FILE
1004

CAMP HOOD
Camp Regulations
TEXAS

Chap

CHAPEL #2.

1 APRIL 46

ARMY SERVICE FORCES
Headquarters, Camp Hood
Camp Hood, Texas

CAMP REGULATIONS 1 April 1946

1. This publication supersedes Camp Regulations, Headquarters, Camp Hood, as revised under the date 1 July 1944, and all supplements thereto.

2. Each member of the camp personnel, military or civilian, will inform members of his or her families, guests and servants of such parts of these regulations as concern them.

3. This publication is numbered serially and will be issued on receipt to division, group or other headquarters. Changes to these regulations will be supplied on a page basis and will be published as required. As change pages are received they will be inserted in their proper place, and the replaced pages destroyed. Pages which represent changes will carry the date and number of the change.

4. Upon departure or inactivation of a unit the division, group or other headquarters will return unit's copies to this headquarters.

BY ORDER OF COLONEL DELAMATER:

Wm B Koons

Wm B KOONS
Captain, Inf
Adjutant

COPY NO. 14

1. AIRCRAFT OPERATIONS. - a. The entire area of the Camp Hood Reservation is designated as an area of potential danger, and flight over the Reservation is prohibited except by arrangement with the Camp Commander. The area is posted on the "AUSTIN" sheet of U. S. Sectional Aeronautical Charts, Scale 1/5,000,000 and is also noted in "Weekly Notice to Airmen" published by the Civil Aeronautics Administration. (Flight Information Bulletins)

b. Training. - (1) Aircraft will not operate at any altitude over Impact Areas "A" or "B" at any time unless flight plan has been previously cleared with the Camp Range Officer. Requests for clearance must specify area over which flights will be conducted, time of flights, and purpose of mission.

(2) Aircraft will not operate within the cone of fire of Artillery Fire Problems. Locations of danger areas will vary daily, and close check should be maintained constantly on Weekly Range Firing Bulletin, plus additional firing scheduled in the Camp Hood Daily Bulletin. In case of doubt the Camp Range Officer must be contacted for clearance.

(3) Aircraft will not operate at elevations less than sufficient to allow safe glide angle in event of complete engine failure, and in no case less than 1000' over nearby densely populated communities, nor over concentrations of buildings within the camp, such as cantonments proper, ammunition depots, PW and Disciplinary Barracks, civilian employee housing projects, etc.

(4) Aircraft will not be flown at elevations of less than 200' over any concentration of troops or vehicles in the training areas or on the reservation. When specifically required by Training Directives, flights over personnel at lower altitudes are authorized for deliberately planned tactical exercises, and the officer in charge of the exercise will be responsible for the safety of all personnel involved or endangered.

(5) Aircraft may land on any suitable unoccupied open ground in unrestricted areas of the reservation while performing tactical missions. Landings will not be made on any hard surface roads or trails, unless previous arrangements have been made to protect ground traffic, or in extreme emergency, in which case every effort will be made to warn ground traffic.

(6) Violation of these regulations will be reported to the Commanding Officer, Camp Hood. Report will include complete identification of plane with serial number, if possible, and the nature, location and time of alleged violation.

2. AMMUNITION. - See ORDNANCE.

3. ARMY EMERGENCY RELIEF. - All persons in the military service and their dependents are eligible to make application for Army Emergency Relief. Approval of applications will be based upon eligiblity and necessity after thorough investigation. The Army Emergency Relief Officer receives and collects payments on outstanding loans whether made at this or another station.

