1. PARKING. - See TRAFFIC REGULATIONS.

2. PASSES FOR CIVILIANS. - See General Order No. 35, this Headquarters, dated 26 September 1945, subject: "Civilian Identification - Use of Camp Facilities".

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

4. PEDESTRIANS. - See FOOT TROOPS AND PEDESTRIANS.

5. PERSONAL AFFAIRS. - The Personal Affairs Officer will give information and advice on financial problems, domestic problems, six-months gratuity pay, allowances, arrears in pay, Savings Bonds, government and commercial insurance, pensions, local housing facilities, personal effects and other matters affecting members and former members of the Army and their dependents and the dependents of deceased members of the Army. Office is located at Camp Headquarters, Building H-9, telephone number 650.

6. PERSONNEL. - a. Absence. - For information pertaining to absence with leave, look under appropriate headings such as Furloughs, Passes, Leaves of Absence.

b. Arrival of Personnel. - (1) Officers. - All officers reporting to this station who are assigned to Station Complement will follow the procedure outlined below:

(a) Record date and hour of arrival in Officers' Register in Camp Headquarters Message Center.

(b) Report in person to Camp Adjutant.

(c) Report to the Military Personnel Branch for the purpose of accomplishing necessary forms and ascertaining assignment.

(2) Enlisted Personnel. - Enlisted Personnel of the Station Complement will report to the appropriate detachment, thence to Military Personnel Branch for assignment.

(3) Officer and enlisted personnel assigned to Army Ground Forces units will report to their respective headquarters for such instructions as may be given by the headquarters concerned.

c. Civilian Personnel. - The Civilian Personnel Branch is responsible for the administration of all WD civilian personnel assigned to Station Complement. It is responsible for all administrative records including changes in status, leave of absence, payment, job relations, and classification of positions.

d. Policies in this connection will be published in numbered memorandums from this headquarters.

d. Clearances. - (1) Officers. - The procedure for clearance of officers will be covered in General Orders and/or Memorandums this headquarters.

(2) Enlisted Personnel. - Enlisted personnel will be cleared in accordance with instructions announced by their respective commanders.

(3) Civilian Personnel. - The procedure for clearance of civilian personnel will be covered in numbered memorandums this headquarters.

e. Furloughs. - The provisions for furloughs will be covered in AR's and such instructions as appropriate commanders may direct. Policies for furloughs for enlisted personnel of the Station Complement will be published in numbered memorandums.

f. Holidays. - The provisions covering holidays for all personnel will be published in numbered memorandums subject to such modification as local commanders may see fit to make.

g. Leave of Absence. - Provisions for leave of absence will be covered in AR's and such instructions as local commanders may direct. Instructions covering Station Complement officers will be issued in numbered memorandums.

h. Passes.(1) Station Complement Personnel. - Requests for passes will be submitted through the head of the activity in which the enlisted man works to the appropriate detachment commander.

(2) Army Ground Forces Personnel. - The issuance of passes to Army Ground Forces personnel will be covered by such instructions as the appropriate commander directs.

i. Strength Reports. - Each major organization will submit strength reports to the Military Personnel Branch this headquarters by 1100 hours each Thursday. Report will be submitted as of midnight of preceding day. The report may be made by telephone to the Personnel Sgt Major, telephone 735. The report will show the strength in officers, warrant officers and enlisted men assigned or attached to each unit under the jurisdiction of the reporting headquarters. Strength will be ascertained from morning reports of all Station Complement units except USDB. Based on these reports, a consolidated strength report is issued by this headquarters, primarily for information to supply agencies and people concerned with strength of personnel. It may be furnished to Army Ground Forces units in reasonable numbers upon request to the above referred to telephone number.

j. VOCO's. - (1) Station Complement Officers. - VOCO's may be granted to Directors of Divisions and Chiefs of Technical and Administrative Services upon request to Commanding Officer through Camp Executive. In the absence of both the Commanding Officer and Camp Executive, VOCO's may be granted by the Camp Adjutant, or on weekends by the field officer on duty. Directors of Divisions and Chiefs of Technical and Administrative Services may grant VOCO's not to exceed 24 hours to officers under their jurisdiction. Officers who reside off the reservation do not need VOCO's at nights or over weekends.

(2) Army Ground Forces Officers. - VOCO's may be granted Army Ground Forces officers as deemed appropriate by their respective commanders.

k. Working hours. - The working hours of all personnel in Station Complement will be covered by numbered memorandums this headquarters.

7. PHOTOGRAPHIC PROCEDURE. - See Memorandum Number 89, this Headquarters, dated 26 July 1945, subject: "Photographic Procedure".

