. R., exchange for ticket will be made here in this office. Endorsement will be made on the ticket by the conductor if less than shown, and the certificate above described will be executed for excess passengers.

Are there any questions?

(OVER)

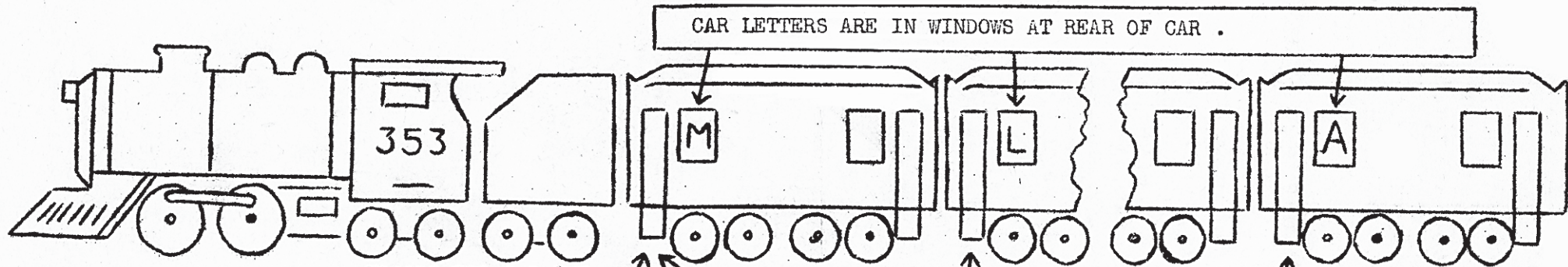
CLARENCE W. ARCHER
Major, T. C.
Post Transportation Officer

NOTE:

In the event observers are assigned to your train they will have instructions to report to you at the railhead. They will be considered official members of the party and their transportation will be covered by the transportation request or the excess certificate as may be necessary.

C. W. A.

SIDE-VIEW OF TRAIN AS YOU APPROACH RAILHEAD

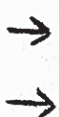


CAR LETTERS ARE IN WINDOWS AT REAR OF CAR .

TROOPS FOR CAR "M"

LOAD THROUGH THESE (REAR) DOORS IN PASSENGER LIST ORDER.

ROUTE OF MARCH



1 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16 17 18
 19 20 21 22 23 24 25 26 27
 28 29 30 31 32 33 34 35 36

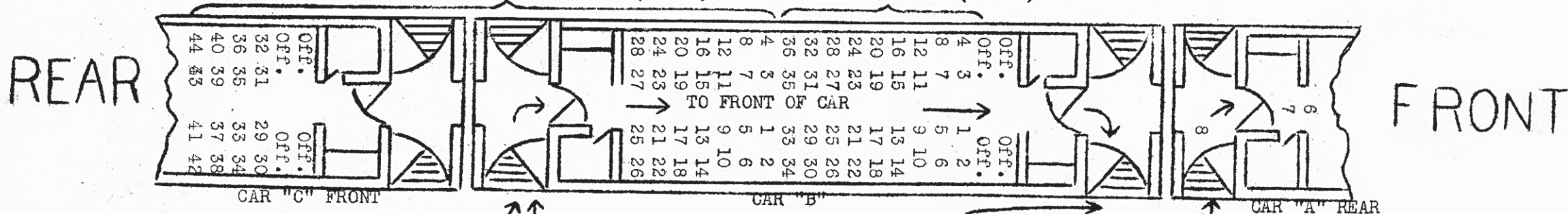
TROOPS HALT BESIDE CAR ADJACENT TO THE REAR LOADING DOOR OF THEIR OWN CAR.

TDP VIEW OF CAR - SHOWING SEATS

UNIT

1234-A (44 EM)

UNIT XYZ-786 (36 EM)



REAR

FRONT

TO FRONT OF CAR

LOAD THROUGH THIS REAR DOOR THEN PROCEED TO FRONT END OF CAR

DETRAIN FROM THIS END OF CAR IN PASSENGER LIST ORDER AT RAIL DESTINATION

1 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16 17 18
 19 20 21 22 23 24 25 26 27
 28 29 30 31 32 33 34 35 36

TROOPS FOR CAR "B"

1 2 3 4 5 6 7 8
 9 10 11 12 13 14 15 16
 17 18 19 20 21 22 23 24
 25 26 27 28 29 30 31 32
 33 34 35 36

TROOPS FOR CAR "A"
 (IN PROCESS OF LOADING)

RESTRICTED



PROCEDURE FOR LOADING TROOPS

- (1) All seats face forward, and will be occupied in this position during entire trip.
- (2) The first two double seats on both sides of the car will be left vacant for officer personnel. (See cars B and C on reverse of this page).
- (3) Baggage, marked same as helmets, will be on proper seats as troops enter. (See Figure B).
- (4) The loading detail will meet the group, enter the car first, and lead the remainder of the car group forward to the proper seats.
- (5) As each man comes alongside his own baggage, he will quickly step between the seats and place himself directly in front of his bag. He will remain standing in that position until all troops are so arranged. (See figure A).
- (6) Rifles will then be placed horizontally under the car windows and between car walls and seats. (See Figure C).
- (7) Next, troops will remove gear, with man nearest window placing pack, blanket-roll, canteen and cartridge belt on rack above his head. Man nearest aisle will place his similar equipment beneath the seat. (See Figure B)
- (8) Gas masks will be placed beneath the seats. (See Figure B).
- (9) Overcoats will be hung from hooks found directly beneath the overhead racks. (See Figure C).
- (10) Helmets will be hung by chin straps from this overhead rack. (See Figure C)
- (11) Upon completion of above procedure, the men will pick up their bags, take their seats, and place the bags between their legs in an upright position. (See Figure C).
- (12) At the time shown on Departure Schedule for preparation to de-train the above procedure will be reversed. Troops will thus be completely dressed and ready to de-train upon arrival.

RESTRICTED

RESTRICTED