4. ARRESTS. - See MILITARY POLICE.

5. ARRIVAL OF DISTINGUISHED VISITOR. - a. Upon receipt of notice that a distinguished visitor is coming, a representative of the Camp Commander will immediately make contact with the Ground Forces concerned for an appropriate guard of honor, band, the rendition of courtesies and honors and for coordination of the movements and activities of the receiving groups from the Army Ground Forces and the Army Service Forces.

b. When the time and place of arrival of the visitor is announced, the Commanding Officer, accompanied by the Adjutant, the Range Officer, Public Relations, and such other staff officers as may be desired, will proceed in an official car to meet the visitor and obtain his desires as to honors, visits, etc.

c. Officers in charge of branches, upon receipt of information that a distinguished visitor is coming, will promptly alert all their departments, shops, or other installations and will report to Camp Headquarters to await instructions at the time when the Commanding Officer and his staff go to meet the distinguished visitor.

d. If the distinguished visitor inspects shops or other installations, personnel will stop work, stand at attention and show proper respect in his presence. The foreman or leader in charge of the activity will report to the visitor, announce his name, rank or activity, and be prepared to give such information as is desired.

e. When the arrival of such a visitor is known in advance, officers will be meticulously dressed in their best uniforms and will be alert and military in their attitude and movements. They will report to the visitor on his arrival in their area and will personally conduct him through such activities as he desires to observe, being prepared to answer any questions.

6. ARTICLES LOST AND FOUND. - Any person in the command losing or finding articles of any value will report or turn in same to the Camp Provost Marshal.

1. BEGGARS. - See SOLICITORS, PEDDLERS AND BEGGARS.

2. BILLETING. - a. Units and organizations arriving:

(1) Unit billeting officers will report to Camp Headquarters for billeting assignment and instructions.

(2) No unit organizations will move to or occupy additional buildings without authority of the Camp Billeting Officer.

(3) No building, even though assigned, will be used for any purpose other than that for which constructed without prior authority from the Camp Commander.

b. Assignment of quarters:

(1) All officers without dependents reporting to this station for duty will be assigned Government quarters. The quarters at Camp Hood are considered adequate for bachelor officers.

(2) Unit commanders are responsible for assigning officers under their command to quarters.

c. Clearance of units. - All units and organizations will secure clearances before departing from this camp, or when changing from one area to another. Forms for clearances will be secured from Camp Billeting Office. Procedure prescribed in Memorandum No. 84, this Headquarters, dated 10 July 1945, subject: "SOP Troop Movements", will be complied with.

d. Clearance of officers. - All officers departing from Camp Hood will secure clearance through the Central Clearing Office located in the Camp Personnel Office.

3. BONDS, SAVINGS. - a. The Savings Bonds Officer assists in the promotion of Savings Bond sales to civilian and military personnel through cash purchases, Class "A" Pay Reservations and Class "B" Allotments.

b. The following will be submitted to the Camp Savings Bond Officer, Camp Headquarters, by each unit on the 3d of each month, consolidated by highest applicable headquarters, and separate groups, battalions and companies which have no higher administrative headquarters.

(1) Number of personnel eligible for Class "B" Allotment

(2) Number of personnel participating in Class "B" Allotment

(3) Percentage of personnel participating

(4) Total pay reservation deducted on payroll for Savings Bonds

(5) Total cash purchases made by personnel of the unit.

O. CALLS, SERVICE. - The following schedule of calls becomes effective 1 April 1946:

	Mon, Tues Thurs, Fri	Wed & Sat	Sundays & Holidays
First Call	0620	0620	
Reveille	0630	0630	
Assembly	0635	0635	
Breakfast	0700	0700	0730
Sick Call	0730	0730	0800
Drill Call	0800	0800	
Dinner	1200	1200	1200
Drill Call	1300		
Guard Mount	1600	1100	1100
Recall	1630		
Retreat	1700		
Supper	1715	1715	1700
Tattoo	2100	2100	2100
Call to Quarters	2245	2245	2245
Taps	2300	2300	2300

1. CAMERAS. - a. Cameras and photographic equipment will be permitted on the camp reservation with the written permission of the Camp Commander.

b. The following rules and regulations will govern the issuances of Camera Permits to military personnel and War Department civilian employees:

(1) Signal Corps Photographic Laboratory will be utilized for the photographing of military equipment and/or materiel.