8. POLICING. - a. The Camp Police Officer will exercise general supervision over all policing and will be responsible for detailed police of unassigned areas of the Station Complement, reporting through the Provost Marshal to the Camp Commander all areas that are not being properly policed.

b. Organization commanders and officers in charge of installations and activities are responsible for the care of the buildings under their control and for the appearance of the area adjacent thereto. Buildings and areas will be policed daily. Policing will consist of removal of papers, trash, etc., from areas for disposition in the Sanitary Fill, and the maintenance of proper surface drainage within the area.

(1) When roads are included in an organization area, that organization is responsible for the police of such roads. When roads divide organization areas, each organization is responsible for its half of the road.

(2) When two or more organizations use the same area or building, the police of the same will be arranged by the organization commanders concerned or referred to the Camp Commander for a decision.

(3) Demonstration troops will be responsible for the proper police of areas used by them in training and demonstrations. Materials used will not be left in such areas after the training or demonstration is completed.

(4) Space underneath buildings will be kept clear of all waste material, lumber and trash.

(5) When trash is hauled, necessary care will be taken to prevent its falling from vehicles while enroute.

(6) Areas will not be vacated prior to being checked for policing.

(7) Grass and weeds in organizational area will be cut and trimmed.

c. The Camp Sanitary Fill is located immediately east of Prisoner of War Camp. The disposal of trash, unedible garbage, etc., in any other area in camp is prohibited.

9. POSTAL SERVICE. - a. The Camp Postal Officer is charged with immediate supervision and inspection of postal activities within the camp. Each group, non-regimental or separate unit to a regiment, or any other such organization will be assigned to the Headquarters Branch or to the main post office for mail service.

b. All units and organizations will be served through the Camp Post Office, located on 227th Street and Spur Drive. Substations are strategically located throughout camp. Upon arrival or activation at this camp, they will contact the Camp Postal Officer for instructions as to necessary requirements and handling of U. S. Mail.

c. The Camp Postal Directory is under the supervision of the Camp Postal Officer, telephone 481. Twenty-four hour service is maintained.

d. Locator cards. - WD AGO Form 302, Locator Card, will be furnished the Camp Postal Officer by each field force unit Headquarters and each service command unit within 24 hours after an officer, warrant officer, or enlisted person joins his organization. The Camp Postal Officer will be furnished copy of all special orders issued at this station, and letter orders, TWX's, etc., effecting the transfer of individuals.

10. PROPERTY ADJUSTMENT. - The following instructions regarding Reports of Survey apply to all accountable and responsible officers:

a. All Reports of Survey will be routed through Camp Headquarters.

b. When other means are not specifically provided by Army Regulations to provide an accountable or responsible officer with a voucher for loss of, damage to, destruction or shortage of property, he will initiate a Report of Survey on WD AGO Form 15 (Report of Survey.) Loss of or damage to property while in transit by a common carrier is surveyed on WD AGO Form 15-1, whenever a preliminary investigation indicates that the loss or damage is in excess of $10.00. The Camp Transportation Officer is charged with the actual preparation of Reports of Survey on the latter form but the appropriate Station Supply Officer will supply necessary information and affidavits to the Camp Transportation Officer.

c. Reports of Survey will be submitted to Camp Headquarters as soon as practicable, and in any case within 30 days after the discovery of the loss, destruction, damage or shortage of property. (Exceptional circumstances will be explained by the officer's certificate as prescribed in AR 35-6640.)

d. Under "Date and Circumstances" furnish a complete, true and concise picture of reasons for loss or damage, together with detailed explanation of care taken to avoid said loss or damage or to recover property. Additional necessary information may be attached to original copy of survey in the form of exhibits. (No copies are required for attachment to second and third copies of Reports of Survey.) Officers may accomplish certificates, but affidavits are required in the case of enlisted personnel.

e. All erasures, interlineations and other alterations on the survey form will be initialed by the officer concerned.

f. All affidavits will be signed before personnel authorized to administer oaths.

g. Instructions in small print at bottom of reverse side of survey form, TM 14-904 and AR 35-6640 should be studied carefully.

11. PROVOST MARSHAL. - a. General. - The Camp Provost Marshal is responsible for the discipline and efficiency of the Military Police, for the prompt enforcement of all orders emanating from this Headquarters and higher authority, and for the general guard of the camp. He will use all means at his disposal to protect government property against fire, theft and sabotage, and to insure the safety and comfort of the camp. He will act as Liaison Officer between the Camp Commander and civil authorities concerning the release, transfer or delivery of military personnel who may be held as prisoners, who have been apprehended by civil authroities, and when members of this command are involved in offenses committed off the military reservation.

b. Duties. - (1) Enforcement of law on the reservation and off the reservation when concerning members of this command.