(2) The taking of photographs of the following subjects, except when taken by official Signal Corps photographers or when taken by photographers whose permits include permission to take such photographs is prohibited:

(a) Military personnel and equipment engaged in training and/or maneuvers.

(b) Airplanes, munitions, trucks, tanks, ordnance, etc., either on the camp or in transit from one post to another.

(c) Wrecks of military equipment .

(3) Military personnel and War Department employees, using or desiring to use, cameras within the Camp Hood Military Reservation will submit application on Form H9-2 (obtainable from Camp Headquarters Mimeograph and Supply Room) to this Headquarters, furnishing the following information:

(a) Name, grade and serial number

(b) Office or organization

(c) Make, negative size, serial number and type of camera

(d) Short statement to the effect that individual wishing Camera Permit is familiar with this regulation, and Section V, WD Circular 365, 1944.

(e) Certificate of character of applicant signed by applicant's commanding officer. If a civilian, certificate of character will be signed by officer in charge of office or activity.

(f) Two photographs of applicant, size 1½" by 2", head only.

2. CENTRAL POST FUND. - a. Requests for funds from the Central Post Fund will be routed to the Custodian, Central Post Fund, who will make all purchases through the Camp Purchasing and Contracting Office.

b. Requests received after the monthly meeting of the Council will be held for consideration at the next meeting.

3. CHANGE OF STATION OF UNITS . - a. Units stationed at this camp will, upon receipt of information from proper authority that a change of station is being contemplated, immediately notify this headquarters (Camp Adjutant, telephone 741) of such facts, including date and hour of departure and destination.

b. The Camp Adjutant is responsible for the proper dissemination of this information to all activities at this camp who are concerned with the movement of the unit. Information will be furnished at the earliest practicable moment, and in any event, not later than 48 hours prior to departure of the unit.

4. CHEMICAL WARFARE SERVICE. - The Camp Chemical Warfare Officer requisitions, stores and issues chemical warfare service equipment and supplies under the direction of the Director of Supply and advises him on the maintenance and repair of chemical warfare service equipment and classifies such equipment for salvage. He also advises the Camp Commander on and supervises chemical warfare service matters under jurisdiction of the Camp Commander.

5. CIVILIANS. - Civilians seeking employment will report directly to the Camp Hood Civil Service Board.

6. CLAIMS. - a. Claims for damage to, loss or destruction of property, or for personal injury or death, incident to non-combat activities of the War Department or of the Army, are payable under the provisions of Public Law No. 112, 78th Congress, enacted 3 July 1943, as amended by Public Law No. 67, 79th Congress, enacted 29 May 1945. Damage, loss, injury or death must have been caused by military personnel or civilian employees of the War Department or of the Army while acting within the scope of their employment, or otherwise incident to non-combat activities of the War Department or of the Army.

b. All persons having claims against the Government are advised to obtain instructions and proper forms for submitting such claims from the Claims Officer at Camp Headquarters. Military personnel of Army Ground Forces may obtain such assistance from the Claims Officer assigned to their unit, if applicable.

c. All military personnel or civilian employees of the War Department or of the Army having knowledge of acts which may be the basis of claims, either in favor of or against the Government should immediately communicate with the Claims Officer, telephone 742.

7. CLASSIFIED DOCUMENTS. - a. The attention of all military personnel is called to the fact that the safeguarding of classified military information is the responsibility of all military personnel and civilian employees of the War Department. The attention of all personnel is also invited to the fact that disclosures of classified information subjects the offender to severe disciplinary action.

b. Classified information of any kind should never be divulged or discussed except as authorized by the Public Relations Officer. A statement of assurance by a newspaper or radio representative seeking such information, that the story will be properly cleared prior to publication is no authority for any disclosure.

8. CLOTHING AND EQUIPAGE SHOPS. - See QUARTERMASTER.

9. CLOTHING CASH SALES. - See QUARTERMASTER.

10. CLUBS, NCO. - a. The custodian of every NCO Club fund will be a commissioned officer.

b. All purchases made for NCO Clubs except from the Camp Exchange and Sales Commissary, will be made by and through the Camp Purchasing Branch. (See PURCHASING AND CONTRACTING.) Exceptions - See par 3c, EXCHANGES.

11. CLUBS, OFFICERS. - a. Attention is invited to the provisions of the constitution of the officers' clubs on this camp which makes every officer assigned to Camp Hood a member and liable to monthly dues of $1.00, payable in advance, unless such officer submits resignation to the Board of Governors. All officers not submitting resignations and receiving approval are liable for dues and must pay same in full before being cleared from the Camp.

b. The dues for each unit will be consolidated by the adjutant of the unit and submitted to the 50th Street Officers' Club prior to the tenth of each month. A list of non-members and reason for non-membership will accompany the turn-in of dues.

c. The dues for officers of activities of the 1848th SCU will be submitted direct to the office of the 50th Street Officers Club prior to the tenth of each month.

12. COMMERCIAL FIRM AGENTS. - No organization or member of this command will collect or act as agent for any commercial enterprise.

13. COMMISSARY, SALES. - a. Sales will be made to individuals as prescribed and authorized by AR 30-2290. All articles must be checked at the counter and no corrections or exchanges will be made after customer leaves the Sales Store. No stores will be sold to any person on another person's authorization, without written authority which must be surrendered at time purchases are made.

b. Sales hours at the Sales Commissary will be from 0900 to 1730 hours daily except Saturdays, Sundays, holidays or on the last business day of the month. Inventory will be conducted on the last business day of each month.

c. There will be no deliveries made nor telephone orders accepted.

d. The Sales Store is operated for the benefit of active and retired military personnel and eligible civilians and no purchases will be made by any person, except for his own use or for the use of his dependents (AR 30-2290). Any infraction of this regulation will result in the loss of commissary privileges and possibly disciplinary action. Military personnel are responsible that members of their household making purchases at the Sales Commissary are thoroughly familiar with this provision.

e. All customers, except military personnel in uniform, will be required to show their identification cards, properly validated, which may be obtained from the Provost Marshal.

f. Checks from individuals will not be accepted by the Sales Officer in payment of obligations or purchases. Checks received as payment of organization accounts only will be accepted, made payable to the Treasurer of the United States and forwarded to QM Sales Officer, Camp Hood, Texas.

g. Accounts for sales to organizations will be opened at the Sales Store, Bldg H-4227. It will be necessary to obtain charge account numbers and file proper signature cards with application. All unpaid charge accounts will be reported to the Camp Commander on the tenth of the month following the date of purchase. However, they will not be considered delinquent until after the twentieth of the month.

h. Mess officers, or their authorized representatives, desiring to purchase items from the Sales Commissary should present a requisition of required items 24 hours in advance of date of delivery for preparation of sales slips for the items available.

14. CONVOYS. - See TRAFFIC REGULATIONS.

15. CORRESPONDENCE. - a. Correspondence emanating from Station Complement activities will be prepared as directed in TM 12-253 and Memorandum No. 104, this Headquarters, 3 September 1945.

b. Chiefs of divisions, branches and sections are authorized to authenticate routine communications and correspondence peculiar to their particular activity, in the name of the Commanding Officer. Correspondence or other communications involving station policy will be transmitted through Camp Headquarters. If in draft form, it becomes the responsibility of the Camp Adjutant to affix the proper signature and dispatch the communication in the proper channel. Authority to issue orders and/or other communications which are directive in nature is vested only in the Camp Commander, Camp Executive Officer, or the Camp Adjutant.

c. Identifying symbols as outlined in Memorandum No. 104, this Headquarters, 3 September 1945, are assigned to the chiefs of divisions, branches and sections and will be used on all correspondence and/or other communications such as telegrams, radiograms, etc., originating in the particular office.

d. Chiefs of divisions, branches and sections are authorized to classify correspondence of confidential or restricted nature only; authority to classify secret correspondence is vested only in the Camp Commander, Camp Executive Officer or Camp Adjutant and will not be delegated. (AR 380-5.)