(2) Control of traffic.

(3) Supervision over conduct of civilians working or living on the reservation.

(4) The issuance of passes for civilians who may be authorized to enter the reservation.

(5) Prevention of soliciting, peddling and begging.

(6) Operation of lost and found department .

(7) Prevention of gambling.

(8) Take necessary action concerning all cases of violence, theft, drunkenness, disorderly conduct, absentees and deserters, begging or soliciting in uniform, and other violations of orders or regulations not under the direct disciplinary control of organization commanders.

12. PUBLICATIONS AND BLANK FORMS. - a. The Camp Publications Branch is the source of supply of all War Department publications and blank forms and is open from 1300 to 1700 hours daily except Saturday and Sunday for the purpose of issuing completed requisitions and accepting turn-ins of excess publications and blank forms.

b. Initial distributions and completed requisitions will be called for by units in South Camp and will be delivered to North Camp on Tuesdays and Fridays. Deliveries will be made to the following: Southern Branch, US Disciplinary Barracks, QM Reclamation Center.

c. Initial distribution of publications and blank forms will be made to the highest applicable administrative headquarters as prescribed in AR 310-200. All requisitions for publications and blank forms must be submitted to the Camp Publications Branch on WD AGO Form No. 17, in duplicate. Not more than one category or group should be included on the same requisition. In requisitioning publications and blank forms, classification of publication or blank form must be shown.

GROUP A--Requisition to be submitted between 1st and 6th of each month

ARMY REGULATIONS
TECHNICAL REGULATIONS
WAR DEPARTMENT CIRCULARS
WAR DEPARTMENT TRAINING CIRCULARS
WAR DEPARTMENT GENERAL ORDERS
WAR DEPARTMENT BULLETINS
BULLETINS OF THE JUDGE ADVOCATE GENERAL

GROUP B--Requisition to be submitted between 6th and 11th of each month

ARMY SERVICE FORCES CATALOG (Ord Standard Nomenclature Lists only)
WAR DEPARTMENT TECHNICAL BULLETINS (Ordnance only)
FIRING TABLES
WAR DEPARTMENT LUBRICATION ORDERS
ORDNANCE FIELD SERVICE BULLETINS
ORDNANCE FIELD SERVICE TECHNICAL BULLETINS
TABLES OF ORGANIZATION AND EQUIPMENT
TABLES OF ALLOWANCES
TABLES OF BASIC ALLOWANCES
TABLES OF EQUIPMENT
TRAJECTORY DIAGRAMS
TRAJECTORY CHARTS
ORDNANCE STOCK LISTS
MODIFICATION WORK ORDERS

GROUP C--Requisitions to be submitted between 11th and 16th of each month

WAR DEPARTMENT SUPPLY BULLETINS
CIVILIAN PERSONNEL PAMPHLETS
CIVILIAN PERSONNEL CIRCULARS
CIVILIAN PERSONNEL REGULATIONS
WAR DEPARTMENT TECHNICAL BULLETINS (Less Ord)
MOBILIZATION REGULATIONS
MOBILIZATION TRAINING PROGRAMS
ARMY SERVICE FORCES CATALOG (Less Ord Standard Nomenclature Lists)

GROUP D--Requisitions to be submitted between 16th and 21st of each month

WD AGO FORMS (Regular and by series)
CIVILIAN PERSONNEL FORMS
CIVIL SERVICE COMMISSION FORMS
FIELD ARTILLERY SCHOOL FORMS
STANDARD FORMS
TREASURY DEPARTMENT FORMS
WAR DEPARTMENT FORMS
STOCK TABULATING FORMS
OFFICE OF CONTRACT SETTLEMENT FORMS
MISCELLANEOUS FORMS
ARMY PERSONNEL CLASSIFICATION TESTS
ARMY SERVICE FORCES MANUALS
WAR DEPARTMENT PAMPHLETS
GRAPHIC TRAINING AIDS
ANY PUBLICATIONS NOT LISTED ELSEWHERE

GROUP E--Requisitions to be submitted between 21st and 26th of each month

TECHNICAL MANUALS
COMBINED COMMUNICATIONS BOARD PUBLICATIONS
FIELD MANUALS

d. Exceptions will be made to the above schedule only in cases of emergency. There is no objection to a requisition being submitted a few days in advance of the scheduled date. This allows more time for edition, checking and preparing items on requisition for delivery. It is suggested that all requisitions be submitted to this headquarters, ATTENTION: Camp Publications Branch, through Message Center rather than messenger.