16. COURT-MARTIAL CHARGES. - The procedure outlined below will be followed when offenses are committed which require disciplinary action:

a. A company or detachment commander receiving a report that an offense has been committed by an enlisted person from his organization will promptly determine the facts and circumstances of the offense, and, unless it is a trivial one, or clearly within the limitation of the 104th Article of War, will prefer charges and forward them within 24 hours to the regimental or similar unit commander. He will make or cause to be made the investigation required by Manual of Courts-Martial and if trial is justified, will, if empowered to appoint appropriate Court-Martial, forward the charges within 48 hours to proper Court-Martial for trial. Attention is directed to Article of War 70 with reference to delaying trials. Other officers who may prefer charges will take the same action as outlined for company commanders.

b. Each Judge Advocate and Summary Court will submit a written report to the Camp Judge Advocate prior to noon each Saturday listing the cases on hand and expected date of trial or reasons for probable delay, if any. If no untried cases are on hand, no report will be required.

17. CREDIT CARDS, GASOLINE, TO MILITARY AND CIVILIAN PERSONNEL FOR OFFICIAL VEHICLES. - a. Units or Sections requiring transportation which would involve the use of credit cards should make necessary arrangements for special orders or other necessary orders covering the billeting of drivers and the use of government vehicles. This procedure will cover the driver, vehicle and all expenses chargeable to the Government on all authorized trips.

b. All requests for transportation will be in accordance with Camp Headquarters Memo 19, 4 Mar 46, and no credit card will be issued to any driver of a military vehicle without special orders. Special orders should indicate that use of Government vehicles is authorized as provided for in current AR's. A copy of special orders will be presented to the P&C Office at time of request for credit card. Each credit card, together with a copy of each delivery ticket, will be forwarded to the P&C Office immediately upon completion of each trip. No credit card will be used on more than one trip except the cards issued to Military Police on temporary duty in surrounding towns, and commanding officers of ASF and AGF.

c. Drivers assigned to Camp Motor Pool or authorized drivers using Camp Motor Pool vehicles will obtain credit card for any trip covered by special orders from Camp Motor Pool Officer. The Camp Motor Pool Officer will forward a copy of the special orders (noting credit card Sub No.) together with all copies of delivery tickets for gasoline or automotive services purchased on the trip covered by these special orders, and the credit card issued for trip to the P&C Office.

d. Each delivery ticket for each purchase will show the following:

Name, rank, and serial number of person to whom credit card is issued
The Sub No. of the credit card
Name and address of vendor
Quantity, unit, unit price, and total price of each item purchased
Date purchase was made
Vehicle No. (except for convoys)

e. Credit cards will be used only when gasoline at military installations is not available.

1. DAILY BULLETIN, CAMP. - A Daily Bulletin is issued from this headquarters each morning, except Sundays and holidays. Any item, directive in nature, appearing in the official section of the Daily Bulletin carries the same force as any other order or published memoranda issued by this headquarters. Requests for notices to be published in the Daily Bulletin will be dispatched so as to reach this headquarters not later than 0800 hours on the date of publication; otherwise, the item will be published in the subsequent edition.

2. DECEASED PERSONS. - Upon the death of an officer, warrant officer, or enlisted person within the jurisdiction of Camp Hood, Texas, the following action will be taken:

a. By the Camp Surgeon:

(1) Immediately notify the Camp Adjutant, or if after normal duty hours, the Camp Officer of the Day, by telephone, No 741, giving the following information:

Rank and name
Army Serial Number
Organization
Time and date of death
Place of death
Cause of death
Line of duty status

(2) The above information will be confirmed in writing with the least practicable delay.