13. PUBLICATIONS MIMEOGRAPHED. - Mimeographed publications issued by Headquarters Camp Hood, are distributed through the Camp Message Center. Requests for additional copies of General Orders, Memorandums, etc., will be made to the Camp Sergeant Major, telephone 2550.

14. PUBLIC RELATIONS. - a. General. - In order to carry out an effective public relations program at this installation all matters dea ling with this activity should be coordinated through the Camp Public Relations Office.

b. Procedure. - Uniform method of procedure should also be adhered to so that proper coordination can be obtained. It is required that the following procedure be followed at this installation:

(1) Units should notify the Camp Public Relations Officer of impending visits, particularly media representatives and dignitaries.

(2) When Unit Public Relations Officers contemplate radio programs, the Camp Public Relations Officer should be notified before final arrangements are completed so that previously scheduled activities can be coordinated with future plans.

(3) Where more than one unit at this camp is affected by a public relations matter, it is requested that all public relations officers cooperate with the Camp Public Relations Officer and the Unit Public Relations Officers.

(4) It is desired that all newspaper releases be coordinated through the Camp Public Relations Officer in order to prevent overlapping of effort and in order to secure the maximum coverage.

c. Policy. - (1) In order that there may be no violation of War Department policy the camp and unit public relations officers should review all manuscripts of talks or addresses to be given by military or civilian personnel on training, objectives or personnel by members of their unit.

(2) No officer or enlisted man of this camp will act as correspondent for pay or otherwise, for any newspaper, periodical or other publication without reporting the fact to his Public Relations Officer.

(3) Notification should be given to the Camp Commander of proposed visits by civilians to address personnel of this camp.

(4) All Public Relations Officers are responsible for adherence to War Department policy on public relations matters. It is recommended that the Manual for Public Relations Officers be referred to for guidance.

(5) Supervises the publication of the Camp Hood News.

(6) Prints and distributes daily news summaries for all units stationed at Camp Hood.

15. PURCHASING AND CONTRACTING. - a. The application of purchase restrictions, the procurement of supplies, (quality considered) at the lowest prices are functions of the Camp Purchasing Branch.

b. In order to facilitate these functions all purchases obligating nonappropriated and appropriated funds for camp units or installations (except food and beverages purchased by Camp Exchange Officer, Officers and Non-commissioned Officers Clubs, and the following named funds: Army Emergency Relief, Hospital, Civilian Welfare) will be made by and through the Camp Purchasing Branch. Custodians of company unit funds or funds on company level will make their own purchases. (See also EXCHANGES.)

c. Each purchase request for supplies, equipment and services will be submitted to the Purchasing and Contracting Branch supported by pertinent data as to available stocks, quantities to be purchased, the necessity for the procurement, the reasonableness of the quantities to be procured, the propriety of local purchase rather than acquisition through appropriate supply channels, project number or authorization when applicable, purchase authorization advice or special authorization by letter, indorsement or requisition and that the purchase requested is not contrary to any directives of higher echelons.

d. The Chief, Purchasing and Contracting Branch, will ascertain the availability of funds, make all purchases, enforce all purchase restrictions, and will fully cooperate with, coordinate and carry on the necessary relationship between his Branch and the Fiscal Division as set forth and implied in the directives referred to in par. 1 hereof, by the terms of this Order and as may be further required by any individual and/or special circumstances.

e. All concerned are urged to become thoroughly familiar with appropriate parts of Sec VII, pars 1 to 12 inclusive, WD Circular 310, 1944. Each purchase request submitted obligating nonappropriated funds must carry the following signed certificate:

"I certify that the provisions of Sec VII, WD Circular 310, 1944, have been complied with."

1. QUARTERMASTER. - a. Clothing Cash Sales. Clothing cash sales will be made only to officers, warrant officers and nurses. All sales are cash (no checks or money orders), and are made at the Quartermaster Warehouse No 20, on 279th St, from 0830 to 1630 daily, except Saturdays, Sundays, and when closed for inventory, date of which will be published in the Camp Hood Daily Bulletin.

b. Gasoline cash sales. Gasoline sales will be made to all military and civilian personnel authorized by AR 30-2290. All sales are cash (no checks or money orders) and are made at the Quartermaster Gas & Oil Distribution Point, 279th St and Terminal Ave from 0830 to 1630, daily except Saturdays and Sundays and when closed for inventory, dates of which will be published in Camp Hood Daily Bulletin.

c. Clothing and Equipage Shops. The Clothing and Equipage Shop is located in Bldg No 24, QM Warehouse Area. Work accomplished on clothing and textiles will include four general categories as follows:

(1) Repair for return to stock.

(2) Repair for return to the original wearer of those articles which required repair beyond the facilities available to wearer.

(3) Alterations to outer clothing to provide proper fit, whenever authorized by the Camp Quartermaster Supply Officer.

(4) Alterations will be made at time of initial issue when necessary.

All articles, except comforters will be laundered, or dry cleaned before delivery to Clothing and Equipage Shop. The textile examiner will inspect all articles to determine if they are cleaned and will return articles not meeting this requirement. All articles will be tagged, same bearing soldier's name, serial number, organization and size. Shoes turned in for repair must be thoroughly cleaned and tied together in pairs, with string eighteen inches apart. Shoes not meeting this requirement will be returned. Shoes must be tagged with issue shoe tags, properly filled out with soldier's name, serial number, organization and size.

d. Requisitions. The Army Service Forces, War Department, will prepare and submit to proper distributing depots all requisitions for Quartermaster organizational and individual equipment for officers (except Motor Transport) and for organizational clothing required for newly activated organizations, upon receipt of proper activation authority. The organization supply officer will be furnished copy of requisition by Camp Supply Officer upon arrival at Camp Hood, covering various classes of equipment for his unit. The automatic supply of all classes of equipment applies to a unit only for initial issue. Thereafter, the unit is responsible for the submission of requisitions covering shortages in all allowances of equipment pertaining to all branches, other than controlled items. Requisitions for Quartermaster supplies will be submitted in accordance with schedules issued from time to time by this headquarters.

1. RANGE REGULATIONS.- See Annex No. 1.

2. RATIONS. - See FIELD RATIONS.

3. RECORDS ADMINISTRATION. - See FILE AND RECORD SECTION.

4. RED CROSS. - a. The American Red Cross offices are open twenty-four hours a day, seven days a week, and its services are available to military personnel and their families.

b. The many services rendered by the American Red Cross include the granting of emergency loans, investigation of requests for emergency furloughs and the rendering of advice on other matters. The Red Cross workers prefer that the men discuss their problems with company commanders before enlisting their aid.

c. The Red Cross Headquarters is in Bldg 644 on Hood Road at the rear of the Hood Road Theater.

d. Personnel of this station will cooperate with the American Red Cross to the fullest extent in handling their activities.

1. SAFEGUARDING FUNDS AND IMPORTANT DOCUMENTS. - a. References. The attention of personnel concerned is directed to the provisions of AR 380-5 and 380-10 in connection with safeguarding funds and important documents.

b. Safes. The following precautions will be observed for all safes unless otherwise authorized in writing by the immediate superior of the custodian of a safe:

(1) Not more than two persons should know the combination to any safe.

(2) Both should have official reason for knowing the combination and neither should be a former custodian of a safe, who no longer has reason for access thereto.

(3) Combinations of safes will be changed at such times as is necessary, by the custodian; and, while it is not mandatory to do so, it is considered good policy to change combinations semi-annually or at least annually. Combinations should be changed immediately by the custodian, if he has knowledge of or reason to believe that the combination to his safe has become compromised. The combination of safes containing funds will be known only to the persons responsible for the funds.

c. Safes, Hospital. Safeguarding combinations of hospital safes will be as prescribed in AR 40-590, 29 Aug 44, as supplemented by letter, Hq, Eighth Service Command, 28 Oct 44, file AG 414.1, subject, "Safeguarding Funds and Important Documents".

d. Copies of Combinations. Not more than one copy of a combination to a safe in use will be made. This copy will be forwarded inside a separate sheet of paper to prevent reading it through the envelope, folded in an envelope sealed with wax or scotch tape in at least two places on the back, and placed in the safe located in the Camp Adjutant's Office, this headquarters. The envelope should show in ink, on its face, what it contains, i.e., combination safe No. 1, 2, 3, 4, or 5, Hosler, located in the _____ office, and will bear the signature and rank of the custodian of the safe to which the combination pertains and the date such combination was changed. Upon receipt of the envelope prepared in the proper manner, a receipt will be furnished for a signed, sealed envelope, purporting to contain the combination of the specified safe.

2. SAFETY PROGRAM. The Safety Committees, under the direction of the Camp Safety Officer, are to meet one time each month to consider pertinent safety measures. All fatalities and all accidents of a serious nature are to be reported immediately to the Camp Safety Office. Any hazard which may endanger any personnel of the camp, military or civilian, is to be reported to the Safety Office immediately by any person who may observe the hazard. The various detachments of the Station Complement will complete and forward to the Safety Office immediately all WD AGO Forms 438 which they receive.