(3) Prepare routine reports as required by pertinent Army Regulations and War Department directives, particularly TM 12-240 and TM 12-240A.

b. By the Regimental or separate unit commander:

(1) Obtain deceased's Service Record or Form 66-1 and furnish Camp Headquarters, phone 741, day or night, the necessary information from the deceased's records, to complete WD AGO Form 52-5, (Fig. 10, TM 12-240).

(2) Detail a summary court officer to inventory the effects of the deceased.

(3) Furnish Camp Headquarters, phone 741, the name, rank, serial number, and organization of the summary court officer appointed. Also, furnish the paragraph number and special order number detailing the summary court officer.

(4) Select a qualified attendant to escort the remains and furnish Camp Headquarters the name, rank, serial number and organization of such attendant.

3. DEPARTURE OF UNITS. - See CHANGE OF STATION OF UNITS.

4. DRUGS. - See LIQUOR, NARCOTICS AND DRUGS.

5. DRY CLEANING. - The Dry Cleaning service is offered to all military personnel. The QM Dry Cleaning Plant will be operated in conjunction with and as an adjunct of the laundry. The provisions of AR 30-2135 relative to priority of service, responsibility for claims and accounting for laundry operations will also apply to the dry cleaning plant.

6. DUTY OFFICERS, DETAIL OF. - An officer, other than Chaplains and medical officers, will be detailed daily by this headquarters for the following duties, such detail being published in the Camp Daily Bulletin each day:

Camp Officer of the Day
Provost Marshal Duty Officer
Quartermaster Duty Officer.

1. ENGINEER TROOP SUPPLY. - The Engineer Troop Supply Officer is responsible for the requisitioning, storage and issue of Engineer Troop Supply equipment under the supervision of the Supply Division. He advises the Director of Supply on the maintenance and repair of Engineer Troop Supply items and classifies equipment for salvage purposes. He also informs the Camp Commander of and supervises Engineer Troop Supply matters under control of the Camp Commander.

2. EVENTS, UNUSUAL. - Any event that is of an unusual nature and is considered to be out of the ordinary from the every day routine will be reported to one of the following staff sections: (The Camp Adjutant's Office, phone 741, in all cases, day or night)

Commanding Officer
Executive Officer
Camp Adjutant

The telephonic report will be confirmed in writing with the least practicable delay, setting forth all facts, details and circumstances connected therewith.

3. EXCHANGES, CAMP. - Camp Exchanges are located at various places throughout the camp for the convenience of personnel housed in the area immediately adjacent to each exchange. Unit commanders are urged to restrict personnel of their unit to the exchange in the vicinity of their unit. Unit commanders are responsible for the policing of the area around respective exchange of their units; for the conduct of the personnel of the unit in the exchanges; for providing necessary guards for maintaining order and discipline and to prevent robbery and guard against fire at night, in accordance with Provost Marshal's instructions.

a. Hours. The hours during which the exchange will be open will be posted on the door of each exchange.

b. Sales. (1) Specific instructions as to whom sales shall be made and which sales may be made will be posted in each exchange.

(a) In general, military personnel and their dependents, and WD civilian employees residing within the reservation, are permitted to purchase at camp exchanges. Other persons permitted to enter the reservation may purchase items from the camp exchange and its concessions, provided such items are consumed within the reservation.

(b) Sales may be made to welfare funds as defined in AR 210-50.

(2) Military personnel are required to submit official documents as authority to purchase service ribbons, insignia and officers' uniforms.

(3) Resale of articles purchased by any authorized person to persons not authorized to make purchases at exchanges is forbidden.

c. Sale and Use of Beer. For the information and guidance of all concerned the following policy will prevail in reference to the sale and use of beer at Camp Hood, Texas.

(1) No beer shall be sold or consumed on the premises which has an alcoholic content in excess of 3.2% by weight.