3. SERVICE CLUBS AND GUEST HOUSES. - See SPECIAL SERVICES.

4. SIGNAL. - a. The Signal Office is located on Headquarters Avenue, Bldg No 2208, between 52d and 56th Streets. This office is open for normal business Monday through Friday from 0800 to 1700. Duty officer may be contacted at telephone 413 between 1700 and 2400 hours or on Saturdays and Sundays to transact any signal activity of an emergency nature.

b. Signal Property. Signal Property will be issued from Warehouse 36.2, located at 279th St and Spur Drive, on a properly executed Property Issue Slip, WD AGO Form 446, in triplicate, showing the correct Signal Corps stock number, nomenclature, amount on hand, quantity desired, and authority. The same procedure will be followed for property to be turned in on Property Turn-In Slip, WD AGO Form 447, except property out on Memorandum Receipt, in which case this form will be executed in quadruplicate.

c. Signal Corps Repair Shop. All unserviceable Signal Corps property for repair will be taken to the Signal Corps Repair Shop, Bldg 4361, Warehouse 36-1, located at the intersection of 279th St and Santa Fe Ave, telephone number 2398. The signal property to be repaired should be clean and properly segregated and information should be furnished as to nature of damage if possible. Equipment brought in for repair need not be accompanied by work order request as all necessary paper work will be accomplished by Shop personnel.

d. Signal Center. (1) The camp telegraph office is located on Headquarters Avenue, two doors west of the Camp Headquarters and is open from 0700 to 2400 hours daily, seven days a week.

(2) The telegraph office is charged with the receipt, transmission and delivery of all messages sent by telegraph or other special means. The OIC will review all telegraph messages received for transmission to insure compliance with existing directives.

(3) The attention of all personnel charged with the preparation of messages is directed to the provisions of AR 105-25, TM 12-253 and War Department Cir 78, 1945.

(4) Incoming messages will be picked up at the Signal Center only by representatives of the Senior Unit Headquarters. Outgoing messages will be delivered by above units to the Signal Center.

(5) Classified Messages: (a) Incoming - Incoming classified messages will be decoded by personnel of Camp Signal Office. It will be the responsibility of the addressee to designate authorized personnel to pick up clear-text messages at the office of the Signal Officer, 279th St and Spur Drive. Strict compliance with the provisions of AR 380-5 will be observed.

(b) Outgoing - All classified messages will be transmitted in code. The responsibility for correct address, subject matter and classification will be charged to the Senior Officer of the Organization concerned. One copy of the clear-text message together with appropriate receipt will be delivered by authorized messenger of the originating office to the office of the Signal Officer for encoding. All messages to be cryptographed will be handled strictly in accordance with AR 380-5.

e. Telephone Service. (1) The following offices will be permitted to authorize their own long distance calls and to authorize the calls of offices under their command. All officers concerned are advised that it is mandatory that they stay within the limits of the current allotment for long distance calls.

Airfield	Purchasing and Contracting
Finance	Quartermaster
Post Headquarters	Transportation
Prisoner of War Camp	Director of Supply
Ordnance	Signal
Maintenance	Hospital
Personnel	USDB
Post Engineer	QM Reclamation
Provost Marshal	11th Hq Sp Trps
2d Armored Division	20th Armored Division

(2) Official long distance calls will be accepted from any Class A telephone when approved by the offices authorized to place calls.

(3) The Camp Signal Officer will at regular intervals send a statement listing long distance calls made during that interval to the Commanding Officer of each separate unit for review and distribution to the proper officers for authentication and return direct to the Camp Signal Officer. Cumulative totals of long distance calls for the current month (16th through 15th) may be had by calling the Signal Office, 691.

(4) The following are suggestions as to methods of reducing long distance calls:

(a) Prepare brief notes on subject and have files, maps, etc, on hand when you are ready to talk.

(b) Check with all units of your section before placing a call.

(c) In many cases a telegram or letter will serve the same purpose as a telephone call.

(5) Telephones are classified in accordance with TM 24-205 and pertinent details relative to the placing of personal and official calls are outlined in Memorandum No 58, this Hq, 12 May 45.

(6) Requests for residence telephone service in communities adjacent to Camp Hood will be addressed to the Camp Signal Officer and will contain information required by WPB Order U-2 and Form S-8855, copies of which are on file in the headquarters of each unit. Such requests will carry the indorsement of the executive officer or adjutant of unit concerned and the certification as to military necessity.

(7) Telephone bills for personal service are due 10 days after billing date and are payable at the office of the Camp Signal Officer.