(2) All beer sold must be consumed within the limits of the camp, except in certain instances, where with the express permission of the Camp Commander, controlled military groups will be permitted to consume the beer, purchased through the recognized agencies, at parties, picnics, or special occasions off the camp. Controlled military groups applies only to definite fixed social gatherings composed of military personnel and their families, where a responsible commissioned or non-commissioned officer will be present to insure the opening of the beer and its immediate consumption at the specified occasion or its return to the military reservation. Individual military personnel will not be permitted to purchase beer for the purpose of removing it from the military reservation for consumption within private homes or other places in civilian communities within a "dry" area.

(3) No delivery shall be made of beer in any quantity in "dry" territories by the seller direct. The purchase shall be made in "wet" territories and the transportation to this camp shall be effected by common carrier or by transportation owned or controlled by the post exchange, or by other military purchasers such as officers' clubs, officers' messes, non-commissioned officers' clubs, post messes, camp restaurants (not operated by the camp exchange) and funds of military organizations, clubs or associations located in the camp. It is desired that all purchasers receive affidavits setting forth the alcoholic content of the beer brewed and sold, properly sworn to by both manufacturer and distributor.

(4) These instructions are applicable to all civilian personnel presently authorized to purchase beer from Army exchanges and will be strictly complied with.

(5) All beer purchased in branch exchanges will be uncapped and consumed within the premises of the branch exchange. No beer will be carried to the barracks or from the exchange building.

(6) Brewers have advised that beer deliveries are being curtailed greatly by the failure of exchange officers to insure the proper care of containers. It will be necessary to protect beer cases and bottles from destruction by rain or other causes, in order to prevent critical shortages during the various beverage seasons. Individuals, messes and clubs are enjoined to take especial care of beer cases, cartons and bottles.

(7) Exchange employees have no authority to discipline customers, but may refuse to make sales of beer to any customer who shows signs of intoxication or inebriation.

d. Councils. A Post Exchange Council and a Post Exchange Special Council have been established at this station under the provisions of AR 210-65. Such councils will meet at such times as may be directed by this headquarters and/or requested by the Post Exchange Officer.

e. Credit Privileges. No credit privileges at Camp Exchanges will be extended.

f. Sanitation. (1) Camp Exchange concessionaires will maintain a high standard of sanitation within their place of business at all times.

(2) All exchange employees handling food will be given a physical examination monthly as provided in AR 40-205 and certificates of such examination will be displayed at location of employment.

g. Inventories. Inventory officers will be appointed by this headquarters, and when so appointed, they will be relieved of all other duties while inventory is being conducted.

h. Sales to Officers' Messes and Clubs. Wholesale purchases made for officers' messes and clubs from the post exchange will be made at the Post Exchange warehouse.

1. FIELD RATIONS - a. The ration cycle at this station will be breakfast, dinner and supper.

b. The interval between date submission of daily ration allowance returns and date of issue will be 3 days.

c. Organizations at this station are authorized to maintain a reserve of subsistence supplies consisting of one-third of a ration per man. Such commodities to be retained will be non-perishable items, and they will be exclusive of the supplies being consumed and those issued on a particular day.

d. Issues. Subsistence based on the OQMG Master Menu will be issued to all organizations on the field ration upon request. A monthly schedule of issues, listing ration request and issue date, the turn-in of excess supplies, and inventory dates may be obtained at the Quartermaster Sales Office. Ice issues and sales to organizations will be made in accordance with AR 30-2280.

(1) Reimbursement for meals served at organization messes operating on the field ration will be in accordance with Par 42, AR 35-6660, 15 Nov 45, and Par 63, TM 10-215.