(8) Tactical signal equipment, i.e., telephones, telephone wire, switchboards and Message Center equipment will not be installed by units of the post within the cantonment area.

f. Training Film Library. The Visual Aids Center, on Hq Ave between 52d and 56th Sts, is maintained for assisting all officers interested in training and is open from 0800 to 1700 hours, Monday through Friday. An expert Visual Aids consultant is available for consultation at all times. Appointment for previews of any visual aid may be obtained by telephoning 478. Appointments are not necessary but insures desired subject being available.

5. SMOKING. - a. Smoking in the warehouses, or offices in a warehouse in the warehouse area is prohibited, and this prohibition against smoking will extend to docks and loading platforms and for a distance of 20 feet therefrom. Personnel in supervisory capacities will be responsible that no smoking is permitted within the areas mentioned.

b. Care will be exercised within the reservation to eliminate fire hazards of all types. Disciplinary action will be taken against individuals responsible for fires started through carelessness.

c. Smoking in WD theaters is prohibited.

6. SOLICITORS, PEDDLERS, AND BEGGARS. - a. Soliciting, peddling, and begging within the limits of the reservation are prohibited. Salesmen and representatives of business firms desiring to conduct business on the reservation will contact the Camp Adjutant, Camp Headquarters, telephone 740.

b. No member of this command, either military or civilian, will act as agents on the reservation for any commercial firm without prior approval of the Camp Commander.

c. No insurance representatives and/ or salesmen will be admitted to the limits of this camp during the normal hours of duty. Salesmen of insurance companies licensed to conduct business in the State of Texas may be admitted to camp after 1700 hours, provided they hold in their possession written evidence of a prior appointment having been made with some specific officer, warrant officer, or enlisted person at this camp, and further provided that such interview will not interfere in any manner with the training of the individual concerned.

7. SPECIAL SERVICES. - a. Special Service Facilities. Unit commanders will arrange for use of Special Service facilities (swimming pools, field houses, baseball grounds, etc) through the Camp Special Service Officer. Ground rules concerning the utilization, care, etc, of such facilities will be posted at the facilities.

b. Service Clubs and Guest Houses. Service Clubs are intended for the exclusive use of enlisted personnel and dependents and/or guests only. Officers will refrain from the use of the facilities of Service Clubs and Guest Houses at this station, except that they may draw books from the libraries, provided the libary reading rooms are not utilized for this purpose.

c. Entertainments. Entertainments for which an admission charge is made will not be held anywhere on the camp without prior approval of the Camp Commander.

8. STOCKADE, CAMP. - See MILITARY POLICE.

9. STREET MARKERS. - See TRAFFIC REGULATIONS.

1. TAXICABS. - No privately owned vehicle except a licensed taxicab will be operated in the camp as a taxicab or in competition with any bus line. Authority for operation of taxicabs and buses will be granted only through the Camp Commander.

2. TELEPHONE SERVICE. - See SIGNAL.

3. THEATER. Admission to motion picture shows or USO shows in War Department theaters at this station is restricted to military personnel on active duty and members of their household and civilian personnel residing within the limits of the camp. All patrons purchasing tickets will take their place in single file leading to cashier's window. Admission tickets will be sold only at the ticket box office and will be accepted for admittance at the theater only on the date sold, except under unusual circumstances when the theater will make adjustments with individual patrons. The ticket taker, upon accepting a ticket, will verify that the number thereof is within the series being sold that date. Patrons will not purchase more tickets than they expect to use on the day of purchase. Military personnel wearing fatigue clothes will not be admitted to the regular showings except when an organization is alerted. At such times, arrangements can be made by organization commanders, with the Theater Officer for the admission of groups of men in fatigue clothes.

4. THEFT OF GOVERNMENT PROPERTY. - Whenever loss of Government property is discovered, which apparently is due to theft, or whenever any person on duty at this camp has reason to believe that he has knowledge of theft of Government property, the Director, Security and Intelligence Division, will be notified immediately. The Provost Marshal will then take such action as is deemed necessary and report all facts and circumstances in connection therewith to the Director, Security and Intelligence Division, for further report to the Camp Commander.

5. TRAFFIC REGULATIONS. a. General. (1) In the cantonment areas vehicles will not leave hard surfaced or well-established roads to drive across country. The turning of vehicles on hard surfaced and well-established roads will be confined to the road and shoulders thereof, and will not extend into ditches or grassy areas adjacent thereto.