2. FILE AND RECORD SECTION. - a. A central file and records section is maintained in the Camp Adjutant's Office at Camp Headquarters for utilization by all personnel assigned or employed at Camp Hood, Texas. Chiefs of divisions, branches, or sections are not authorized to maintain a permanent file of correspondence or records, other than those relating to the technical services. Reference files may be maintained by divisions, branches, or sections for the purpose of ready reference.

b. Records Administration. Records of a Dewey Decimal System type cannot be held for information purposes after they are one year old and in some instances after six months. Records that are used regularly as current files day after day may be maintained as long as they are constantly used. There are specific instructions in TM 12-259 for disposition of special type records as those pertaining to money account, supply records, clinical records, etc.

c. All Station Complement activities will work out disposition standards on WD AGO Form R5112, August 45. The original of the form will be filed in the records of the activity and the carbon forwarded to the Camp Records Administrator, Camp Headquarters, according to schedule in Par 2d. The form is prepared as follows:

(1) Fill in the top part as called for.

(2) Under description of files list each item separately.

(a) As Decimal File 300.6, 1944.

(b) Extra copy general orders, memoranda, daily bulletins, etc., in 1944.

(c) Record of receipt of registered and insured mail, 1943.

(3) Under the column "Now on hand" list the number of 18 inch volume file drawers.

(4) Under the column "Per Year" list the numbers of that type file, in file drawers, added during the year.

(5) Under column "Disposal Authority" list the actual paragraph, sub-paragraph, etc., of the directive giving disposition of such records.

(6) Under column "Disposition Instructions" give the length of time which such records are held prior to disposition, examples:

(a) Destroy one year after audit.

(b) Destroy after 90 days.

(c) Retire to Service Command depot.

d. Action will be taken on all records within the activities in accordance with the following schedule, after the 15th of the month indicated:

(1) On or before 30 April 1946 all records dated prior to 30 April 1945.

(2) On or before 30 June 1946 all records dated prior to 30 June 1945.

(3) On or before 30 September 1946 all records dated prior to 30 September 1945.

(4) On or before 31 December 1946 all records dated prior to 30 December 1945.

e. The check made will be with a view of eliminating unnecessary files and file materials (non-record material) reducing file space. The following action will be taken in handling of the records.

(1) Remove all of the records dated prior to the date indicated from the files.

(2) This action does not preclude the destroying of temporary files after 90, 120 or 180 days after the date of such records.

(3) Sort the communication removed into two groups.

(a) Communications which have lost their effect or value.

(b) Communications which have permanent value.

f. Distribution of records.

(1) Salvage records segregated under paragraph e(3)(a) will be tied in bundles twelve to fifteen inches in height and taken to salvage.

(a) Forward to Records Administrator, Camp Headquarters a list in triplicate on Form Control Symbol XRM-161 of the records destroyed on or before the fourth day of the month following the date indicated for retirement of inactive records. The form will be prepared as follows:

1. Fill out the top part of the form giving the officer or clerk preparing the report, showing the quarter ending as shown under paragraph 2.

2. List each item separately as 1, 2, 3, 4, 5, 6, etc.

3. List a description of each item as surplus copies, memoranda, 1943. Memorandum receipt file, 1945.

4. Give the file drawers on the basis of 18 linear inches.

5. Give the actual authority for the destruction of the record concerned as paragraph 3 (2), AR 35-6700, par 66 a (1) and (3), TM 12-259.

(2) Prepare the records segregated under paragraph e(3)(b) in the following manner:

(a) If more than one box, contact the Records Administrator for disposition. If less than one box, deliver to the administrator on or before the fourth day of the month following the date indicated for retirement of inactive records properly listed on WD AGO Form R5026, 1 March 1945. The form report prepared as follows:

1. Fill out Part I of the form called for which includes amount recorded in file drawers on Form Control System XRM-161.

2. List each item individually, in Part II of form.

3. Under description of files list each item individually in accordance with the type of file.

4. Give the number of file drawers on the basis of 18 linear inches.

5. The intended date of transfer will be the date of the quarter ending as indicated under paragraph 2.

(b) Each item will be left in the normal file sequence as it appears in the record file, giving dates. For example:

1. Manila folders, Report of Board Proceedings of Camp Exchange Robbery, 20 August 1943.