(2) The use of chains or any metal traction devices intended to gain traction by digging into the surface of the road is prohibited while driving motor vehicles on any of the black topped roads in the entire reservation, including the oiled surfaced access roads.

b. Street Markers. Streets in the cantonment area are restricted and the types of vehicles permitted to use same are designated by painted arrows placed on street markers, as follows:

Green Arrow - open to all traffic
Yellow Arrow - "Off Limits" to full-track vehicles
Red Arrow - "Off Limits" to both half-track and full-track vehicles.

Headquarters Avenue is "Off Limits" to convoys and heavy wheeled vehicles, except when necessary, trucks may travel on this avenue for a distance of less than one block to deliver supplies, etc.

c. Convoys. (1) No convoy will use Headquarters Avenue, except for crossing. All convoys, except those to the training areas, will notify in advance the Camp Provost Marshal. When crossing road intersections, adequate guard will be posted on the ground to stop oncoming traffic.

(2) Convoys will not violate "stop" signs unless traffic guards have been previously placed at intersections to stop oncoming traffic, and in no event will any vehicle in the convoy exceed the speed limit as indicated by speed limit signs.

(3) Military motor movements. (a) In accordance with Training Circular #101, December 1942, to provide necessary coordination between army and civilian traffic officials in facilitating and expediting military motor movements with the least possible disruption to normal traffic, civilian assistance in planning and expediting such movements will be obtained by contacting the Director, Department of Public Safety, Camp Mabry, Austin, Texas, telephone 6181.

(b) The Camp Training Officer will be furnished complete details of the action taken by the unit concerned. In the case of a motor march on the reservation the unit will have submitted to the Camp Training Office a request and map of march for approval.

d. Parking. (1) Parking lots are provided throughout camp. The lots will be used for all vehicles in accordance with posted signs.

(2) There will be no parking on the roads, shoulders, ditches, or back slopes of the roads.

(3) Vehicles will not park within 20 feet of a building, including the theaters, or a fire plug.

e. Night Operations on Roads. (1) Troops being marched over roads in training areas during hours of darkness or of low visibility, in non-tactical situations, will be protected by having all road guards equipped with flashlights to signal their presence to all approaching traffic. At least one light must be carried at the head and one at the rear of each column of foot-troops, and all vehicles must operate with headlights and tail-lights in good operating condition.

(2) In tactical situations, the commander of troops operating on foot, or mounted, without lights, is responsible for the safety of the troops and of passing traffic to the extent that his operations affect such traffic. The following rules will apply:

(a) The commander of troops operating on foot (road patrols, etc), where other road traffic is of consequence, will post guards at the points where roads enter or leave his area of operations, to warn all traffic that patrols on foot will be passed, and that reasonable care will be exercised. Patrols will operate well off the center of roads and make maximum use of shoulders, road ditches, etc, to avoid unnecessary hazards from traffic.

(b) The commander of mounted troops moving blackout will post guards at the head and rear of his column to warn passing traffic. All traffic on the reservation, except public conveyances, will be required to pass blackout columns without headlights, using only blackout lights for military vehicles, and parking lights for private vehicles, with speeds regulated accordingly. Public (non-military) conveyances will not be required to dim lights. Commanders of troops will exert every effort to minimize interference with other traffic.

(c) Blackout vehicular marches may be conducted on any road within the reservation boundary except within the cantonment areas or on Highway 190. Lights must be used on Highway 190 and on all streets within the cantonment areas. Blackout marches will not be conducted on any roads off the reservation. The Copperas Cove-Pidcoke-Gatesville Road is considered off the reservation within the meaning of this paragraph.

(3) Foot-troops in formation within the cantonment areas will march on the right side of the road and will be protected by flashlights as provided in Par 5e(1) above. Individuals on foot within the cantonments will use sidewalks where they are available and will walk on the left side (facing traffic) when necessary to walk on roadways, keeping well over on the shoulder to avoid unnecessary interference with vehicular traffic.

(4) The above regulations will govern all operations between sunset and sunrise and also such periods when atmospheric conditions reduce visibility to dangerous limits.

f. Motor vehicles will not be driven over drainage ditches in the cantonment area or upon the terracing in the warehouse area. Vehicles having lugs or flanges will not be driven across or upon the paved or graveled named streets and avenues in the cantonment area. When such vehicles are required to cross such streets or avenues, a protective matting will be placed across the road.

6. TRAINING. - a. Functions and Activities. (1) Orientation - Assists AGF organizations as to facilities and materials for orientation.

(2) Information. (a) Schedules and distributes the GI Movies.

(b) Assists in securing and stocking miscellaneous materials, such as pamphlets, posters, etc, of general interest to military personnel

(c) Distributes and promotes the use of the Weekly Newsmaps.